POWAY UNIFIED SCHOOL DISTRICT ADMINISTRATIVE PROCEDURE

6.50

Originator: Director of Transportation

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TRANSPORTATION SERVICES

Page: 1 of 3

Reference: BP 5.8; HPH 82.7;

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6.51 STUDENT SAFETY

SECTION 6.51.3 Bus Discipline Procedure

A student whose behavior is less than satisfactory, abuses/misuses the Fees for Transportation (FTS) System, or fails to observe Bus Safety Rules will be referred in writing on PUSD Form T-14 (Student Bus Misconduct Referral) through the Director of Transportation to the respective site administrator in charge of bus discipline.

A student who violates any of the Rules of Student Behavior while riding the bus will be subject to disciplinary action as provided for in Board Policy 5.8 and its administrative procedures.

In addition to the prohibited acts in Board Policy 5.8 (Parent Form PP3 (K-5) or PP3A (6-12)), the student is subject to specific disciplinary action for the following designated acts, which are related to bus ridership. The bus rules are now displayed on the school bus in a format that mirrors the six *Character Counts!* pillars:

Trustworthiness: • Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, school, and country

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- Show the driver your bus pass, prepaid ticket, or fare as you board the bus.
- Bus passes are the property of PUSD and may not be used by other students.

Respect: • Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone • Deal peacefully with anger, insults, and disagreements

- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity, or obscene gestures will not be tolerated.

Responsibility: • Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

- Emergency exits or driver controls are only to be used in an emergency.
- Non-high school students must be delivered to their assigned bus stop or released to a school administrator.
- Non-high school riders must have a note from their parents signed by a school administrator to use a different bus stop.

SECTION 6.51.3 Bus Discipline Procedure

Fairness: • Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches, stay back 10 feet with bus pass holders boarding first.
- Enter the bus and take your seat in an orderly manner.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped, and the brake is set, before standing.
- Depart the bus in an orderly manner.
- If crossing, follow the driver's instructions.

Caring: • Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

- Take pride in your school bus. Keep it safe and clean.
- Do not damage seats or equipment.
- Eating, drinking, gum or tobacco chewing, spitting, and smoking are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, weapons, or any unsafe object or hazardous material will not be transported.

Citizenship: • Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

- Students must be fully attired including shoes. No spiked or cleated shoes.
- No intimate behavior of any kind is allowed on the school bus.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.

Disciplinarians shall normally apply progressive discipline procedures with:

- 1. The first offense, a warning.
- 2. The second offense, five school days of bus-riding suspension.
- 3. The third offense, ten school days of bus-riding suspension.
- 4. The fourth offense, forty school days of bus-riding suspension.
- 5. The fifth offense, suspension from the bus for the remainder of the school year.

SECTION 6.51.3 Bus Discipline Procedure

However, disciplinarians shall have the latitude to increase or decrease the normal corrective measure within reason, considering the student's age, frequency, and severity of offense, and other patterns of discipline. In cases where the disciplinarian determines that the student's behavior causes a danger to persons or property, the student may be immediately suspended from bus ridership.

The Transportation Department staff shall make every effort to deliver the referral to the respective school within one school day after the referral incident. School disciplinarians shall process the referral as soon as possible and shall:

- Annotate all copies of the referral with the action taken and any inclusive dates, if applicable.
- Retain one copy for school records, send one copy to the parent/guardian, and send one copy to the Transportation Department.
- Inform the parent/guardian of any bus-riding suspensions prior to the effective time and date.
- Retain possession of the student's bus pass for the duration of any suspension.
- Notify the Transportation Department of any suspensions by faxing a copy of the referral to them at (858) 668-1886. The first day of suspension, the last day of suspension, and the date of return to bus riding privileges are to be noted. This is to be done no later than the effective time and date the suspension is to begin.

Nothing in this procedure shall limit Transportation Department personnel from communicating transportation problems to school staff members, parents, or students through non-referral methods; or taking the necessary steps to protect the bus-riding safety of students. If onsite administrators are not available, the Director of Transportation may suspend riding privileges after notifying the parent/guardian when the Director of Transportation deems it necessary.

If a school bus-riding suspension is ordered by a school disciplinarian, the student and parent or guardian shall be notified by the disciplinarian of the right to request a meeting with the principal, or designee, by using Student Bus Misconduct Referral, PUSD Form T-14. This meeting shall be held within three school days of the time such request is received by the principal, or designee. If the disciplinarian has any question regarding the accuracy of the referral, or the accused party denies the accusation, the school disciplinarian shall confer with the originator of the referral prior to making a final decision in the case.