

STUDENTS

1100.04 BUS CONDUCT

A. Generally

The Mingo County Board of Education considers the transportation of students to be a privilege enjoyed by eligible students and believes the safety of students to be of paramount importance. Students, who ride school buses, are required to follow ALL bus rules, regulations, and comply with the Discipline and Student Code of Conduct Policy (1102.01).

B. Objectives

- To provide a safe trip to and from school
- To avoid injury or death related to an accident

C. Bus Rules/Regulations

The following rules and regulations apply to all students riding school buses. These rules and regulations were established to assist the bus operators in assuring that students are afforded the safest trip to and from school. The bus operator is responsible for the enforcement of the rules and regulations. A copy of the rules/regulations shall be posted in each bus and copied to parents.

1. Students must have written permission from their parents and signed by the principal to leave the bus other than at their regular stop.
2. Students may not transport animals on the bus
3. When riding a school bus, students Shall do the following:
 - Go immediately to their seat and courteously share seats with others boarding the bus
 - Sit in assigned seats, if directed by the bus operator
 - Be held responsible for any confirmed acts of vandalism to a bus

- Change seats only with the bus operator's permission, and when bus is not in motion
- Get on and off bus only when it is completely stopped
- Cooperate with any aide or monitor on bus
- Observe low conversation tone, which enables the bus operator to concentrate completely on safe preventive driving techniques
- Avoid unnecessary conversation with bus operator
- Keep head and hands inside bus windows at all times
- Report any open exit or released latch to the bus operator immediately
- Provide enrollment information to the bus operator upon request

4. Students shall not do the following: (Including but not limited to)

- Threaten, abuse, or otherwise intimidate a school employee or student
- Disobey a school employee
- Use profane or abusive language directed at a school employee or student
- Possess or use tobacco
- Possess a dangerous weapon
- Possess, use, distribute, or sell a controlled substance
- Commit assault and/or battery of a school employee and/or student
- Create a fire hazard
- Throw or pass any object which could be dangerous, disruptive or illegal at, on, into, or from the bus

- Open emergency exits, except during emergencies, unless directed by the bus operator
- Commit any other violations, as described in the Discipline and Student Code of Conduct Policy (1102.01).

D. Disciplinary Violations – School Action:

Student(s) who are determined to be in violation of bus safety rules/regulations, and/or in violation(s) of the Discipline and Student Code of Conduct Policy (1102.02), shall receive disciplinary action which include, but are not limited to, school level counseling services, school detention programs, school level evening school social skills sessions, denial of school social event(s) participation, exclusion from the bus, suspension, expulsion, etc., as outlined in the Discipline and Student Code of Conduct Policy (102.01)

E. Discipline Violation (s) Procedures

When recommending exclusion, the bus operator shall complete a **Student Discipline Referral Form** and submit the form to the principal of the school where the student attends.

The bus operator shall be responsible for notifying the parent by phone, or in person, of the exclusion **PRIOR** to the effective date. The bus operator must deliver the Student Discipline Referral Form to the home either in person, by the student, or by mail.

If a student has been transported on the bus in the A.M., he/she may not be excluded from P.M. transportation, unless the principal and/or bus operator have/has been in contact with the student's parent(s) or guardian(s) and other transportation arrangements have been made.

F. Special Needs Population

Students who are eligible special education students will be transported and disciplined while on the bus in compliance with the Policy 2419, "Regulations Governing the Education of Disabled Students." The principal will be responsible for the identification of the current special needs students of his/her respective school(s).

G. Distribution of Policy

At the commencement of each school year, all students and their parents shall be provided information concerning this policy by the bus operator. Students who begin riding a bus during the course of a school year shall also be provided bus conduct information. School administrators shall use school/community communication vehicles to ensure proper and public announcement and notification of the contents of this policy, including newsletters, assemblies, and student information packets.

LEGAL REFERENCE: West Virginia Code 18A-5-1;
West Virginia Code 18A-5-1a;
West Virginia School Transportation Regulations

Adopted: August 22, 2001

Revised July 28, 2003

Replaces Polices: 1100.04
1210.00