

September 3, 2024

Dear Bus Rider & Parent/Guardian:

Enclosed is a copy of the bus rider rules and discipline procedures for the School District of West De Pere. Please review these with your children.

Please keep in mind that riding the school bus is a privilege, and that this privilege can be taken away if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers.

The Bus Rider:

- A. shall conform to the same standards of conduct and neatness that are expected of them at school
- B. is expected to obey the driver promptly, refusal to obey the bus driver shall be sufficient reason for being denied transportation services
- C. his/her parent or guardian shall be financially responsible for damage done to the seats or other bus equipment
- D. shall remain seated while the bus is in motion
- E. shall not extend head or limbs out of a window at anytime or throw anything out of the window
- F. horseplay will not be permitted around or on the bus
- G. shall not use profane or indecent language
- H. shall sit in seat assigned by the bus driver
- I. shall not smoke on the bus
- J. shall be absolutely quiet when approaching a railroad crossing stop
- K. shall not use emergency doors except in cases of emergency or safety drills
- L. shall keep books, packages, coats and all other objects out of the aisles
- M. shall be courteous to fellow pupils, the bus driver, and passers-by
- N. shall inform the driver, if possible, when a rider will be absent

In Addition:

The bus rider is expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait for students. Animals or pets are not permitted on the bus unless prior permission is obtained from the business manager. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

Discipline Procedure

- A. To handle the few cases of misconduct as outlined above, the following procedures will be followed.
 - 1. The driver will fill out a misconduct report. This report must be given to the school office within 24 hours of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
 - 2. The following action will follow the issue of a misconduct report.
 - a. First offense - the school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
 - b. Second offense - The school official will inform the parent of the offense and the student will be denied transportation for five school days.
 - c. Third offense - The school official will inform the parent of the offense and the student will be denied transportation for thirty school days.
 - d. Any subsequent offenses will result in denial of transportation for the balance of the school year.
- B. Parents or guardians and student are to be aware that in any of the above actions, they have the right to due process.
- C. Drivers may refuse to transport pupils only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off the bus unless authorized by the building principal.
- D. A school administrator or bus driver has the authority to assign riders to designated seats.

Sincerely,



Jason Melotte, Business Manager