

Policy

## **BUS BEHAVIOR CODE**

- I. Bus drivers are in complete charge of their vehicles and have supervisory responsibilities relative to riders in their buses. Drivers must follow procedures related to documentation of disciplinary incidents. **The driver and/or monitor are responsible to provide a written referral, which includes the recommended level of discipline, to the principal or designee. The principal will determine what consequences are appropriate based on the infraction after the student receives due process.** ~~Monitors and aides will assist the driver in administering discipline.~~

~~An officer of the bus company is responsible for initiating and/or recommending applying formal disciplinary action in accord with this policy, except for suspensions and indefinite suspensions, when a driver reports acts of misbehavior. The principal/director or their designee may be contacted by an officer of the bus company to assist in the process. may consult with the bus company to ensure all information is reviewed. Included in T~~the actions that may be taken, in addition to the application of the appropriate school Behavior Code, are:

- A. **Written Warning** issued to students ~~via correspondence from the bus company.~~
- B. **Parent/Guardian** conference after notification to **family**/parents of infraction(s) ~~via correspondence from the bus company.~~
- C. **Saturday Community Service or Detention** is given for certain offenses, after **written** notification to parents/**guardians**, via at least one of the following methods: phone, **email**, a letter carried by the student, a letter hand-delivered by the bus company, or a letter sent via the US mail.
- D. **Suspension** of bus riding privileges with by the principal/**director** after **written** notification to parents/**guardians**. ~~via correspondence from an officer of the bus company. Suspensions will not be effective until parents/guardians are notified. carried by the student confirmed by phone call to the parent.~~
- E. **Referral** of students to the Superintendent, who may take additional disciplinary action, including referral to the School Committee and/or assignment to alternate transportation.
- F. **Indefinite suspension** of bus riding privileges imposed by the School Committee upon the recommendation of the Superintendent, and with notice to parents of rights during School Committee proceedings.

## **APPEAL PROCESS**

- I. Notification to parent/guardian of a disciplinary action will take place no later than two school days following the offense. Any appeal of a disciplinary action by a student (if 18 or older) or parent/guardian must be made within forty-eight (48) hours of the receipt of a conduct report and in accord with the District's Appeals Policy.

## **II. STUDENT EXPECTATIONS**

- II. ~~If, in the driver's opinion, student actions are detrimental to the safety of the trip, a driver may bring a bus back to the garage or stop the bus and radio the garage for directions. If a student is required to leave the bus under such circumstances, parents will be called to pick up the student at the bus terminal. If a parent is not available, police will be called. The appropriate provision under paragraphs IV or V will be administered.~~
- III. The following guidelines will ~~e~~ensure appropriate behavior, **the** efficiency of bus runs and safety for students. Students are required to follow the procedures and rules noted.
- A. Leave home early enough to arrive at the bus stop **5 five** minutes in advance of the scheduled pickup time.
- B. **Remain off** ~~Do not stand or play in the roadway while waiting for the bus.~~



- C. Enter and leave the bus only when the door is fully open and never when the bus is in motion. Approach the bus only when it has come to a complete stop.
- D. **Keep hands and feet to themselves when** ~~Do not push or shove on entering or leaving the bus.~~ Take assigned seat promptly on entering the bus and remain in ~~it~~ **the seat** until arrival at destination. No one is permitted to "save" seats and students must sit only in his/her assigned seat. The driver will assign seats at the start of the school year.
- E. ~~The purpose of assigning seats is~~ **Sit in the assigned seat** to ~~ensure~~ **safety and** sound control practices including **prevention of** student-inflicted damage to the bus. Parents/**Guardians** of students damaging ~~school~~ buses will be responsible for restitution. Bus riding privileges may be suspended if restitution is not made. The driver may reassign seats as necessary.
- F. Leave the bus promptly and in an orderly manner. Students should move away from the bus after being discharged. ~~Do~~ **Students may** not linger near the bus or try to hang on to the bus.
- G. **Wait for** ~~Do not cross the highway until given consent~~ **permission** by the bus driver to cross the highway and be sure to cross the highway at least ten feet in front of the bus, never behind it.
- H. Conduct **Behave** on the bus is that which is **in a manner that is** acceptable while in school. The bus driver is in charge of the bus and responsible for students. Students must obey the driver promptly and cooperatively in order to ~~ensure~~ the safety of all riders.
- I. Be respectful to the bus driver. Drivers have an important job to do and need student cooperation.
- J. ~~Students should~~ **Keep** not project hands, arms or other parts of the body **inside the bus at all times** ~~from bus windows or doors.~~
- K. ~~Students should~~ **Do not** throw anything out of bus windows.
- L. **Do not** Eating **eat** or drinking on the bus is ~~prohibited.~~
- M. Lunchboxes, books and athletic equipment, etc., should be kept out of the aisle.
- N. **Do not** ~~No pupil will~~ light matches, possess/use/distribute alcohol or drugs, including marijuana and marijuana derivatives (i.e. edibles as well as synthetic substances), tobacco and tobacco-related products\* and other controlled substances. Items will be seized and destroyed, unless said items are required as part of a police investigation. Items will not be returned.
- O. **Do not bring** Articles that could cause injury to other students, such as sticks, breakable containers, firearms, skateboards, etc. ~~are not permitted on buses.~~ Other items not allowed are golf clubs/bags, oversized sports duffels, and large instruments such as French horns and tenor and baritone saxophones.
- P. **Do not bring** Animals, except for service animals. ~~are not permitted on buses.~~
- Q. **Do not fight.** Fighting, **or take part in the use** of vulgar, crude or offensive language and loud, boisterous talk or other disruptive noises or actions that might distract the driver. ~~are prohibited.~~
- R. ~~Students should assist in~~ **Keeping** the bus clean by not leaving waste paper or other items on the floor.
- S. **Do not ride an unassigned bus except** ~~in~~ the event of an emergency, ~~w~~**Written** permission of parents/**guardians** and school authorities and a phone call from the parent/**guardian** to the bus company is required for a student to ride on a bus other than the one assigned.
- T. ~~At dismissal, students will not be allowed to~~ **Do not** enter a bus once the doors have been closed and the buses begin to exit school property unless accompanied by a teacher. The third occurrence of tardiness will result in a disciplinary referral.
- U. ~~Cell phones for emergency purposes only~~ **may only be used when it is safe to do so. Cell phone use is a privilege and requires students to be aware of their surroundings, attentive to the safety of themselves and others, and follow directions. Cell phones are not to be used on the bus for photography or recording of a conversation or event.**

**II.III.** If, in the driver's opinion, student actions are detrimental to the safety of the trip, a driver may bring a bus back to the garage or stop the bus and radio the garage for directions.



If a student is required to leave the bus under such circumstances, parents/guardians will be called to pick up the student at the bus terminal. If a parent/guardian is not available, police will be called. The appropriate provision under paragraphs IV or V will be administered.

**IV. The following offenses will generate the disciplinary actions indicated:**

**CLASS I**

1. Riding an unassigned bus without prior approval
2. Bringing animals and/or pets on the bus
3. Chewing gum, eating (including candy) or drinking on the bus
4. Distributing gum, candy, etc. to other students on the bus
5. Littering
6. Not sitting in assigned seat
7. Not sitting in **the** seat properly
8. Volume on headphones distracting to **the** driver
9. Bringing prohibited items, such as those listed in **section III II** above (but not including firearms) on the bus.
10. Late arrival to the bus at dismissal time.

**Discipline**

**First offense** - warning

**Second offense** - warning and conference with **a** parent/guardian. If **a** parent/guardian does not respond within 3 school days, the student will serve Saturday **community service or** detention.

**Third and subsequent offenses** - Saturday **community service or** detention

NOTE: At the elementary level, Saturday **community service or** detention will be replaced by lunch or recess detention.

**CLASS II**

1. Getting on/off at a stop other than the student's assigned stop (without prior approval)
2. Crossing behind the bus or refusing to wait for the driver's instruction to cross
3. ~~Failure~~ **Failing** to follow directions from a driver or monitor
4. Obstructing safe passage down the aisle
5. Refusing to identify oneself to the driver when asked
6. Extending head, hands or feet out of bus window
7. Propelling or throwing any object inside the bus, out the window, or at the bus.
8. Spraying perfumes, deodorants, etc. on the bus
9. Wrestling and/or horseplay
10. Creating disruptive noise levels
11. Acting disrespectful to the driver, aide, or monitor, or another student
12. Moving out of **the** assigned seat while the bus is in motion, which includes climbing over or under bus seats at any time during the route
13. Stealing
14. Using obscenities (language, gestures) or sexual comments.
15. Vandalism to the bus
16. ~~Students~~ **O**btaining late bus passes after leaving campus or presenting forged or stolen passes
17. Overt display of affection (kissing, fondling, etc.)
18. Destruction of property belonging to another person
19. Use of laptop or other computing devices **s** on the bus.
20. Use of phone **that does not meet the criteria of section II U** ~~for other than emergency purposes~~, including but not limited to taking pictures and recording video.

**Discipline**

**First offense** - Saturday **community service** or detention

**Second offense** - Two-day suspension from school bus transportation

**Third and subsequent offenses** - Five-day suspension from school bus transportation; **possible** referral to the Superintendent.

NOTE: At the elementary level, Saturday **community service** or detention will be replaced by lunch or recess detention.

**CLASS III**

1. Fighting on the school bus (If the fighting occurs while a bus is on school grounds, school staff will be called and the student will be subject to the school behavior code.)
2. Possession of unsafe items, including, but not limited to, matches, lighters, bullets
3. Possession of tobacco and tobacco-related products\*
4. Verbal assault directed at the school bus driver, aide, or monitor
5. Sexual harassment (see Chariho policy for definitions), including exposure
- ~~5.6.~~ Behavior that jeopardizes the safe operation of the bus
- ~~6. 7.~~ Boarding a bus during suspension from bus-riding privileges
- ~~7. 8.~~ Spitting, **or other purposeful behavior that exposes others to bodily fluid**
- ~~8. 9.~~ Bullying (see Chariho policy for definitions)
- ~~10.~~ Making racial slurs
- ~~9.11.~~ Hitting, pushing, tripping, biting, pinching, or pulling **the** hair of another student
- 10.** Verbal or non-verbal threat to do bodily harm

**Discipline**

Minimum five (5) day suspension from school bus transportation; application of school discipline in accord with the appropriate Behavior Code; **possible** referral to the Superintendent.

**CLASS IV**

1. Opening or exiting through any emergency exit of the school bus (i.e., rear door, side door, emergency windows)
2. Substance abuse on the school bus (use and/or distribution of tobacco and tobacco-related products\*, possession, use, and/or distribution of alcohol, drugs, and other controlled substances)
3. Physical assault of another student on the school bus
4. **Sexual Harassment (see Chariho policy for definitions)**
5. **Making Racial Slurs or using hate speech**
- ~~5-6.~~ A second Class III infraction in the same school year

**Discipline**

Minimum five (5) day suspension from school bus transportation; application of school discipline in accord with the appropriate Behavior Code; referral to the Superintendent.

**CLASS V**

1. Possession or use of a weapon, including replicas, on the school bus
2. Physical assault on the school bus driver or monitor
3. A second Class IV infraction in the same school year

**Discipline**

Minimum ten (10) day suspension from school bus transportation; application of school discipline in accord with the appropriate Behavior Code; referral to Superintendent and/or School Committee for additional discipline, which may include an alternate placement.



**V. General Information**

All infractions of Classes II-V will be reported by the transportation company to the **school principal/director and the** Superintendent of Schools and Classes IV and V will be reported to the appropriate police department.

Failure to serve a Saturday **community service** or detention without a medical excuse will result in an assignment of one Extended School Day. If a student is ill, **a** parent/**guardian** must notify the **community service** or detention supervisor by telephone during the time when the Saturday **community service** or detention is scheduled to be served.

Restitution will be required for intentional damage to buses.

All students attending Chariho schools and riding Chariho buses are subject to this policy.

**VI.** The Bus Behavior Code will be provided to each parent/**guardian** at the beginning of each school year. If revisions are made and **effective** during the school year, a revised edition shall immediately be distributed to each parent/**guardian**, by the school district, which will indicate the effective date of the change(s).

\*" Tobacco Product(s)" means any product containing and made, or derived from, tobacco or nicotine that is intended for human consumption including, but not limited to, cigarettes, cigars, little cigars, pipe tobacco, spitting tobacco, chewing tobacco, dipping tobacco, powdered tobacco, loose tobacco, snus, pouches, pellets, nicotine toothpicks, nicotine orbs, nicotine gel or lotion, or electronic cigarettes, electronic cigars, electronic pipes, or other similar products that rely on vaporization or aerosolization, or bidi cigarettes which can be used for, but whose use is not limited to, smoking, sniffing, chewing, vaporizing, inhaling, absorbing, dissolving, or spitting and ingestion by any other means of the product. "Tobacco Product(s)" does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

Revised 11-13-07, 4-6-10, 4-26-11, 3-26-13, 3-24-15, 8-18-15, 4-12-16, **6-22-21**

Effective: 7-1-13, 7-1-14, 7-1-15, 8-18-15, 7-1-16, **7-1-21**

## **Responsible Use of Technology Policy**

### **Purpose and Expectations**

The Chariho Regional School District ("District") uses technology as one tool to support our mission of ensuring that all students meet high academic standards and are prepared for lifelong learning and productive global citizenship. The District supports the notion that students and educators should have ready access to the vast instructional potential of technological tools.

The District's Responsible Use of Technology Policy (RUTP) provides guidance to students ("users") and their parents/guardians, and District employees ("providers") in the responsible use of technology for educational purposes, research and communication. This policy provides guidelines but does not attempt to state all permitted or prohibited activities. The District has the right to prohibit any District technology use by providers and users not stated in this policy.

Every user needs technology skills and knowledge to succeed as an effective and productive citizen. Every provider needs access to technological tools to provide users with the best possible opportunity for success. The 21st-century learning environment includes all types of resources including computing devices, Internet sites and software. Users and providers have access to personal technology including, but not limited to, computers and cell phones and District technology which includes local network resources, Internet service, and a variety of digital devices including, but not limited to, laptops, tablets, desktop computers, smart boards and software. All use of District technology is intended to support the effective implementation of the District's curriculum, standards and business requirements.

Only educational software and digital tools approved by the District may be used for instructional purposes.

### **Internet Safety, CIPA and Personal Use**

The District complies with the Children's Internet Protection Act ("CIPA"). The District uses technology protection measures to block or filter, to the extent practicable, access to content or transmission of visual depictions, communications or otherwise, that are obscene, pornographic, and/or harmful to minors over the network. Providers, even when they allow access for educational reasons to sites normally blocked or filtered, also provide reasonable monitoring of users' Internet use. It is the responsibility of all to monitor their own access and use sound judgment in matters related to potentially obscene, pornographic, and/or harmful materials. The District's content filter will be frequently updated and be active when any District device is used outside of school and when any personal device accesses the Internet via the District's network.

This policy applies regardless of whether such use occurs on or off school property and it applies to all District technological resources including, but not limited to, computer networks and connections; the resources, tools, and learning environments made available by or on the network; and all devices that connect to those networks. When issued a mobile computing device by the District, users and providers may use it at school or at home. The District permits personal use so long as it occurs on personal time and complies with this policy and CIPA. Personal use should not interfere with District activities and other established policies and procedures. Users and providers are responsible for their actions and activities involving District technology, networks, and Internet services and for keeping their files, passwords, and accounts secure. Users and providers accessing the Internet via District technology assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the policy or accompanying guidelines. Damage, malfunction, theft, or similar event to an issued and assigned device must be reported within twenty-four (24) hours of the event.



## **Unauthorized Software and Hardware Modifications**

Providers and users shall not install software or hardware on the District-issued devices that can monitor or record the Internet activity, access the files or electronic communications, or capture any data transmissions from other District or non-District-issued equipment. Additionally, hardware installation, repairs, and hardware configuration of the District-issued devices will be performed by the District IT staff or by authorized users or providers under the direct supervision and responsibility of District IT staff. All District technology, which includes software, is subject to District IT oversight and control.

## **Social Media**

**Personal or private use of social media may have unintended consequences.** Social media is defined as Internet-based applications including, but not limited to, Facebook, Twitter, Instagram, Pinterest, Tik Tok, Snapchat, chat rooms, instant messaging, blogs, wiki's, etc., that turn communication into interactive online dialogue.

With regard to providers, postings to social media should be done in a manner sensitive to the providers' professional responsibilities and should maintain an appropriate professional relationship with users. The District authorizes providers to access social media from the District's network provided such access has an educational purpose.

With regard to users, social media may not be used in a way that undermines the District's mission or causes a substantial disruption to the school environment. Providers and Users are also bound by other District Chariho policies, such as the Personnel Management System Policy and the Standards for Student Behavior Policy.

Personal access and use of social media from the District's network and Internet service by users and providers is prohibited during instructional time, unless specifically intended for educational purposes.

**All use of technology resources, including accessing social media with District property or during school-sanctioned events, shall be in accordance with all provisions of this policy.**

## **No Expectation of Privacy with District Technology, Networks, or Internet Services**

The District retains control, custody and supervision of all technology, networks and Internet services owned or financed by the District. The District reserves the right to monitor all usage including Internet usage of the District-issued equipment. Users and providers shall have no expectation of privacy with regard to the use of District technology and District property including network, Internet access or files and email. No expectation of privacy extends to all files stored on the District-issued device including email and Internet usage of the device.

The District reserves the right to monitor users' and providers' online activities accessed through District technology, including networks or Internet services. The District can access, review, copy, store or delete any electronic communication or files and disclose them to parents, guardians, teachers, administrators or law enforcement authorities as the District deems necessary or mandated by law.



~~The District will not make use of any camera or microphone on District technology for remote monitoring purposes. The District can monitor devices not issued by the District that are using the District network or Internet services.~~

The District will not remotely activate the camera or microphone for monitoring purposes. Activating the camera on a device may only be done by the student using the device. The District may, however, require a student to activate their camera when engaged in distance learning as it aligns with best practices for pedagogical purposes.

## **Other Guidelines for Users**

### **A. Technology Use is at the Discretion of the District**

Use of District technology, networks and Internet services can be restricted or prohibited. Users must also follow this policy when using allowable personal digital devices including, but not limited to, laptop computers, tablets and cell phones while on District property, at school-activities and/or riding District-provided transportation.

### **B. Responsible Use**

1. Users are expected to use District technology primarily for educational purposes.
2. Users are expected to comply with this policy and when using the technology outlined in this policy.
3. Users are responsible for their actions and activities involving District technology, networks and Internet services and for keeping their files, passwords and accounts secure.
4. Users shall not use personal devices during instructional time without permission.
5. Users should promptly inform their teacher or school administrator if they are aware of any technology issue that is contrary to this policy.
6. Users are expected to comply with any District requests to limit the use of the District technology.
7. Except when permitted by the provider, the expectation is that responses by users students in assessments reflect the knowledge and ability of the user without the support from other people, aids or documents except as permitted by the teacher.

### **C. Prohibited Uses**

While technology can be a valuable resource in an academic setting, it has the potential for misuse. Prohibited use will result in disciplinary action as defined by the appropriate Standards for Student Behavior Policy and other applicable policies and may also include loss of use of District technology.

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Illegal Activities: Using District technology, networks and/or Internet services for any illegal activity or activity that violates other District policies, procedures and/or school rules.
3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material.
4. Non-School-Related Uses: Using District technology, networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.
5. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts or providers' accounts.



6. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to District technology, including, but not limited to, modifying or uninstalling device configurations, hacking activities and creation/uploading of computer viruses. Vandalism includes damaging computer equipment, files, data or the network in any way.
7. **Unauthorized Access of Electronic Communication Tools:** Accessing resources such as email, chat, social networking sites, texting and telephone services without specific authorization from instructional staff.

#### **D. Personalization of Issued and Assigned Devices**

1. Users are allowed to personalize devices within the parameters of this policy. Personalization must not impede the instructional and educational use of the device and may not be any form of non-digital customization including, but not limited to, stickers, decals or artwork.
2. Users are not allowed to make configuration changes that may interfere with maintenance, software installation, or software upgrades.
3. Personalization must conform to all other applicable policies of the District. No use of media prohibited by other policies is allowed.
4. The District assumes no liability or responsibility for personal electronic property saved to a device. This includes, but is not limited to, personal software, files, games, eBooks, and other media.
5. The District assumes no liability or responsibility for unauthorized charges made by users that may include, but are not limited to, credit card charges, long-distance telephone charges, and electronic payment services.
6. In the event **that the device's** device-internal memory is insufficient for the download or use of required educational content, the provider **and/or users** will be required to remove personal files.

#### **E. Communication of Policy**

This policy shall be provided to all users and parents/guardians on an annual basis. All users shall be provided with instruction regarding this policy.

#### **Other Guidelines for Providers**

##### **A. Primary Intent**

District technology is made available to providers to allow for the enhancement, enrichment, and expansion of educational opportunities for users. Its primary use is for educational purposes.

##### **B. Responsible Use**

1. Providers are expected to use District technology primarily for educational purposes.
2. Providers are expected to comply with this policy and when using **the** technology outlined in this policy.
3. Providers are responsible for their actions and activities involving District technology which includes networks and Internet services, and for keeping their files, passwords and accounts secure.
4. Providers should promptly inform District IT staff or school administration if they are aware of any technology use or issue that is contrary to this policy.
5. Providers are expected to comply with any District requests to limit **the** use of District technology.
6. Providers should understand that they are held to a higher standard than the general public and are expected to set the example with regard to policy adherence, standards of conduct,



and ethics. Reference should be made to other **District** Chariho policies, including the Personnel Management System Policy.

### **C. Prohibited Uses**

1. Inappropriate Material: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Illegal Activities: Using District technology, networks and/or Internet services for illegal activity or activity that violates other District policies, procedures, and/or school rules.
3. Violation of Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other District policies regarding copyrighted material. Under no circumstance may software purchased by the District be copied or distributed.
4. Non-School-Related Uses: Using District technology, including networks or Internet services for private financial gain, commercial, political, religious, advertising or solicitation purposes is prohibited.
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### **E. Communication of Policy**

All providers shall be given instruction regarding this policy.

Revised 7-17-12-effective 8-29-12; Revised 7-16-13-effective 9-1-13; Revised and effective 12-16-14; Revised 5-12-15-effective 7-1-15; Revised and Effective 2-9-21; **Revised and Effective 6-22-21**