

Dear Parents and Guardians:

In order to guarantee your child and other children riding the bus the safe transportation they deserve, we are using the following Assertive Discipline Plan:

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

The corporation has adopted the following bus regulations:

- A Each student upon entering the bus must go immediately to their assigned seat on the bus.
- B No student shall stand or move from place to place while on the bus.
- C Students shall enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver.
- D Students shall be quiet at all RR crossings.
- E Students shall follow directions of the bus driver the first time they are given.
- F Students must stay in their seats with their feet on the floor and out of the aisles and keep their hands and feet and objects to themselves.
- G Students must refrain from using inappropriate language, loud talking, or teasing and using rude gestures.
- H All students must enter and leave their respective building when loading and unloading the buses.
- I Student passengers should be waiting at their boarding station when the school bus arrives. In case of an emergency causing a late arrival by the student at his/her station, the bus driver will stop and blow his/her bus horn. The bus driver is not required to wait. The student should also get on and off the bus at their own designated bus stop.
- J Additional rules may be posted on individual buses.
- K All school rules apply to behavior on the bus as well as at the bus stop.

When delivering elementary level age students home and parents are not there at the normal time of drop off or students cannot get into their home, the bus driver will take the student to the latchkey program at the school the child attends. The cost of the daycare will be the responsibility of the parent.

BUS DRIVERS WILL NO LONGER DEVIATE FROM REGULAR DAILY ROUTES TO PICK UP OR DROP OFF STUDENTS.

If a student chooses to break a rule, the following steps will be followed. Depending on the severity of the offense, a step may be skipped for more significant consequences.

- 1 Driver will issue a Bus Misconduct Form, signed by student, and will do any or all of the following options:
 - a. Move student to another seat
 - b. Make student last off the bus when arriving to school
 - c. Have a conference with the student
- 2 Driver will issue a Bus Misconduct Form, **contact the parent directly**, and do any or all of the following options:
 - a. Move student to another seat
 - b. Make student be last off the bus when arriving to school
 - c. Have a conference with the student
- 3 Driver will issue a Bus Misconduct Form, **contact the parent directly**, and do any or all of the following options:
 - a. Move student to another seat
 - b. Make student last off the bus when arriving to school
 - c. Have a conference with the student
 - d. Invoke a one-day suspension of riding privileges (required before referral to administration). Parent must be notified of this one-day suspension by driver or transportation department.
- 4 Driver will refer students to building administration which could result in suspension of riding privileges.

The transportation policy will be discussed with your child. Please discuss it with him or her to be sure it is understood. Thank you in advance for your support of our program and our efforts to improve our school bus transportation.

Sincerely,

Stephanie Rohr, Director of Transportation

A NOTE ON SCHOOL DELAYS – WE TRY TO CALL THE MEDIA BY 6:00 AM. This time is not always possible because of certain weather conditions. Our school delays are announced on the following radio stations: WOWO, Hot Talk 1380, K105, Mix 97.3, WAJI, WLDE, WBTU, and WBCL. The delays are also broadcast on the television stations WISE 33, 21 ALIVE, and WANE 15. The television stations broadcast the delays as soon as the phone call is made. Emergency closings or weather related early dismissals during the day are broadcast on these stations as soon as possible. We also have an up-to-date recording at all buildings on delay/closing days. Another source of information is Northern Wells' website, <http://www.nwcs.k12.in.us>.