

ADMINISTRATIVE GUIDELINES FOR SCHOOL BUS BEHAVIOR

The principal purpose of busing services is providing safe, efficient, and consistent transportation for students between school and home. School bus rules are intended to provide bus drivers and administrators uniform ways to assure student safety and the protection of property.

1. Each student is to be given a written copy of: LINCOLN COUNTY SCHOOL DISTRICT NO. 2 School Bus Rules and Regulations. These rules are to be discussed with the students by the bus driver at the beginning of the school year.
2. Improper conduct on the buses or while waiting for the bus will result in the loss of that privilege.
3. The driver of the bus is in complete charge of the students. The driver's word shall be respected the same as a teacher or principal.
4. Violation of bus rules may be grounds for immediate discipline by the bus driver ~~and/or principal~~.
5. When an offense occurs the bus driver will follow these guidelines:
 - The driver will talk with the student with as much privacy as possible, explaining to the student the problem as the driver sees it.
 - The student will have an opportunity to tell their side of the problem and the driver will listen carefully as the student tells their side.
 - The student may be given direction for improvement. A specific seat may be assigned for a period of time.
 - The driver will keep a detailed record of student bus rule offenses, action taken by the driver and behavior changes required by the student.
 - The driver will notify parents if the behavior continues.

If the behavior continues after the above steps have been taken, the driver will submit a bus conduct report to the principal and the principal will notify parents regarding the misbehavior, disciplinary action, and consequences outlined in the guidelines below. The administration reserves the right to use discretion and common sense when assigning consequences to violations of the bus behavior expectations. Student's age, previous behavior, discipline history, and severity of the infraction will be taken into consideration when assigning consequences. Some consequences may be more or less severe depending on the above factors. Discipline issues not addressed specifically in this policy will be handled according to the discretion of the administration.

GUIDELINES FOR DISCIPLINARY ACTION

<u>Offense</u>	<u>Action</u>
1. Inappropriate conduct such as not being ready for the bus by waiting at the bus stop, not having an alternative bus stop note, public display of affection, purposely ride the wrong bus, profane or obscene language, harassment, intimidation, bullying, boisterous behavior, rude or discourteous behavior, littering on the bus:	First Offense: Verbal and written warning to student and parents. Second Offense: Suspension of bus privileges for up to 5 school days. Conference with parents/school before reinstatement. Apologies where appropriate. Subsequent Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days.

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| 2. | Possession/Use of Controlled Substances: | First Offense: Suspension of bus privileges for 5 to 10 school days. Parental/school conference. Authorities notified.
Second Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. Authorities notified. |
| 3. | Vandalism: | First Offense: Payment for damage to the bus (materials and labor). Suspension from bus privileges for up to 5 days. Parental/school conference, assigned seat.
Second Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. |
| 4. | Littering (out a window): | First Offense: Suspension of bus privileges for up to 5 days. Authorities notified.
Second Offense: Suspension of bus privileges for 5 to 10 school days. Authorities notified.
Subsequent Offense: Suspension from bus riding privileges for remainder of the year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. |
| 5. | Throwing items on the bus, Unsafe Loading/Unloading/Riding (See B, C, D, E, F, G, and H below): | First Offense: Suspension of bus privileges for up to 5 school days. Parental/school conference, assigned seat.
Second Offense: Suspension of bus privileges for remainder of the school year, with the prerogative of appealing to the Superintendent for reinstatement after 45 school days. |
| 6. | Physical violence | First Offense: Suspension of bus privileges for up to one calendar year. Parental/school conference.
Second Offense: Suspension from bus riding privileges indefinitely, with the prerogative of appealing to the Superintendent for reinstatement after one calendar year. |
| 7. | Possession of a weapon on a bus: | (See Policy JICI) |

LINCOLN COUNTY SCHOOL DISTRICT NO. 2
School Bus Rules and Regulations

- A. Students are responsible to be ready, both at home and at school for the bus. Buses cannot stop traffic or wait at stops where no students are standing.
- B. Students will wait for the bus in a safe place, clear of traffic and at least 15 feet away from where the bus stops.
- C. Students will wait in an orderly line, display good citizenship and avoid horseplay while waiting at the bus stop. Students will not approach the bus from vehicles stopped directly behind the bus.
- D. Students who must cross the road will do so only after the driver signals that it is safe to cross. Students will cross at least 15 feet in front of the bus.
- E. Students will enter and exit the bus in an orderly manner. Upon entering the bus, the students will go directly to their seats.
- F. Students will remain seated, facing forward with their feet on the floor at all times while the bus is in motion, with no more than ~~that~~ three (3) students per seat. Seat belts will be properly worn if available.
- G. No arms, other parts of the passengers' bodies, or objects shall be extended out of the windows.

- H. Students are only permitted to carry items that can be held in their lap. They may not bring any items such as: animals (excluding service animals), ball bats, snowboards, skateboards, or any other items deemed unsafe by the driver. (If such is the case, students will not be permitted to board the bus). Parents should make other arrangements to get these items to school if needed.
- I. Elementary students will need to give the driver a parent/guardian signed alternative bus stop permission note to be let off at stops other than their own regular bus stop ~~homes~~.
- J. Students are responsible to comply with these Board Policies while waiting for and riding the bus:
 - JFC – Student Conduct
 - JICFA – Harassment, Intimidation, and Bullying
 - JICI – Weapons in School

Students, parents, bus drivers, and school officials have the obligation to observe and the responsibility to enforce these rules and regulations for the safety of the bus passengers.

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Lincoln County School District #2, Wyoming