



# **West Muskingum Local School District**

## ***STUDENT CONDUCT CODE FOR BUS TRANSPORTATION***

West Muskingum Families,

Please take a few minutes to review the Student Conduct Code for Bus Transportation.

Riding the bus is an important part of the school day for most West Muskingum students. School bus transportation is a privilege and not a right. Students need to know the bus driver is the sole authority on the bus in compliance with district policy, rules and regulations. By working together, we can achieve our goal of safely transporting students to and from school.

Questions related to busing should be addressed with the Director of Special Services by calling 455-4291. Questions related to bus discipline should be addressed with your child's principal by calling the office:

- **West Muskingum Elementary - 455-4058**
- **West Muskingum Middle School - 455-4055**
- **West Muskingum High School - 452-6312**

It is the policy of the West Muskingum Board of Education to provide transportation for those students whose distance from their school makes the service necessary within the limitations established by state law and the regulations of the state's superintendent of instruction. Such laws shall govern any question not covered by board policy.

Thank you for your support of the school bus rules, regulations and procedures. Our goal is to transport your student to and from school safely.

Sincerely,  
West Muskingum Administration



## ***Bus Rules & Regulations***

Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all inclusive. Rules are based on Ohio Law 3301.83.08.

### **STUDENT CONDUCT AT THE BUS STOP**

- Students are expected to be at their bus stop at least five minutes before the assigned arrival time of their bus. Drivers are not required to wait for children not at their bus stop on time; this makes each stop after that late.
- All students in the AM, must wait at their Point of Safety location as assigned by their driver. In the PM, students must return to their Point of Safety and wait until the bus drives away before going home.
- Students required to cross the street should do so at least 10 feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to cross.
- Parents or responsible caregiver of preschool through third grade students shall be at the bus stop with their children making sure they wait in a safe and orderly manner.

### **STUDENT CONDUCT ON THE BUS**

- Students are to cooperate, show respect and follow the instructions of the bus driver.
- Students are to remain in their assigned seat at all times, except when loading or unloading the bus.
- Normal conversation will be permitted, except for total silence at railroad crossings.
- No fighting, hitting, horseplay or teasing will be permitted.
- Yelling and questionable language such as profanity, name calling, etc., will not be tolerated.
- Students are to keep hands, head and other objects inside the bus. Students will not throw items inside of the bus or out of bus windows.
- No drinking or eating, including suckers/candy or chewing gum, will be permitted on the bus.
- No pets, explosives, glass, dangerous objects, guns, knives, or likenesses of, will be permitted on the bus.
- Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on a student's lap. Wheel type bookbags are not allowed on the bus.
- No selling or soliciting on the bus.
- Students will not be permitted to ride another bus other than their assigned bus without a written note signed by the parent/legal guardian, and approved by the principal, pending available seating.
- Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver.

### **DEPARTING THE BUS**

- Remain seated until the bus comes to a complete stop.
- Walk carefully, quickly and quietly using the handrails while exiting the bus
- Depart at your scheduled stop or at a stop approved in writing by parents/guardian and principal.
- At the bus stop, if crossing take 10 giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.
- Never go back to pick up anything you drop or forgot.
- Never cross the road in the rear of a stopped bus.
- Go directly to your Point of Safety. After the bus pulls away go straight home.

### **PARENT REMINDERS**

- Any HS/MS student who misses the bus will not be repeatedly picked up on the elementary run and taken to the their building at the end of the elementary route. Bus transportation in this case is the parent's responsibility.
- Parents are not allowed on the school bus. Remain off the bus to speak to the driver.
- On days students are not in session, but the vocational/parochial schools are, bus transportation will be provided from pick up points only and not from individual homes. A schedule will be provided.
- If you are going to be late meeting your student at the bus stop, call the transportation office at **455-4291**.



# BUSING DISCIPLINE PROCEDURES FOR PK-12 STUDENTS



Parents/Guardians: should your student be suspended from riding the bus, you will be responsible for transporting the student to and from school. The following list of consequences is not intended to be all inclusive as it is impossible to cover all situations. These consequences follow verbal warnings already given by the driver.

## **LEVEL 1 - VIOLATIONS:**

- Offensive language - spoken, written, gesture, disrespect to other students
- Horseplay, excessive noise, talking loudly, disruptive behavior
- Not sitting in assigned seat
- Eating or drinking on the bus

## **LEVEL 1 - CONSEQUENCES:**

**1<sup>st</sup> Offense:** Principal conference with student

**2<sup>nd</sup> Offense:** Parent notification and/or noon detention(s) after-school detention or Saturday School

**3<sup>rd</sup> Offense:** Suspension of bus riding privileges for 1-3 school days

**4<sup>th</sup> Offense:** Suspension of busing riding privileges for 3-5 school days

**5<sup>th</sup> Offense:** Suspension of bus riding privileges for 5-10 school days, or 5 school days plus after school detention for 5 days.

**6<sup>th</sup> Offense:** Could result in suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

## **LEVEL 2 - VIOLATIONS:**

- Disrespect, to driver or school personnel, not following driver's instructions
- Throwing objects
- Fighting
- Arms, hands, head, feet, or objects out of bus windows
- Standing or moving from seat to seat while bus is in motion
- Intimidation, harassing, sexual harassing
- Not following driver's signal to cross or not cross a road
- Possession or use of tobacco products, matches, lighters, etc.
- Tampering with emergency equipment, doors, windows

## **LEVEL 2 - CONSEQUENCES:**

**1<sup>st</sup> Offense:** Suspension of bus riding privileges for 1-3 school days.

**2<sup>nd</sup> Offense:** Suspension of bus riding privileges for 3-5 school days.

**3<sup>rd</sup> Offense:** Suspension of bus riding privileges for 5-10 school days or 5 school days, plus after-school detention for 5 school days.

**4<sup>th</sup> Offense:** Expulsion from bus riding privileges if deemed appropriate by the Superintendent. Conference (mandatory) as soon as possible with student, parent and principal.

## **LEVEL 3 - VIOLATIONS & CONSEQUENCE:**

*Defacing or destruction of property of others and/or school property, i.e., school bus*

- Payment for damage by parent and suspension or expulsion from bus riding privilege

*Possession or use of illegal drugs, drug paraphernalia, or alcohol (alcohol may be determined by odor)*

- 1<sup>st</sup> Offense: 10 day out of school suspension and notification of appropriate law enforcement agency if applicable, 5 days may be suspended with counseling.
- 2<sup>nd</sup> Offense: Recommendation for expulsion from school and notification of appropriate law enforcement agency

*Selling or distributing illegal drugs or alcohol (alcohol may be determined by odor)*

- 1<sup>st</sup> Offense: 10 days suspension with recommendation of expulsion from school and notification of appropriate law enforcement agency.

## **POSSESSION OF DANGEROUS OBJECTS AND WEAPONS**

Recommendation of expulsion from school, notification of appropriate law enforcement agency and conference is mandatory with student, parent and principal. Any student who brings a firearm, as defined under Federal Law, on the school bus shall be recommended for expulsion from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances.

## What is the School Bus DANGER ZONE?

It's an area 10 feet around the front, back and sides of the school bus. The bus driver may not be able to see children in the Danger Zone! Teach your child to:

- stay out of the Danger Zone
- stay away from the back of the bus
- stay away from the sides of the bus
- stay away from the wheels of the bus
- walk, not run when getting on and off the bus
- move quickly, but carefully, out of the Danger Zone
- never walk behind the bus

If your child must cross in front of the bus, remind them to:

- Make sure they can see the driver's face when crossing.
- Wait for the bus driver's signal to cross.
- Stay at least 10 feet away from the bus, and cross in front of the bus.
- Watch and listen for cars.

## PROCEDURES

- ⇒ Principals can request the bus driver and/or bus supervisor to appear for a conference.
- ⇒ Mid-East student information regarding any offense, will be forwarded to the high school/Mid-East principals.
- ⇒ Parochial school student information regarding any offense will be forwarded to the director of Special Services and the parochial school.
- ⇒ Suspension of special education students shall be in accordance with the law.
- ⇒ Audio and video surveillance equipment may be used on school buses. Parent and student confidentiality laws prevent parents from view videotapes.
- ⇒ In all cases listed above, when circumstances warrant, the principal has the option to select another level of punishment subject to review by the West Muskingum Administrative Team.



### **“POINT OF SAFETY” It's the Law.**

According to the Ohio Revised Code 4511.75, all students are required to wait for the bus in the morning and return in the afternoon, to a safe place, referred to as the “Point of Safety”. The Point of Safety is a safe location assigned by your child's bus driver. It may be by the big oak tree, behind the fence post, 20 steps up the driveway, or any other specific location the driver feels will keep your child safe.

The purpose of this rule is to keep your child out of the road while waiting for the bus, and out of the danger zone around the school bus. The “Danger Zone” is a blind spot 10 feet around the bus. The bus driver must be able to see your child when picking and dropping them off.

## **SCHOOL BUS SAFETY TIPS**

- ◆ Be at your bus stop 5 minutes ahead of your scheduled time.
- ◆ Stay out of the road. Wait for the bus at your “Point of Safety” location.
- ◆ Keep your feet and book bag out of the aisle while riding the bus.
- ◆ Keep your hands to yourself. Do not hit or touch other students.
- ◆ Do not put your hands or head out the window.
- ◆ Stay seated while riding the bus. Do not move from seat to seat.
- ◆ Do not distract the driver. This can cause an accident. If you need the driver, speak to him or her at your stop. If you have an emergency, it is okay to get the driver's attention at any time.
- ◆ Be kind; speak nicely and softly to others on the bus.
- ◆ Remember your bus driver is in charge just like your teacher is at school.



***Have a safe ride on the big yellow bus!***

**WMLSD  
APPROVED JUNE 20, 2007**