

**DENISON COMMUNITY  
SCHOOL**

**BUS DISCIPLINE POLICY  
AND  
STUDENT RESPONSIBILITIES**

DENISON COMMUNITY SCHOOL  
819 NORTH 16TH ST.  
DENISON, IA 51442

PHONE 712-263-2176  
FAX 712-263-5233

## **MULTICULTURAL NONSEXIST ENVIRONMENT**

The Denison Community School District acknowledges that all students must learn to live and work in a multicultural, nonsexist environment. Furthermore, it recognizes the need for an educational program designed to help students acquire a realistic basis for understanding the culture and life styles of people of different racial, ethnic and socio-economic backgrounds.

Our goal will be to provide an atmosphere for learning which is devoid of sexist, racist, and ethnic prejudices, discrimination, and separatism. No student shall be denied enrollment in a class because of race, culture, sex or developmental disability.

It is also the policy of this district that curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to all regardless of sex, race, or developmental disability.

The most important person in the school bus transit system is the school bus driver. The driver must have total concentration on driving. An effective, safe driver must concentrate on the road and not on what is happening on the bus. This is where we, the parents, and the school principal, play our roles.

The parents and the principals must support the school bus driver in order to safely transport our children. This effort must come from positive communication on discipline from both parties.

Harassment on the school bus (physical and/or verbal threats or intimidation) will not be tolerated. Students or school personnel whose behavior is found to be in violation of this policy will be subject to an investigation which may result in disciplinary action. Reports of harassment shall be made to the transportation supervisor, bus driver or the principal at your school building.

The regulations, listed within, are the basis of an effective, well-organized school transit system. The parents/guardians of all students who ride our school buses expect a safe and orderly transit system. Feel free to recommend, at any time, ideas which you believe will improve the Denison School Bus Transit System.

Transportation Director

**SCHOOL BUS TRANSPORTATION**  
**(A privilege that is granted)**

Driving a school bus is a responsible and important job which requires total cooperation from students, parents, and school personnel. The safety of our children depends greatly on our supporting the school bus drivers. We are sure that you will agree that your child's safety is very important and that safe transportation is a major part of providing an education for each child.

**Each transported student has the right to a safe and enjoyable ride to and from school which is free from intimidation, threat, or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is essential for a safe and enjoyable experience for all students.**

Parents/guardians of transported students will be held responsible for their child(ren) until the student boards the school bus in the morning and after the child leaves the bus at the end of the school day. Parents also share responsibility with the child for his/her conduct while on the school bus and while in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral guidelines. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for violation of any other law or policy governing student conduct on a school bus. **Revocation of a student's bus riding privileges is not considered an exclusion, expulsion, or suspension from school.**

If a student is suspended from bus transportation, the student may be allowed to ride the bus for class field trips, P.E. class, and any trip that pertains to the required educational process. However, the student will be restricted to ride in the front seat of the school bus. Students who participate in non-required activities (Sports, Drama, Speech, Music, etc.) will be excluded from all transportation for the duration of the suspension.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school.

**The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. In addition, unacceptable conduct on the school bus may result in suspension or expulsion from school.**

**\*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation.**

The School District has established student behavior guidelines which apply to all transported students while on the school bus and while in school bus loading or unloading areas.

## **BUS CONDUCT - EXPECTATIONS**

1. Treat others as you would like to be treated; be courteous.
2. Stay seated at all times, facing forward, with feet on the floor.
3. Use speaking voice to talk - no shouting or profane language.
4. Help to keep the bus clean; use trash receptacles on bus.
5. Cooperate with the driver; follow his/her instructions.
6. Keep head, hands, and feet inside of the school bus at all times.
7. Report any problems serious enough to warrant disciplinary action, to the bus driver before leaving the school bus.

## **SCHOOL BUS SEATING**

There are no assigned seats on the school bus, but it is strongly recommended that elementary age students should be seated in the front portion of the school bus and middle school and high school age students should be seated in the middle and rear portion of the bus. **The principal, transportation supervisor, or bus driver, may assign seats to an individual or the entire bus, at any time and for any reason.**

## **BUS STOPS (in town and rural)**

Students must be on time for both in town and rural bus stops. It is recommended that the student be at the bus stop at least 3 to 4 minutes before the bus is scheduled to arrive. The bus has no legal right to “sit” on a highway, gravel road, or city street waiting for students.

While waiting for the school bus, it is expected that each student will conduct his/her self in a proper manner. Unacceptable behavior at a school bus stop may result in disciplinary action. Pushing or shoving at a bus stop or playing in the street is strictly prohibited. Stay a safe distance from the street and do not approach the curb area until the bus has stopped completely and the driver has opened the entrance door.

Parents or guardians of rural bus students are asked to call the bus barn if their child is not riding the bus. Please call **712-263-6404 before 7:00 A.M.** if the student is not riding. Habitual neglect to inform the bus barn of a student not riding the bus may result in discontinuation of busing services. Your cooperation is appreciated.

## **BUS PASSES**

A note from the parent or guardian is required when a rural student rides to a location other than his/her own. This also applies for an in town student to ride to a rural location. This note, from the parent/guardian, must be presented to the respective school office. The secretary in this office will issue a note to the bus driver stating the parent/guardian wishes. The bus driver will not accept any note other than the note from the school office. The parent or guardian may also call the respective school office or the bus barn to make arrangements for their child to ride on a different route. Notification of the bus barn and the school office is required for a group of students (3 or more) that will be going to an individual’s residence and these students will be required to have a bus pass from the respective school office. However, the school bus is not be used as a “taxi service”. Students that do not have prior permission, or a note from the school office, will not be allowed to ride the bus. The School reserves the right to refuse a parent or guardian bus pass request for any reason.

### **CLASS PROJECTS**

Please refrain from bringing large class projects on the school bus. Small projects that the student can hold on his/her lap may be brought on the bus. The school bus driver has the right to refuse to allow a project to be brought on the bus either because of size, design, or dangerous nature of the object. Flammable liquids, BB guns, air rifles, knives or anything of this nature, even if in a protective case, will not be allowed on the school bus. Students that arrive at the bus stop with any of these items may not be allowed on the school bus.

Pets are not allowed on the school bus. Parents or guardians will need to make other arrangements for the transportation of these items.

### **RAILROAD CROSSINGS**

When the bus is at a railroad crossing, **all conversation must stop until the bus has crossed the tracks.**

### **DANGER ZONE**

When boarding or leaving a school bus, the student must always remain where the bus driver can see him/her. Stay at least 10 feet out from the side or front of the school bus. Students who must cross the street must wait for the signal from the bus driver and must walk 10 feet out from the bumper of the school bus. This places them outside the danger zone surrounding the school bus. **Students must not cross behind the school bus at any time.**

Please keep safety in mind at all times. Pushing another student near a school bus, or running along side a moving school bus is prohibited. Failure to follow safe riding, loading, and unloading procedures may result in disciplinary actions.

### **PROBLEMS ON THE BUS**

Problems on the school bus should be brought to the attention of the bus driver. Problems that are not reported to the driver often can not be dealt with appropriately when later brought to the attention of administrators, teachers, or parents. The driver is the adult supervisor on the scene and should be notified of any problems serious enough to warrant disciplinary action.

**UNACCEPTABLE BEHAVIOR**

**CLASS I OFFENSES**

1. Possession of a handgun, knife, or other weapon or object\*.
2. Possession of ammunition.
3. Detonation of a pyrotechnic device on the school bus.
4. Possession of alcohol or non-prescription drugs.
5. Assault on the school bus driver.
6. Attempting to ride on the outside of the school bus.
7. Pushing or shoving another student at, or near, a moving school bus.
8. Running out in front of a moving school bus.
9. Violent assault on another student.
10. Tampering with, or vandalism (in excess of \$75) of, the school bus.
11. Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.
12. Throwing objects out of the bus window, at cars or pedestrians, while the bus is in motion on a highway or city street.
- \* Dangerous weapon or object by use, not necessarily by design.

**CLASS II OFFENSES**

1. Threatening the school bus driver.
2. Interfering with a police officer, district administrator, or transportation supervisor.
3. Use of tobacco.
4. Ignition of any type of fire, including matches and lighters.
5. Physical aggression, or the threat of physical aggression, against another person. (if heard or seen by the bus driver)
6. Fighting.
7. Theft or robbery.
8. Possession of a pyrotechnic device.
9. Possession of a look-a-like weapon.
10. Tampering with emergency equipment, intercom system, radio, and emergency exists.
11. Chasing, or running beside, a moving bus.
12. Throwing or shooting an object, or objects, at the bus driver or out of the bus window.
13. Willful distraction of the school bus driver.
14. Riding while under suspension of transportation privileges.
15. Pushing or shoving another student in the school bus "Danger Zone".
16. Willful damage to the property of other students.
17. Unacceptable sexual conduct.
18. False identification or refusal to provide the driver with the student's name.
19. Failure to follow safe railroad crossing procedures.
20. Vandalism of the school bus. (\$35-\$75)

**CLASS III OFFENSES**

1. Throwing or shooting objects around the school bus.
2. Failure to follow the driver's instructions.
3. Standing or changing seats while the school bus is in motion.
4. Extending head, arms, or legs out of window while the bus is in motion.
5. Use of obscene or profane gestures or language.
6. Harassment in any form.
7. Riding on a bus, other than the assigned route, without permission.
8. Shouting, yelling, screaming, or excessive noise.
9. Tripping or pushing a student while on the bus or in the loading or unloading zone.
10. Blocking the school bus aisle.
11. Spitting (inside, or out of a window, of the school bus).
12. Horseplay.
13. Possession of a lighter or matches.
14. Possession of cap guns, or other obviously toy weapons.
15. Writing or drawing on the bus seat.
16. Vandalism of the school bus (under \$35).

**Due to the fact that we can not predict all possible violations, any violation not addressed within will be evaluated on a case by case basis. This administrative review will determine the class of the violation. The administration reserves the right to review all situations and design appropriate consequences to address the severity of the incident.**

**CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

Incidents of unacceptable student conduct on or near a school bus, are divided into Class I, II, III offenses. The consequences to be applied include but are not limited to:

**CLASS I OFFENSES (Most Serious Offense)**

**First Offense:** Parent/guardian notification in writing and by telephone of loss of bus service for the remainder of the school year.\*

**CLASS II OFFENSES (Serious)**

**First Offense:** Written parent/guardian notification of 5-10 day suspension of student's transportation privileges and 10 days restricted seating (front bus seat).

**Second Offense:** Written parent/guardian notification of 10-20 day suspension of student's transportation privileges and 30 days restricted seating.

**Third Offense:** Written parent/guardian notification of 30 day suspension of transportation privileges, restricted seating for remainder of school year, and mandatory parent conference with Principal.

**Fourth Offense:** Parent/guardian notification in writing and by telephone of loss of transportation privileges for remainder of year.\*

### CLASS III OFFENSES

First Offense: Parent/guardian notification in writing and/or by telephone, of 0-10 day suspension of student's transportation privileges and 10 days restricted seating (front bus seat).

Second Offense: Written parent/guardian notification of 10-20 day suspension of student's transportation privileges and 20 days restricted seating.

Third Offense: Written parent/guardian notification of 30 day suspension of student's transportation privileges, 30 days restricted seating, and mandatory parent conference with Principal.

Fourth Offense: Parent/guardian notification in writing and by telephone of loss of transportation privileges for remainder of year.\*

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

**\* Loss of transportation for the remainder of the year is classified as a minimum of 45 school days. In the event of less than 45 school days left, the remainder of the suspension will be served in subsequent years.**

### APPEAL PROCESS

In accordance with the Denison Community School District, if the student's parents/guardians are not satisfied with the outcome of the bus discipline at the building level, they should follow the appeal steps listed below. If one of the steps has been completed, you may go directly to the next step.

- Step 1. Contact the building principal who was in charge of the discipline case.
- Step 2. Contact Business Manager of the Denison Community Schools,  
Phone: 263-2176
- Step 3. Contact the Superintendent of the Denison Community Schools,  
Phone: 263-2176
- Step 4. Contact the Superintendent of the Denison Community Schools for a hearing with the Denison Board of Education.  
Phone: 263-2176

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligations under Section 504, the Denison Community School District has the responsibility to avoid discrimination in policies regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs, practices, or activities sponsored by the school.

The Denison Community School District has responsibilities under Section 504, which include the obligations to identify, evaluate, and afford access to appropriate educational services if the student is determined to be eligible under Section 504.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to file a grievance in accordance with the outlined grievance procedures. The Denison Community School District has appointed Dean of Students, as the District's 504 coordinator. The Dean of Students may be contacted at:

Denison Community School  
819 North 16th Street  
Denison, IA 51442  
712-263-3101

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