



## **SCHOOL BUS RULES AND DISCIPLINE PROCEDURES**

Elk Island Catholic Schools strives to provide our students with a safe and comfortable journey to and from school. Students riding on the bus must remember that they are responsible for their conduct toward the driver and other students on the bus. The school bus is an extension of the classroom and the same behavior expectations apply. Any conduct that jeopardizes the safety of the driver or other students will not be tolerated.

### **THE BASIC RULES OF CONDUCT FOR ALL OF OUR PASSENGERS ARE AS FOLLOWS:**

1. Be at the bus stop **5 minutes** prior to the departure time indicated by the driver.
2. Respect and obey the driver at all times.
3. Because of allergies and the risk of choking, students are prohibited from eating, drinking or chewing gum while on the bus unless required for medical reasons.
4. Have respect for one another. Use proper language. No poking, hitting, fighting or bullying.
5. Student shall stay seated and keep aisles free of legs, feet and objects at all times.
6. Keep voice low so as not to create excessive noise so that the instructions from the driver can be heard.
7. Show bus pass when asked to do so.
8. Prohibited items are not allowed on the bus.
9. Students may only get off at their designated stops unless they have a note from their parent.
10. Nothing is to be thrown out the window of the bus.
11. Students should report problems or concerns to the driver.
12. The rear door is for emergencies only.
13. Firearms, knives or other weapons are not allowed on the bus.
14. Unauthorized students are not allowed to ride unless there is a note from the school or parent authorizing them special permission to ride.
15. Have respect for public and private property at the bus stop.

**If a student violates any of these basic rules of conduct, the Bus Driver will implement the following steps:**

#### **Step 1 – Verbal Warning**

If the driver has a concern with a student's behavior, the driver will give the student a verbal warning.

#### **Step 2 – Parent Contact**

If this verbal warning does not correct the situation, the driver will contact the parents to advise them of the concern and attempt to work out a solution.

#### **Step 3 – Written Notice Sent Home**

If contacting the parent has not resolved the problem, the driver will send a Student Misconduct Form to the principal. The principal will indicate on the form what disciplinary action was taken and this form will then be sent home for parent signature and returned to the school.

#### **Step 4 – Administrative Referral**

If the student's actions continue to be a concern, the driver will complete another Student Misconduct Form and meet with the Principal. The Principal will determine the appropriate disciplinary action and the parents will be notified.

**DEPENDING ON THE SEVERITY OF THE INCIDENT ANY OR ALL OF THESE STEPS MAY BE OMITTED. IN SEVERE CASES, THE DRIVER WILL PROCEED DIRECTLY TO STEP 4.**