

**MENOMINEE INDIAN SCHOOL DISTRICT**

443.2-Rule

**BUS RIDER CONDUCT AND DISCIPLINE RULES**

Parent/Guardian and Rider Responsibility:

The Board wishes to assure students and parents/guardians a safe, dependable, and efficient transportation program, therefore, reasonable rules are necessary and are expected to be complied with by each parent/guardian, student, and bus driver.

1. Parents/guardians and students must assume that school bus transportation is a privilege to the student, not a right.
2. Students must ride on assigned buses. Parents/guardians must request by telephone or writing to permit deviation from this rule. Requests shall be made to the building principal and/or transportation supervisor.
3. Students must ride their assigned bus both to and from home and school daily unless a written personal request asking permission to be let off the bus at some other stop is presented to the bus driver or building administrator. Parents/guardian will assume the responsibility of child when such a request is made and granted.
4. Parents/guardians are responsible for the safety of students while going to and from pick-up points and for their meeting the bus on schedule.
5. Students are to arrive at the bus stop before the bus. Bus drivers are not to make a habit of waiting for certain students as then all students not picked up must wait.
6. Parents/guardians will be responsible for any damage to a bus by their children.
7. In extremely inclement weather, parents/guardians should listen to radio stations Shawano-WTCH; Green Bay- WIXX; Antigo-WRLO; or Appleton-WAPL or watch television stations WBAY - channel 2; WFRB - channel 5; WLUK - channel 11 for school delay or closing news.
8. When students are suspended from riding the bus because of disciplinary actions, parents/guardians are responsible for transporting their children to and from school.

Bus Rider Rules

A. Previous to loading, on the road or at school riders shall:

1. arrive at bus stop before the bus.
2. stay off the road at all times while waiting for the bus. Riders shall conduct themselves in a safe manner while waiting.
3. wait until the bus comes to complete stop before attempting to enter.
4. be careful in approaching bus stops.
5. not move toward bus at school loading zone until it has come to a complete stop.
6. walk to and from the bus - no shoving or pushing. Stay in sight of the driver.

B. While on bus, riders shall:

1. stay in assigned seat unless given permission to move by the driver. The student assigned to a seat will be responsible for damage to it. Only three people to a seat. No saving seats for any reason.
2. not extend their hands, arms, heads, or bodies through the windows. All riders shall remain seated while bus is in motion.
3. talk softly so as not to distract the driver; refrain from loud, profane or obscene language. Reasonable visiting and conversation are permissible. Unnecessary conversation with the driver will not be allowed.
4. not open or close windows without driver's permission.
5. not throw anything out of bus windows; put trash in the closest basket provided by the driver.
6. cooperate in keeping the bus clean.
7. be courteous to the driver, fellow riders, and passersby.
8. not be permitted to leave their seats while bus is in motion.
9. remain absolutely quiet when approaching a railroad stop, or other danger areas.
10. in case of road emergency, remain in the bus and follow instructions.
11. keep the aisles clear of all articles.

12. not engage in fighting or horseplay around or on the bus.
13. not harass other students.
14. not use tobacco products on the bus.
15. if an emergency comes up and it is necessary to leave the bus, listen to the driver's directions. Students should not leave the area without the driver's permission (only as a helper), or leave the area to walk home. If another bus has to pick students up, they are to listen to that bus driver.

C. After leaving the bus, riders shall:

1. if they cross the highway to reach their destination, cross 10 feet in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them it is safe to cross.
2. be alert to danger signals from the driver.
3. help look after the safety and comfort of small children.

DISPOSITION OF BUS PROBLEMS:

Problems arising because of time schedule, pick-up assignments, or other routine bus service are to be referred to the transportation supervisor.

If the transportation supervisor and individual building principal cannot agree on a solution, the problem may be referred to the District Administrator.

If the District Administrator and the individual cannot agree on a solution, the problem may be referred to the Board of Education for disposition.

PROCEDURE FOR HANDLING DISCIPLINE PROBLEMS

1. The bus driver notifies the transportation department (his/her supervisor).
  - a. The bus driver submits a school bus conduct report to the transportation supervisor, with the student's name

and the problem on the bus. Conduct for which a student will be cited is outlined in student handbooks.

2. The school administrator discusses the problem with the student(s) involved.
3. After discussion with the student, the school administrator notifies the parent/guardian. A copy of the report is sent to the parent/guardian, the school and a copy is kept in the transportation department.
4. The bus driver is informed of the discipline.
  - a. The school administrator may give a verbal warning, or suspension from the bus for a period of time depending on the severity of the situation.

#### THREATS TO BUS DRIVERS

1. If a threat is made to the bus driver by either a student or parent/guardian, the bus driver shall immediately radio the bus office.
2. The transportation department shall notify the Tribal Police immediately by telephone.
3. A letter shall be sent by the transportation supervisor to the individual making the threat and a copy of the letter shall be sent to the District Administrator.
4. The District Administrator shall send a letter to the individual along with the copy of the ordinance on assault and battery.

APPROVED: March 1982

REVISED: February 1991  
May 1995  
March 12, 2007