

Students who violate any of the rules and regulations listed below may, at the discretion of the school administrator, have their bus privileges suspended and/or be suspended from school. It is important to note that all other school rules and regulations governing student conduct will be enforced on school buses as ride time is considered part of the school day.

RULES AND REGULATIONS FOR SCHOOL BUS PUPILS

Your school day begins when you board the bus at your assigned bus stop and ends when you are returned. You come under the jurisdiction of the school administration during this entire period. **Remember, it is a privilege to ride the school bus.** You are expected to be well-behaved, courteous, and not endanger the health or safety of other pupils; otherwise this privilege may be taken away from you. The bus driver has complete authority over students while it is his/her responsibility to deliver them safely to and from school.

1. THESE RULES OF BEHAVIOR ARE FOR YOUR OWN SAFETY

- Students should be at their assigned bus stops sufficiently in **advance** of posted time for the bus arrival.
- Remain **well back from the roadway** while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
- Students waiting for buses shall not cause any damage to private property.
- **No standing on the bus --** Students shall enter the bus in an orderly fashion and go directly to their assigned seat and remain seated until their destination is reached and the bus is stopped.
- Students shall cooperate with and be courteous to the driver, other adults and to fellow students.
- There shall be no littering or defacing of the bus or the property of other students.
- No disturbing the driver by any means - there shall be no: bullying, eating, drinking, shouting, vulgar language, roughhousing, throwing things on the bus or any harassing behavior.
- Student shall keep all parts of their body inside the bus.
- All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
- The emergency window/door is to be used for **EMERGENCY ONLY**. **DO NOT** touch safety equipment on the bus.
- Students shall be picked up and unloaded only at their regularly scheduled stops.

- Only students shall board buses

Any student disregarding the above regulations shall be reported by the bus driver to the school administrator, who will take the necessary action.

2. GENERAL RULES AND REGULATIONS

- Pupil Transportation Services are provided in accordance with Policy 3541.1. The school bus is an extension of the classroom. Proper conduct and appropriate discipline is necessary for the safety of all. Student misconduct on a school bus may result in the loss of bus riding privileges.
- If suspension is warranted from bus and/or school the school administrator, with the approval of the Superintendent of Schools, shall notify the parent of the suspension of bus privileges, the number of days, the time the suspension is to start, and the reason for the action.
- Permanent or long-term withdrawal of bus privileges may be made only by the Board after the parent and student have had an opportunity for a hearing.
- The bus service provider should provide each driver with a copy of district policy and any other notice regulating student conduct on the bus and/or reasons for removal or loss of bus privileges. A copy of "RULES AND REGULATIONS FOR SCHOOL BUS PUPILS" must be posted in each bus and communicated to parents/guardians.
- Bus operators must notify the building school administrator or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Board.

3. SCHOOL ADMINISTRATOR

- The school administrator should review the incident as written on the report with the student or students involved.
- The school administrator will investigate the incident before any disciplinary action is taken.
- After investigation, the administrator will complete his section on the "Bus Conduct Report" form and distribute copies to the appropriate parties.

4. PARENTS

- Parents are responsible for their students at all times before the bus arrives for pickup and after students depart the bus at dropoff. Parents may not enter the bus for any reason.
- Suspension of bus riding privileges does not relieve the responsibility of the student to attend school. It is the responsibility of the parent to arrange transportation for their child to and from school during periods of suspension from bus riding privileges.
- In the case of a long-term suspension exceeding ten days, the Administrator will request that the parents or guardians of the suspended student appear at a regular Board of Education meeting before any restoration of bus riding privileges will be considered.

5. VIOLATION OF RULES – PROGRESSIVE CONSEQUENCES

- **FIRST OFFENSE:** The school administrator will assign an in-school punishment to the student. Additionally, the parent/legal guardian will receive a copy of the report. If, however, the first offense is serious enough, it may result in suspension of bus privileges, as deemed necessary by the administrator in charge. This suspension will normally be for three (3) days. However, based on the Administrator's judgment of the severity of the offense, this suspension may be for up to ten (10) days.
- **SECOND OFFENSE:** The school administrator will contact the parent/legal guardian either by phone or in a meeting to alert them to the offense. Additionally, the student will receive an after-school detention. It may result in suspension of bus privileges as deemed necessary by the administrator in charge. This suspension will normally be for seven (7) days. However, based on the Administrator's judgment of the severity of the offense, this suspension may be for up to ten (10) days.
- **THIRD OFFENSE** The student will lose his/her privilege for a period of 2-5 days. Additionally, a parent meeting will be required before the student resumes any bus privileges. In this process, the student will be afforded a hearing before the school administrator (or another supervisor if the school administrator is unavailable) prior to the loss of bus privileges. This suspension may not exceed ten (10) days.
- **FOURTH AND SUBSEQUENT OFFENSES:** The student will lose bus-riding privileges for a period of 10 school days with additional in-school penalties assigned by the building school administrator. Parents or legal guardians will be required to meet with the school administrator before the loss of bus privileges takes place. Additionally, the parent/legal

guardians have a right to appeal this penalty to the Superintendent of Schools.

Penalties assessed by the building school administrator include but are not limited to the following:

1. Apology to the driver and other students in person.
2. Meeting with law enforcement personnel.
3. Special projects agreed upon by school administrator and parents.

Continued infraction of the rules of bus conduct will result in a hearing before the Board of Education. This could result in a loss of bus riding privileges for the remainder of the school year.

Approved: August 19, 2004

Revised: July 19, 2005

Revised: April 18, 2005