

## Vicksburg Community Schools Administrative Guidelines

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### 5500B - POSITIVE DISCIPLINE PLAN (TRANSPORTATION)

#### Goals

- A. Work to be the best they can be.  
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- B. Take responsibility for their own behavior.  
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- C. Treat themselves and others with dignity and respect.  
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- D. Work to create a positive, safe, caring, and orderly school climate.  
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- E. Focus on the prevention of discipline problems.  
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- F. Work to develop a strong and supportive relationship between the parents, students, and school.  
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#### General Rules

*"Team Members" have self discipline and take responsibility for their own behavior.  
"Team Members" treat others with dignity and respect. "Everyone is a Team Member" at Vicksburg and we:*

- A. Stop and ask ourselves, BEFORE saying or doing something to another person, "Would I like this done to me?" If the answer is "Yes," we proceed. If the answer is "No," we stop immediately and find another way of handling the situation.  
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- B. Are at the bus stop on time.  
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- C. Establish high standards and expectations in relation to behavior.  
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- D. Keep our hands, feet, and mouth to ourselves.  
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- E. Always act with safety and common sense in mind.  
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*These general rules outline the behavior expected of everyone at Vicksburg. Each driver has developed a Management Plan which establishes the expectations for the individual buses.*

## **The Teachers, Support Personnel, and Administrators**

*An effective school, where "Everyone is a Winner" is created by the attitudes and behaviors of the staff (teachers, support personnel, and principal). We become like the people with whom we associate. If we expect our students to be positive, supportive, accepting, and respectful of others, it is essential that we model this behavior for them. At Vicksburg, we have "Winning Staff Members" who:*

- A. take pride in themselves as educators, knowing they have the single most important job in the world;  
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- B. believes that all children are "Winners" and will look for and take whatever steps are necessary to insure that every student is recognized as a "Winner";  
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- C. treat everyone with dignity and respect;  
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- D. commit their efforts to make the District the most effective school in the country;  
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- E. set professional goals and work persistently to accomplish them;  
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- F. take the initiative to communicate and consult with students and parents, frequently and in a variety of ways, about the student's behavior and academic performance;  
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- G. make decisions based on what is best for the student;  
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- H. volunteer to assist and spend extra time in student/staff/school activities;  
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- I. are continually improving their instructional knowledge and skill;  
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- J. make suggestions on ways the school can be more effective;  
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- K. are a positive influence on students, parents, and colleagues by:  
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  - 1. being "solution oriented" when facing a problem rather than grumbling or complaining;  
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  - 2. discovering the other person's point of view during a conflict;  
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  - 3. communicating concerns or disagreements directly to the proper recipient;  
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If this communication is written, it is signed by the person who wrote it. If it is communicated face-to-face, it is done in an "agreeable" manner, with dignity and respect for all those involved.

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4. treating information about school (students, parents, staff) in a confidential and professional manner.

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## Successful Students

*Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of our society. Success in life is dependent not only on knowledge and skill but also on attitude and self-concept. All of these are molded and shaped in the educational process. Our goal is to develop "Winning" students who:*

- A. take pride in themselves and have confidence they can be a "Winner" no matter what the situation;  
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- B. set goals and work persistently to accomplish them;  
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- C. take responsibility for themselves, the way they look, talk, and act;  
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- D. treat themselves and others with dignity and respect;  
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- E. attend school regularly;  
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- F. get to school and class on time;  
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- G. exercise good study skills and work habits, and upon completing an assignment, quietly find something constructive to do rather than disrupt others;  
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- H. have good manners - say "please" and "thank you" - are friendly and courteous to everyone in our school, regardless of whom they are;  
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- I. are honest with themselves and with the property of others;  
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- J. put forth their very best in whatever they do;  
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- If a mistake is made, they correct it and move ahead.  
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- K. follow the rules of our school and their classroom;  
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- L. pick up their own litter and put it in the litter can, and occasionally pick up after someone else

who forgets to do so;

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- M. volunteer to do a little extra to make a class, our school, or our community a better place.

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## The Parents

*"Winning Students" are created by a team effort. The team consists of the students, teacher, and most importantly, the parent. The attitude, expectations, and behavior of the parents about our school play a crucial role in the child's success in school. Parents want what is best for their children and by doing the things listed below, parents increase the potential that their children will get the best education. The parents at Vicksburg are "Winners" and they:*

- A. communicate to the child that s/he:

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1. has a parent who loves him/her;

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2. is a special and important person - a "Winner";

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3. will be successful in school;

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- B. make sure the child gets:

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1. at least eight (8) hours of sleep each school night;

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2. breakfast before coming to school;

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3. to school on time;

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- C. help the child learn to take responsibility for his/her behavior;

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- D. set realistically high goals for behavior and academic performance in school;

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- E. continually encourage the child to stretch and be the best s/he can be;

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- F. support the child when there are problems or when progress is not being made as rapidly as desired;

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- G. read to or encourage the child to read an interesting or fun book at least fifteen (15) minutes a day;

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- H. provide a regular time and place, which is quiet, where the child can do homework or read;  
</li>- I. communicate and consult with the teacher on a regular basis about the child's performance;  
</li>- This is done on the phone, in writing, or in person.  
</li>- J. show interest in the child's efforts in school by asking questions each day about what s/he:  
</li>- 1. learned at school;  
</li>- 2. enjoyed doing during the day;  
</li>- 3. was proud of that happened during the day;  
</li>- K. notify the school of health or other problems which might interfere with the child's performance.  
</li>

### **Procedures which are Followed by Teachers, Support Personnel, and Administrators at Vicksburg...**

*Our ultimate goal is for all students to develop an internal focus of control; to become independent, responsible, and contributing members of our society. For this to occur, we must communicate to the students what we expect of them and reinforce that behavior when they demonstrate it. Eventually, they must learn to assess their own performance and reward themselves. The following are some procedures which will help us reach our goal.*

All staff are encouraged to immediately reinforce acceptable student behavior when it is observed. Below are some suggested procedures for recognizing acceptable student behavior or performance.

- A. Tell the child the specific behavior you observed and how it helps our school to function more effectively.  
</li>- B. Write a brief note to the child telling him/her to be proud of himself/herself and state the behavior which you observed.  
</li>- C. Mail a note home on a postcard to the parent/guardian recognizing an effort made by the child.  
</li>- D. Call the parents at home/work just to tell them the good news about their child and the good behavior s/he is demonstrating at school.  
</li>

These are just some of the strategies one can use to reinforce appropriate student behavior. Behavior is changed through the use of reinforcement once there is a close approximation to the desired behavior. Whenever behavior is being changed, there are "peaks and valleys". Behavior will improve, then slip back, then improve. Patience, persistence, and reinforcement all play a critical role in behavior change.

All staff are encouraged to immediately deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, this procedure will usually be followed. The severity of the incident may require that the process begin at an advanced level.

- A. When a student breaks a rule, the adult at the scene will handle the problem.  
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- B. If the bus driver receives several complaints or sees a pattern developing, s/he will implement a plan of action to change the student's behavior.  
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- C. If the inappropriate behavior continues, the driver will notify the parents by phone or in writing. This is where the parent and the driver develop a strategy with the child to solve the problem.  
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- D. If the child still chooses not to control himself/herself, the supervisor becomes involved by re-examining the behavior and suggesting modification techniques.  
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- E. If all else fails, suspension and/or exclusion will result.  
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These procedures have been developed within the framework established in the District's policy on student discipline.

## **Record Keeping and Review...**

*The supervisor will develop a system to keep records of significant disciplinary action taken with a student.*

*This discipline plan will be reviewed on an annual basis. If changes are recommended, they will be discussed with the entire faculty prior to implementation.*

## **Student Conduct on School Vehicles**

The driver of a bus has a great responsibility. A mistake by the driver might mean the injury or death to students on the bus. Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right. Students are expected to exercise proper conduct at all times. Because of safety factors, misconduct will not be tolerated. Students who misbehave or in any way place the driver, students, and/or bus in jeopardy, will lose their bus privileges.

The following rules are rules of courtesy, safety, and common sense. The drivers are your friends and will inform you of the rules to follow while in their charge. They wish to make your bus ride as safe and pleasant as possible. The driver is in charge of your conduct from the time you enter the bus to the time you leave it. The District will not mediate disputes involving parents and/or students concerning matters that take place at/or on route to and from the bus stop prior to the arrival or after the departure of the school bus. For student safety and the maintenance of order, all District buses are equipped with video camera recording.

In addition to the rules listed below, all student handbooks and code of conduct rules, kindergarten through twelfth (12th) grade, will be in effect at all times.

**A. Responsibilities of Students are to:**

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1. remain seated and face the front while the school bus is in motion and keep all parts of their bodies inside the bus and out of the aisles;  
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2. refrain from throwing items inside the bus or out of bus windows;  
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3. be responsible for damage s/he causes to school buses, personal property, or public property;  
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4. speak in conversational voices and remain quiet at railroad crossings, bus stops, and other locations as designated by the driver;  
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5. arrive at the bus stop five (5) minutes prior to scheduled pickup time and board the bus in an orderly manner;  
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6. wait until the bus has come to a complete stop before attempting to get on or off;  
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7. leave the bus only with driver consent;  
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8. enter and leave the bus only by the front door, except an emergency, or when directed by the driver;  
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9. cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so;  
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10. bring a transfer pass from school and provide the driver with an approved transfer form in bus transfer situations;  
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11. not eat, drink, chew gum, use tobacco, or light matches on the bus;  
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12. keep all pop cans, plastic bottles, food items, or packages in a closed lunch or school bag;  
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13. be aware that the following cargo is forbidden to be transported on a school bus: pets, animals, or creepy crawly creatures, alcoholic beverages, controlled or illegal substances, ammunition, explosives, firearms, knives, or any other dangerous materials or objects;  
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If there is a question on the transportation of a particular item, the Transportation Supervisor should be consulted.

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14. bring glass or sharp items on the bus only with driver approval and protective wrapping to prevent breakage or injury;  
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15. keep all toys or special items for school projects packed safely for bus transport;  
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16. not bring wooden or metal bats, skateboards, skis, or rollerblades/skates or other large objects on the bus;  
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17. not use abusive or profane language or gestures;  
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18. maintain safe and proper conduct at bus stops;  
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19. noise making devices including ipods, electronic devices, etc. may be used only with head phones or in silent mode. For the safety of students, headphones must be removed during boarding or exiting the bus. Cell phone use on the bus is prohibited except to notify parent/guardian of arrival/departure times on extra-curricular trips only.  
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**20. Cell phones are to be turned off and kept out of sight.**

**B. Responsibilities of Parents are to:**

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1. provide appropriate supervision of their children, to, from, and at the bus stop at least five (5) minutes prior to scheduled pickup and drop off time;  
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2. understand that students may have to walk up to a mile to the bus stop;  
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3. understand that students may not ride a bus other than the one to which they are assigned, nor get on or off the bus at a stop other than their designated stop. The building principal or Transportation Supervisor may grant variances for childcare, emergency family situations, or approved educational purposes. Students must bring a transfer pass from school whenever they deviate from regular procedure make compensation for damage to school buses, personal property, or public property caused by their child.  
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We would like to suggest you consider providing back packs for students. This would take care of getting many items to and from school safely. It will also help protect students getting on and off the bus, crossing the road, etc.

Failure to assume these responsibilities may result in a suspension of the bus riding privilege and/or school suspension.

**Violations of School Bus Rules and Regulations**

**Disciplinary Action for Violations**



**Whenever inappropriate behavior occurs, suspension and/or expulsion may result depending upon the seriousness of the misconduct and the cumulative amount of misconduct.**

**A. Step 1:**

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When a bus driver observes a violation by a student of the District Student Transportation Responsibilities ("A" above), the driver shall inform the student of the violation verbally and implement any one (1) or more of the corrective measures listed below:

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1. verbal warning

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2. assigned seats

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3. contact parents

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**B. Step 2:**

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If Step 1 corrective measures by the driver do not result in appropriate behavior, a written report of the continued rule(s) violation and discipline will be sent to the student's parent or guardian and the building principal responsible for the student.

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**C. Step 3:**

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If circumstances warrant more than a verbal or written warning, the Transportation Supervisor (or designee) may suspend the student from riding the school bus for up to five (5) days pending a conference with the parent or guardian.

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**D. Step 4:**

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Extended bus suspensions of over five (5) days will require a conference with the Transportation Supervisor, driver, building principal, parent, and student.

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Steps 1, 2, 3, and 4 above may be omitted by the Transportation Supervisor (or designee) if the violation involves assault upon another person, gross disrespect to the driver or other school personnel, gross disregard for bus safety rules and regulations, or if other circumstances warrant it.

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## **Review Procedures**

**A. Step 1:**

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The student and/or parent or guardian may request a review by the Transportation Supervisor and the student's building principal, if they wish to dispute an allegation of a bus rule violation.

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**B. Step 2:**

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The student and/or parent or guardian may request a review by the assistant superintendent, if they are aggrieved by the findings or disposition at Step 1 of this review procedure.

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