

## BUS POLICY

Riding the bus to and from school is a privilege for Cornerstone Elementary children who live in St. Paul. Children need to be well behaved and respectful of the bus driver and supervising staff when riding the bus and while waiting for the bus in order to enjoy this privilege.

Cornerstone bus service is a service for children enrolled in Cornerstone Elementary only. Monarch Bus Service provides our busing service and will not provide doorstop service. The Bus Company will determine a corner bus stop based on the address provided by the parents. Any concerns about the designated bus stop should be directed to The Bus Company.

Buses will wait at a stop for no more than 30 seconds. If no student is present then the bus will leave and the dispatcher will record the time via GPS. Buses will not return to pick up students who have missed the bus. If a child doesn't ride the bus for 10 days, the bus stop will be dropped according to policy established by The Bus Company. The Bus Company Phone Numbers are: Dispatch for Route CRNR 01 – 651-288-9648; Dispatch for Routes CRNR 02 & 03 – 651-251-8080.

*Children will be dropped off at their bus stop whether or not an adult is present. It is the parent or guardian's responsibility to be at the stop to greet children or to make alternate arrangements. Cornerstone recommends that you plan with your child what to do if no adult is home when the child is dropped off.*

Parents requesting changes in riding status must submit that request in writing to the Cornerstone office. *If a parent does not want his or her child to take the bus on a given day, the parent must **either send the child to school with a signed note requesting staff not to put the child on the bus or call the school by 3 p.m. to confirm the change in plans.** To ensure every child's safety, the staff is required to carry out the plan that has been previously arranged unless they receive written notice or a phone call stating otherwise. Please know that because staff are busy with children during the day, email is not a reliable way to convey a change in transportation plans for your child.* Other changes in riding status that are due to family relocation must be submitted to the office in writing a week before the change should occur.

While waiting for the bus or after being dropped off at a school bus stop, all children must comply with the following rules:

- **Get to the bus stop five minutes before your scheduled pick up time.** The school bus driver will not wait for late children.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.

- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- Follow all other school rules on the bus.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating or drinking.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Inappropriate behavior on the bus, or while loading or unloading the bus, will not be tolerated and will be handled as follows:

- First Incident: child is warned by Cornerstone staff to behave appropriately and parents are notified.
- Second Incident: child's parents are notified and a plan is made to have both school and parent address issue with child.
- Third Incident: child will be suspended from riding the bus for a whole day (morning and afternoon services).
- Fourth Incident: Cornerstone administration will evaluate the situation and decide on an appropriate consequence, which may include a longer suspension or termination of bus privileges for the rest of that period. Cornerstone reserves the right to suspend a child from riding the bus if it is determined that it is not in the best interest of the school and the other children.

**Parents must agree to these policies and give their signature in agreement on the Bus Ride Application before bus service may begin. If a parent does not sign and agree to the Cornerstone Elementary Bus Policy, the student is ineligible to ride the bus.**