

## **GUIDELINES FOR STUDENT CONDUCT ON SCHOOL BUSES**

It is the intent of the District to insure a level of transportation service which will serve the students, parents and citizens of the District in a safe, efficient and cost effective manner.

Regular transportation to and from school will be provided for all students to and from specific and regular pickup/drop-off points as established upon the commencement of school each year with any subsequent changes permitted for reasons of relocation; for changes in family, marital and/or employment status; and for those situations which may be approved by the Superintendent of Schools as an emergency and/or exception.

Wells High School students are not allowed to board the bus at the junior high school unless express authorization is received from the building administrator. If students, for some reason, are able to depart the bus at the junior high school, they are not to be let back on the bus. Wells High School students are not allowed to ride the elementary buses.

Transportation in addition to that provided to and from school will be permitted and provided to any organized program or activity which is educational, recreational, civic, and/or cultural in nature on a space available basis subject to 48 hour advance written notice to and approval by the District's transportation contractor.

At all times, students are to conduct themselves in a manner which ensures safety and to adhere to the following guidelines for student conduct on school buses.

### Boarding the Bus From Home

1. Students are to be punctual as buses will not wait.
2. Students walking to meet the bus should always walk on the left shoulder of the road facing traffic.
3. Students should walk, not run, when crossing the road.
4. Students should remain well off the road while waiting for the bus.
5. Students should wait for the bus to come to a complete stop before approaching or attempting to board the bus.
6. When crossing the road to board the bus, students are to wait until they have been signaled by the driver and then check both ways before crossing.
7. Students should not run next to the bus while it is moving.

### On the Bus

1. Students should enter the bus and be seated in an orderly fashion and remain seated until it is time to depart the bus. Seating may be assigned by the bus driver.
2. Students are to remain seated at all times when the bus is in motion. Students will not sit with more than the proper number in one seat.
3. Objects other than usual and customary school supplies and equipment are not permitted on the bus (no live animals, reptiles, insects, etc.).
4. Students will not engage in the following unacceptable behavior:
  - a. Refusing to obey the bus driver.
  - b. Failure to remain properly seated.
  - c. Directing profane language, obscene gestures or actions toward a bus driver.
  - d. Shouting and/or using profanity.

- e. Fighting, striking, tripping, threatening, teasing, engaging in pranks, physical games, snatching items from other students, etc.
- f. Transporting dangerous items or weapons or items which may be used as weapons. (Driver shall have the authority to take immediate possession of any such item or weapon.)
- g. Tampering with bus or safety equipment.
- h. Vandalism to bus (Any and all cost of bus vandalism will be the responsibility of the student and/or parent/guardian.)
- i. Littering and/or throwing objects in or out of bus.
- j. Creating a hazard by placing objects in the aisles or around the outside of the bus.
- k. Opening windows or doors without driver consent or extending any part of the body out an open window.
- l. Eating, chewing gum, spitting or drinking any beverage while on the bus.
- m. Lighting matches or igniting lighters.
- n. Smoking
- o. Transporting and/or consuming drugs or alcohol.

### Boarding the Bus At School

- 1. Students are to be punctual.
- 2. Students are to walk, not run, to meet the bus.
- 3. Except in unusual circumstances, high school students will not be allowed to board buses at the Route 1 Campus or transfer from one bus to another bus at the Route 1 Campus.

### Departing From the Bus

- 1. Students should remain seated until the bus makes a complete stop and then leave their seats to depart.
- 2. Students should go directly home after leaving the bus so that parents or guardians will be aware of their return from school.

## DISCIPLINARY ACTION PROCEDURES

The bus driver is in complete charge of students while transporting them to and from school. Bus drivers have the authority and right to assign seats as may be deemed necessary by the driver. Any form of misconduct which serves to distract the bus driver poses a SAFETY HAZARD and as such, jeopardizes the safety of all students. The School Bus Contractor may instruct the bus driver to refuse to transport students when transporting that student would create a SAFETY HAZARD and as such, jeopardize the safety of other students on the bus.

The right of students to ride the bus is conditional upon their demonstrating acceptable behavior. Drivers are authorized to enforce the rules and to make suggestions to further promote and enhance student safety.

All incidents of misconduct are subject to disciplinary action with the procedures for carrying out the same to be as follows:

The bus driver shall report incidents of student misconduct to the building administrator or his/her designee. Incident reports shall accumulate on a school year basis.

## **INITIAL INCIDENT**

The building administrator will review and discuss the misconduct with the bus driver and then meet with the student with a follow-up incident report submitted in writing to the parent or guardian. The report must be signed by the parent or guardian and returned to school the following day. Upon any first incident of the misconduct of a junior high school student riding on an elementary school bus, the junior high school student will immediately lose the right of riding an elementary school bus for that school year.

## **SECOND AND DANGEROUS FIRST INCIDENTS**

Second incidents and incidents which, in the opinion of the School Bus Contractor, create a condition endangering those on the bus and/or the public will be treated in the same manner as an initial incident. In addition, such incidents may result in the suspension by the building administrator of the right of riding on the bus for up to five (5) school days. In the event of a student being suspended from the bus, the student's parent/guardian will be notified immediately. Any appeal will be made directly to the Superintendent of Schools. Additionally, for students K-8 and those students 9-12 for whom it is deemed useful, referral may be made to a student study team (administrator, driver, student, parent, teacher representative, transportation coordinator and any other persons as may be necessary) for purposes of reviewing the incident and developing a corrective action plan for the student.

## **THIRD AND SUBSEQUENT INCIDENTS**

The building administrator is required to initiate an immediate suspension of the privilege of riding the bus when there is an incident reported by the bus driver or School Bus Contractor and there have been two (2) or more prior reports of incidents. The suspension may be long term, that is, for more than five (5) school days. Before the suspension ends, a hearing will be held with the student, his parent(s)/guardian(s), and the building administrator, at which time the student must provide assurance of future good behavior. The School Bus Contractor may be present at that hearing.

## **EXTREME CASES**

The building administrator may invoke immediate suspension of the right of riding the bus on the first incident report in order to assure safety of students, bus drivers, or the public.

The safety of all students is one of the District's primary concerns. As such, the assistance of parents and guardians in causing their child/children to understand and adhere to all student safety guidelines will eliminate the need for disciplinary consequences.

Adopted by the Wells-Ogunquit C.S.D. School Committee:	6/26/91
Revised by the Wells-Ogunquit C.S.D. School Committee:	11/1/95
Revised by the Wells-Ogunquit C.S.D. School Committee:	9/04/02

Dear Parent or Guardian:

In order that we may continue to provide safe and efficient transportation, we are asking that you and your child read the following information pertaining to STUDENT CONDUCT along with the GUIDELINES FOR STUDENT CONDUCT ON SCHOOL BUSES.

It is important that you and your child understand the enclosed and that all transportation conduct and safety guidelines be observed and adhered to at all times. The current School Bus Contractor is Ledgemere Transportation, P.O. Box 999, 658 Sanford Road, Wells, ME 04090. Telephone number: 646-5502.

We thank you for your cooperation and assistance.

The Wells-Ogunquit Community School District

STUDENT CONDUCT ON SCHOOL BUSES

While the law requires the District to furnish transportation, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and disembarks at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct himself/herself properly on a bus, the Disciplinary Action Procedures, which are part of the attached guidelines, will be followed. In general, misconduct will be brought to the attention of the building administrator by the bus driver. The building administrator will inform the parents or guardians of the misconduct and request their cooperation in dealing with and seeking correction of the same.

Students who engage in unacceptable behavior while riding on the bus may have their riding privileges suspended by the building administrator. In such cases, the parents or guardians of the students involved become responsible for the transportation of the student to and from school. Modifications in this rule may be ordered by a student's Pupil Evaluation Team in the case of students with identified disabilities.

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(Please read, sign, detach this page and return to your child's school.)

We have reviewed and understand the student conduct and transportation safety guidelines which have been received.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date