

E8. ENCLOSURE 8

STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

E8.1. General. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with this enclosure or may process them in accordance with procedures available for other school discipline. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner. Nothing in this enclosure precludes the principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

E8.2. Applicability. This policy applies to all DoDEA schools. However, in a few instances, the primary responsibility for enforcing school bus safety and disciplinary control remains with the Military Service; pursuant to a Memorandum of Understanding (MOU) agreed upon by, and available from, the Area Director's Office and the respective major command. Area Directors will amend these MOUs to ensure that Military Command disciplinary policy is consistent with the policy in this enclosure.

E8.3. Discipline of Children/Students with Disabilities. Discipline of students with disabilities must be consistent with provisions of enclosure 6. A student with disabilities may not be removed from the school bus for more than 10 consecutive days unless the Case Study Committee has determined that the student's removal does not constitute a change in placement or otherwise interfere with the student's free appropriate public education. In most instances, a student with disabilities can be removed from the school bus for more than 10 consecutive only when alternate means of transportation are available.

E8.4. Responsibilities.

E8.4.1. Student Responsibilities. Students are responsible for:

E8.4.1.1. Complying with the behavior standards for school bus students (attachment E8.A1.) and with the general behavior standards of enclosure 3.

E8.4.1.2. Obeying the instructions of bus drivers, DoDEA personnel, and military officials.

E8.4.1.3. Attending and completing school bus safety training sessions when offered by the school or military installation.

E8.4.1.4. Presenting a school bus pass on demand, where bus passes are used.

E8.4.1.5. Reporting the loss of damage of school bus passes, if used, to the local school bus management office or school administrator's office.

E8.4.2. Sponsor/Parent/Guardian Responsibilities. The sponsor/parent/guardian is responsible for:

E8.4.2.1. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy, and understand that bus service is a privilege, not a right.

E8.4.2.2. Ensuring that student family members have valid school bus transportation passes, if required.

E8.4.2.3. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E8.4.2.4. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E8.4.2.5. Reporting incidents to the local DoDEA school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E8.4.2.6. Providing school personnel with timely written notification, including by e-mail, when a student has a change in his or her normal transportation schedule or plan.

E8.4.2.7. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDEA or appropriate military officials.

E8.4.2.8. Serving as a bus monitor when required by the military commander.

E8.4.2.9. Acknowledging that student ridership is contingent upon sponsor/parent/guardian agreement to these responsibilities described in this enclosure.

E8.4.3. School Principal Responsibilities. School principals, or designees, are responsible for:

E8.4.3.1. The overall administration and success of their school bus discipline program.

E8.4.3.2. Making school policy, in which it is clear that the time students spend going to and from school is an extension of their school day, and that school buses are an extension of the school campus.

E8.4.3.3. Taking appropriate action when student school bus misbehavior occurs; to include: collecting, when investigative assistance is otherwise unavailable, the facts necessary to resolve factual matters; deciding and announcing what discipline is appropriate, and ensuring that school bus misconduct items are recorded in the student's disciplinary file.

E8.4.3.4. Providing school bus loading and off-loading supervision of students at school areas.

E8.4.3.5. Referring to the local military command for review, repeated acts of student misconduct, student criminal acts, student-caused damage to the bus or another person's property, and instances when the sponsor/parent/guardian is unwilling or unable to take corrective action when their student has been found guilty of school bus misbehavior.

E8.4.3.6. Monitoring attendance of students who have been removed from school buses for cause.

E8.4.3.7. Conferring with the sponsor/parent/guardian of a student who has been involved in a serious misconduct incident or repeated incidents of school bus misbehavior.

E8.4.3.8. Assuring that each sponsor/parent/guardian, at the time of registration, is provided with a copy of the Memorandum for Parents and Sponsors of Student Riding DoDEA School Buses, the Behavior Standards for School Bus Students, and the School Bus Misbehavior Report. (See attachments E8.A1. -E8.A3.)

E8.4.3.9. Ensuring that students with disabilities are disciplined in accordance with enclosure 6 of this Regulation, when the procedures of enclosures 4 or 5 are unavailable.

E8.4.4. DoDEA School Bus Office Responsibilities. DoDEA school bus management office personnel are responsible for:

E8.4.4.1. Issuing school bus passes to students accorded school bus riding privileges only after determining that the sponsor and the student have met the requirements of subparagraphs E8.4.1 and E8.4.2. of this enclosure.

E8.4.4.2. Conducting or ensuring that bus service providers conduct in-school training on safety and school bus behavior standards.

E8.4.4.3. Ensuring that:

E8.4.4.3.1. Bus service providers have procedures on how to handle and report various incidents and the actions to be taken; when student misconduct is observed while en route to or from school.

E8.4.4.3.2. Bus contractors have trained their bus drivers and administrative personnel on these procedures.

E8.4.4.4. Coordinating with principals and military commanders on serious school bus misbehavior or alleged criminal acts by students.

E8.4.4.5. Collecting and returning bus passes as a result of the suspension of school bus riding privileges (i.e., temporary or for the balance of the school year).

E8.A1. ENCLOSURE 8 - ATTACHMENT 1

MEMORANDUM FOR SPONSORS/PARENTS/GUARDIANS/ OF STUDENTS RIDING
DODEA SCHOOL BUSES

SUBJECT: Standards of Conduct for DoDEA School Buses

This memorandum concerns the safety and well-being of our students as they ride our school buses this school year. Please take the time to read it carefully, sign, and return the attached Behavior Standards for School Bus Students and Sponsor/Parent/Guardian Acknowledgment.

Safe transportation of DoDEA students is the concern of DoDEA, sponsors/parents/guardians, and students. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. However, the safe operation of school buses also depends on student riders understanding and adhering to proper conduct.

Sponsors/parents/guardians share with their student(s) the responsibility for proper student behavior in DoDEA's schools and on DoDEA school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students, Proposed Disciplinary Consequences for School Bus Misconduct, and enclosure 3 of DoDEA's Disciplinary Regulation.

Sponsors/parents/guardians must ensure that their student(s) understand and follow these rules. In addition, student riders must understand that bus drivers are not to be distracted from safe driving by student misbehavior. Students must show respect for the bus drivers and follow the bus drivers' instructions.

As a sponsor/parent/guardian, you must agree in writing that you will ensure your child understands that riding the school bus is a privilege, and that ridership privileges may be revoked for a violation of school bus behavior rules. Also, you must agree to serve as a bus monitor when required by the military commander. Please sit down with your student, carefully discuss the attached rules, sign and return them to your student's Principal(s).

School bus transportation is a privilege that may be suspended or revoked. DoDEA will strictly enforce school bus rules. Students failing to comply with school bus rules may find their bus riding privileges suspended or revoked for the rest of the year. When this happens, sponsors/parents/guardians assume all responsibility for transporting student(s) to from school. Let us work together to make this school year safe.

Principal's Signature

Enclosures:
As stated:

E8.A2. ENCLOSURE 8 - ATTACHMENT 2

**BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS
AND SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT**

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

I, the DoDEA sponsor, acknowledge that I have received a copy of enclosure 3 of the DoDEA Disciplinary Regulation and the Behavior Standards for School Bus Students. I have explained the school and school bus behavior standards and necessity for those standards to my

student, and I have explained that I expect these school and school bus behavior standards to be followed.

I understand that actions for misbehavior could include suspension or revocation of bus rider privileges, and other school disciplinary action.

I agree that I will serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

Signature of Sponsor/Parent/Guardian/
(Student age 18 or over)

Date Signed

E8.A3. ENCLOSURE 8 - ATTACHMENT 3

School Bus Infractions and Recommended Consequences		Bus Riding Privileges Suspended for:			
		Warning	5 School Days	20 School Days	30 School Days
<i>Number column designates the number of incidents.</i>					
1 UNSAFE BEHAVIOR					
a	Fighting, pushing, shoving or tripping				
b	Use or possession of unacceptable items identified in the school code of conduct. (The school bus is an extension of the school/campus.)				
c	Failure to have bus pass in possession.				
d	Pushing while boarding or leaving the bus				
e	Getting on or off bus while bus is in motion				
f	Not properly seated				
g	Putting objects out of bus windows or hanging out of window				
h	Making excessive noise or playing electronic equipment with using earphones				
i	Engaging in horseplay				
j	Obstructing aisles, steps, or seats				
2 INAPPROPRIATE BEHAVIOR					
a	Failure to remain properly clothed				
b	Public displays of affection				
c	Eating, drinking, or littering on bus				
d	Using abusive/profane language and/or gestures				
e	Spitting or biting				
f	Harassing or interfering with other students				
g	Failure to comply with bus driver's or monitor's instruction				
h	Disrespect, distraction, or interference with driver				
3 DESTRUCTIVE BEHAVIOR					
a	Damaging private property (requires payment of damages)				
b	Sitting in driver's seat or tampering with bus controls				
c	Opening or trying to open bus door				
d	Throwing or shooting objects inside or outside of bus				
4 PROHIBITED BEHAVIOR					
a	Tampering with bus controls or emergency equipment				

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges.