



INTERNATIONAL SCHOOL OF LOUISIANA

This handbook is intended to provide information about the International School of Louisiana (ISL) transportation plan. It represents a summary of policies relevant to families and students at ISL. Throughout the school year, this handbook may be amended as necessary. For additional information or clarification, please contact the Transportation Coordinator.

Eligibility

Students who are ten (10) years of age or younger and who reside in Orleans Parish are eligible for school-provided transportation (yellow bus transportation) if they reside more than one (1) mile from the campus they attend. Kindergarten through 5th grade students are eligible for this yellow bus transportation, whereas 6th through 8th grade students are eligible to request RTA passes, but only if they reside more than one (1) mile from the campus they attend and they reside in Orleans Parish. If requested, RTA passes are at the expense of the International School of Louisiana (hereinafter referred to as “ISL”).

Student Transportation Services

This document is intended to outline the policies and procedures designed to provide the smooth, safe and orderly transportation of students.

ISL provides daily, free yellow school bus transportation for all Kindergarten through 5th grade students residing within Orleans Parish and who reside more than 1 mile from their respective campus. Families utilizing the school bus are required to submit two “proof of residency” items in order to have a child’s name added to the official bus roster. Proof of Residency items must be no more than 60 days old. Only students on the roster will be allowed to board the bus.

Additionally, 6th through 8th grade families who are Orleans Parish residents and who live more than 1 mile from their campus, may receive, upon request, monthly Regional Transit Authority (RTA) passes for each ISL child who is more than ten (10) years of age. Students in 6th through 8th grades will NOT be allowed to utilize the yellow bus service. Families will be required to submit two “proof of residence” items in order to request RTA passes.

Service Providers

Yellow school bus service is contracted through George Turner Bus Services, L.L.C. The buses are fully inspected and insured.

The New Orleans Regional Transit Authority (RTA) provides all public transportation (streetcars, buses, and ferries) for the city. Transdev Services manages the day-to-day operations of the system.

Regional Transit Authority (RTA)

All unused RTA bus passes should be returned to the front office. ISL WILL NOT replace lost or stolen RTA bus passes. Parents and students are expected to judiciously care for the RTA bus passes issued to them.

Student Safety

The safety of our students is our highest priority, and all parties play a role in the safety of the children. These parties include the students, parents and parent designees, bus company representatives, and, of course, the ISL representatives.

Parents are responsible for getting students to the bus safely. The bus driver's responsibility begins as the students board the bus. Parents must consider the neighborhood, and take whatever precautions necessary to ensure the safety of their children on the way to the bus or while waiting for a bus to arrive. The school does not provide additional monitors, so bus drivers monitor student behavior.

Parents are strongly encouraged to help school officials by reinforcing the following safety measures with their children:

- Always use the handrail when entering and exiting the bus.
- Never walk behind a bus.
- Take 10 giant steps in front of the bus's front bumper in order to be seen by the driver.
- When crossing in front of the bus, wait for the signal from the driver to cross.
- If an item falls near the bus, never go under the bus or get near the tires. First, notify the driver and then, allow an adult to retrieve the item.

Behavioral Expectations—Parents

- The parent identifies on Registration forms, or on the Request to Update Information form, the names and contact information for all persons authorized to pick up their child.
- The parent, or other designated adult, will be present at the bus stop each school day 10 minutes prior to the scheduled, published departure time to personally witness the child boarding the bus.
- The parent, or parent's designee, will be present at the bus stop 10 minutes prior to the scheduled, published arrival time to receive the student(s) upon the bus's return at the conclusion of each school day. Students who are not picked up will be returned to the **UPTOWN** campus and the parent will be required to pay the cost (as determined by the bus company) of the return

trip. At the discretion of the school administration, student(s) may be taken to the nearest police station.

- The parent, or parent's designee, will not enter the bus at any time. The unauthorized boarding of a bus is a criminal offense and will be reported immediately to local authorities.
- The parent, or parent's designee, will not confront the bus driver. Any complaints must be directed to Raynita LaGard, Transportation Coordinator (transportation@isl-edu.org).
- The parent, or parent's designee, will not attempt to stop the bus once it has left the school building or bus stop.

Behavioral Expectations—Students

- All rules of student behavior in effect on the school campus apply to the bus.
- The student is expected to walk onto the bus and go directly to her/his seat.
- The student is expected to remain seated at all times when the bus is in motion.
- The student will not eat, drink, chew gum on the bus, or create litter.
- The student will keep hands and limbs inside bus windows.
- The student will refrain from aggressive behavior or behavior that incites arguments.
- When requested by the bus driver, or ISL staff member, the student will sit in an assigned seat.
- The student will not deface or damage any part of the bus.

Bus Infractions and Penalties

- Class 1 Rules Violations include:
 - Littering on the vehicle
 - Eating, drinking or chewing gum on the bus
 - Unnecessarily standing on the bus
 - Putting any parts of the body outside the bus window
 - Insubordination or refusing to follow direction from a driver (or monitor, if applicable)
 - Offensive or obscene language or items on the bus
 - Bullying, harassment or teasing
 - Failure to comply with loading or unloading procedures
 - Use of cell phones on the bus
 - Parent tardiness in picking a child up from the bus stop. Parents are expected to be at the assigned stop 10 minutes prior to the scheduled, published times of arrival of the bus (See Section: **Undeliverable Students**).
- Class 2 Rules Violations include:

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- Weapons or drugs brought on the bus
- Throwing items from the bus or at the bus
- Defacing or damaging the bus in any form
- Tampering with emergency exits
- Fireworks, Lighters or explosives on bus
- Any conduct that would jeopardize the safety and well-being of other students or the driver - including physically assaulting the driver or other personnel
- Fighting on the bus or at the stop
- Sexual contact of any nature

If a student commits a Class 1 discipline violation, actions taken shall be as follows:

- I. 1st Violation: Warning is given to parent/guardian and student from the Transportation Coordinator; principal will be copied
- II. 2nd Violation: Student is suspended from the bus for 5 days
- III. 3rd Violation: Student is suspended from the bus for 10 days
- IV. 4th Violation: Student may have her/his bus transportation privileges revoked for the remainder of the school year.

The driver shall make every attempt to establish discipline (i.e. changes in seat assignments) after a student's first, Class 1 violation.

If a student commits a Class 2 discipline violation, the student may have her/his bus transportation privileges revoked for the remainder of the school year.

In the event of any violation, the driver shall submit in writing the initial documentation of the incident and shall immediately provide it to the ISL Transportation Coordinator. The school will review the incident form, will take action pursuant to the above policy, and will inform the driver in writing of any disciplinary actions, as well as the start date and end date for all suspensions. All bus suspensions include extracurricular trips of any type.

In addition to the above-stated rules for the loss of bus privileges, bus transportation privileges may also be suspended in the event that "After Care" charges resulting from a student's return to school when not picked up at the bus stop by the parent, remain unpaid.

In all cases of damage to property of individuals and/or to the bus, parents are responsible for restitution.

In addition to receiving a loss of bus transportation privileges, students may also receive consequences for specific offenses listed within the school's code of conduct, such as the prohibition against cell phone use.

Loss of riding privileges does **not** excuse a child from school. If riding privileges are suspended, it is the responsibility of the parent to get the child to/from school.

Bus Schedules

Your child's name will be added to the bus route that correlates with your child's residence (Orleans Parish ONLY) as listed in our student information system. ISL's Transportation Service is a "Minimum Four (4) Day" program*. This means that children who are registered as bus riders are expected to ride the bus at least four days a week.

Exception- ISL Orleans Parish yellow bus service is a "Minimum Four (4) Day" program, with the addition of the following two exceptions. One exception allows for participation in an **ISL-approved after school club, as long as it is scheduled for the same regular day each week. ISL-approved after school clubs are not considered extensions of the regularly scheduled school day. It is the responsibility of the parent to provide for the child's transportation following the on-site, after school club. You must notify the transportation coordinator, by email, of your student's participation in the ISL-approved after school club. Upon confirmation of your registration, your student will be marked as an afternoon car rider on club days. The second exception is that the parent may choose any one (1) day of the week for the child not to ride the bus, but the chosen day must remain the same.*

Further, **any student who is not at his/her designated stop for 5 consecutive days may be dropped from the bus service.** In addition, it will take up to 3 days for a student to be reinstated to a bus route. In any event, parents are required to make arrangements for pick-up, if their child(ren) will not be riding the bus for any reason. If the child is placed in After Care, or returned by the bus, parents will be responsible for any fees charged.

Permanent Changes

- As the result of an official change of residency, and only for this reason, a permanent stop change may be requested via email (transportation@isl-edu.org), or, by submitting a hard copy that may be obtained in the front office. You will be asked to present two proofs of residency, and it may take up to 72 hours (3 business days) to process and assign a new route. You will receive a notice with the new route information.

Temporary Changes

- Emergency (examples below) request to change a bus schedule.
 - Emergency examples include but are not limited to:

- Accidents
 - Death
 - Illness
- Non-Emergency changes, as deemed by ISL, will not be implemented.

Transportation Change Cut-Off Times

Below outlines the times in which a parent/guardian must notify by email their Family Liaison and the Transportation Coordinator transportation@isl-edu.org of any *emergency* change requests in transportation:

- Prior to 12:00 PM on whole days (including Wednesday)
- Prior to 10:30 AM on early dismissal days

Undeliverable Students (Kindergarten through 5th Grade)

The parent or parent's designee must be present at the bus stop to receive the child 10 minutes prior to the scheduled, published time of arrival for the bus. If a parent, or approved designee whose name appears on the authorized pick up list, is not present at the time the bus arrives at the stop or before the scheduled departure time for the stop, the student is considered undeliverable. The bus contractor will then return undeliverable students to the **Uptown campus**. When the undeliverable child is placed in "After Care," parents will be responsible for a \$25 "After Care" charge. The administration reserves the right to have undeliverable students transported to the nearest police station and/or to contact Department of Children and Family Services. Additionally, a child(ren) may lose bus transportation privileges for up to one (1) year on the third, undeliverable offense.

Service Concerns

Service concerns *should not* be directed to the bus driver or bus service provider, but should be directed to the Transportation Coordinator, Raynita LaGard at (504) 579-3266 or Transportation@isl-edu.org.

Students with Disabilities

When students with disabilities commit offenses on the bus, that student's Individualized Education Program (IEP) will be reviewed. The Educational Services Coordinator will be notified of all behavior infractions of students that have an IEP in place. If the behavior is determined to be non-related to the student's disability, the student will be subject to the same consequences as his/her non-disabled peers.

Students Identified as Homeless

To request transportation as a student identified as homeless please reach out to the Transportation Coordinator, Raynita Lagard at (504) 579-3266 or Transportation@isl-edu.org.

Transportation for Students with Special Needs

The student's Individualized Education Program (IEP) or Individualized Health Plan (IHP) determines the level of transportation service for special needs students. The IEP Committee makes these determinations. The committee's determinations are considered final. Parents who feel their child may have a disability should contact the Educational Services Coordinator.

Late Bus

Occasionally there are issues related to mechanical breakdowns of buses, unusual traffic conditions, or illness of drivers. In such instances, the bus driver will notify the Transportation Coordinator. Anytime a student is tardy due to issues related to yellow bus transportation, the tardiness will be excused. In addition, at the discretion of the principal or her/his designee, the student will be allowed to have breakfast if the child normally eats the school breakfast and if it is reasonable for the cafeteria staff to provide said breakfast.

Medical Emergency Transportation

Parents are responsible for arranging transportation for their child in the event the child becomes ill during the school day. If school officials are unable to reach the parent or any of the emergency contacts, and if the school nurse deems it a medical emergency requiring immediate medical intervention, the school will contact EMS and the child will be transported to a hospital by ambulance. All costs associated with EMS and transportation via ambulance must be borne by the parent.

School Bus Accidents/Incidents

Accidents and incidents are sensitive issues, which must be reported to the New Orleans Police Department (NOPD), ISL Transportation Coordinator and ISL Head of School. It is critical to promptly notify all parties concerned and to ensure that these events are managed in a prompt, professional manner.

- All accidents/incidents involving school buses must be reported to the NOPD, the Transportation Coordinator and to the Head of School, immediately, regardless of whether there are students on board or the degree of damage.
- If students sustain injuries requiring medical treatment, they will be transported to the nearest hospital by ambulance. School officials will advise parents of the hospital receiving the students.
- Non-injured students will be released to their parents when released by investigating authorities.

Student Data Transmission

ISL shall submit updated student data to the vendor up to once per week. This will be in an electronic format, preferably Excel, and will contain name, school, grade, address, phone, secondary number and emergency contact information/numbers.