



**Harbor Springs
Public Schools**

Excellence in Character
Excellence in Education

HSMS Transportation Information & Agreement

The bus riding privilege is granted to students as a service of the Harbor Springs Public Schools system. Our drivers work hard to ensure the bus riding experience is safe and enjoyable. To ensure the safety of all students, appropriate behavior is required. **Please read the following information, complete the Transportation Agreement, and return it to your child's bus driver (extra copies will be provided by drivers during the first week of school).**

Transportation Registration:

To register your child for school bus transportation, please contact Brad Jerichow, the HSPS Transportation Director at 231-526-5601 or bjericow@harborps.org. Changes to daily bus plans (riding to a friend's house, grandparent's house, etc.) must be communicated to the front office of your school and provided in writing to the driver.

Important Numbers:

Bus Transportation Garage: 231-526-5601

Shay Elementary School: 231-526-4600

Harbor Springs Middle School: 231-526-4700

Harbor Springs High School: 231-526-4800

Transportation Rules:

Students show respect by representing our school well in words and actions, by showing consideration for the driver and other passengers, and by behaving responsibly by leaving the bus clean and following all safety procedures and rules.

1. Remain seated.
2. Respect personal space: keep hands and feet to yourself.
3. Use respectful language and behavior.
4. Keep food, beverages, and gum in backpacks (not consumed on the bus).
5. Shuttle Bus: phone use is not permitted on shuttle buses (Code of Conduct does not allow phone use between 8:00-3:00)
6. Before/After School Bus: phones/electronics are permitted with the following expectations:
 - a. Volume is low
 - b. Content is school appropriate
 - c. Content is not shared or viewed by others
 - d. Photo taking and video recording are not allowed

Behavior & Disciplinary Action

Buses are equipped with video and audio surveillance equipment so transportation staff and school administration can review behavioral concerns and administer disciplinary consequences. Violations of bus rules will be addressed in the manner listed below. The HSPS Student Code of Conduct is in effect when being transported to and from school or school activities. While students may lose the privilege to ride the bus due to misconduct, the student may also be disciplined according to the District's Code of Conduct up to and including suspension, recommendation for expulsion, and notification to law enforcement. Students with Individual Education Plans or 504s will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Level 1 Misconduct

Examples of Level 1 misconduct may include but are not limited to students getting out of their seats while the bus is moving, inappropriate language (including language on electronic devices), rude or mean behavior, inappropriate technology use, food/gum/drink consumption.

- Driver corrects behavior with verbal warning.
- If behavior persists, the driver contacts parents, the transportation director, and school administrators.
- Driver may give an assigned seat to the student.

Level 2 Misconduct

Examples of Level 2 misconduct include but are not limited to repeat offenses of Level 1 behaviors, pushing/shoving, bullying, and insubordination.

- Driver contacts parents, the transportation director, and school administrators.
- Possible short-term suspension of riding privileges
- Assigned seat upon return
- School Administration involvement and possible disciplinary action in addition to bus consequences

Level 3 Misconduct

Examples of Level 3 misconduct include but are not limited to repeat offenses of Level 1 or 2 behaviors, fighting, threatening behavior or language, indecent exposure, or harassment.

- Driver contacts parents, the transportation director, and school administrators.
- Short or long-term suspension of riding privileges
- Assigned set upon return
- School Administration and School Resource Officer involvement and disciplinary action in addition to bus consequences



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HSMS Transportation Agreement:

- I will listen to bus drivers and follow rules.
- I will stay seated while the bus is in motion.
- I will use respectful language and behavior.
- I will stay in my personal space - hands and feet kept to myself.
- I will keep food, drinks and gum in my backpack
- I will keep the bus clean and pick up after myself.
- I will not use my cell phone on the shuttle buses between 8:00-3:00.
- I will keep my phone and electronic devices to myself before and after school.
- I will not take pictures of videos of others.

I have read the agreement with my child and will work with the school to ensure that my child is following the above rules. I understand that failure to follow the above may result in disciplinary action and possible dismissal from this service.

Student's Name

Student's Grade

Date

Parent/Guardian Signature

Date

RETURN THIS FORM TO YOUR BUS DRIVER