



Policy Number: 3300

Dated: 02/05/2013

Bus Policy

PURPOSE

American Leadership Academy busses are only to have the students, coaches, teachers and chaperones that are required to attend the specific event of attendance and no one else. Chaperones should be at a ratio for elementary of 1 to 10.

POLICY PROCEDURE

Definition of minor offense:

- Lewd speech or gestures
- Rough housing
- Swearing
- Public display of affection
- Disrespect to driver
- Disrespect to others
- Throwing items (spitballs, food, paper, etc.)
- Tripping, pushing others
- Not allowing others to sit

Discipline for minor offenses:

- First warning: Notify student and parent.
- Second warning: Suspended from bus privileges for one week and schedule a Behavior Intervention Plan
- Third warning: Suspended from bus privileges for one month.
- Fourth warning: Suspended from bus privileges for the remainder of the year with no refund.

Definition of major offense:

- Harassment (physical, sexual, verbal)
- R-rated swearing comments, speech or lewd gestures
- Stealing
- Vandalism
- Possession of, or use of any electric media for pornography or sharing of pornography
- Extortion, blackmail
- Threats or any form of intimidation (bullying)
- Fighting
- Any "Safe School" violation, the possession of drugs, alcohol, weapons, etc.

Discipline for major offense:

- First warning: Two weeks suspension from bus privileges, schedule a Behavior Intervention Plan.
- Second warning: Suspended from bus privileges for the remainder of the year with no refund.

BUS DRIVER POLICY AND PROCEDURE

Emergency Room Procedure:

Bus drivers must carry their cell phones with them on the bus route. If the school calls the bus driver three times, they need to pull over to a safe location and call the school back as soon as possible.

General Procedure

Only paid bus students may ride the bus to or from school. Students may not bring “guests” home with them on the bus. Please pay close attention to students boarding and leaving the bus. The bus supervisor must approve any bus rider not on a paid route list. Do not alter bus routes or stops. If you have concerns or problems with routes or stops, please go through proper procedures before making any changes.

Scheduled bus stop times must be kept. If you are running early, please make adjustments and stay at the stop until the scheduled time. If you are running late, please let the school know in case a parent calls in.

All students must be seated before leaving the bus stops. Students may have to be asked to sit three to a seat. Students should not be standing while the bus is in motion. Large carry-on items must be stored in the bus storage area or held on the student’s laps.

Please see attached minor and major discipline policies. All disciplinary issues (minor or major) must be reported to an Administrator at American Leadership Academy as soon as possible.

At least once per day, please do a walk-through of your bus, and bring all lost and found items to the Administration building front desk.