

# Holbrook Unified School District #3

## Student Conduct Policy on School Buses

Dear Students and Parents,

The Holbrook Unified School District #3 is honored to have the opportunity to educate all Roadrunners of HUSD #3. The Holbrook School District offers the privilege of transportation services for our students. We hope to serve you and your needs to the best of our ability.

Please be advised that HUSD #3 has strict policies regarding student conduct on all district school buses. Safety is always our number one goal as a transportation department. To ensure all students arrive to school safely we cannot allow improper behavior to occur while riding our buses. The main function of the transportation department is to transport the students that attend HUSD #3 from home to school and from school to home as safely as possible.

HUSD#3 requires students to conduct themselves on the bus in a manner consistent with the rules in the student handbook that you will receive at the beginning of the year. **Students who become disciplinary problems while riding the bus may have their riding privileges suspended or revoked, including the activity bus.** If this would occur, then it becomes the responsibility of the parents to bring students to school.

Attached to this letter is a copy of our "School Bus Misconduct Form" for your review. Listed are the areas that are considered inappropriate behavior on the bus. Students at every grade level are expected to adhere to the bus rules while in our care. All discipline actions will be handled by the school principal.

In conclusion, the HUSD #3 transportation department is dedicated to ensuring all students have the opportunity to receive a high quality education. Please remember that safety of the students is our number one focus. Please review and follow the Student Conduct Policy on School Buses with your parents or child.

We are here to serve, if you have any questions, please contact me at 928-524-6192.

Yours in Education,



Shawn Tow  
Transportation Director  
Holbrook Unified School District #3  
1101 W. Arizona Avenue  
Holbrook, AZ 86025

## SCHOOL BUS MISCONDUCT FORM

Student Name \_\_\_\_\_ School Name \_\_\_\_\_ Bus# \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ a.m/p.m.

Your child has violated one or more of the District's rules on school bus conduct, (as indicated below):

LEVEL I						
<input type="checkbox"/> Failure to remain properly seated						
<input type="checkbox"/> Loud disruptive talking and yelling						
<input type="checkbox"/> Failure to take assigned seat						
<input type="checkbox"/> Eating/drinking/chewing on bus						
<input type="checkbox"/> Bothering other passengers						
<input type="checkbox"/> Throwing objects on the bus						
<input type="checkbox"/> Crossing behind the bus						
<input type="checkbox"/> Continuously late to bus stop						
<input type="checkbox"/> Opening window						
<input type="checkbox"/> Other _____						
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> <td style="width: 20px; height: 20px; text-align: center;">6</td> </tr> </table>	1	2	3	4	5	6
1	2	3	4	5	6	

LEVEL II				
<input type="checkbox"/> Profanity, obscene language or gestures				
<input type="checkbox"/> Extending head or arm out of bus window				
<input type="checkbox"/> Vandalizing District property				
<input type="checkbox"/> Verbal abuse of another student				
<input type="checkbox"/> Defiant behavior shown to bus driver/monitor				
<input type="checkbox"/> Spitting on the bus				
<input type="checkbox"/> Throwing objects at the bus				
<input type="checkbox"/> Other _____				
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> </tr> </table>	1	2	3	4
1	2	3	4	

LEVEL III			
<input type="checkbox"/> Lighting matches/lighter on bus			
<input type="checkbox"/> Throwing object from the bus			
<input type="checkbox"/> Spitting on a person			
<input type="checkbox"/> Physical assault on student			
<input type="checkbox"/> Igniting smoke/stink bomb on bus			
<input type="checkbox"/> Smoking on bus			
<input type="checkbox"/> Activating or tampering with emergency equipment			
<input type="checkbox"/> Weapons, simulated weapons, firearm, destructive device or dangerous instrument (on bus or at the stop)			
<input type="checkbox"/> Verbal abuse of, or physical assault on driver or monitor			
<input type="checkbox"/> Shoving student(s) into path of moving bus			
<input type="checkbox"/> Other _____			
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> </tr> </table>	1	2	3
1	2	3	

Warning given?  YES \_\_\_\_\_ times  NO  
 NOT APPLICABLE

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Driver's Signature Date

Please sign and return original (white) copy of this form to school immediately! Keep the yellow copy for your records

- Your child may continue to ride the bus, however \_\_\_\_\_
  - All bus privileges are suspended for \_\_\_\_\_ days. Suspension begins on \_\_\_\_\_  
 Your child may resume riding on \_\_\_\_\_
  - All bus privileges are revoked for the remainder of the school year
  - Please call \_\_\_\_\_ immediately at \_\_\_\_\_ to set up a conference.
- Parent Notified:  in person  by telephone  by mail Date notified: \_\_\_\_\_
- School Comments: \_\_\_\_\_

SEE REVERSE FOR MORE INFORMATION ABOUT ZERO TOLERANCE AND THE LAW

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_ Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

White: Signed by Parent & Returned to School for School's Records

Yellow: Parent Copy

Pink: Returned to Transportation by School 480-014-609

# Holbrook Unified School District #3

## Student Conduct Policy on School Buses

### Student's Acknowledgement of Responsibility

I, \_\_\_\_\_ have read the **Student Conduct Policy on School Buses** for the *Holbrook Unified School District #3* and understand my responsibility to ensure a safe environment on board any school bus. I agree to keep my bus safe by following the rules as listed in the policy. I also understand that any violation could and will result in a suspension or loss of my bus riding privileges.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent's Acknowledgement of Student's Responsibility

I have read the **Student Conduct Policy on School Buses** with my child. We have reviewed the consequences for inappropriate behavior. I acknowledge my child's responsibility as stated above and understand that his or her bus privileges may be suspended or revoked if these rules are violated.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Physical Address \_\_\_\_\_

Name of School \_\_\_\_\_ Bus # \_\_\_\_\_

Bus Stop Location \_\_\_\_\_

**Please Return This Form to Your School Secretary**