



Student Transportation Handbook



Walled Lake Consolidated Schools
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STUDENT CODE OF CONDUCT

BUS CODE

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BUS CODE INTRODUCTION

Bus transportation to and from school is offered as a service to the students of the Walled Lake Consolidated School District. Passenger and driver safety is the most important consideration. Any conduct that distracts the driver's attention from the road threatens the safety of everyone on the bus. It is imperative that students conduct themselves in the best possible manner.

The driver is responsible for the bus and must have authority to control passenger conduct. All students are to cooperate with the driver. If a student fails to obey the driver's instructions or this Bus Code, the driver will initiate disciplinary action by completing the appropriate form and notifying the transportation supervisor. If a bus suspension is necessary, it will be the responsibility of the parent/guardian to provide transportation.

Student bus behavior is to be consistent with the entire Student Code of Conduct. If violations occur, the bus driver may, under both the Student Code of Conduct and the Bus Code, administer discipline. In order to achieve safe transportation, it is important that students, parents, drivers and staff work together to promote orderly behavior and safe conditions on the bus.

Walled Lake Consolidated School District busses may be monitored with security cameras.

INTERVENTION STRATEGIES AND DISCIPLINARY ACTIONS – SECLUSION AND RESTRAINT FOR THE BUS CODE

The Walled Lake Consolidated School District staff utilizes a variety of intervention strategies and disciplinary actions when working with students who are displaying inappropriate bus behavior. Some of these procedures are listed below. The Board of Education directs the School District personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

1. Driver/student conference
2. Other staff/student intervention
3. Driver/parent contact
4. Administrator/driver contact
5. Administrator/student conference or reprimand
6. Restitution
7. Administrator/parent contact
8. Transportation supervisor intervention as needed
9. Notification of bus violation mailed to parent/guardian
10. Bus suspension from one to ten school days
11. Bus suspension for remainder of semester or school year
12. Temporary assignment to Planning Room or Options Room
13. School Service Assignment
14. Out-of-school suspension
15. Expulsion (requires Board action)

LEVEL I BUS CODE VIOLATIONS

A Level I violation is behavior that interferes with the safe and efficient operation of the bus. A Level I violation may become a Level II violation if the action compromises passenger or driver safety.

1. **Boarding or Leaving the Bus in an Unsafe Manner** – Failing to line up properly at the bus stop. Students should be off the roadway. Pushing and shoving while boarding or exiting the bus.
2. **Consumption of Food or Beverages** – Eating and drinking is not permitted.
3. **Inappropriate Personal Property** – Possessing personal property prohibited by school rules and otherwise disruptive to the safe operation of the bus, such as electronic pocket beepers, cellular phones, non district-approved electronic communication devices, animals, pets, or glass containers. The use of cell phones is not allowed without the permission of the driver.
4. **Littering** – Scattering, discarding or leaving refuse.
5. **Sitting Improperly on the Bus** – Changing assigned seat without permission of the driver. Not staying seated until arriving at final destination. Failing to sit as directed by the driver. Saving or reserving seats.
6. **Tampering with Windows** – Lowering or raising windows without driver's permission.
7. **Tardiness** – Failing to be at the bus stop at the appropriate time.
8. **Unsafe Riding Practices** – Acting in a manner detrimental to the health or safe transportation of the student, passengers or driver.

LEVEL I BUS CODE DISCIPLINE PROCEDURE

1. **First Violation** – Written Warning
 - a. Driver/student contact
 - b. Driver/parent verbal contact.
 - c. Driver completes violation ticket
 - d. Driver files completed ticket with transportation supervisor
 - e. Transportation department forwards copy of ticket to building administrator
 - f. Ticket mailed to parent/guardian by the school bus driver

2. **Second Violation**

Repeated violations may result in a Level II Ticket being issued

LEVEL II BUS CODE VIOLATIONS

A Level II violation interferes with the safe and efficient operation of the bus in a more serious manner. A Level II violation may result in a bus and/or school suspension. A Level II violation may become a Level III violation if the action compromises passenger or driver safety.

1. **Disruptive Behavior** – Behaving in a manner which interrupts or interferes with the safe operation of the bus, i.e., making excessive noise, roughhousing or distracting the driver.
2. **Extending Anything Out of the Windows** – Extending your body, books, papers, etc. out of bus windows.
3. **Harassment/Verbal Abuse** – Disturbing by teasing, pestering or tormenting, including any verbal, electronic or written intimidation because of a person’s race, ethnicity, color, religion, gender, national origin, sexual orientation, disability or physical characteristic(s).

BOARD OF EDUCATION POLICY PROHIBITING BULLYING

In General. The Board of Education is committed to preventing and prohibiting bullying at school, consistent with Section 1310b of the Revised School Code. “Bullying,” for purposes of this policy, means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs; adversely affecting a student’s ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student’s physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. “At school,” for purposes of this policy means anywhere on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity, regardless whether the activity is held on school premises. “At school” includes the use of a telecommunications access device or telecommunications service provider owned by or under the control of the District.

Prohibition. The Board of Education prohibits the bullying of any District student at school, regardless of the motive of the perpetrator. The Board of Education also prohibits retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying at school.

Reporting, Notification and Investigation. District staff members and students are required to report to the building principal, or his or her designee, whenever they have reason to believe a District student has been subjected to bullying at school. Upon receiving a report of bullying, the building principal, or his or her designee, will promptly conduct an investigation; prepare a written summary, including his or her determinations of fact and culpability; initiate disciplinary action, if warranted; and, notify the parent(s) of legal guardian(s) of the victim and the perpetrator of his or her conclusions, consistent with the District’s FERPA policy. The investigation will include, at a minimum, interviews with and written statements from the putative victim and perpetrator. In the event of significant discrepancies in the accounts of the putative victim and perpetrator, the investigation will include interviews and written statements from witnesses and the review of documentary information, if available. The building principal will provide a copy of his or her written summary to the District’s Deputy Superintendent.

Implementation.

Administrative Regulations. The Superintendent is authorized and directed to promulgate such administrative regulations as may be necessary to implement this policy consistent with Section 1310b of the Revised School Code.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this policy for the school to which he or she is assigned.

Publication. The Superintendent is directed to revise the District’s Student Code of Conduct, consistent with this policy, to prohibit bullying at school. The Superintendent is also directed to post this policy and the District’s Student Code of Conduct on the District’s website.

Reporting. The Superintendent will report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Education on an annual basis.

4. **Holding onto the Outside of the Bus in Any Manner** – Touching mirrors, fenders, bumpers, doors, etc. while stopped or moving.
5. **Improper Crossing** – Crossing behind the bus [M.V.C. 257.1855 SEC.3]. Stopping in front or returning across the road in front of the bus. Reaching under the bus or the tires for any reason.
6. **Inappropriate Use of Emergency Door** – Using the emergency door in a non-emergency situation without authorization from the driver.
7. **Insubordination/Refusal to Follow Directions** – Failing to comply with a reasonable direction or instruction. Refusing to identify one's self.
8. **Mutilating or Defacing the Bus in Any Manner** – Writing on seats, cutting seats, etc.
9. **Physical Aggressiveness** – Engaging in aggressive physical contact such as pushing, shoving, tripping, etc.
10. **Possession/Use of Tobacco Products** – Possessing or smoking a cigarette or using tobacco products, such as smokeless tobacco, etc.
11. **Tampering With any Part on the Bus** – Tampering with switches, doors, steering wheel, etc.
12. **Throwing Objects** – Throwing objects in the bus, out of the bus or at the bus/driver.
13. **Use of Profanity** – Writing, saying or gesturing in a manner which conveys an offensive, obscene or sexually suggestive message.
14. **Using Undesignated Bus Stop** – Getting on or off the bus somewhere other than the student's designated stop without a pass from the school.

LEVEL II BUS CODE DISCIPLINE PROCEDURE

1. First Violation

- a. Driver/student contact
- b. Driver/parent contact
- c. Driver completes violation ticket
- d. Driver files ticket with transportation supervisor
- e. Administrator contact
- f. Possible administrator/parent contact
- g. Ticket mailed to parent/guardian by the school bus driver
- h. Bus suspension from one (1) to three (3) school days, if applicable

2. Second Violation

Repeated offenses may result in a Level III ticket

LEVEL III BUS CODE VIOLATIONS

A Level III or IV violation is behavior of an aggravated nature, generally unlawful. All Level III* and IV* violations and discipline procedures in the Student Code of Conduct apply at this level.

LEVEL III BUS CODE DISCIPLINE PROCEDURE

1. Driver/parent contact
2. Driver completes violation ticket
3. Driver files ticket with Transportation Supervisor
4. Administrator/transportation conference
5. Ticket mailed to parent/guardian by the school bus driver
6. Possible administrator/parent contact
7. Bus suspension for five (5) school days or more up to, and including, a bus suspension for the remainder of the school year

LEVEL IV BUS CODE DISCIPLINE PROCEDURE

Possible expulsion **

* See student code of conduct

** Requires District action

BUS CODE APPEAL PROCEDURE AND RESTRICTIONS

Because of the safety-sensitive nature of school bus transportation, the bus driver is vested with discretion in the issuance of tickets, and in determining to suspend students from the bus. There shall be no appeal to a bus suspension that does not exceed three (3) school days. In cases of suspension from the bus in excess of three (3) school days, a parent or guardian may appeal the suspension to the Bus Safety Appeal Committee. To make an appeal, the parent or guardian must contact the transportation department at 248-956-3090 within 24 hours (with the exception of weekends) of the notice of suspension.

The Bus Safety Appeal Committee shall be convened within two (2) scheduled school days of the request for appeal. The committee membership shall include the transportation supervisor or his/her designee, a bus driver not involved with the Bus Code violation, and a school counselor, social worker, building administrator or his/her designee. All appeals will be held between 10:00 a.m. and 1:00 p.m., Monday through Thursday.



Number of Tickets Issued to Date _____

Student's Name: _____ Date: _____ Phone: _____

Address: _____ Grade: _____

School: _____ Driver: _____ Bus #: _____

BUS CODE OF CONDUCT VIOLATION

The student has not conducted himself/herself properly on the school bus and has become a hazard to the safety of other passengers. Appropriate box checked.

Δ LEVEL I OFFENSE # (Circle One): 1 2 3 _____

Δ LEVEL II OFFENSE # (Circle One): 1 2 3 _____

Δ LEVEL III OFFENSE # (Circle One): 1 2 3 _____

Comments: _____

Suspended from _____ through _____
(Date) (Date)

May return to bus: _____
(Date)

Action Taken: _____

Driver's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Parent contact: Telephone Number: _____ Date: _____ Time: _____

Parent: Please sign and return ticket to bus driver

Copies to: Parent, Transportation Supervisor and Building Principal