



3662 Poinsettia Ave SE, Grand Rapids, MI 49508

Tel: 616-243-6221 • Fax: 616-243-0305

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NBCA Bus Rules and Expectations

Parents are asked to reinforce with their children the importance of safety and proper behavior while on board a school bus. All school rules apply while waiting for, riding, and exiting the bus. Within the first week of the school year students will participate in a “bus safety” discussion regarding the safety rules and consequences for inappropriate behavior.

In order to ensure your child’s safe return home we will be picking up and dropping off your child at the designated stop and time, and to authorized pick up contact only.

If your there will be any changes to your child’s busing arrangements, at least 24 hours in advance written notice must be provided to the the school office with the following information on it: date of arrangement change, your child’s name, your child’s bus route number, and what is the requested change (i.e. pickup person change, not riding the bus that day, etc). This information will be forwarded to the bus driver and homeroom teacher to provide consistent staff communication.

Please contact Vicky Howland, NBCA Transportation Supervisor with any questions or concerns at 616-243-6221 ext 378 or by email at victorianehowland@choiceschools.com

The following is a list of expectations and regulations regarding bus transportation:

1. Follow directions, obey, and respect the driver at all times.
2. Remain seated at all times. Always sit forward in your designated seat, with feet on the floor in front of you (do not put feet sideway towards the aisle)
3. All students must wear the provided seat belt while on the bus.
4. Do not litter on the bus or at the bus stop.
5. Do not use profane language and keep voice levels low.
6. Do not throw objects at, on, or from the bus.
7. Keep head, hands, and feet inside the bus and to yourself.
8. Do not tamper with or vandalize the bus or bus equipment.
9. Do not eat or drink on the bus.
10. Be at your bus stop 5-10 minutes before the scheduled pick-up time.
11. Be courteous to students and neighbors at bus stops and while traveling on the bus.
12. Ride only your assigned bus.
13. Do not ask to stop at places other than the regular bus stop.
14. In case of an emergency, evacuate the bus in an orderly pre-practiced manner.
15. All school rules apply at bus stops and on the bus to and from school.
16. Do not bring any weapon, dangerous object or weapon replica on the bus or to school.
17. Under no circumstances will a K-2 student be left at a bus stop without a parent or guardian to receive the child. Your child will remain on the bus and be brought back to the school if no authorized pickup contact is at the stop for pick-up. (Contact Transportation for exceptions)
18. Students may not use cell phones on the bus. They must be in the child’s backpack or pocket at all times.



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Cell Phone Violators - Plan of Action

First offense - The cell phone will be confiscated by the bus driver during the route and returned to the student when they arrive at their designated stop. Parents will be notified.

Second offense - The cell phone will be confiscated by the bus driver and the student will need to pick them up in the school office. Parents will be notified.

Third offense - The cell phone will be confiscated by the bus driver and the parent will have to come and pick it up in the school office. Parents will be notified.

Fourth offense - The cell phone will be confiscated by the bus driver and the parent will have to come and pick it up in the school office. The student will be suspended from the bus. Parents will be notified.

Possible Consequences for Misbehavior

1. A bus disciplinary referral will be filed by the driver, given to administration and the parent will be notified.
2. Recommendations for misbehavior:
 - a. 1st Offense: a verbal warning and/or an assigned seat will be given and a copy of the referral will be sent home.
 - b. 2nd Offense: student's bus privilege may be suspended for up to 5 days; documentation of suspension will be sent via written letter to the child's parent.
 - c. 3rd Offense- student's bus privilege can be suspended for up to 10 days; documentation of suspension will be sent via written letter to the child's parent.
 - d. If the behavior continues, suspension may be indefinite.
3. Suspension of bus privileges requires parents/guardians to provide alternative transportation.
4. Fighting or bullying behavior on the bus will result in appropriate and immediate action and loss of bus privileges indefinitely.
5. **If it is deemed for the safety of all students riding the bus, an immediate bus suspension may be imposed without a previously reported offense.**

If your child has a concern about an incident on the bus, please ask them to share the concern with the bus driver immediately. This information should be provided before getting off of the bus. The bus drivers are expected to investigate appropriately and if justified, complete a referral form. A student with concerns should work with his/her bus drivers. Referrals will be given to administration and appropriate intervention at the discretion of the administrator will be issued.

Office hours are Mondays to Fridays from 7:30AM-4PM. You may call the office at 616-243-6221 option 7 or email Mrs. Aho at ginyaho@choiceschools.com for additional assistance.

Please sign below to acknowledge that you and your child(ren) have read and understand and will abide by the the NBCA Bus Rules and Expectations:

Name(s) of Child(ren): _____

Parent Name

Parent Signature*

Date

*If this document is signed electronically, NBCA will consider a typed signature the same as if signed on paper