

## **Student Transportation Services**

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers, and school officials. The District has established the student conduct expectations listed below to ensure that all of our students are transported in the safest environment possible. Students who fail to observe these expectations will be subject to disciplinary action. Their failure to do so may affect the safety of others. Failure to follow bus expectations and regulations may result in suspension of bus riding privileges as well as school consequences depending on the seriousness of the violation.

If you should have any issues or concerns it is best to call the Transportation Office at (816) 690-3813 to schedule a time should a meeting be needed. If you need to approach the bus please do not step into the bus, instead, signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule so the driver has limited time at individual stops. Under Missouri Law unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Oak Grove School District supports this law and has posted warnings on all buses.

### **Mobile Electronic Devices**

Cell phones, iPads and other similar electronic devices are permitted to be used on the School Bus as long as the user follows these expectations:

- Must be in a backpack or other holder while boarding and departing the bus so hands are free to use handrails.
- Sound must be muted or the user must use headphones, earbuds or similar.
- No material in violation of District policy and procedures.
- No sharing of content with other students outside the seat compartment they are in.
- Does not create a distraction for the driver.

\*The above only applies to the school bus; each building has specific expectations for the usage of mobile electronics. Please contact your school for their specific practice.

## **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.
- Consequences for school bus/bus stop misconduct will be imposed by the building administrator of the school attended by the student with the cooperation of the Transportation Director. Serious misconduct may be reported to local law enforcement.

### **School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, 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 principal/designee and transportation office.

#### **Rules at the Bus Stop**

- Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language. No foul language or gestures.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

## **Rules of the Bus**

- Immediately follow the directions of the driver.
- Sit in your seat (not on knees or backpack) facing forward while the bus is moving.
- Talk quietly. No foul language or gestures.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation or inappropriate conduct with another student.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs or possession of tobacco or drugs on the bus.
- Do not bring any weapon or dangerous objects on the school bus.
- Eating/drinking will be allowed only on activity/field trip buses based on the discretion of the driver, advisor or coach.
- Band instruments or school projects must be held by the student or stored under the seat or placed in a safe location at the driver's discretion. At no time will a student be denied ridership because another student's instrument is taking up the remaining seat.
  - If instruments or items will not fit safely in the seat the items will not be permitted on the school bus.
- Do not damage the school bus. Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid for.
- Ensure your student knows the danger zone (10 feet around the entire bus).
- Ensure your student is at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.

## Consequences

Consequences for school bus/bus stop misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Elementary K-5 (The following is a list of potential consequences, however, discipline will be assigned at the discretion of the building administrator.)

- 1st Offense** – a verbal warning to the student by driver
- 2nd Offense** – written warning to student/parent or guardian by the principal; possible assigned seat
- 3rd Offense** – 3 school-day suspension from riding the bus
- 4th Offense** – 5 school day suspension from riding the bus
- 5th Offense** – 10 school day suspension from riding bus/meeting with parent or guardian
- Further Offenses** – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year

Note: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

Secondary (6-12) (The following is a list of potential consequences; however, discipline will be assigned at the discretion of the building administrator.)

- 1st Offense** – a verbal warning to the student by driver
- 2nd Offense** – written warning to student/parent or guardian by the principal; possible assigned seat
- 3rd Offense** – 5 school day suspension from riding the bus
- 4th Offense** – 10 school day suspension from riding the bus
- 5th Offense** – 20 school-day suspension from riding the bus/meeting with parent or guardian
- 6th Offense** – suspended from riding the bus for the remainder of the school year

- ❑ **Further Offenses** – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

#### Other Discipline

- ★ Based on the severity of the student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may result from school bus/bus stop misconduct.

#### Records

- ★ Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Records of serious misconduct will be provided to the Department of Public Safety. Records also may be maintained in the transportation office.

#### Vandalism/Bus Damage

- ★ Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

#### Notice

- ★ Students and parents will be given a copy of bus and bus stop rules when requesting school bus transportation. Rules are to be posted on each bus. Both rules and consequences will be periodically reviewed with students by the driver.

#### Criminal Conduct

- ★ In cases involving criminal conduct (for example, assault, weapons possession or vandalism), the Superintendent or local law enforcement will be informed.

#### PARENT/GUARDIAN RESPONSIBILITIES FOR TRANSPORTATION SAFETY

- Becomes familiar with school district rules and policies, regulations and principles of school bus safety.
- Assist students in understanding safety rules and encourage them to abide by them.
- Recognize their responsibilities for the actions of their students. Support safe riding practices and reasonable discipline efforts.
- When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.

- Support procedures for emergency evacuation, and procedures in emergencies as set up by the school district.
- Respect the rights and privileges of others.
- Communicate safety concerns to school administrators and transportation department.
- Monitor bus stops, if possible.
- Support all efforts to improve school bus safety.
- Only in emergency situations will a change in pick-up or drop-off locations be allowed. The child's teacher, school office, and transportation department must be notified.
- Maintain consistent pick-up and drop-off locations. Provide a Primary pick-up and drop off address. Parents can provide one Alternate pick-up and drop off address. Only two locations for pick-up or drop off is allowed.
- Transportation will only be provided within the attendance area.

#### Parent and Guardian Notification

- ★ A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child requests transportation. Parents and guardians are asked to review the rules with their students.

I attest that I have read and understand the expectations for my student to safely ride the school bus for the 2019-20 school year.