

RULES FOR STUDENTS

- **Stay in your seat.** Students should remain seated, facing the front of the bus at all times. Do not sit on books or bags. Keep all your belongings in your hands and on your lap at all times. Do not move from one seat to another. Get in your seat quickly and stay there until the bus has completely stopped at your stop. Do not kneel or stand on your seat. Keep your feet and legs out of the aisle.
- **Cooperate with the driver.** Follow the driver's instructions without argument.
- **Physical Violence:** Intentionally making physical contact of an insulting or provoking nature to another or intentionally making physical contact, which causes harm to another. Physical violence includes any manner of hitting, kicking, pushing, punching, pinching, spitting, and any other physical assault/battery aimed at another person-whether in anger or in play (OCGA 20-2-751.6).
- **Bullying:** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. (OCGA 20-2-751.4)
- **Profanity:** Conversations or use of vulgar language pertaining to sex, drugs, drinking, etc., will not be permitted.
- **Tobacco:** Use or possession of tobacco in any form is forbidden.
- **Drug/Alcohol:** Use or possession of drugs and alcohol is forbidden.
- **Windows:** Keep everything, including your head, hands, arms, feet, and legs away from open windows. NEVER put anything into or out of bus windows. NEVER yell or talk to others out of windows, nor do anything that might cause another to approach the side of the bus.
- **Emergency Doors:** Do not tamper or exit the emergency doors unless authorized. Unauthorized use is a violation of Clayton County Ordinance 97-120, Section 6245.
- **Throwing objects:** Do not throw anything in or out of the bus. Do not throw anything on the bus. It is a violation of local, State, and Federal laws to throw anything out of the vehicle.
- **Disrespect of driver:** Do not argue with or "talk back" to the driver. Matters of discipline or problems will never be discussed with students or parents while the bus is in operation or at bus stops.
- **Unnecessary noise:** Talk quietly with those near you. Make no other noises of any kind. Do not play any electronic devices. At railroad crossings, maintain absolute silence until the bus is safely across the tracks. Sometimes it might be necessary for the driver to have a "silent bus" for safety reasons.
- **Vandalism:** Do not scratch, cut or write on seats, walls, floors, etc. Any student responsible for vandalism will be expected to pay for all damage related to his/her actions before he/she can ride the bus again.
- **Forbidden items:** Items forbidden on the bus include, but are not limited to the following: matches or lighters, cigarettes, balloons, cellphones; pagers; audible radios, tape or compact disc players; or any other electronic device; mirrors, lasers, flash cameras, or any other lights or reflective devices; guns, knives, pyrotechnics, and other weapons or anything that might spill, break, or cause personal injury (OCGA 20-2-751.5). Insects, birds, reptiles, animals (dead or alive); glass bottles, or glass containers of any kind; cans; or toys are not allowed. Students in possession of such items on the bus will be **held responsible and referred to the proper authorities.** Large band instruments; book bags, or luggage with wheels **WILL NOT BE ALLOWED.** All approved book bags or other approved items must be held in the student's lap.
- **Walk:** Do not run to, from or near a school bus. Cross streets at least 10 feet in front of the bus. NEVER cross behind a bus.

- **Eating/Drinking:** To maintain a safe riding environment, eating and/or drinking on the school bus will not be allowed. This includes any form of candy or chewing gum.
- **Discard trash.** Students should never leave trash on the bus. Ask the driver where trash should be discarded.

GEORGIA LAW

PHYSICAL VIOLENCE TO A SCHOOL EMPLOYEE

In accordance with Georgia law, a student found by a tribunal to have intentionally committed an act of physical contact, which causes **physical harm to a CCPS employee shall on order of the Clayton County Board of Education, be expelled for the remainder of the student's eligibility to attend public school. Punishment for intentional physical contact of an insulting or provoking nature may include out-of-school suspension or expulsion (OCGA 20-2-751.5).** (Note: Physical harm to a CCPS employee will result in referral to the appropriate court as mandated by law.)

BEHAVIOR CONTRACT/REQUIRED PARENTAL CONFERENCE

If a student is found to have engaged in bullying or in physical assault or battery of another person on a school bus, a **conference** between an appropriate school official and the student's parent/guardian **shall be held to develop an age appropriate school bus behavior contract (OCGA 20-2-751.5).**

STUDENT DRIVERS

The Georgia Department of Public Safety will suspend the instruction permit or driver's license of any minor driver if he/she is suspended from school for:

- Threatening, striking or causing harm to a teacher or other school personnel.
- Possession or sale of drugs or alcohol on school property.
- Possession or use of a weapon on school property.

FOR PARENT OR GUARDIAN

I have read and understand the Standards of Conduct for Riding School Buses and agree to assume full responsibility for my child's conduct on said buses.

(Signature) Parent or Guardian / Date

Print Child's Name

School Child Attends

Standards of Conduct For Riding School Buses

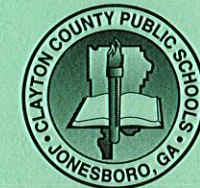


Dear Parents:

Please read Standards of Conduct for safe transportation of your child. It is important that you help your child understand the standards covering conduct while riding a Clayton County Public School bus.

Sign this form and return one copy to the principal, who will retain it on file. Keep one copy for your files. If a student is unable to read these instructions, the parent's signature will indicate that this regulation has been explained to the student.

To help us keep our children safe please stop for all school buses when loading and unloading students. Thank you for your cooperation.



Clayton County Board of Education Members

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STANDARDS

Riding a bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and regulations in order to help ensure safe and orderly bus transportation.

The bus is an extension of the school. Principals and Assistant Principals, working with bus drivers, parents, and Transportation Department personnel, have the responsibility and authority to resolve safety issues involving discipline incidents, which occur on the bus and at bus stops. The goal is to help students demonstrate proper behavior on the bus.

DISCIPLINE

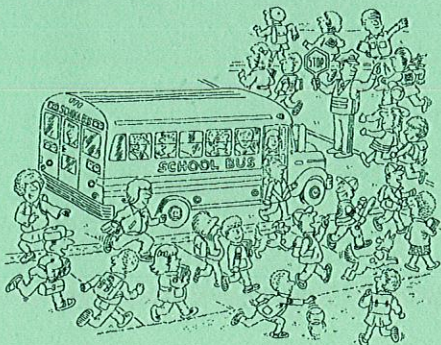
Drivers shall report disciplinary cases to school principals on the School Bus Safety Report for administrative action, following a violation of safety rules on the bus. The principal shall take final action in such cases. During a period of suspension, the School Board shall not be responsible for transporting the pupil to school. A driver may not remove a child from the bus or refuse transportation to a child on a bus without proper authorization by the principal except in cases where the safety of pupils is jeopardized. The principal shall be notified immediately for such extreme cases.

VIDEO CAMERAS

Video cameras are used on all buses to monitor student behavior. School administrators and police officials are the only staff to view these tapes. The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that generally prohibits school officials from releasing student educational records. Bus tapes are a record made by FERPA and subject to non-disclosure rules.

MEETING THE BUS

It is the parents/guardians responsibility to leave their child at the bus stop before the bus arrives. It is advantageous for the parents/guardians to accompany their children to and from the school bus stop. However, if there is a question or concern, no one shall confront the school bus driver at the bus stop. Instead, please refer any questions or concerns to your school or the Transportation Department at (770) 473-2835.



Clayton County Ordinance

No. 97-120, Section 62-45

Clayton County Ordinance No. 97-120, Section 62-45, makes it a violation of this Code to impede or obstruct the movement of a school bus or the boarding or discharge of students from the bus; to board the bus; or to engage in any conduct on or about the bus that would reasonably be seen as likely to be immediately detrimental to the peace, good order or safety of the students and the school bus driver.

PUPILS MUST:

- **Be at their assigned bus stop** at least five minutes before the regular pickup time and remain at the stop until the bus arrives. Students must board the bus at their assigned stop.
- Not stand on the traveled portion of the roadway while waiting for the bus, nor engage in play, or other activities that will endanger themselves or their companions while waiting beside the road.
- **Not run alongside the moving bus.**
- Wait to cross a street to board the bus, wait until the bus has stopped and other vehicles approaching or following the bus have stopped and then wait for a signal from the driver indicating it is safe to cross.
- **Cross only in front of the bus.** Use the handrail when going up and down the steps.
- **Remain seated** until bus comes to a full stop.
- **Exit the bus at their assigned stop** in an orderly manner.
- **Leave bus stop area only when safety permits.** Cross a highway at a distance of approximately 10 feet from the front of the bus after the driver signals it is safe to do so.
- **Have written request from parent(s),** signed by the school principal to go home with another child or to get off at a different bus stop on a temporary basis for each request.
- **Report any illness or injury** sustained on or around the bus immediately to the driver.

THE DRIVER WILL:

- Maintain order and good behavior on the bus.
- Assign seats as he/she determines it to be desirable.
- Signal students to cross a roadway when it is safe to do so.
- Report any illness or injury sustained on or around the bus immediately to the school administrator and dispatcher at Transportation.

CONDUCT ON THE BUS

Students must adhere to the district discipline code as well as the rules stated on the back of this form. Bus drivers will use the following Safety Action Plan to maintain order and good behavior:

BUS DRIVER SAFETY ACTION PLAN

Steps of the Safety Action Plan for Regular and Special Education Drivers

Drivers will record all corrective actions in their log book.

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| 1st violation | Verbal Warning by driver – Record in Log Book. |
| 2nd violation | Personal and Private Conference with student to give second and last warning. Record in Log Book. |
| 3rd violation | Change of Seat – Record in Log Book. |
| 4th violation | Safety Report Sent Home with all actions listed and request for help. This should be signed by parent/guardian and returned for student to continue to ride. Give the school administrator a copy of the safety report. If safety reports are not returned, drivers will ask for help from parents and administrators to get them returned. If all the driver's efforts fail, the driver is to request help from his/her route supervisor. Record in Logbook. |
| 5th violation | Call Parents for Help. Drivers are to make a record of the parent conversation on a Safety Report and send to the parents on next trip and give the school administrator a copy. Record in Log Book. |
| 6th violation | Refer to Principal with completed Safety Report for Action. Driver should list actions taken to resolve the problems. Record in Log Book. |

All steps will be followed for Elementary Students, except for Severe Clause.

*Steps 1, 4, & 5 will be followed

for Middle/High Students, except for Severe Clause.

Severe Clause

The following violations are severe and will receive an immediate referral to the principal:

1. Open defiance or abusive language to the driver
2. Physical violence or bullying
3. Willful destruction of property
4. Carrying a weapon
5. Verbal threats to the driver or other students
6. Possession or use of alcohol and/or drugs
7. Sexual Harassment/Sexual Battery (Touching)
8. Possession of obscene materials
9. Gang-related intimidation
10. Any other action that clearly threatens the safe operation of a school bus and its occupants