



SCHOOL DISTRICT OF MAUSTON

510 Grayside Avenue • Mauston, WI 53948 • (608) 847-5451 • Fax (608) 847-4635

SUPERINTENDENT OF SCHOOLS - Dr. Christine M. Weymouth

August, 2015

Dear Parents and Guardians:

Welcome back to the 2015-16 school year! We believe it is important for families and the school district to work together in promoting a safe pupil transportation system in which high standards of safety are maintained.

During the 2014-15 school year, the District completed installation of video cameras (with digital recorders) on all buses, including those used for extra-curricular activities and class trips. After one full year of increased video surveillance on school buses, we have found the results to be extremely positive; the clarity of the bus recordings is remarkable, both during the daylight hours and after dark. We are pleased to offer this enhanced safety feature to our drivers, students and parents. Please review the current School Board bus policy – *Use of Electronic Surveillance on School Buses* – which is attached to this letter.

Our primary goal is to provide safe transportation to and from school for **all** students. Please review the bus rider rules with your children (attached). We will be reinforcing this information with all students on the buses and in the classrooms. Parent support is **vital** to our success, and it is **extremely important** that our students understand that poor behavior choices on the school bus will result in consistent disciplinary action. To that end, it is important to take special notice of offenses which result in an immediate suspension of bus riding privileges. Those behaviors are detailed in the copy of the *School Bus Incident Report to Parent(s)*.

Also enclosed is a copy of the *Grayside Campus Morning Traffic Plan* which explains the traffic pattern that we still follow at Olson Middle School, Grayside Elementary School and Mauston High School.

If you have questions or concerns, please contact me at 847-5451, Ext. 6681. Thank you for your assistance in providing safe, enjoyable transportation for our students.

Sincerely,

Julie Lankey-Smallwood
Transportation Director
School District of Mauston

**2015-2016 BUS RIDER RULES
SCHOOL DISTRICT OF MAUSTON BUS TRANSPORTATION**

PARENTS!! Please review these rules with your children!

It is the goal of the school district to transport safely, in good time and in comfort, children who live 2 miles or more from school. To accomplish this, the district must have the cooperation of pupils and parents on being prompt, courteous, and respectful to other riders. Please review the rules below. Certain behaviors will result in immediate suspension from bus riding privileges.

1. PREVIOUS TO LOADING --

- a. Be on time at the designated school bus stop. Keep the bus on schedule.
- b. Stay off the road at all times while waiting for the bus. Riders must conduct themselves in a safe manner while waiting.
- c. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter.
- d. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
- e. Students not assigned to the bus must have a pass from the office in order to ride. This pass will be given only in case of an emergency.

2. WHILE ON THE BUS --

- a. Students must remain seated, especially while the bus is in motion.
- b. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- c. Assist in keeping the bus safe and sanitary at all times. Littering is not allowed.
- d. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- e. Students must not tamper with bus seats or equipment. Treat the bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- f. Students may not bring weapons or other articles aboard the bus which may cause injury to others. These articles include, in part: sticks, needles, pins, weapons of any kind, matches and/or lighters, and/or any other objects which are intended to or may cause injury to other riders.
- g. Leave no books, lunches, or other articles on the bus.
- h. Keep books, packages, coats, and all other objects out of the aisles.
- i. Do not throw anything out of the bus window.
- j. Bus riders are not permitted to leave their seats while the bus is in motion.
- k. Students must not hit, push, trip, pinch, poke, grab, or twist (i.e., headlock, body lock or restrain) other students.
- l. Inappropriate physical contact is not allowed (i.e., touching body parts).
- m. Bus riders are expected to be courteous to fellow pupils, the bus driver, patrol officers, or driver's assistants. Inappropriate language is not allowed, and will result in suspension from the bus. This includes swearing/profane language, racial slurs, and obscene gestures.
- n. Alcohol, tobacco and/or controlled substances (drugs) are not allowed on the school bus.
- o. Students must observe absolute quiet when approaching a railroad crossing stop.
- p. In case of a road emergency, children are to remain in the bus.
- q. The bus driver will not discharge riders at places other than the regular bus stop, at the home or at school, unless by proper authorization from the parent of the rider or the school official.

3. AFTER LEAVING THE BUS --

- a. Stand behind crossing gate in full view of driver. Driver will signal when okay to cross. Look both ways to be sure no traffic is coming before crossing the street.
- b. Help look after the safety and comfort of small children.
- c. Be alert to the danger signal from the driver.

**THE SCHOOL DISTRICT OF MAUSTON ADMINISTRATION HAS THE RIGHT TO SUSPEND
BUS RIDING PRIVILEGES OF STUDENTS WHO DO NOT ABIDE BY THESE RULES.**

SCHOOL BUS INCIDENT REPORT TO PARENT(S)
School District of Mauston

Date of Incident: _____

Reported Offenses: _____

Dear Parents or Guardians:

Riding the bus is a privilege, not a right. The purpose of this bus report is to inform you of a disciplinary incident involving your child on the school bus. This incident may have jeopardized the safety and well being of students on the bus. You are urged to both support the action taken by the driver and to cooperate with the corrective action initiated by your child's school. If there is not improvement in your child's behavior on the bus, he/she may be permanently removed from the bus. The discretion of the principal may be exercised.

_____ **has been cited for the following infractions:**

Student Name

- ___ Refusing to Obey Driver/Attendant
- ___ Bringing Articles Aboard Bus of Injurious or Objectionable Nature
- ___ Failure to Remain Seated
- ___ Hanging Out of a Window
- ___ Throwing Objects In/Out of Bus or Littering
- ___ Yelling, Hollering or Screaming

- ___ Tampering with Bus Equipment
- ___ Discourteous and Disrespectful Conduct to Driver or Students
- ___ Profane Language or Gestures
- ___ Other Behavior Relating to Safety, Well Being & Respect of Others

Address: _____ Grade: _____ Phone: _____
School: _____ Route: _____ AM: ___ PM: ___ Driver: _____ Bus # _____

SPECIFIC DETAILS:

DISCIPLINARY ACTION TAKEN:

Bus riding is a privilege, which may be suspended. Your support in preventing further disciplinary incidents will be greatly appreciated. Complete bus rider rules were mailed to all families at the beginning of the school year.

- ___ 1st Report: Please review bus rider rules with your child. Principal or designee will speak with student.
- ___ 2nd Report: Principal or designee will call parents; students will have consequences in school and may have an assigned seat and/or seat belt.
- ___ 3rd Report: Principal or designee will inform parents of a possible 3-day bus suspension or other school consequence.

___ **Each additional report after 3 reports may result in a 5-day bus suspension and/or alternate transportation at the discretion of the principal.**

BEHAVIORS WHICH WILL RESULT IN AN IMMEDIATE BUS SUSPENSION:

- ___ Fighting (Pushing, Tripping, Pinching, Poking, Grabbing) ___ Racial Slurs
- ___ Hitting, Twisting, Spitting, Head/Body Locks) ___ Alcohol/Drugs/Smoking
- ___ Destruction of Property (Including Payment for Repair) ___ Weapons/Pins/Needles/Sticks
- ___ Inappropriate Physical Contact (i.e. Touching Body Parts) ___ Possession or Use of Matches/Lighters

DISCIPLINARY ACTION TAKEN FOR SERIOUS OFFENSES:

- ___ 1st Offense: 3-day Suspension
- ___ 2nd Offense: 5-day Suspension
- ___ 3rd Offense: Disciplinary Action That May Include Bus Expulsion.

COMMENTS:

Principal or Designee: _____

Date: _____