

## **NEW**

### **STUDENT BEHAVIOR MANAGEMENT EXPECTATIONS FOR NORTH BOONE SCHOOL DISTRICT BUS DRIVERS**

The professional school bus driver is responsible for the health, safety, and welfare of the students who ride his or her bus. To keep all students safe, the driver must be able to tactfully control student behavior on the bus while safely operating the vehicle.

The expectations below are designed to give drivers the guidelines they need to maintain proper vehicle control while transporting North Boone School District students.

#### **EXPECTATIONS**

- Students are expected to maintain behavior standards which enable the driver to drive the bus SAFELY.
- Follow district guidelines regarding disciplinary consequences.
- Maintain a bus environment in which the driver and students feel safe and secure.

#### **TYPES OF DRIVERS: WHICH ONE ARE YOU?**

**ASSERTIVE** drivers: Say what they mean and mean what they say.  
Are clear and firm about communicating directions.  
Stay calm.  
Have a plan of action for dealing with misbehavior.  
Reward students when they DO behave well.

**NON-ASSERTIVE** drivers: Allow students to misbehave without consequences.  
Do not have a plan for dealing with misbehavior.  
Back down when challenged.  
Are afraid of students.  
Feel upset, out-of-control, and overwhelmed.

**HOSTILE** drivers: Get angry with students and let it show.  
Threaten but do not follow through with consequences.  
Use verbal intimidation and ridicule.  
Use physical force or intimidation.  
Yell and/or use profanity.

North Boone Community Unit School Districts expects all drivers to be assertive. Here are the characteristics of an assertive driver.

**ATTITUDE-** Have an assertive attitude: “No child will stop me from driving this bus safely. No child will stop the other passengers from having a safe and pleasant trip.” Remember that the expectation is to DRIVE THE BUS SAFELY.

**NEW****SPEAKING ASSERTIVELY-**

- 1 Remaining calm.
- 2 Be clear and firm.
- 3 Do not argue.

Follow the North Boone School District's consequence structures to enforce bus safety rules. We ask the district administrators to assist us in dealing with student misbehavior on the bus. Students are under the supervision of the driver while on the bus. Students are expected to abide by the behavioral guidelines set forth by the district. When behavioral guidelines are not met drivers should report infractions to the building administration immediately. A report will be filed with the building administrators.

If a child commits a serious infraction and/or endangers the safety of himself/herself or others, the driver should immediately report the incident to a district official and enlist his or her aid to resolve the problem.

If the situation is life-threatening, dial 911.

If an emergency happens on the bus, the following guidelines should be followed:

**STOP THE BUS** - Stop the vehicle in a safe area. Make certain that the bus is pulled out of the roadway and that the yellow four-way warning flashers are activated.

**STAND UP, FACE THE STUDENTS, AND SPEAK TO THEM IN A FIRM TONE** -

Restrain anger, but let the students know that you "mean business."

**MOVE THE STUDENT-** Move the student or students causing the disturbance to a front seat to allow observation of their behavior.

**REPORT THE INCIDENT-** To school officials and file appropriate documentation.

**UNDER NO CIRCUMSTANCES SHOULD PHYSICAL FORCE BE USED TO DISCIPLINE A CHILD!**

When dealing with student behaviors drivers are expected to:

- 1 BE CONSISTENT
- 2 Provide proper documentation of behavior issues.
- 3 Drivers may not threaten a consequence that they cannot carry out. For example, a driver may never put a student off the bus at any other place than their school or registered stop.

**BUS RULES:**

These are basic rules of school bus conduct. Drivers should explain these expectations to students at the beginning of the year and when they become necessary. Although local regulations may vary to some extent, there are some basic rules of school bus conduct that drivers must know and enforce.

- Students must enter and leave the bus in an orderly fashion without haste or loitering, crowding or pushing, and with proper regard for their own safety and that of others.

## NEW

- Students should not be unduly restricted on the bus. However, they must not seriously distract the driver by shouting, swearing, or engaging in other boisterous behavior, by talking to the driver while the bus is in motion, or by participating in any behavior, which impairs the driver's concentration.
- Students MUST remain seated while the bus is in motion except for limited standee where allowed by law.
- Students must be instructed to cross the street at least ten feet (or as specified by local regulations) in front of the bus after being signaled by the driver to do so.
- STUDENTS MUST KEEP HEADS, ARMS AND ALL OTHER BODY PARTS INSIDE OF THE BUS! Children have been seriously injured and even killed while leaning out of windows.
- Students must not throw objects inside the bus or out of the windows.
- Smoking on buses is prohibited for drivers and students alike.
- Eating and drinking on the bus is prohibited unless allowed by local policy/regulation.
- Students should be reminded to arrive on time at their stops.
- Unauthorized passengers or stops are not allowed. Students must have prior approval to alter assigned transportation. If a student gets off at the wrong stop for any reason, call the transportation department.
- Students must be instructed to hold onto book bags, athletic bags, or other large items, which they may carry aboard the bus. Under no circumstances should they be allowed to leave these items in the aisle or in front of any emergency exit.

A list of bus rules given to children or posted on the vehicle should be short, easy to understand, and not overly long. This will keep enforcement crisp and concise. Bus rules might include the following:

No Smoking  
No Eating or Drinking  
No Changing Seats  
No Hanging Out of Windows  
No Fighting  
No Defacing of Vehicle  
No Unauthorized Passenger or Stops

Obviously, the driver of a school bus cannot be solely responsible for instituting and enforcing student rules of conduct on the bus. However, the driver is IN CHARGE of the vehicle while it is transporting school children. Fair and consistent application and positive reinforcement of the rules will make the bus ride a pleasant and safe experience for students and drivers alike.

APPROVED:

**NEW****TIPS ON SCHOOL BUS MANAGEMENT**

- 1 Never give a consequence you do not intend to enforce.
- 2 The response of a student is an action. "Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action that can be successfully obeyed.
- 3 Give a student time for reaction.
- 4 Have a reason for what you ask the student to do, and when possible take time to give the reason -he or she will see the point if you can give rationale or reason.
- 5 Be fair: it isn't punishment, but rather injustice, that makes a student rebel against you.
- 6 Be friendly. Always show an interest in what they are doing.
- 7 Commend good qualities and actions.
- 8 Try to be constructive, not repressive, in all dealings with children.
- 9 Remember that a sense of humor is extremely valuable.
- 10 Never strike a child. (It is against the law).
- 11 Do not judge misconduct on the basis of how much it annoys you.
- 12 Do not take your personal feelings and prejudices out on the students.
- 13 Maintain poise at all times. Control your own temper before you attempt to control the student.
- 14 Do not pick on every little thing a student does. Sometimes it is wiser to overlook some things.
- 15 Bear in mind that misbehavior is seldom willful. There is usually a cause, and it may be yourself or some influence outside the child.
- 16 Listen for suggestions and complaints from the students.
- 17 Report damages and infractions of the rule immediately.
- 18 Markings on the interior and exterior of buses should be removed immediately.
- 19 Follow up on all cases which have been disciplined. Be certain that you still have the respect and confidence of the student.
- 20 Set a good example yourself. DRESS NEATLY!
- 21 Never hold a student up to public ridicule. It is the surest way of creating a discipline problem. However, there may be some students that you will have to "reserve" a front seat for.
- 22 Consistency of drivers in the enforcement and interpretation of the above suggestions will eliminate many discipline problems.
- 23 Be tactful. Avoid sarcasm or intentionally mean and disparaging remarks.
- 24 Try to learn names as soon as possible.
- 25 Unless someone is in danger, do not take a 3rd person report.

APPROVED:

**NEW****PASSENGER AWARENESS**

The school bus driver must be aware that, in the course of any routine day, he or she will be dealing with a variety of children of different age groups. As any parent knows, the child of six must be handled quite differently from the child of thirteen. What can and should be expected of the child will largely be dictated by the child's age. School bus drivers should know the following age group characteristics.

**FOUR AND FIVE YEAR OLDS** - Children at this age thrive in a here-and-now environment. They learn best by their own first-hand experience. It is difficult to communicate rules of safety to them, as they have not developed any real sense of danger. However, they know the difference between approval and disapproval. They respond to this form of motivation from any adult, including the bus driver. Drivers must learn to be patient with this group and to reinforce acceptable behavior by repetitive approval. It is also recommended to NEVER ask a child in this age group to provide stop information. They simply do not have the awareness of surroundings to give reliable responses. If you are in doubt, ask the transportation official to contact the school or parents.

**SIX TO EIGHT YEAR OLDS** - During this stage, large muscle development in the child's body will cause the child to engage in frequent and often exuberant physical activity. Therefore, a driver cannot expect the child to sit still for extended periods of time! An advantage for the driver is that children of this age are better able to understand safety issues. They are becoming more aware of themselves and their surroundings, as well as the inherent dangers of their environment. Also, a child of this age craves adult encouragement and approval. Within acceptable limits, drivers should not expect the 6 to 8 year old to sit quietly, and frequent "friendly reminders" will be necessary to retain control.

**NINE TO ELEVEN YEAR OLDS** - A child in this age group is undergoing many significant physical, emotional, and mental changes. Challenges of authority are the child's way of establishing his or her own identity. A good driver is one who is especially tolerant with children at this age level, yet can maintain acceptable levels of behavior. The best way to do this is to grant them some degree of responsibility for their own conduct, and to avoid a dictatorial approach, which will only lead to rebellion. When a child of this age absolutely refuses to regard his/her own safety or that of others, the matter is best referred by the driver to the school authorities. They know the child better because they deal with him or her daily.

**TWELVE TO EIGHTEEN YEAR OLDS** - There is no doubt that, at this age, adolescents have begun to think of themselves as adults. They will not respond positively to any attempt to treat them like children, even when they are acting the part. To succeed with this group, the driver should address the students in an adult-like manner, speaking to them as adults, and making it clear that their behavior should be that of adults. This group will not be intimidated by yelling or idle threats, and in fact, such things will produce exactly the opposite reaction to what is intended.

APPROVED:

# Application and Procedure for Use of School Facilities

Name of Organization / Group \_\_\_\_\_ Address \_\_\_\_\_

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_ Home Phone \_\_\_\_\_ / Cell Phone \_\_\_\_\_ / Work Phone \_\_\_\_\_

I, \_\_\_\_\_ wish to use the following school facilities **(Circle One)**: **North Boone High School,**

**North Boone Middle School, North Boone Upper Elementary, Capron Elementary, Poplar Grove Elementary, or Manchester Elementary**

Room(s)/Area: \_\_\_\_\_ Day(s)/Date(s): \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

We wish entrance to the building at \_\_\_\_\_ (time) and expect to vacate at \_\_\_\_\_ (time).

Approximate Attendance Expected \_\_\_\_\_. AED Trained Person \_\_\_\_\_ (attach proof of certification)

We would require use of the following and understand that other school equipment may not be available to us unless reserved at this time (CHECK ITEMS):

Piano  P.A. System  Speaker's Stand  Table(s) No. \_\_\_\_\_  Chair(s) No. \_\_\_\_\_

Additional Requests and/or Comments: \_\_\_\_\_

It is understood that District 200 school activities have preference over outside activities in using the school buildings, and also that the buildings are available by special arrangement only. If this application is approved, we agree:

1. To hold community District 200 harmless for any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.
2. A certificate of insurance (Public Liability and Property Damage) in the amounts of \$1M / \$1M to guarantee payment of any claims for injuries or damages to persons or property occurring during use of the premises may be required from the applicant to the principal prior to use of the facilities.
3. The responsible party will be charged a fee for any damage to school property, as well as a fee for custodial time if the facilities are left unclean.
4. Not to permit the selling, giving or drinking of any alcoholic beverages on the school premises.
5. The use of school facilities is not available between midnight and 6:00 A.M.
6. To reach an agreement with school officials regarding the sale of food or any other commodity, as well as the free distribution or sale of literature.
7. To confine the attending group solely to the area approved for rental use.
8. To observe the agreed-upon date(s) and time limit(s) in the agreement.
9. **There will be NO SMOKING IN SCHOOL BUILDINGS OR ON SCHOOL PROPERTY.**
10. If applicable, to return building keys the next business day.
11. That failure to follow any of the above may result in immediate/future loss of use of school facilities. The District reserves the right to cancel any permit at any time.

**The District Office is responsible for determining total charges. All payments must be made to the District Office a minimum of fourteen days prior to the first scheduled event.**

**Proof of insurance also must be provided at this time.**

**Checks are to be made payable to: North Boone CUSD #200**

## SPACE BELOW FOR SCHOOL OFFICIAL USE ONLY

THIS APPLICATION FOR THE 20\_\_\_\_ - 20\_\_\_\_ SCHOOL YEAR AS DATED IS APPROVED / NOT APPROVED.

Charges are: Rental \_\_\_\_\_; Custodial \_\_\_\_\_; Other \_\_\_\_\_; Total \_\_\_\_\_ Deposit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
(Additional charges may be billed for additional time and use)

Signature of the Principal \_\_\_\_\_ Date \_\_\_\_\_ Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## Release and Waiver of Liability

I, \_\_\_\_\_, hereby acknowledge that I have voluntarily entered into this Agreement for the purpose of being permitted to enter and utilize the facilities and equipment located on the property owned and operated by School District 200 (hereinafter referred to as "School District") in order to engage in physical exercise activities. These physical exercise activities include but are not limited to walking and/or jogging as well as lifting weights or utilizing other exercise equipment located within the School District whether such activities are participated in directly or indirectly. I further understand that all references to the School district contained herein shall include the School District's officers, servants, agents and employees, as well as the Board of Education, the Regional Board of School Trustees, and their members, officers, employees and agents. All such entities and individuals shall be afforded the benefit and protections of this Agreement.

I understand that engaging in physical exercise involves a degree of risk. I am cognizant of these risks and I represent that I am fully capable of engaging in physical exercise and willingly assume the risk of injury as my responsibility for various injuries related to or arising out of my physical exercise activities performed at the School District. I agree to have present at all times a person trained on the AED, if using a gym for sports activities. I further acknowledge that the School District shall not be liable for any damages arising from or connected to my use of the School District's facilities and equipment for the purpose of engaging in physical exercise. I further acknowledge that this Agreement shall be effective against any claimed injuries and/or damages whether or not I was engaging in physical activity at the time of said injury or damage.

In consideration of the permission extended to me by the School District to enter its property and utilize its facilities and equipment for the purpose of engaging in physical exercise, I hereby fully and forever release and discharge the School District from any liability to me, my personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any and all claims demands, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, in any way resulting from personal injury or property damage sustained by me arising out of or related to my use or intended use of the School District's facilities and equipment for the purposes stated above whether caused by the School District's negligence, my negligence or any other kind.

I further agree not to sue, claim against, attach the property of or prosecute the School District for any injury or death caused by or resulting from my use or intended use of the School District's facilities and equipment for the purposes stated above whether or not such injury or death was caused by the School District's negligence, my negligence or any other cause.

I further agree and promise to forever indemnify, hold harmless and defend the School District from any claim for property damage or personal injury, including death, and from any loss arising out of my use or intended use of the School District's facilities and equipment for the purposes stated above whether or not such injury or death was caused by the School District's negligence, my negligence or any other cause.

I further acknowledge that this Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Illinois and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **THIS IS A RELEASE OF LIABILITY. DO NOT SIGN IF YOU DO NOT UNDERSTAND OR AGREE WITH THESE TERMS.**

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

IF APPROVED, DISTRIBUTE AS FOLLOWS:

Original - Superintendent   Copy - Principal   Copy - Renter   Copy - Custodian