

## **Kimberly School District NONINSTRUCTIONAL OPERATIONS 8140**

Proper conduct by students contributes greatly to the safety of the district's transportation program. Students are expected to follow the same behavioral standards while riding in district school buses or other district-owned or operated vehicles as are expected on school property and at school activities or other school-sponsored functions. In addition, the following rules of student conduct must be observed while riding in district school buses or other district-owned or operated vehicles:

### **All passengers a Kimberly School District Buses are subject to audio/visual recording/**

1. The bus driver is in full charge of all persons riding on the bus and has the same status and authority as a teacher insofar as discipline is concerned and is authorized to assign seats. Students shall obey the bus driver's directions promptly and courteously.
2. Students shall talk quietly and avoid loud or distracting noises on the bus. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at a railroad crossing.
3. Students must keep hands, arms, and heads inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Windows may not be opened more than halfway. Eating or drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel.
4. Students shall observe safe pedestrian practices while walking to and from the bus. Students must be on time to board the bus. It is recommended students arrive at the bus stop not less than five (5) minutes before the scheduled arrival of the bus. Students shall respect private and public property while waiting at the bus stop.
5. After the bus has come to a complete stop, students shall enter the bus, go directly to an available or assigned seat, and remain seated while on board.
6. If it is necessary for students to cross the road after leaving the bus, the student(s) must wait twelve (12) feet in front of the bus until the "all clear" signal is given by the driver, then cross carefully.
7. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent or guardian *made arrangements with the transportation office prior to the day of*. Students shall ride their assigned bus unless reassigned by the respective school principal/designee.
8. Students shall not tamper with emergency doors or equipment.
9. No smoking or tobacco will be permitted on any bus transporting students to sponsoring functions. School district policies pertaining to drugs, alcohol, tobacco, controlled substances, weapons, harassment, bullying, hazing and sexual harassment are in effect at the bus stop and on the bus.
10. Breakable containers, skateboards, hazardous materials, cigarette lighters, matches, shop projects, or animals other than service animals, are not permitted on any school bus. No items are to be stored in the aisle. Any large items carried on the bus must be held on the students' laps. Items such as large musical instruments, shop projects, pets, etc., will not be transported with students on the bus.
11. Students are to refrain from using flashlights of any kind, flash photography, and videoing others. Students will also be required to utilize headphones when listening to audio from a personal device and will be allowed to use only one ear bud.

A copy of the rules of student bus conduct will be provided to students at the beginning of the year. A copy of the rules will be available on the district's website and upon request at district schools and the district office.

Citations issued to students will carry over to all routes and activity buses. They can also be carried over to the following year at the Transportation Supervisors' recommendation.

The bus driver will first endeavor to convey to the student the seriousness of the violation of any of the rules of student conduct. Upon continued violation, the driver will refer the student to the principal or designee of his or her respective school. The principal or designee will seek to impress upon the student the need for improvement in bus conduct and may utilize various consequences for initial misbehavior on the bus including, but not limited to, a warning, and/or a conference with the student, parent/guardian and bus driver. Persistent or serious violations of bus conduct procedures may result in the suspension of the student's transportation privileges. Unless there are extenuating circumstances, the principal or designee, or the district supervisor of transportation, will suspend the student's bus transportation privileges as follows:

1. First (1st) suspension (second citation)— two (2) school days; For continued transportation services, it is imperative for the parent/guardian to contact the transportation supervisor
2. Second (2nd) suspension (third citation)— five (5) school days; For continued transportation services, it is required for the parent/guardian to set up a meeting with the school principal and transportation supervisor, and
3. Third (3rd) suspension (fourth citation) — six (6) weeks or as determined by the superintendent or designee.

Written notice to the parent/guardian will be provided with each suspension and/or permanent revocation of transportation privileges.

Suspension of bus transportation privileges for students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the 1973 Rehabilitation Act, will follow federal guidelines and the provisions of this policy.

Students who vandalize or otherwise cause destruction to any district-owned or operated school bus or vehicle will be held financially responsible for such destruction. Any such vandalism or destruction may also result in automatic forfeiture of all school bus privileges for one (1) calendar year (365 days from date of occurrence).

Nothing will prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the district, upon good cause given in writing to the parent/guardian of such student.

#### Policy History

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Adopted on: March 12, 2009

Revised on: