



# Expectations and disciplinary procedures for students using district bus transportation

A committee of teachers, staff, parents and administrators came together last school year to outline expectations and disciplinary procedures for students using school bus transportation, as outlined here.

Each student has an individual responsibility to help ensure the safety of all students on the bus by following the rules.

## Expectations

Coming to school, going home, and riding buses for extracurricular events or field trips, a student is expected to:

- Behave in an orderly manner at the bus stop.
- If crossing the road, wait for the driver's hand signal or directions, look both ways, then cross the road.
- Enter and leave in an orderly fashion.
- Remain seated and facing forward.
- Refrain from eating or drinking (for health and safety).
- Refrain from throwing objects.
- Refrain from name calling/verbal abuse.
- Refrain from passing notes.
- Keep head and hands inside the bus.
- Not touch emergency devices (e.g. handles, doors).
- Keep track of belongings and check seat before exiting the bus.
- Respect the bus/property of others.
- Refrain from speaking loudly, using language or gestures that are profane, lewd, vulgar or abusive.
- Refrain from any actions or activities that may distract the driver.
- Follow all instructions from bus drivers and other school personnel on the bus.
- Refrain from bringing animals or large objects onto the bus (e.g. skis, large musical instruments, skateboards).

Discipline Procedures for Students Using Bus Transportation			
Infraction Levels	Examples	Procedures	Discipline
<b>Level 1</b>			
Any misbehavior that represents a minor infraction of the established procedure. The frequency of occurrence shall also determine the appropriate disciplinary response and the reclassification at a higher level.	Loud or inappropriate language Eating or drinking Leaving garbage/mess Teasing/name calling Standing/changing seats while the bus is in motion	The bus driver provides a warning to the student  In cases of repetitive misbehavior, the driver will complete a referral form and submit to transportation office/student's school  Student will be seen by an appropriate building staff member as determined by the principal, and, if determined, assigned an appropriate disciplinary consequence  A copy of the written referral will be sent home to parents	Talk with student Document behavior Assigned seating Parental notification Detention following three infractions, and following any additional infractions beyond the initial three
<b>Level II</b>			
Any misbehavior whose frequency or seriousness diminishes the driver's authority, or if continued, poses a threat to the safety of student(s) and the driver. <i>Level II infractions include repeated Level I infractions.</i>	Using obscene language Bullying/harassment Running or standing in the aisle while bus is in motion Throwing objects Smoking or using tobacco Refusal to follow driver/monitor's directions Minor vandalism (e.g. writing on the seat) Blocking the aisle while others enter or leave Climbing over seats	The driver or monitor asks the student to immediately stop the identified misbehavior  The driver or monitor will complete a referral form and submit to transportation office/student's school  Building administrator meets with student/determines appropriate disciplinary action  Parent is notified (a conference can be scheduled)	Parent conference Restitution Continuation of more stringent Level I options Temporary withdrawal of bus privileges Conference with extracurricular coach/teacher/advisor School community service (including bus cleaning with parent permission)
<b>Level III</b>			
Any misbehavior whose consequences may pose a threat to the health and safety of the student, other students, or the driver.	Repeated Level I or II infractions Serious vandalism (e.g. cutting seats) Fighting on the bus or at the bus stop Opening emergency exits Possession of a weapon Drug/alcohol possession Throwing an object at the driver/monitor or the driver area Disrespectful behavior using profanity and/or gestures	Bus driver or monitor requests student to immediately stop the identified behavior  The bus driver or monitor will complete a referral form/submit to transportation office  Transportation supervisor sends report to student's school and contacts building administrator  Building administrator meets with student/determines appropriate disciplinary action  Parent is notified immediately and conference requested  Transportation supervisor or building administrator notifies police, if criminal activity	Continuation of more stringent Level II options Parent conference with transportation supervisor School community service After school bus class with transportation supervisor and/or designee Withdrawal of bus privileges Suspension from school (in-school or out) Suspension of extracurricular activities Police report filed Referral to superintendent