

## **GUIDELINES GOVERNING STUDENT CONDUCT ON A.I.S.D. SCHOOL BUSES**

A pupil riding or waiting on an A.I.S.D. school bus is under the supervision of the Austin schools the same as if he/she is in the school building or on the school grounds, and therefore, is subject to the student disciplinary policies of the District. Please discuss the following information with your child, and sign and return the designated portion of this document to the school office.

### **STUDENT'S BEHAVIOR RULES: Respect self, others and property!**

1. For the safety of everyone, behave appropriately with no loud noises.
2. Cooperate with the bus driver and others.
3. Enter and exit the bus in an orderly fashion.
4. Stay in your assigned seat, facing forward.
5. Keep hands, head, and feet inside the bus.
- 6. Do not drop or throw objects inside or outside the bus.**
7. Do not eat or drink on the bus. (Except water)
8. Do not litter on the bus.
9. No inappropriate language.
10. No weapons, alcohol, or drugs including tobacco.
11. No physical or verbal altercations.

### **CONSEQUENCES FOR VIOLATIONS**

If any of the above student behavior rules are broken, the bus driver will make a referral of the violation to the principal and the following disciplinary action will be taken:

- 1<sup>st</sup> Violation: Principal or assistant will conference with student Suspension from the bus may occur with this violation. Parents or guardians will be notified.
- 2<sup>nd</sup> Violation: Student will be suspended from the bus for three school days. Parents or guardian will be notified.
- 3<sup>rd</sup> Violation: Student will be suspended from the bus for an extended period of time until agreement can be reached between parents, guardians, administrator, bus driver; transportation supervisor, and student.

Serious offenses will receive disciplinary measures, up to and including removal to an alternative education program and /or expulsion from school. Each case, however, will be judged separately and may warrant discipline of a type different from another case.

### **PARENT'S RESPONSIBILITY**

1. Read and discuss with your child (ren) the responsibilities, behavior rules and violation consequences covered by the AISD Guidelines Governing Student Conduct on A.I.S.D. School Buses.

2. Inform your child (ren) of the location of bus stop, time and to wait in a single line.
3. Require your child (ren) to arrive 5 minutes prior to scheduled time and to conduct themselves appropriately on school buses.
4. Support the school officials in their efforts to operate a safe and efficient transportation system.

### **IMPORTANT**

**Parents ARE RESPONSIBLE FOR PROVIDING TRANSPORTION FOR THE STUDENT TO ATTEND SCHOOL DURING SUSPENSION FROM THE BUS. THIS IS NOT A SUSPENSION FROM CLASS. IF STUDENT DOES NOT ATTEND SCHOOL AFTER SUPENSION FROM THE BUS, THE ABSENCE IS UNEXCUSED.**

### **DRIVER'S RESPONSIBILITIES**

1. OPERATE THE BUS SAFELY.
2. Be on the bus to supervise the daily boarding and de-boarding of students and follow campus procedure.
3. During orientation or within the first two weeks of school discuss safety, evacuation procedures, and guidelines governing student conduct on AISD school buses with students.
4. After the first verbal warning to the student, write a referral for any subsequent violations and give to a school official or their designated box and to the transportation department.
5. Assign seats, maintain a current seating chart and give a copy to school official and to the transportation department.
6. Call the Dispatcher for any needed guidance.

### **PRINCIPAL'S RESPONSIBILITIES**

1. Inform parents and students of school bus rules and consequences of violations.
2. Investigate all complaints and referrals and designate a box for returning answers to the referrals to drivers. (Do not mail to the main transportation office)
3. Confer with students, parent and bus driver when appropriate.
4. Be present or appoint a designated representative to be at the campus-loading zone during arrival and departure times.
5. Meet with the drivers at the beginning of each school year and as needed throughout the year to discuss loading procedures, safety concerns, discipline procedures, etc.
6. Maintain in the school office current schedules and rider information of all buses assigned to the campus. This information should be current by the end of the first week of school.
7. Provide students with auxiliary rider forms as needed.

**Austin Independent School District**  
Transportation Department



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**RECEIPT OF THE *GUIDELINES GOVERNING STUDENT CONDUCT ON A.I.S.D. SCHOOL BUSES***

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

**STUDENT:** I have received, read or have had explained to me the contents of the Austin Independent School District Guidelines Governing Student Conduct on A.I.S.D. School Buses.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT, GUARDIAN, OR PERSON RESPONSIBLE:** I acknowledge receipt of the Austin Independent School District Guidelines Governing Student Conduct on A.I.S.D. School Buses. I have reviewed the contents of the Guidelines Governing Student Conduct on A.I.S.D. School Buses with my child, in a manner appropriate for my child's age and developmental level, and agree to help my child abide by it.

Parent/Guardian/Person Responsible Name: \_\_\_\_\_

Parent/Guardian/Person Responsible Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

*(NOTE: Failure to sign and return this receipt does not take away the responsibility to abide by the contents of the Guidelines Governing Student Conduct on A.I.S.D. School Buses.)*