



Tecumseh Local Schools

School Bus Discipline Guidelines

Transportation
9710 W. National Road
New Carlisle, OH 45344
937-845-4492

BUS REGULATIONS AND GUIDELINES

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extra-curricular events in a safe manner; therefore, the same conduct expected in the school building is required on the bus, and at loading points on and off school property.

Riding the bus is a privilege; this privilege can be suspended for any student, who cannot abide by the rules and regulations prescribed by the Ohio Revised Code and the Tecumseh Local Board of Education transportation rules.

The bus supervisor assigns the bus stops and students are not permitted to switch their stop without proper documentation from the office. No change in either bus or stop is permitted without transportation department authorization.

Temporary changes may be made by school administrators for authorized emergencies only. Failure to ride assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action. Any infractions may cause the denial of a student to ride the bus.

The complete district policy concerning Bus Safety Procedures and Suspension of Bus Riding / Transportation Privileges can be found in Policy 8605 and 5610.04, respectively, of the Tecumseh Local Schools Bylaws and Policies. The state of Ohio has developed Pupil Transportation Management Policies and Pupil Instruction, which can be found in the Ohio Administrative Code in Policy 3301-83-08 and 3301-83-09, respectively.

Please remember these important guidelines when your child rides a bus to and from school.

- All students are to be outside waiting at their assigned bus stop for their bus at least 5 minutes before the normal pick-up time.
- All students must ride the bus assigned by Tecumseh Local Schools.
- If your child needs to ride a different bus, or get off at a different stop on the same bus, the parent/guardian must send a note to the school. The school office will then issue a Bus Pass for your child, if the change is approved. If this change is not approved, the school office will contact the parent/guardian.
- Bus passes will not be issued for a bus that is loaded to capacity, unless it is an emergency.
- Bus passes are only issued for official babysitting, emergencies, shared parenting, rare occurrences of unforeseen problems, etc. They are not issued for play dates, sleepovers, etc.
- Phone calls to the school office for bus changes should only be made for rare emergencies. No changes will be made after 2:00 p.m.

STUDENT CONDUCT ON SCHOOL BUSES

- School bus transportation is a right in grades K-8 and a privilege in grades 9-12. In order to maintain this right and/or privilege, students must abide by all safety and conduct rules.
- Students shall be assigned a bus, and shall ride that bus to and from school with the exception of the following:
 - Parents shall provide transportation when students are held for detention.
 - Unassigned students may not ride a bus without written permission of both their parent and principal.
 - Students may not be discharged at any point other than their regular stop without written permission from both their parent and principal
 - Parents are responsible for the safety and conduct of students while going to and from the pick-up points and for having their children meet the bus on schedule.
- Parents shall be responsible for any damage to a bus by their children.
- The following is considered proper behavior at the bus stop:
 - Wait quietly and orderly off the road
 - Respect all property
 - Respect the rights of other students

When the bus arrives:

- Line up in single file
- Watch your step
- Board the bus quickly, quietly and safely
- Pushing and shoving will not be tolerated

While riding the bus:

- Remain in your seat
- Assist the driver in keeping the bus clean
- Respect the bus equipment - report any damage
- Respect the driver
- Receive permission before opening windows
- Keep your head, hands, and arms inside the bus
- Talk quietly and use no profanity
- Do not eat or litter on the bus
- Do not distract the driver while the bus is moving
- Know your emergency duties
- Smoking or use of any tobacco product is not permitted on the bus including E-Cigarettes

Students are not permitted to bring the following items onto the bus:

- Firearms
- Knives
- Ammunition
- Explosives (to include fireworks)
- Animals (unless prior special permission is given)
- Matches or tobacco
- Squirt guns
- Alcohol
- Glass bottles or containers
- Screwdrivers and other tools
- Other dangerous objects or materials

- The following procedures will be applicable in handling improper student behavior on the bus:
 - On the first offense the driver will talk to the student, make a report of the misbehavior and submit the record to the school principal.
 - On the second offense the driver shall make a report to the principal. The principal shall discuss the problem with the student, take appropriate disciplinary action, report to the parent, and make a report to the director of transportation.
 - On the third offense, the principal will notify the parent and the director of transportation regarding disciplinary action taken which may include the pupil being denied the privilege of riding the school bus for a specified number of days.
 - Extreme instances of misbehavior will be handled on an individual basis by the building principal, per the Student Code of Conduct.

BUS DISCIPLINE POLICY

Students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility of student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day or until released to the parent/ guardian in a manner consistent with guidelines on release of students.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privilege is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent, Principal, or other District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or other District personnel.

BUS BEHAVIOR OFFENSES AND CONSEQUENCES

CLASS I OFFENSES

- Spitting
- Excessive noise
- Horseplay/mischief
- Eating / drinking / littering on bus
- Leaving seat / standing / without permission from driver
- Use of liquid containers in any form
- Throwing of objects
- False identification
- Riding unassigned bus or using unassigned bus stop

- Opening window past safety line
- Riding or attempting to ride any bus during a bus suspension
- Disobedient to the driver / paraprofessional
- Cell phone use
- Other offenses as reported by the driver or principal
 - 1st offense Warning, AD, ALC, 1-5 Day Bus Suspension
 - 2nd offense AD, ALC, 1-5 Day Bus Suspension
 - 3rd offense AD, ALC, OSS, Possible Loss of ALL
Bus Services, Parent / Principal meeting (optional)
 - 4th offense 5-10 day OSS, Possible Loss of ALL
Bus Services

CLASS II OFFENSES

- Hanging out of windows
- Throwing of objects/ throwing objects out of window
- Bullying and / or physical aggression against any person
- Profanity / threats directed toward bus driver / paraprofessional
- Possession / use of tobacco or any controlled substance
- Vandalism to bus (restitution will be required)
- Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door / tampering with bus equipment
- Profanity / verbal abuse, harassment, obscene gestures or possession of unacceptable material
- Possession or threat of weapons / explosives / flammables
- Possession / use of laser pens or pointers.
- Other offenses as reported by the driver or principal
- Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II 1st offense.
 - 1st offense ALC, OSS, or Bus Suspension
 - 2nd offense ALC, OSS, or Bus Suspension
 - 3rd offense ALC, OSS, or Possible Loss of Bus
Suspension, Parent / Principal meeting (optional)
 - 4th offense..... 10 day suspension, possible loss of bus services

The bus and the bus stop are extensions of the school day. Bus and bus stop consequences may be superseded by Tecumseh Local Schools policy. The bus driver has the authority to assign seats. The sexual / racial / harassment policy, the weapons policy, and bullying policy of Tecumseh Local will be strictly enforced on the school bus as well as at school. Video cameras may be used on school buses. Possible suspension or expulsion may be implemented on any infraction of the student code of conduct if deemed necessary by the administration depending on the severity.