

STUDENT CONDUCT ON SCHOOL BUSES

Pulaski Community School District students and private school students who use district owned or contracted transportation are expected to follow all of the district rules and procedures.

Bus Rider Rules

Principals and bus drivers will review transportation rules and procedures with students during the first week of school. Students who do not plan to ride the bus are to tell the driver in advance, or ask a friend who will be riding the bus to inform the driver, if possible. The following rules apply to all students while using district transportation.

While waiting for the bus:

1. Riders are expected to be on time at the designated bus stop. The bus will come to a full and complete stop at each residence where students normally ride on elementary school routes only. Middle school and high school buses will only stop at regular bus stops where students are waiting to board buses.
2. Stay off of the roadway or follow the bus driver instructions in special cases.
3. Wait until the bus comes to a full stop before attempting to board.
4. Enter the bus in single file.
5. Act in an appropriate and safe manner at all times.

While riding the bus:

1. Riders shall conform to the same standards of conduct and cleanliness that is expected of them at school.
2. Riders are expected to promptly obey the directions of the bus driver.
3. Riders shall remain seated while the bus is in motion unless moving to the door before stopping or to the seat immediately after loading.
4. Riders shall not extend head and limbs out of a window at any time or throw anything out of the windows.
5. Profane or indecent language will not be tolerated.
6. The driver has the authority to assign riders to designated seats.
7. Animals or pets (including fish) are not permitted aboard the bus.
8. Eating or drinking will not be permitted on the bus. Chaperones who accompany students on a trip are permitted to grant an exception to this rule, provided that the bus is cleaned before students are dismissed.
9. Use or possession of alcohol, tobacco and other drugs is prohibited on the bus (reference Board of Education Policy JFCH).
10. There must be absolute quiet when approaching a railroad-crossing stop.
11. The emergency door shall not be used except in cases of emergency or safety drills
12. Students will be permitted to ride another bus, other than their regular route bus, only after providing a parental permission note to the principal's office and receiving approval from the principal's office. The note must be presented to the driver before being allowed to ride the alternate bus. Parents are advised that all contact must go through their child's school office or the district transportation office. Parents are not to contact drivers directly.

After leaving the bus:

1. Immediately move a safe distance away from the bus.
2. Wait for and follow the hand signal of the bus driver before crossing the road.
3. Be careful at all times.
4. Act in an appropriate and safe manner at all times.

Disciplinary Procedures

Basic Principles

School officials may discipline students for failure to abide by established bus rider rules and other related district policies or procedures. Students may have their bus riding privileges suspended without being suspended or expelled from school. Before such suspension can take place, students shall be afforded due process. These procedures apply to all district and private school students who ride the buses.

The primary objectives of these procedures are to:

1. Inform students regarding their rights and responsibilities regarding appropriate behavior.
2. Correct unacceptable behavior and teach appropriate behavior.
3. Provide for the best interests of all parties.
4. Afford an individual and his/her parents' due process should it be necessary to temporarily suspend or permanently deny transportation services.

All school administrative staff and bus transportation staff are expected to be fair and consistent in the administration of these procedures. These procedures will be followed when appropriate. However, a student may be immediately removed from a bus for the safety of all involved. In such cases the bus driver will contact the District Transportation Coordinator who will arrange for the student to be picked up by either the student's parent/guardian, school administrator, or the police.

Bus drivers are responsible for helping riders to learn the district school bus rider rules and enforcing them in a firm, fair, and consistent manner. When the effort of the bus driver does not result in the student learning and complying with the bus rider rules, the bus driver is to refer the student to his/her principal/designee by following the procedure for referral.

Procedure for Referral

1. Bus drivers are responsible for the initial phase of discipline for non-critical situations. The initial incidents of non-critical bus misbehavior may be dealt with between the bus driver and the rider.
2. The bus driver may informally contact an administrator to request intervention.
3. The bus driver fills out a Bus Conduct School Bus Discipline Report on the rider.
4. The Transportation Coordinator provides the discipline report to the student's principal or designee within 24 hours.
5. If students from more than one school in the district are involved in a particular incident, each principal/designee shall be made aware of the incident so there can be equality in the disciplinary action taken against the students.
6. The Principal or designee will keep the Transportation Coordinator informed of his/her actions. The Transportation Coordinator will keep the Bus Driver informed of the consequences.
7. For serious infractions, these steps may be bypassed and the student's bus riding privileges may be immediately revoked.

Consequences for Non-Critical Misbehavior

Following are consequences that the principal/designee may utilize for misbehavior that is not judged by him/her to be severe.

1. Student meets with the principal/designee and a warning letter is sent to the student's parent/guardian.
2. Student meets with the principal/designee who also makes a telephone call to the student's parent/guardian.
3. A suspension from riding the bus and a parent conference involving the student, student's parent/guardian, and the principal/designee. The number of suspension days will be determined by the principal/designee depending on the circumstances of the offense.

Consequences for Severe Misbehavior

Some behaviors are severe enough to warrant automatic suspensions. In such cases, the guidelines listed for non-critical misbehavior shall be bypassed. The following behaviors shall merit automatic suspensions and possible expulsion from district bus service. The respective school administrators shall determine such suspensions or recommendations for expulsion.

1. Insubordination: Direct refusal to follow the instructions of the bus driver or others in charge.
2. Smoking, alcohol, other drugs: Any act leading to or participating in these activities.
3. Fighting: Any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not it was promoted by the action of others.
4. Profane Language: Abusive or derogatory remarks intended to be uncomplimentary or unacceptable.
5. Destruction of the Bus: Any behavior related to the marring, cutting, tearing or general destruction of bus facilities.
6. Creating a Dangerous Environment: Including but not limited to hitting the driver, throwing objects on the bus, or possession of a weapon.

Video Monitoring

The district uses video-monitoring devices on some buses. Following are the guidelines for video-monitoring installation and use:

1. The fleet coordinator will manage the installation of video monitoring devices.
2. All cameras shall be installed in accordance with all applicable state and federal regulations.
3. The decision to view a video rests with the District Administrator, Transportation Coordinator, respective building principal or designee. Under no circumstances is any other individual permitted to view a tape, except with the express permission of one of these authorized individuals. The administrator granting such permission shall assume all responsibility for its proper use, including the observance of student privacy rights
4. Other than District Administrator, Transportation Coordinator, respective building principal or designee, a log shall be kept of the date and names of the individuals viewing the videotape.
5. Any disciplinary action arising as a result of administrative review of the videotape shall be in accordance with school policy and Wisconsin statutes.
6. Video footage used for disciplinary purposes shall remain under the control of the disciplinarian involved in the case and kept in a file for a specified period of time, as determined by pupil records laws and policies.
7. Any release of the video to any individual or organization/agency shall be handled by the disciplinarian involved or a successor and shall be governed by school policy and state law.

Administrative Procedures Adopted: November 10, 1999

Administrative Procedures Revised: June 19, 2019