Daphne Elementary School
2307 Main Street
Daphne, AL 36526
251-626-2424

BUS FORM

Dear Parent(s) and Students
Please review the bus safety guidelines below. These guidelines include the BCBE requirements as indicated on the *Bus Guidelines for Students*. Students are expected to follow all bus guidelines when riding a bus to/from school or when attending a field trip. Please sign and return this form to your child's teacher by **Friday, August 21st**.

BUS GUIDELINES

1. Obey and cooperate with the driver. Do not be a distraction to the driver and observe the same conduct as expected in the classroom.
2. Be seated immediately after boarding and remain seated. If given, students must sit in an assigned seat.
3. Be courteous. Do not fight, quarrel, yell, scuffle, harass others, or use profanity.
4. Do not eat or drink on the bus. No gum or candy. (Water is allowed).
5. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats.
6. Keep hands, head, feet, and objects to self and inside the bus. No items may be thrown on the bus.
7. Keep the bus clean by picking up dropped items and disposing of trash appropriately.
8. No items that could cause harm, injury, or endanger self or others are allowed on the bus.
9. Do not commit careless or willful acts which may cause injury to self or others.
10. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement).
11. Buses are designed to hold 3 students per seat. Students must make room for others boarding the bus.
12. Students fighting on the bus will be suspended for a time to be determined by administration.
13. Students are not allowed to carry items on the bus which may interfere with safety, space or cause a disruption. **Use of cell phones or other technology is not permitted on the bus.**
14. Riding a bus other than the one assigned is not allowed without written permission from administration.
15. Buses will only transport students to their designated stop. The purpose of school bus transportation is to transport students from home to school and back safely.
16. *Kindergarten students must have a parent/guardian present at the bus stop.*
17. Follow safety procedures as directed by the driver.

Technology will be used to monitor student behavior. Failure to follow bus guidelines and procedures may result in suspension from the bus. This may include transportation to/from field trips.

*I have read and understand all bus guidelines/actions and have reviewed them with my child.

Grade_____ **Teacher**_____

Student's Name (PRINT)_____

Parent's Signature_____ **Date**_____

Street Address_____

Phone #1_____ **Phone #2**_____

Bus #_____ (Ride the bus: **AM _____PM _____Both_____**) **Bus Critter** _____

Field Trips Only _____ **Student's Date of Birth**_____

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Dear Parent/Guardian,

Please review the school bus guidelines on the back of this letter with your student regarding daily transportation and/or field trips. Appropriate bus behavior is essential for the safe transportation of all bus riders to and from school daily.

Bus disciplinary referrals may result in the following action and/or other actions deemed appropriate by the administrator. ***The BCBE Parent and Student Handbook*** ("Bus Transportation Code of Student Conduct" section) recommends administrative responses for violations of bus expectations and rules to include, but are not limited to:

- ***First Offense: Suspended from riding the bus for up to twenty school days***
- ***Second Offense: Suspended from riding the bus for up to forty school days***
- ***Third Offense: Suspended from riding the bus for the remainder of the school year***

In an attempt to work with our families to help support our maturing students, most incidents will follow the following progression of disciplinary actions. However, administrators have the authority to alter based on severity.

1st referral	Student conference with administrator & parent notification
2nd referral	One (1) day suspension from the bus
3rd referral	Three (3) day suspension from the bus
4th referral	One (1) week (5 school days) suspension from the bus
5th referral	Two (2) week (10 school days) suspension from the bus
6th referral	One (1) month (20 school days) suspension from the bus
7th referral	Indefinite suspension from the bus

After thoroughly reviewing the bus rules with your child, please complete and return it to your child's teacher. Your child's safety is our top priority while transporting him/her. We appreciate your support in enforcing the bus rules and ensuring the safety of all children.

Sincerely,

Laura Herron
Principal

Drew Lee
Assistant Principal

Ginny Clayton
Assistant Principal