

## BUSES

Buses provide transportation to and from school as a privilege and courtesy to families. Students are to ride their assigned bus to and from school each day. If parents or guardians, on occasion, require their child or children to ride a different bus home, a request should be made in writing or by phone call to the school office PRIOR to 2:30 p.m. After this time it is often impossible to coordinate with teachers to assure the effective transport of your child to the correct destination.

If a student is returned to school on the bus, the following procedures will be used:

1. Parents and other contacts listed on the student registration card will be contacted in the order listed. Calls will be made in approximately 15-minute intervals until 5:30 pm (Friday until 4:15 pm).
2. If no contact is made by 5:30 p.m. (Friday until 4:15 pm), the Wind River Police Department (WRPD) and/or Social Services will be notified.
3. ***If a student is returned to school on numerous occasions, an incident report will be filed with the WRPD and/or Social Services will be notified.***

If a child is to be picked up after school, a note or phone call **MUST** come from parents or a guardian. If a child informs us that he/she is to be picked up after school, but does not have a note, he/she must board the school bus if the parent is not here at dismissal time. PK-8 students are not allowed to wait at school for afternoon or evening activities without parental supervision.

**BUS RULES** are posted at the front of each bus and must be obeyed by all students and other passengers.

1. Observe the same conduct as in the classroom.
  2. Be courteous; use no profane language.
  3. Do not eat or drink on the bus.
  4. Keep the bus clean.
  5. Cooperate with the driver/bus aide.
  6. Do not block the aisle.
  7. Do not be destructive.
  8. Stay in your seat.
  9. Keep head, hands, and feet inside the bus.
  10. Bus driver/aide is authorized to assign seats.
- The bus driver or aide will give verbal warnings to students guilty of minor misconduct. If the misconduct continues, a Behavior Referral on the Bus Infraction will be completed and sent to the principal. A copy of the report will be sent home to the parents, and a parent conference may be requested.
  - Students who do not follow the bus rules or who display inappropriate behavior on the bus such as fighting, pencil fighting, throwing objects, vandalizing, destroying bus property, bullying/harassing other students or other serious offenses may be suspended and/or restricted from riding the bus, placed on a contract or be suspended from school. The bus driver will submit a written report of student misconduct to the Principal and Transportation Director.
  - Prior to suspension or restriction from the bus, the Principal will notify the parents of the suspension by mail, telephone, or conference.

**DURING BUS LOADING, NO STUDENT WILL BE PICKED UP UNLESS PRIOR AUTHORIZATION HAS BEEN OBTAINED FROM THE OFFICE.** Un-authorized people will not be allowed in the bus-loading zone. State law does not allow parents to go into the bus loading zone. Once a child is on the bus, he/she will remain on the bus unless authorization is obtained from the office. Bus

**passes to ride different buses or to get off at another stop, must be obtained from the school's office as a result of a written or verbal parental request by 2:30 p.m. If you are concerned about your child not arriving home from the bus or you have other transportation-related situations, please call the school. If for some reason you cannot reach an individual at the school, call FCSD#21 Transportation at 307-332-2380 ex 1700.**

## **EMERGENCY SCHOOL CLOSING AND/OR EVACUATION**

In the event of an emergency school closing, the following procedures will be followed in order to insure the safety and welfare of each student in this district.

1. Local radio stations will be utilized for the purpose of informing district patrons of the decisions relating to school closing.
2. Dispersal of students:
  - a. All students will be kept at school if conditions such as blizzards or snowstorms warrant. All available staff members under the direction of the building principal will supervise the building.
  - b. Rural children will be kept at school when weather or natural conditions prohibit the safe operation of buses outside of town. Rural children will be placed in designated city homes, if possible. (Early in the school year rural parents will be asked to designate a friend or relative willing to take this responsibility.) Food will be supplied, if necessary, through the school lunch program.

3. Release of bus students:

In the event of early dismissal because of weather conditions or some other cause, parents should arrange for children to have a key to the house or to stay at a neighbor's home should parents work or in the event parents cannot get home.

## **WEATHER-RELATED SCHOOL CLOSING OR DELAYED SCHEDULE**

Should it be necessary to cancel school because of inclement weather or other emergencies, the following procedure will be followed:

For school closure before the school day begins, an announcement will be made on the following radio stations no later than 7:00 AM:

- **LANDER**                      **KOVE 1330 AM & KDLY 97.5 FM**
- **RIVERTON**                 **KVOW 1450 AM & KTRZ 93.1 FM**

If it is necessary to cancel school after the school day has started, announcements will be made on the same stations. In addition, the following offices will be notified of the early school dismissal:

- Tribal Administrative Complex
- Indian Health Service
- Bureau of Indian Affairs

The school will make every effort to notify parents/guardians that the emergency school closing is in effect. Bus drivers will be instructed to wait at each stop to be sure that all students get into their homes safely. Any child who cannot enter their home will be brought back to the school. The office will make every effort to reach the parent or emergency contact person. If, after several attempts, the guardians or emergency contact person is not located, a Wind River Police Department/Social Services representative will be contacted.