



## CHARLES CITY COMMUNITY SCHOOL DISTRICT

Charles City Community Schools is very fortunate to have experienced, skilled, safe, and caring school bus drivers. Our drivers meet all Federal, State, and District requirements.

Bus passes will be a requirement to ride any bus. These will be delivered to your child's school office once you have requested it. Please fasten these with a zip tie to their book bag, Chromebook, or an article that it is visible to the driver. Your child should be waiting for the bus 10 minutes prior and 10 minutes after their scheduled bus time.

All buses are equipped with a Camera Monitoring System and the No Child Left Behind Alarm for the safety of our students and drivers. Please take time to read and discuss the Bus Rules on the reverse side of this letter with your child. Riding the school bus is a continuation of the school day.

Please contact our office with any questions or concerns you may have throughout the school year at 641-257-6590.

School Bus Safety is our #1 Priority.

Jerry Mitchell, Director of Operations ext. 2318

Sam Gaston, Administrative Support ext. 5005



Charles City Community School District  
Bus Rules  
Be a Responsible Rider

**BASIC RULES:**

- 1. RESPECT**
  - a. Use a quiet voice
  - b. Maintain personal space
  - c. Follow driver directions
- 2. RESPONSIBILITY**
  - a. Remain in seat
  - b. Keep track of your own things
  - c. Report problems to your driver
- 3. EFFORT**
  - a. Follow all safety rules
  - b. Be 10 minutes before and after scheduled pick up time
- 4. CITIZENSHIP**
  - a. Be helpful to others
  - b. Keep the bus clean
  - c. Greet and thank your bus driver

**DISCIPLINE CONCERNS:**

- 1. SAFETY**
  - a. Number 1 Concern is safety for the students
  - b. Strict behavioral conduct is expected to be followed at all times using the 4 pillars
  - c. Failure to comply with the rules means the student's privilege to ride may be restricted or revoked
  - d. If the violation is a serious violation the student may be placed at a higher step
    - I. Fighting
    - II. Weapons
    - III. Swearing

**DISCIPLINE STEPS:**

**Step 1:** Verbal Warning to student/may be assigned a seat

**Step 2:** Warning with student/seat assignment the driver will fill out the discipline sheet and a copy will be mailed to the parent. Student, Principal, Driver and Transportation Director will have a meeting with the student.

**Step 3:** 3<sup>rd</sup> Warning meeting with the Student, Principal, Driver and Transportation Director. Driver will fill out a discipline sheet and a copy will be mailed to the parent. The Principal will call the parent to tell them how long the student will be suspended. Suspension will be a minimum of 3 days.

**Step 4:** 4<sup>th</sup> Warning or serious violation means that the student will automatically lose their bus privileges for the remainder of the school year if found guilty during an administrative investigation. This action will occur immediately if the incident is serious and jeopardizes the safety of the driver and other students on the bus.