BUS CONDUCT

The intent of the school transportation system is to provide safe and efficient transportation from home to school and school to home. In order to provide maximum safety for all passengers it is recognized that care and attention must be given to the conduct of bus passengers. The bus driver must be given the opportunity to concentrate on the safe handling of the vehicle and passengers must be allowed the courtesy of a ride without interference with their own being and comfort.

The board authorizes the Superintendent of Schools to establish regulations concerning the conduct of students on school buses and for the proper handling of complaints concerning student discipline on buses.
STUDENT CONDUCT ON BUSES

Bus drivers will use the following procedure for reporting student behavior problems on the school buses:

1. A bus driver will report an incident of student misbehavior in writing to the teacher on duty at each school. If such an incident takes place on the p.m. runs, he/she will report it to the teacher on duty the following morning.

2. The bus drivers will supply the teacher with complete information concerning the incident. When the name of the student is not known or cannot be learned, every effort should be made to point out the offending student so that he/she may be identified.

3. The teacher shall convey such reports to the administrator’s office as soon as possible.

4. The following action by the administrator is recommended:

   1st offense – administrator speaks to student and notifies parent by either phone or letter or both, that riding privileges may be revoked if another offense occurs. Further action will depend upon the nature of the incident.

   2nd offense – one week suspension of transportation privileges, or other action to suit the incident.

   3rd offense – two week suspension of transportation privileges, or other action to suit the incident.

   4th offense – revocation of transportation privileges for the rest of the school year.

5. The administrator will forward a copy of the bus behavior report to the Superintendent of Schools office in all cases which result in suspension of riding privileges.

The preferred discipline is suspension of transportation privileges. Removal from class should be reserved for those occasions when overt actions caused safety hazards or physical damage, such as fighting.
Attached are the transportation rules of conduct and the consequences if they are not followed.

As a student of Salem High School or Woodbury Middle School you are **expected** to follow these rules of conduct during transport to and from school each day as well as when on co-curricular, sports and field trips.

Take a few minutes to read them over, sign your name below and have your parents also sign it. Detach the slip and return it attached to your School Information Checklist.

Thank you for your cooperation, and I hope you have a successful school year.

Transportation Coordinator

__________________________

I have read the attached rules of conduct and I agree to follow them accordingly.

**Student Name:** _______________________________________________________

**Grade:** ____________

I have also read the attached rules of conduct and I am aware of what is expected of my student during transport to and from school.

**Parent Signature:** ___________________________________________________
SALEM SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT # 57  
SALEM, NEW HAMPSHIRE  03079  

STUDENT CONDUCT ON BUSES

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of a student jeopardizes the safe operation of the school bus or the safety of the students riding the bus.

Students transported by school bus shall be under the authority of the bus driver, which is delegated by the school board. Disorderly conduct, including abusive language, or refusal to submit to the authority of the bus driver shall be sufficient reason for a student to be denied transportation.

Rules are as follows:

1. Remain well back from the roadway while awaiting the arrival of the bus. Refrain from throwing things or rough-housing at the bus stop.
2. Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until the destination is reached.
3. There shall be no littering or defacing of the buses.
4. No shouting, vulgar language, rough-housing, or throwing things in the bus.
5. Students shall keep their hands, arms, and heads inside the bus.
6. Students shall be picked up and unloaded only at assigned scheduled bus stop.
7. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. Note: The emergency door must be used for emergency purposes only. Do not touch safety equipment on the bus.
9. Smoking is not permitted at any time on the bus.
10. Drinks and eating food on the bus is not permitted.
11. Students who must cross the road, after leaving the bus, should cross in front of the bus and on the signal from the driver.
12. Students should line up in single file to enter and to exit the bus.
13. Students must be ready to take the bus when it arrives. Exacting schedules does not allow time for drivers to wait for students who are not ready.
14. Students will be permitted to ride only on the bus that has been assigned to them. School district policy states that transportation will be provided in the a.m. and the p.m. to and from school. Although in the past, students have taken other buses because of after school activities, after school jobs, scout meetings, parties etc., this practice can no longer be an option due to the insurmountable amounts of requests. Only emergency situations will be permitted by written permission (Bus Pass Only). These situations will be handled at the discretion of the building principal or by calling the Transportation Coordinator at (893-7040) if necessary.
15. All students shall remain seated while the bus is in motion.

Revised 6/8/00
16. Students who are handicapped, either temporarily or permanently, may use school bus transportation if they can board and disembark from the vehicle without assistance. If special help is needed, parents should contact the Bus Coordinator in order to have their situation considered.

17. The bus driver may assign seats to pupils riding school buses.

18. There will be no skis/poles, hockey sticks, baseball bats, large musical instruments, or any other large objects allowed on the bus that cannot be carried on the student’s lap.

19. Students are not allowed to bring pets and skateboards on the school bus. Bringing radios, tape players, CD’s or other electronic devices is strongly discouraged.

Procedure for Handling School Bus Offenders

Students are expected to conduct themselves properly while riding the buses. Students who violate accepted standards for proper conduct will be reported for proper disciplinary action. Any violation will subject the student to suspension from riding the bus. In the event of such action, notice in writing will be sent to the parent/guardian of this action stating the reason and duration of the restriction. In no case will such action be taken without notification to the student and parent. It should be noted that while the discipline procedures are intended to be progressive, school administrators may skip steps based on the severity of the offense.

1. **First Offense**
   Administrator speaks to student and notifies parent by either phone or letter or both, that riding privileges may be revoked if another offense occurs. Further action will depend upon the nature of the incident

2. **Second Offense**
   One week suspension of transportation privileges or other action to suit the incident.

3. **Third Offense**
   Two week suspension of transportation privileges or other action to suit the incident.

4. **Fourth Offense**
   Revocation of transportation privileges for the rest of the school year.

5. **Please Note:**
   Smoking on the bus, the use and/or possession of alcoholic beverages and/or controlled drugs as well as possession of any item that can be deemed a weapon will not be tolerated. Due to the seriousness of these offenses a student may be suspended from riding the school bus for the remainder of the school year as a result of a first incident. In addition to a bus suspension, Salem High School and Woodbury school policies and their accompanying consequences will be applied.