

## **SCHOOL BUS AND SCHOOL BUS STOP DISCIPLINE PROCEDURE**

Any student who is guilty of continued and willful disobedience and/or of open defiance of the authority of the school bus driver, or any person, including the appointed school bus stop monitor, having authority over him/her; and/or the habitual use of profanity or obscene, lewd language; obscene gestures; and/or verbal or physical assault, sexual assault, sexual harassment of another student or the school bus driver or person having authority over him/her, shall be liable to suspension of his/her privilege of riding to and from school on the Victory Gardens school bus. *Failure to present current school bus pass upon request of the school bus driver will also result in the following procedure.*

*The school bus driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she has the authority to change assigned seats of unruly students; the school bus driver shall report unmanageable students to the principal of the school the student attends.*

**FIRST OFFENSE:** Warning letter sent to parent/guardian of the student.

**SECOND OFFENSE:** Suspension from the school bus for two (2) weeks. If the student receives another conduct report for misbehaving on the school bus and/or school bus stop, he/she will be suspended from the school bus for the remainder of the school year. \*1

**THIRD OFFENSE:** Suspension from the school bus for the remainder of the school year.\*1

**FIGHTING (Physical contact, pushing, tripping) PHYSICAL ASSAULT, SEXUAL HARASSMENT, SEXUAL ASSAULT, THROWING SNOW/ICE BALLS (when applicable), BOTTLES, STONES, CANS, OR ANY OTHER OBJECTS AT OTHER PERSONS, PLACES (such as into the roadway, or private property) OR THINGS (Such as cars, buildings, telephone poles, street signs). SMOKING, SPITTING - IMMEDIATE SUSPENSION FROM THE SCHOOL BUS FOR TWO WEEKS.** No warning letter will be sent for the above listed offenses - the student will be suspended for two (2) weeks. If the student receives another conduct report for misbehaving on the school bus and/or school bus stop, he/she will be suspended from the school bus for the remainder of the school year. \*1,

**ALL CONDUCT REPORTS** submitted to the school principal/vice-principal will result in the following procedure: (1)–Conduct reports will be submitted to the principal/vice-principal of the school the student(s) attends; the student(s) will be interviewed by a school official to determine the validity of the conduct report; Dover Board of Education Procedure for Discipline on the School Bus will be followed as to the penalty for the specific offense(s); the parent/guardian will be notified of the conduct report and the penalty for the student's actions, written notification will be mailed to parent/guardian.

Any offense that requires disciplinary action, including incidents occurring during the last week of the school year will be carried over, at the discretion of the Dover Board of Education, to the next school year before the student will return to the “clean slate” status for the new school year. School bus pass(s) will be issued to the students(s) only on completion of the discipline procedure and the offense is satisfied.

If the parent/guardian disagrees with the decision, he/she, must contact the school

\*1 Parents/Guardians shall provide transportation to and from school during the period their child/ward is excluded from riding the school bus.

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Principal to discuss the procedure. If the parent/guardian wishes to appeal the Principal's decision, he/she must submit *a letter of appeal* within ten (10) days of receipt of the suspension notice *to the Dover Board of Education prior to the date the Vice Principal, in consultation with parent, scheduled the suspension to start.*

**Parent/guardian must provide transportation to and from school during the time of exclusion.**  
Pursuant to 18A:25-2

Students must present a current school bus pass to the school bus driver every day upon boarding the school bus.

Students will sit in his/her assigned seat on the school bus he/she is assigned to. The school bus driver has the authority to change assigned seats of unruly students.

Only Victory Gardens resident students are eligible to ride the Victory Gardens School Bus to and from school.

There is absolutely no eating or drinking, or chewing gum on the school buses. Any food, drinks, including water bottles, and/or chewing gum must be packed in backpacks, or book bags while the student is on the school bus. Students carrying food or drink, water bottles, etc. on the bus will be told to deposit the food, drink, or chewing gum, etc. in the trash bag upon boarding the school bus.

***"ALTERNATE TRANSPORTATION --Any Student requesting to be excused from riding the school bus from school to Victory Gardens must present a note to his/her school principal, signed by his/her parent/guardian, stating the arrangements made for the student's transportation from school to his/her home or alternate destination."***

NO PERSON will be allowed to stop the school bus to remove any student from the school bus **AND NO PERSON will be allowed to stop the school bus to discuss, or accuse any student that may be involved in any type of violation incident.** If any person tries to remove a student, his/her child/ward, or the child/ward of a friend, neighbor or relative, from the school bus **or if anyone tries to interfere with the normal bus transportation of the Victory Gardens School buses,** the school bus driver has been instructed to call "911" and report the incident to the State Police.

If your child has not been transported from school to Victory Gardens and he/she will commence riding on the school bus from school to Victory Gardens, it is the parent's responsibility to **provide written notification to the principal of the child's school and the Dover Board of Education specifying the date transportation from school to Victory Gardens will start.** The school bus company will then be notified that there will be another student ***assigned to*** the particular school bus stop.

Parents/Guardians will be liable for any damages and/or injuries caused by their child/ward when their child/ward misbehaves on the school bus stops while they are waiting for the school bus, as well as for any injuries and/or damages resulting when the student misbehaves on the school bus.

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All complaints, conduct reports, etc. regarding the school bus driver, and/or students, must be registered with the board secretary in writing. Incident reports must include date and time of the incident, and an accurate description of the incident.

Please teach your child an alternate route home from their assigned school bus stop in the event he/she gets off the school bus at a wrong/different bus stop.

ALTERNATE ROUTE -P.M. In case of an emergency or road closed for repairs, etc in Victory Gardens, the school buses will use EMERGENCY/ALTERNATE ROUTE -- Roosevelt Ave will be used as the alternate route.

For Stop D & E - Children will be let off the bus at Roosevelt & Washington Ave by 276 Roosevelt Ave.  
For Stop F & G - Children will be let off the school bus at Stop C, Firehouse.

DON'T LOSE YOUR PRIVILEGE TO RIDE THE SCHOOL BUS  
FOLLOW THESE RULES

1. **Observe same conduct as in the classroom.**
2. **Be courteous, use no profane/lewd language.**
3. **Do not eat or drink on the school bus, do not litter.**
4. **Keep the school bus clean.**
5. **Cooperate with the school bus driver.**
6. **Do not smoke.**
7. **Do not be destructive.**
8. **Stay in your seat – Keep seat belt buckled around you.**
9. **Keep your head, hands, and arms inside the school bus.**
10. **School bus driver is authorized to assign seats with the approval of the Secretary of the Dover Board of Education.**
11. **No excessive noise.**

**The above rules are established to help assure a safe school bus ride for YOU  
PLEASE COOPERATE!  
THANK YOU.**

The time listed on the school bus pass is the scheduled pick up time. It is advisable for the children to be at the school bus stop approximately five or ten minutes before the estimated pick up time. The children should be at the school bus stop waiting for the school bus. The school bus driver does not have to wait for each child who is not waiting at the school bus stop.

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The school bus drivers are not authorized to stop at locations between the school bus stops; the children will be picked up only at the designated school bus stop sign.

PROCEDIMIENTOS DICIPLINARIOS EN EL AUTOBUS ESCOLAR

Cualquier estudiante que sea encontrado culpable de desobediencia al chofer del autobús escolar o a cualquier persona que tenga autoridad sobre el/ella, o que use lenguaje o gesturas obscenas, o insulte físicamente o verbalmente, o asalto sexual o acose sexualmente a otro estudiante, o al chofer del autobús escolar o a cualquier persona que tenga autoridad sobre el/ella, será castigado perdiendo el privilegio de utilizar la transportación escolar entre Victory Gardens y las escuelas públicas de Dover, como también el no presentar la identificación que lo autoriza a usar el servicio de transportación escolar en el momento que sea requerida por el chofer del autobus de la siguiente manera:

**Primera ofensa:** Carta de advertencia a los padres/guardianes.

**Segunda ofensa:** Suspensión del servicio del autobús escolar por dos semanas inmediatamente. Si el estudiante recibe otro reporte de mala conducta en el bus y/o en la parada del autobús, el/ella será castigado perdiendo el privilegio de utilizar el servicio de transportación escolar por lo que reste del año.\*

**Tercera ofensa:** Suspensión del privilegio de transportación por lo que reste del año escolar **Peleas ( contacto físicos, empujar, tropezar) asalto físico, asalto sexual, acoso sexual, tirar bolas de nieve o hielo(cuando sea aplicable), botellas, piedras, latas o cualquier otros objetos a otras personas o lugares ( como son las calles o las propiedades privadas o cosas (como carros, casas, postes del teléfono, avisos de transito) escupir.** Suspensión del servicio del autobús escolar por dos semanas inmediatamente. No carta de advertencia será enviada a los padres/guardianes. Si el estudiante recibe otro reporte de mala conducta en el bus y/o en la parada del autobús, el/ella será castigado perdiendo el privilegio de utilizar el servicio de transportación escolar por lo que reste del año.\*

**Todos los reportes de conducta y disciplina** seguirán el siguiente procedimiento: Reporte de conducta será suministrado al Principal de la escuela que el estudiante asiste; El estudiante será entrevistado por un oficial de la escuela para determinar la validez del reporte. El procedimiento de disciplina en los buses será seguido según la ofensa; Los padres/guardianes serán notificados por escrito del reporte de conducta y de la penalidad tomada por las acciones del estudiante.

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Si los padres/guardianes no estan de acuerdo con la decisión tomada, deben ponerse en contacto con el Principal de la escuela ;Si el padre/guardian desea apelar la decisión del Principal, el/ella debe de contactar el Departamento de Educación de Dover para poder ser oida su apelación, de acuerdo a la poliza de reglamentos del Departamento. Todas las apelaciones serán escuchadas en la próxima reunión de la junta, a no ser que la junta determine que es necesario una reunión especial.

Cualquier ofensa que requiera una acción disciplinaria incluyendo aquellas que ocurrán en la última semana del año escolar continuarán el siguiente año de acuerdo al criterio del departamento de Educación de Dover hasta finalizar su suspensión y su record quede limpio Después de completar su suspensión se le proveera al estudiante con el carnet que lo acredita a utilizar el servicio de transportación escolar.

**Padres/guardianes y estudiante deben estar presente durante la apelación. Padres/guardianes deben proveer transportación durante el tiempo de la suspensión.**

Padres/guardianes son responsables de cualquier daño o accidente ocasionado por su hijo/hija cuando esten dentro del autobús escolar como cuando esten esperando el mismo.

Al momento de ingresar al autobús escolar los estudiantes deben de presentar la identificación escolar al chofer del autobús. Cada estudiantes deberán sentarse en la silla que le fue asignada. Unicamente los estudiantes residentes de Victory Gardens son elegibles para utilizar el servicio del autobús escolar.

Absolutamente no comida, bebidas, o goma de mascar es permitido dentro del autobús. Cualquier comida o bebida incluyendo botellas de agua y goma de mascar deben permanecer dentro de su maletin escolar. Cualquier estudiante que cargue con comida, bebidas, botellas de agua o goma de mascar se le exigirá tirar lo que cargue al basurero.

### **TRANSPORTACION ALTERNATIVA.**

Cualquier estudiante que no desee utilizar el servicio de transportación deberá de presentar una carta al principal de la escuela firmada por sus padres/guardianes donde consten los arreglos hechos para la transportación del estudiante.

Si su hijo (a) no ha sido transportado desde la escuela a Victory Gardens y él o ella comenzará usar el transporte escolar de regreso a Dover, es responsabilidad de los padres notificar al Principal de la escuela y al Departamento de Educación de Dover cuando la transportación comenzará. La compañía encargada de la transportación escolar, Educational Services Commission, deberá ser notificada de que habrá un estudiante más en una particular parada del autobús.

Ruta alternativa en las horas de regreso en caso de emergencia o calles cerradas por reparación, ect, en Victory Gardens: los buses de la escuela usarán una ruta alternativa de emergencia que será Roosevelt Ave. Parada D: Los estudiantes serán dejados en Washington Ave y Roosevelt Ave en frente del area de recreación.

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Parada E: Los estudiantes serán dejados en la Roosevelt Ave y Washington Ave., en la 276 de Roosevelt Ave

Parada F y G: Los estudiantes serán dejados en la parada C, al frente de bomberos.

Por favor enseñe a su hijo(a) una ruta alternativa de regreso a casa en caso de que el estudiante sea dejado en diferente parada de autobús.

Ninguna persona está autorizada para parar el autobús escolar y remover cualquier estudiante del mismo. Si alguna persona trata de remover un estudiante del autobús escolar, el chofer del autobús ha sido instruido de llamar al 911 y reportar el incidente a la policía.

**Todas las quejas, reportes de conducta ect., envueltos el chofer del autobús y/o estudiantes deben de ser registrados con la secretaria del Departamento de Educación por escrito. Todo reporte de incidente debe incluir: fecha, hora y descripción exacta del incidente.**

**NO PIERDA LOS PRIVILEGIOS DE UTILIZAR EL TRANSPORTE ESCOLAR,  
SIGA LAS SIQUIENTES REGLAS:**

- 1. Observe la misma conducta que en el salón de clase.**
- 2. Sea cortés no use lenguaje inapropiado.**
- 3. No comida, no bebidas, no basura dentro del autobús escolar.**
- 4. Mantener el autobús escolar limpio .**
- 5. Cooperar con el chofer del autobús escolar.**
- 6. No fumar.**
- 7. No sea destructivo.**
- 8. Mantenerse en su asiento.**
- 9. Mantener su cabeza, sus manos y brazos dentro del autobús escolar cuando las ventanas estén abiertas.**
- 10. El chofer del autobús está autorizado para asignar asientos con la aprobación de la secretaria del Departamento de Educación**
- 11. No gritar o hacer demasiado escándalo en el autobús**

**Las regulaciones anteriores fueron establecidas para darle una mayor seguridad a los estudiantes que utilicen los servicios de transporte.**

**Gracias por su cooperación.**

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