



September 5, 2006

Dear Brooklyn Family,

Although not all students ride the bus to and from school, all students are bus riders at some time throughout the school year for swimming and field trips, so it is important that **all families know the guidelines for bus transportation**. In an effort to have a school year that provides safe transportation for our students and to decrease the amount of bus misbehavior, we are going to continue to use the bus guidelines developed by Brooklyn bus drivers, staff and site council members. All Brooklyn buses will have these same 4 basic rules this year:

I AM A SAFE BUS RIDER WHEN I:

- 1. Respect others, their property and the bus.**
- 2. Sit down.**
- 3. Use a quiet voice.**
- 4. Keep my hands to myself.**

The behaviors that constitute a misconduct slip will be used consistently by all Brooklyn bus drivers. **Misconduct is defined as any behavior that makes the bus unsafe. These behaviors include:**

- 1. Hitting**
- 2. Screaming**
- 3. Throwing things**
- 4. Excessive profanity**
- 5. Any infraction of the 4 rules above**

When a student is issued a misconduct slip, two copies will be sent home. One copy is to be signed and returned to the office. The classroom teacher, office, bus driver and parent will have copies on file. The consequences for bus misconduct are as follows:

- 1. First misconduct slip- conference with principal or administrative intern, bus driver and student.**
- 2. Second misconduct slip- conference with principal or administrative intern, bus driver, parent and student. There will be a warning that a 3rd misconduct will result in an automatic 5 day suspension.**
- 3. Third misconduct slip- conference with principal or administrative intern, bus driver, parent, student and transportation director. This will result in a 5 day bus suspension.**

Parents will be responsible for transporting their child to and from school.

****The above consequences relate to the normal handling of most cases. In the case of extreme misbehavior, steps 1 and 2 may be bypassed at the administrator's discretion.**

The issue of whether students will be allowed to eat on the bus will be up to each individual bus driver's discretion. Damage to the bus, bus equipment, or personal property of others will require restitution by the student's parents. The administration and bus drivers are meeting with students next week to go over these guidelines. Please read through these guidelines with your child(ren) and have him/her **return this sheet to their classroom teacher no later than Friday, September 15th**. Thank you for your support.

Brooklyn Bus Drivers
Brooklyn Staff

(*A copy of these bus guidelines can also be found in your Parent Handbook.)

Our family has received and read the guidelines for riding on the Brooklyn buses. Together we will work to make this a safe and fun year for all Brooklyn students.

Date

Parent Signature

Grade(s)

Classroom Teacher(s)

Student(s) Signature(s)

