

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EEAEC</b>
<b>DATE OF ADOPTION: DECEMBER 9, 2013</b>	<b>PAGE 1 OF 6</b>

## **SCHOOL TRANSPORTATION POLICY**

Pupils 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. Parents will be notified, by the transportation provider, of any violation in writing, including the first or warning violation. Any violation may subject the student to suspension from riding the bus. In the event of such action, notice of this action will be sent to the parent in writing, stating the reason and duration of the restriction. In no case will such action be taken without prior notification by the transportation provider to the child and parent.

Prior notification of a parent/guardian by the transportation provider will consist of a telephone call to the home. If the transportation provider is unable to reach the parent/guardian, a follow-up call will be made later in the evening. If the transportation provider is still unable to contact the parent/guardian, the student will be transported to school the following morning and the school administration will be notified of the incident. The school will then contact the parent/guardian and advise what disciplinary action will be taken. This information will also be provided the transportation provider.

Students are provided with a temporary bus pass for the start of the school year. Permanent school identification passes are created for Middle School and High School students in October or November of each year. Middle and High School students are required to carry a bus pass in order to ride on a district bus. Drivers will ask students to produce a bus pass once a week (usually on Wednesday) in order to maintain accurate student bus riderships. This is necessary to eliminate overcrowding on buses and as a safety measure to identify students belonging on the bus in the event of an emergency.

It is important that all parents/guardians understand that the school's main concern is for the safety and welfare of all students and to ensure that students are transported in an efficient, timely, and safe manner to and from school. Since this should be the concern of parents also, we need parent support and cooperation. Should any parent/guardian feel the need to discuss any situation, concern, or problem relative to his/her child, the parent should feel free to contact the transportation provider at 964-2322 or the Business Administrator at 516-6800.

### **A. Who is a Bus Student and What Should a Student and Parent Know Riding the bus is a privilege!**

1. A student is considered a bus student if the student is a Dover resident:
  - a. In kindergarten through grade four who lives more than one mile from school
  - b. In grade five who lives more than one mile from school
  - c. In grades six through eight who lives more than one and one-half miles from school
  - d. In grades nine through twelve who lives more than two miles from school

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- e. Identified as having a disability with transportation included in an IEP or 504 plan
- f. Resides in an area designated hazardous by the Dover School Board

The walking distance will be determined by the Geographical Information System (GIS) which measures the actual walking distance as opposed to the radius distance.

There will be a three-tier bus system. Those students in kindergarten through grade 4 will ride together; students in grades 5 through 8 will ride together; and students in grades 9 through 12 will ride together.

- 2. For students who meet the above criteria, transportation will be provided to and from school.
- 3. For safety reasons, we encourage parents of kindergarten aged children to wait with their child at their morning bus stop.
- 4. Parents of kindergarten aged children (or other person as designated below) are required to be waiting at the child's afternoon bus stop or the child will not be released from the bus. The bus driver will return the child to his or her school until a parent can be contacted to pick up the child.

A parent may submit a request to waive this policy to the school's principal. Other appropriate arrangements may be made for the child's safe travel to their home or afterschool care (e.g., walk with older siblings, babysitter, or other responsible adult). An approved waiver must be on file with the school, the bus company, and the bus driver or the child will not be released.

- 5. Special accommodations for transportation of students to other than their normal pick-up or delivery will be allowed only if the student is a current rider and the accommodation is on the student's regular bus run. In cases when a student lives with two parents part time, accommodations may be made to pick up and drop off on a regular schedule at two Dover addresses.

**B. The Purpose and Goal of Student Disciplinary Regulations Are as Follows:**

- 1. To provide an atmosphere in which safety and welfare of all students are primary.
- 2. To promote an attitude of respect for public property and school transportation personnel.
- 3. To provide fair and reasonable treatment of students with regard to expected behavior.

**C. School Bus Driver Responsibilities Toward Student Behavior:**

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1. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the transportation provider.
2. The bus driver has the authority to reprimand, warn, and/or take initial action to acquire such control, as necessary, prior to notification of the transportation provider as long as it is carried out according to the transportation policy.
3. After such action is taken, the bus driver will report any and all infractions to the transportation provider for further disciplinary action.
4. The bus driver will, upon request, attend any meeting or conference held with regard to a specific problem that occurs on the driver's school bus.
5. If a problem is creating an unsafe condition and a driver believes that the bus cannot continue in a safe manner, the transportation provider should be contacted immediately.
6. The bus driver will deal with individual students involved in misconduct while on the school bus and not penalize everyone on the bus.

**D. Student Behavior**

Students are expected to demonstrate school-wide expectations on the bus.

At Bus Stops, Students Should:

1. Wait and ride only if approved by the school
2. Be orderly and avoid horseplay
3. Arrive at least 5 minutes before the bus is scheduled to arrive. Schedules do not allow time for drivers to wait for students who are not ready.
4. Wait clear of traffic and back 6-10 feet from the road
5. Wait to approach only after the bus has stopped
6. Cross the street only in front of bus after the driver has put on the flashing lights and signaled to cross

Once on the Bus, Students Should:

1. Go directly to an available seat or assigned seat
2. Remain seated during the bus ride
3. Keep hands, heads, arms, and legs inside
4. Never play with emergency exit equipment
5. Never throw or pass around any object(s)
6. Not bring toys onto the bus
7. Carry on only items that they can hold on their laps. Aisles must be kept free from books, lunch boxes, and other objects.
8. Not eat or drink food items
9. Not willfully damage or deface any part of the school bus
10. Not carry living creatures on the bus (anything that eats or breathes)

For the Driver to Keep Attention to the Bus Operation and the Traffic, Students Must:

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1. Not carry or use hazardous materials, nuisance items, such as laser lights, or aerosols
2. Not have or carry on weapons of any kind
3. Not use or carry tobacco products, drugs, alcohol, or any other controlled substance
4. Not use profanity or make obscene gestures
5. Observe all other school rules and policies
6. Show respect for the driver and other students
7. Not be involved in unsafe behavior of any kind

**E. Procedure for Handling School Bus Discipline**

**Guidelines:**

1. Based on the severity of the violation, the first and second steps may be bypassed.
2. Any revocation of student bus privileges may be appealed.
3. Suspension or revocation of riding privileges shall be in school days.
4. Cases of criminal acts will be referred to the proper authorities.

**1. First Offense (Grades K-12)**

**Grades K-12:** The student is given a written warning.

When a student receives his/her first offense warning, a notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction.

**2. Second Offense (Grades 5K-12)**

Upon written receipt of a second complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Ten days

Grades 5-8 – Three days

Grades K-4 - The student may be suspended off the bus for one (1) day. The student will meet with Support Staff in a Bus Safety Group and may develop an Individual Bus Support Plan. Parent(s)/legal guardian will be notified by telephone that day by the transportation provider. All second offense notices will be sent to parent(s) or legal guardian.

**3. Third Offense (Grades 5-12)**

Upon written receipt of a third complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

Grades 9-12 – Twenty (20) days

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Pending the decision of the Discipline Committee,  
**REVOCATION OF BUS PRIVILEGES** for the remainder of  
the school year or sixty school days, whichever is greater.

Grades 5-8 –Ten (10) days

**Grades K-4**

Student may be suspended off the bus for five (5) days. Parent(s)/guardian will be notified that day by the school administration who will also notify the transportation provider. Upon student's return, he/she may have random supervised bus rides to reinforce appropriate behaviors. The Behavior Specialist will reevaluate the Individual Bus Support Plan which may include assigned seating. All third offense notices will be sent by the transportation provider to the parent(s)/legal guardian and the building administrator within one day of infraction.

**4. Fourth Offense (Grades K-8)**

Upon written receipt of a fourth complaint, an attempt will be made by the transportation provider to contact the parent(s)/legal guardian that day. A notice shall be sent, by the transportation provider, to the parent or legal guardian and building administrator within one day of the infraction. The student will be suspended from bus privileges as outlined below:

**Grades K-8– Twenty (20) days**

Pending the decision of the Discipline Committee,  
**REVOCATION OF BUS PRIVILEGES** for the remainder of  
the school year or sixty school days, whichever is greater.

All fourth offense notices shall be sent, by the transportation provider, to the parent or legal guardian, building administrator, and the Office of the Superintendent within one day of the infraction.

- 5. Riding during Suspension:** Suspension shall begin the next school day following verbal notification of the parent or legal guardian. Any student found to be riding any district bus during the period of suspension may have his/her bus privilege revoked for the remainder of the school year or sixty school days, whichever is greater.

**F. Appeal Process for Revocation of Bus Privileges:**

**(RSA 189:9-a, Pupils Prohibited for Disciplinary Reasons.)**

1. If the Dover School Board Discipline Committee has revoked a pupil's right to ride a school bus for disciplinary reasons, the parent or legal guardian of that pupil has the right of appeal within ten (10) days of the revocation to the Dover School Board.
2. All hearings for discipline held by the Dover School Board and all written and personal appeals shall be heard in nonpublic session.

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3. Until the appeal is heard, or if the revocation of the pupil's right to ride the school bus is upheld, it shall be the parents' or legal guardians' responsibility to provide transportation to and from school for that pupil for the period of the revocation.

**G. Notification**

1. Building administrators shall be responsible for reviewing the transportation policy with students at the beginning of the school year and with any transferring students during the year.
2. A notice shall appear in all student handbooks identifying that the transportation policy exists, and behavior on the bus will become part of the student's record that may cause a loss of bus privileges.
3. The School Board has authorized the use of video cameras, with audio, on school buses as an aid to drivers in enforcing discipline. Audio and Videotape evidence may be used to corroborate or refute incidents of misconduct. Any videotape so used is to be kept in the office of the Superintendent of Schools.
4. Inclement weather announcements regarding the opening of schools begin at approximately 6 a.m. During severe weather conditions, pertinent information concerning school closing or a delayed opening will be announced on the following radio and TV stations:
  - WTSN 1270AM
  - WOKQ
  - WHEB
  - Channel 6
  - Channel 9

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**Legal References**

RSA 189:9-a