



ALMADINA LANGUAGE  
CHARTER ACADEMY

# Transportation Handbook

2016-2017



## CONTACT NUMBERS

**First Student Canada (403) 531-3900**

**Bus Discipline/ Routes**

**Mountain View Campus (Grades ECS - 3)  
(403) 543-5074**

**Shakila Raja - Principal  
Rumana Haque – Vice Principal  
Dalal Chamseddine – Office Manager**

**Ogden Campus (Grades 4 – 9)  
(403) 543-5070**

**Ahmad Jamal El-Rafih – Principal  
Lina Elchama – Vice Principal  
Laila Bhaye – Office Manager**

## AREA OF BUS SERVICE

<b>Saddle Ridge</b>	<b>Martindale</b>	<b>Taradale</b>	<b>Castleridge</b>	<b>Falconridge</b>
<b>Coral Springs</b>	<b>Whitethorn</b>	<b>Temple</b>	<b>Rundle</b>	<b>Pineridge</b>
<b>Monteray Park</b>	<b>Vista Heights</b>	<b>Mayland Heights</b>	<b>Marlborough</b>	<b>Marlborough Park</b>
<b>Abbeydale</b>	<b>Applewood</b>	<b>Penbrooke</b>	<b>Forest Heights</b>	<b>Fonda</b>
<b>Raddisson Heights</b>	<b>Albert Park</b>	<b>Forest Lawn</b>	<b>Southview</b>	<b>Dover</b>
<b>West Dover</b>	<b>Dover Glen</b>	<b>Erin Woods</b>	<b>Skyview Ranch</b>	<b>Cityscape</b>

### NOTE:

**NO BUS SERVICE WEST OF DEERFOOT TRAIL  
AND SOUTH OF PEIGAN TRAIL**

## 1.0 Bus Stops

### 1.1 Morning Pick-Up

Students are expected to arrive at the bus stop **five** minutes prior to its arrival. The bus will leave as soon as all the students at the stop have boarded. If all the children who are normally at the stop are not there, the **bus will not wait** for them past the scheduled departure time. Parents who arrive late to the stop should proceed to the next or alternate stop. Drivers will not pick-up or drop-off students at any unscheduled stop. Parents should not phone the Bus Company to radio the driver to ask them to wait.

Drivers will report any parent who tries to stop the bus at an unscheduled stop, try to board at intersections, pull in front of the bus, or otherwise endanger the safety of the bus and / or the students. **The safety of the children is our number one priority.** Students must be in the loading zone ready to load when the bus arrives at their stop.

### 1.2 Afternoon Departure

The buses leave 10 minutes after school dismissal. Once the bus has left the school, it will not return to pick up any students who may have missed the bus. The child should return to the office and ask office personnel to contact the child's family. If a child does not board the bus when it is ready to leave, parents shall be asked to come to the school to pick them up.

### 1.3 Afternoon Drop-Off

**Parents must arrive 5 minutes ahead of the scheduled bus arrival time.** Children in ECS and Grade One will not be allowed off the bus if there is no parent or older sibling there to assist them. In the event you are late, the bus driver will not wait past the scheduled time and will continue on with their route, and return to the stop after all other children have been dropped off. The driver will remain with the student until he / she is picked up. Parents are expected to be on time to pick up their children, and will only be given one warning. If the bus needs to continue on its route and return with your child to the stop, Almadina Language Charter Academy will bill the family the overtime fee that is charged from the Bus Company. If your older student is not allowed off the bus without you being present, this must be put in writing to the Principal at the beginning of each school year.

At stops that are utilized by more than one family, the driver does not have to wait for all parents to arrive. The families using community stops are expected to help one another as needed.

### 1.4 Arrival at the Schools

The students are to proceed to their classrooms when they arrive at the school. Students will not be marked late on the school attendance if the bus was late.

## **2.0 Student Behaviors and Responsibilities**

Almadina Language Charter Academy has established the following expectations to ensure that a clean, safe and friendly environment is maintained for everyone riding the bus:

- The driver may assign specific seats to students. This seating plan may change according to the behaviors of students at the driver's discretion.
- Students will not board the bus without the driver present. Once on board, they will remain on the bus until their stop.
- Students must be on the bus 2 minutes before the scheduled leave time at the school and be seated properly at leave time.
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- Students must not put their arms or heads out of the windows, move through the aisle, or try to get on or off the bus while the bus is in motion.
- Students must not distract the bus driver, discard waste on the floor or throw anything on the bus or out of the windows.
- Students must not yell, scream or use rude language.
- Students must not push, shove or otherwise engage in rowdy behavior.
- Students who are responsible for causing willful damage to a bus will be required to pay for damages and may not re-board the bus until the damage is paid in full.
- The driver is in charge of the bus and his / her directions must be followed. Any incidents of disrespect will be reported to the school on the School Bus Misconduct Report.
- Students are not to throw garbage in the wastebasket while the bus is in motion. They are to either put their garbage in their knapsacks, pockets, or hold on to it. Once the students have arrived at their designated stop, they can drop the garbage into the wastebasket while departing the bus.
- Continued violation and / or serious violations of the above could result in withdrawal of bus riding privileges at any time.

In summary, students are expected to:

**Stay Seated, Obey Instructions, Respect Others, Talk Quietly (SORT), Read a Book**

## 2.1 Wellness and Empowerment

The Wellness Empowerment Program (WEP) has one School Support Counselor at each campus. The WEP team works in collaboration with school administration, staff, students and the drivers to promote positive student behavior on the bus and to facilitate communication between the school and the bus drivers. WEP also has a system whereby students who are having issues on the bus (including bullying, problem behaviors', conflicts with the driver, etc) are able to drop-in and problem-solve. The WEP team also facilitates a recognition program whereby students who are observed showing their virtues on the bus are selected on a monthly basis by their drivers. These students receive a certificate and special recognition at the monthly virtue assemblies.

## 2.2 Student Consequences

Students are expected at all times to conduct themselves in accordance with the rules and regulations of First Student Canada, Almadina Language Charter Academy or other contracted carrier for transporting students to a school-related event. Contravention of these rules and regulations will be dealt with by the bus driver, the contracted carrier, and / or Almadina Language Charter Academy. Consequences may include writing letters of apology to those people involved, cleaning the bus, being moved to a different seat for a period of time, suspension from the bus, or having bus-riding privileges removed altogether. The consequence of student misbehavior lies at the discretion of the bus driver and the administration of the Almadina Language Charter Academy.

## 2.3 Letter Regarding Behavior

Any student who has been asked to write a letter as a consequence for misbehavior on the bus will address the letter to his or her parents and will give a copy to the school administration and to First Student Canada. The letter should include the following:

- What was the bus expectation or bus rule that was broken?
- Why did you do (the action)?
- What could be the result of your actions?
- What is your plan for future bus rides?
- Student signature and printed name.
- Parent signature and printed name.

## 3.0 Delayed Service

From time to time, there may be a delay in bus service due to winter conditions, road construction, mechanical problems or an accident. In preparation for delayed or cancelled service, parents are encouraged to develop a back-up plan:

- Make arrangements to car pool. Get to know the other parents on your route, and have their phone numbers handy.

- Familiarize yourself with the other bus routes in your area. Choose an alternative stop that is accessible to you.
- It is important to recognize that a parent's responsibility does not end until the child is safely on the bus.

#### **4.0 Inclement Weather**

In the event of bad weather, the Superintendent in consultation with the two Almadina Principals at (Mountain View and Ogden Campuses) will determine if school is to be closed, and if the buses will run. Parents may receive school closure information through the Radio and TV stations, or a voice-message phone call from the school.

#### **5.0 Large Items**

Items that are too large to fit under the seats or safely held on the students lap will not, at the discretion of the driver, be allowed on the bus (unless the bus has a cargo bay). Please note that neither Almadina Language Charter Academy nor First Student Canada is responsible for any damage or loss that may occur to personal property brought onto a bus.

##### **5.1 Scooters / Rollerblades / Bicycles / Toys of any kind**

Scooters, rollerblades, bicycles and toys of any kind are not allowed on the bus. They pose a safety hazard to other passengers on the bus, cause damage to the seats, and are generally too large for students to hold on their lap.

##### **5.2 Skates / Hockey Sticks**

Skates will only be allowed if they are in a proper bag. Hockey sticks will only be allowed on special days that are approved by the school and First Student Canada.

##### **5.3 Balls (Basketballs, Volleyballs, etc)**

Balls such as basketballs, volleyballs and other large sports balls are to be in bags to prevent them from rolling around the bus.

##### **5.4 Cell Phones**

The use of cell phones is not allowed on the bus.

##### **5.5 Projects**

Sheets of cardboard should be no larger than 1 meter by 1 meter.

##### **5.6 Animals and Pets**

Animals and pets are not to be brought onto the bus.

## 6.0 Noise

### 6.1 AM / FM Radios / Cassettes

Drivers who use radios or cassettes will ensure the volume is kept at a reasonable level; the station or prerecorded music is family oriented, and does not use profanity or crude language.

### 6.2 Noise Makers

Students will not use any noisemakers or blow whistles while onboard the bus.

### 6.3 Stereos

Students are not allowed to play ghetto blasters, individual portable audio systems with earphones or headphones (walkmans, mp3 players, etc.) while on the bus.

## 7.0 Seating Arrangements

When necessary, in accordance with Provincial Standards, students up to Grade 6 will sit three to a seat. Students in grades 7 and up will sit two to a seat; students who are in the bus may not leave it unless allowed by a supervisor or the driver.

## 8.0 Parent Concerns

**Parents should not approach a bus driver directly with their concerns.** It is very difficult for the driver to properly address the concern of the parents with a bus full of students.

**For issues regarding student discipline on the bus, parents are to speak or write to the Principals (Mountain View and Ogden Campuses) at the Almadina Language Charter Academy.**

**Issues regarding bus routes and schedules should be addressed to the school Office Manager.**

**Please do not call the school office to ask about any delay in the morning or after school bus routes. The school office cannot help, as this is not within our control or an area of our responsibility. Please call First Student Canada at (403) 531-3900. First Student Canada has a voice-message for all bus route delays in the morning.**

### **8.1 Website for Checking Bus Route Delays**

**There is a new website that is available to inform parents about any delays in bus service. It is [www.myschoolbusmonitor.ca](http://www.myschoolbusmonitor.ca) Any Almadina route delays will be posted to this website on a continual basis. Once on the site you will select Province, City,**

**Board (Almadina School Society), and School (Almadina Language Charter Academy). At this point it will display any route delays by route number.**

## **9.0 Passenger Lists**

A complete list of all passengers who will be riding the bus, the stops they are using, along with their grade, will be given to the driver prior to the start of school.

### **9.1 Parent Responsibilities**

Due to high volume of changes to routes and bus stops in the beginning of each school year we encourage parents to:

- Arrange to have someone (yourself or a caregiver) meet children at their bus stop.
- Make sure your child(ren) know to stay on the bus if they have missed their stop, or are on the wrong bus, or if no one is at their stop to meet them.
- Teach your child(ren) to stay on the bus until they see you or their caregiver. Children should talk to the driver if they think something is wrong. They should not get off the bus.
- Provide safety instruction by reviewing and discussing bus safety with your child(ren).
- Provide your child(ren) with safety instruction while getting to and from the bus stop.
- Discuss with your child(ren) different back-up plans in the event your child misses the bus in either the am or pm. In the case where you have two or more students on the same bus attending different Almadina campuses, have a plan in place for all children on what you would like them to do. Review this backup plan regularly throughout the school year.
- Familiarize your child(ren) with the bus route and pick-up and drop-off locations.  
**Please keep your bus route and the First Student Canada (403) 531-3900 phone number handy in case of delays or missed buses.**
- Assist your child(ren) in organizing and securing belongings, which will be taken on the bus.
- Drive students who have been suspended from the bus to school until permitted by Bus Company or the Principal.

## **10.0 Riding a Different Bus**

Permission will not be given to students to ride on a different bus. If a student attempts to board the bus, access will be denied by the driver and the student will need to return to



board their usual bus. In case of an emergency, the Principal may approve a request by signing a note that is sent to school.

If a family moves throughout the year, and will be riding a different bus, they are required to contact the school in writing prior to making the change. The school Office Manager will assist the family in finding an existing community stop for them to use.

## **11.0 Routes**

Bus routes will remain within the one-hour ride time wherever possible. The bus is to travel along the routes chosen by the Almadina Transportation Committee in consultation with the Bus Company. However, under certain circumstances (i.e. road closures) the bus may be redirected at the discretion of the Bus Company, provided that no stops are missed.

Parents, who move during the year, shall have their child picked up at the current bus stops. **If the bus is full or the new home is outside our current bus route system, parents will be solely responsible for bringing their child to the school.**

### 11.1 Creating Routes

Centralized stops are created to service as many families in one area as possible, and to minimize travel times. Some routes will drop students in the afternoon in the same order that students were picked up in the morning to even out long ride times among all riders. It is impossible to grant door-to-door service for everyone due to the distance the buses have to travel.

### 11.2 Creating Stops

Bus stops are chosen based on the following criteria:

- Safety of the stop.
- If the roadway is passable for bus traffic.
- Time and distance of the route.
- Efficiency of the route.
- Number of families in the community, and the size of the community.

Bus routes are to travel along major arteries using, as much as possible the City of Calgary Transit stops. When using Calgary Transit stops, the school bus will stop in front of the normal Calgary Transit stop when Calgary Transit buses are following the school bus. Due to the distance the buses have to travel, centralized stops are created to accommodate as many families in one area as possible.

**Bus stops are fixed and we do not negotiate this. If you are not satisfied, you have the option of driving your own child(ren) to school.**

In some areas of the city, the bus does not have the route time necessary to access certain communities. These families will be designated to the nearest centralized stop. There may be times when the bus will loop into a community. The centralized stop for that area will be based upon the number of students boarding the bus and the most viable access point for those students, also taking into account the overall efficiency of the route.

### 11.3 Route Inquires

Parents with questions about their centralized stops should submit their inquiries in writing to the Principal. The Almadina Transportation Committee shall review your request.

### 12.0 Timeline for Changes to Route

There will be no changes to the Almadina Language Charter Academy Bus Routes until after 15 school days into the 2016-2017 school-year, except to address the arrival times at the school and safety concerns. After 15 school days, the Almadina Transportation Committee will review all inquiries, and decisions will be made based upon the criteria outlined in Sections 11.1 and 11.2. Routes will be changed in order of priority. This process will take two to four weeks. Parents requested changes will be implemented (i.e. stop locations), only after arrival times are adjusted and student counts are reasonable.

### 13.0 Parent Transportation

If students live outside the Almadina Language Charter Academy bus area and are brought to school by their parents, the Alberta Education Transportation Fees may be paid to the family in June 2017. Payment will be made for students that:

- Are registered as of September 30, 2016 and complete the year.
- Do not ride the bus during any month of the year.
- Live outside walking distance of any of our bus stops.
- The parents have signed and returned a transportation agreement.

**14.0 Sample School Bus Misconduct Report**

Almadina Language Charter Academy

Date: \_\_\_\_\_ Bus Route Number: \_\_\_\_\_

\_\_\_\_\_  
Driver Name Student Name

\_\_\_\_\_  
Student Address Student Phone Number

**(The above named student has violated the Almadina School Bus Rules and Regulations)**

- \_\_\_\_\_ Refusing to obey driver      \_\_\_\_\_ Scuffling or fighting
- \_\_\_\_\_ Arms or head out of window      \_\_\_\_\_ Throwing waste or objects
- \_\_\_\_\_ Failing to remain seated      \_\_\_\_\_ Obscene language
- \_\_\_\_\_ Disrespectful to others      \_\_\_\_\_ Distracting the driver
- \_\_\_\_\_ Harassment or bullying      \_\_\_\_\_ Damage to bus
- \_\_\_\_\_ Other (Please describe in detail below)

Details of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Action:

	Warning
	1 Day Suspension
	2 Day Suspension
	3 Day Suspension
	4 Day Suspension
	5 Day Suspension

Signature of Principal/Vice Principal

\_\_\_\_\_

## **15.0 Bus Passenger Responsibilities**

- Obey the driver's instructions.
- Passengers must conduct themselves in a quiet and courteous manner, showing respect and consideration for the comfort and safety of others.
- Be at the designated pick-up point 5 minutes prior to departure time.
- Assemble in an orderly fashion.
- Respect others and their property.
- Dress properly for the weather conditions.
- Place all garbage in the garbage container provided.
- Never throw items on the bus or out of the window.
- Keep arms, heads and all items inside the bus and do not extend them out of the window.
- Seat changes are only allowed at designated bus stops and must be approved by the bus driver.
- Refrain from scuffing, fighting and using obscene language.
- Passengers must conduct themselves in such a manner that does not distract the bus driver.
- Passengers must never cross in front of a bus.
- Passengers must keep the aisles clear by keeping packsacks on the passenger's lap or under the seat, and by keeping all other items stored in closed packs or bags.
- Passengers must make arrangements with the bus driver prior to carrying any items on the bus, which may be too large to fit in a bag, on the passenger's lap or under the seat.
- Passengers must only bring skis, poles and hockey equipment on the bus when the bus is equipped with storage compartments underneath the bus (in accordance with the Highway Traffic Act).

## **17.0 Eating and Drinking on the Bus**

Eating and drinking are not allowed on the bus for safety reasons and to keep the bus free from litter.

Certain foods have been banned on the bus due to choking hazards and allergies as follows:

**Peanut Products**

**Popcorn**

**Raisins**

**Sunflower Seeds**

**Gum**

**Suckers**

It is safer for everyone when the no eating and drinking rule is strictly adhered to.