

BUS SAFETY RULES AND MISCONDUCT PROCEDURES

In addition to the rules listed below, the School Discipline Code is in effect while students are traveling to or from school; at designated bus stops; and at any school activity, function, or event.

1. School bus riders, while in transit, are under the jurisdiction and supervision of the school bus driver.
2. Boarding the Bus. Students will...
 - a. Be on time at the designated school bus stop-help keeping the bus on schedule;
 - b. Stay off the road at all times while waiting for the bus;
 - c. Be careful approaching the place where the bus stops. Do not move toward the bus until it has come to a complete stop.
3. Students may be assigned seats for bus routes with the approval of the principal.
4. Behavior on the bus. Students will...
 - a. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
 - b. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus. All musical instruments and book bags are the responsibility of the student and must be taken to their seats. Book bags and instruments that cannot be safely stored in their assigned seat will not be allowed on the bus.
 - c. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus. Exceptions may be made at the discretion of the bus driver.
 - d. Refrain from damaging or defacing bus equipment in any manner.
 - e. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
 - f. Talk in a normal or quiet voice rather than loudly or yelling.
 - g. Be absolutely quiet when approaching a railroad crossing stop.
 - h. Not bring animals on the bus.
 - i. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
 - j. Be able to play radios, CD players, MP3 players, or tape players on a regular route with headphones.
5. Leaving the Bus
 - a. The driver may not stop at places other than the regular bus stop or drop off students at other than their own stop except by proper authorization from a school official and a note signed by the parent. Students who wish to ride home with another student on a bus other than their assigned bus must have prior approval from the transportation department before being allowed on a different bus. Groups of students will not be allowed to ride together.
 - b. The student must observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
 - c. Parents/guardians must sign their child off a bus for mid-day kindergarten and Pre-K routes.

Bus Discipline Procedures

The following are considered steps of a progressive discipline policy that may begin with step one to step four, depending on the seriousness of the incident in question.

1. The bus driver will warn students whenever they fail to comply with the rules.
2. The bus driver will turn in a written misconduct report to the principal. Step one is a conference with the principal.
3. The bus driver will turn in a written misconduct report to the principal. Step two, the parents will be notified and disciplinary action will be taken.
4. The administrator has the authority to suspend the offending student from riding the bus, for up to ten consecutive school days. The administrator should immediately report any such suspension in writing to the parents.
5. The administrator has the authority to enforce the discipline code in effect for their school.

The School Board may suspend a student from riding the bus in excess of ten days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board. Serious misbehavior may result in the student losing his/her riding privilege or a suspension regardless of the number of offenses.