

# مَدْرَسَة إِقْرَأَ الْإِسْلَامِيَّة

## IQRA ISLAMIC SCHOOL

“Certified by the Province of British Columbia, Canada”



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### REGULATIONS FOR STUDENTS RIDING THE SCHOOL BUSES

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## MESSAGE FROM THE SCHOOL PRINCIPAL

### **Dear Parents/Guardians and Students:**

Assalamu Alikum wa Rahmatullahi wa Barakatuhu,

We believe successful education of a child cannot solely be the responsibility of the school; rather it necessitates a joint venture between the parents and the school. Active participation and support on the part of parents are needed. Inspiration, dedication and leadership on the part of the teachers and administration are expected. It is essential that parents and teachers play a co-operative role in this education process, including respectful acceptance of the policies that have been adopted by the school.

Iqra Islamic School bus service is subsidized by

Day-to-day experiences have warranted the adoption of various policies and procedures both for the safety and well being of the students in order to better serve and maintain academic standards at the **IQRA ISLAMIC SCHOOL**. The school implements a policy or rule in response to a demonstrated need and it is important for all to recognize the importance of these policies.

**A parent's showing of disregard for either the policies of the school or its STAFF, even when unintentional, will also be reflected in their children's attitude.** Thus, it is necessary for parents to instil the importance of respecting and obeying all of the school's rules, which will make our students superior to students of other schools.

**We are looking forward to seeing each of you this year.**

Wassalamu alikum.

Principal

# **REGULATIONS FOR STUDENTS RIDING THE SCHOOL BUSES**

This pamphlet of regulations is furnished as information for all students who ride **IQRA Islamic School** buses whether daily, on regular runs, or on field trips, and for their parents. **Parents/guardians and students should read this pamphlet, sign the related form/s, and return it to the school.**

**The entire student behavior on the bus (as well as off) should do credit to the school and the homes to which you belong to.**

## **1. BUS SERVICE**

Iqra Islamic School will do its best to provide bus services to whenever possible. It will be the parent/guardian responsibility to bring his/her child to school, whenever there are any circumstances that we are not able to do so, such as, but not limited to the following:

- address not within the established route
- weather condition
- bus break down
- bus driver sickness

## **2. BUS FEES:**

**Iqra School Bus fees do not reflect the actual cost. The bus service is subsidized by the school.**

## **3. MEETING THE BUS:**

STUDENTS MUST:

- **Be on time.** Be at their bus stop at least five minutes before the regular pickup time, but no earlier than ten minutes before. **The bus driver will not wait for latecomers.** Watching for the bus from a window or a door is allowed, so long as the student is ready at the curb when the school bus comes to a complete stop.
- Stay away from the traveled portions of the roadway while waiting for a bus; do not approach the bus until your bus driver opens the door to let you on.
- When there are several students waiting to board a bus, observe the following:
  - stand in a single line,
  - enter one by one, without pushing or shoving.
- Do not engage in play or other activities that may endanger themselves or others while waiting beside the road.

- Do not run along side a moving bus, but wait until it has stopped, then walks to the front door.
- Report immediately to the driver, any illness or injury on or around the bus.
- Follow the directions of the safety patrol (if on bus) that are assigned to a bus. Safety patrol assists the bus drivers and work under their directions.
- If the student misses the bus in the morning, the parent may take them to the next scheduled pick-up address. The bus will not stop in the middle of the street to pick- up students.

#### **4. CONDUCT ON THE BUS**

##### **STUDENTS MUST:**

- Recognize that the bus driver is the authority on the bus. Follow the directions of the bus driver and be courteous to him/her and to fellow students. The driver has authority to assign seats to maintain discipline or promote safety.
- **No student, parent or guardian is allowed to abuse the driver at any time. If you have an issue to be addressed; you need to bring it to the bus coordinator attention.**
- Go directly to a seat, and remain seated unless directed by the driver to do otherwise.
- Do not mark or deface bus. Obscene writing, drawing, or pictures are thus prohibited. Parents will have to pay for damages caused by their children.
- Do not use profanity or indecent language.
- Do not tamper with the emergency door.
- Do not fight, slap, or scuffle with others.
- Do not throw objects on the bus, out a window, or at the bus from the outside.
- Do not carry large/oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. Objects will be permitted only if it can be held on the student's lap or stowed under the seat. Please keep aisles free of your belongings.
- Skis or hockey sticks are NOT allowed in the bus; skates should have skate guards.
- Do not throw paper or litter on the floor, please deposit litter in the wastebasket when

you leave the bus.

- Do not sell or consume food/beverage, nor chew gum on the bus.
- Do not engage in unnecessary loud talking or laughter and please remain reasonably quiet so the driver's attention is not distracted, especially at a railway crossing. **Please remember it is illegal to put your hand(s), leg(s) or head out of the window of a moving bus.**
- Do not operate radios, and/or other unnecessary audio equipment. Driver may disallow audio equipment with headphones if such equipment is in his/her judgment detrimental to the overall safety of the bus.
- Do not sit on textbooks or other objects.
- Do not have any unsafe objects (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.) In their possession.
- In case of an emergency, remain quiet for the driver's instructions and carry them out promptly.
- Ride the bus, which he/she is assigned in the morning and in the afternoon.
- Do not use pens or pencils while on the bus if the driver finds it dangerous.

## **5. LEAVING THE BUS:**

### **STUDENTS MUST:**

- Remain seated until the bus comes to a full stop.
- Leave bus in an orderly manner; students in the front seat discharge first.
- Have books and other possessions ready and exit the bus without unnecessary delay.
- Leave bus stop area when safety permits as soon as discharged from the bus. Do not loiter around bus.
- Only if it is necessary, cross at the front of the bus and a distance of at least (10) ten feet from the bus. Cross only when driver has signalled to you that it is safe to do so.
- In the event that the school is closed because of weather conditions, announcements will be made on local radio station(s) and on our answering machine (604-583-7530)

## **6. MISCELLANEOUS PROCEDURES:**

- If student leave items in the bus that are needed overnight or over the weekend, the driver has no obligation to return to that student's home. The dispatcher or driver may arrange for parents to collect items from the driver's residence or one of his stops.

**Parents alone are responsible for the safety and well being of their children once delivered to their stop. Please make sure that there is somebody home waiting for children that are too young to stay home alone.** The school may terminate bus service to students whose parents do not provide supervision for them when they get off the bus.

### **Changing Buses or Address:**

Students are expected to ride the same bus to the same destination, except when their residence is relocated. When the family is moving, please notify the school administration at least seven (7) working days in advance, so that we have time to make necessary changes (i.e., to review the location, change bus to accommodate students, etc). Please be aware that if you move to an area where we do not have service, or the bus servicing that area is full, you will be required to bring your child to the closest meeting point. No students may ride a different bus to or from school for the purpose of visiting a friend, going for tutoring, or if no one is at home, etc. It is the parent's responsibility to make transportation arrangements under these circumstances.

### **Bus Departure Times:**

The buses at the IQRA Islamic School will depart promptly at 3:45 p.m. Students who miss their bus must call their parents to pick them up from school.

### **Employee's Children:**

Employee's children who attend IQRA Islamic School are entitled to the same transportation privileges as other parents. Employees are given a choice between providing transportation for their children on a regular basis or having the school provide such transportation regularly. A mix between the two alternatives is not permitted.

### **Vomiting on the Bus:**

Students, who vomit on the bus more than twice, will lose bus transportation privileges until the appropriate medical attention is given to them.

### **Picking Students Up from School/not attending the next day:**

- Parents should give twenty-four hour (24) notice to the administration when they wish to pick up their child from school.
- If your child(ren) is sick or unable to attend school, a twelve-hour (12) notice to the administration is required.

## **7. SCHOOL BUS DISCIPLINE PLAN:**

2009-2010

## **RULES:**

- Follow the directions of the driver at all times
- Follow all IQRA Islamic School rules and regulations
- Stay seated
- Keep noise level down
- No eating, drinking, or chewing gum in school bus
- Keep arms and legs to oneself.

## **8. CONSEQUENCES FOR MISCONDUCT:**

- Verbal warning
- Check mark on record sheet
- Second mark on record sheet
- Report of conduct sent to the administration with note to parents
- Two-day suspension from bus riding privileges.

## **9. POSITIVE REWARDS:**

- Designated as patrol member
- Certificate of cooperation, appreciation, improvement, and a perfect rider
- Coupons for additional snack and/or gift
- Bus or student praised in the newsletter
- Report names to principal for rewards
- Considerations for patrol lieutenant and/or captain.

## **10. DEFINITION OF SEVERE MISCONDUCT:**

2009-2010

**Includes the following – but not limited to -:**

Openly “ defiant” not following instructions of bus driver, fighting, use of profanity, bringing harmful, dangerous items to school (animals, matches, knives, firearms, etc.), throwing object in/out of bus, yelling at or insulting actions to anyone inside/outside the bus, or destroying property.

**11. CONSEQUENCES FOR SEVERE MISCONDUCT:**

Depending on the nature of the problem and the surrounding circumstances, one of the following consequences will result from severe misconduct:

- Automatic (2) two days suspension of the bus riding privileges.  
A meeting with parents to discuss problems and written promise that the violation will be corrected.  
Plan of action and future penalty for violations.
- Automatic one week suspension.  
A meeting with parents to discuss problem and written promise that the violation will be corrected.  
Plan of action and future penalty for violations.
- Indefinite suspension of bus privileges.  
A meeting with parents to discuss problem and start appeal process at parents choosing.  
Plan of action and future penalty for violations.
- Dismissal from school.

**Special Note:** Students from Kindergarten to 3<sup>rd</sup> grade will receive one warning before starting with “Severe Consequence”. **However, IQRA Islamic School reserves the right to suspend students without a warning if the situation warrants.**

**12. APPEAL PROCESS:**

- Within (1) one week of the incident, the students his/her parent/guardian may appeal any decision that results from a severe misconduct in writing to the principal.
- A (5) five-member review panel (two teachers chosen by the principal, the bus driver, and two parents chosen by the School Coordinator.) will review the appeal and make recommendations to the principal.
- Parents will be notified of the results of the appeal within (2) two weeks from the day appeal was received.

- If not satisfied with the decision of the review panel, the student, his/her parent/guardian may write to the School Coordinator for another review within (5) five weeks of the incident.

Parents will be notified of the results of the Coordinator's decision within (30) thirty days after the receipt of such an appeal.

**The Coordinator's decision is final.**

**Parents/guardians please read this handbook, sign the related form/s, and return it to the school.**



**This is to confirm that I have I have received the Iqra School Bus Service and Regulations handbook**

Name	Last Name	Date	Signature