

*TIOGA CENTRAL SCHOOL
DISTRICT*

Transportation
Informational Manual
for
Parents & Students

TIOGA CENTRAL SCHOOL TRANSPORTATION INFORMATION MANUAL

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FORWARD

Over 1,000 students residing in the Tioga Central School District have the opportunity to be bused to our Tioga Campus and parochial schools within 15 miles.

Rules and regulations have been developed with the safety and comfort of the school bus rider in mind. The policies of the Board of Education, the rules and regulations of the State and our operating guidelines establish the framework for our student transportation system. This manual is to help students, parents and school personnel have a clear understanding of the policies and guidelines under which we operate. Please read this manual and help keep the bus ride as safe as possible for your children and other occupants.

Please feel free to call the Transportation Office at 687-8003 if you have any concerns or questions about the information in this manual. Communicating and working together will help promote a safe bus ride.

TIOGA CENTRAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

Dear Parents and Guardians:

Please review and discuss this School Bus Rider's manual with your children. We encourage you to read this manual and become aware of the bus policies of our school district.

All of these policies, procedures, and rules are important. However, we would like to especially draw your attention to a few that deal with situations that have caused some confusion in the past.

TRAFFIC FLOW IN SCHOOL PARKING LOTS

The Tioga Elementary school has a defined traffic pattern. This has been done for the safety of the student, both on the bus and in the car. Please follow appropriate traffic signs and designations.

No vehicles are allowed in the High School or Elementary School driveways during loading and unloading of school buses in the morning and afternoon.

If you are not familiar with the traffic pattern at the school your child attends, please make it a point to ask the school principal.

In order to maintain a high level of safety while efficiently transporting students, our drivers **MUST** have the cooperation of both the students and parents. If the rules listed in the manual are followed, the drivers can concentrate on their primary job - **SAFE DRIVING**. **Please remember, it is illegal to pass a school bus with red lights flashing even in a parking lot or the bus loop.**

We look forward to continued school bus safety and we do appreciate your cooperation.

Sincerely,

David VanDusen, Sr.
Transportation Department

TRANSPORTATION PROCEDURES

PURPOSE

To establish an equitable procedure for the busing of students attending Tioga Central School, public or private schools, or state approved learning centers.

CRITERIA FOR ROUTING AND PICK-UP POINTS

1. Designated stops for all students will be set under safe conditions and will be located up to 1/4 mile apart when applicable.
2. Stops shall be approved by the Transportation Department and will be published.
3. Pick up points may be adjusted for distance to provide a location that is safe, reasonable and compatible with the criteria of this procedure.
4. Stops will be reviewed at least once each year by the Transportation Supervisor and other times when necessary. Routes may be extended, shortened or altered at any time to accommodate changes in population or state laws or to remain in concert with this procedure or Board policy.
5. Buses will not travel roads that have restricted traffic flow or are not maintained by the appropriate highway department or that present conditions that are judged to be unsafe for student transportation. Such determination will be the responsibility of the Supervisor of Transportation.
6. Reasonable effort will be made to limit the number of students at any one bus stop to 30 when there is adequate waiting space away from heavy traffic. Exceeding this limit will require a review and authorization by the Supervisor of Transportation.
7. **Changing On/Off Designation:** Students are assigned a specific bus for school transportation. In order to change the pickup or drop off point, a note from the student's parent/guardian must be sent to the school office. The school principal or designee will issue the on/off slip for that student. The slip will then be delivered to the Transportation Department authorizing the bus driver to transport the student to the designated location.
8. **Bus drivers shall stop at designated bus stops and shall use good judgment if an incident dictates an exception.**

9. Reasonable effort shall be made to limit a student's AM and PM travel time.
10. No route shall require a bus to back up unless specifically approved by the Supervisor of Transportation.
11. Dead-end roads and those thoroughfares with an outlet which has restricted travel flow, will not be serviced by a bus unless such road exceeds 1/4 mile in length or such road connecting portions of other roads are more than 1/4 mile distance from the preceding or subsequent bus stop and the turn-around is approved by the Supervisor of Transportation.

OTHER SCHEDULING AND ROUTING INFORMATION

SIDE ROADS

Transportation will not be provided on side roads that are not maintained by town highway departments, and if the lack of maintenance makes it unsafe for drivers and students to be traversing these roads. Examples of unsafe conditions are flooding, road erosion, ice, snow, mud, etc.

PRIVATE ROADS

Transportation is not provided on highways that have not been dedicated and/or maintained by town, county and/or state highway departments.

TURNAROUNDS

Turnarounds will not be established unless adequate space is available and this space is properly maintained. (Education Law Section 3602, 3635).

PRIVATE SCHOOLS

We provide transportation to private schools as required by state law. Parents requesting such transportation are to do so in writing prior to April 1 before the year which transportation is being requested, and must renew the request each and every year.

LOST CHILDREN

If your child doesn't get off the bus, please call the school at once. Remember, the safest place for your child is on the bus. If your child got on the wrong bus by mistake, they will be brought home as soon as possible.

SPECIAL INFORMATION

According to a schedule established by the State Education Department (156.3), at least three bus emergency drills will be conducted each year. The procedure for pupils to follow in case of an accident, including how to properly use the emergency exit windows and doors will be covered. There may be additional drills taught at each school during the year.

All of our school buses are equipped with seat belts. The district does not require that students wear these seat belts on the regular bus runs. If you wish your child to wear a seat belt, please send a letter to the Transportation Department. The driver will be notified of your wishes and will make sure your child understands how to use the seat belt on the bus. It will then become the responsibility of the child to use the seat belt.

The driver of each bus is responsible for seeing that all rules are obeyed on the bus.
The driver has full authority to assign seats.

Each student must be on time. ***Students should be at the designated pick up point BEFORE the scheduled pick up time.***

Live animals may not be transported on the school bus.

WEATHER WARNINGS

When hazardous weather conditions cause the cancellation of school, an announcement will be made as early as possible on the following local radio and TV stations:

WATS - WAAL - WSKG - WKGB - WHCO/WTKO - WNBC/WHWK
WBNG - WIVT/WBGH - WICZ

Please do not call the Transportation Department as the telephone lines need to be kept open for emergencies.

ARTICLES CARRIED ON SCHOOL BUSES DOT REGULATIONS

At no time shall any article protrude into the aisle or walkway where it interferes with the safety of students. Nor shall any article block the emergency door or windows (DOT 721.22).

Any article that cannot be safely carried on the student's lap cannot be transported to school on a school bus, unless it is placed in or under unoccupied seats and securely fastened so it cannot break away. Drivers cannot take the time or hold up the flow of traffic to load baggage. They do not carry ropes or straps to secure articles too large or too dangerous to hold in the lap.

Please be sure that your child has all draw strings cut to at least 2" long, example: coats, sweatshirts w/hood etc., so as to not entangle with any objects when loading or unloading the bus.

The following are some items we cannot carry on the school bus:

- Aerosol Containers
- Glass Items
- Chemicals or Flammable Liquids
- Knives or Other Sharp Objects
- Christmas Trees
- Leather Bracelets with Sharp Studs
- Animals
- Large Radios and Tape Recorders
- Shovels
- Skate Boards
- Guns

If you have any questions as to what may be carried on the school bus, call the Transportation Department at 687-8003.

BUS SAFETY GUIDELINES

...Students are expected to be on time at the bus stop, but not longer than ten (10) minutes prior to the bus arrival time. Students are to wait at least a minimum of 15 feet away from the highway.

Students who cross the highway must cross 10 feet in front of the bus and must wait to be signaled to do so by the bus driver. Students will stop at the center of the roadway and look both ways before proceeding.

Students will show identification upon request and must readily comply with any request by the bus driver or district personnel.

Students must board the bus in an orderly fashion, sit quietly, face forward and remain seated until the bus stops. Students may not change seats when the bus is in motion, Drivers will assign seats and make changes if necessary.

Students cannot put hands, arms, head or feet out of the bus window or throw any articles in or out of the bus or at any other vehicle.

Articles such as aerosol and glass containers, knives, fire crackers, lighters or any sharp objects are not allowed on the bus. Large parcels, certain musical instruments and some athletic equipment may not be allowed.

There is ABSOLUTELY no smoking on or near an “occupied” school bus at any time by students or school personnel. ***Chewing of tobacco is also prohibited.***

Large radios and tape recorders are not allowed. Students may use small radios (walkman) with earphones.

Destruction or damaging a school bus or student’s property may result in an immediate suspension and/or restitution for damages.

At school dismissal time, students are to proceed to their buses. Buses will depart approximately ten minutes after the first dismissal bell. *Students who miss their bus should report back to the school office.*

Students must get on and off the bus at their regular designated stop. A written request from a parent or guardian must be presented to the school office before they can be allowed to get off at any other stop. Please be reminded that should a driver have a safety concern about discharging a student at their designated drop-off point (i.e. - they have reason to suspect no adult is present to assume responsibility for a young child

etc.), such students will be brought back to the school and the parent(s)/guardian contacted.

The school district may deny students bus transportation if these safety guidelines are violated. Parents/Guardians still have the legal responsibility to have their children attend school even if students are not allowed to use school bus transportation.

SCHOOL BUS DISCIPLINE PROCEDURES

For everyone's safety and health, the following discipline procedures will be followed when a student misbehaves on the school bus.

When a problem becomes apparent, the student will get a conduct report which is given to the Transportation Supervisor for further action. The Transportation Supervisor will forward the conduct report to the building principal for appropriate action in accordance with the Student Code of Conduct (see Parent Handbook).

BOCES and SPORTS BUSES - If a student is suspended from AM and PM buses, they may still be allowed to ride the BOCES bus. If a student is suspended from the BOCES bus, the nature of the incident will determine if they are also suspended from the AM and PM buses.

LATE BUS - These are regular bus routes and if a student is suspended as a result of an incident on these buses, the suspension may also include regular AM and PM buses.

HANDICAPPED/SPECIAL CLASS STUDENTS - Discipline procedures for these students will be in accordance with the mandates of Special Education Law.

TRAFFIC FLOW IN SCHOOL PARKING LOTS

All of the elementary schools have a defined traffic pattern. These have been done for the safety of the student, both on the bus and in the car. Please follow appropriate traffic signs and designations. *If you are not familiar with the traffic pattern at the school your child attends, please make it a point to ask the school principal.*

Parents should drop students off at designated drop-off points which are indicated below. The roadway (Fifth Avenue) in front of the school **is not a drop-off/pick-up**

point. Parents should avoid dropping off and/or picking up children along the roadway as this is illegal and the signs posted prohibit this activity. There is no parking or stopping along this roadway per Town of Tioga law. Local law enforcement agencies patrol Fifth Avenue. Violation of this law has resulted in tickets being issued.

Designated pick-up/drop-off points are as follows:

- Please utilize the Middle School's southern entrance by using the traffic loop between the Middle School and the Administration Building.
- For Tioga Elementary and High School student drop-offs, please use the inner traffic loop between the driveway and parking lot at the north end of the campus.
- These points are preferred to decrease pedestrian traffic across Fifth Avenue during busy traffic periods, i.e. - 7:30-8:00 AM and 2:30-3:15 PM. Please do not enter the driveway during the aforementioned times.
- If you need to enter a building, please use the available parking lots. If it is not during student drop-off and pick-up times, you can use the driveway in front of the High School building.
- The access road off Route 17C to the Athletic Facilities and the Transportation Department should be used for those purposes only. New signage indicating No Thru Traffic has been installed; please abide by this.

Passing a stopped school bus on any public highway while the red lights are flashing is illegal in New York State. "Public Highway" shall mean any road used for parking of motor vehicles or used as a driveway located on the grounds of a school or a Board of Cooperative Educational Services facility or any area used as a means of access to and egress from such school or facility (V&T Section 1176). ***No vehicles are allowed in the High School or Elementary School driveways during loading and unloading of school buses in the morning and afternoon.***

PARENTAL RESPONSIBILITIES

Parents play an important role in the safe and efficient operation of the school's transportation system. They are responsible for their student's cooperation in ensuring a safe bus ride.

Children are to be at their assigned bus stop on time and properly clothed for the weather. *Parents are responsible for the actions of their child at the bus stop and are expected to insist on good behavior prior to boarding the bus and also while on the bus.*

Do not allow younger children who are not attending school to come to the bus stop. This is dangerous for that child and distracting to other students. Drivers may not see the smaller child.

Parents are requested to help assist the driver in proper loading and crossing of the students by **not** motioning the child to cross. The child and the driver will then be able to execute a safe crossing procedure.

Written suggestions to school authorities for improvements to the transportation system are welcome.

STUDENT RESPONSIBILITIES

AT THE BUS STOP:

- A. Each student must be on time; *prior to scheduled pick up time*. They are to wait at least 15 feet away from the highway until the bus has come to a complete stop. Drivers cannot wait for students who are not on time.
- B. While walking to and/or waiting at the bus stop, students must:
 - Avoid standing or playing in the road
 - Keep books, lunch pails, etc. out of the road
 - Not litter or damage surrounding property
 - Not throw snowballs, stones, or any other item(s) at the bus or other vehicles, property, students or pedestrians
 - Not crowd the door when the bus arrives
- C. Observe all safety precautions while waiting for the bus:
 - When possible, avoid crossing streets, if you must cross, look both ways, cross when safe or when instructed to do so by the bus driver
 - Do not push, pull, shove or chase other students
 - Avoid trespassing on private property
 - Avoid being noisy and creating disturbances
- D. As the bus approaches, line up at least 15 feet away from the highway and do not approach the door until the bus has stopped and has opened the door.

LOADING THE BUS

- A. Students who cross the road must be ten (10) feet in front of the bus and must wait to be signaled to do so by the bus driver (SED 156.3 h-l).
- B. At dismissal, students are to go immediately to their buses. Bus will depart approximately 10 minutes after the first dismissal bell. If a student misses the bus, he/she is to report to the main office immediately.
- C. Board the bus quickly, quietly, orderly and be seated at once.
- D. Listen carefully and obey instructions by the bus driver.
- E. Upon boarding the bus, students must remain on the bus until arrival at school or assigned stop.
- F. Students will be assigned seats.
- G. Students are not allowed to board with any object that may be dangerous or distracting to other students or the bus driver.
- H. Be courteous to other students and the bus driver.

RIDING THE BUS

- A. Each student must stay in their seat while the bus is in motion. Students must not block the aisle and must keep all parts of their body inside the bus.
- B. Each student must listen carefully and obey any instructional or directions issued by the bus driver.
- C. No profanity, loud talking, horseplay or behavior which might create a hazard or an unsafe bus ride will be allowed.
- D. Students will keep the bus clean and will not damage any part of the bus.
- E. Students will show identification upon request where required and must readily comply with any request by the bus driver or other school official.
- F. No live animals are permitted on the bus.
- G. Large packages, instruments, and other articles allowed on the bus must

be held on the student's lap and cannot block the aisle, obstruct the vision of the driver, nor can it be left in the front of the bus (DOT 721.22 7a).

- H. Students may not throw any articles or objects in or at the bus, another person or any other vehicle.
- I. **There is ABSOLUTELY no use, possession, distribution, transfer or sale of tobacco or tobacco products, e-cigarettes, vapor cigarettes, alcohol, drugs or other controlled substances, drug paraphernalia or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri allowed on or near the school bus at any time. Said products will be confiscated per district policy.**
- J. Destruction or damage to a school bus or student's property could result in an immediate suspension from the bus and/or restitution for damages incurred.
- K. Students will sit quietly, face forward and remain seated until the bus stops. Students may not change seats unless directed by the bus driver.

UNLOADING THE BUS

- A. Crossers will exit the bus first and must cross 10 feet in front of the bus and must wait to be signaled to do so by the bus driver. Students will stop at the center of the roadway and look both ways before proceeding (SED 156.3 h-l).
- B. Leave the bus quickly, orderly and in a courteous manner.
- C. Students must get on and off the bus at their designated stop.
- D. A student who wishes to ride another bus must present a written request from their parent or guardian to the school office who will review, approve or disapprove and contact transportation. Requests may be denied if there is no available space on the bus or if the student is not eligible for transportation or if there was a pre-existing problem for that particular bus or student.
- E. Observe safety precautions as you travel from your bus stop to your home.
- F. **The bus driver is there to help. If your child is afraid of a stranger - have them tell the driver IMMEDIATELY.**

SPECIAL EDUCATION STUDENT

Many of our buses transport special education students. Transportation is provided for those handicapped students requiring assistance, curb to curb. Please review and familiarize yourself with the following guidelines:

1. A child that is scheduled to be picked up/dropped off at the same address on a daily basis cannot be changed unless the school is notified, in writing, requesting a change.
2. While the responsibility of school district transportation ends with the discharge of the students from the school bus; drivers do have the authority to refuse discharge of a student at a drop off point if, in their judgment, an unsafe situation exists. Parents will then be contacted to pick their children up at the school.
3. If the child will not be riding the bus either to or from school, notify the Transportation Department at 687-8003 or 687-8000, as early as possible, 6:30 am to 4:00 pm. When a child does not ride, we request the parent contact us when the child will return to school.
4. The school district **MUST** have a home telephone number or a contact number for each child in case of an emergency.
5. Unless there are unusual weather conditions, the child must be on time and should be ready approximately five (5) minutes prior to the normal bus arrival time. Route time will not permit the driver to wait for your student or return and pick up later.
6. Dangerous articles such as glass containers, knives, aerosol containers, fire crackers, lighters or any sharp objects are not allowed on the bus.
7. Bus passengers must sit quietly, facing forward and remain seated until the bus stops. Students may not change seats while the bus is in motion.
8. Students are to cross the highway at a distance of 10 feet in front of the bus, and only when signaled by the driver.
9. Parents may not ride on the bus with their children.
10. Return time from school may vary slightly day to day depending on the number of students on the bus. Please try to plan on being home at

school dismissal time to meet your child when he or she arrives. If an adult, other than yourself, will be receiving your child from the school bus, please provide prior notification to the Transportation Department or driver.

11. Proper behavior is expected on the bus. Bus conduct reports will be completed and may result in disciplinary action or suspension from the school bus. Copies of conduct reports are forwarded on to their school so that staff may help your child in learning proper bus behavior.
12. Any medication for your child must be given to the driver. They will give it to authorized personnel at the school.

GUIDELINES FOR ATHLETIC AND OTHER TRIPS

1. Students must ride on designated buses.
2. Students represent the school district when on a trip and must conduct themselves in an orderly manner at all times. Otherwise, privileges for that student or group may be denied.
3. Eating on athletic trips is occasionally permitted, provided it is done in a neat and orderly fashion. **NO GLASS BOTTLES.** On other trips, food is up to the discretion of the driver.
4. If a large radio is needed by the group, it is to be in the possession of the coach or teacher while on the bus. Walkman radios are allowed on sports trips and other long trips.
5. Sharp objects such as skis and ski poles are not permitted on the bus. They must be stored in the luggage compartment. Other items, such as lacrosse sticks, golf clubs, baseball bats, others sports equipment, luggage, etc. must be appropriately secured. Items must be stored in such a manner so as to not interfere with the driver's vision, block the aisle or interfere with the safety of the students.
6. Athletic shoes with metal spikes/cleats may not be worn on the bus.
7. Students are to exit by the front door. They are not to use the rear emergency door unless it is an emergency.

8. Students may NOT change clothes on the bus while the bus is moving.
9. Aerosol containers of any kind are not allowed on the bus.
10. Students are to obey bus safety guidelines and comply with the driver's or chaperone's request. They are responsible for any damage done to the bus. Disciplinary actions may result in a suspension of riding privileges.
11. The coach, chaperone or teacher works with the bus driver and will ensure proper behavior of students on the bus.
12. All students riding a school bus to any extracurricular activity or field trip must ride the school bus on the return trip unless the chaperone or coach in charge has permission from the student's parents for alternative transportation.

ALTERNATIVE HIGH SCHOOL STUDENTS

There are separate AM bus routes for those students who attend the Alternative High School at Owego or Broome Tioga BOCES. These students will be transported directly to their destination in the morning.

Some Alternative High School students may ride a regular bus route and catch a BOCES transfer bus at the High School. Students will be notified of the bus that has been scheduled for their area and the approximate pick up time.

Alternative students will be transported on regular BOCES buses back to the High School in the PM and transferred to a regular route bus for transportation home.

Because these are specialized bus routes, we ask that you contact the Transportation Office at 687-8003 if the student will not be riding the bus, or if you have any questions regarding this busing.

GUIDELINES FOR LATE BUSES

The late bus will depart between 5:00 and 5:15 p.m.

Students wishing to ride a late bus must be staying for a school or a teacher supervised function (i.e. - club meetings, homework help, intramural etc.).

Bus rides may be lengthy because of the modified structure of late bus routes. If you have any questions as to the drop off point for your son/daughter, please call the bus garage at 687-8003 prior to your child using the late bus.



PROHIBITIVE STUDENT CONDUCT

Students may be subject to disciplinary action, up to and including suspension from school when they:

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - a. Running in hallways
 - b. Making unreasonable noise
 - c. Using language or gestures that are profane, lewd, vulgar, or abusive
 - d. Obstructing vehicular or pedestrian traffic
 - e. Engaging in any willful act which disrupts the normal operation of the school community
 - f. Trespassing (students are not permitted in any school building, other than the one they regularly attend, without permission from the principal in charge of the building)
 - g. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account accessing inappropriate web sites or any other violation of the district's Computer Use Policy
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
 - a. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect
 - b. Lateness for, missing or leaving school without permission
 - c. Skipping detention
3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
 - a. Failing to comply with reasonable directions of teachers, school administrators, or other school personnel in charge of students
 - b. Making unreasonable noise
 - c. Engaging in any willful act which disrupts the normal operation of the school community
 - d. Use of cell phones/pagers
4. Engage in conduct that is violent. Examples of violent conduct include:
 - a. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee, or attempting to do so
 - b. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any person lawfully on school property, or attempting to do so
 - c. Possessing a weapon (authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function)

- d. Displaying what appears to be a weapon
 - e. Threatening to use any weapon
 - f. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property, including graffiti and arson
 - g. Intentionally damaging or destroying school district property
5. Engage in any conduct that endangers the safety, morals, health, or welfare of oneself or others. Examples of such conduct include:
- a. Lying to school personnel
 - b. Stealing property of other students, school personnel, or any other person lawfully on school property or attending a school function
 - c. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals which harm the reputation of the person or the identifiable group by demeaning them
 - d. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner
 - e. Harassment, which includes a sufficiently severe action of persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning
 - f. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm
 - g. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, club or team
 - h. Selling, using, or possessing obscene material
 - i. Using vulgar or abusive language, cursing or swearing
 - j. Smoking a e-cigarette, vapor cigarette, cigarette, cigar, or pipe, or using chewing or smokeless tobacco
 - k. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances (illegal substances include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, steroids, look-alike drugs, and any substances referred to as “designer drugs”)
 - l. Inappropriately using or sharing prescription and over-the-counter drugs
 - m. Gambling
 - n. Indecent exposure, that is, exposure to sight of private parts of the body in a lewd or indecent manner
 - o. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
 - p. Bullying, that is, a variety of negative acts carried out repeatedly over time. Such acts may be physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings); verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and psychological (including, but not limited to, spreading rumors, manipulating social relationships or engaging in social exclusion, extortion or intimidation)

- q. Cyber-bullying, that is, an attempt to display power and control over someone through the misuse of technology, either on or off school campus. Cyber-bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of a technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images or website postings (including blogs)
6. Engage in misconduct while on, waiting for, boarding, or getting off from a school bus. It is critical for students to behave appropriately while in or around school buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The driver is in charge of students and has the same authority as a classroom teacher. The bus driver has the option to assign seats to a student or students. Excessive noise, pushing, shoving, and fighting will not be tolerated. Examples of misconduct on a school bus include:
- a. Disobeying the reasonable request of the driver
 - b. Running to the bus while it is in motion
 - c. Riding a bus other than the bus assigned to a particular student without proper authorization
 - d. Being disorderly while waiting for the bus
 - e. Waiting for the bus in the highway or the street
 - f. Crossing the street in a manner such as the bus driver cannot see the student (students should cross 10-12 feet in front of the bus upon a signal from the driver)
 - g. Boarding the bus in a disorderly manner
 - h. Failure to remain in the seat, unless all seats are taken and the driver directs the student to stand
 - i. Failure to sit in the seat assigned by the driver, if a seat is assigned
 - j. Engaging in behavior which distracts the driver's attention (such as unnecessary conversation with the driver, loud talking, laughter, other noise, or throwing objects within or out of the bus windows)
 - k. Disobeying any other part of the Code of Conduct
 - l. Bringing animals, glass objects, or aerosol containers on the bus
 - m. Extending any part of the body out of bus windows or doors
 - n. Tampering with mechanical equipment, accessories, or controls
 - o. Tampering with emergency exits, or opening emergency exits except in case of emergency or as directed by the driver
7. Engage in any form of academic misconduct. Examples of academic misconduct include:
- a. Plagiarism
 - b. Cheating
 - c. Copying
 - d. Altering records
 - e. Assisting another student in any of the above actions

PENALTIES

Students who are found to have violated the district's Code of Conduct may be subject to the following penalties, either alone or in combination. School personnel authorized to impose penalties shall do so consistent with the student's right to due process.

1. Verbal warning
2. Written warning
3. Written notification to parents/guardian
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extra-curricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term suspension (five days or less) from school
12. Long-term suspension (more than five days) from school
13. Permanent suspension from school

The range of penalties which may be imposed and procedures which may be utilized for the conduct set forth in Part A of the Student Disciplinary Code is as follows:

- Verbal warning
- Written warning
- Written notification to parents/guardian
- Counseling
- Reprimand
- Disciplinary exclusion from athletic participation
- Disciplinary exclusion from social or extra-curricular activities
- Disciplinary exclusion of other privileges
- Disciplinary exclusion from driving on school property
- Keeping after school
- Probation
- Detention
- Suspension from school transportation
- Exclusion from a particular class
- In-school suspension
- Out of school suspension

Disciplinary measure shall be appropriate to seriousness of the offense and, where applicable, to the previous disciplinary record of the student.