



# MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

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## MEMORANDUM

TO: Parents/Guardians of Students Riding MAISD Buses  
FROM: Dee Evans, Transportation Director  
DATE: August 3, 2020  
RE: School Bus Policy and Discipline Procedures

### *PLEASE DO THE FOLLOWING:*

1. Review the enclosed School Bus Policy and discuss it with your student.
2. Sign the enclosed green acknowledgement form.
3. Fill out the Student Transportation Card. It is **very important** that you fill this card out, both front and back, as much as possible, so that we have this information on hand should there be an emergency.
4. Give both cards to the **school bus driver** the first week of school. This information is very important should there be an emergency on your student's bus so we can get a hold of you.

Please note that when an address change is needed for a pick-up or take-home of your student, **we will need no less than three (3) days advance notice**. One alternate destination, other than home may be established if there is a consistent pattern at this location. (Example: Every Monday the child is dropped off at the babysitter.) Please keep in mind the ISD buses do not pull into apartment complexes, trailer parks or private drives.

The school bus drivers have been instructed to wait at each student stop for no more than two minutes. This will assure that all riders will be on the bus for the shortest possible time.

If you need to cancel the bus, please call the Transportation Department at (616) 225-4878. If the bus stops and your child does not ride for three consecutive days, we will not stop again until you notify us.

Thank you for your cooperation.

Enclosures

cc: Kyle Hamlin, Superintendent  
Director of Special Education  
Special Ed. Coordinators  
Special Ed. Supervisors  
Bus Drivers/Bus Aides

## **BUS DISCIPLINE POLICY**

### **General Rationale for Transportation Rules and Responsibilities:**

The Montcalm Area Intermediate school District is committed to providing a safe, courteous, and reliable transportation service to eligible students.

Safety and care of all student riders is transportation department's top priority. To insure safety, an environment must exist that allows the driver freedom to concentrate on driving.

Students deserve a safe and pleasant ride to and from school. At times, however, a student may display behavior that compromises safety standards and/or reasonable personal comfort of others. The following bus disciplinary procedures have been developed to support a safe bus ride for all students.

### **Discipline:**

The discipline procedures will prevail for all students riding the MAISD school buses, to the extent that the behavior or action is within the student's ability to control. In cases where a disability interferes with the student's ability to follow a bus rule, individual consideration, planning, and accommodations will be provided.

### **Threat Made By Student While on the Bus**

In the event a student makes a threat of bodily harm and/or threatens to bring a weapon to school while on the bus, the following will occur:

1. Administration (program supervisor and/or principal), parents, and the student's teacher(s) will be notified.
2. Parent, student, teacher, and bus driver will be advised that the student will not be allowed to bring a backpack to school (a clear plastic bag may be used to transport items).
3. Student will be searched when they get on the bus the following day, possibly longer, if the threat is found to be credible.
4. Following the incident, the teacher and/or student's educational team will work with the student and transportation director to determine next steps. Options may include:
  - a. Review of handbook
  - b. Restorative conversation
  - c. Loss of privileges
  - d. Other consequences as appropriate

### **Bus Riders Rules:**

Bus rules are established to support the safe transport of students. Disciplinary action may occur if rules are not followed. Riders are expected to follow direction given by the bus driver or bus aide.

Rider's rules include:

- Go directly to your seat and stay there.
- Keep hands and feet to yourself.
- Wear seatbelt
- No profanity

MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT  
SPECIAL EDUCATION DEPARTMENT  
STANTON, MICHIGAN 48888

Bus Discipline Policy

**Normal Disciplinary Procedures:**

For the safe transportation of students, respect for personal freedom, and the efficient operation of the school buses, the following discipline procedures are established to respond to those situations where a rider fails to cooperate with school bus rules. Riding the bus is an extension of the classroom as a school related activity. Therefore, it is not uncommon that the classroom teacher or program administrator may handle consequences for inappropriate behavior on the bus.

I. Normal procedures:

- A. **VERBAL WARNING** - The bus driver will normally issue a verbal warning to the student prior to the issuing of a bus misconduct slip.
- B. **FIRST WRITTEN OFFENSE** - Should a discipline problem persist, the student will be issued a bus misconduct slip by the bus driver. The misconduct slip is to be taken home, signed by the parent or guardian, and returned to the bus driver prior to the student riding the bus the following day.

The parent's signature on the misconduct slip will serve to signify that the parent has received the misconduct slip. The driver will give the signed misconduct slip to the transportation supervisor and a copy sent to the building principal and special education classroom teacher.

II. Should a problem persist, the following procedures will apply:

- A. **SECOND WRITTEN OFFENSE** - The bus driver will issue a bus misconduct slip to the student. A misconduct slip will be sent home and must be signed by the parent or guardian prior to the student riding the bus to school. The driver will give a copy of the misconduct slip to the Transportation Supervisor with a copy sent to the building principal and the Special Education classroom teacher.
- B. **THIRD WRITTEN OFFENSE** - The bus driver will issue a bus misconduct slip to the student. A misconduct slip will be sent home and must be signed by the parent or guardian prior to the student riding the bus to school. The driver will give a copy of the misconduct slip to the Transportation Supervisor with a copy sent to the building principal and the Special Education classroom teacher. The parent or guardian will be asked to call and speak with the transportation supervisor about the misconduct.
- C. **FOURTH WRITTEN OFFENSE** - The student may be suspended from riding the bus until a meeting is held with the student, parent or guardian, bus driver, teacher, building principal or designee, Transportation Supervisor, and the MAISD Director of Special Education or designee. The date and time for the meeting will be set by the Transportation Supervisor or designee in consultation with the program supervisor, building principal or designee. The student may be suspended from the bus through the remainder of the current school year.

III. Should the situation warrant, the normal discipline procedures may be waived. The student may be suspended from the bus until the Transportation Director, building principal or other administrative officer of the school district, makes further review of the problem.