

BCA Bus Information



Belle Chasse Academy operates daily bus service between the school and the Federal City in Algiers, and Algiers and Belle Chasse community locations. BCA will also provide bus service from the school at 5:15 pm, Monday through Thursday for students participating in the 21st Century Community Learning Center Activities (21st CCLC). Bus stop locations and schedules for the 21st CCLC activities will be determined based on student participation and need, and will be published on the school website prior to the kick-off of after-school-activities in September.

Each bus has aboard a trained Monitor employed by BCA. Each Monitor has a roster of student riders and a seating chart, which includes the stop location of each rider and parent contact information. Homeroom teachers are provided a list of the bus assignments. The teachers or their assistants escort riders to their assigned bus at the close of the school day.

Accordingly, it is not possible to routinely accommodate casual switching of bus assignments, or temporary addition of riders. Emergency circumstances will be considered case by case. Please contact the Director of Operations, Michael J. Rocks, 433-5850. Any change in the parent/guardian assigned to meet the student rider must also be communicated to the Director of Operations and/or the Front Office. The bus monitor is not authorized to accept and/or make changes.

Stop Locations

Bus stop locations are selected by BCA, subject to final approval by the School Leader.

The following are the BCA bus stop locations:

Federal City Village, Olympia Circle (Dep. 7:00am)(Arr. Approx. 4:10 pm)
Federal City Across from the Water Tower Parking Area (Dep. 7:05am)(Arr. Approx. 4:15pm)
Federal City Dance Club @ Guadalcanal (Dep. 7:00 am)(Arr. Approx. 4:10 pm)
Federal City Child Development Center on Hunley (Dep. 7:00 am)(Arr. Approx. 4:10 pm)
Algiers Rouses' @ Gen. DeGaulle (Dep. 7:05am)(Arr. Approx. 4:00pm)
Algiers Library @ Holiday/Gen. DeGaulle (Dep 7:10am)(Arr. Approx. 4:05pm)
Belle Chasse, Hwy 23 @ CVS (Dep. 7:10am)(Arr. Approx. 3:55 pm)
Belle Chasse, Hwy 23 @ Ave. H, *am pickup only* (Dep. Approx. 7:20am)
Belle Chasse, Ave. A @ Tinsley (Dep. Approx.7:25am)(Arr. Approx. 3:47 pm)
Belle Chasse, Ave. A @ W. 2nd (Dep. Approx. 7:28am)(Arr. Approx. 3:45 pm)
Belle Chasse, Hwy 23 @ YMCA pm *drop off only* (Arr. Approx. 3:45 pm)

Locations are selected to attempt to accommodate a maximum number of students per stop. Locations for fewer students will considered, with a determination based on safety and minimum disruption to the established route to ensure timely arrival at subsequent stop locations.

Bus Rider Drop-Off Rules for Regular Dismissal

Belle Chasse Local Stops

The local stops in the Belle Chasse community are Avenue A/Tinsley, Avenue A/Hunt, and Avenue A/ 2nd. For safety reasons BCA policy strictly requires all parents of children grades K-5 (unless age 9 or older) to be physically present for the transfer of custody from BCA to the parent/guardian upon departing the bus.

If your child's stop is Avenue A/Tinsley, Avenue A/2nd, Avenue A/Hunt, and you wish to have your child age 9 or older to depart the bus without your being physically present when the child leaves the bus to proceed home, please complete the appropriate waiver.

If a rider is to be met at a bus stop, and the parent/guardian is not present when the bus arrives, the Bus Monitor will attempt to contact him or her via telephone to ascertain time of arrival at the stop.

The bus cannot wait indefinitely for a parent/guardian to arrive. There are subsequent stops which need to be made timely. The Director of Operations or his representative will give approval for the bus to proceed to subsequent stops if the parent/guardian does not arrive timely at the stop. The rider will remain aboard with the Bus Monitor and be transported to the Bus Company Office on Federal City (or return to BCA if there are After School Activities, coordinated by the Director of Operations). The Director of Operations or his representative will travel to the Bus Company Office to meet with the parent/guardian to transfer custody of the child.

Satellite Stops

It should be noted that various "satellite" stop locations have been selected to accommodate parents driving from the Parishes surrounding Plaquemines. The locations are:

- The Algiers Rouses'
- The CVS on Belle Chasse Highway
- Algiers Library
- Across from the Water Tower parking lot at the Federal City.

The Algiers Rouses - CVS on Belle Chasse Highway

For safety reasons new BCA policy strictly requires parents of ALL riders (regardless of age) at the Algiers Rouses, and the CVS Parking Lot in Belle Chasse to meet their child at the bus stop. The risk to the safety of a pupil is too great to leave them unattended at these locations.

If a rider is to be met at a bus stop, and the parent/guardian is not present when the bus arrives, the Bus Monitor will attempt to contact him or her via telephone to ascertain time of arrival at the stop.

The bus cannot wait indefinitely for a parent/guardian to arrive. There are subsequent stops which need to be made timely. The Director of Operations or his representative will give

approval for the bus to proceed to subsequent stops if the parent/guardian does not arrive timely at the stop. The rider will remain aboard with the Bus Monitor and be transported to the Bus Company Office on Federal City (or return to BCA if there are After School Activities, coordinated by the Director of Operations). The Director of Operations or his representative will travel to the Bus Company Office to meet with the parent/guardian to transfer custody of the child.

Algiers Library

The Algiers Library remains open Monday-Thursday until 7 pm. **Friday until 5:00 pm.** Students in grades 6-8 (and age 9 or older) will be permitted to depart the bus to enter the library without their parent/guardian present if an appropriate written waiver has been signed. Their younger siblings will also be permitted to be escorted by their older siblings after the appropriate waiver is signed.

The bus cannot wait indefinitely for a parent/guardian to arrive. The Director of Operations or his representative will give approval for the bus to proceed to the Bus Company Office on Federal City (or return to BCA if there are After School Activities, coordinated by the Director of Operations). The rider will remain aboard with the Bus Monitor and be transported to the Bus Company Office. The Director of Operations or his representative will travel to meet with the parent/guardian to transfer custody of the child.

Belle Chasse YMCA

The YMCA on Belle Chasse Highway has an after-school program. This location will be added as an afternoon bus stop. *It will not be a morning pickup.* Because these programs are safe, secure and supervised, all pupils regardless of age will be permitted to leave the bus if an appropriate waiver is signed and an authorized representative of the YMCA escorts the pupils into the building.

Federal City Stops

Stops on the Federal City Campus include: "The Village" at Federal City, The Dance Club at Savage, Child Development Center at Federal City, Across from the Water Tower Parking Lot.

"The Village" at Federal City

"The Village" is a gated residential community. Accordingly, as noted above, students K-5th grade will not be released from the bus until a parent/guardian comes to the door of the bus and takes physical custody of the student. Students in grades 6-8 (and age 9 and older) will be permitted to leave the bus at the Bon Homme Richard/Olympia Circle location without parent/guardian being present after the appropriate waiver has been signed. They may also escort younger siblings.

Dance Club at Savage

This has been a traditional location utilized by families who live within the gated "Village," but nearer the gate at Savage than the Olympia Circle stop. Accordingly, as noted above, students K-5th grade will not be released from the bus until a parent/guardian comes to the door of the bus and takes physical custody of the student. Students in grades 6-8 (and age 9 and older) will be

permitted to leave the bus at gate at Savage if an appropriate waiver is signed authorizing the students to enter the gate. They may also escort younger siblings. The bus will not depart until all students are observed entering the gate. *Procedures for a parent not meeting the bus timely will be as Belle Chasse CVS and Algiers Rouses'.*

Child Development Center

The CDC on Hunley has a pre/after-school program. This location will be added as a bus stop. Because the after school program is safe, secure and supervised, all pupils regardless of age will be permitted to leave the bus if an appropriate waiver is signed and an authorized representative of the CDC escorts the pupils into the building.

Across from the Water Tower Parking Lot

This location is considered a satellite stop for all pupils but those walking to the Marine Forces Reserve Center. Pupils grades 6-8 (and 9 year or older) will be permitted to exit the bus without a parent/guardian being present on completion of the appropriate waiver allowing them to walk to the Marine Reserve building. Younger siblings will be permitted to be escorted. For all other students, a parent/guardian must be present to take custody of the child.

If a rider is to be met at a bus stop, and the parent/guardian is not present when the bus arrives, the Bus Monitor will attempt to contact him or her via telephone to ascertain time of arrival at the stop.

The bus cannot wait indefinitely for a parent/guardian to arrive. There are subsequent stops which need to be made timely. The Director of Operations or his representative will give approval for the bus to proceed to subsequent stops if the parent/guardian does not arrive timely at the stop. The rider will remain aboard with the Bus Monitor and be transported to the Bus Company Office on Federal City (or return to BCA if there are After School Activities, coordinated by the Director of Operations). The Director of Operations or his representative will travel to the Bus Company Office to meet with the parent/guardian to transfer custody of the child.

Bus Rider Drop-off Procedures for After-School Activities

If a parent/guardian is not present at *after-school activity* drop-off, the child will remain aboard the bus as the route is completed.

If a rider is to be met at a bus stop, and the parent/guardian is not present when the bus arrives, the Bus Monitor will attempt to contact him or her via telephone to ascertain time of arrival at the stop.

The bus cannot wait indefinitely for a parent/guardian to arrive. There are subsequent stops which need to be timely made. The Director of Operations or his representative will give approval for the bus to proceed to subsequent stops if the parent/guardian does not arrive timely at the stop. The rider will remain aboard with the Bus Monitor and be transported to the Bus Company Office on Federal City. The Director of Operations or his representative will travel to the Bus Company Office to meet with the parent/guardian to transfer custody of the child.

Conduct on the Bus

School buses and drivers operate under all Federal and State laws governing the transportation of school children. Drivers are licensed and take part in required safety programs. Buses are inspected regularly for safe operation. Training of Monitors will be conducted. A bus evacuation drill will also be conducted semi-annually.

Students are to comply with the directives of the bus driver and bus monitors for their own safety. Each bus is also equipped with a video camera. Students are to avoid any behavior that might be a distraction to the bus driver or injurious to others. The rules apply to all bus transportation including field trips and athletic events.

Bus riders may be given a bus incident referral at the discretion of the bus monitor. Referrals will be given to the Director of Behavioral Supports and Student Affairs. Excessive bus referrals may result in temporary or permanent loss of bus transportation privileges. During the school year, students regularly riding the bus to and from school will participate in the CHARACTER COUNTS!® program component, The Peaceful School Bus.

Rules for Bus Riders

1. Cooperate with the driver and monitor; your safety depends on it.
2. Be on time; the bus will not wait past scheduled departure times.
3. Cross the road cautiously under the direction of the driver, monitor or crossing guard when boarding and leaving the bus.
4. Follow the monitor's instructions when loading, unloading and at all other times.
5. Remain quiet (use indoor voices) so as to not distract the driver.
6. Remain seated at all times when the bus is in motion.
7. Keep arms, head or other objects inside the bus at all times.
8. Do not throw objects in the bus or out of windows and doors.
9. Use emergency exits only for emergencies, and when instructed to do so.
10. Do not eat or drink on the bus.
11. Do not use any electronic devices unless given permission by the Bus Monitor.
12. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat.
13. Do not damage the bus in any way.
14. Be courteous and safety-conscious and enjoy the ride!

Video Monitoring

Belle Chasse Academy supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The contents of the video recording may be used as evidence in a student disciplinary hearing.

Persons with a specific, legitimate educational need may view the video recording upon written request to the School Leader. Written requests are to be responded to within five working days. The School Leader will determine a reasonable time and location to view the recording, usually within five days of the request. In most instances those individuals with a legitimate educational purpose may be members of the Board of Directors, the School Leader, Principals, Director of

Operations, Transportation Contractor, Bus Drivers and Bus Monitors. A video recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding. Only the applicable portion relating to the disciplinary proceeding of the tape may be viewed. The School Leader may authorize the guidance counselor, school psychologist, or social worker, to view segments of a specific a video recording. These individuals will be allowed access if they are working with the student because of a behavioral, emotional, or learning problem and viewing the videotape would be beneficial to their role in assisting the student.

Any questions, please contact the Director of Operations at 504 433 5850, extension 129.