



September 1, 2009

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.**

