

ADMINISTRATIVE PROCEDURES

No. 6605P

SCHOOL BUS CONDUCT

At the beginning of each school year every student is given a copy of the White River School District Transportation Department Bus Conduct Expectations.

When, in the opinion of the bus driver, there has been an infraction of the rules and reasonable steps have been taken to discourage or prevent any reoccurrence of misconduct, the following procedures will apply:

1. A report of the incident will be completed by the bus driver.
2. The white copy will be provided to the student with instructions to be taken home to parents or guardians for signature.
3. The white copy, signed by a parent or guardian, must be returned to the school bus driver for reinstatement to ride any school bus.
4. Elementary students who do not return a signed bus discipline referral report will be transported by the driver to school. Driver will call parent and instruct parent that student will not be transported the next day unless parent signs form or sends a note stating they received the notice. Secondary level policy, no signed form, no ride.

NOTICE OR TEMPORARY EXCLUSION OF BUS RIDING PRIVILEGES -

When it becomes apparent that conduct constitutes a concern for safety of students or vehicle, the following procedures will apply.

1. The bus driver will prepare a bus discipline referral notice indicating a temporary suspension of bus riding privileges and present it to the transportation supervisor or designee for review and disposition.
2. The supervisor or designee will review the infraction and confirm or deny the exclusion recommendation.
3. The white copy of the notice will be delivered to the parent or guardian by the student. The yellow copy will be sent to the school principal. When the original (white) copy is signed and returned, it will be filed in the Transportation Office.
4. When elementary students are excluded from the bus, the transportation supervisor or designee will arrange for parent notification.
5. All exclusions will be effective with the morning run following the school day during which the transportation supervisor or designee received the exclusion recommendation. Any student transported to the school must be returned to his or her regular stop unless continued transportation poses an immediate threat to the safety of fellow passengers or the safe operation of the bus.

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6. The original copy of the exclusion notice must be signed by the parent or guardian and returned to the bus driver.
7. A temporary exclusion of bus riding privileges will include all sports trips and activity trips on all district buses.
8. A conference with transportation personnel, driver and student is required on all "Automatic Exclusion From the Bus."
9. Students and/or parent or guardian of students who wish to appeal any long-term exclusions from the bus may submit a written request to the district hearing officer. (Long-term exclusion is 6 to 90 school days).

BUS RIDING RULES FOR STUDENTS

1. **Insubordination/willful disobedience** - Students must obey the instruction of the bus driver or any other district personnel. Direct verbal assault toward the driver or intentional exiting of the bus at a stop other than their own is strictly prohibited.
2. **Disruptive conduct** - Conduct which materially and substantially interferes with the safety and well being of any person or persons on the school bus including, but not limited to, the use of excessive noise or aggressive play is inappropriate behavior and is prohibited.
3. **Fighting** - The use of physical force (hitting or striking someone with the intent to hurt them) or threatening the use of physical force against another on the school bus or at a school bus stop is prohibited.
4. **Tobacco** - Students will not smoke or be in possession of any tobacco products on the bus or at school bus stops.
5. **Spitting** - Spitting is prohibited on the school bus.
6. **Eating, drinking and gum chewing** - There will be no eating, drinking, or gum chewing on the bus during regularly scheduled runs. Arrangements will be made in advance for eating regular meals while on field trips.
7. **Lewdness (vulgar, obscene, rude, and disrespectful language)** - The use of profanity, sexual, foul or obscene language and/or gestures, obscene materials, or any type of verbal assault is prohibited.
8. **Sitting improperly** - Everyone is to remain seated and face forward at all times while the bus is in motion. A student may be given an assigned seat.

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9. **Correct name** - Students shall give their correct name promptly and willingly when asked by the bus driver. Bus passes are required prior to being allowed to: a) Board or leave the bus except at the student's regular stop b) Ride a bus other than the one the student is assigned; and c) All bus passes are subject to available space.
10. **Tampering with equipment** - Tampering with any bus controls or equipment is prohibited.
11. **Weapons** - The possession or use of weapons or items intended to inflict bodily harm or injury are strictly prohibited.
12. **Theft** - Taking anything that belongs to someone else without the permission of the owner is unlawful and prohibited.
13. **Vandalism** - The willful act of causing physical damage to the school bus or property belonging to someone else is prohibited. The White River School District must be reimbursed by the student, parent or guardian for any damage to a school bus.
14. **Arson** - The intentional setting or causing a fire for the purpose of damaging property which would endanger the safety or welfare of other students on the school bus, including but not limited to, the striking and lighting of matches, lighters or sparking devices is prohibited.
15. **Illegal drugs and stimulants** - The possession, use or sale of a controlled substance as stated under the Uniform Controlled Substance Act is prohibited.
16. **Assault** - Physical or verbal attack or threat is prohibited.