

## **Elementary 2022-2023**

### **Transportation Safety and Discipline Rules and Procedures**

The transportation of students to and from school is a responsibility accepted by the Southgate Public Schools for students within defined areas of the district. In addition, students are transported on approved educational field trips and scheduled athletic events. Transportation is provided in compliance with the rules, regulations and applicable laws set forth by the State of Michigan. Please see the Michigan Department of Education website for FAQ's regarding school bus transportation.

The right to ride the bus may be revoked in cases when students are not following the approved safety routines and protocols of the Transportation Department. These rules and routines are established for the safe and orderly operation of the buses, drivers, and students riding the bus. Paramount in the district's formulation of a transportation policy is the safety of the students. To ensure the safety of students, rules and routines have been established, printed, and made public to all eligible students. Failure to observe the rules may result in a suspension or denial of all future bus riding privileges.

#### **Student Expectations:** Students ...

- are to arrive 10 minutes before estimated pick up time.
- are to be at the curbside of the street, well off the roadway, while waiting for the bus to arrive .
- are to enter and exit from the front of the bus except in emergency situations.
- are to remain seated at all times while the bus is in motion.
- are to refrain from all behavior that is distracting.
- are to keep all body parts and or objects inside the bus at all times.
- are to use school appropriate language.
- are prohibited from eating, drinking, tobacco use or vaping at all times.
- are prohibited from tampering with safety devices or causing damage to the bus.
- are only permitted to exit at their established ("regular") stop.
- are reminded that **the bus and bus stops are an extension of the school** and all school and classroom rules and expectations are still active and enforced.

Violation of any of the above expectations will result in a bus behavior referral ("write up"). Write ups will begin a chain of progressive discipline as follows:

**NOTE: (Administration reserves the right to modify the progressive discipline based on severity of an offense and or behavioral history of a student.):**

- 1<sup>st</sup> offense:** warning by driver, write up recorded by Principal / Asst. Principal
- 2<sup>nd</sup> offense:** referral to principal, 1-3 day suspension from bus, home contact made
- 3<sup>th</sup> offense:** referral to principal, 1-3 day suspension from bus, home contact made
- 4<sup>th</sup> offense:** referral to principal, 1 week suspension from bus, home contact made
- 5<sup>th</sup> offense:** referral to principal, 2 week suspension from bus, home contact made
- 6<sup>th</sup> offense:** referral to principal, 1 marking period and up to end of year suspension from bus
- 7<sup>th</sup> offense:** referral to principal, remainder of the year suspension from the bus

The bus driver will implement a seating chart. Students are to only sit in their assigned seat. The Transportation Department may, at its discretion, install video and or audio recording devices on the bus to record safety and behavior violations.

Questions regarding the Southgate Public Schools Transportation policies can be directed to: 734-363-6752