

## HCA Bus Behavior Expectations

Behavior standards for HCA students on the bus are based on our community agreements that include the following commitments: At HCA we will be patient, helpful, productive, honest, safe, leaders, upstanders and respectful.

### **Bus Behavior Rules for Students Include:**

1. Following the directions of the driver, respectfully, without talking back.
2. Sitting in the seat, facing forward and keeping hands, feet and objects to themselves.
3. Absolutely no body parts or objects may be put out the window.
4. Maintaining an appropriate noise level.
5. Using good language and not degrading others.
6. Taking good care of the bus.
7. Any technology used must be used individually, not shared with peers.

### **If a student chooses to break a rule, the following consequences will apply:**

- 1st step: The Driver will verbally warn a student, specifying the rule.
- 2nd step: The Driver will assign a seat to the student.
- 3rd step: The Head of School or Assistant Head of School will phone the parents. The school will send the incident report home, with the appropriate disciplinary action.
- 4th step: When the student receives a second incident report the school will suspend the student from the bus for three (3) days, providing for a 24-hour notification.
- 5th step: Further disciplinary action will necessitate an administrative review (Head of school, Parent & Student) prior to suspension for five (5) days.

### **Severe Disruptions:**

The following inappropriate behavior will result in an automatic three (3) day suspension of transportation privileges. Such action will be considered within the normal sequence of incident reports:

1. Physical harm to student
2. Property damage
3. Total disruption of bus
4. The use of alcohol, drugs or smoking
5. Use of foul language
6. Physical harm or threat to driver

*At any time parents have concern about the disciplinary action, they may request a meeting with the Head of School. The student will have the opportunity to explain their behavior before disciplinary action is taken.*

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_