

DE SOTO AREA SCHOOL DISTRICT

443.2-Rule

BUS RIDER CONDUCT AND DISCIPLINE PROCEDURES

Bus Rider Rules

- A. In view of the fact that a bus is an extension of the classroom, the school district and bus contractor shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
- B. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient cause for disciplinary measures being taken.
- C. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, and wait only for students visible to the driver.
- D. Riders shall stay off roads at all times while waiting for the bus. Riders should conduct themselves in a safe manner while waiting. They should not attempt to board the bus until it has come to a complete stop.
- E. Riders shall treat bus equipment as if it were their own. Damage done to seats or other bus equipment will be paid for by the rider or rider's parents.
- F. Riders shall remain seated while the bus is in motion.
- G. Riders shall not extend their head or limbs out of a window at any time nor should anything be thrown out of the windows.
- H. Riders should refrain from loud talking and laughing which could distract the drivers attention. Profane or indecent language will not be tolerated from any student.
- I. Use of tobacco products on the bus is absolutely forbidden.
- J. Riders should assist in keeping the bus safe and sanitary at all times.
- K. Riders should keep books, packages, musical instruments, and all other objects out of the aisles. (You must sit with your possessions).
- L. Riders are expected to be courteous to fellow pupils and the bus driver at all times.

- M. Riders should be aware that there must be absolute quiet when approaching a railroad crossing stop.
- N. Riders are required to cross the road after getting off the bus, walking ahead of the crossing gate. Do not cross until after the driver signals to do so.
- O. Riders should remember that the driver will not discharge students at other places than the regular bus stop unless he has written authorization from school authorities. Bus riders are required to ride their assigned bus until being discharged at the school they attend.

Discipline Procedures

All drivers and principals in the District and in private schools whose students are transported by the District, shall be required to follow these procedures in cases of student misconduct.

- 1. The District shall distribute the policy and these procedures to all students, parents/guardians and drivers prior to the beginning of each school year.
- 2. Bus Driver Authority - Bus drivers shall not mete out punishment other than verbal reprimands, the assignment of a permanent seat on the bus, and/or contact of parents/guardians. Bus drivers may not refuse to transport a student nor may they put a student off the bus during transit except in cases of physical violence which may threaten the welfare of the driver and/or the passengers.
 - a. (Unusual and severe circumstances only) If severe violence, use of a weapon (e.g., knife, gun, fireworks) or threat of severe physical harm occurs on an evening route, the driver may refuse to pick up the student the next morning until the situation has been investigated and reported to the District Administrator or his/her designee, and a meeting has been held with the student and his/her parents/guardians to resolve the issue. The parents/guardians shall be notified in advance.
- 3. Minor Infractions - The driver shall document and attempt one or more of the actions stated for bus drivers on the disciplinary referral form.
- 4. Major Infractions or Repeat Offenses
 - a. The driver shall prepare a misconduct/disciplinary referral report form. One copy shall be retained by the driver and the building principal shall receive a copy. The principal shall

retain one copy and shall mail a copy to the parents/guardian and to the District Administrator.

- b. **First report to the office** - The principal shall call the student(s) into the office to discuss the violation. He/she shall go over the rules with them and definite directions shall be given as to the consequences of any further violations. The parent/guardian will be called and a note along with a copy of the misconduct/disciplinary referral report outlining the infraction and further consequences shall be mailed to the parent/guardian. The situation shall be explained and the parents/guardian shall be asked to help in improving the child's conduct on the bus. Send a copy of the report to the District Administrator.
- c. **Second report to the office** - The principal shall call the student(s) into the office and notify the student that he/she will be **suspended from riding the bus for three (3) days**. The parents/guardian shall be called and notified that the suspension will begin the next day. The next violation will result in five a (5)day suspension from riding the bus. The misconduct/disciplinary referral report outlining future possible consequences shall be mailed to the parents/guardian. A conference between the student, parents/guardian, principal and where possible, the bus driver, shall be held prior to the student being readmitted to the bus. Send a copy of the report to the District Administrator.
- d. **Third report to the office** - The student shall again be called in and notified that he/she shall be **suspended from riding the bus for five days**. The parents/guardian shall be called and notified that the suspension shall begin the next day. Any further violations shall result in immediate suspension and possible expulsion from transportation privileges. The misconduct/disciplinary referral report outlining future possible consequences shall be mailed to the parents/guardian. On the third report to the office, the District Administrator should be contacted directly.
- e. **Fourth report to the office** - The student shall again be called in and notified that he/she and his/her parents/guardian are required to be present at the next regular or Special Board meeting for the purpose of discussing the student's bus conduct. If the conduct does not improve beyond this meeting, the district will move to revoke (**expel the student from riding privileges for a period of 90 days**). If the parent and student fail to communicate with the District Administrator and

fail to attend this meeting, the District will immediately begin procedures for expulsion from bus riding privileges.

f. These procedures shall be followed for the routine violation of bus rider rules and regulations. More serious offenses such as property damage, fights on the bus and other infractions of that nature should result in no less than an immediate suspension and up to expulsion depending on the severity of the issue and what is the appropriate level of discipline the student is at as described above. Suspension cannot exceed five days in length for any violation. The Board of Education, by majority vote, can take action to expel the student from bus riding privileges. In all cases due process must be afforded the student and his/her parents/guardians and parents/guardians shall be notified in advance of the suspension or expulsion.

5. Students violating bus rider rules may be subject to other disciplinary actions in addition to those outlined above (see policies, co-curricular guidelines, student handbooks).

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