

Greetings Park Christian families from the PCDOT (Park Christian Department of Transportation),

Routes for the 2017-2018 School Year:

Horace Lutheran/Prairie Heights AM Route

- Horace: 7:10-7:15
- P.H.: 7:25-7:35
- PCS arrival: 7:55

Shepherd of the Prairie/Bethel AM Route

- S. of the Prairie: 7:10-7:15
- Bethel: 7:25-7:35
- PCS arrival: 7:55

Prairie Heights/Horace Lutheran PM Route

- Leave PCS: 3:18
- P.H.: 3:45-3:50
- Horace: 4:00-4:10

Bethel/Shepherd of the Prairie PM Route

- Leave PCS: 3:18
- Bethel: 3:45-3:50
- S. of the Prairie: 4:00-4:10

Addresses:

Horace Lutheran

650 1st St. N., Horace

Shepherd of the Prairie

6151 25th St. S., Fargo

Prairie Heights Community Church

319 32nd Ave E, West Fargo

Bethel Church

2702 30th Ave. S., Fargo

Important Guidelines (reminders)

Students need to be waiting in a vehicle in the parking lot of the church for the Park Christian School shuttle to arrive in the morning. The shuttle will wait for 5 minutes and then leave for PCS.

Please be on time for after school drop off. Our driver will not allow students off the bus if their ride is not present. Students not picked up will ride back to Park Christian School and can be picked up there. Please call the school office at 218-236-0500 if you know you will be late and we will relay a message to our driver. The office is open from 7:30 am - 4:00 pm. If you need to contact the office prior to 7:30 am or after 4:00 pm please contact Michael Levang at 651-336-4781.

***You **do not** need to notify the school if your student is not riding the bus in the morning and afternoon.

Please contact the office at 218-236-0500 if you have any further questions about our shuttle bus service. We are pleased to offer this service to you.

Park Christian School Fargo/West Fargo Shuttle Bus Program Guidelines, 2017-2018

Shuttle Bus Guidelines must be signed and turned in with the Shuttle Bus Contract , along with payment.

The fee is non-refundable after the first day of school.

The **Park Christian School Fargo/West Fargo Park Shuttle Bus Program** is available to all Park Christian students. The program is the sole responsibility of the school and utilizes Park Christian School employees and buses. All questions regarding the program should be directed to the office at 218-236-0500.

Pick up Drop off locations:

Prairie Heights Community Church

319 32nd Ave E, West Fargo

Bethel Church parking lot, (South lot)

2702 30th Ave. S., Fargo.

Shepherd of the Prairie parking lot,

6151 25th St. S., Fargo.

Horace Lutheran parking lot,

650 1st St. N., Horace.

Prairie Heights, Shepherd of the Prairie, Horace Lutheran and Bethel buildings will not be available for family or student use.

Please stay with your children until the bus arrives.

It is imperative that children are picked up on time. Children will not be let off the bus if their ride is not at the locations. Students will ride back to Park to be picked up there.

- In case of being late, please contact the school so the bus driver can be contacted.
- In case of emergency, please contact the school. The office will contact the bus driver for you.
- The office is open from 7:30 am—4:00 pm. If you need to reach the office after 4:00 pm, please contact Michael Levang at 651-336-4781.

Students must get off the bus each day at their assigned stop. No non-contract students will be allowed to ride the bus.

Park Christian School Fargo/West Fargo Shuttle Bus Rules (Adapted from Park Christian Handbook)

Bus transportation is a privilege, not a right. The administration of Park Christian School reserves the right to make final decisions regarding bus riding privileges and conduct while riding the bus.

All Park Christian School bus drivers hold a ND or MN license.

Minnesota Legislation Regarding Pupil Transportation

The 1994 Legislature made significant changes in the laws and rules governing pupil transportation. One of the most significant changes is that the new law now clearly states that riding a school bus is a privilege not a right and that privilege can be suspended when students do not comply with policies, rules, or laws. The changes include more stringent school bus driver qualifications and licensing, vehicle/equipment standards, and operating standards. They also establish responsibility for both the state and school level personnel. Finally, these changes have prescribed a more formalized student safety instruction program.

If your child rides on a school bus, some items for you to note are:

1. Cooperate with the bus drivers by teaching your child(ren) proper bus behavior. Students must obey the bus regulations. Violations of regulations could result in termination of riding privileges for the violator.
2. If a problem develops on the bus, the school Vice Principal should be contacted so that it can be worked out immediately before it gets out of hand.
3. If a child rides the bus, but is going home with a parent or someone else, a note or call explaining this needs to be communicated to the child's teacher and/or office. We require this so that teachers on bus duty will know how the child is getting home. **BE PUNCTUAL** when coming to get your child after school so he/she does not become confused or frightened. **If a note or call is not received, the child will be sent home on the bus as usual.**

Bus Rules

To ensure the safety of our students, the Park Christian School Board has set bus behavior guidelines. It is strongly recommended that these rules be reviewed. As in society, ignorance of these rules is no excuse for non-enforcement. Students violating these rules may forfeit their bus riding privileges. The guidelines are as follows:

1. Parents must wait with their student until the bus arrives.
2. Students should stay back and wait for the bus to come to a complete stop. They should then board the bus without delay, holding the handrail as they go up the steps. Students should take a seat quietly and stay seated until the bus comes to a complete stop and they are discharged.
3. Students should follow the instructions of their driver promptly and willingly.
4. Students, remember, good conduct is the first rule of safety. There is nothing wrong with quiet conversation, but loud talking and any kind of active play is not acceptable.
5. Older riders should assume leadership roles by helping younger students evacuate the bus in an emergency. They should be good examples at all times.
6. As in school, name-calling and putting other students down will not be permitted.
7. Students should never put their head, elbows, arms, or anything else out the window.
8. Students should treat the bus and seats with the care and respect they would the furniture in their own house.
9. Students need to help keep the bus clean! They should not leave anything on the seats or floor of the bus.
10. Students should get off the bus quickly and quietly without crowding, shoving, or pushing.
11. Firecrackers, knives, weapon, or items that pose a threat to the safety of those riding the bus will be confiscated. Possession of these items will result in student discipline.
12. Park Christian School is not responsible for lost, stolen, or damaged items.

Forbidden Acts While Riding the Bus

1. Throwing any item inside the bus or any items out the bus window.
2. Standing while the bus is in motion.
3. Riding without being a bus contract family.
4. Vandalizing the bus or its equipment.
5. Other acts of disrespect, disobedience or belligerence, which may create a hazard to the safe transportation of students.
6. Failing to take a designated seat when specifically directed by the driver.
7. Using profane, foul, and /or vulgar language.

Bus Disciplinary Procedures

The school bus driver shall attempt to identify the offender and will then promptly notify the Vice Principal in writing on forms provided to the driver as to the type of behavior problem being experienced.

In every reported incident (reported in writing) the Vice Principal shall promptly discuss the matter with the student and investigate as is necessary to determine if and what disciplinary action is warranted. The Vice Principal will then, on the same report form, notify the bus driver as to the action taken and will proceed with the prescribed action.

Bus disciplinary action is as follows:

- **First Offense:** The student will receive a verbal warning from the bus driver. If the first offense is deemed to be of a very serious nature, disciplinary action could be the same as for the second or third offense.
- **Second Offense:** The student will receive a bus conduct referral form from the bus driver. Detention will be assigned to the student and the bus conduct referral form will have to be signed by a parent and returned to the school the following day. It is our hope that the parents will make a strong effort to assist in preventing any further behavioral problems.
- **Third Offense:** The student will receive a bus conduct referral form from the bus driver. The student will also lose riding privileges for one week. The bus conduct referral form will have to be signed by a parent and returned to the school the following day.
- **Fourth Offense and/or continued offense:** The student will receive a bus conduct referral form from the bus driver. The student will also lose riding privileges for 2-3 weeks with a referral being made to the Transportation Committee for a possible permanent withdrawal of bus riding privileges.

****As a reminder—Transportation safety is always the number one concern. Therefore, disciplinary action, when necessary, may range from reprimand to warning to removal of student from riding the bus, depending upon the severity of the violation. If bus riding privileges are revoked due to behavior, no refund will be given.**



PARK CHRISTIAN SCHOOL 2017-18 Fargo/West Fargo Shuttle Bus Contract

I _____, agree to enroll our family for the Park Christian School Fargo/West Fargo Shuttle Bus Program for the entire 2017-2018 school year.

The Park Christian School Fargo/West Fargo shuttle bus will run every day school is in session.

Student's Last Name	Student's First Name	Full day student (Check mark)	New: 1 time/day student (Check mark)	Pick up/Drop off Location

The capacity available is 60 seats for pick up and drop off at Bethel/Shepherd of the Prairie , 60 seats for pick up and drop off at Horace Lutheran/P.H. Seats will be awarded in the order that contracts and payments are received. A waiting list will be established if the seats are filled. Notifications will be given as seats become available.

Full Bus Service for students: I agree to pay a **flat fee** for the use of the Park Christian Fargo/West Fargo shuttle bus program for students in K—12th grade for the year: **\$575 for the first student, with an additional \$50.00 for each additional student. In other words, \$625 for 2 students, \$675 for 3 students, or \$725 for 4 students per family for the year. (Cost is subject to change)**

New: One time/day Bus Service: I agree to pay a **flat fee** of **\$ 400 for the first student** for the use of the Park Christian Fargo/West Fargo shuttle bus program who ride **One time/day**. There will be an additional \$50 for a second One time/day student per family. (Note: This service applies to families who would only use the service in the a.m. or p.m. You would not be able to call in and ask for them to ride both times on a day. If you think this will occur you must use the full service rates. Registration priority is given to full time riders.)

Please select your payment preference:

- Enclosed is my flat fee payment. (see rates above)
- Enclosed is my deposit check of \$150.00, and I agree to have the remaining balance, plus a \$5.00/mo. service charge, assessed to my SMART tuition bill from September thru May.

The fee is not adjusted according to usage. No credit will be given for days children are absent or storm days when Park Christian School is closed. Fees are non refundable after the first day of school.

Emergency Contact/Student Pickup Information

Father's last name	Father's first name	Cell phone	Work phone	Home phone

Mother's last name	Mother's first name	Cell phone	Work phone	Home phone

Emergency contact <i>(if we cannot reach you)</i> Last name	First name	Cell phone	Work phone	Home phone

Additional person approved to pick up <i>(Required if anyone else will be picking up your child.)</i> Last name	First name	Cell phone	Work phone	Home phone

Additional person approved to pick up <i>(Required if anyone else will be picking up your child.)</i> Last name	First name	Cell phone	Work phone	Home phone

Please complete the following information:

List any allergies or medical needs the bus driver needs to be aware of:

Please sign this Park Christian School Fargo/West Fargo Shuttle Bus Contract/Shuttle Bus Guidelines and return with your payment to the PCS office.

Registration does not guarantee your child a seat. Seats will be awarded in the order that contracts and payments are received. A waiting list will be established if the seats are filled. Notifications will be given as seats become available.

I have read and will follow the PCS Busing Guidelines.

PARENT SIGNATURE _____ DATE _____