

# Student & Parent Handbook 2020-2021



## Lebanon City Schools Transportation Department



**Welcome to Lebanon City Schools!** Each day more than 5,500 public and nonpublic students in Lebanon City School District are transported to one of the 25 buildings we service. Our buses travel approximately 6000 miles per day, covering more than 1 million miles a school year. Your student's safety is our top priority.

As parents, you are an important part of the total safety awareness for students who travel to and from school on our buses. Your students benefit from learning to become safe pedestrians and passengers. The Student and Parent Handbook is to provide you with information and to answer questions you may have about transportation. We ask that you read the entire handbook with your student. The rules and regulations apply to everyone who rides the bus.

**If you need to contact the transportation department for any reason, you can reach us at (513) 934-5838 or email [robertson.lori@lebanonschools.org](mailto:robertson.lori@lebanonschools.org).**

### **TRANSPORTATION INFORMATION FOR YOUR STUDENT**

Student bus information will be available online starting Monday, August 3rd at noon for the 2020-2021 school year. Parents can access their student's transportation information through the district website at [www.lebanonschools.org](http://www.lebanonschools.org).

Parents/Students can go to the transportation tab under departments, go to "Bus Routes" and click "Visit this website." There are step by step instructions to access student's transportation information. Transportation information is available throughout the year. Changes that are made throughout the year can also be viewed.

All transportation requests for home delivery will be required to use the same address for all school days (does not have to match school pick-up address).

1. Example 1: Pick up at home in the morning; drop off at daycare in the afternoon (M-F).
2. Example 2: Pick up at daycare in the morning; drop off at grandparents in the afternoon (M-F).

### **TRANSPORTATION FREEZE for the 2020-2021 School Year is August 10th - 21st**

The transportation freeze is for the safety of students, drivers and community members. We will not be able to process any changes during this time. If you have a transportation change during this time, login to progressbook to make a transportation change. All changes that are made during the freeze will go into effect starting on Monday, August 24th. You can access the student's new bus information on our website [www.lebanonschools.org](http://www.lebanonschools.org) starting on Saturday, August 22nd.

### **HOW DO I CHANGE MY BABYSITTER/CAREGIVERS ADDRESS?**

Login to progressbook to make a transportation change. If you do not know how to access your student's progressbook, please contact your student's school. For Kindergarten and Preschool parents please make sure the new address is in the correct zone and allow 72 hours for the address change to be processed. After 72 hours you may access your student's new bus information at [www.lebanonschools.org](http://www.lebanonschools.org). For steps on how to access your student's bus information see the section - *TRANSPORTATION INFORMATION FOR YOUR STUDENT* located above. Keep in mind that we allow 1 address change per quarter.

## **WHAT HAPPENS IF I MOVE, HOW DO I MAKE A HOME ADDRESS CHANGE**

If you move, call the Central Office at 513-934-5770 to make an appointment. You will need to bring with you, to the appointment, the completed Change of Address packet (located on the Lebanon City Schools Website) along with Parent/Guardian Driver's Licence/Photo ID and Proof of Residency to the Central Office at 700 Holbrook Avenue.

### 1. Proof of Residency

- Apartment Lease
- Rental Contract
- Mortgage Statement
- Settlement Statement
- Deed
- Warranty Deed or Property Tax Statement
- Utility Bill (Water, Gas, Electric or Landline phone only.)

### 2. Parent/Guardian Driver's License or Photo ID

\*Information of individual completing paperwork MUST match information on both the utility bill and driver's license

\*\*The Student Change of Address Packet can be found on the Lebanon City Schools Website

**After 72 hours you may access your student's new bus information at [www.lebanonschools.org](http://www.lebanonschools.org).** For steps on how to access your student's bus information see the section - *TRANSPORTATION INFORMATION FOR YOUR STUDENT* located above.

## **BEGINNING OF SCHOOL YEAR**

Our buses run on a specific time schedule to ensure all students arrive at school on time. Please have your student at the bus stop, in their safety spot, prior to the scheduled arrival of the bus. If your student is running late and the bus is pulling away, please ask your student to never run after the bus. Please instruct them to return to their residence, and you will be responsible to transport them to their school.

## **BUS STOPS**

Here are a few ways you can help your student maintain safe bus stop procedures:

- Go with your student to the bus stop and stand with them at their safety spot.
- Have your student walk in groups, if possible.
- Regardless of weather conditions, have your student out and in their safety spot **prior** to the bus's scheduled arrival.
- If anything is dropped during loading or unloading of the bus, have your student tell the bus driver. Tell your student to **never** attempt to retrieve the item themselves.
- On the first day of school your student is taught the loading and unloading procedures that are regulated by the Ohio Revised Code 3301-83-09. It is extremely important for your student to watch for the driver's safe signal when loading and unloading.

## WHAT IS A DESIGNATED PLACE OF SAFETY

- Each pupil shall be assigned a residence side designated place of safety by the driver. The driver must account for each pupil at the designated place of safety BEFORE LEAVING. Pupils ARE NOT to proceed to their residence until the school bus has departed. (OHIO REVISED CODE 3301-83-13 B-5) CHILDREN ARE TO REMAIN STANDING IN THEIR SAFETY SPOT UNTIL THE BUS HAS COMPLETELY DEPARTED.
- **NEVER ADVISE YOUR STUDENT TO RUN ACROSS THE STREET. TELL YOUR STUDENT TO ALWAYS WATCH THE DRIVER FOR THE SAFE SIGNAL TO CROSS, TO GO TO THEIR DESIGNATED PLACE OF SAFETY.**

## RESPONSIBILITIES OF STUDENTS

Students are expected to contribute to a safe and orderly bus ride and are responsible for complying with the bus rules posted in the bus and the following.

### **Responsibility of Students - At the Bus Stop and School**

1. Student(s) will be assigned a "designated place of safety" on their residence side of the road. "Residence side" is the side of the road your home is located. The "designated place of safety" may be different morning and afternoon depending on the route, but will remain on the residence side of the road. Students who cross the roadway for boarding or departing the bus must wait for the driver to signal them to cross. **Even if parents are at the stop, the students must follow the driver's directions for crossing.** When it is safe to cross, the driver will drop their hand straight down, which signals the student to cross. Students are to stop and look both ways on their own before crossing the open lane of traffic. When dropping off, student(s) must then wait at their designated place of safety until the bus has pulled away. Then they are to proceed home.
2. Students must be at their designated bus stop and in their designated place of safety, prior to established pick-up time. (State Law) If your child waits in a car, he/she must be out of the car and at their designated place of safety prior to the arrival of the bus. The bus drivers run on a very tight schedule. Being late causes the bus to be late on the rest of the route. Please be on time.
3. Students should respect others and their property while waiting for the bus and while on the bus.
4. Students must carry on the bus only objects (musical instruments, projects, etc.) that can be held in their laps.
5. Students are to board their bus immediately following dismissal from school. Once the first bus is given the signal to leave, the doors are closed and buses are moving. Buses will not return to the school for a late student. If a student misses the bus at school, they are to return to the school office and call a parent.
6. Students should never run after a bus.
7. If a student misses the bus at home, the parents will be responsible for taking the student to school.

## **Responsibility of Students - While on the Bus**

1. Students are not permitted to use cell phones while on a school bus.
2. Immediately upon boarding, students are to take their assigned seat and may not move from the assigned seat without the driver's permission. If there is a substitute driver, students should follow the same rules, as with their regular driver.
3. Students should not attempt to get on or off the bus until it has come to a complete stop. A complete stop is when the bus is no longer moving and the door is opened. Students must remain seated while the bus is in motion.
4. After a student has entered the bus, the student may not leave the bus except at their assigned stop.
5. Students are to conduct themselves on the bus as they would in the classroom. Reasonable conversation is permitted.
6. When a bus has its inside lights turned on, this is a prompt requesting silence from all passengers. There are many safety reasons for this, ex: railroad crossing, noise level too loud, traffic and weather conditions, two-way radio communications, emergency situations, etc.
7. Eating, drinking, or chewing gum on the bus is not permitted by state law. This also applies while on field trips.
8. Students are not permitted to transport glass objects, or other potentially dangerous objects on the bus including balloons. The only animals permitted to be on a school bus is a service animal.
9. Students are not to use any aerosol products i.e. hair spray, cologne, perfume, lotion, etc. on the bus. Spraying anything on a bus can cause harm to other students and the driver due to allergies and asthma.
10. Students should not have any objects, such as key chains or toys attached to the outside of their backpacks or lunch containers causing a danger to all. The objects can "swing" and hit other students and they may get caught on bus parts and possibly injure the student.
11. Students are prohibited from bringing anything on the bus that is prohibited to be at school and only objects that can be held safely in their laps.
12. Possession of tobacco products, e-cigarettes, matches, lighters, etc are absolutely prohibited on the bus.
13. Students should not distract the driver. This rule is especially crucial while the bus is in motion or when students are boarding or departing.
14. No horseplay on the bus.
15. Reading is permitted on the bus. No pens, pencils, scissors, crayons, markers, combs, brushes, drum sticks, art and math supplies, etc. are to be out while on the bus. All items are to be kept in backpacks, purses or pockets.

16. Cleats of any type are not to be worn on the bus at any time.
17. All sporting equipment (balls, bats, tennis rackets, etc.) must be contained in some type of bag/cover.
18. Waste paper and trash should never be dropped on the bus floor. It should be deposited in the trash can.
19. Windows and vents should not be adjusted without permission of the driver. Students may not stick any object or body part out the bus window at any time.
20. The aisle way must be kept clear at all times.
21. Students are not to enter or exit the bus through the emergency exit unless specifically instructed to do so by the driver. The exits must remain free of obstructions.

### **RESPONSIBILITIES OF PARENTS**

Parents are responsible for their students while at the bus stop. Lebanon City School's responsibility begins once your student boards our bus. If your student experiences a problem while riding on the bus, please contact the transportation office at (513)934-5838 or email [robertson.lori@lebanonschools.org](mailto:robertson.lori@lebanonschools.org). Please do not confront the bus driver during the route. Safety is the driver's main job and this could create an unsafe situation. Lebanon City Schools are not responsible for problems while waiting at the bus stop. We suggest parent supervision at all bus stops. If your student experiences a problem while waiting at a bus stop, you may contact local authorities.

### **MOVING CARS ON SCHOOL LOTS**

When students are moving on the school lots for arrival and dismissal, there are to be no moving vehicles on the lots. That means you will have to wait until the buses leave.

### **WALKING BETWEEN PARKED BUSES**

It is not safe for anyone to walk between parked buses. Always remember to walk around them even if the distance is longer.

### **CAR RIDERS AT ALL SCHOOLS AND CROSSING GUARDS**

At each building there are several parents dropping off their students in the morning and picking up their students in the afternoon. Each building has established procedures for what car riders are to do. Parents are asked to follow the procedures established at your student's building.

At some buildings there is a crossing guard and or traffic controller. A crossing guard and traffic controller will have a fluorescent vest on so that you know that they are official. All drivers are asked to follow the crossing guards and the traffic controllers directions.

### **RED LIGHTS ON A SCHOOL BUS THAT IS STOPPED**

It is illegal to pass a bus on a 2 or 3 lane road when it has the red lights on for loading or unloading students. If a car runs the school buses red lights and the driver gets the license number, it is turned into the police and that driver will be ticketed. On a 4 lane road you do not need to stop for a school bus's red lights, if you are traveling in the opposite direction. If you are traveling in the same direction you will need to stop.

## **BUS MISCONDUCT**

The expectation is for all students to follow the bus rules. However, there are times when a student may break a rule. When a student misbehaves on the school bus, the driver will report the incident through our online public school works system. This will be forwarded to the building principals to be addressed with the student. Each offense will be investigated and handled by the school principal as she/he sees fit. Parents will receive notification from the building principal. We ask that you support this consequence and talk with your student about the importance of following the bus rules. For severe misbehavior, a student may be removed from the bus for a set time period or for the remainder of the school year.

## **FIELD TRIP GUIDELINES**

When students are on a field trip, the same expectations apply.

## **BUS PASSES**

Bus passes are not issued by Lebanon City Schools. If an emergency arises, please contact your student's school to make transportation arrangements.

## **CHANGES IN A PICK UP OR DROP OFF LOCATION**

Frequent changes, such as drop off locations, increase the possibility of putting students in an unsafe situation due to errors in communication. Any address changes must go through your student's school. Please allow up to 72 hours for a change in bus assignment to go into effect. Please minimize changes as much as possible. You can check route changes on the school website at [www.lebanonschools.org](http://www.lebanonschools.org).

## **IN AN EMERGENCY SITUATION**

In the event of an emergency, bus drivers have been instructed to follow specific emergency procedures. Each bus has radio contact with the transportation office. The safety of the student is top priority.

## **CHANGES IN DRIVERS OR BUSES**

On occasion, you will have a substitute bus driver and/or a different bus number. This may be due to driver illness, mechanical problems, inclement weather, traffic conditions, etc. Be assured all changes are made with your students safety as our top priority.

## **LOST ITEMS LEFT ON A BUS**

If your student has left an item on the bus or has lost an item, please have your student ask his/her bus driver for the item. If the driver has found an item on the bus, he/she will ask the students if the lost item belongs to anyone. If no one claims the item the driver will give it to a school building staff member. **NO LOST AND FOUND ITEMS WILL BE KEPT IN THE TRANSPORTATION DEPARTMENT.**

## **SCHOOL CLOSINGS AND DELAYS**

Lebanon City Schools utilizes an automated text system. To ensure you receive a text, please make sure your student's school has an updated phone number for your notification.

One hour delay means the bus and school AM times will be one hour later. Mid-day routes (kindergarten or pre-school) will be brought home at normal time. PM kindergarten and PM pre-school will be picked up at the normal time and returned at the normal time. Two-hour delay means the bus and school start times will be two hours later. AM kindergarten and pre-school will be cancelled. PM kindergarten and pre-school will run at normal times.

During the day, weather conditions change and may warrant the cancellation of PM kindergarten and pre-school. Weather conditions may also warrant closing all schools early. Please try to monitor a radio, schools social media and website, if possible during questionable days.

Weather conditions, flooding, road closures due to accidents, construction etc... may be the cause for re-routing a bus. Safety is our top priority at all times.

There may be times during the winter months when the main roads are safe to travel but secondary roads (i.e. hills) will not be safe to travel. In this situation, buses will be running late.

### **WEDNESDAY EARLY RELEASE**

Every Wednesday Lebanon City Schools have a one (1) hour early release. Please mark your calendar as a reminder that your student's transportation will be adjusted on Wednesdays. They will arrive home one (1) hour earlier in the afternoon.

Kindergartener's schedules will be adjusted by 30 minutes for mid-day transportation. All AM kindergartener's will arrive home 30 minutes early every Wednesday. All PM kindergartener's will be picked up 30 minutes early every Wednesday.

### **PRIVATE/PAROCHIAL SCHOOLS**

When Lebanon City Schools are closed due to inclement weather, bus transportation is cancelled for all schools serviced by Lebanon City School buses. If Lebanon City Schools are on a one or two-hour delay, then all schools serviced by Lebanon City School buses will run on the same delay.

When the calendar of the private or parochial school is different than Lebanon City Schools, transportation will still be provided but on a modified schedule as indicated below:

1. St Francis - Bus stops remain the same, times will vary. Contact St Francis for bus stop times and bus numbers.
2. Fenwick, John 23rd, St Suzanne, Royalmont, Summit, Middletown Christian  
***\*AM - Drop off students to their bus in the back parking lot of the Junior High off of State Route 48.***  
***\*PM - Bus times and bus numbers could vary, drop off location/bus stop will remain the same throughout the year.***
3. Franklin Learning Center - No change in schedule
4. Waynesville transitional Learning - Contact your student's school for their schedule.

**If you need to contact the transportation department for any reason, you can reach us at (513)934-5838 or email [robertson.lori@lebanonschools.org](mailto:robertson.lori@lebanonschools.org).**

*We look forward to working together!*  
*~The Transportation Staff*



## Items removed

~~Each year there are students, in particular our younger riders, who get on the wrong bus. If your student gets on the wrong bus, contact the school or the transportation department.~~

~~There are 2 discipline forms for the driver to utilize. The first form is a “Short Form” which is given to the student for the parent/guardian to sign and return to the driver, the following school day. If your student receives a short form, please talk with them about proper bus behavior. The short form is used before we involve the school principal. When the driver, parents and students all work together, they can often solve discipline issues before they become more severe. The second discipline form is a “Long Form” and it will go directly to the building principal.~~

~~If you need to change your student’s bus information, call the school building secretary.~~

~~You may provide two addresses, for the school year as pick up and/or drop off destinations.~~