

## **SCHOOL BUS PROCEDURES**

### **General**

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, school administrators are equally as responsible for discipline on school buses as they are on school campuses. Administrators may take disciplinary action for school bus misconduct consistent with the Hazelwood School District Student-Parent Handbook and Behavior Guide. Riding school buses is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. In addition, the principal can administer appropriate discipline, including suspending the student from school or from school-related activities, for misconduct on school buses.

In cases of emergency, the transportation department may be reached at 314-953-5956 or 314-953-5963. The district emergency number is 314-574-0336.

### **Student Responsibilities**

- a. Comply with the school bus behavior guidelines as outlined in the Hazelwood School District Student-Parent Handbook and Behavior Guide.
- b. Obey the instructions of bus drivers.
- c. Attend and complete school bus safety training sessions when offered by the school.
- d. Present an identification badge on request (middle and high school students).
- e. Provide school personnel with written notification from parents/guardians for any variation from their normal departure from school.

## **Parent/Guardian Responsibilities.**

- a. Ensure that their child/children understand school bus behavior guidelines.
- b. Ensure that bus riders are at the designated bus pickup point at least 10 minutes before the scheduled arrival of the bus.
- c. Ensure that preschool and kindergarten students are met at the afternoon bus stop by a parent/guardian or are accompanied by an older sibling. Otherwise, unsupervised students will be returned to their home school.
- d. Ensure that their child/children has a valid identification badge (middle and high school).
- e. Report incidents to the school administrator(s) of unsafe or unruly behavior observed on school buses and at school bus stops.
- f. Provide school personnel with timely written notification when a student has a change in his/her normal transportation schedule.
- g. Get their child/children to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by the Hazelwood School District.

### **IMPORTANT:**

**PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION SO THEIR CHILD/CHILDREN CAN ATTEND SCHOOL DURING A SUSPENSION FROM THE BUS. THIS IS NOT A SUSPENSION FROM CLASS. IF STUDENT DOES NOT ATTEND SCHOOL DURING A SUSPENSION FROM THE BUS, THE ABSENCE IS UNEXCUSED.**

- g. Accept responsibility for the behavior of their child/children and the cost to repair damage to vehicles caused by the misconduct of their child/children.

## **Bus Driver Responsibilities**

- a. Comply with all procedures outlined in the Hazelwood School District Transportation Handbook.
- b. Write referrals for specific violations of the Hazelwood School District Bus/Bus Stop Misconduct Policy (JFCC).
- c. Give written referrals to principals or designee within 24 hours of a violation of Bus/Bus Stop Misconduct Policy (JFCC).
- d. Comply with consequences assigned by administrators when student(s) violate Bus/Bus Stop Misconduct Policy (JFCC).
- e. Attend a meeting during the first two weeks of school involving the school administrator and the students to clearly explain the bus behavior expectations to the students.

## **Transportation Supervisor Responsibilities**

- a. Enforce all procedures outlined in the Hazelwood School District Bus Driver Handbook.
- b. Provide training about Hazelwood School District bus procedures for all bus drivers and substitute bus drivers.
- c. Participate annually on the Hazelwood School District Student-Parent Handbook and Behavior Guide committees (elementary school, middle school, and high school).
- d. Determine when to call the school principal(s), district security officers or police based on the facts of each incident.
- e. Address school administrators' concerns regarding bus driver performance of their job duties.

## **School Administrator Responsibilities**

- a. Distribute, on an annual basis, the Hazelwood School District Student-Parent Handbook and Behavior Guide.
- b. Make clear that the time students spend going to and from school is an extension of their school day and that school buses are an extension of the school campus.
- c. Explain the Bus/Bus Stop Misconduct Policy (JFCC) consequences if misbehavior occurs.
- d. Lead or oversee all investigations and student interviews that relate to bus infractions.
- e. Assign consequences, in accordance with the Hazelwood School District Behavior Guide, appropriate to a child's bus misconduct.
- f. Assign consequences, based on the Hazelwood School District Bus/Bus Stop Misconduct Policy (JFCC), appropriate to the child's bus misconduct. The type of discipline appropriate to a child's misconduct depends upon the principal's assessment of the nature and seriousness of the misconduct as well as the number of infractions.
- g. Contact and/or confer with parents/guardians of students involved in misconduct to provide them details and findings of those incident investigations and any consequences to be imposed as a result of that misconduct.
- h. Ensure that school bus misconduct incidents are recorded in the Student Information System (SIS).
- i. Advise bus drivers and the transportation office of the consequences for bus misbehavior or the duration of bus suspensions via phone, e-mail or through inter-district mail. Individual drivers will be informed of bus suspensions through a written form that will be provided to them in person by the principal or their designee. Whenever possible, all communication should be provided before the end of the day.

- j. Advise bus drivers and the transportation department of school suspensions immediately via phone or email. Individual drivers must be informed of school suspensions through a written form that will be provided to them in person by the principal or their designee. Whenever possible, all communications should be provided before the end of the day.
- k. Supervise school bus loading and off-loading at the school. Middle and high school administrators must enforce the ID procedure consistently.
- l. Refer to their supervisor any recurring acts of student misconduct, student criminal acts, student-caused damage to the bus or another person's property, and instances when parents/guardians are unwilling or unable to take corrective action when their children have been found guilty of school bus misbehavior.
- m. Monitor attendance of students who have been removed from school buses for cause.
- n. Facilitate a meeting between students and bus drivers during the first two weeks of school, which includes explaining bus behavior expectations to the students.
- o. Refer concerns of bus driver performance to the transportation department supervisors.
- p. There may be circumstances, such as discipline incidents, accidents or other emergencies which will require the administrator to meet the bus and manage the situation.
- q. Administrators may be required to ride the buses with recurring discipline incidents.