

New City School

1500 6th Street NE, Minneapolis, MN 55413

Phone 612-623-3308 Fax 612-623-3319

www.newcitycharterschool.org



Busing Transportation Policy

New City School uses Minneapolis Public School Busing to provide our school bus service.

Bus Problems and Questions

Parents/guardians are asked to contact the School Coordinator regarding bus issues, and not to talk directly with drivers or to our transportation service provider. Frequently Asked Questions regarding the bus are answered in the following pages. If you have a question regarding eligibility, routes or pick up times, please contact Minneapolis Public Schools Transportation by calling 612-668-2300. To discuss student behavior on the bus or to discuss a matter involving a school bus driver, please contact the School Coordinator.

How will I know which bus my child should ride?

By the third week in August, you will receive information identifying the bus stop, route number and time for morning pick up. Please note that the School Bus stop listed serves the neighborhood. A bus stop may be moved to a different corner from one school year to the next.

How can I be sure that my child will get to school and back home safely?

When you receive your notice from MPS transportation (Bus Stop Corner, Pickup Time and Route Number), please have your child carry this notice in their backpack. If a student is accidentally left on the bus, this notice will be used to contact parent and determine where the student lives. Notices are to remain in students' backpacks throughout the year for identification and in case of emergency.

It is the responsibility of parents or guardians to supervise children between home and the school bus stop, and while waiting for the bus to arrive. It is important that each child be familiar with the route from home to the bus stop. Parents or guardians are encouraged to practice this route with their children prior to the first day of school.

New City School staff supervises bus arrival and dismissal. At dismissal every effort is made to make sure that students ride the correct bus.

If more than one bus stops at the pickup corner, how will I know which bus is the right bus?

The notice will give a number for your child's bus route and pick up corner. Please remember the number of the bus route. Occasionally the bus may come to the stop

from a different direction. Children should be aware that buses for other schools may come to their corner.

How will I know when the bus is coming?

The pickup time will be given in the notice from New City School. Please be at the corner at least 5 minutes before the pickup time. **STUDENTS MUST BE AT THE CORNER WHEN THE BUS ARRIVES.** The bus cannot wait for late students or students waiting in cars. Bus drivers are instructed not to wait for students, even if they are in sight, due to traffic hazards presented by waiting.

What if the bus does not come?

Students should wait at least 10 minutes past the pickup time in case traffic or weather has delayed the bus. If the bus does not come, please call MPS Transportation directly at 612-668-2300. During the first weeks of school delays are common due to new schedules. Parents should always have an alternate plan for their children's safety if the bus is delayed or their child misses the bus.

If your child misses the bus it is the parents or guardian's responsibility to assure that the child gets to school. If the bus is late or delayed or misses a stop, please call MPS transportation at 612-668-2300. Whenever possible we will have the bus retrace the route.

When can I expect my child to return from school each day?

Our school day ends at 4:45 pm. As a rule, if your child is not home by ten minutes after their scheduled arrival time, call MPS Transportation at 612-668-2300.

How do I change where the bus picks up or drops off my child?

MPS Transportation cannot honor a request from a parent/guardian or a child to change buses until this change has been received in writing and processed by MPS Transportation. General guidelines for changing a stop location are if a stop is more than .25 miles from the home or is deemed to be unsafe. Please call 612-668-2300 to request a stop change and as soon as the change is effect, a new bus tag will be sent home with your child. Please understand that changes made in bus routes can affect the pickup and drop off times of other students riding the bus; therefore temporary changes lasting just a few days may not be granted. Students will not be allowed get on any other bus than the one they are assigned unless they have a signed note from a parent/guardian to present to the Office Administrator for a bus pass.

What should I do if my child will not be riding the bus home today?

If your child usually rides the bus and you do not want your child to ride the bus home after school on a certain day, you must call the Office Administrator (612-623-3309) by 4pm to report the change. Please also call the Office Administrator by 4pm if your child is usually picked up but must get on the bus that day. **ALL STUDENTS WHO USUALLY RIDE THE BUS WILL BE SENT HOME ON THE BUS UNLESS THE CUSTODIAL PARENT HAS SENT A NOTE.**

Bus Behavior Expectations

Students are expected to follow the same behavioral standards while riding school buses as they do on school property or at school activities, functions, or events. All applicable school rules, policies and expectations are in effect while a student is riding the school bus or at the bus stop.

Riding a school bus is a privilege, not a right. When a student does not follow the rules on the bus, they lose this privilege. The Executive Director or the director's designee will impose consequences for school bus misconduct. Serious misconduct will be reported to the Minnesota Department of Public Safety and may be reported to local law enforcement. If a violation is of such serious nature that the student's continued presence on the school bus poses immediate and substantial risk to the health, safety and welfare of him/herself and/or other passengers, riding privileges may be removed immediately.

School Bus Discipline Guidelines

The discipline guidelines summaries below are general guides as outlined by Minneapolis Public Schools Transportation. New City School reserves the right to modify the consequences indicated in light of particular situations and the learning needs of our students (for instance, younger vs. older students). These mirror the Minneapolis Public School guidelines. The following behaviors are considered unacceptable bus behavior.

Class One Offenses:

- Spitting
- Excessive noise
- Excessive horseplay
- Eating, drinking, or littering on the bus
- Leaving the seat or standing without permission from driver
- Use of liquid containers in any form
- Profanity, verbal abuse, obscene gestures, or possession of unacceptable material
- Being disobedient to driver or aide
- Riding unassigned bus or using unassigned bus stop
- Opening window past safety line
- Other offenses as reported by the driver or principal

Class Two Offenses:

- Hanging out of window
- Throwing or shooting of any object
- Physical aggression or bullying against any person
- Profanity or threats directed toward bus driver or aide
- Possession or use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Holding onto or attempting to hold onto any portion of the exterior of the bus
- Lighting matches, lighters, or any flammable object or substance
- Unauthorized use of emergency door or tampering with bus equipment

- Possession or threat of weapons, explosives, or flammables
- Possession or use of laser pens or pointers
- Other offenses as reported by driver or principal

Consequences That May Be Imposed For Class One Offense:

- 1st Offense: Warning or 1-5 Days Suspension
- 2nd Offense: 1-5 Days Suspension
- 3rd Offense: 5-10 Days Suspension
- 4th Offense: 1) 10 day min. suspension; 2) loss of all bus privileges; 3) Parent meeting

Consequences That May Be Imposed For Class Two Offense:

- 1st Offense: 5 Days Suspension
- 2nd Offense: 5-10 Days Suspension
- 3rd Offense: 1) 10 day min. suspension; 2) loss of all bus privileges; 3) Parent meeting
- 4th Offense: Loss of Bus privileges

Adopted by the NCS Board of Directors, April 18, 2018