

## Students: Safety

- **Students are allowed to board or exit only at their designated stop.** Parents/guardians must send a request to the school office if a temporary change is required for their current stop on their current bus.
- **Seat assignments** are encouraged for elementary and middle school students as needed. The form of assignment by individual, grade, age or gender will be determined through the cooperation of the bus driver and school administrator.
- **Students must act in a respectful and safe manner** whenever on a school bus, on school property and when interacting with staff and other students. Bus drivers are considered part of the school staff and the bus is considered an extension of the school. Drivers are required to complete a **student discipline form** for any discipline problem requiring a school administrator's action. Students acting in an unsafe or disrespectful manner towards other students, the bus driver, or the equipment will be subject to disciplinary action as determined by the school administrator.
- **Guest riders** are not allowed on a bus without a parent or guardian note, which must be submitted to the school office for approval. Requests must be for a legitimate education-related reason as determined by the school office and the bus must have sufficient capacity to seat the guest rider. A copy of the school office approved note will be presented to the bus driver prior to boarding. School administrators have the authority to deny guest riders for other reasons. The school office will notify parents and guardians should a request be denied.
- **Student sibling sickness** is an important bus safety concern. The school administrator will attempt to notify students in advance when the student's sibling is not riding the afternoon bus due to a sudden illness or change in plans. Bus drivers will refer students to an administrator or the office should a student raise the concern of a sibling not being on the bus.