



## **Bus Conduct and Procedures**

Students are provided information on proper conduct in the student handbook. Our policy outlines that students will observe the following;

- a. Enter or leave the bus when the door is fully opened
- b. Take turns and avoid pushing upon entering or leaving the bus
- c. Take assigned seats promptly and remain seated in it until the bus arrives at a stop
- d. Keep feet and belongings under seat
- e. Keep hands off the property and person of other students
- f. Books and clothing are to be kept out of the aisle
- g. Avoid all boisterous, loud talk and other noises which might distract the driver
- h. Will not tamper with emergency door or other bus fixtures
- i. Conscientiously observes all rules and responds quietly to the driver's instructions
- j. The bus represents an integral part of the school system and, as such, the same standards of conduct apply to the school bus.

In keeping with New Jersey State Law, Chapter 18A:25-2, the following procedures for students deemed unmanageable shall be in effect:

1. First Offense: Student reported to the administration. A letter/telephone call to student's parents will inform them of the problem, as well as what procedure will be followed if subsequent offenses occur during the school year.
2. Second Offense: Same as first offense. In addition, the student will be assigned an administrative detention.
3. Third Offense: Student reported to the administration. A parent conference will be requested. Student bus privileges may be suspended for one day.
4. Fourth Offense: Student reported to the administration. A parent conference will be requested. Student bus privileges may be suspended for three days.

5. Fifth Offense: Student bus privileges may be suspended for five days. Student will appear before the school board for an expulsion hearing. At that time, the Board will decide if the student will be expelled from the bus for the remainder of the school year. Bus expulsion could be carried from year to year.

School administration has the authority to apply administrative discretion to modify consequences relative to the circumstances of the incident and the developmental level of the student.