



RULES OF CONDUCT AND BEHAVIOUR CODE

Québec City Region and Riverside Regional Schools

STUDENTS RESPONSIBILITIES

1. Students must be assembled at assigned stops at least ten (10) minutes before the designated time. Times indicated on the route sheet are approximate, and may vary during the year;
2. Students must wait until the bus has come to a complete stop before approaching and then walk to the bus and board in an orderly fashion, proceed to their seat and sit down immediately. There will be no pushing or shoving;
3. Students who have to cross the street must wait until the bus has come to a complete stop, and the driver has indicated that it is safe to cross, before crossing at least 3 meters in front of the bus;
4. Students must remain correctly seated in their assigned seat on the bus. It is extremely dangerous to be standing, kneeling on the seat or moving around in the vehicle;
5. When disembarking, students must move immediately away from the bus. There will be no pushing or shoving;
6. Students must not place any belongings in the aisle. Objects that cannot be safely contained in a school bag or a sturdy sports bag under the seat are not permitted on the bus. This includes, but is



6.



22. Bus drivers must not leave the bus at the transfer points or allow students to leave the vehicle at the transfer point until the appropriate transfer time.

The complaint form for the use of parents is available on the CQSB’s website.

MISBEHAVIOUR REPORTS

The Code of Behaviour for school bus transportation allows the driver to issue misbehaviour reports to any student who does not respect the rules. Consequences are as follow:

Québec City region

- 1st offense: A report and accompanying letter are sent to parents to be signed.
- 2nd offense: Same procedure as with the 1st offence.
- 3rd offense: Up to a 3day suspension as determined by the Transportation Department after consultation with the Principal/Vice principal.
- 4th offense: Up to a 5day suspension as determined by the Transportation Department after consultation with the Principal/Vice principal.

In the event of a student being suspended from the bus, the parent(s) will be sent a written notification of the suspension.



For having committed, any offence deemed a gross misbehaviour, a student may be immediately and indefinitely suspended from the use of the school bus transportation system.

The student's case will be forwarded to the Transport Department and submitted to the Transport Advisory Committee for review at its next meeting for a recommendation as to the duration of the suspension. The student(s) involved will not be permitted to use school bussing in the interim but will be required to attend school. Truants will be reported to Youth Protection Services.

(*) The student and his parents will be held financially responsible for vandalism of the victim's property.

PROCEDURE MISBEHAVIOUR REPORTS

1. For all levels of offence, the driver completes a report and submits it to the CQSB Transport Department. The Transport Department sends a copy to the Principal/principal and communicates with them when necessary. The Principal/principal meets with student(s) and communicates with the parents when necessary to discuss the nature of the complaint, consequences of further misbehavior, school disciplinary measures, etc., and sends the report home with the student(s) to be signed by the parents and returned to the school. Once received, the Principal/Viceprincipal returns a signed copy to the Transport Department.
2. For the first (two) offences the report is accompanied by a form letter. (Transportation Department will provide the school with samples at the beginning of the year).
3. For the third and further offences, or gross misbehaviour, the report is first emailed immediately to the Transport Department. After discussion with the school Principal/principal, the Transport Department will prepare and send, by email, to the school a letter of suspension to accompany the report home with the student. The original will be mailed or sent by email to the parents, and the transporter concerned will be advised of the details of the suspension.
4. If a report is sent home for signature and is not returned duly signed the following day, the Principal/Viceprincipal will communicate with the parents and advise the Transport Department. The student may not be eligible for transportation until the Principal/Viceprincipal receives the signed form.

Failure by students to adhere to the rules of conduct and the code of behaviour may result in a decision by the CQSB to revoke access to school bus transportation services.

Note: Consequences may vary depending on the severity of the situation and the cooperation