

## **Shelbyville Central Schools Transportation Department**

### **Expected Student Conduct on School Bus**

#### **Expected Conduct of Students**

To be sure that students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to:

1. Report to their loading locations ten (10) minutes prior to scheduled pick-up times.
2. Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
3. Be seated and remain in their seats, facing forward, while riding.
4. Wear seat belts if the school bus is so equipped.
5. Use voices that are respectful and not disturbing.
6. Keep windows closed unless given permission to open them by their bus drivers.
7. Keep hands and feet to themselves.
8. Carry only permissible items on the bus that can be held in their laps.
9. Ride the buses to which they are assigned.
10. Not throw objects of any kind, within the bus or from the bus.
11. Put trash in wastebaskets and not leave refuse on the bus.
12. Move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
13. Cross streets and roadways only in FRONT of buses, and to do so only at the bus driver's direction while being at least ten (10) feet from the front of the bus.
14. Not damage or deface any part of school buses or the property of others.
15. Not use profane, indecent, or lewd language or gestures.
16. Keep all parts of their bodies within their school buses.
17. Not eat or drink, and keep all objects out of their mouths.
18. Use electronic games and radios only with the permission of their drivers. Note: At times, it may help students' behavior if they stay engaged in a portable game or listening to music. When approved to do so, games are to be played with the sound off and portable stereos are to be used with headphones, so as not to disturb the driver or other passengers.
19. Act respectfully toward their drivers and obey their drivers' directives.
20. Not to be in possession of drugs, alcohol, tobacco, or weapons of any kind.

#### **Procedures for Student Discipline**

When a student engages in misconduct, his/her driver should seek to maintain a safe environment for the bus and other motorists while stopping the misbehavior as quickly as possible. Routine protocol for student misbehavior is outlined below:

1. Issue a verbal reprimand or a written Misconduct Report. (For verbal reprimands, the process stops here).
2. If a Misconduct Report is to be issued, afford the student his/her due process rights by:
  - a. Informing him/her of the alleged misconduct.
  - b. Advising the student of the evidence against him/her.
  - c. Giving the student an opportunity to explain his/her conduct.
3. Submit Misconduct Report to the building administrator in charge of bus discipline.

4. Inform the Director of Transportation of the violation that was cited.
5. If the student is to forfeit transportation privileges, the building administrator will notify the student's parents/guardian of the reason and length of the suspension.

**Disciplinary Actions for Misconduct**

Through student handbooks, parents of all students will be advised that school bus transportation is a privilege, provided by Shelbyville Central Schools. In addition, parents and students will be advised of the expectations for behavior, consequences for misbehavior, and that school bus drivers are the sole authorities while students are under their charge.

Additionally, parents are responsible for any damage done to school buses by their children and may be liable for corresponding reparations. Suspension of riding privileges from one bus includes all other buses to which the student is assigned, and shall include extra-curricular activities.