

REED CITY AREA PUBLIC SCHOOLS  
**BUS POLICY AND PROCEDURES**  
Adopted by the Board of Education 12/8/97  
**Student Behavior and Discipline**

In order to provide safe and secure transportation for students, certain procedures, guidelines and rules must be established. The district has developed these procedures for students by following a discipline plan for transportation services.

The discipline philosophy which has been accepted by the district states that: “We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.” **Parent reminder: State law requires school attendance even when suspended from bus riding privileges.**

**Rules and Regulations**

In addition to the School Code of Conduct, the following rules are also in effect for students while riding a Reed City Area Public School District bus:

1. Follow the driver’s directions the first time they are given.
2. Stay in your seat.
3. Keep hands, feet and all objects in the bus. No throwing of anything. No hanging out of windows.
4. No pushing, shoving or fighting at any time.
5. No shouting, whistling, inappropriate language, gestures or name-calling.
6. No eating, drinking, spitting or use of tobacco products.
7. No pets or animals at any time.
8. Keep bus neat and clean, and aisles clear of feet and objects.
9. Do not damage personal property of others or cause damage to bus.
10. No unsafe acts or displays of misbehavior at any time.

**Severity Clause**

If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any or all passengers, a School Bus Conduct Report will be completed and will begin at the appropriate step. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the proper atmosphere, the transportation supervisor or building administrator has the authority to suspend the student for twenty-four (24) hours. The building administrator may skip any or all steps prior to Step 4, depending on the severity of an incident. All attempts will be made to contact the parents as soon as possible

## Consequences

Reed City Area Public School District bus drivers use a variety of disciplinary techniques and methods to correct and prevent problems on their buses prior to enacting the steps of this policy. If a student's behavior is repeatedly unacceptable, the following procedures will be initiated:

Step 1. The driver will inform the student that a Bus Conduct Report is being issued and tell the student the specific reasons for the report. The transportation supervisor may meet with the student. A copy of the report will be forwarded to the parents, the student's building administrator, classroom teacher (if appropriate) and the transportation supervisor. Step 1 may be a warning or may include up to three (3) days suspension from the bus, and is intended to inform the parents and student of a continuing problem or concern.

Step 2. The driver will inform the student that a Bus Conduct Report is being issued and tell the student the specific reasons for the report. A copy of the report will be forwarded to the parents, the student's building administrator, classroom teacher (if appropriate) and the transportation supervisor. The building principal or transportation supervisor may meet with the student to discuss the problem, and three (3) to five (5) days suspension from the bus could result from Step 2.

Step 3. The driver will inform the student that a Bus Conduct Report is being issued and tell the student the specific reasons for the report. A copy of the report will be forwarded to the parents, the student's building administrator, classroom teacher (if appropriate) and the transportation supervisor. The building administrator or transportation supervisor may meet with the student to discuss the problem, and five (5) to ten (10) days suspension from the bus could result from Step 3.

Step 4. The driver will inform the student that a Bus Conduct Report is being issued and tell the student the specific reasons for the report. A copy of the report will be forwarded to the student's building administrator, classroom teacher (if appropriate) and the transportation supervisor. The building administrator will arrange a meeting which may include the student, driver, transportation supervisor, building administrator, classroom teacher (if appropriate), and parents, and determine the appropriate discipline, which could be ninety (90) days up to one (1) year suspension from the bus. The parents may appeal this decision to the superintendent.