



BUS STUDENT CODE OF CONDUCT

“Behavior is a mirror in which everyone displays his image.”

Johann Wolfgang von Goethe

Section Synopsis:

This section provides guidelines for eligible bus rider students. These regulations and procedures provide measures for violations of rules in order to promote safe prompt movement of students to and from school.

Bus Student Code of Conduct

The Crowley Independent School District provides bus transportation to and from school as a courtesy service through Durham School Services for eligible students residing in the District. The State of Texas prescribes the conditions governing school bus operations and funds the service by allotting the district a given amount for eligible students transported.

Eligible students are defined by State statute as those residing in the district at least two miles from the school they should attend, as measured by the nearest route. The nearest route is the nearest traveled public road which may or may not be the road used by the school bus. Address eligibility is continually audited year round. When an address is found to be ineligible (because of street openings, construction changes, etc.), notification will be made as soon as possible with a grace period allowed for parents to locate alternate means of transportation.

In order to meet the conditions outlined by the State and provide safe, prompt movement of eligible students, the School District has adopted standard regulations and procedures and has provided restrictive measures for violations of the rules. They are herein outlined for your information and for the guidance of your child.

The School District is pleased to provide transportation for its eligible students and solicits your assistance in helping create a safe, healthy operation. We ask your cooperation with school personnel in developing proper behavior patterns for those pupils who ride buses.

If you should need information concerning bus routes, consult www.crowley.k12.tx.us, and click on the Transportation Bus Route Web Query link, or call Durham School Services at 817-297-5946. If you should need information concerning student misconduct on buses, you should call the student's campus principal.

Procedures on Bus Routes/Bus Stops

- Bus routes cannot be customized based on who lives where.
 - Bus routes are set up based on:
 - even distribution of stops throughout neighborhood,
 - safety of locations, and
 - Fairness to all residents -- including those who have yet to move in.
- Routes will not be changed based solely on where students live.
- Bus routes do not unload or pick up inside of an apartment complex
- Routes will not be changed solely because a parent cannot see a bus stop from his house.
- Routes will not be changed because it is too far for the student to walk unless the student lives over a half mile from the stop.
- Students are assigned to bus stops by computer software.
- If a stop (to or from school) has not had students for ten consecutive school days, that stop may be eliminated (at the Transportation Department's discretion) and a notification letter will be sent to the parent.

Any requests for changes to routes must be submitted in writing to Jason Lowery, Durham School Services, 2205 N. Crowley - Cleburne Rd., Crowley, TX, 76036, and include the following:

- Your name, address, and phone number.
- Location of current bus stop and bus number.
- Change requested and reason.
- Include the location of the new stop if you are requesting a different stop to be added or a stop to be relocated.

Bus Rider's Handbook

General Safety Rules

1. Obey the instructions of the bus driver.
2. Elementary, middle, and high school students must board the bus at their designated stop only.
3. Only students who are eligible to ride may be transported. Changes to a single day's routine may be made for emergency purposes only and must be arranged through the principal with details stated in writing and given to the bus driver.
4. DO NOT ask to ride home on another bus with a friend.
5. Students are not allowed to get off their bus except at their regular stop, unless that student has written permission from the parent and principal.
6. Students are not allowed to ride any bus except the bus to which he/she has been assigned.

Procedures for Waiting for the Bus

1. Be at your bus stop five (5) minutes before scheduled pick-up time. The bus is considered on time if it arrives as early as (5) minutes before the posted time or as late as (5) minutes after the posted time. Drivers will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop and the door opens.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a child misses the bus.
8. Students must follow campus procedures for boarding the bus when leaving school.
9. Once the door of the bus has closed and the wheels have moved, no matter how slight, the driver will not reopen the door to allow students to board. This is to prevent injuries caused by students falling under the rear wheels while running to catch the bus.

Loading the Bus

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. Elementary, middle, and high school students are to board the bus at their assigned bus stop.
5. After boarding the bus, the student is not to get off except at the school.

In-Transit Operation

1. Buses will not be driven on private property (business, etc.) unless authorized by Durham School Services. Fieldtrip buses are exempt from being driven on private property.
2. No student shall be allowed to ride in front of either front passenger seat.

3. Students are not allowed to operate any mechanical device on the bus.

Conduct on the Bus

LEVEL I Code of Conduct Prohibited Bus Behaviors:

1. Refusal to obey driver.
2. Ignoring bus driver's request.
3. Improper departing of the bus.
4. Profanity.
5. Failure to remain seated.
6. Spitting.
7. Improper gestures.
8. Head, hands, etc. out of bus.
9. Throwing objects.
10. Not sitting in assigned seat.
11. Pushing/tripping.
12. Using wrong bus stop/Not riding assigned bus.
13. Tardiness to bus.
14. Public display of affection.
15. Violating bus safety rules as stated in the CISD Bus Riders Handbook.
16. Electronic devices including but not limited to i.e. – CD players, MP3 players, and cell phones, and cameras must remain off while on the bus.
17. Excessively loud noises.
18. Changing seats.
19. Failure to remain seated while the bus is moving.
20. Any loud noise that may distract the driver and create an unsafe condition. (Normal conversation is permitted.)
21. (Using the emergency door and exit controls without the permission of the driver. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.)
22. Refusing to sit in an assigned seat or denying another student a place to sit down.
23. Operating the passenger door or other driver controls except in cases of extreme emergency.
24. Students must keep books, packages, coats and all other objects out of the aisles.
25. To prevent overcrowding on buses, large items such as book bags, backpacks, and large musical instruments may not take up an entire seat space designed for students. If a large musical instrument cannot fit in the seat with the band student, students must make arrangements to practice large instruments (such as large tubas) at school or transport them privately to and from home.

If an incident is not on this list, and is more serious than a Level I offense, then the student should be written up.

Level I – Discipline Violations

1. First offense – 1st Phone Call: Driver will call parent and ask for their help.
2. Second offense – 2nd Phone Call: Driver will move the child and call the parent again and ask for help. This phone call will inform the parent that the behavior did not change and the student

and parent can expect a write-up. The second occurrence from this list moves student to a Level II and a write-up.

LEVEL II Code of Conduct Prohibited Bus Behaviors*:

1. Persistent Level 1 behaviors.
2. Conduct punishable as a felony.
3. Assault, including contact and/or resulting in bodily injury.
4. First offenses relating to marijuana, controlled substances and dangerous drugs.
5. Offenses relating to alcohol.
6. Offenses relating to volatile chemicals, glue and aerosol paint.
7. Indecent exposure.
8. Public lewdness.
9. Retaliation against a school employee, regardless of where the conduct takes place.
10. Serious or persistent misbehavior, subject to administrative discretion.
11. Making a false report of bombing, fire, or other emergency involving a public school.
12. Terrorist threat involving a public school or public school employee.
13. Using lewd or vulgar language or obscene gestures directed toward anyone.
14. Lying about the conduct of other students or making false accusations about district employees.
15. Failing to comply with campus or district policies.
16. Committing extortion, coercion, or blackmail.
17. Damaging or vandalizing the property of others, including district property.
18. Using or possessing a pellet gun, air-powered rifle, toy gun, or any other instrument that may be perceived by a third party as a firearm.
19. Discharging a fire extinguisher on a bus, when there is not smoke, fire, or danger that required evacuation.
20. Possessing or using martial arts objects.
21. Fighting on the bus or around the bus stop.
22. Inappropriate physical or sexual contact, whether or not it is consensual.
23. Conduct that constitutes sexual harassment or sexual abuse.
24. Committing or assisting in a robbery, theft, or burglary.

Level II – Discipline Violations*

1. First write up for persistent Level 1 behaviors: Student will receive a warning and parent or guardian will be called.
2. First write up for Level 2 behaviors and 2nd and subsequent persistent Level 1 offenses: Student will be suspended from the bus for 3-5 days and parent will be called and notified in writing.
3. Second Level 2 offense: Student will be suspended from the bus for 6-10 days and parent will be called and notified in writing.
4. Third Level 2 offense: Student will be suspended from the bus for the remainder of the school year and parent will be called and notified in writing.

The school administrator has the authority to skip levels of discipline for major infractions. Any infraction of bus rules that could possibly endanger the lives of the students or cause a bus accident will result in the immediate removal of bus transportation privileges.

***Also note that in addition to the loss of bus privileges, students committing Level 2 offenses on a bus may face criminal proceedings as well as further disciplinary consequences in accordance with the Student Code of Conduct.**

Vandalism on the Bus

To ensure that school buses can serve our students for years to come, littering, defacing, or damaging school buses is not tolerated. Students will be required to pay for damages they cause to the school buses and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct. Community service with parent permission supervised by campus administrators and approved by the campus principal may be substituted for monetary restitution.

Prohibited Items

1. Tobacco.
2. Glass containers.
3. Alcoholic beverages.
4. Weapons, explosive devices, harmful drugs, or chemicals.
5. Matches or lighters.
6. Any item that might distract the driver or cause a disruption on the bus or that are listed in the CISD Student Code of Conduct.

Departure from School

1. Bus departure time is set by the campus principal or designee. Buses will not depart from the school prior to that time. That designee will be responsible for the safety of all tardy bus students.
2. Once the door of the bus has closed and the wheels have moved, no matter how slight, the driver will not reopen the door to allow students to board. This is to prevent injuries caused by students falling under the rear wheels while running to catch the bus.
3. Parents are responsible for providing transportation home from school if a child misses the bus.
4. Parents should instruct their children on what procedures to follow if the bus is missed.
5. Students must follow campus procedures for boarding the bus when leaving school.

Getting off the Bus

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. All students must get off at their assigned bus stop.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
6. If any article drops or rolls near, or under, the bus – do not go after it. Go to the door and ask the driver for help.
7. Students should leave the bus stop after getting off the bus.

Crossing the Street or Highway

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. NEVER CROSS THE ROAD BEHIND THE BUS.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. To ensure that all students are accounted for, do not leave the scene of a bus accident, even with parents, until authorized by school authorities.
4. The following procedures will be used for evacuation in an emergency situation:
 - a. Follow the driver's instructions completely.
 - b. Driver will designate evacuation helpers.
 - c. Leave the bus in a single file as quietly as possible.

Bad Weather

During inclement weather the decision to close school will not be made until after 5:30 A.M. School closing will be announced on radio and television.

Extra-Curricular Trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.
4. The bus must return clean from the trip.