**2019-2020 School Bus Behavior Policy**

Dear Parent/Guardian:

Please read, sign and return the following notice, along with a signed transportation agreement to the NCA office. Many families have chosen NCA even though they live a great distance from the school. NCA has opted to purchase school buses to provide transportation services for these families. In order to receive school bus service, your student(s) must adhere to the following behavior policies or risk losing the privilege to ride the bus for the duration of the school year. Bus service is a privilege, not a right. NCA considers this policy to be a matter of safety and it is therefore non-negotiable.

1. Expected Conduct for School Bus Students (this includes conduct at the bus stop)
	1. Abide by the North Central Academy Code of Conduct
	2. Be respectful, kind, courteous and conscientious of all other individuals on the bus.
	3. Be respectful of the bus property and property of others.
	4. Remain quietly in your seat. Students must remain facing forward and seated at ALL times.
	5. Follow the bus driver and other NCA staff member’s directions promptly, the first time they are given.
	6. No eating or drinking (other than water)
2. Discipline Sanctions
	1. **Minor Incidents**: will result in a warning letter or call to parent
	2. **Moderate Incidents**: will result in suspension from the bus, duration determined by the principal, assigned seat upon reinstatement
	3. **Severe Incidents**: will result in suspension from the bus, may result in dismissal from the school bus for the remainder of the year.
3. Bus Assignment & Temporary Route Changes
	1. Students will be assigned a bus route based on their location.
	2. Students will NOT be allowed to change routes without advanced notice.
	3. All bus route changes MUST go through the NCA office. This includes riding to/from other student’s homes, riding to a different bus stop etc. This is for the safety of all students.
	4. Transportation changes must be reported to the NCA office no later than 2:30pm

It is important to note that if a student is suspended from transportation services, a parent or guardian must continue to provide a means of transportation to and from school for the student. Suspension from the bus does not mean suspension from school. School attendance is mandatory. Parents/guardians are responsible for finding alternate means of transportation. Students who fail to report to school due to being suspended from transportation services will be marked as “unexcused”.

Additionally, conduct resulting in a suspension from the bus may also result in disciplinary action from the school. Furthermore, you may be liable for property damage or injury caused by your child.

It is suggested that students bring one of the following, approved activities on the school bus:

1. Book(s) to read
2. Handheld gaming devices: headphones must be worn, and volume levels must be low enough that only the student can hear the device. These devices MUST remain in the student’s locker during school hours; failure to do so will result in the student losing the privilege of using a game system on the bus.
3. Music Devices (MP3, iPod etc.): headphones must be worn, and volume levels must be low enough that only the student can hear the device. These devices MUST remain in the student’s locker during school hours; failure to do so will result in the student losing the privilege of using a music device on the bus.

These policies will be enforced by all NCA staff members, including bus drivers and staff assigned to bus lines.

Please review these rules with your student(s) and sign below. By signing, you acknowledge that you understand, and will abide by, the NCA bus policies.

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| Parent’s Name (Printed) | Parent’s Signature |
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| Student’s Name (Printed) | Student’s Signature |
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