



Bus Handbook

2025-2026

White Lake School District

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White Lake, WI 54491

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General Information

This bus handbook will be reviewed and published annually and covers the rules established by the School Board for the safety and welfare of all students being provided bus transportation. A copy of this booklet will be given to each student on the first day of school. The bus driver will be responsible for giving a bus handbook to all new students who begin to ride the bus during the school year. Note: If there are any questions concerning the policies in this handbook, please contact the bus company at (715) 275-4640 ext. 11911 or the school before 4:00 pm at (715) 882-2361.

A Note to Bus Riders:

Riding a bus is a privilege, not a right. Riding the bus to school and home is an extension of the school day and is overseen by the school district. Each student who is provided transportation services by the school district is expected to obey the rules established within this handbook. Behavior on the school bus should be comparable to the type of behavior required in the classroom except that reasonable visiting and conversation are permissible. Any action contrary to what is outlined in this handbook may result in a conference with the parents, suspension of the student's bus riding privileges for a period of time, possible school consequences and/or law enforcement involvement, if necessary.

A Note to Parents/Guardians:

Because we are a rural school with individual student pickups on isolated roads, the school and bus company request that you call the bus company and the school if your child is going to be absent from school. Please call the bus company prior to 6:00 a.m. to help prevent unnecessary travel and possibly reduce energy costs. Contact the bus company at (715) 275-4640 ext. 11911, and please leave a message if no one answers. Bus riders should be ready and out at the bus stop at least 5 minutes before the estimated pickup time. This will help keep the buses running on schedule.

Student Contact Information

Parents/guardians are requested to update the school office and or the bus company as soon as possible when any contact information changes. This includes new physical addresses, phone numbers that may include home, work and cell, email addresses, as well as emergency contact information. This information is vital in making contact with parents and guardians for a variety of reasons.

Bus Passes

So the school district can maintain student accountability, students will board and leave the bus at their designated bus stop and only ride the bus to which they are assigned. Any request for an exception to this rule must be made in writing by the parent/guardian to the school office. The school office will issue a bus pass to notify the bus driver of the change. School approval must be according to board policy and is contingent upon such conditions as available seating, safety

factors, time schedules, etc. Bus passes should be requested at the beginning of the school day. The attached form should be completed for an alternate pickup or dropoff location.

4K – 1st Grade Student Busing Requirements

For the safety of our 4K-1st grade students, the White Lake School District does not let students off of the bus at a residence where there is not an adult or responsible older sibling visible to the driver. If the driver does not see this person the following steps will be taken:

1. The bus company will notify the school office and attempt to make contact with parents or other individuals listed on the child's emergency forms.
2. Once the route has been completed, if the bus company is unable to make contact with parents, the driver will be instructed to take the child back to school where the parents will need to pick them up.
3. If contact cannot be made with a parent or an individual on the emergency form by 4:30 pm, the Langlade County Department of Social Services or the Langlade County Sheriff's Department will be contacted to assist in locating the parents and returning the child home safely.

General Bus Behavior

When Getting On The Bus in the Morning

- Be careful in approaching bus stops. Walk on the left toward the oncoming traffic.
- Do not move toward the bus until it has come to a complete stop. The crossing arm on the front of the bus will also be out and the red lights will be flashing.
- If you must cross the road to get on the bus, do so at least ten feet in front of the bus and only after the bus driver has determined it is safe and signals you to cross. Do not cross the road prior to the arrival of the bus. Parents, please abide by the bus driver's signal as well if you will be crossing the road to walk with your child.
- Go directly to the seat assigned to you after boarding the bus. Remain seated in your assigned seat during the entire trip.
- Remove headphone or earbuds completely.

While Riding on the Bus

- Be considerate of others on the bus and use appropriate language.
- Follow the instructions of the bus driver and/or chaperone.
- Help make the bus ride safe and pleasant by keeping noise to a minimum. Loud noises could distract the driver and cause an accident.
- Treat the bus and equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc. The cost associated with any damage done to the seats or other bus equipment will be reimbursed to the bus company by the student's parent/guardian.
- Reach your seat in the bus without disturbing or crowding other students.
- Keep the aisle of the bus clear by holding personal belongings or placing them under the seat.

- Do not stand or move about the bus while it is in motion.
- Do not extend your head, arms, or hands out of the windows.
- Be courteous to pedestrians, motorists, fellow pupils and bus drivers. Do not shout from windows or make insulting gestures.
- Help keep the bus clean by placing trash in the waste receptacle as you leave the bus. Throwing articles out of windows or putting garbage between the seats or gum on the seats is a state and school violation.
- If an emergency should occur, remain seated until given instructions by the bus driver.
- No animals/pets are allowed on the bus.

When Leaving the Bus in the Afternoon

- Before exiting, remain seated until the bus comes to a complete stop.
- Check to see that all belongings are taken along as you leave the bus.
- Move away from the side of the bus immediately.
- If you live on the same side of the road, proceed toward your home.
- If you must cross in front of the bus to get home, walk to the front of the bus and wait by the cross-over arm. The bus driver will give you a signal to cross when it is safe to do so. Parents, please DO NOT wave your child(ren) across the road! It is very important that they be watching for the driver's signal.
- Be alert to possible dangers at all times. You should also look for cars before crossing the road.
- Remove headphones or earbuds completely.

Bus Rules

1. Follow directions the first time they are given.
2. Stay in your seat, sitting forward, keep the aisle clear
3. Keep hands, feet and objects to yourself and inside the bus.
4. No shoving, fighting, swearing, or loud talking at any time.
5. No eating, drinking or chewing gum.
6. Windows only halfway down.
7. Headphones/earbuds must be removed when students are boarding or exiting the bus

Bus Consequences

1st Violation: Driver will have verbally warned the student, and the student will be assigned a seat closer to the front of the bus for a minimum of five (5) school days. The bus contractor will send a letter to the parents/guardian and a copy to the principal identifying the issue that took place on the bus.

2nd Violation: Students will be assigned a seat closer to the front for a minimum of ten (10) days. Bus contractor sends a bus conduct report to the principal. Based on violation, the principal will issue bus suspension for one day and/or possible school consequences.

3rd Violation: Bus contractor sends bus conduct report to the principal. The principal discusses behavior with parents and students. The principal will suspend riding privileges for up to five (5) days, and will determine if school consequences and/or law enforcement referrals are necessary.

4th Violation: Bus contractor sends bus conduct report to the principal. The principal will suspend student's bus privileges for no less than ten (10) school days. The principal will determine if school consequences and/or law enforcement referrals are necessary.

Any Serious Violation: If a violation is serious or jeopardizes the safety of the other passengers or driver, (for example: physical assault, verbal assault or the use of illegal substance, weapons or fire causing agents, etc.), the bus contractor will send a bus conduct report to the principal. The principal will determine what course of action will be taken, that may include riding privileges being suspended (a period of time to be determined for the remainder of school year), school consequences (possible suspension or expulsion), and a law enforcement referral.

Bus Driver Responsibilities

The school bus driver is recognized as having the same jurisdiction over the children while en route to and from school as an instructor in a classroom. Therefore, the driver shall maintain order among the children at all times while they are being transported. Continued disorderly conduct or refusal to follow driver's instructions shall be sufficient reason for refusing transportation service to that student.

All students will be assigned to a seat by the driver. Students must remain in that seat the entire route unless permission is given by the driver to move. The driver has the right to make any changes they feel necessary at any time. Parents can request to have their child sit in a specific seat, but the final decision will be made by the bus company in cooperation with the school.

Extra-Curricular Activities Busing Requirements (Sports, Field Trips, etc.)

The bus rules apply to each student who rides a school bus at any time or for any reason. The exception is that eating is allowed on activity buses, as long as the bus is kept neat and clean.

- Chaperone-student ratio should be no greater than 1:15.
- A student who rides a school bus to an activity or event must return on that bus unless authorized in writing to do otherwise by the activity supervisor or by the principal.
- If, after an activity, a student needs to be dropped off at a location other than the school, written permission must be obtained from the activity supervisor or the principal prior to the date of the event.

Legal Notices

Pursuant to s.11813 State Statute, "No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program activity because of a person's sex,

religion, national origin, ancestry, creed, pregnancy, marital or parent status, sexual orientation or physical, mental, emotional or learning disability.”

Wisconsin Statute PI 9.02(9) states that “Pupil Harassment” means behavior towards pupil based, in whole or part, on sex, race, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil’s performance or creates and intimidating, hostile or offensive school environment.”

Step 1. Any student who has a complaint of pupil discrimination shall attempt promptly to resolve the complaint by discussion with the Principal. The complaint shall be in writing (the school will have the complaint forms) and describe in as much detail as possible the facts of the situation. The Principal shall keep a written record of the discussion and provide a copy to the student involved.

Step 2. If the Complaint is not resolved in Step 1, the complainant may file the complaint in writing to the District Administrator. The District Administrator shall arrange a meeting to discuss the complaint within ten (10) calendar days after the final meeting regarding the complaint.

Step 3. If the complaint is not resolved in Step 2, the complainant may file the complaint in writing to the Clerk of the School Board within ten (10) calendar days after receipt of the District Administrator’s answer. The School Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) days after the meeting advise the complainant in writing, of the action taken with regard to the complaint.

Parents/Guardians:

Please review the Bus Handbook with your student(s). After reviewing, please sign and date below and return this page to the driver. Your student(s) should also sign and date it to indicate they understand the contents. Thank you for your cooperation and time in reviewing the rules and expectations that come with the privilege of riding the bus.

Parent/Guardian Signature

Date

Student Rider Signature

Date

Student Rider Signature

Date

Student Rider Signature

Date

WHITE LAKE SCHOOL DISTRICT
REQUEST FOR CHANGE IN PICK UP/DROP OFF LOCATION
FOR BUS TRANSPORTATION

Child(ren)'s Name(s): _____ Grade(s): _____

Physical Home Address: _____

Alternate Pickup Address:

Name: _____
Address: _____

Phone: _____

Alternate Drop Off Address:

Name: _____
Address: _____

Phone: _____

Day(s): M T W TH F
(please circle)

Days(s): M T W TH F
(please circle)

Starting Date Request: _____

Signature of Parent/Guardian: _____ Date: _____