

**GLEN ROSE  
INDEPENDENT SCHOOL DISTRICT**

P.O. Box 2129  
Glen Rose, Texas 76043  
(254) 898-3900

**TO: PARENTS OF GLEN ROSE INDEPENDENT SCHOOL DISTRICT STUDENTS**

**SUBJECT: POLICIES AND GUIDELINES FOR STUDENTS WHO RIDE SCHOOL BUSES ON REGULAR ROUTES OR FOR ANY EXTRA-CURRICULAR TRIP OR ACTIVITY**

Misbehavior on school buses, ranging from minor disorderliness to serious offenses must be a concern of parents, students, and school officials. This booklet has been written with the intent of creating a better understanding of school bus policies and of providing a safe trip to and from school for your child.

**RIDING A BUS TO SCHOOL IS A PRIVILEGE PROVIDED BY THE GLEN ROSE INDEPENDENT SCHOOL DISTRICT.** All school personnel will cooperate with parents and bus students and it is expected that they will receive full cooperation from parents and students. The school bus will be treated as a classroom and the driver as a teacher in the classroom. The student is expected to show respect to the driver at all times.

Please study this booklet and keep it for future reference. It gives detailed information on student conduct required and procedures that will be followed if any rules are violated.

We appreciate your cooperation.

Sincerely,

Wayne Rotan,  
Superintendent

Shirley Craft, Principal  
Glen Rose Jr. High School

Tommy Gibson, Director  
of Administration & Support Services

Lauri Mapes, Principal  
Glen Rose Intermediate School

Brian Thomas, Transportation  
Coordinator

Debbie Morris, Principal  
Glen Rose Elementary School

Tommy Corcoran, Principal  
Glen Rose High School

**District Phone Numbers**

(254) 898-3900 Administration  
(254) 898-3917 Transportation Department  
(254) 898-3913 Support Services Office  
(254) 898-3800 High School

(254) 898-3700 Junior High School  
(254) 898-3600 Intermediate School  
(254) 898-3500 Elementary School

## GUIDELINES FOR STUDENT BEHAVIOR

Students riding the school buses are expected to observe the following rules and regulations:

### I. PRIOR TO LOADING (on the road and at school)

1. Students are to wait for the bus **at the assigned** stop in an orderly manner until the bus comes to a complete stop.
2. Students will form a single line and wait until the bus comes to a complete stop before attempting to enter. THERE MUST BE NO PUSHING OR SHOVING.
3. Students are to refrain from any harassment of the public or damage to public or private property at any bus stop.
4. Students will not cross any major highway while loading at any bus stop.

### II. WHILE ON THE BUS

1. Students should go directly to their assigned seat and remain seated until the bus stops. (Seats may be assigned by drivers.)
2. Students will remain seated until they reach their destination.
3. Students may not extend any part of their body out of the window.
4. Students shall not eat food or throw litter on the school bus. No foods or drinks (cups, bottles, or cans) will be permitted on the bus without permission of the bus driver.
5. Students will not open windows without permission of the driver.
6. Students will not mar or damage the bus in **any way**. Bus riders should never tamper with the bus or any of its equipment.
7. Students will keep books, packages, coats etc out of the aisles.
8. Students are expected to display courteous and considerate behavior on buses at all times.
9. There will be no smoking or use of any tobacco products of any kind on the bus by anyone at any time.
10. Students will not throw anything out the windows.
11. Bullying, fighting, profanity, vulgarity, loud noises, and other aggressive behavior are strictly prohibited on school buses.
12. Students will not leave books, food or other items on the bus.
13. Students will not cross any major highways while unloading at any bus stop.
14. In case of emergency, all bus riders will remain in the bus unless directed otherwise by the driver.
15. Students who do not promptly obey the directions of the driver or the aide, or who refuse to obey regulations of the school while on the school buses, may forfeit their privilege to ride on the bus for a specified period of time. The school bus drivers have the authority and responsibility to handle the situation as set forth in the school policies.
16. Cell phones are not to be in use on school buses. If a cell phone is visible, rings, being used for text messaging, playing games, etc. the phone will be taken up. Any time a phone is taken up, the parent must come pick up the phone from the student's assistant principal. The 2<sup>nd</sup> offense will result in loss of bus privileges.

### III. LEAVING THE BUS

1. The students will remain seated until the bus comes to a complete stop. PUSHING AND/OR SHOVING IS PROHIBITED!
2. All students will move away from the bus immediately upon leaving the bus.
3. If the student must cross the street or road after getting off the bus, he/she must walk ahead of the bus about 10 steps, look at the driver or a signal to cross, then quickly walk across the road after looking carefully in both directions.
4. The driver will not discharge riders at any place other than the regular bus stop at the student's home or at school unless properly authorized in writing by the parent or a school official. **The authorization must be in writing.**

### IV. EXTRA-CURRICULAR TRIPS

1. Any and all guidelines regarding school buses and student transportation apply to all trips under school

- sponsorship as well as to regular bus routes.
2. All bus riders must obey the directions of any chaperone appointed by the school. At least one chaperone will be on each bus.
  3. The care and operation of the bus is the sole responsibility of the driver.

### **BUS STUDENT DISCIPLINE PROCEDURES**

**Bus transportation is a privilege - not a right.** The purpose of student bus transportation is to transport students to and from school safely. Those students riding the bus to and from school are considered under the jurisdiction of the school authorities from the time they board the bus in the morning until they are discharged from the bus in the afternoon. The same type of conduct is expected of students while they are riding the bus as would be expected of them while they are in the classroom.

The bus driver is charged with the responsibility of maintaining order and proper conduct on the school bus. The driver must take the necessary steps to maintain order on the bus just as the classroom teacher would maintain discipline in the classroom.

If the driver is not able, by reasonable means, to persuade the passengers causing the problems to follow prescribed rules of conduct, the following steps should be followed:

1. The driver will complete the 4-part BUS CONDUCT REPORT FORM showing the bus route number, date, and student name. The type of offense committed will be checked along with any comments that the driver feels are necessary to explain the infraction. A sample of the BUS CONDUCT REPORT FORM is on page 4.
2. The Principal will discuss the reported infraction with the student involved. If the incident is of such a nature that further investigation is deemed necessary (consultation with the driver, parents, other students, etc.) such action will be taken.
3. When the Principal has completed his investigation, the 4-part BUS CONDUCT REPORT will be signed by him/her. A copy will be sent to the parents by mail or hand delivered by the child. The Principal will retain one copy of the report for his/her file. The Transportation Coordinator will receive a copy and the bus driver will receive a copy.

**NOTE: The above procedure will be followed even though the penalty is only a formal warning so that all parties concerned will be aware of the incident and action taken.**

4. **If the infraction is of such a nature that riding privileges are lost for more than five days, the student involved will not be allowed to resume riding the bus until after a conference with the Principal and parents.**
5. No student will be removed from the bus between his/her home and the school. If a situation arises that is beyond the control of the driver, the driver may need to park the bus and call by radio or send word to the school authorities.
6. Normally, the student will be transported home before suspension begins. If the suspension begins at school, the principal will be responsible for notifying the parent and/or assuring that the student arrives home safely.
7. When damage to the bus or its furnishings is involved in the infraction, restitution for the damage will be a part of the penalty assessed. **DAMAGED SEATS MUST BE RESTORED TO THEIR ORIGINAL CONDITION. PARENTS WILL BE RESPONSIBLE FOR THE COST FOR REPAIR INCLUDING MATERIALS AND LABOR. THESE COSTS RANGE FROM A MINIMUM OF \$50.00 TO \$250.00 PER SEAT.**

**GENERALLY THE FOLLOWING WILL BE CONSIDERED AS REASONS FOR A STUDENT TO LOSE HIS/HER BUS RIDING PRIVILEGES.**

1. Failure to remain seated
2. Refusing to obey the driver
3. Throwing objects on or out of the bus
4. Hanging out of the window (head, hands, arms)
5. Spitting
6. Bullying or harassing other students
7. Disruptive loud talking or other noises
8. Fighting
9. Using Profanity
10. Lighting matches or fireworks of any kind
11. Smoking or chewing tobacco of any kind
12. Vandalism and/or destruction of property—DAMAGED SEATS MUST BE RESTORED TO THEIR ORIGINAL CONDITION. PARENTS WILL BE RESPONSIBLE FOR ALL COSTS INCLUDING MATERIAL AND LABOR FOR REPAIRS. THESE COSTS RANGE FROM A MINIMUM OF \$50.00 TO \$250.00 PER SEAT
13. Possession of any prohibited drugs, liquor, etc.
17. Possession of any type prohibited knife or weapon
18. Bringing shaving cream, water balloons, water guns, etc. on buses

\*Campus Administrators will refer to the following **Bus Discipline Guide** when assigning consequences for bus discipline referrals from bus drivers.

**Listing of Offenses and Consequences by Level**

**Bus Discipline Guide**

**Level I Offenses**

Level I acts of misconduct include repeated infractions of bus management procedures or rules, or other misconduct that disrupts the bus transportation to the extent the bus driver needs administrative support to correct the problem. Examples of misconduct include, but are not limited to the following:

- I-1 Refusing to follow bus rules.
- I-2 Possessing and/or using nuisance items.
- I-3 Disruptive behavior
- I-4 Failure to remain seated
- I-5 Public display of affection or inappropriately engaging in acts of familiarity with other students.
- I-6 Excessive mischief
- I-7 Unnecessary noise
- I-8 Hanging out of the window
- I-9 Violation of safety procedures
- I-10 Encouraging and contributing to conflict between students.

**Level I Disciplinary Options for Bus Drivers**

The bus driver may use any one or any combination of consequences:

1. Bus driver/student or administrator/student conference.
2. Parent call or conference.
3. Assigned seating
4. Withdrawal of student privileges.
5. Confiscation of nuisance items or materials.
6. Referral to campus administration

**Level I Administrative Disciplinary Consequences**

- |                     |  |
|---------------------|--|
| 1. First referral:  | Campus Consequence   |
| 2. Second referral: | Campus Consequence and Parent Contact                                      |
| 3. Third referral:  | Loss of one (1) day after school bus riding privileges – Parent Contact    |
| 4. Fourth referral: | Loss of two (2) days after school bus riding privileges – Parent Contact   |
| 5. Fifth referral:  | Loss of three (3) days after school bus riding privileges – Parent Contact |
| 6. Sixth referral:  | Move to Level II consequences (see Level II Offense 1)                     |

### **Level II Offenses**

Level II acts of misconduct include student infractions that are somewhat more serious than those in level I in their effect on the orderly process of bus transportation. Examples of misconduct include, but are not limited to the following:

- II-1 When a student's behavior does not change as a result of action taken on Level I and the student has been seen in the principal's office for six (6) or more Level I infractions.
- II-2 Failure to comply with lawful directives issued by school personnel.
- II-3 Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
- II-4 Exhibiting any unacceptable or unwanted physical contact that could, but does not, result in injury.
- II-5 Hazing is defined as any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.
- II-6 Minor vandalism to or defacing school property.
- II-7 Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures toward other students.
- II-8 Confronting or posturing to fight another student.

### **Level II Disciplinary Consequences**

Any one or any combination may be applied:

- 1. First Referral: Loss of three (3) days after school bus riding privileges – Parent Contact
- 2. Second Referral: Loss of three (3) days of bus riding privileges (before and after school) – Parent Contact
- 3. Third Referral: Loss of four (4) days of bus riding privileges (before and after school) – Parent Contact
- 4. Fourth Referral: Loss of five (5) days of bus riding privileges (before and after school) – Parent Contact
- 5. Fifth Referral: Move to Level III consequences (see Level III, Offense 1).

### **Level III Offenses:**

Level III acts of misconduct include those student infractions that are somewhat more serious than those in Level I and Level II in their effect on the orderly process of bus transportation. Examples of misconduct include, but are not limited to the following:

- III-1 When a student's behavior does not change as a result of action taken in Level II and the student has been seen in the principal's office for five (5) Level II infractions.
- III-2 Fighting, or mutual combat
- III-3 Being disrespectful of school personnel or refusing to comply with lawful requests or directions of school personnel.
- III-4 Using profane, obscene, indecent, or racially or ethnically offensive language and/or physical gestures toward school personnel or in public settings.

### **Level III Disciplinary Consequences:**

Level III flagrant violations will be handled according to the **Discipline Management Plan** and will result in loss of bus riding privileges for five (5) or more days.

**BUS VIDEO CAMERAS**

Buses will have video cameras in use at various times to monitor student behavior. Videotapes will be viewed or used only if necessary to check on a problem on a bus and only with a school administrator present.

Parents can be of great assistance in providing safe and effective transportation for their children if they will (1) cooperate in every way with the school administration and the bus driver and, (2) accept joint responsibility with the school administration and the bus driver for maintaining proper conduct of children while they are entering, riding on or leaving the school bus.

Sample of School Bus Conduct Report Form:

Dear Parent or Guardian:

Please sign and return this form in order for your student to be eligible to ride the bus. This form is required for all students since almost all students will ride a bus to some game or activity during the year.

**STUDENT/PARENT SCHOOL BUS AGREEMENT**

Name \_\_\_\_\_ Age \_\_\_\_\_

Campus \_\_\_\_\_ Grade \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Location \_\_\_\_\_

\_\_\_\_\_ (Name of addition, approximate location, county road #, etc.)

911 Marker Number \_\_\_\_\_ Bus Route No. \_\_\_\_\_ (If Known)

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Emergency Phone (\_\_\_\_) \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**Grades 9-12 Only**

I have read the Policies and Guidelines and agree to abide by them.

**Grades Pre-K to 8**

I have read the Policies and guidelines and agree to assume full responsibility for my child's conduct on the bus.

Student's Signature  
(High School Only)

Date

Parent's Signature  
(Grades Pre-K to 8)

Date

**NOTE: It is the responsibility of the Parent or Guardian to notify the School district of any change of any information on this form.**

**\*\*\*I have chosen to: \_\_\_\_\_ Receive a paper copy of the handbook.**

\_\_\_\_\_ **Accept responsibility for accessing the handbook through an assessable District computer and printer or home computer and printer.**

**NOTA: El reverso de esta forma es en español.**

**NOTE: The reverse side of this form is in Spanish.**

Queridos Padres

Por favor firme y regrese esta forma para que su hijo/a tenga permiso de viajar en el autobús. Esta forma es necesaria para todos los estudiantes que van a utilizar el autobús durante el año de deportes y actividades.

**ALUMNOS/ACUERDO DE USO DEL AUTOBUS PARA PADRES DE FAMILIA:**

Nombre \_\_\_\_\_ Edad \_\_\_\_\_

Campo \_\_\_\_\_ Grado \_\_\_\_\_

Domicilio \_\_\_\_\_

Lugar del deporte \_\_\_\_\_

\_\_\_\_\_ (el número del camino, aproximadamente donde está localizado el deporte, etc.)

911 Número de la casa \_\_\_\_\_ Ruta y número del autobús \_\_\_\_\_ (Si tiene)

Teléfono de casa \_\_\_\_\_ Teléfono del trabajo \_\_\_\_\_

Teléfono de emergencia \_\_\_\_\_ Relación del Alumno \_\_\_\_\_

**Grados 9-12 Solamente**

Yo entendí y leí las reglas Y estoy de acuerdo con ellas.

**Grados de Pre Kinder A-8**

Yo entendí Y leí las reglas Y estoy de acuerdo a tomar La responsabilidad de mi niño o niñas comportamiento en el autobús.

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Firma del Alumno  
(Bachillerato solamente)

Fecha

Firma de los padres  
(Grados de Pre-Kinder A-8)

Fecha

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**NOTA: Es la responsabilidad de los padres o guardias de avisar al distrito de escuela si hay algún cambio de información en esta forma.**

Yo decidí: \_\_\_ Recibir una copia de papel de la manual.

\_\_\_ Acepto responsabilidad por conseguir el manual por la computadora de la escuela del distrito o mi propia computadora de mi casa.