

Student Conduct on School Buses

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct.

Violation of the Student Rights and Responsibilities handbook or conduct that jeopardizes the health/safety of self or others may result in the loss of district-approved transportation services.

1. Safety Instructions

- a. All regularly transported students shall receive safety instruction at least once within the first six weeks of the first half of each school year and once within the first six weeks of the second half of each school year. These actions shall be documented by the transportation manager.
 - (1) Drivers shall review the code of conduct which is to be posted in the bus.
 - (2) Drivers shall review the consequences of a violation as outlined in this procedure.
 - (3) Drivers shall conduct unloading, loading and emergency exit evacuation drills.
 - (4) Drivers shall review all hazards such as crossing a road.
 - (5) Drivers shall review bus stop conduct.
- b. At least once within the first half of each school year, the transportation manager will direct all bus drivers to conduct a safety review with all other students. These actions shall be documented by the transportation manager.

2. Rules Governing Student Conduct on School Buses

Each year the district will include the following rules governing student conduct on school buses in the Students Rights and Responsibilities Handbook. The district will provide interpretation to those students/parents whose primary language is not English.

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students shall use the emergency door only in case of emergency;
4. Students shall be on time for the bus;
5. Students shall not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students shall remain seated while the bus is in motion;
7. Students may be assigned seats by the bus driver;
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
9. Students shall not extend their hands, arms or heads through bus windows;
10. Students shall have written permission to leave the bus other than for home or school;
11. Students shall converse in normal tones; loud or vulgar language is prohibited;
12. Students shall not open or close windows without permission of the driver;
13. Students shall keep the bus clean and must refrain from damaging it;
14. Students shall be courteous to the driver, fellow students and passersby;
15. Students who refuse to promptly obey the directions of the driver, or refuse to comply with regulations may forfeit their privilege to ride the bus;
16. Students cannot bring glass, animals, balloons or unsecured skateboards on the bus or other inappropriate items as determined by the bus driver. No food or drink may be consumed on the bus unless approved by the bus driver;
17. Students shall not be released from a school-to-home bus at any stop other than their regular stop except with explicit direction from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule;
18. Personal electronic devices (cell phones, electronic games, video players, computers, etc.) are allowed on the bus, but cannot be disruptive, cause a safety concern, or display inappropriate or vulgar material;

3. Violations – Citation Procedures (Per School Year) for Bus Infractions

Each year the district will include the following procedures for handling bus violations in the *Student Rights and Responsibilities Handbook*. The district will provide interpretation to those students/parents whose primary language is not English.

First Citation. Bus driver and transportation supervisor shall contact the parent. The school shall be notified of the citation and consequence implemented by the transportation staff. An administrator may conference with the student and parent.

For each of the following steps, the building administrator may make parent contact to arrange a meeting with the driver, parent, student and administrator before the student returns to riding the bus.

Second Citation. One to five day suspension of bus privileges or other disciplinary action as determined by the administrator.

Third Citation. Five to ten day suspension of bus privileges or other disciplinary action as determined by the administrator.

Fourth Citation. Bus privileges suspended for the remainder of the term, or the following term if within three weeks or other disciplinary action as determined by the administrator.

* In the case of a “severe” violation, the disciplinary action may begin at any step. School discipline may also be applied for violation of school regulation.

4. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied.

5. Expulsion Procedures

Due process procedures used by the district governing student behavior shall be applied.

6. Right of Appeal

- a. At each step of the discipline process, parents and students have a right to appeal.
- b. All appeals must be in writing.
- c. Appeals are to be made at the appropriate level.
- d. Final appeal may be made to the superintendent/designee.
- e. Superintendent/designee decisions are final.

7. Reinstatement

A conference to discuss reinstatement shall be conducted under the following guidelines:

- a. When deemed necessary, parent(s) and student shall be present at the conference;

- b. The building administrator shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The building administrator shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

8. Disciplinary Action

- a. Disciplinary action as outlined in these regulations violating the rules governing student conduct on school buses or safety requirements shall be confined to district approved transportation services.
- b. Therefore, students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.

9. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulation.