The following are regulations that have been approved by the School Board:

**SCHOOL AUTHORITY**

1. The bus routes shall be set by the School Board. Any suggested changes must be reported to the Director of Transportation, who after consultation with the School Board will determine the advisability of such changes. The evening route shall be exactly the same as the morning routes, except when approved by the Director of Transportation and the School Board. **It is a privilege, not a right, to ride school buses within McKenzie County School District #1.**

2. The school bus driver is in complete charge while on the bus and has the same authority as a teacher. When buses are not to be sent out or are to be sent out early the parents will be notified through the school alert system and posted on the Watford City School Bus Facebook page.

3. Students should be at the bus stop a minimum of 5 minutes prior to pick up. If a school child is not at the bus stop when the bus arrives the driver shall wait one minute before proceeding.

4. Students must ride the same bus every day. They are allowed to ride one bus in the morning and another in the afternoon, however, this must be on a consistent basis (no hopping of buses is allowed). Transportation will not transport any student anywhere other than to and from school. Trips to outside events, birthday parties, babysitters, etc. are not allowed. Students that ride the bus on a regular basis may get dropped off at the Roughrider Center next to the High School if transportation has been notified. No bus shall become a “taxi” to transport students wherever parents request. The transportation department and all bus drivers will not accept written notes to ride. **If your child will not be riding the bus in the afternoon, you must call the transportation department before 2:30 pm; otherwise the bus driver will not release the student from the bus. Only authorized school employees are allowed in the school bus loading areas.**

5. Students shall be required to conduct themselves in a manner consistent with established standards for classroom behavior. Incidents of student misconduct will be documented by the bus driver. The driver, transportation director or administrative supervisor will inform the parent of the misconduct either by telephone or email and request their cooperation in correcting the student’s behavior. Students who become a serious disciplinary problem on the bus may have their riding privilege suspended indefinitely by the transportation director. In such cases, the parents for the student involved become responsible for the students transportation to and from school.

Students are expected to be respectful, safe and responsible in the following manner:

1. Be courteous to the driver and supervisors on the bus
2. Respect older and younger students alike
3. Carry on conversations quietly, no screaming
4. Refrain from physical contact with others
5. Respect the bus. Do not litter
6. Refrain from using rubber bands, pea shooters, etc. on the bus
7. Keep your hands to yourself
8. Use the handrail
9. Remain seated at all times when the bus is moving
10. Be at your designated bus stop on time, preferably 5 minutes prior to pickup
11. Sit in your assigned seat, if requested by driver.
12. Ride only your bus
13. NO STANDING when the bus is in motion
14. No fighting on the bus
15. Never walk behind a school bus.
16. Never cross in front of the bus unless the red lights are flashing and the driver has indicated it is safe to cross.

**LOADING AND UNLOADING**

1. All school children must remain off the route of the bus until it comes to a complete stop and then may enter the bus in an orderly manner.

2. On entering the bus, the school child must go immediately to his seat which may have been assigned by the school bus driver, teacher, or an administrative supervisor.

3. The school bus rider must remain in his seat until the bus comes to a complete stop for unloading.
4. A school child who must cross a highway after unloading must pass at least ten feet in front of the bus, stop in line with the left fender, get the all clear sign from the driver and look both left and right before proceeding across the roadway.

5. A school child who lives on the left side of the roadway shall remain on the left side of the roadway until the bus comes to a complete stop and he shall cross only when so authorized by the driver and having checked traffic both to the left and to the right.

6. School children can help to save time by being on time for the bus in the morning and evening, or by letting the driver know if they are not to be on the bus.

7. The driver will not discharge school children at places other than the regular bus stop, at the home, or at the school unless by proper authorization from the parents or the proper school officials.

8. All school children riding on buses shall dress according to the season and/or weather conditions.

9. Elementary students that are abandoned at the bus stop or have no legal adult at home when students are discharged will be taken to the McKenzie County Sheriff’s Department until parents or guardians can be reached.

**ON THE BUS**

1. The bus driver is to report any misconduct to the Director of Transportation and/or school authority.

2. Parents will be notified by School Authority of any misconduct on the bus.

3. All bus riders shall remain seated when the bus is in motion.

4. All bus riders shall keep their head, hands, and arms inside the bus.

5. Shuffling, fighting, tobacco, alcohol or obscene language is forbidden.

6. School bus riders shall not litter the bus with food or other debris. The eating of food or candy is the discretion of the driver, students may be asked to dispose of and pick up any trash left of the bus. Special exemptions may apply per approval of the school board or transportation director.

7. School bus riders shall not tamper with the bus or any of its equipment. Damage to the seats, etc. shall be paid for by the offender.

8. The school bus riders shall not leave books, lunches, or other articles on the bus. The school district is not responsible for personal items on the bus.

9. The bus riders shall keep all books, packages, coats, feet and other objects out of the aisles.

10. Horseplay is not permitted around or on the bus.

11. Any and all articles such as bean shooters, water pistols, and cap guns shall be taken by the bus driver.

12. A school bus rider shall bring no animals, fire arms, explosives, flammables, guns or anything of a dangerous or objectionable nature on the bus.

13. Conversation shall be carried on quietly while on the bus except when approaching a railroad crossing, when absolute quiet must be maintained.

14. School bus riders are expected to be courteous to bus drivers, driver's assistants, chaperones, and fellow students.

15. Inappropriate use of cell phones by riders is not permitted. Phones may be confiscated by the driver until the student is dropped off.

**EVERY BUS RIDER SHALL ABIDE BY THESE RULES OR BE DEPRIVED OF THE RIGHT TO RIDE THE SCHOOL BUS.**
SCHOOL BUS DISCIPLINE POLICY

The following discipline policy is intended as a guideline for consequences to bad behavior on the bus; disciplinary measures may be changed, altered or discontinued by the transportation department or any school administrator. Students choosing to follow unacceptable behavior will result in the loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The principals, superintendent, school resource officer and transportation director are available to give the driver assistance and may determine consequences of misbehavior and the reinstatement of bus service for offending students. A suspension applies to all buses, including shuttle buses. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian consistent with guidelines on release of students. Listed below are offenses (list is not limited) and consequences for behavior problems encountered on the bus. Severe and habitual problems may carry further disciplinary action up to removal of bus privileges for the entire school year.

Offenses
1. Spitting - Level 1
2. Horseplay, foul language - Level 1
3. Excessive Noise - Level 1
4. False Identification - Level 2
5. Eating or drinking on bus (if not allowed by driver). Water allowed during hot months. - Level 1
6. Riding an unassigned bus without permission - Level 2
7. Leaving seat/standing or being in the aisle while bus is in motion – Level 2
8. Disrespect/Discourteous behavior toward driver directives – Level 2
9. Hanging out of windows - Level 2
10. Throwing/shooting of any objects inside or out of bus - Level 2
11. Physical aggression against any person - Level 3
12. Use of tobacco, alcohol, drugs or any illegal/controlled substance (includes vaping devices) - Level 3
13. Vandalism to bus – Level 3
14. Lighting matches, firecrackers, or any other flammable object or substance – Level 3
15. Unauthorized entering, leaving the bus, use of emergency door or tampering with bus equipment – Level 3
16. Climbing over seats; jumping on seats - Level 2
17. Destruction of personal property of another student – Level 2

Consequences
1. First Offense: Level 1 Verbal or written warning
2. 2-Level 1 is a Level 2 = 3 day suspension
3. -Level 1 is a Level 3 = 5 day suspension; possible loss of bus privileges for up to 90 days; parent/principal meeting
4. -Level 2 = 3 day suspension or possible loss of bus privileges for up to 90 days
5. 2-level 2 is a Level 3 = 5 day suspension; possible loss of bus service for up to 90 days; parent/principal meeting
6. 1-Level 3 = SWIS reports will be filed in all cases. Parents and Principals will be emailed all SWIS reports as they are reported. 2 weeks suspension; possible loss of bus privileges for up to 90 days or expelled from bus for the rest of the year.

EXTRACURRICULAR TRIPS

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of the chaperone appointed by the proper school officials.
3. The chaperone or driver will be responsible to see that the bus is clean after each trip.