

**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Field Trip Guidelines	Descriptor No: AD IS2	Effective Date: 10/84
Revised: 8/92; 1/00; 9/04; 6/08; 2/14; 7/14; 8/15; 9/18; 5/19; 7/19, 8/22		

1 **DEFINITION OF FIELD TRIP**

2
3 Any time a group of children is taken off the school campus such a trip is defined as a “field
4 trip.” Therefore, teachers must have on file a field trip form signed by the parent or guardian of
5 each child who will be leaving the school campus. (See Attachment A). A Field Trip Approval
6 Form (Attachment B) must be approved by the principal and submitted to the Finance
7 Department at Central Office at least two weeks prior to the intended field trip to receive School
8 Board approval of the costs.

9
10 **NUMBER OF TRIPS**

11
12 Unusual opportunities and circumstances should exist when a principal agrees to authorize more
13 than two field trips per class group during a given academic school year. However, the Director
14 has discretion to approve more if there is substantial benefit to the children. Therefore, no limit is
15 placed on the number of applications a teacher may submit requesting that a field trip be
16 approved by the principal and subsequently the Director of Schools. Trips to the Discovery
17 Center or Oaklands Historic House and Museum or Bradley Academy and Museum shall not be
18 a part of the two-field-trip limit.

19
20 **TRANSPORTATION**

- 21
22 1. Only city school buses or an approved public carrier may be used to transport students.
23
24 2. Field trip transportation shall not interfere with the regular pupil transportation program.
25
26 3. The school principal or his/her designee shall be responsible for making transportation
27 arrangements. These arrangements shall be made by calling the transportation office at
28 615-898-7126 and asking that the field trip be put on the driver’s calendar of trips. The
29 following information should be given regarding the trip:
30
31 (a) Departure and return time
32 (b) Destination
33 (c) Number of passengers
34 (d) Pre-k trips: We must know how many three-year-old children will be riding to

35 ensure that there are enough car seats on the bus.
36
37
38

39 ADDITIONAL TRANSPORTATION ITEMS TO REMEMBER 40

- 41 • Wheelchairs, crutches, walkers, strollers, etc. cannot be stored on a large bus because
42 there is no way to secure these items.
- 43 • Trips are rotated among the bus drivers; therefore, please do not ask for certain drivers.
- 44 • Field trips must be cancelled at least one (1) hour before the scheduled time to leave.
45 Otherwise, the school/teacher will receive a minimum in-town trip charge.
- 46 • If a child has severe allergies and utilizes an Epi-Pen, the Epi-Pen must be on the school
47 bus. The child's teacher is responsible for this medication.
48

49 COST OF TRIP 50

51 Drivers and mileage costs of field trips, if city buses are used, shall be borne as follows (see
52 Attachment C to compute costs):
53

54 All Field Trips: The school or parent of participating children will pay the cost of the trip
55 as outlined in the "Field Trip Cost Calculation Worksheet."
56

57 SPECIAL NEEDS CHILD 58

59 A child who requires catherization, tube feeding, blood glucose monitoring, oxygen
60 administration, suctioning, or who cannot self-administer insulin must have a nurse
61 accompanying the child on field trips if the parent chooses to not accompany the child. The
62 teacher should inform the school system's registered nurse no less than two weeks before the
63 field trip occurs that a nurse will be needed to accompany the student on the field trip. The cost
64 of the nurse shall be paid through the school's site-based funds and cannot be borne by the child.
65

66 OVERNIGHT TRIPS 67

68 If the trip is overnight and requires students to room with an adult chaperone who is not the
69 student's parent or guardian, the student's parent or guardian must sign the Overnight Trip
70 Permission form (Attachment B) acknowledging and giving permission for the student to be
71 housed with an adult chaperone.
72

73 Attachment A Field Trip Permission

74 Attachment B Overnight Trip Permission

75 Attachment C Field Trip Approval Form

76 Attachment D Field Trip Cost Calculation Sheet

77 Attachment E Bus Service

78 School Bus Passenger List for Field Trips – this list can be generated from the Student
79 Information System (SIS).
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81
82
83
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86

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91 Related Board Policies: 4.302

**FIELD TRIP
PERMISSION
FORM**

Group/Teacher: _____ **Grade:** _____

Activity: _____

Date of Activity: _____ **Time:** _____

**Waiver and Release of Liability & Permission
PLEASE READ CAREFULLY**

In consideration for permission to participate in this sport or activity and any related transportation I agree as follows:

1. I have considered and evaluated the risks, dangers and possibility of injury resulting from participation in and related transportation to the sport or activity in which I, or my child or ward is participating.
2. I know and understand foreseeable and unforeseeable injuries could occur from actions of myself, my child or ward, other participants, Murfreesboro City Schools and the City, their employees or volunteers, contractors with Murfreesboro City Schools and the City and other persons involved in the activity or not.
3. *I deliberately and knowingly assume all costs, risks of injury and/or other damages for myself and/or my child or ward, including but not limited to cost of medical treatment, permanent injury or death, and property damages resulting from this sport or activity. I waive, release and hold harmless Murfreesboro City Schools, the Murfreesboro City School Board, and the City, their employees, volunteers, and agents from all legal and financial responsibility and from all costs, injuries and/or other damages for myself and/or my child or ward (including but not limited to, cost of medical treatment, permanent injury or death, and property damage) from this sport or activity and related transportation.*
4. If I am not present, or if present, not able to make decisions, I authorize Murfreesboro City Schools and/or the City, their employees, volunteers and/or contractors to obtain or provide any first aid or other medical treatment which they deem necessary for me or my child and/or ward at my expense and this is subject to the waiver, release, assumption of costs, risks, and hold harmless agreement, etc. set forth in preceding paragraph.
5. I give my permission for any photos or video footage of myself and/or my child or ward taken during the course of this sport or activity to be used for educational, promotional, or any other purpose.
6. I represent that I am the parent/legal guardian of the child I am registering and I give permission on behalf of myself and any other parent/legal guardian for this child to participate in the sport or activity. I agree that in the event of any lawsuits arising from this agreement of this sport or activity, jurisdiction in venue must be in the courts for Rutherford County, Tennessee.

Child's Name (please print): _____

Parent/Legal Guardian: _____ **Date:** _____
Signature

Parent/Legal Guardian: _____
Print Name

Parent/Legal Guardian Emergency Contact Telephone Number: _____

Group/Teacher: _____ **Grade:** _____

Activity: _____

Date of Activity: _____ **Time:** _____

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4. If I am not present, or if present, not able to make decisions, I authorize Murfreesboro City Schools and/or the City, their employees, volunteers and/or contractors to obtain or provide any first aid or other medical treatment which they deem necessary for me or my child and/or ward at my expense and this is subject to the waiver, release, assumption of costs, risks, and hold harmless agreement, etc. set forth in preceding paragraph.
5. I give my permission for any photos or video footage of myself and/or my child or ward taken during the course of this sport or activity to be used for educational, promotional, or any other purpose.
6. I represent that I am the parent/legal guardian of the child I am registering and I give permission on behalf of myself and any other parent/legal guardian for this child to participate in the sport or activity. I agree that in the event of any lawsuits arising from this agreement of this sport or activity, jurisdiction in venue must be in the courts for Rutherford County, Tennessee.
7. I give permission for my child to be housed in a room with _____ serving as an adult chaperone.

Child's Name (please print): _____

Parent/Legal Guardian: _____ **Date:** _____
Signature

Parent/Legal Guardian: _____
Print Name

Parent/Legal Guardian Emergency Contact Telephone Number: _____

Murfreesboro City Schools

CURRICULAR ENRICHMENT (Field Trip) FORM

THIS FORM MUST BE RECEIVED AT CENTRAL OFFICE TWO WEEKS PRIOR TO THE MONTHLY BOARD MEETING FOR APPROVAL

Day Trip: Overnight Trip: Grade: Prek K 1 2 3 4 5 6 Today's Date: _____

School: _____ Destination: _____

Trip Date: _____ Departure Time: _____ Approximate Return Time: _____
(Must return by 1:30pm OR make prior arrangements w/MCS Transportation)

Movie: yes no Movie Title: _____

(According to Administrative Directive #72, the movie must have a "G" rating.) Movie Rating: _____

Instructional value of the activity (trip objective): _____

How is this field trip being funded? _____ (example: Parent, Grant, PTO, School, Fundraiser or other, please explain)

List the content area(s) & specific standard(s) that will be accomplished through this activity:

Content Area	Standard:
_____	_____
_____	_____
_____	_____

Will this field trip require a nurse? yes no

To request a nurse, the **lead teacher** must notify their building nurse at least **two weeks** prior to field trip.

Please note that due to FAPE, children cannot be denied participation in an educational field trip.

IMPORTANT: FEE INFORMATION MUST BE FILLED OUT COMPLETELY FOR CONSIDERATION OF FIELD TRIP

Fee Charged Per Student _____ x Number of students _____ = _____ Total Cost of Field Trip _____

Itemized Cost of Field Trip Per Student (Please itemize your total fee costs in the appropriate areas listed below. Total must equal fee charged per student)

Program Cost _____ + Transportation Cost _____ + Meal Cost _____ + Lodging Cost _____ + Other Cost _____

Please Note: IF the fees collected for the field trip plus any school based funds do not equal the total cost of the field trip, the trip may be cancelled.

Transportation* (circle): City Bus County Bus Charter Bus Other (specify) _____

(If a non-city bus is being used, **proof of five million dollars in liability insurance** must be attached to this form. If the bus is going out-of-state, a charter bus must be used.)

*To reserve a bus, the **lead teacher** must contact the Transportation Department to insure a bus is available.

Please attach copies of communication with the Transportation Department.

Total mileage (round trip) _____ Amount to be charged to School/Classroom \$ _____

PRINTED NAME OF EACH TEACHER

("Lead Teacher" will be the first name on the list)

SIGNATURE OF EACH TEACHER ATTENDING

DATE SIGNED

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Principal Approving this Field Trip

Date

Signature of Finance & Administrative Services Director

Date

Signature of Coordinator of Teaching & Learning

Date

Date received at Central Office: _____

Revised 06/18

Murfreesboro City Schools

2022-2023 FIELD TRIP COST CALCULATION WORK SHEET

1. Choose your destination, find your school & write the mileage amount below.
2. Select the correct number of hours for the trip & find the driver cost in the chart to the right.
3. Add the fuel and bus maintenance surcharge.
4. \$12.00 fee for pre-tripping, cleaning, & fueling the bus.
5. Add the four amounts together for your total transportation price.

Fuel/Bus Maintenance Surcharge

Rutherford County (Outside City Limits)	\$25.00
Williamson County	\$50.00
Davidson County	\$75.00
Cannon County	\$35.00

#1 Total Miles/Dollar Amount	\$	(Mileage charge is \$1.00 per mile, see chart below)	<table border="1"> <thead> <tr> <th colspan="2">DRIVER</th> </tr> <tr> <th>TIME</th> <th>COST</th> </tr> </thead> <tbody> <tr> <td>2.00</td> <td>\$57.51</td> </tr> <tr> <td>2.25</td> <td>\$64.70</td> </tr> <tr> <td>2.50</td> <td>\$71.89</td> </tr> <tr> <td>2.75</td> <td>\$79.08</td> </tr> <tr> <td>3.00</td> <td>\$86.27</td> </tr> <tr> <td>3.25</td> <td>\$93.46</td> </tr> </tbody> </table>	DRIVER		TIME	COST	2.00	\$57.51	2.25	\$64.70	2.50	\$71.89	2.75	\$79.08	3.00	\$86.27	3.25	\$93.46
DRIVER																			
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3.00	\$86.27																		
3.25	\$93.46																		
#2 Fuel/Bus Maintenance Surcharge	\$	(Surcharge for fuel and bus maintenance)																	
#3 Total Driver Hours/Dollar Amount	\$	(Driver rate = hourly rate + mandatory fringes)																	
#4 Transportation Fee	\$12.00	(Cost of driver's pre and post trip requirements)																	
#5 Total Field Trip Cost		(Amount of field trip transportation cost)																	

DESTINATION	ROUND TRIP MILEAGE													TIME	COST
	BF	BR	CL	DS	ES	HG	JP	MN	NF	OC	RR	SA	SC		
Adam's Place	18	11	18	12	16	14	16	8	8	31	15	25	22	3.50	\$100.65
Adventure Science Center	78	72	72	72	72	76	84	72	68	83	74	80	74	3.75	\$107.84
AMC Classic Theater	20	14	10	14	26	18	26	14	16	23	20	17	14	4.00	\$115.03
Barfield Park	18	16	16	12	32	18	30	18	22	25	22	16	16	4.25	\$122.22
Bounce U	14	8	14	6	24	10	22	10	14	27	16	20	18	4.50	\$129.41
Bridgestone Arena	79	71	71	79	72	75	75	66	68	84	75	80	75	4.75	\$136.59
Camp Ridley 4-H Center	108	104	97	101	116	108	117	104	107	106	112	100	97	5.00	\$143.78
Camp Widjiwagan	59	59	55	53	70	56	56	49	61	76	67	66	67	5.25	\$150.97
Cannon County Performing Arts	43	40	52	40	52	40	49	45	47	44	44	57	55	5.50	\$158.16
Cannonsburg Village	14	6	15	7	21	10	21	8	12	27	13	20	18	5.75	\$165.35
Carton Plantation	73	66	63	66	79	69	78	66	69	74	73	76	65	6.00	\$172.54
Carter House	72	64	62	65	77	68	77	64	68	73	72	80	64	6.25	\$179.73
Centennial Park	82	75	74	74	77	79	82	70	73	87	79	84	78	6.50	\$186.92
Chattanooga Aquarium	206	209	212	202	222	206	218	208	212	225	212	218	216	6.75	\$194.11
Cheekwood Gardens	84	77	77	77	82	81	89	75	79	89	84	88	80	7.00	\$201.30
Chuck E. Cheese	16	10	14	10	22	12	22	10	12	25	16	21	16	7.25	\$208.49
Community Care of Rutherford County	16	19	24	15	34	19	31	21	24	31	24	21	23	7.50	\$215.68
Country Music Hall of Fame	78	71	70	71	72	75	78	65	68	83	74	80	74	7.75	\$222.87
Cumberland Caverns	103	100	112	100	112	100	109	105	107	124	103	116	115	8.00	\$230.05
Discovery Center	12	4	16	6	22	8	20	8	12	29	14	21	20	8.25	\$237.24
Downtown Presbyterian Church	79	72	71	72	73	75	78	66	68	84	75	83	75	8.50	\$244.43
Embassy Suites-Murfreesboro	22	14	15	16	25	18	26	12	16	28	21	26	19	8.75	\$251.62
Fall Creek Falls State Park	155	152	165	152	164	152	162	157	160	176	156	165	167	9.00	\$258.81
First Horizon Park (Nashville Sounds)	77	69	69	69	71	73	77	65	67	82	74	82	73	9.25	\$266.00
Frist Center for the Visual Arts	78	71	71	71	73	75	79	66	69	83	75	82	74	9.50	\$273.19
Gentry Farms	78	70	68	71	83	74	83	70	74	79	78	70	70	9.75	\$280.38
Glow Galaxy	91	84	84	84	94	90	96	82	85	67	91	66	67	10.00	\$287.57
Go USA Fun Park	19	11	11	12	24	15	24	11	15	24	19	19	15	10.25	\$294.76
Grand Ole Opry	82	75	78	76	78	79	84	71	74	91	80	88	82	10.50	\$301.95
Hands On Science Center	87	87	94	86	106	90	102	92	96	103	95	102	94	10.75	\$309.14
Holder Family Fun Center	110	103	102	103	114	108	116	102	104	112	110	112	106	11.00	\$316.32
Honeysuckle Hill Farm	126	119	118	121	120	123	126	114	116	131	123	128	122	11.25	\$323.51
Huntsville Space Center	178	176	178	172	192	178	190	178	182	187	184	180	178	11.50	\$330.70
James K. Polk Home	103	99	92	96	111	103	112	99	102	101	107	102	102	11.75	\$337.89
Lanes, Trains & Automobiles	14	12	16	8	28	14	26	14	18	29	20	21	20	12.00	\$345.08
Lucky Ladd Farms	38	32	28	32	48	36	46	34	34	35	42	27	26	12.25	\$352.27
Manchester Recreation Center	68	70	76	66	84	68	80	70	74	85	72	79	76	12.50	\$359.46

	BF	BR	CL	DS	ES	HG	JP	MN	NF	OC	RR	SA	SC	12.75	\$366.65
Miller Coliseum	24	17	22	18	12	19	18	14	13	35	20	31	26	13.00	\$373.84
Miracle Field/Sportscom	23	13	21	15	15	16	15	10	10	34	17	26	26	13.25	\$381.03
Morning Glory Orchard	56	49	41	50	59	53	62	48	49	51	56	42	42	13.50	\$388.22
Motlow-Smyrna Campus	46	40	40	40	42	46	47	32	34	50	40	50	44	13.75	\$395.41
MTSU	13	7	18	7	23	7	18	18	13	31	11	25	22	14.00	\$402.60
Murfreesboro Courthouse	14	6	16	7	21	9	20	8	11	28	13	22	19		
Murfreesboro Municipal Airport	18	14	20	12	17	16	17	9	9	24	14	25	23		
Nashville Children's Theater	77	69	69	69	71	73	77	65	67	82	74	78	73		
Nashville Farmer's Market	86	79	78	79	81	83	87	74	77	91	83	82	82		
Nashville Zoo	68	62	60	62	66	64	72	60	62	73	68	70	64		
Nissan	34	26	29	27	29	30	35	23	25	42	32	41	33		
Oaklands Mansion	15	7	17	8	21	10	18	8	11	29	12	24	20		
Old Fort Park	16	8	13	9	22	12	21	8	12	26	16	24	17		
Opry Mills Mall	80	73	76	74	76	77	82	70	72	89	78	88	80		
Parthenon	82	75	74	75	77	79	82	70	73	87	79	84	78		
Patterson Park	12	4	18	6	24	8	20	10	14	29	14	24	20		
Premiere 6 Theater	13	6	15	7	22	10	21	8	12	28	13	22	19		
RCA Studio B	81	73	73	73	84	80	86	72	75	82	80	82	77		
Sam Davis Home	37	30	33	31	33	34	39	27	30	46	36	45	37		
Schermerhorn Symphony Center	78	71	70	71	72	75	78	66	68	83	74	80	74		
Skate Center West	14	8	16	8	20	12	20	8	12	29	16	22	20		
Smyrna Bowling Center	38	32	34	32	34	36	40	28	30	50	38	53	42		
Smyrna Splash Pad	36	29	32	30	32	33	38	26	28	45	34	44	36		
Smyrna Skate Center	39	32	35	33	35	36	41	29	31	48	37	46	39		
Spaghetti Factory	71	71	71	71	72	75	78	66	68	83	75	80	74		
St. Clair Senior Center	15	8	15	8	20	10	19	7	11	28	13	22	19		
St. Thomas Rutherford Hospital	19	17	14	12	24	15	23	9	13	27	17	20	18		
Stones River Battlefield	21	13	16	14	22	17	24	11	13	29	20	21	20		
Stones River Country Club	18	11	16	12	21	15	21	8	10	28	17	25	19		
Stones River Manor	14	13	21	14	15	15	15	10	9	33	16	27	24		
Strike & Spare Bowling Center	17	10	18	16	24	13	21	11	12	30	12	22	21		
TCAT-Murfreesboro	16	8	13	9	22	13	22	8	12	27	16	20	18		
TCAT-Smyrna	42	27	34	34	36	31	37	24	27	42	32	42	38		
Tennessee State Museum	81	75	74	75	82	79	87	74	75	91	81	84	82		
The Hermitage	84	91	82	83	86	90	90	89	82	86	92	92	88		
TN State Capitol	79	77	74	75	83	77	88	75	76	84	75	82	75		
TPAC	80	72	75	76	84	76	88	74	76	84	76	82	75		
Travelers Rest	71	63	63	63	69	67	75	62	65	76	70	74	67		
Urban Air	20	20	12	11	24	15	24	11	14	25	17	19	16		
VA Medical Center	23	16	23	17	12	18	17	12	13	36	19	30	27		
Walden Farms	48	43	45	39	56	45	52	38	42	40	45	46	42		
Walking Tour-Nashville	79	71	71	71	73	75	79	66	69	83	75	82	74		
SCHOOLS (Round trip from Shop)	BFE	BRD	CLA	DS	ESE	HBG	JPE	MNE	NFE	OCE	RR	SA	SC		
Black Fox	0	13	21	12	27	13	20	17	14	28	16	24	23		
Bradley	13	0	20	6	16	6	14	9	14	19	9	17	16		
Cason Lane	20	15	0	19	24	19	24	19	19	19	21	12	10		
Discovery	12	6	19	0	17	7	14	11	13	22	10	15	15		
Erma Siegel	27	16	24	17	0	24	18	19	21	21	23	31	31		
Hobgood	13	6	20	6	16	0	15	14	15	24	11	21	21		
John Pittard	20	14	24	14	18	15	0	19	18	33	18	31	31		
Mitchell-Neilson	17	9	19	11	19	15	19	0	8	20	10	18	18		
Northfield	14	14	19	13	21	15	18	8	0	31	13	22	22		
Overall Creek	28	19	19	22	21	24	33	20	31	0	34	24	26		
Reeves-Rogers	16	9	21	10	23	11	18	10	13	34	0	25	25		
Salem	24	17	12	15	31	21	31	18	22	24	25	0	12		
Scales	23	16	10	15	31	21	31	18	22	26	25	12	0		

Bus Service

Bus service is available for students attending their zoned schools. If your residence is located within 1.5 miles of the school your child attends, your child is not entitled to transportation. However, your child may be provided transportation at the sole discretion of MCS if the bus has capacity and does not have to deviate from established routes.

Bus stops at each residence are not feasible, and buses do not enter driveways or streets with cul-de-sacs. Every effort will be made to locate bus stops within a reasonable walking distance from the child's residence. It is the parent's responsibility to supervise their children at bus stops in the morning and afternoon.

The school bus is an extension of school activity; students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any school suspension.

Any student requesting to exit the bus at any point between school and normal daily drop-off point must have written parental permission and the approval of the principal or principal designee. The principal or principal designee will provide written approval to the bus driver before the student is allowed to proceed,

Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the assigned school.

Use of Video Cameras

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used to promote the order, safety, and security of students, staff and property.

Arriving at the Bus Stop

- *Arrive at your bus stop ten (10) minutes prior to the scheduled bus arrival time. If other students are waiting to board, get in line without pushing or crowding and stay off the roadway.*
- *Students must stand well off the road and clear of the bus until it comes to a complete stop. Students should not run towards the bus.*

Boarding the Bus

- *Do not cross the road until the driver signals that it is safe to do so. Students should be careful when approaching bus stops and should walk on the left side of the road, facing oncoming traffic.*
- *Wait until the bus comes to a complete stop before attempting to board.*
- *Board the bus quickly but without crowding or pushing.*
- *After boarding the bus, promptly take your **assigned** seat and face the front. Do not switch seats without the driver's permission.*
- *The bus will not move until all passengers are seated and the aisle is clear. Students must remain seated while bus is in motion.*
- *In order to maintain conditions and an atmosphere suitable for safety, no one can board the bus except students assigned to that bus or other people with lawful and valid business on the bus.*

Rules for Bus Conduct

Riding a bus to and from school in the Murfreesboro City School System is a privilege not to be taken lightly. All must understand and observe good conduct, courtesy, cooperation, and respect for the authority of the bus driver.

Prohibited Items

- *Food, drinks, chewing gum, tobacco (any form), or alcoholic beverages*
- *Glass or other breakable items, flower arrangements, balloons/balloon bouquets*
- *Insects, reptiles, or other animals*
- *Weapons, explosive devices, harmful drugs, or chemicals*
- *Perfumes or fingernail polish*

Bus Behavior

- *Students shall not open windows unless asked to do so by the driver.*
- *Students must keep hands, feet, arms, and head inside the bus.*
- *Students shall not throw objects on the bus or out the windows.*
- *Students shall not distract the driver with loud talking, laughing, fighting, or unnecessary confusion.*
- *Students shall not litter.*
- *Aisles should be kept clear of books, bags, lunches, instruments, and school projects. Parents should make arrangements to transport items too large to be held on the student's lap.*
- *Students shall not use inappropriate language or gestures. It is unacceptable to use language or gestures that are lewd, obscene, profane, or in general offensive and objectionable.*
- *Students shall not be disobedient. It is unacceptable to be defiant or refuse to obey and follow a legitimate request, command, rule, regulation, directive, or order.*
- *Students shall not be disrespectful, discourteous, impolite, rude, insubordinate, or surly.*
- *Students shall not be abusive or aggressive. It is unacceptable to mistreat, misuse, hurt by treating badly, demean, insult, intimidate, extort, mock, jeer, ridicule, threaten, or use excessive force.*
- *Students shall not damage school property.*
- *School supplies such as pens, pencils, markers, crayons, or sharp objects of any kind must be contained in the student's backpack/book bag at all times.*
- *Students may not touch the emergency door, exit controls, or any other safety equipment on the bus unless directed by the bus driver.*

Exiting the Bus

- *Remain seated until the bus comes to a complete stop.*
- *Do not push or crowd when leaving the bus.*
- *On exiting the bus, students should cross the road only after the driver has signaled that it is safe to do so.*

Misbehavior on the School Bus

- *When a student misbehaves on a bus for the first time, the driver will explain to the student the necessity of good behavior.*
- *If after talks and warnings the student continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and action taken by the principal.*
- *When a student is not allowed to ride the bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. **The parents become responsible for seeing that their child gets to and from school safely.***
- *If a student damages any part of the bus, the student's parents may be held financially responsible.*

Board Policy 6.308

Legal References:

T.C.A §49-6-2008