

Dear Parents,

Please review with your student the importance of following the directions under “Responsibility of the Pupils”, and “Personal Safety”, (attached sheet).

It is important that our records be updated at all times. Therefore, all transportation changes must go through the Transportation Department. This can be done by calling 425-1808 between 8:00-4:30.

If on occasion your child has to get on or off at a stop other than at their designated stop, it is only feasible when accompanied by a note signed by a parent or guardian.

Early Childhood students must be met by a responsible adult when dropping off students and we strongly encourage the same for kindergarten students.

The River Falls School District now has video cameras on the buses for the primary purpose of reducing discipline and vandalism problems. The video tapes will not be available for viewing, to the public and employees in general, media, or other individuals. The people who would view the tapes would be the Transportation Supervisor, or designee, and any other authorized personnel. A log will be kept of all individuals viewing the tape. Discipline action can be taken based on the information from the tapes. This is a positive step for it enables the drivers to concentrate more of their time on the happenings outside of their bus. The overall picture is a safer ride for the students.

In regards to safety, I would like to recommend that your student does not get mail out of mailboxes after they are dropped off in the afternoon. It can create a very unsafe situation. Many times we have traffic backed up and as the school bus pulls away, the other vehicles are in a hurry to get moving.

Due to a new state law, it is required to secure all objects on the school bus that the students are unable to hold on their lap. It will be the responsibility of the students to bring a fastener of some sort to secure objects.

For any emergencies after hours, please call Ron at 715-425-5925 or cell phone 715-307-0373. Thank you for giving us an opportunity to serve you.

Ron Weishaar,
Transportation Supervisor

DISCIPLINE PROCEDURES

The following is the school districts' students discipline procedures, which we all will follow to keep consistency for both the parents and students.

THE FOLLOWING ARE DISCIPLINE PROCEDURES GUIDELINES,

Minor Infractions:

1st Offense: Verbal warning

2nd Offense: Written warning between students and driver

3rd Offense: Send home a "School Bus Behavior Report"

Major Infractions:

1st Offense: "School Bus Behavior Report" is sent home and must be signed by parents/guardian before riding the bus again, e.g., if a student brings it home in the p.m. and the parent/guardian sign it, the student may ride in the a.m.

2nd Offense: "School Bus Behavior Report" and a call to the parents from the driver. Again, the form must be signed before the student can ride.

3rd Offense: "School Bus Behavior Report", call to the parents and one day off the bus.

4th Offense: Same as 3rd offense except two days off the bus

5th Offense: Same as 3rd offense except three days off the bus.

A student may lose his/her riding privileges on the first offense depending on the severity of the incident. If suspended, the "School Bus Behavior Report" must be signed and returned to the driver before suspension is implemented.

Fighting: Both students get equal discipline with a minimum of a "School Bus Behavior Report" signed by parent/guardian.

Tobacco/alcohol: Students are not allowed possession of or use of alcohol or tobacco. Consequence will be suspension.

Reimbursement of all cut seats is required:

Cushion cost: \$15.00

Back cost: \$20.00

RESPONSIBILITY OF THE PUPILS

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct (except for ordinary conversation) while using a school bus.
3. To obey the driver cheerfully and to report promptly to the school official when instructed to do so by the driver.
4. To warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
5. To be in the place designated both morning and evening ready to board the bus at the time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

PERSONAL SAFETY

1. To stay off the traveled roadway at all times while waiting for a bus.
2. To wait until the bus has come to a stop before attempting to get on or off.
3. To leave the bus only at the consent of the driver.
4. To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. To cross the traveled highway if necessary after leaving the bus in the following manner:
6. Keep hands and head inside bus at all times.
7. Inform driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed
9. Help keep bus clean, sanitary, and orderly.

RESPONSIBILITY OF THE PARENTS

The responsibility of parents whose children are transported at public expense:

1. To ascertain and insure that their children arrive at the bus stop on time in the morning.
2. To provide necessary protection of their children when going to and from the bus stops.
3. To accept joint responsibility with the school authorities for proper conduct of their children.
4. To make reasonable effort to understand and cooperate with those responsible for pupil transportation.

From : Department of Public Instruction
Del A. Kobs, Transportation Supervisor

SCHOOL BUS BEHAVIOR REPORT

Students Name _____

Date _____ School _____ Bus _____

MINOR INFRACTIONS

- ___ Hitting
- ___ Spitting
- ___ Profanity
- ___ Out of seat
- ___ Throwing objects
- ___ Obstructing aisles
- ___ Making loud noises
or tobacco
- ___ Hanging out windows
- ___ Other _____

MAJOR INFRACTIONS

- ___ Assault
- ___ Fighting
- ___ Vandalism
- ___ Insubordination
- ___ Possession of a weapon
- ___ Possession of alcohol

Comments: _____

Parent's copy of this report must be signed and returned to the bus driver the next time that the student rides the bus.

Parents Comments: _____

Driver Signature

Parent Signature

- ___ Not Suspended. Parent's signature required.
- ___ Suspended. Starting date _____ Date back on bus _____
- ___ What provision did parents arrange to pick up/drop off the student?

DUE PROCESS PROCEDURES FOR DRIVERS

1. Driver identifies unacceptable behavior & informs student of intent to complete a behavior referral if the behavior is repeated.**
 2. Driver observes unacceptable behavior & completes a behavior report.
 3. Driver gives a copy of the report to the student & the student to inform his/her parents.
 4. Driver contacts appropriate administrator & gives a copy of the signed report to the administrator.
 5. Driver contacts parent/parents when appropriate.
 6. Driver attends conference as required.
- ** Driver may immediately suspend riding privileges for any infraction or combination of infractions which obviously interfere with the driver's ability to operate the bus safely or with the safety of the other students.

RIDING A SCHOOL BUS IS A PRIVILEGE

The students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

BEHAVIOR GUIDELINES AND CONSEQUENCES

UNACCEPTABLE BEHAVIOR

MINOR INFRACTIONS	MAJOR INFRACTIONS
<input type="checkbox"/> Hitting	<input type="checkbox"/> Assault
<input type="checkbox"/> Spitting	<input type="checkbox"/> Fighting
<input type="checkbox"/> Profanity	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Out of seat	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Throwing objects	<input type="checkbox"/> Possession of weapon
<input type="checkbox"/> Obstructing aisles	<input type="checkbox"/> Possession or use of alcohol
<input type="checkbox"/> Hanging out windows	<input type="checkbox"/> Use of tobacco

Please make your child aware of these other rules governing bus safety:

1. The bus driver is in charge. His/her directions must be followed.
2. The bus driver has authority to assign seats.
3. Windows are to be opened no more than half-way.
4. Non-regular riders are not allowed on the bus without written permission.
5. Regular riders are not allowed to disembark at any stop except their home, unless they have written permission to go elsewhere.

We appreciate your cooperation. Parents are partners in the important area of school bus safety.