



To: Parents of Students Riding School Buses

FROM: H. Stephen Price, Supervisor of Transportation

We need your cooperation to help us make riding a school bus safe for all student passengers. Please review the following information from the Board of Education Transportation Procedures that explains the expectations for student behavior while riding the school bus and the actions that will be taken for unacceptable behavior.

Discipline Procedures

A. Student responsibilities

1. Students riding buses are expected to follow rules and regulations approved by the Board of Education. Riding a school bus is a privilege that will be withdrawn for misconduct or behavior which jeopardizes the safe operation of the bus or which infringes on the rights of other students on the bus.
2. Students are expected to know and follow the bus rules which will be published each year and will be distributed to each student at the beginning of the school year.
3. Students must follow directions given by the bus driver and are expected to sit in the seat to which they are assigned by the bus driver.
4. Students who are denied the riding privilege for misbehavior on their assigned bus may not ride any other school bus from home to school for the duration of the loss of riding privilege.

B. Bus driver responsibilities

1. The driver shall be in charge of the bus at all times and shall be responsible for maintaining a safe and orderly environment on the bus.
2. The driver shall pick up and discharge students at their assigned bus stop. The driver shall not permit a student to get off of the bus at a stop other than where assigned, unless approval is given in writing by a school administrator.
3. The driver may deny a student the bus privilege for misconduct which occurs while students are being taken home from school; the student will not be allowed to ride the bus to school the following morning. The bus driver shall:
 - a. Take the student home to the assigned bus stop only.
 - b. Notify the student that he/she will not be allowed to ride the bus to school the next morning and the reason for the action.
 - c. Contact an administrator of the school the student attends.
 - d. Ensure that the parent of the student is contacted. If the parent cannot be contacted, the student shall be transported the next morning.
 - e. Submit a written discipline referral to the school administrator on the morning following the misbehavior.

C. Referral procedures

1. All referrals for misbehavior on a school bus shall be submitted in writing on the form provided by the Transportation Department.
2. The bus driver shall submit a written referral to the school administrator as soon as reasonably possible after the misbehavior occurs and shall make every effort to be available, if needed, to clarify events in question.
3. The school administrator shall investigate, take appropriate action and return the referral form to the bus driver, noting action taken, as soon as reasonably possible.

D. Infractions and range of consequences

1. Infractions affecting the safety of students or infringing on the rights of other students, include, but are not limited to:

- a. Standing / out of assigned seat or walking around while bus is in motion
- b. Talking too loud / yelling
- c. Throwing items at other students
- d. Eating / drinking
- e. Harassing / bothering other students
- f. Not following directions given by driver

Range of consequences:

1. Prior to first referral: bus driver shall discuss the inappropriate behavior with the students and shall ensure that the parent is notified.
2. First referral: minimum of a conference with student and parent contact
3. Second referral: minimum of denial of bus privilege for one (1) day
4. Third referral: minimum of denial of bus privilege for three (3) days and a conference with the student, parent and bus driver will be held. The Supervisor of Transportation will participate if requested.
5. Fourth referral: minimum of denial of bus privileges for five (5) days and a referral to the Supervisor of Transportation to consider extended loss of bus privilege.

2. Safety hazard infractions that affect the driver's ability to safely operate the bus and/or the safety of students on the bus, include, but are not limited to:

- a. Lighting matches, lighters or other devices with an open flame or smoking.
- b. Detonating an explosive device, setting off a stink/smoke bomb, or using mace or pepper spray.
- c. Throwing items at the bus driver

Range of consequences:

1. Minimum of denial of bus riding privileges for twenty (20) school days
2. Subsequent violations may result in loss of bus riding privileges for the year

3. Infractions against another person, against property or other infractions for which a student may be suspended from school, include, but are not limited to:

- a. Assault of a student
- b. Fighting
- c. Profanity directed at the bus driver
- d. Possession of dangerous weapons or any object intended as such, including any object which is a look alike
- e. Verbal or physical threats
- f. Use of possession of alcoholic beverages, illegal drugs, look-alike substances, paraphernalia or misuse of prescription and over-the-counter medications
- g. Maliciously cutting, defacing or otherwise damaging of bus

Range of consequences:

1. Any incident will be handled the same as infractions that occur in school according to the grade level of the student(s).
2. Loss of riding privileges
3. Suspension
4. Law enforcement authorities notified where appropriate
5. Restitution for damages

4. Infractions requiring referral to the Superintendent, include, but are not limited to:

- a. Assault of bus driver
- b. Use of weapon, or an instrument used as such, on any person
- c. Sale or distribution, or attempts to sell or distribute, alcohol or illegal drugs
- d. Possession of a firearm

Range of consequences:

1. Any incident will be handled the same as infractions that occur in school
2. Suspension from school and a recommendation to the Superintendent for expulsion
3. Notification of law enforcement authorities

