

RIDING THE BUS
AT
JEFFERSON ELEMENTARY



"A Parent's Guide for Bus Procedures"

2006-2007

Dear Parents and Guardians,

It is our intent that all students have a safe and enjoyable ride to and from school. There are several rules that we, as a district, expect our students to comply with. This guide will explain the rules that our students need to follow and the referral system that will occur in the case of misconduct.

RULES:

1. Students should remain seated at all times.
2. Students' voices should be kept at a moderate/comfortable level.
3. No throwing of any objects (balls, backpacks, lunches, etc.).
4. No passing notes between children.
5. No physical contact (fighting, pushing, etc.).
6. No name calling or verbal abuse.
7. No discarding of any object via the bus window.
8. No dangling of any limb, etc. through the bus window.
9. No playing with any emergency devices within the bus (emergency handles, doors, CB, etc.).
10. No littering.

It is our expectation as a school district that all students adhere to the above rules. In the event that a rule is broken, the following disciplinary action will be taken:

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| 1 st Offense: | Verbal warning (meeting with Assistant Principal or Principal). |
| 2 nd Offense: | Two (2) day suspension. |
| 3 rd Offense: | Three (3) day suspension. |
| 4 th Offense: | Five (5) day suspension. |

Bus Misconduct (Referral) Procedures:

If a rule is broken on the bus, the bus driver would begin the sequence of events by writing a Bus Misconduct Form (Referral) which would be submitted to Administration for appropriate action. Jefferson Administration

would then notify the appropriate parents/guardians and report that their child has been involved in an incident on the bus. Jefferson Administration will also spend time talking to child(ren) who have received referrals to ensure that the child(ren) understands the reason for the referral. The Administration at Jefferson Elementary will also keep close contact with the bus drivers to ensure that the child(ren) are behaving appropriately while riding the bus.

If a child is injured on the bus, personnel at school will be notified as quickly as possible by the driver, and parents will be contacted. When the driver drops a child off at home, an effort will be made to speak with the adult regarding the injury and the dispatcher will be notified.

In the event that your child has been involved in an incident on the bus, the following would occur:

1. Bus Misconduct Form reviewed by Jefferson Administration.
2. The Assistant Principal or Principal will speak with the child about his/her behavior while riding the bus.
3. Bus Misconduct Form sent home with child, followed up with a phone call from the Assistant Principal or Principal.
4. In the event that your child has been suspended, it will be the responsibility of the parents to provide transportation to and from school.

Schalmont Central School District encourages a safe trip to and from school for all children. It is our hope that the children enjoy their ride on the school bus while acting in a respectful manner.