

MARSHALL PUBLIC SCHOOLS

Home of the REDHAWKS



Mission Statement

The Marshall Public Schools Transportation Department is dedicated to transporting all children within the school district to and from school and related activities promptly and safely.

We will keep a high standard of care and compassion for every child.

Our highly trained personnel are here to watch and listen to each child and to assist that child in any possible situation.

Marshall Public School

Transportation Department:

(located in the Midwest Transit Equipment building)

15580 US Highway 27 N (just north of I-94)

Marshall, MI 49068

Monique Bryant, Director of Transportation

269- 781-1341

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Sue Davis, Transportation Coordinator

269-781-1340

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MARSHALL PUBLIC SCHOOLS

Transportation Guidelines and Rules



Before being allowed to ride a bus other than the regularly assigned bus or to get off at a stop other than their assigned stop a student ***must*** bring a note from their parent/guardian to the school office and receive a ***bus pass*** to be given to the driver ***as well as*** contacting the Transportation Department office at (269) 781-1340 no later than the times indicated below.

High School and Middle School:

- Changes for morning pickup need to be called in by 6:00 AM
- Changes for afternoon drop-off need to be called in by 1:00 PM on regular days or 9:15 AM for half days

Elementary Schools:

- Changes for morning pickup need to be called in by 7:30 AM
- Changes for afternoon drop-off need to be called in by 2:00 PM on regular days or 10:15 AM for half days

SCHOOL HOURS

	<u>Daily</u>	<u>Half-days</u>
High School & Middle School	7:40am – 2:30pm	7:40am – 10:50am
Elementary Schools	8:40am – 3:40pm	8:40am – 11:50am



Bus stops will be determined by Marshall Public Schools in compliance with the Safety Rules and Regulations established by the Michigan Department of Education and Marshall Public Schools.

The following general guidelines will be followed:

- Bus stops generally will be established for in-district students living more than one mile from the high school and middle school, or one-half mile for elementary school students from their school.
 1. Walking distance to and from a bus stop shall be up to one mile for High School and Middle School students and one-half mile for Elementary students.
 2. There will not be more than four bus stops scheduled within any one mile. When reasonable, for safety reasons, generally less than four stops will be scheduled.



- **A PARENT/GUARDIAN or OLDER SIBLING MUST** be at the bus stop and visible to the bus driver for both **KINDERGARTEN and 1st GRADE STUDENTS** to be dropped off. If no one is at the stop to get the student off the bus **one** attempt will be made to contact the parent/guardian between school dismissal time and 4:30pm. After 4:30pm the police department will be notified.
- Bus stops and routes are subject to change when student location and conditions warrant.
- All bus passengers must abide by the rules, regulations, and laws set forth by the State of Michigan and Marshall Public Schools. These rules are included in the Student Handbook.
- The parent(s) and/or guardian(s) are responsible for getting the students to and from the bus stop, in a safe manner, as well as their conduct while at the bus stop.
- School buses will not be scheduled to travel or stop on private roads.
- ***If a student does not ride the bus for 3 consecutive days without notifying the Transportation Department the bus will not stop again until we receive a phone call requesting transportation.***

- The Marshall Public School District does not have to furnish bus transportation to any student. ***It is a privilege to ride the school bus.*** There may be certain circumstances where school is in session, but buses are not running or running on a limited basis (due to snow, ice, fog, lack of staffing, etc.). Under these circumstances, it is up to the parent(s) and/or guardian(s) to get their children to school or the closest bus stop.
- **Babysitters:** Pickup and drop off at a student's babysitters' will only be made when the babysitter's location is on the regular scheduled bus route and when possible, within the school guidelines. ***Parent(s) and/or Guardian(s) must make these arrangements/changes with the Transportation Department as well as the school.***



- A shuttle bus will be scheduled to and from Albion to facilitate school sponsored activities for High School students. The following 7 locations are the *only* drop-off stops for the shuttle service:
 1. *Marshall Opportunity High School (225 E. Watson St.)
 2. Lincolnshire
 3. Wildflower Crossing
 4. N. Berrien & MI Ave. (old Washington Garner Middle School)
 5. Harrington Elementary School (100 S. Clark St.)
 6. Erie St. & Dalrymple St.
 7. Oak Meadows Apartments (1300 Hillside Rd.)

*If a student needs to get back to Marshall from Albion for evening events, they must get on at MOHS, that bus leaves from MOHS at 5:30PM. All students that ride to Albion on the 5:00pm/5:15pm shuttle will get off at MOHS, no additional stops will be made at that time.

A student who qualifies to ride the shuttle must obtain a shuttle pass from the Transportation Department through the High School office. The same rules apply to the shuttle bus as they do to regular buses.



STUDENTS ARE TO BE STANDING AT THEIR BUS STOP WAITING FOR THE BUS 5 MINUTES BEFORE THEIR SCHEDULED STOP TIME! PLEASE ALLOW FIVE MINUTES BEFORE AND 5 MINUTES AFTER YOUR SCHEDULED TIME FOR THE BUS TO ARRIVE.



Any vandalism of a bus, such as cutting seats, etc., could result in criminal charges. Malicious or willful destruction of school property will lead to an automatic suspension from the bus until fines are paid. (Ex: the fine for a new seat cover and installation is \$175.00.)

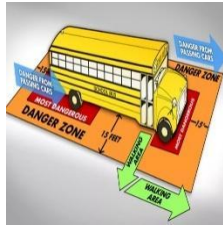
Each Marshall Public School bus is equipped with audio-video surveillance equipment to ensure the safety of passengers and the driver. These videos may be used to verify students demonstrating unsafe behavior, vandalism, or violation of school bus rules.

There is an *automatic suspension* from riding the bus for fighting, tobacco use, (vaping, smoking, chewing, etc.), and the throwing of any item from inside or on the bus. The suspension will be up to ten (10) days.



THE FOLLOWING ARE THE BUS RULES AND REGULATIONS OF MARSHALL PUBLIC SCHOOLS:

- A. Students shall comply promptly with suggestions or requests of bus drivers.
- B. When necessary, students will sit 3 in a seat.
- C. Students must be respectful to both the driver and the aide.
- D. Students shall wait 10 feet or 5 giant steps back from the bus stop and wait for the bus to come to a complete stop before attempting to approach the school bus.
- E. Students shall not board a bus unless a driver is present.
- F. Students shall enter and exit the bus in an orderly fashion.



G. Students must **ALWAYS** cross the road in **FRONT** of the bus to ensure the safety of the student. The driver can only see what is in front of the bus, NOT BEHIND.

H. Students shall keep hands, arms, head, and feet *inside* the bus at all times.

I. Students shall avoid loud, boisterous, or profane language or indecent conduct of any kind.

J. Do not eat or drink on the bus. Glass items of any kind are prohibited.

K. Do not be destructive.



- L. Stay in your seat – facing forward – feet and other belongings out of the aisle.
- M. The bus driver is authorized to assign seats and change them at any given time.
- N. Observe the same conduct as in the classroom.
- O. All rules that apply to the students while at school or at a school activity (i.e., conduct use of tobacco, fighting, possession of weapons, damage to property, etc.) are in effect while on the school bus.
- P. Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the Transportation Department Office.
- Q. Failure to obey any of the regulations set forth by Marshall Public Schools may result in a suspension of the students' bus riding privileges. *If riding privileges are revoked, students are **not permitted to ride any bus to/from school including field trips.***



- R. Students are allowed to use electronic devices to listen to music or play a game while on the bus, **PROVIDED** they use earbuds and the volume is low enough that they are not disturbing their

neighbor! **Students are NOT PERMITTED to use their phones to take pictures or videos.** The phone/device will be confiscated until the student disembarks *and* there will be DAYS OFF the bus for inappropriate use on the 1st offense! *Please remember, the use of electronics is a privilege.*

- S. No pets or other animals (including insects, bugs, spiders, etc.) are allowed on the bus. Students must have parent(s) and/or guardian(s) transports these items to and from school.



- T. Students wanting to bring any item on the bus other than backpacks or books, such as baseball bats, tennis rackets, large musical instruments, sleds, or any other item larger than what can be held in ones' lap, **must get permission by contacting the Transportation Department Office at (269) 781-1340 the day before** bringing those items onto the bus. It is necessary that we make sure that large items will not be taking up a seat that would otherwise be needed for another student. Please make every effort to fit sports equipment such as baseball bats, tennis rackets, etc., into the students' backpack!



U. *Buses **WILL NOT** be turning around to go back for a student who has missed the bus either from home or school. **Students are expected to be at the bus stop 5 minutes before the scheduled pick up time and buses are allowed 5 minutes after that scheduled time.**

***There will be exceptions to turning going back for the first 2 weeks of school if time allows.**

V. **DO NOT** spray cologne, perfume, or body sprays on the bus.

Marshall Public Schools

Transportation Department

Disciplinary Report

Marshall Public School students riding buses must abide by all rules set forth by the Board of Education. The rules are simple and must be followed to better ensure the safety of all students on the bus. Your child is only on the bus for a short amount of time each day. We ask that you explain these rules to each of your children and make sure that they understand them fully.

When a student receives a write-up for a violation of any rules, they will also receive a verbal explanation. Generally, the process is as follows:

1st offense – verbal warning

2nd offense – written warning (Bus Conduct Report)

3rd offense – will result in your student receiving a notice of

suspension from ALL bus riding privileges for a certain number of days depending on the severity of the offense.

Suspension of riding privileges begins when the student returns the Bus Conduct Report that has been signed by the parent/guardian to the bus driver. The signed form *MUST* be returned to the driver before the child will serve the suspension.

IF THE BUS CONDUCT REPORT IS NOT SIGNED AND RETURNED WITHIN 48 HOURS, THE STUDENT WILL NOT BE ALLOWED TO RIDE THE BUS UNTIL WE RECEIVE IT and then the suspension will

begin! Subsequent suspensions for repeat offenses will be up to ten (10) days and will require a meeting between the student, parent(s) and/or guardian(s), and the Director of Transportation or the Director of Finance and Operations.

We practice progressive discipline for all students unless the offense is considered dangerous or a serious safety violation.

The following offenses will result in an automatic suspension from the bus due to the nature of the offense: Fighting, hitting another student, bullying, vaping/smoking on the bus or use of any tobacco type product, possession of any weapons on the bus, or any other such serious offense. Any type of assault, either verbal or physical, will be considered as a reason for immediate suspension.

When a Bus Suspension is given, it includes **ALL** buses including to/from school, field trips, shuttles, and sports.

The MPS Transportation Department has



for bullying!



BULLYING BEHAVIOR CHART

	PHYSICAL BULLYING Harm to someone's body or property		EMOTIONAL BULLYING Harm to someone's self-esteem or feeling of safety		SOCIAL BULLYING Harm to someone's group acceptance	
	VERBAL	NON-VERBAL	VERBAL	NON-VERBAL	VERBAL	NON-VERBAL
LEVEL ONE	- Expressing physical superiority - Blaming the victim for starting the conflict	- Making threatening gestures - Defacing property - Pushing/shoving - Taking small items from others	- Insulting remarks - Calling names - Teasing about possessions, clothes, physical appearance	- Giving dirty looks - Insulting gestures	- Gossiping/Starting or spreading rumors - Teasing publicly about clothes, looks, relationships with boys/girls, etc...	Ignoring someone and excluding them from a group
LEVEL TWO (most of these behaviors are against the law)	Threatening physical harm	- Damaging property - Stealing - Starting fights - Scratching or biting - Pushing, tripping, or causing a fall - Assaulting	- Insulting family - Harassing with phone calls - Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation	- Defacing school work or other personal property, such as clothing, locker, or books - Saying someone is related to a person considered an enemy of this country	- Ostracizing using notes, instant messaging, e-mail, texting, etc... - Posting slander in public places (such as writing derogatory comments about someone in the bathroom)	Playing mean tricks to embarrass someone
LEVEL THREE (most of these behaviors are against the law)	- Making repeated and/or graphic threats (harassing) - Practicing extortion (such as taking lunch money) - Threatening to keep someone silent: "if you tell, it will be a lot worse!"	- Destroying property - Physical cruelty - Repeatedly acting in a violent, threatening manner	Harassing you because of bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation	- Destroying personal property, such as clothing, books, jewelry - Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation	Enforcing total group exclusion against someone by threatening others if they don't comply	Arranging public humiliation

* May not include all instances of bullying, just a guideline for reference

IS IT BULLYING?

When someone says or does something *unintentionally* hurtful and they do it once, that's...

RUDE

When someone says or does something *intentionally* hurtful and they do it once, that's

MEAN

When someone says or does something *intentionally* hurtful and they keep doing it even when you tell them to stop or show them that you are upset, that's...

BULLYING