

August 2002

Dear Parents,

If your child is eligible to ride the bus to school, you will receive a postcard in the mail this month indicating the specific Bus Stop location and time.

In general, please be aware that the Bus Stop is the location of bus boarding and bus drop off only. Students should wait for the bus at a point away from the road and highway traffic, but within a distance where they can easily see the bus when it stops, and can quickly and safely board the bus. Be advised that the pick-up time is an estimated time and may vary slightly during the year as students are added to or deleted from the bus route.

Student safety is always our primary concern when children ride the bus to and from school. In the past few years, there has been an increase in the number of children transporting skateboards, roller blades and scooters on school busses. We ask your cooperation with your children to keep these items at home. Not only do they take up aisle and seating space, but they can quickly become rolling objects in a bus that makes frequent starts and stops. For the safety of all children riding the bus, we ask that skateboards, roller blades, and scooters not be brought on school bus transportation.

We hope to make your child's bus ride to and from school as safe and comfortable as possible. To help us meet this objective, please read and review the enclosed bus conduct and discipline procedure with your child(ren). You and each child should sign the certification sheet and return it to the office of the school your child(ren) attends by September 13, 2002.

If you have any questions or require additional information regarding your child's transportation arrangements, please contact Kobussen Buses, Ltd. at 722-8572.

Best wishes for a safe and prosperous 2002-03 school year!

Sincerely,

Kobussen Buses, Ltd.

Dear Parents or Guardians,

The following Sections 573 and 574 of the Neenah Joint School District Board of Education Policy deal with the conduct of the bus rider and also the disciplinary procedures that are set up to handle the few cases of misconduct. Please read these rules and procedures with your children. After you have read them, please sign and have your child return page 2 to his/her school before September 13, 2002.

### **Section 573**

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
2. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
3. Damage done to the seats or other bus equipment by the rider must be paid for by the rider or his/her parents or guardian.
4. Riders shall remain seated while the bus is in motion.
5. Riders shall not extend head or limbs out of a window at any time or throw anything out of the window.
6. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, **but will not wait for students.**
7. Horseplay will not be permitted around or on the bus.
8. Profane or indecent language will not be tolerated from any student.
9. The driver has the authority to assign rides to designated seats.
10. Animals or pets are not permitted on the bus.
11. Eating or drinking will not be permitted on the bus.
12. Smoking will not be permitted on the bus.
13. There must be absolute quiet when approaching a railroad crossing stop.
14. the emergency door shall not be used except in cases of emergency or safety drills.
15. A maximum of one backpack, or similar-sized container, may accompany each student as he or she rides the bus to and from school. Students who also need to transport musical instruments may do so.

### **Section 574** Discipline Procedures

- A. To handle the few cases of misconduct **as outlined in Section III "The Bus Ride,"** the following procedures will be followed:
  1. The driver will fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
  2. The following action will follow the issue of a misconduct report:
    - a. First offense--The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
    - b. Second offense for students Grades K-5--If a second offense occurs within 30 days of the first offense, the school official shall inform the parents of the offense, and the student will be denied transportation for a month. Second offense for students Grades 6-12--the school official will inform the parent of the offense, and the student will be denied transportation for a month.
    - c. Third offense for students Grades K-5--If a third offense occurs within one month following the issuance of misconduct reports for first and second offenses, the school official will inform the parents, Supervisor of Transportation and the bus contractor of the offense, and the student will be denied transportation for one month. If 30 days have elapsed since the issuance of any misconduct reports, this will be treated as a first offense. Third offense for students Grades 6-12--The

school office will inform the parent of the offense and student will be denied transportation for the balance of the school year.

- B. Parents or guardians and students are to be aware that in any of the above actions, they have the right of due process.
- C. Drivers may refuse to transport pupils only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off his bus at school unless authorized by the building principal.
- D. A school administrator or bus driver has the authority to assign riders to designated seats.
- E. School officials may use professional judgment in enforcing rules of behavior for students identified as having an Exceptional Educational Need and who ride buses primarily transporting students in EEN programs.
- F. The Board approves the use of video cameras on school buses for the purpose of reducing disciplinary problems and vandalism, thereby allowing the driver to focus primarily on driving the bus, providing for safer student transportation.

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### **CERTIFICATION**

I have read and subscribe to the attached School Bus rider rules and regulations which have been officially adopted by the School Board of the Neenah Joint School District.

\_\_\_\_\_  
Signature of Student

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Signature of Parent/Guardian

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This certification must be signed by parent and student and returned to the school attended by the student by September 13, 2002.