

E6.8.2.2. Review any existing behavioral intervention and/or disciplinary plan and modify it as necessary to address the behavior.

E6.8.2.3. Revise the student's IEP and/or placement and delivery system to ensure the student receives services consistent with his/her IEP; or

E6.8.2.4. Return the student to the placement from which he or she was removed unless the school and the sponsor/parent/guardian both agree to a change of placement as part of the modification of the behavioral intervention or disciplinary plan:

E6.8.2.4.1. Not later than the end of 10 school days of removal; or

E6.8.2.4.2. Not later than the end of the 45th day, if the student committed a weapons or drug offense or caused serious bodily injury; for which he or she has been removed to an alternative educational setting prescribed by the CSC for not more than 45 school days.

E6.8.2.5. Take immediate steps to remedy deficiencies if the school, the sponsor/parent/guardian, and relevant members of the child's CSC determine the conduct in question was the direct result of the school's failure to implement the IEP.

E6.9. Protections for Children Not Determined Eligible for Special Education at the Time of Misconduct. A student who has not been determined eligible for special education and related services; who has engaged in behavior that violated a code of student conduct, may assert any of the protections provided for in this enclosure; if the school had knowledge that the student was a student with a disability BEFORE the behavior occurred that precipitated the disciplinary action.

E6.9.1 Basis for Knowledge. The school is deemed to have knowledge that a student is a student with a disability if, before the behavior occurred:

E6.9.1.1. The sponsor/parent/guardian of the student expressed concern in writing that the student is in need of special education and related services to a teacher of the student, the school principal, assistant principal, or the school special education coordinator; or

E6.9.1.2. The sponsor/parent/guardian had requested an initial evaluation of the student under reference (c); or

E6.9.1.3. The student's teacher or other educational personnel expressed specific concerns directly to the CSC or to other supervisory personnel of DoDEA, about a pattern of behavior demonstrated by the student.

E6.9.1.4. Exception.

E6.9.1.4.1. The student has been evaluated and determined to be ineligible for services, in accordance with the procedures of reference (c).

E6.9.1.4.2. The school shall not be deemed to have knowledge that the student is a student with a disability if the sponsor/parent/guardian of the student has:

E6.9.1.4.2.1. Not allowed an evaluation for special education and related services, or

E6.9.1.4.2.2. Has refused services.

E6.9.2. Conditions That Apply if No Basis of Knowledge Before Misconduct: If the school does not have knowledge, prior to taking disciplinary measures against a student, that he or she is a student with a disability; in accordance with subparagraph E6.5.1, the student may be subjected to the disciplinary measures applicable to students without disabilities who engaged in comparable behaviors.

E6.9.3. Evaluation Requested During Pendency of Disciplinary Action.

E6.9.3.1. If a request is made for an evaluation of a student during the time period in which the student is subject to disciplinary measures, the evaluation shall be conducted on an expedited basis. Pending the results of the evaluation, and provided such services as are required by this Regulation, the student shall remain in the educational placement determined by school authorities; which may be in the regular classroom or the location to which the student is removed.

E6.9.3.2. If the student is determined to be eligible for special education and related services, the school shall provide special education and related services in the setting in which the student is then placed. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the school must provide special education and related services in accordance with this enclosure.

E6.10. Special Education Dispute Resolution Proceedings Invoked. When a sponsor/parent/guardian invokes dispute resolution procedures under reference (c):

E6.10.1. To challenge the student's disciplinary removal to an alternate educational setting or the manifestation determination; or

E6.10.2. The school challenges the current placement of the child under the IEP alleging that it is substantially likely to result in injury to the student or to others;

E6.10.3. The student's placement will be the alternate educational placement pending the decision of the hearing officer or the expiration of the authorized alternate placement, whichever occurs first, unless the school and the sponsor/parent/guardian agree otherwise.

E6.11. Referral To and Action by Law Enforcement and Judicial Authorities.

E6.11.1. Rule of Construction. Nothing in this Regulation prohibits a school from reporting a crime committed by a child with a disability to appropriate authorities, or prevents military, host nation, or State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal, host nation, and State law to crimes committed by a student with a disability.

E6.11.2. Transmittal of Records. An agency reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is in accordance with DoD 5400.11-R (reference (e)).

E6.12. Removal from the School Bus. A CSC, including a representative from the transportation office, must convene when a student with disabilities is proposed for removal from school bus privileges for over 10 consecutive school days. A CSC need not be convened prior to removal from the bus if:

E6.12.1. The removal, regardless of the duration (if the removal is included as a permissible strategy in the behavior management plan), and the plan also describes the circumstances under which the removal for specified durations is appropriate.

E6.12.2. Alternative transportation to and from school is available for the student during the period of removal.

E6.13. Sponsor/Parent/Guardian Consent. The sponsor/parent/guardian may:

E6.13.1. Consent to short-term extensions of a student's removal when the sponsor/parent/guardian and principal agree that a short-term extension will preserve the welfare of the student or of other students or personnel in the school.

E6.13.2. Confirm with the school a date, as soon as possible following a consensual extension of any removal, on which a CSC will convene to determine the student's IEP or placement.

E7. ENCLOSURE 7

**WORKSHEET FOR CONDUCTING A
MANIFESTATION DETERMINATION REVIEW**

PART A BACKGROUND:

Student's Name: _____ Date: _____

Evaluation/placement team members (by name and role):

1. Is the student currently eligible for IDEA (special education) services? YES__ NO__

A. If YES, Identify qualifying disability(ies):

B. If Number 1 is answered NO, then:

i. Has the sponsor/parent/guardian expressed concern in writing to one of the student's DoDEA teachers or to the supervisory or administrative personnel of the school district that the child needs special education and related services?

YES__ NO__

ii. Has the sponsor/parent/guardian requested an initial evaluation of the student?

YES__ NO__

iii. Has the student's teacher or other educational personnel expressed specific concerns directly to the CSC or to other supervisory personnel of DoDEA about a pattern of behavior demonstrated by the student?

YES__ NO__

iv. At the time he or she enrolled in DoDEA, did the student's sponsor/parent/guardian present school record evidence of an existing active IEP from another school, or of a current referral for special education evaluation?

YES__ NO__

If any question is answered YES, then treat the student as requiring a determination of manifestation before the student can be disciplined by removal for more than 10 consecutive days. If all questions are answered NO, then treat the student according to regular education procedures.

2. Identify the sources of information relied upon:

A. Sources of information in student records:

- Assessment/evaluations (attach assessments and summaries)
- Diagnostic information (attach results)
- Interviews conducted (attach summaries)
- Direct observations (attach summaries)
- Functional Behavior Analyses (attach summaries)

B. Sources of information not in student records provided by sponsor/parent/guardian.
Describe the nature of the information and attach summaries:

3. Describe current misconduct and the proposed disciplinary action or attach notice of proposed discipline and evidence of details.

PART B: DOES THE PROPOSED REMOVAL CHANGE THE STUDENT'S PLACEMENT

1. Does the proposed disciplinary action require removal for more than 10 consecutive school days?

- YES: Placement is changed; proceed to Part C
 NO: Go to Question 2.

2. Does the proposed disciplinary action require removal for more than 10 cumulative school days in the current school year?

YES _____ NO _____

If NO, placement is not changed.

If YES, Go to Part C. If the answer to question C.1 or C.2 is yes, the pattern of misconduct resulting in suspension for more than 10 cumulative days is a change of placement.

PART C MANIFESTATION:

1. Was the student's misconduct (or if the student has multiple suspensions cumulating more than 10 days in a school year, the pattern of the child's misconduct) caused by, or directly and substantially related to, the student's disability? YES _____ NO _____

If NO, go to Question 2

If YES; describe with specificity how the conduct was caused by, or had a direct and substantial relationship to, the child's disability.

2. Was the student's misconduct the direct result of the school's failure to implement the student's IEP? YES _____ NO _____

If YES, describe with specificity how the school failed to implement the child's IEP and that failure caused the student's misconduct.

If NO to questions C.1 and C.2, the MISCONDUCT WAS NOT A MANIFESTATION OF DISABILITY, and regular disciplinary procedures must be followed; special education and related services MUST still be provided in accordance with the IEP, in any alternative educational setting.

If YES to either C.1 or C.2, MISCONDUCT WAS A MANIFESTATION OF DISABILITY; follow the procedural rules of enclosure 6.

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).

E8.4.4.6. Advising the bus service provider of the duration of suspensions and any route changes that may result.

E8.4.4.7. Assisting principals or their designees in the supervision of the loading and unloading of school buses at schools. When possible, routine contract quality assurance inspections should be done in conjunction with the normal loading and unloading times.

E8.4.4.8. Assisting the principal in preparing and submitting adequate and proper information, including written reports, required in the delivery of bus transportation services, when Area Service Center Transportation Management Office (DoDEA TMO) personnel are present at the scene of an accident or incident requiring the reporting of information.

E8.4.4.9. Performing as the primary liaison between school bus contractors, school principals and administrators, and military community officials.

E8.4.4.10. Advising military commanders on the desirability of starting, or continuing, a school bus monitor program; which includes: coordinating with the bus service providers, providing the commander with the names and addresses of eligible student riders and of their sponsor/ parent/guardian, and the taking of reports of misconduct from appointed or volunteer bus monitors when school bus management staff is approached.

E8.4.5. District Superintendent Responsibilities. The district superintendent:

E8.4.5.1. Exercises educational supervision for the administration of student discipline within the district to ensure consistency of punishment and adherence to the student school bus behavior standards.

E8.4.5.2. Resolves disputes between the sponsor/parent/guardian/student and the school principal on the severity or propriety of discipline for a student.

E8.4.5.3. Exercises general supervisory authority over the educational aspects of the administration of school bus discipline within the district, to ensure consistency in the application of discipline, safety, and adherence to the school bus behavior standards.

E8.4.5.4. Coordinates with military command when sponsor/parent/guardian ridership of the school bus is necessary to ensure the safety or continuation of school bus services.

E8.4.6. Area Director Responsibilities. The Area Director:

E8.4.6.1. Supports the educational concerns of principals, district superintendents, and fellow Area Directors in the administration of student discipline.

E8.4.6.2. Negotiates Memoranda of Understanding (MOU) with the Military Services, as appropriate, to:

E8.4.6.2.1. Obtains Military Service support and assistance in the administration of the school bus discipline program; to include the Military Service's traditional provision of investigative support.

E8.4.6.2.2. Ensures the safety or continuation of school bus services, when appropriate.

E8.4.6.3. Negotiates changes to MOUs with the Military Services to ensure consistency in discipline for school bus infractions consistent with the provisions of this enclosure, and in cases involving students with disabilities, the provisions of enclosure 6 of this Regulation.

E8.4.7. Military Commander Responsibilities. The military commander will perform those duties agreed upon in the MOUs between the DoDEA TMO and the respective major commands. Copies of the MOUs are available at the DoDEA TMO office and at the local military installation.

E8.5. Procedures. The following procedures are provided to assist in implementing the school bus behavior management policy:

E8.5.1. Sponsor/Parent/Guardian Involvement. At the time the student is registered for school bus service, the registrar or school bus personnel will provide the student and the sponsor with a copy of the Memorandum for Sponsors/Parents/Guardians of Students Riding DoDEA School Buses (attachment E8.A1.), a copy of Behavior Standards for School Bus Students (attachment E8.A2.), and a copy of enclosure 3 of this Regulation. The sponsor and the student will sign and return attachment E8.A2 to the school, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor/parent/guardian will agree to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the school bus office files.

E8.5.2. School Bus Passes (where used).

E8.5.2.1. Each student will travel to and from school on the assigned bus.

E8.5.2.2. When the school district issues bus passes, students will be responsible for safekeeping their assigned student pass, where such passes are issued. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. The sponsor/parent/guardian may be required to sign for receipt of a replacement pass.

E8.5.3. School Bus Discipline.

E8.5.3.1. Trivial Infractions of the Disciplinary Rules. The principal, school bus operator, monitor, or a sponsor/parent/guardian may remind a student of what is acceptable behavior when a student engages in minor acts of indiscretion.

E8.5.3.2. Serious or Repeated Infractions.

E8.5.3.2.1. Person(s) observing student misconduct will submit a formal report to the principal using the "School Bus Conduct Referral" form (attachment E8.A4.).

E8.5.3.2.2. The principal will review the referral and evaluate the seriousness of the offenses described and prescribe the appropriate remedy.

E8.5.3.2.3. When the principal concludes that the conduct does not warrant suspension of bus privileges, the principal will counsel the student and send a warning memorandum (attachment E8.A5.) to the sponsors/parents/guardians/ of the student informing them of the misconduct and requesting that the behavior standards for school bus students be discussed with the student. The sponsors/parents/guardians of the student are required to acknowledge receipt of the principal's memorandum.

E8.5.3.2.4. If the offenses described in the referral suggest to the principal that a suspension of bus privileges is appropriate, the principal will immediately notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

E8.5.3.2.5. During the informal conference, the principal will describe the information that supports the principal's decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct, and by offering other types of evidence to support the student's explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before, or simultaneously with, the administration of any suspension; but suspension may be executed prior to the informal conference when the student's conduct imperils or threatens to imperil the life or limb of any student, or to disrupt the good order of the bus or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the principal shall make and announce to the student his or her findings. The principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any. No appeals are authorized for sanctions imposed by this enclosure unless the principal elects to proceed under the provisions of enclosures 4 or 5 of this Regulation. (See sub-paragraph E8.5.3.2.6.)

E8.5.3.2.6. The principal may proceed to discipline a student for school bus misconduct under this enclosure, or he or she may consolidate school bus discipline with a disciplinary proceeding for other school disciplinary infractions, pursuant to enclosures 4 through 6 of this Regulation; particularly if the student's school bus behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth in enclosure 2, or the student's misconduct unreasonably disrupts the educational environment. If

the principal seeks to invoke the procedures and actions of enclosures 4 through 6 of this Regulation, case processing pursuant to these enclosures will preempt further processing; pursuant to this enclosure.

E8.5.3.2.7. The procedures in enclosure 6 must be followed if a student eligible for special education is subjected to school bus suspension for a period in excess of 10 consecutive days in a school year, or is subjected to removal for more than 10 days in accordance with enclosure 4 of this Regulation.

E8.5.3.2.8. If the principal decides that suspension from the bus is appropriate, in proceedings under this enclosure or enclosures 4 through 6, he or she will forward a memorandum to the sponsor/parent/guardian of the student advising of the seriousness of the violation, and that school bus riding privileges for the student have been suspended for a specified period of time (attachment 6). The sponsor/parent/guardian of the student are required to acknowledge receipt of the memorandum. The principal shall forward a copy of each suspension notice to the school bus management office, which will notify the contractor of the suspension and retain the offender's school bus pass until returned to the student at the end of the suspension period.

E8.5.3.2.9. The type of discipline appropriate to a student's misconduct depends on the principal's assessment of the nature and seriousness of the misconduct and the number of infractions. In deciding the appropriate discipline, the principal must take into account a variety of factors including, but not limited to; the:

E8.5.3.2.9.1. Nature, extent, and seriousness of the injury or possible injury to life and limb to another person or to the perpetrator or the damage to property.

E8.5.3.2.9.2. Strength of the evidence of the offense.

E8.5.3.2.9.3. Prior disciplinary record of the perpetrator and of other perpetrators who have been punished for the same or similar misbehavior.

E8.5.3.2.9.4. Perpetrator's intent to cause injury or damage.

E8.5.3.2.9.5. Perpetrator's contrition and willingness to make restitution for damage to property.

E8.5.3.2.9.6. Value of the damage caused to property.

E8.5.3.2.9.7. Intention or malice of the student to cause the damage to property or the injury to person.

E8.5.3.2.9.8. Difference in the size or age of the student causing the damage or injury in relation to that of the victim.

E8.5.3.2.9.9. Repulsiveness of the particular vulgarity or obscenity.

E8.5.3.2.9.10. Role of the student as an initiator or following of others in the misconduct.

E8.5.3.2.9.11. Age of the perpetrator and the awareness of the offensiveness of the particular breakdown of authority over, or the discipline of, other students, and the repetitiveness or cumulative effect of multiple infractions.

E8.5.3.2.10. The principal shall maintain a listing of School Bus Behavior Infractions and Actions Record (attachment E8.A3.) and provide a copy to the local school bus management office. It lists infractions and provides general guidance on what may be considered "routine," "serious," and "very serious" for purposes of determining the nature and extent of the discipline. These infraction categories are to be used by the principal when reporting student misconduct to sponsor/parent/guardian/student and are to be prominently displayed in the school, the school bus management office, and on the school bus.

E8.5.3.2.9.11. If the principal determines to pursue discipline involving removal from the school, in addition to suspension of school bus privileges, the principal will follow the applicable procedures of enclosures 4, 5, or 6; and make the action suspending school bus privileges a part of those procedures; or, the principal may pursue those procedures in addition to those prescribed herein for suspension of school bus privileges.

Attachments – 6

- E8.A1. Memorandum for Sponsors/Parents/Guardians of Students Riding DoDEA School Buses
- E8.A2. Behavior Standards for School Bus Students and Sponsor/Parent/Guardian Acknowledgment
- E8.A3. School Bus Infractions and Recommended Consequences
- E8.A4. Office of the Principal School Bus Conduct Referral
- E8.A5. Office of the Principal Student Misconduct Warning
- E8.A6. Parental Acknowledgement of Receipt of Student Misconduct Warning
- E8.A7. Office of the Principal Removal of School Bus Riding Privileges
- E8.A8. Parental Acknowledgement of Receipt Removal of School Bus Riding Privileges

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	Remainder of Year
<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.

E8.A5. ENCLOSURE 8 - ATTACHMENT 5

**OFFICE OF THE PRINCIPAL
STUDENT MISCONDUCT WARNING**

Date _____

MEMORANDUM FOR _____
Name of Sponsor/Parent/Guardian

SUBJECT: Student Misconduct Warning

1. The school has received notice of unacceptable behavior by _____ on _____
_____. The report indicated: _____

2. The administrative action taken in response to this incident is a warning. If another incident occurs involving your student, bus riding privileges may be suspended or revoked. During a period of removal, you will be responsible for transporting your student to and from school to arrive at _____ and depart at _____. Students may not be left at school outside of these times. Unit commanders or managers will be contacted for noncompliance with this schedule or student absence while school bus removal is in effect.

3. Please repeat your discussion of the attached standards of conduct with your dependent(s).

4. Please acknowledge receipt of this memorandum by signing the attached acknowledgment and returning it to school with your student in a sealed envelope addressed to:

Principal's Signature

Attachment:
As stated

cc:
School Administrators
School Counselor
Transportation Management

E8.A6. ENCLOSURE 8 - ATTACHMENT 6

**PARENTAL ACKNOWLEDGEMENT
OF RECEIPT OF STUDENT MISCONDUCT WARNING**

I acknowledge receipt of the memorandum dated _____ warning me that my child (children) _____ (name(s)) was (were) involved in misconduct and that school bus privileges may be revoked or suspended if behavior does not improve.

_____ Sponsor/Parent/Guardian/ Signature	_____ Date	_____ Student Signature	_____ Date
_____ Telephone Numbers	_____ Duty/Work	_____ Home	_____ Emergency

E8.A7. ENCLOSURE 8 - ATTACHMENT 7

**OFFICE OF THE PRINCIPAL
REMOVAL OF SCHOOL BUS RIDING PRIVILEGES**

Date _____

MEMORANDUM FOR _____
(Name of Sponsor/Parent/Guardian)

SUBJECT: Removal of School Bus Riding Privileges

1. The school has received notice of unacceptable behavior by _____ on _____ . The report indicated:

2. As a result of this incident, _____'s school bus riding privileges are suspended from _____ to _____. During this period of removal, you are responsible for transporting your student to and from school to arrive at _____ and depart at _____. Students may not be left at school outside of these times. Unit commanders or managers will be contacted for noncompliance with this schedule or in the event _____ is absent during this period.

3. Please repeat your discussion of the attached standards of conduct with your student to ensure future compliance with all rules. Remember, school bus transportation is a privilege for your family member(s) and may be suspended or revoked.

4. Please sign acknowledgement of this memorandum, and return it to school by _____ with your student in a sealed envelope addressed to _____
(date)

Principal's Signature

Attachment:
Acknowledgment of Receipt

cc:
School Administrators
Teacher
Transportation Management Office

E8.A8. ENCLOSURE 8 - ATTACHMENT 8

**PARENTAL ACKNOWLEDGMENT OF RECEIPT
REMOVAL OF SCHOOL BUS RIDING PRIVILEGES**

I acknowledge receipt of the memorandum dated _____ advising me that my student(s)
_____ has had his/her/their school
bus privileges suspended from _____ to _____.

_____ Sponsor/Parent/Guardian/ Signature	_____ Date	_____ Student Signature	_____ Date
Telephone numbers _____	Duty/Work	Home	Emergency