



# Student Code of Conduct on a School Bus

Section E:

Support Services

Code: EDE

## Definitions

**Progressive Discipline:** Upon discovery of a violation of the Student Code of Conduct on a School Bus, the drive will work with the school Principal and conduct a thorough investigation.

Depending on the seriousness of the circumstances, discipline may begin at any step in the procedure and the first two steps may be repeated when it is determined to be necessary.

### 1. Verbal Warning

- 1.1. A warning given to the student to clarify bus rules and/or behavior expectations while traveling on the bus.
- 1.2. When a verbal warning is given the nature of the problem is clearly identified and communicated to the student.
- 1.3. The bus driver will provide specific directions as to what is required to correct the situation.
- 1.4. The bus driver will clearly communicate the potential consequence(s) of failing to make the necessary corrections to address the problem being communicated.

### 2. Written Warning

- 2.1. May be issued if the verbal warning, after a reasonable length of time, has not corrected the problem.
- 2.2. The written warning is disciplinary and is the documentation of the inappropriate conduct by the student.
- 2.3. Documentation will be recorded in the student's file and will include:
  - 2.3.1. The nature of the problem that is being clearly identified and communicated to the employee;
  - 2.3.2. Reference to the initial verbal warning;
  - 2.3.3. Specific directions as to what is required to correct the problem.
  - 2.3.4. The potential consequence(s) of failure to make the necessary corrections to address the problem is also noted.
- 2.4. The school Principal will meet with the student to discuss the situation and communicate the consequences for failing to follow the Student Code of Conduct on the Bus, verbally and in writing, with the student's parent(s)/guardian(s).

### 3. Suspension of Bus Privileges:

- 3.1. If the written warnings fail to resolve the problem(s) or the circumstances warrant, the school Principal may issue a suspension of bus privileges.
- 3.2. The Principal will notify the student's parent(s)/guardian(s) verbally and in writing, detailing the reasons for the loss of service and any further consequences that may occur.



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## POLICY

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The Hanover School Division Board of Trustees believes it is important to provide safe transportation for students and staff while riding on the bus to and from school or extra-curricular activities. It is a privilege and not a right for students to ride on a Hanover School Division bus. Students will have the opportunity to ride division school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service.

## GUIDELINES

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1. Bus students are asked to be at the bus stop at least 5 minutes prior to their scheduled pick-up time.
2. The bus driver is responsible for the safety and conduct of students on the bus.
3. The building principal or designate is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary.
4. The responsibility for student supervision by the Hanover School Division shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day or is released to the parent/guardian in a manner consistent with the guidelines on release of students.
5. While riding to and from school, students are under the authority of the school principal and may be disciplined if the situation warrants. The bus ride is considered a part of the school day.
6. The bus driver has the authority to assign seats.
7. When dealing with harassment or bullying of any form, the bus driver and building principal or designate will follow the guidelines outlined in the Respectful Workplace Policy of Hanover School Division.
8. The following general bus rules are to be followed by all students and adults when travelling on a Hanover School Division school bus:
  - 8.1. Do not enter the bus unless the driver is in it
  - 8.2. Remain seated throughout the trip
  - 8.3. Refrain from eating or drinking on the bus
  - 8.4. Do not open windows without the driver's permission
  - 8.5. Avoid anything which might disturb the driver
9. Examples of Inappropriate behaviours and consequences for failing to follow the general school bus rules:



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## Inappropriate Behaviours

- Not following the directions of the bus driver
- Spitting
- Excessive noise
- Excessive horseplay
- Eating or drinking on the bus
- Riding on an unassigned bus without permission
- Riding on a bus while suspended
- Standing up or leaving the seat while the bus is moving
- Using profanity or obscene gestures
- Bullying or harassing others
- Hanging out of the bus window
- Throwing or shooting of any object inside the bus or out the window.
- Possession of or the use of any tobacco product, illegal drugs, or controlled substance.
- Physical aggression against another person.
- Vandalism to the bus
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, fireworks or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment

## Potential Consequences

- First offense could be a verbal warning or depending on the situation, or a written warning with a 1 to 5 day suspension from riding the bus.
- Second offense may also be a verbal warning or written warning with a 1 to 5 day suspension from riding the bus.
- Third offense is a written warning with a 5 to 10 day suspension from riding the bus.
- Fourth Offense (Grades K-6) is a 10-day minimum suspension and possible loss of all bus service for the year. A Parent/Principal meeting is required before the student is allowed back on the bus.
- Fourth Offense (Grades 7-S4) is an automatic loss of bus service for the remainder of the school year.
- A severe offense may result in immediate loss of bus service.

## 10. Special Needs Student Bus Behaviour Policy

- 10.1. Students, including those with special needs or transportation plans, who have the opportunity to ride division school buses, may do so as long as they display behavior that is reasonable and safe.
- 10.2. Students with special needs, disabilities and/or behavioral challenges, like other students without special needs, that persist in choosing to follow unacceptable school bus behavior (despite additional precautions taken as indicated in their personal transportation plan) may lose their bus service.

## 11. Personal Transportation Plans

- 11.1. A Personal Transportation Plan should be an instrument for recording the individual student's special needs and the requirements for related transportation services. Appropriate behavior is necessary to ensure safe transportation.
- 11.2. Like all students – students with special needs are subject to disciplinary action by school officials. There should be written rules to guide personnel involved. The circumstances and their uniqueness determine whether or not the student can be transported.
- 11.3. When behavior creates a situation that is dangerous to the driver and/or other students, transportation could be interrupted in spite of the special need.



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### 12. The Bus Driver and Driver Assistant Team

- 12.1. The bus driver and the assistant (an E.A. or another student on the bus) as a Driver Team are together responsible for the safety and discipline of students with special needs while they are on the bus.
- 12.2. The Team is responsible to assure that special needs students on the bus comply with bus rules and discipline procedures.
- 12.3. The driving team on the bus is an extension of the special education system in the school. The same rules that apply to students within a special education program at school apply also to the bus ride.
- 12.4. When driving teams are provided discipline procedures, from the school principal or IEP team, then driver teams must comply with those procedures on the bus for their student riders.

### 13. The School Principal

- 13.1. The principal is available to give assistance to the driver and the assistant. The principal determines consequences of student misbehavior and possible suspension of bus service.
- 13.2. The decision to suspend or not to suspend a student with special needs is not automatically made on the basis of the student's disability – but on the basis of the student's behavior according to the rules for bus behavior that apply to all student riders, and the individual behavior plan of the student.

### 14. The Local IEP Team / (Individual Education Plan)

- 14.1. The decision by the principal to suspend a student with special needs from the bus (except in situations of immediate danger) should be made in consultation with the local IEP team and supported by them.
- 14.2. The IEP team will ensure that the parent has been appropriately informed and understands the School Bus Discipline Policy. An essential member of that team is the student's parent.
- 14.3. The principal may determine that suspension from school may also be required. Suspension of bus privilege does not automatically suspend the child from school even though his or her parents may have difficulty getting them to school during the suspension period.
- 14.4. A suspension from the bus that requires alternate transportation will not necessarily result in a monetary payment in lieu of transportation.

### 15. Parent/Guardian Responsibilities

- 15.1. "Riding the school bus is a privilege not a right", and as such may be revoked for safety and discipline infractions.
- 15.2. Parents or guardians will be responsible for instructing their child in safe school bus ridership practices.
- 15.3. If the child violates division school bus policy, the parents will provide transportation for their child.

### References:

Additional Information:

### Appendixes: