

# Transportation

JPII Catholic Schools runs a shuttle bus service for its students between the three elementary schools, Sacred Heart/Shanley, Blessed Sacrament Church, and St. Joseph Catholic School in Moorhead.

**NOTE: During the fall of 2022 Holy Spirit School will be temporarily located at St. Mary's Cathedral in downtown Fargo. The Valley Bus shuttle will continue from Holy Spirit Church.**

## Bus Pass Options

- Round Trip Pass- \$220 before and after school daily
- One Way/Occasional Use Pass- \$110 before or after school daily
- Wednesday Only Pass \$30 after school only

## Morning Shuttle Routes are as Follows:

JPII Shuttle Bus #1 – Leaves St. Joseph's in Moorhead at 7:20 a.m. and travels to Nativity. Leaves Nativity at 7:35 a.m. and travels to Sacred Heart/Shanley to drop off students. Leaves Sacred Heart/Shanley at 7:50 a.m. and travels back to Nativity to drop students off.

JPII Shuttle Bus #2 – Leaves Blessed Sacrament Church in West Fargo at 7:20 a.m. and travels to Trinity to pick up students at 7:30 a.m. and travels to Sacred Heart/Shanley. Leaves Sacred Heart/Shanley at 7:50 a.m. and travels to Holy Spirit School to drop students off.

Valley Bus Shuttle – Leaves Holy Spirit Church north parking lot at 7:25 a.m. and travels to Sacred Heart/Shanley. Leaves Sacred Heart/Shanley at 7:50 and travels to Trinity. This shuttle does follow the JPII school calendar.

## Afternoon Shuttle Routes are as Follows:

JPII Shuttle Bus #1 – Leaves Nativity at 3:20 (2:30)\* p.m. and travels to Sacred Heart/Shanley. Leaves Sacred Heart/Shanley at 3:50 (2:55)\* p.m. and travels back to Nativity. Leaves Nativity at 4:00 (3:10)\* p.m. and travels to St. Joseph's in Moorhead.

JPII Shuttle Bus #2 – Leaves Holy Spirit School at 3:15 (2:30)\* p.m. and travels to Sacred Heart/Shanley. Leaves Sacred Heart/Shanley at 3:50 (2:55)\* p.m. and travels to Trinity which continues to Blessed Sacrament.

Valley Bus Shuttle – Leaves Trinity at 3:20 (2:30)\* p.m. and travels to Sacred Heart/Shanley. Leaves Sacred Heart/Shanley at 3:50 (3:00)\* p.m. and travels to Holy Spirit Church.

**\*Wednesday Dismissal times are in parenthesis.**

When dropping off students at Sacred Heart/Shanley, you must use the West parking lot for drop off. Please do not drive/park in the "bus drop-off" road. This is reserved for bus pick-up/drop-off only.

Although we do our best to accommodate all requests for student's ridership: JPII reserves the right to change routes and/or times as necessary to accommodate most riders.

**Please contact Mr. Jason Kotrba at Holy Spirit with any transportation questions 701-232-4087 or email at [Jason.Kotrba@jp2schools.org](mailto:Jason.Kotrba@jp2schools.org).**



## **JPII CATHOLIC SCHOOLS TRANSPORTATION DISCIPLINE PROCEDURES BUS RULES AND REGULATIONS**

Students who ride school buses are expected to behave in a courteous and respectful manner. Students who violate rules of conduct may lose bus privileges.

### **GOOD CONDUCT IS REQUIRED FOR BUS PRIVILEGES:**

Students are careful not to:

- Distract the driver
- Be boisterous or rude
- Swear or use obscenities
- Disobey the driver
- Fight or destroy property
- Throw objects when in the bus
- Use physical force
- Light a match or lighter

Because of the importance of a disciplined and safe transportation system, the following procedures will be used to handle disciplinary incidents. JPII Catholic

Schools employees reserve the right to take immediate action to secure the safety of other students. In the event an incident warrants a written report, the following procedure should be used in conjunction with offenses, please refer to the Elementary Parent/Student handbook.

#### 1<sup>st</sup> Offense

- A. Bus driver will inform student that their name will be turned into their Principal's office and will continue on to the destination and contact the student's Principal as soon as possible.
- B. Student's Principal to complete an incident report.
- C. Principal to deal with student in question as soon as possible, sign incident report, and mail a copy to parent. Principal will specify the offence on the report and will also specify future consequences of any future incident.
- D. Principal of the student's school will contact parents and explain the incident and procedure. If the Principal is out of town, JPII administrator should be contacted. Principal will also mail the parents the white copy of the incident report and keep the yellow copy in the student's file. Bus driver will be notified as soon as possible about action taken.
- E. Principal will document parent contact and keep such documentation on file with the incident report.

#### 2<sup>nd</sup> Offense

- A. Bus driver will inform student that their name will be turned into their Principal's office and will continue on to the destination and contact the student's Principal as soon as possible.
- B. Student's Principal to complete an incident report.
- C. Principal to deal with student in question as soon as possible, sign incident report, and mail a copy to parent. The Principal will specify the offence on the report and will also specify future consequences of any future incident.
- D. Principal will contact parent and notify them that their student has lost riding privileges for 3 school days. Principal will also mail the parents the white copy of the incident report and keep the yellow copy in the student's file. Bus driver will be notified as soon as possible and will be kept abreast of suspension.

- E. Principal will document parent contact and keep such documentation on file with the incident report.

#### 3<sup>rd</sup> Offense

- A. Bus driver will inform student that their name will be turned into their Principal's office and will continue on to the destination and contact the student's Principal as soon as possible.
- B. Student's Principal to complete an incident report.
- C. Principal will deal with student in question as soon as possible, sign incident report and mail a copy to parent.
- D. Principal will contact parent immediately and explain situation informing parent that all riding privileges are canceled for the balance of the school year. Principal will mail the parents the white copy of the incident report and keep the yellow copy in the student's file. Bus driver will be notified as soon as possible and kept abreast of the suspension.
- E. Principal will document parent contact and keep such documentation on file with the incident report.

### **TRANSPORTATION DISCIPLINARY MEASURES SUMMARY**

1 <sup>st</sup> Offense	Written report Contact parents and explain procedure. Report sent to parents.
2 <sup>nd</sup> Offense	Written report. Contact parents. 3 school days suspension from transportation privileges. Report sent to parents.
3 <sup>rd</sup> Offense	Written report. Contact parents. Transportation privileges canceled for rest of school year. Report sent to parents.

**JPII CATHOLIC SCHOOLS RESERVES THE RIGHT TO SUSPEND STUDENTS FROM BUSING PRIVILEGES AT ANY TIME FOR ANY LENGTH OF TIME.**