

Hendricks Public School
ISD #402
2017-2018

PUPIL TRANSPORTATION SAFETY POLICY and DISCIPLINE PROCEDURES/PLAN

Bus Transportation: For the safety of all bus riders, our School Board has adopted a Pupil Transportation Safety Policy (#707). In the fall of the year a bus discipline policy is sent home to each family. Copies of this policy are available at district office.

The 1994 Legislature made significant changes in the laws and rules governing pupil transportation in Minnesota. **One of the most significant changes may be that the new law clearly states that riding a school bus is a privilege, not a right, and that privilege can be suspended when students do not comply with policies, rules, or laws.** It also states that the School District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds. The school bus is an extension of the classroom. **If a student is removed from the bus for misbehavior, the suspension will also be for any co-curricular or field trips that would fall with in the suspension period.**

We urge parents to send notes to teachers and bus drivers if children are not to ride the bus home. If we do not have a note or phone call from you, your children will be expected to ride the bus home.

The following are rules of conduct that should be observed by the students riding buses:

- Students must keep their hands, heads, and property, inside the bus.
- Students must not move about in the aisles or needlessly change seats in the bus.
- Students are to remain seated while bus is in motion.
- Ride only the bus you are assigned.
- Loud talking is distracting to the driver and is not permitted.
- Be prompt at the designated bus stops.
- Load in an orderly manner.
- Teasing, fighting, or use of unfit language will not be tolerated on the bus.
- Emergency doors must not be tampered with except in legitimate emergencies.
- Throwing articles of any kind in a bus is dangerous and will not be tolerated.
- Any damage to a bus should be reported to the driver at once.
- Any student disfiguring or mutilating a bus will be required to pay for the damage and may be suspended from riding the bus.
- Pupils must help to keep the buses clean, sanitary and orderly. Students who throw things on the floor of the bus may be assigned to clean up duties.

- Smoking, consuming alcoholic beverages or use of drugs is strictly prohibited and against the law.
- Students will be assigned and required to sit in their assigned seats at the bus driver's discretion.
- Be helpful and courteous.

REMEMBER: Riding the bus is a privilege that can be refused at any time if the rules are not observed.

School Bus and Bus Stop Procedures: The school district school bus safety procedures are to be posted on every bus. The school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's administration or building designee.

Penalties for Infractions on the bus

1. **First Offense** verbal warning by the bus driver
2. **Second Offense** written report from the bus driver and a phone call to the parents from bus driver
3. **Third Offense** parent meeting to discuss future bus privileges.
4. **Fourth Offense** parent's responsible for 1 week of transportation NO BUS privileges
5. **Fifth Offense** parent's responsible for 3 weeks of transportation NO BUS privileges

If a student is suspended from the bus; his/her parent(s) will be required to furnish his/her transportation to and from school during the entire period of suspension.

Conquences: Failure to follow classroom and school wide procedures will be handled on an individual basis by the Hendricks Public School Staff. Parents will be contacted in the event of inappropriate behavior. A healthy relationship between home and school will be necessary to promote appropriate behavior.

If a student chooses to break the following procedures he/she will be sent to the administrator immediately.

- Gross disrespect for staff, i.e. inappropriate language/name calling or not complying with a request made by authority figure.
- Fighting or physically harming others
- Use of profanity
- Destruction of property (school or personal)
- Bullying
- Harassment

Discipline Procedures/Plan: The following procedures will be used in conjunction with District #402's Discipline Policy #506 in the policy reference manual in the office. It is the position of Hendricks Public School that fair discipline procedures will contribute to the quality of our students' education. Good citizenship is largely a matter of being respectful and courteous. School discipline should provide for the safety of staff and students and ensure an academic environment conducive to learning for all students. Most students attend school with the attitude of embracing the educational experiences. Others may have behavioral issues that are blocking or interfering with their own or other's educational experience. Our school has a responsibility to address these issues so that all students can learn. Our focus is on providing the following:

- expectations and consequences must be clearly communicated to teachers, parents, and staff and;
- fair and consistent enforcement of the consequences must be maintained.

If a child chooses not to follow our basic rules there will be consequences. Disciplinary measures will be a consequence of improper actions. We have three basic behavior expectations of Hendricks Public School students. We expect them to conduct themselves in a safe manner, be respectful, and to act responsible.

Hendricks Public School students must recognize and respect the rights of others

Disciplinary Action: Consequences are determined by the teacher and administration.

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action may include, but is not limited to, one or more of the following:

- Verbal warning
- Student conference with teacher or principal
- Parent contact
- Parent Conference
- Removal From Class
- In-school suspension
- Suspension from all extracurricular activities.
- Suspension from School
- Police intervention

----- Tear Here & Return Bottom Portion -----

Please return this portion to your child's homeroom teacher.
Keep the other information for your reference.

My child and I have reviewed the 2017-2018 Pupil Transportation Safety Policy and Discipline Procedures and Guidelines set forth by Hendricks Public School.

Students Name: _____ Grade: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____