

## Student & Parent Responsibilities

### School Responsibilities

It is ultimately the parent's responsibility for the discipline of his/her students who ride the school buses. Students who cannot comply with the school bus regulations may be denied the privilege of riding. When this happens, school attendance is still required, and parents must make other arrangements for their children to get to school. Violations of bus policies can also result in School suspension and/or recommendation for school expulsion.



### Parent Responsibilities

- To review the "School Bus Rules and Regulations" with their children.
- Complete the "Request for School Bus Transportation" form. Bus personnel or transportation staff may need to contact parents about emergencies or disciplinary matters.
- Instruct children to cross in front of the bus after being discharged if their drop of location requires them to cross the road.
- Safety and supervision of their children until they board the bus, and at the end of the day from the time the school bus departs the loading area of their stop
- Have their children ready to board the bus ten (10) minutes before the scheduled arrival time of the bus.
- Should develop specific routes which minimize the exposure of their children to vehicular traffic when walking to and from the bus stops.
- Talk to their children about obeying school crossing guards and traffic control signals.
- Parents should walk to and from the bus stops with their younger children, using this opportunity to teach their children proper pedestrian practices.
- Should be home to receive Children with special needs from the school bus at the end of the school day.
- Must arrange for a responsible adult or older child (sister, brother, or neighbor) to accompany their children in the Parents absence
- Must provide a weeks' notice for changes of pick up/ drop of location and or if they plan to move residence

Parents are liable for damage caused by their children to the property of others, including the school bus. When children walk to and from the bus stop or school they must show consideration and respect for the property of citizens whose homes and places of business are located along their routes.

*Remember riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if the misconduct of the child jeopardizes the safe operation of the school bus or the safety of the riders*

# Bus Behavior Guidelines

**Safe and appropriate behavior keeps our buses safe.**

Rules for bus riders help ensure that every student has a safe ride to and from school. Students are expected to follow all the rules. Students who choose not to follow the rules may be suspended from riding the bus.

## The Dos and Don'ts of Riding the Bus

***What SHOULD students DO when riding the bus?***

- Always cooperate with all bus drivers, including substitutes.
- Follow the directions given by the bus driver, and be respectful.
- When waiting at a bus stop, wait in a line that starts well back from the curb.
- If crossing a street to or from a school bus, cross only in front of the stopped bus when the STOP paddle is out and red lights are flashing.
- If crossing the street at an intersection, cross with the green light and WALK signal.
- Get on or off the bus only when it is completely stopped.
- If the bus driver asks a student to sit in a particular seat, the student should follow that request.
- Sit in only one seat; do not save seats for others.
- Stay in your seat always while the bus is moving.
- Keep the aisles of the bus clear.
- Help keep the bus clean by keeping waste paper off the floor.
- Get off the bus only at your assigned stop.
- If you are using a cell phone, use it appropriately so that it does not create a disturbance for the driver or other students. Always use headphones.
- In the morning, be at your stop ten minutes before the scheduled pick-up time. (Buses will not wait for students who are not present).
- In the morning, form a line that starts well back from the curb.
- Afternoon dismissal; walk quickly to your bus. Buses depart 10 minutes after the bus rider dismissal. (If students miss the bus, the parent/guardian will need to pick them up from school.)
- Only leave the bus at your designated stop.

***What should students NOT DO when riding the bus?***

- Do not stand when the bus is moving.
- Do not place any part of your body outside the bus windows (including hands, arms, and head).
- Do not bring anything onto the bus that is heavy, sharp, or bulky or could affect the safety of other bus riders. *This includes skateboards, bikes, sticks, breakable containers, pin sticking out from clothing, or anything flammable.*
- Do not eat or drink on the bus.
- Do not bring matches or tobacco on the bus.
- Do not open windows, unless you have permission from the bus driver.
- Do not take photos or videos of students or the driver without their permission.

Weapons, including knives and guns, are strictly prohibited. There is a zero-tolerance policy on weapons. Profanity, racial slurs, bullying or harassment of other students or the driver is not tolerated

## **Suspendable offenses**

We want the ride to and from school to be safe and comfortable for everyone on the bus. We ask that students help create that environment.

**Students may be suspended from riding the bus for committing any of the offenses listed below:**

- Defying the bus driver.
- Fighting with another student or with the driver.
- Riding a bus that is not assigned without the permission of a parent/guardian and the school.
- Exiting at the wrong bus stop without permission from the parent/guardian and the school.
- Failing to give a name, or giving a false name, to the driver when asked.
- Doing anything on the bus that seriously harms the safety of others.
- Smoking on the bus.
- Opening an emergency exit or exiting by an emergency exit or the window.
- Possessing banned items on the bus: drugs, alcohol, bullets, explosives, fireworks or weapons.
- Making a bomb threat.
- Inappropriate displays of affection.
- Bullying or harassment of other students or the driver.
- Throwing anything from the bus.
- Making obscene gestures.
- Speaking profanely or making racial slurs at anyone on the bus.
- Hitting, Spitting or biting other students.

## ***Discipline procedures***

All instances of misbehavior on the bus and at bus stops are serious because it can affect student safety and well-being. Discipline ranges from a warning to expulsion.

**School Bus discipline procedure:**

### ***Minor offense:***

- Verbal warning from driver to the student. The driver may also contact the parent/guardian. The driver verbally warns the student, completes an Incident Warning Report, and submits it to the Disciplinary office followed by a parent call.

### ***Major offense:***

- The student will be suspended from riding the bus.
- The driver completes an Incident Report; a copy is placed in students file.
- When suspended, the student is not allowed to ride any bus for a specified period. This includes after-school activity buses.
- Parents/guardians will be contacted by the driver or the Student Disciplinary office to discuss the student's suspension.

**Major offenses** are very serious. The student who commits a major offense will be suspended from riding the bus. The length of the suspension will depend on the severity of the major offense. For each offense, a student receives a School Incident or referral form. The form will be submitted to the school disciplinary department. When a student receives incident reports, this will result in suspension of 5, 10 days, or for the remainder of the school year, depending on the offense.

REQUEST FOR SCHOOL BUS TRANSPORTATION



School bus transportation may be provided to students who meet our Transportation Zoning. Please note that we may not cover your area, so students may be assigned a Pick up/ Drop off location nearest to you. Please carefully read the information in the last paragraph and then complete all of the information requested on this form. Sign, date and submit it directly to the West Oak Transportation Department, 8624 A D Mims Rd, Orlando, FL 32818. The school can provide you with a "Statement of Guidelines for Transportation Services" upon request.

Completed forms must be returned to West Oaks Academy Transportation Department 5 days prior to the first day of school.

IF THIS IS A REQUEST FOR ADDRESS CHANGE ONLY PLACE AN "X" IN THIS BLOCK.

Student(s) Information (Please Print Legibly)

Grade \_\_\_\_\_
Name (Last, First, Middle) \_\_\_\_\_

Grade \_\_\_\_\_
Name (Last, First, Middle) \_\_\_\_\_

Grade \_\_\_\_\_
Name (Last, First, Middle) \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_
Street Address City Zip Code

EMAIL ADDRESS \_\_\_\_\_

PARENT/GUARDIAN (Print full name) \_\_\_\_\_

MORNING PICK UP: \_\_\_\_\_ AFTERNOON DROP OFF \_\_\_\_\_

ALTERNATE ADDRESS \_\_\_\_\_

(If this is a child care facility, include the name, address and telephone number of the facility)

By signing below, I make application for transportation services as outlined above and in the accompanying guidelines. I attest that the home address listed above is the true residence of the student(s) named above. I understand that I/we are obligated to file a new application if we change any of the above addresses. I also understand the rules for safe bus riding and accept the responsibility to ensure my child(ren) understand and abide by those rules.

Signature of Parent/Guardian

Date