

POLICY: JFCC-R
Approved: January 23, 1995
Revised: March, 2002
Revised: September 22, 2003

BUS CONDUCT & DISCIPLINE PROCEDURES

Summary of Rules and Regulations for Bus Riders

- Stay in your seat at all times.
- Keep all parts of your body and all objects inside the bus at all times
- No littering, eating or drinking. Keep the bus safe and clean at all times.
- Keep books, packages, instruments and coats out of the bus aisle.
- Do not tamper with or vandalize other riders' property or any bus equipment. Parents will be held responsible for damage caused by a child.
- Keep a conversational voice. Do not scream, swear or use disrespectful or abusive language.
- Keep your hands and feet to yourself; no hitting, pushing, tripping or spitting. Physical abuse and fighting will not be tolerated.
- No pushing or shoving when entering or exiting the bus.
- Follow the driver's direction the first time they are given.
- In general, conduct yourself in a safe manner and do not endanger the safety and well-being of others on the bus.

When students violate the bus rider rules and regulations, the following disciplinary measures shall be taken:

1. The bus driver will fill out a bus discipline report. This report must be given to the school within two school days of the offense. The bus disciplinary report shall at least state the date of the offense, the student's name, the offense committed and the driver's signature and route number.
2. The following actions may occur after the issuance of a misconduct report:
 - a. First Offense – the school principal or designee will inform the parents/guardians of the offense, in writing, and notify the parents/guardians, in writing, that for a second offense the student may be suspended from riding privileges.
 - b. Second Offense – the school principal or designee will inform the parents/guardians of the offense, in writing, and the student may be suspended from transportation for a maximum of five school days. If suspended from riding privileges, students will not be able to ride the school bus until the parents/guardians and the student meet with the principal or designee to be informed of possible action for future bus disciplinary reports.

- c. Third Offense – the school principal or designee will inform the parents/guardians of the offense, in writing, and revoke riding privileges for up to 30 school days. If suspended from riding privileges, students will not be able to ride the school bus until the parents/guardians and the student meet with the principal or designee to be informed of possible action for future bus disciplinary reports.
 - d. Fourth Offense – the school principal or designee will inform the parents/guardians, in writing and revoke riding privileges for up to the remainder of the school year.
3. The nature of the disciplinary action taken will depend upon the nature and severity of the misconduct and the surrounding circumstances. The District reserves the right to vary the procedures set forth above or waive any of these steps depending on the facts and circumstances of the particular misconduct at issue.
 4. The District Administrator shall be informed any time a student's riding privileges are revoked.