

BUS DISCIPLINE ADMINISTRATIVE PROCEDURES

- I. Parents/guardians are responsible for supervising their child before they board the bus and after the child leaves the bus at the end of the school day. PK and K students must have an adult present at the bus stop during pick up and drop off.
 - A. Boarding the bus:
 1. At the bus stop, do not wait in the road, and stay back from the roadway until the bus arrives.
 2. Wait until the bus comes to a complete stop before trying to board the bus.
 3. Board the bus in an orderly fashion, usually letting the younger students board first.
 4. Use the handrail to keep your balance and go directly to your assigned seat without pushing and remain seated.
 - B. Traveling on the bus:
 1. Follow all directions from the bus driver, and stay quietly seated during the trip.
 2. Do not distract or talk to the bus driver while the bus is moving except in an emergency.
 3. Place books, backpacks or bundles under the seat or hold them in your lap where they cannot slide, fall or block the aisle.
 4. Do not toss or throw anything on the bus. Keep your arms and legs out of the aisle.
 5. Do not throw or stick anything out of the bus windows. Keep your head, arms and hands inside the bus.
 - C. Upon arrival:
 1. Wait for the bus to stop completely before standing and moving toward the aisle.
 2. Students may leave the bus only at their regular or authorized stop.
 3. Exit in an orderly fashion, using the handrail and watching your stop.
 4. Move away from the bus immediately, and keep away from the side of the bus as it pulls away.
 - D. Crossing the road:
 1. Walk 10 steps ahead of the bus along the edge of the road.
 2. Watch for the driver's signal to cross and then look both ways to make sure the road is clear of moving traffic.
 3. Never cross behind the bus.
- II. While on the bus, students are expected to demonstrate good behavior and obey the bus driver at all times.
 - A. Eating, drinking, gum chewing, opening windows without permission, gesturing to people outside the bus or to other vehicles and excessive noise are not permitted.
 - B. More severe infractions such as fighting, horseplay, smoking, harassment, discourteous behavior, vandalism, throwing anything, using foul language or in any other way endangering safety may be met with loss of bus riding privileges.

- C. The same rules of behavior will be followed during field trips, athletic and other extracurricular events, except that the chaperone/coaches/group leaders will assist the driver and be responsible for the members of their groups. Loss of bus riding privileges on these extracurricular trips will not be connected to riding on regular school bus runs except in very unusual situations.
- III. Students may be assigned seats. If students are found responsible for damaging a seat, they may incur the cost of repair.
- IV. Discipline Response:
 - A. Any infraction will be reported by the driver on a bus discipline referral form. The driver will give the form to the administration who will notify the student's parents/guardians and also speak with the student.
 - B. Infractions that warrant loss days will be determined by the seriousness of the offense, as well as the nature of the offense and prior offenses.
- V. Students may only board or leave the bus at their regular stops unless prior approval has been granted by administration through a request from parent/guardian.

Cross Reference: JICC Student Conduct on School Buses

Administrative Procedures Adopted: 4/13/10
Administrative Procedures Revised: 11/22/11
Administrative Procedures Revised: 4/27/24