

School Bus Student Conduct and Discipline Procedures

The following are Woodbridge's rules for student conduct while riding, entering or exiting a school bus. These guidelines are established to preserve the safety of all Woodbridge students who use a school bus for transportation. All students must adhere to the following rules. Violation of these rules will result in suspension of bus riding privileges and/or school disciplinary action. Buses are equipped with video cameras and recording devices to assist with bus behavior. Nothing in this policy shall preclude the required enforcement of other policies that govern student discipline.

STUDENTS WILL ADHERE TO THE FOLLOWING:

1. Obey the driver promptly and be courteous to the driver and to fellow students. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from the job of driving.
2. Observe classroom conduct when on the bus and at stop areas. The school bus is a classroom on wheels.
3. Not smoke, use profanity, eat, drink or chew gum on the bus.
4. Not throw articles of any kind, in, out, or around the bus.
5. Wait for the bus on the sidewalk or shoulder, not the roadway.
6. Keep a safe distance from the bus while it is in motion.
7. Enter the bus without crowding or disturbing others and occupy their seats immediately. Students should stay in their seat until the bus arrives at the discharge point.
8. Remain seated, face forward, and keep the aisle clear.
9. Be at their bus stop approximately 5 minutes before scheduled pickup time.
10. Exit the bus only at their approved stop or at school.
11. Cross the road in front of the bus far enough to be seen by the driver at all times. Cross the road only after the driver announces that is safe to cross.
12. Stay out of the driver's seat. Unnecessary conversation with the driver is prohibited while the bus is in motion.
13. Do not shout to other passengers or to passers-by.
14. Bus windows shall remain closed unless given permission by the driver.
15. Keep head, hands, and arms inside the bus.
16. Keep the bus clean, sanitary, and orderly.
17. Do not damage or abuse the seats or other equipment.
18. Place no book bags, books, projects, or any other equipment in the aisles – these items should be kept on their laps. Students should keep feet out of the aisles.
19. Misuse of cell phones and other electronic equipment will not be tolerated.
20. Serious violations and other forms of misconduct will be handled through the disciplinary steps for Acts of Misconduct as documented in the student Code of

Conduct in conjunction with the Consequences For Violations of Bus Behavior Rules.

Consequences for Violations of Bus Behavior Rules Bus drivers have the authority of a classroom teacher. Drivers will initially discuss minor violations with the student and parents and attempt to resolve the problem without written referral. If this technique is unsuccessful, then written referrals will be completed and forwarded to school administrators for action as outlined below:

First Referral – Student will receive a written referral. A bus suspension may be imposed.

Second Referral – Student will be suspended from riding the bus for 1-3 days at the discretion of the building principal.

Third Referral – Student will be suspended from riding the bus for 3 days.

Fourth Referral – Student will be suspended from riding the bus for 5 days.

Fifth Referral – Student will be suspended from riding the bus for 10 days. Student, parents, principal, district transportation supervisor, bus contractor and bus driver must attend a conference to discuss the student's behavior before the student's riding privilege is reinstated.

Sixth Referral – Student suspended from riding the bus for the remainder of the current school year. For grades Pre-K through grade four (4) lesser consequences/actions may be imposed by the building administration.

SUSPENSION OF BUS PRIVILEGES:

Parents shall be notified before a bus suspension takes effect, except in emergency situations necessary to protect the safety of individuals, property, or the integrity of the educational process. In such cases, the necessary notice will follow as soon as possible. During the suspension of bus privileges, it shall be the parent's responsibility to provide the student's transportation to school. Failure to attend school, due to the loss of bus privileges, is considered an unexcused absence. Suspensions of privileges shall not be used as a disciplinary action for non-bus related violations.

Special Note:

In the event of a dangerous situation that affects the safety of the bus riders, the bus driver may suspend a student for one day. The driver/bus contractor will immediately report the incident to the student's parents and the Supervisor of Administrative Services.