

COQUILLE SCHOOL DISTRICT #8

Bus Rules

Please discuss the bus rules with child, fill out the information on the last page and return the last page **only** to the school or the bus driver. Keep the bus rules at home for students to review if needed

Video cameras may be used

Code of Conduct

Each year the district will include the following transportation rules in the student/parent handbook and issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

1. Obey the driver at all times.
2. Not throw objects.
- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools.
- *4. Not fight, wrestle or scuffle; automatic 2 week suspension for fighting
- *5. Not stand up and/or move from seats while the bus is in motion.
- *6. Not extend hands, head, feet or objects from windows or doors.
- *7. Not possess matches or other incendiaries and concussion devices.
- *8. Use emergency exits only as directed by the driver.
- *9. Not damage school property or the personal property of others.
- *10. Not threaten or physically harm the driver or other riders.
- *11. Not do any disruptive activity, which might cause the driver to stop in order to reestablish order.
- *12. Not make disrespectful or obscene statements.
- *13. Not possess and/or use tobacco, alcohol or illegal drugs.
14. Not eat, drink, or chew gum.
15. Not carry aerosol cans, glass containers or other glass objects.
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
17. Accept assigned seats.
18. Stay away from the bus when it is moving.
19. Be at the bus stop five minutes before the scheduled pick up.
- **20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
21. Driver will instruct students to cross road.
22. Talk in normal tones, loud and vulgar language is prohibited.
23. Students shall have written permission to leave the bus other than their assigned stop and pre-arranged to ride a bus other than the bus they are assigned.
24. Ask permission to open windows.
25. Students suspended or expelled are not allowed to ride any bus during their suspension or expulsion (field trips, sporting events)

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Violations

Each year the district will include the following procedures for violations in the student/parent handbook and issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. **Written Warning:** Written warning at time of infraction-copy sent home-parent must sign and student must return it the next day.
 2. **Bus Conduct Report #1:** Notice sent to parents-principal calls home-sends a copy of rules with highlighted offence.
 3. **Bus Conduct Report #2:** Notice to parents that the problem has continued or a new problem-principal calls, sends a copy of rules with highlighted offence.
 4. **Bus Conduct Report #3:** Student is suspended for 5 days arranged by T.S. and principal (principal can set a better time than T.S.)
 5. **Bus Conduct Report #4:** Suspended for 10 days
 6. **Bus Conduct Report #5:** Expelled for Trimester
 7. **Bus Conduct Report #6:** Expelled for remainder of school year-starts new school year on probation.
 8. In all instances, the appeal process may be used if the student and/or parent desires.
- * All citations must be signed by the driver and principal.

Definitions:

“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

Suspension Procedures

- a. Due process procedures used by the district governing student behavior shall be applied. Normally the suspension process shall be in accordance with the following procedures:
 - (1) Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the superintendent or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
 - (2) The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
 - (3) If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
 - (4) If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the building administrator. Arrangement should be made for the student's transportation to and from school and to other school activities;
 - (5) A written communication will be mailed to the student and parents within one workday restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible re-admittance;
 - (6) The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
 - (7) In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

SIGN AND RETURN TO YOUR CHILD'S DRIVER

I certify that I will read and discussed the Coquille School Bus Rules and Regulations with my bus student(s).

(You only need to fill out one form if you have students in more than one school)

<u>NAMES OF CHILDREN</u>	<u>GRADE</u>	<u>TEACHER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian's Name (please print)

Parent /Guardian's Signature

Home Address **(No PO Box numbers)**

Home Phone # Cell#

Date

If your child will go to a daycare provider please fill out the following information;

Name of daycare provider _____ Address _____

Phone Number _____ Cell# _____

Schedule _____ (do you rotate weekly/monthly/different days)

Emergency Closure Information

In case of an emergency closure, we have plans that will be put into action. The course of action taken depends on the reason of closure. You will be notified by the district's ALERT PHONE SYSTEM.

Please keep the schools updated on any changes; daycare provider, address, phone number and emergency contacts

If by chance we have to send students home early.

Where would you like your student to go?

Home Normal daycare provider Other(if so, give information)

Name _____ Relation _____
Address _____ Phone # _____ Cell# _____

My Child may walk I would prefer my child ride a bus

Last Page-----Fill out this form and return **ONLY this page** at the time of registration. PLEASE keep the rest of the Transportation information packet for later reference.