



# HICKORY GROVE CHRISTIAN SCHOOL BUS POLICIES & PROCEDURES

## STUDENT'S RESPONSIBILITIES AND DUTIES

- Obey the bus driver promptly concerning conduct on the bus.
- Observe classroom conduct, except for ordinary conversation with students in the same seat, while getting on or off and while riding on the school bus.
- Except with prior written permission from the principal, objects that are prohibited in school, as listed in the Student Handbook, are also not allowed on the school bus.
- Help keep the bus clean, sanitary and orderly. Do not damage or abuse the cushions or other bus equipment. Students will be required to pay for damages.
- For student safety, eating is not permitted on the school bus.
- Do not use drugs, alcohol, tobacco, or profane language/gestures on the bus.
- Remain seated at all times when on the bus; keeping head and arms inside the bus at all times.
- Refrain from bringing food or drink on the bus.
- Refrain from displaying signs from the bus.
- Refrain from throwing objects from the windows of the bus.
- Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
- Students in grades Tk-5th are not allowed to have any type of electronic device on the bus.
- Violations which substantially distracts the driver and causes, or has the potential to cause, a safety hazard on a moving bus, may be the basis for suspension from bus/school and/or expulsion from bus-riding privileges.

## SCHOOL BUS DISCIPLINARY PROCEDURES

Students who have violated the bus rules are subject to immediate disciplinary actions at the discretion of the school administration, as well as being referred to the HGCS behavior system for further action. When a violation occurs, the driver or monitor will complete a "Bus Misconduct Report" and the student will be immediately referred to the office for action. The consequences are described below:

1. For unacceptable behavior in the judgment of the driver, the driver will complete a Bus Misconduct Report form, which notifies the administration of the problem.
2. Administration will speak to the student(s) and, if appropriate, speak to or send a letter home to the parents. Administration will advise the bus driver of action taken on each conduct report submitted by drivers.
3. A serious offense, or behavior which creates a safety hazard, may result in a suspension of up to two weeks, at the discretion of administration. The driver may insist on a suspension for a student whose behavior creates a safety hazard.
4. Unusually serious offenses may result in permanent suspension from the bus. If this action becomes necessary, the principal will notify the parents. If a student is suspended from the bus as a consequence of a bus conduct report, or of reported poor behavior on the bus, the punishment will take effect immediately. In that case, an attempt will be made to contact parents to make other transportation arrangements for the suspended student. It is the responsibility of the parents to arrange for their students' transportation to and from school until the suspension is served.

**NOTE:** In the case of extreme circumstances or behaviors (as determined by the school administration) consequences may be moved to a higher level immediately. Bus privileges may be contingent on in-school behaviors. If a student is not able to meet the behavioral expectations established for the buses at HGCS and has continued violations of the rules, the student may lose the privilege of riding the bus for the remainder of the year or permanently. To prevent this from occurring, bus behavior plans may be established for individual students as needed by the student's educational team. The student and parent(s) will be invited to participate in the creation of such a plan.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_