

PUPIL TRANSPORTATION CONDUCT AND DISCIPLINE

Student Conduct

Students who violate any of the "RULES AND REGULATIONS FOR SCHOOL BUS PUPILS" may, at the discretion of the Administration, have their bus privileges suspended and/or be suspended from school. All other school rules and regulations governing student conduct will be enforced on school buses as they are in the school buildings.

MANSFIELD PUBLIC SCHOOLS
Mansfield, Massachusetts

RULES AND REGULATIONS FOR SCHOOL BUS PUPILS

Your school day begins when you board the school bus and ends when you are returned. You come under the jurisdiction of the school administration during this entire period. Students are eligible to ride the bus as defined in Policy EEAA. **REMEMBER** that it is a privilege to ride the school bus. If you are not well behaved, courteous, and/or endanger the health or safety of other pupils, this privilege may be taken away from you. The bus driver should be considered to have complete authority over students while it is his/her responsibility to deliver them safely to and from school.

THESE RULES OF BEHAVIOR ARE FOR YOUR OWN SAFETY!

1. Students should be at their assigned bus stops in advance of posted time for the bus arrival.
2. Remain well back from the roadway while awaiting the arrival of the bus. Start loading the bus only at the direction of the driver.
3. Students waiting for buses shall not go on private property or cause any damage to such property as this might lead to a civil action by the owner of that property against a student or parents/guardians.
4. No standing - Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until their destination is reached and the bus is stopped.
5. Students shall cooperate with and be courteous to the driver and to fellow students.
6. There shall be no lettering or defacing of the buses or the property of other students.
7. No disturbing the driver by any means – there shall be no eating, drinking, and shouting, vulgar language, roughhousing, or throwing things on the bus.

8. Students shall keep their hands, arms and heads inside the bus.
9. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
10. **NOTE WELL!!!!** The emergency door is to be used for **EMERGENCY ONLY!!!! DO NOT** touch safety equipment on the bus.
11. Students shall be picked up and unloaded only at their regularly scheduled stops.

ANY STUDENT DISREGARDING THE ABOVE REGULATIONS SHALL BE REPORTED BY THE BUS DRIVER TO THE SCHOOL PRINCIPAL, WHO WILL TAKE THE NECESSARY ACTION TO SEE THAT SUCH A DISREGARD DOES NO OCCUR AGAIN, WHICH MAY MEAN THAT THE VIOLATOR FORFEITS HIS/HER PRIVILEGE TO RIDE IN THE BUS FOR A PERIOD OF TIME IN ACCORDANCE WITH SCHOOL POLICY.

General Rules and Regulations

1. Pupil Transportation Services are provided in accordance with Policy EEA. The school bus is an extension of the classroom. Proper conduct and appropriate discipline is necessary for the safety of all. Student misconduct on a school bus may result in the loss of bus riding privileges.
2. If suspension is warranted as herein defined, the Principal, with the approval of the Superintendent of Schools, shall notify the parent/guardian (by letter, certified mail, return receipt requested) of the suspension of bus privileges, the number of days, not to exceed ten (10), the time the suspension is to start, and the reason for the action.
3. Suspension shall go into effect at the beginning of the next school day so that the student shall not be subjected to the hazards of walking home.
4. Permanent or long-time withdrawal of bus privileges may be made only by the Superintendent of Schools after the parent/guardian and student has had an opportunity for a hearing.
4. The Bus Company should provide each driver with a copy of individual student handbooks and any other notice regulating student conduct on the bus and/or reasons for removal or loss of bus privileges. A copy of "RULES AND REGULATION FOR SCHOOL BUS PUPILS" must be posted in each bus.
5. Bus operators must notify the building Principal or administrator in charge of discipline when an infraction of the rules occurs. This notification must be written on a Bus Conduct Report Form as approved by the Central Office.

Principal

1. The Principal should review the incident as written on the report with the student or students involved.
2. All students will be informed of the specific policies or regulations that have been violated. Each student will be given the opportunity to present his/her side if the issue before disciplinary proceeding can take place.
3. After investigation, the Principal will complete his/her section on the "Bus Conduct Report" form.
4. The Principal will then make three copies of the completed "Bus Conduct Report". One will be retained at the school, one will be sent home; the third will be mailed to the Bus Company involved.

Parents/Guardians

1. Parents/guardians are responsible for restitution as defined by statute for damages to the school bus, or other properties as a result of their children's actions.
2. Suspension of bus riding privileges does not relieve the responsibility of the student to attend school. It is the responsibility of the parent/guardian to arrange transportation for their child to and from school during periods of suspension from bus riding privileges.
3. In the case of a long-term suspension exceeding ten days, the Superintendent of Schools or designee will request that the parents/guardians of the suspended student meet with him/her before any restoration of bus riding privileges will be considered.

Violation of Rules - Progressive Penalties

1. **FIRST OFFENSE** may result in a warning, which will be sent via certified letter to parents/guardians. If, however, the first offense is serious enough, it may result in suspension of bus privileges, as deemed necessary by the administrator in charge. This suspension will normally be for three (3) days. However, based on the Principal's judgment of the severity of the offense, this suspension may be for up to ten (10) days.
2. **SECOND OFFENSE** may result in suspension of bus privileges as deemed necessary by the administrator in charge. This suspension will normally be for seven (7) days. However, based on the Principal's judgment of the severity of the offense, this suspension may be for up to ten (10) days.

3. **THIRD AND SUBSEQUENT OFFENSES** may result in suspension of bus privileges as deemed necessary by the administrator in charge. This suspension may not exceed ten (10) days.
4. **FOURTH AND SUBSEQUENT OFFENSES** may result in student's name being submitted to the Superintendent of Schools for the purpose of seeking long term or permanent suspension of bus riding privileges. However, based on the Principal's judgment of the severity of the offense, the Administration may bring a student's name to the School Committee for long term suspension on any given offense.