



# Harlow's School Bus Rules and Conduct

Please be reminded that the School District is NOT required to provide bus transportation to High School students. ALL students must act proper or they may lose bus privilege. The following are, but not limited to, the Harlow's School Bus Rules and Conduct policy. If there is a need to have additional rules set in place for the safety of the students it will be done so by Harlow's Transportation Manager.

1. There will be NO TOBACCO or VAPING use of any kind, illegal drugs or weapons of any kind on or near the bus.
2. NO FOOD or DRINKS OTHER THAN A BOTTLE OF WATER will be allowed on the school bus.
3. CELL PHONE USE IS PERMITTED ONLY WITH THE USE OF EAR BUDS OR HEAD PHONES
4. The bus driver will act as a representative of the school and has full authority to control pupils on the bus. Riding on the bus is an extension of the school classroom; School Administration and Harlow's Transportation Manager will handle any discipline.
5. ALL students will be courteous to the driver, other students and the public. NO profane language, pushing, fighting or yelling on the bus at any time. The same behavior is expected as the behavior conducted in the classroom.
6. Loading of students will be done at regular bus stops and loading zones only. DO NOT rush to the bus, stay 3 feet back from the door and wait until the bus has come to a complete stop.
7. Students must ride the bus they are assigned to, NO "BUS HOPPING"
8. Students must be to their designated bus stop 3-5 minutes prior to the designated pick up time. The bus WILL NOT wait beyond its regularly scheduled time for tardy students.
9. Students desiring to leave the bus at any location other than their designated stop must present the driver with a written and signed permission slip from their parents when they board the bus.
10. Students who do not normally ride the bus and are not assigned to a bus must present the driver with a written and signed permission slip from their parents if they wish to ride the bus.
11. Students will not open any window more than half way without the permission of the driver. Students will not put hands, arms, feet or head out of the bus window. Students will not throw anything out of the bus window.
12. Any student or students caught vandalizing the bus in any way will be held responsible for the cost of any and ALL repairs to the bus. Student will be removed from all bus privileges until cost have been repaid. This will include any activities events through the school.
13. NO balls of any kind are permitted on the bus. NO skate boards of any kind are permitted on the bus.
14. Violations of bus Rules and Conduct by a student are to be reported by the driver to Harlow's Transportation Manager via a Student Transportation Incident Report. Harlow's Transportation Manager will take this Student Transportation Incident Report to the appropriate school administration. A copy will be kept on file with

Harlow's and a copy will be given to the school and a copy for the parents to read and sign and return to the bus driver the next school day. Failure to return the signed copy may result in loss of bus privileges. Below is the Douglas School District policy and how these will be handled:

### **First Parent Notification Letter**

The first notification letter will normally subject the student to disciplinary action, to include suspension. If the first "write up" is a safety violation, it may result in a three (3) day suspension. The first notification letter will be sent home with the student for their parent/guardian to review and sign. The bus driver will contact the parent and explain what happened and what the consequences will be if another write up occurs. Students will return the write up signed by the parent/guardian.

- A. Copy of the notification letter will be sent to the student's principal.
- B. Discipline consequences for incidents will be assigned by the Transportation Coordinator based on the bus driver's recommendation and due process given to the student.
- C. The notification letter will be sent home and the student WILL NOT be allowed to ride the school bus until parent contact has been made, and the notification letter been signed and returned to the driver or Transportation Coordinator.

### **Second Notification Letter**

The second notification letter will subject a student to a three (3) to ten (10) day suspension.

- A. The second notification letter will be sent home if a student's behavior has continued to be inappropriate.
- B. The student's parent/guardian must sign the notification letter and call the driver and/or Transportation Coordinator about the incident.
- C. If appropriate, the driver, parent/guardian and the Transportation Coordinator may wish to meet to establish the student's three day suspension dates and review the consequences of what a third notification letter will mean to the student.
- D. The student will NOT be allowed to ride the school bus until parent contact has been made and the notification letter has been signed and returned to the driver or Transportation Coordinator.
- E. A copy of the notification letter will be sent to the student's principal.

### **Third Notification Letter**

The third notification letter will subject a student to expulsion from the school bus for the remainder of the school year.

- A. The third notification letter will be sent home if a student's behavior has continued to be unacceptable. If the notification letter can't be sent home, the driver will make parent contact.
- B. The student's parent/guardian must sign the notification letter or call the driver and/or Transportation Coordinator about the incident.
- C. If appropriate, the driver, parent/guardian and Transportation Coordinator may wish to meet to discuss the third write up and disciplinary action pending.
- D. If a recommendation of expulsion from the school bus for the remainder of the school year is made by the Transportation Coordinator, the parent/guardian will be informed of student due process and their right to request a due process hearing before the Board of Education. The Superintendent and Board of Education will be notified.
- E. A copy of the third notification letter will be sent to the student's principal. The student's principal will be notified of the final discipline action taken by the Transportation Coordinator.

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