



Every Student Matters, Every Moment Counts

Morton School District #214

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Morton Jr/Sr High School

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Morton Intermediate School

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Morton Elementary School

400 Main Avenue

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Policy: 6605P Student Safety Walking, Biking, and Riding Buses to School Procedure

Section:	0000 Planning	1000 Board of Directors	2000 Instruction	3000 Students	4000 Community Relations	5000 Personnel	6000 Management
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Procedure Student Safety Walking, Biking, and Riding Buses to School

Student Conduct on Buses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, will be sufficient cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If another district staff member is assigned to a bus by the district, he/she will be primarily responsible for the student's behavior. Students will obey the driver, teacher, coach, or other staff member.
2. Students will ride only to and/or from their assigned bus stop. Written permission is required from the school office for a student to get on or off at any other bus stop. Students will only be allowed to ride the bus after a bus stop permission form has been filled out and filed with the district. Only staff, students, and authorized people are allowed to ride a bus. All adults who ride the bus must have a district-approved background check.
3. Students will only ride on their assigned bus if written permission to do otherwise has been received by school officials.
4. Students will be assigned a seat and use only that seat unless the driver authorizes permission to change.
5. Students will observe the rules of classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene/threatening language or gestures.
6. Students will not smoke, vape, or ignite anything on buses.
7. Students will only eat on buses when specifically authorized by the driver and supervised by an accompanying staff member. Buses will be kept clean.
8. Students will only open bus windows with the driver's permission.
9. Students will not extend any part of their body out of bus windows at any time.
10. Pens, pencils, markers, crayons, and other sharp objects must remain safely put away. Heavy, sharp, bulky, and/or other articles that may be hazardous in the event of an accident or an emergency stop shall not be transported unsecured in the passenger area of any school bus. Specific attention is directed to items such as skis, ski poles, vaulting poles, large musical instruments, riser platforms, etc. In no case will items be secured in such a manner as to impede access to any exit. Items that shall not be transported within the passenger area of

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

a school bus include all forms of animal life (except service animals), firearms, weapons, breakable containers, flammables, and all other articles which could adversely affect the safety of the school bus and passengers.

11. Students will not sit in the driver's seat or to the immediate right or left of the driver.
12. Students will refrain from distracting the driver unnecessarily.
13. Students will go directly to a seat once inside the bus and remain properly seated unless the driver instructs otherwise.
14. Students will get on/off the bus in an orderly manner. They will obey the instructions of the driver or school safety patrolmen, or other staff on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will only cross a street once motioned to do so by the bus driver.
15. Students will never cross behind, approach from behind, or loiter in the area within six feet of a school bus.
16. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
17. Students will use seatbelts on buses when available.
18. Students will follow emergency exit drill procedures as prescribed by the driver.
19. Students will not tamper with emergency doors or equipment.
20. Students will remain quietly seated, not exhibit disruptive behavior, and turn off all noise-making devices at highway-rail grade crossings or when requested to do so.
21. Students identified as causing damage to buses will be charged the cost of the incurred damage. Students causing the damage may also be suspended from transportation.
22. Student misconduct will constitute sufficient reason for suspending transportation privileges.
23. Students in grades three and younger must always have an authorized person to receive them.
24. Each student will have only one bus stop assigned to them in the district information system. Any temporary bus stop change must be arranged daily through the appropriate building office. A permanent change of one assigned bus stop to another will require a new bus stop permission form to be filled out and filed with the district.

Disciplinary Procedures

Principals are responsible for correcting students whose abusive behavior results in a bus incident report or violates the rules above. The principal will supervise bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal will ensure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers, and the transportation department.

When waiting for a bus or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene/threatening language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens, which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers, or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is how a

driver or bus supervisor communicates a student's conduct. This report, in most cases, reflects an infraction of rules that the student repeats after his/her having received previous oral warnings or minor corrective actions. For staff to effectively maintain control of their buses, it is expected that principals should exercise action when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or other staff will provide the transportation supervisor with the report. The transportation supervisor will provide a copy of the report to the appropriate building principal and provide input.

Upon receiving the report, the principal will investigate the incident's circumstances and take action according to the procedures outlined in the district's policies about corrective action and punishment. When investigating the incident, the primary concern must be concerning the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

- A. **Warning:** When a student's misconduct is minor, which does not jeopardize the safety or welfare of other students or the operation of the bus.
- B. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
- C. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or the occupants were willfully and seriously threatened (i.e., student assaulting any staff member or student).

The action taken by the principal will be annotated on the report and forwarded to the student's parent for signature. The transportation department will be notified.

Drivers will be advised to file charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student, as this conduct may subject him/her to legal action.

The student or parent of a student suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent will render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision will require board concurrence before implementation.

Emergencies

The transportation supervisor will require transportation staff to review the contents of the School Bus Driver's Handbook before the beginning of each school year. Each driver, in turn, is expected to follow the procedure outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment, and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor, who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the collision and gather the names of all students and witnesses;

- F. Dispatch another bus to transport the student to their destination and
- G. Contact the parent(s) or guardian(s) of any injured students.

To facilitate the responsibilities assigned to the transportation department, the supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, who are authorized to ride each bus route.

Adoption Date: 9/28/2023

Classification:

Revised Dates: 4.07; 12.11; 06.14; 1.15