

McKENZIE COUNTY SCHOOL DISTRICT #1 REGULATIONS FOR SCHOOL BUS STUDENT

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 Harlow's School Bus Service, who after consultation with the School Board and voted on will be advisability of such changes. The evening route shall be the same as the morning routes. **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.
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 five seconds 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 5days/week (no hopping of buses is allowed). Trips to outside events, birthday parties, etc. are not allowed. No bus shall become a "taxi" to transport students to Rough Rider or wherever parents request. Students that ride the bus on a regular basis may get dropped off at the Roughrider Center/ High School if Harlow's office has been notified before 3:00pm. Otherwise the bus driver will not release the student from the bus even if the parent is on the phone to the driver. Harlow's School Bus Service and all bus drivers will not accept written notes to ride another bus. If your child will not be riding the bus in the afternoon, please call Harlow's before 3 pm. Parents must report to the school office to have the student released from the bus. Only authorized school employees are allowed in the school bus loading area and to take a student off a bus.**
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. Harlow's School bus Service or administrative principal will inform the parent of the misconduct either by telephone or email and request their cooperation in correcting the student's behavior. Students who have a serious disciplinary problem on the bus may have their riding privilege suspended indefinitely by an administrative principal. In such cases, the parents for the student involved become responsible for the student's 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 pick-up.
11. Sit In assigned seat, If has one
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 on the sidewalk or grass area until the bus comes to a complete stop and service door opens and then may enter the bus in an orderly manner.
2. On entering the bus, the school child must swipe their z-pass, hand sanitizer is available and will be administered by the driver and then will go immediately to his/her seat which may have been assigned by the school bus driver, teacher, or an administrative principal.
3. The school bus rider must remain in his/her seat until the bus comes to a complete stop and the service door opens 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 and will 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/she 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 Harlow's office 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 transportation manager of Harlow's School Bus Service.
2. Parents will be notified 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 apply per approval of the Transportation Manager.
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 or Harlow's are 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, firearms, explosives, flammables, guns, knives 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 students are dropped off.

Z pass Policy

Purpose: Z-Pass is a card system connected to the GPS unit of the school bus that tracks when a student has entered and exited the school bus. All students riding the bus are required to have a Z-Pass.

1. It is imperative that the card always remains with the student. Do not bend, bite or damage the card in any way, the card contains a thin copper wire that allows it to work, any time this copper wire is bent or broken, the card will not work.
2. McKenzie County School District will issue each rider with a card and a lanyard (for attachment to backpacks, coats, etc.) free of charge for the first time. Replacement of a card, lanyard or both will be a cost to the student or parent. A replacement cost is \$5.00 for each card each time it is lost or damaged. All students riding will be required to have a card. Students or parent may provide payment for new cards on-line on the school website or at the perspective school where your child attends. New cards will be issued by the driver.
3. If your student does not have their z pass for the afternoon, a paper temp z pass will be issued by the bus driver. After 3 paper passes your child may lose their bus privileges until they find or purchase another z pass.
4. Your child will be responsible for scanning the card both on and off the bus. If your child does not scan on or off the bus, neither the school nor you will be able to track where or when your child has gotten on or off the bus.
5. To be able to track your child's location, you must register your child's card at <http://zpassplus.com>. If you have technical problems call 877-843-3847.
6. Follow the instructions on the website. Be sure you have the card number entered correctly and the student's name spelled correctly, or you may be tracking some other student or no one.
7. Report all loss of cards to Harlow's School Bus Service, Inc. or the bus driver. Harlow's can be reached at 701-444-3626 #6. Once payment is received, another card will be issued. You will have to go back to the website and register the new card (see #4).
8. Use of another student's card is prohibited.
9. If a new card is issued to the student, the old card, if found, must be returned to Harlow's. Old cards will not work with the Z-Pass system.
10. If you would like an app for your phone that maps your child's location, go to the app store and search for zpass+. You will need your ID and password that you registered the card with.

**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 Manager and 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 Manager 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 Harlow's shall begin when the student boards the bus and is retained until the child leaves the bus for morning and afternoon routes; 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

Bus Violation

Spitting, Horseplay, Foul Language, Excessive Noise, Not keeping hands to oneself, Eating or drinking on bus (if not allowed by driver), Leaving seat/standing or being in the aisle or on the floor while bus is in motion, using another students z pass, Riding an unassigned bus without Harlow's office permission, Hanging out of windows, Climbing over/under seats; jumping on seats

Level 2

Disrespect/Discourteous behavior toward driver directives, Throwing/shooting of any objects inside or out of bus

Level 3

Using foul language toward anyone, Unauthorized entering, leaving the bus, use of emergency door or tampering with bus equipment,

School Violation

Level 2

Disrespectful/discourteous behavior toward another student, Destruction of personal property of another student, Harassment, Bullying, touching another student inappropriately.

Level 3

Physical aggression against any person, Exposure of any inappropriate body parts. Use of tobacco, alcohol, drugs or any illegal/controlled substance (includes vaping devices), Vandalism to bus, Lighting matches, firecrackers, or any other flammable object or substance, Foul language toward the driver, Possession of a weapon of any kind, More than 2 suspension from bus in the school year

Consequences

Bus violation-written warning –Email via Flow Forms and a bus bulletin to parent

School violation-written warning-Harlow's notify school

4- Level 1 = 3 school days suspension -Call from School

4- Level 1 after 1st suspension = 5 school days suspension-Call from School

3- Level 2 = 3 school days suspension- Call from school

3- level 2 after 1st suspension= 5 school days suspension-Call from School

1- Level 3 = 10 school days suspension; possible loss of bus privileges for up to 90 school days or lose bus privileges for the rest of the year.

After 2 suspensions are given, your student's next set of writeups will have a 10-school day suspension up to 90 school days.

Principals will be emailed all write ups prior to suspensions as they are reported.

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 and driver will be responsible to see that the bus is clean after each trip.