

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

STUDENT CONDUCT ON SCHOOL BUSES

The Superintendent shall establish written rules which govern the conduct of all those transported by vehicles contracted to the Board of Education. Copies of the rules shall be provided to all students and their parents in the student handbooks.

All bus rules and regulations apply to any trip under school sponsorship. Repeated violations of rules established for bus riders may result in the suspension of transportation privileges within the due process requirements of state statutes.

LEGAL REF.: Wisconsin Statutes, Section 120.13(1)
121.52(2)

CROSS REF.: Board Policies: 443, Student Conduct
447, Discipline
443.4, Alcohol and Other Drug Use
831, Tobacco Use
443.2 – Rule, Bus Riding Responsibilities/Discipline Procedures

Adopted: 03/08/95
Reviewed:
Revised: 12/13/04

BUS RIDING RESPONSIBILITIES/DISCIPLINE PROCEDURES

A. BUS RIDING RESPONSIBILITIES

Parents/guardians and students shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of the students while under his/her charge. The following guidelines have been developed for all school-sponsored transportation in school buses, including school-sponsored activities to provide for the protection and safety of all involved.

All students of the Port Edwards School District must be able to ride in a district bus free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to the complaint procedures.

1. Parent Responsibilities

- a. Students shall ride on assigned buses. Parents/guardians shall request, in writing, any exception from this rule. Requests shall be made to the contracted bus company.
- b. Student passengers shall not get on or off the bus at a place other than their regular stop unless the bus driver is presented with a written parent/guardian request. Parents/guardians accept the responsibility for the care and safety of the child when deviations from the regular schedule are granted.
- c. Parents/guardians are encouraged to contact the respective school official regarding any problems with school bus transportation. To provide a safe ride for all, it is imperative that parents/guardians, school officials, and bus drivers work cooperatively together to solve any problems.

2. Student Responsibilities

Students shall obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike shall be informed that misbehavior on the school bus shall not be tolerated.

- a. Prior to loading, the student shall:
 - (1) Be on time at the designated school bus stop - help keep the bus on schedule.
 - (2) Stay off the road while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
 - (3) Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly single file manner. Do not rush to get on the bus.
- b. While on the bus, the student shall:
 - (1) Keep hands and head inside the bus at all times.
 - (2) Treat bus equipment as he/she would valuable furniture in the home. Damage to seats, etc., shall be paid for by the offender.
 - (3) Follow the directions of the bus driver.
 - (4) Not throw anything.
 - (5) Always remain in the seat while the bus is in motion. No standing up or changing seats.
- c. After leaving the bus, the student shall:
 - (1) Cross the road at least 10 feet in front of the bus but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
 - (2) Never walk behind the rear of the bus. If the rider can touch the bus after unloading, he is too close and is in potential danger.

3. Bus Driver Responsibilities

- a. The bus driver is responsible for discipline on the bus.
- b. The driver may, in extreme cases of a serious nature, notify the police and have a student removed from the bus.
- c. Drivers shall not refuse a student transportation home after school unless the student has been suspended from transportation.
- d. Drivers shall talk to students to try and resolve problems.

- e. Drivers may assign students to seats on the bus.
- f. Drivers will report any incident of harassment, abuse or discrimination.

B. DISCIPLINE PROCEDURES

Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards.

The initial phase of discipline for non-critical situations shall be between the bus driver and the rider. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she will initiate the following progressive disciplinary actions:

First Offense

The offender will receive a verbal warning from the bus driver that the next infraction will result in a written report to the bus company manager. The bus driver may choose at any time to assign a seat to the offender.

Second Offense

The offender will receive a written report of misconduct. This report of misconduct will be filed with the bus company. The offender's parent(s)/guardian(s) and the school principal will receive copies of this report within 48 hours of the incident.

Third Offense

A written report will be filed with the bus company. Parent(s)/Guardian(s) will be notified and the student will receive a three-day suspension from bus privileges. Students whose bus riding privileges have been suspended are required to be in school.

If the student receives more than one three-day suspension in a semester, the student's parent(s)/guardian(s) will be requested to meet with the principal and demonstrate intent of corrective action.

Serious Offenses

Any single incident of a very serious nature which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred directly to the district administrator or school board for action and/or hearing. No student will be suspended for more than five consecutive days without a hearing.