

<p style="text-align: center;">St. Henry Schools Student Conduct Code For Transportation</p>

Note: Families whose children ride the bus routes receive this information prior to the beginning of each school year along with their bus route assignment by US Mail. In the interest of student safety, no bus routes are published in local newspapers or posted in public places or on our web site.

Bus Assignment: A copy of the family's own bus route is enclosed when this information goes out to families in Mid-August. It shows the route to which their children are assigned, the name of their bus driver, their children's bus stop, and the time of their morning stop. The afternoon routes leaves school at approximately 3:10 and follow the same path; families should expect about the same time lapse as the morning run. Please note that, while every effort has been made to determine their stop time, the exact time will fluctuate for the first week or two or two as students settle into the routine. It can also change throughout the year due to road or weather conditions.

The DESIGNATED PLACE OF SAFETY is also shown on the sheet. State law (OAC 3301-83-08) requires students to wait at the designated place of safety in the morning prior to the scheduled pick up time. Bus routes are tight; parents are asked to see that their children are at the stop on time. **Students must stay at their designated place of safety and should not approach the bus until the bus comes to a complete stop and the bus doors open.** They must gather again at the designated place of safety when they get off the bus and stay there until the bus drives away. The purpose of this rule is to assure all students are safe. Bus stops are the most dangerous in terms of accidents involving school buses. Please, please be sure your child understands.

Children who cross the road: Pickups – wait at the designated place of safety and look at the driver. The driver's hand will be held up with the palm facing you. When the driver's hand drops, look both ways to check for traffic and then cross the road at least ten giant steps from the front of the bus. Drop-offs – Exit the bus and walk at least ten feet along the roadside ahead of the bus and look for the driver's hand. After the driver's hand goes down, walk to the center of the road, look both ways to check for traffic, and then cross the road and go to your designated safety area. If students are boarding from both sides of the road, the students who cross the road must get on and off first. Instruct your child to ALWAYS CROSS IN FRONT of the bus and to NEVER, EVER cross in back.

In General:

1. **Bus Assignment.** Students may ride only assigned buses and will board and depart from the bus at the bus stop and school boarding location to which they are assigned. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves. Approval can be granted on space-available basis. Our buses are full. Please keep requests to a minimum. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Supervisor.
2. **Discipline.** When discipline problems with individual students arise, the driver will try to solve the problem in cooperation with the students and/or parents. If the problem is not resolved, the driver is expected to report it to the Transportation Supervisor. The Transportation Supervisor will confer with the student, principal, and/or parents as appropriate, to come to a solution.
3. **Parent Concerns.** If an issue arises, parents should first contact the driver in an effort to understand the issue. Attempt to resolve issues with the driver by exchanging facts and discovering alternatives. If resolution is unsuccessful, contact the district transportation office and explain the situation. The Transportation Supervisor will confer with the driver and the principal of the school the child attends. The student and/or parents may be invited to join in meetings to come to a reasonable solution. The student's right to due process will be protected.
4. **Forbidden Cargo.** The following cargo on a school bus is prohibited: pets, alcoholic beverages, drugs, ammunition, explosives (including aerosol sprays and helium balloons), firearms, knives, or any other

dangerous materials or objects. (OAC 3301-83-20) If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted.

5. School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Drivers are obligated to enforce State Law, school policy and guidelines. The following rules pertain to conduct on school buses and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Parents are responsible for:

1. the safety and behavior of their child(ren) while going to or from the bus stop and while waiting for the school bus. Horseplay, playing in the road, and throwing rocks or snowballs are not acceptable behaviors.
2. their child(ren) being at the bus stop five minutes prior to scheduled pick up time;
3. damage by their child(ren) to school buses, personal property, or public property;
4. making sure the bus driver is aware of medical conditions that may affect the safe transportation of their child(ren).

Students shall: (According to Ohio Administrative Code 3301-83-08, 3301-83-20)

1. arrive at the bus stop before the bus is scheduled to arrive.
2. wait in a location clear of traffic and away from the bus stops. I.e., the designated place of safety.
3. behave in such a manner that students do not threaten life, limb or property of any individual
4. go directly to an available or assigned seat. Each child is expected to sit in the front seat upon entering the bus, and then at the next stop they should move to another seat. In the afternoon when going home, they should move to the first seat at the stop prior to their stop. This will help from having the bus stopped on the road for any longer than needed. The bus will not leave the stop until all students are seated.
5. remain seated whenever the bus is in motion, keeping aisles and exits clear. Students are not to stand up to get off the bus until the bus has come to a complete stop.
6. observe classroom conduct and obey the driver promptly and respectfully.
7. not use profane language.
8. refrain from eating and drinking on the bus except as required for medical reasons. Eating and drinking on a bus is against the law.
9. not use tobacco nor have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
10. not throw or pass objects on, from, or into the bus.
11. carry on the bus only objects that can be held in their laps.
12. leave or board the bus at locations to which they have been assigned unless they have authorization to do otherwise. (This includes school boarding locations.)
13. not put head or arms out of the bus windows.
14. be silent at railroad crossings.

The partnership among parents, students, and the school personnel in following these guidelines, we are confident a safe, successful, and enjoyable school year lies ahead.