



August 15, 2017

Dear Parents:

We wanted to inform you of the bus expectations and consequences. In the interest of safety for all students, each bus driver needs to be attentive and alert to driving conditions at all times. When students misbehave on the bus they create serious safety hazards. The following expectations are a summary* from the Ohio Department of Education for bus students:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the bus stop must not threaten life, limb, or property of the individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not throw or pass objects on, from, or into the bus.
10. Pupils must carry on the bus only objects that can be held in their laps.
11. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
12. Pupils must keep all objects and body parts inside of the school bus.

Students who fail to meet any of these expectations are subject to consequences. Any bus driver may submit a written referral to school staff. Bus write-ups will be addressed by the Assistant Principal. Although the Assistant Principal has administrative discretion in assigning consequences, the typical process will be as follows:

- 1st write-up: School assigned lunch detention.
- 2nd write-up: 1 day suspension from AM and PM bus.
- 3rd write-up: 3 day suspension from AM and PM bus.
- 4th write-up: 5 day suspension from AM and PM bus.
- 5th write-up: Permanent bus removal.

Bus write-up accumulations are per student, not per driver. A copy of bus write-ups will be sent home with the student in addition to being mailed. The Assistant Principal will also attempt to contact the parent through a phone call to the primary phone number on the school record.

Transportation is organized and managed by Columbus Public Schools transportation department. They may be reached at 614-365-5074.

Please review this information with your child and return the bottom portion to Mrs. Gibson by Friday, August 18, 2017.

Students must have a completed slip or will not be permitted to ride the bus.

Sincerely,
Jamie Gibson
Assistant Principal

*Full policy is available at education.ohio.gov Keyword: Ohio pupil transportation

I have reviewed the bus expectations and consequences with my student.

Student Name: _____

Parent Signature: _____

Date: _____ Phone number: _____