

UTE MOUNTAIN UTE TRIBE  
EDUCATION TRANSPORTATION  
HANDBOOK  
STUDENT CODE OF CONDUCT  
AND  
DISCIPLINE POLICIES

**MISSION STATEMENT: “KIDS FIRST”**

Providing SAFE transportation for students to and from school is of the utmost importance to the UMU Education Transportation Services. It is important that all parents and students familiarize themselves with the rules and regulations while riding the bus to ensure a safe trip for all riders.

**The last page MUST be filled out, signed, dated and returned to the Education Department. Failure to return this page may result in a denial of transportation.**

**This policy also pertains to the White Mesa Community Education Transportation.**

Council Approved: April 22, 2014

# Transportation

## General Information

### **BOUNDARIES:**

The UMU Education Transportation Service will serve all students who live on the Ute Mountain Ute Reservation.

### **EMERGENCY NOTIFICATIONS:**

Emergency school closing due to weather is decided by the school district and will be made by 5:30 am if possible. In the event of school closures, local and regional media will be contacted regarding any closures.

Local media resources are as follows:

- Translator channels – 28 – 35 – 24 – 11 – 22
- Radio stations – 98.7 FM – 97.9 FM – 101.1 FM – 103.5 FM – 89.5 FM – 930 AM
- Ute Mountain Ute T.V. Channel 99
- Tribal E-Mail (Outlook)

### **ROLE OF PARENTS**

1. Parents are obligated to instruct their children to cooperate with the bus driver in accordance with the safety and behavioral rules set forth by the Transportation Services and approved by the Tribal Council.
2. Parents please do not stop behind a bus to unload your students and do not allow your student to run from behind the bus in order to stop the bus.
3. Elementary students (K-5<sup>th</sup>) must have a written note from parent/guardian or authorization from a school official in order to be dropped off at a designated stop other than their own.
4. Parents will provide a completed Student Drop Off Form to the bus driver.
5. For safety reasons, the bus driver will not discharge any student (elementary or secondary) except at designated bus stops or at school.
6. The drivers will make two attempts to drop off the student at the designated stop, If no one is home, students will then be taken to the Sunrise Youth Shelter and the \$5.00 fee will be charged to the parent.
7. Parents will be required to provide a Certified Car Seat for their child as needed for safety purposes.
8. Parents should remind students that Food and Drinks are not permitted on the buses.
9. Parents and Students will work cooperatively with the UMU Education Transportation Staff.

### **JURISDICTION OVER STUDENTS**

All officials, employees and authorized drivers of the UMU Education Transportation Service with responsibilities, including the supervision of students, shall stand “in loco parentis” (in place of parents) with regard to any student(s) they are required to supervise at any time the responsibility of supervision exists. This authority applies whenever students are lawfully subject to the UMU Education Transportation Service control, regardless of place. During such periods, students shall have the duty to submit to the UMU Education Transportation Service Drivers.

### **BEHAVIOR GUIDELINES AND DURING ACTIVITIES**

To ensure the safety, welfare and morals of students and bus drivers, student behavior, both on and off the bus, will follow the disciplinary standards stated in this handbook. Students who threaten the security of the bus or safety of any staff member or other student will be subject to disciplinary actions. Such disciplinary action may include referral to the proper authorities and/or to the K-12 Education

Director for possible disciplinary action (See Disciplinary Actions for possible suspension violations).

UMU Education Transportation bus drivers are encouraged to discuss the matter with the K-12 Education Director regarding student discipline.

### **EMERGENCY EVACUATION**

Once each year, the bus driver will perform emergency evacuation drills with the students on their bus. Students are to participate and learn how to do an emergency evacuation. These drills are practiced for the safety of each child. Students will use the front and rear door during practice. During the Evacuation Drill the Police Officers will give information to students concerning: bullying and unlawful acts on the bus.

### **CONTINUALLY DISRUPTIVE STUDENTS**

“Continual Disruptive Student” is defined as; a student who continues to have disruptive behavior while riding the bus. The UMU Education Transportation Service in cooperation with the student’s parents or legal guardian will develop an individual discipline plan for a student after the first warning and will review and modify the plan accordingly for student success. In some cases the student will be required to meet with a counselor of their choice to assist them in remediating their behavior.

### **STUDENT HEALTH SERVICES**

Parents shall provide to Transportation Services, in writing, any necessary medical information concerning their student who rides the bus. Transportation Services will keep this information on file in case of an emergency condition that might prevail while the student is riding the UMU Education Transportation bus. This information will be kept confidential.

### **STUDENT SAFETY AND BEHAVIOR RULES ON THE BUS**

- Never rush toward a moving vehicle. Do not crowd and/or push to board the bus.
- Have regard for the hazards and rights of other motorists and do not play or stand in the street while waiting for the bus.
- Treat the adjacent property to the bus stop with respect and consideration.
- When crossing the street is required, either getting on or getting off the bus, students should cross 10 feet in front of the bus only after the bus driver has signaled that it is ok to cross.  
**NEVER CROSS BEHIND THE BUS!**
- Students are required to follow the bus driver’s instructions and treat the bus driver with respect.
- Use the handrail and take only one step at a time when getting on or off the bus.

Students are to sit down immediately, and face forward while riding the bus. Both feet shall be on or near the floor and all body parts kept out of the aisles. Stay seated until time to unload.

- Seats may be assigned to students at the discretion of the bus driver.
- Students shall not open or close windows without the permission of the bus driver. Do not throw anything out of the windows.
- Heads and arms must be kept inside the bus at all times to avoid personal injury.
- Noise level must be limited to quiet talking. When directed to be quiet, please respond immediately. Noise level is decided by the bus driver.
- Items carried on the bus cannot protrude into the aisle, extend above the seat back, or occupy the space of another student.
- Skateboards, bicycles, animals/pets (living or otherwise), are strictly prohibited on vehicles transporting students.
- Physical abuse or threat of harm to any person shall not be permitted on the school bus.
- Lighters, matches, lasers, and other articles, which could present a danger to the driver or passengers, are not permitted on any school bus.
- Any behavior which jeopardizes the safety of the passengers or driver is prohibited.

- Use of tobacco, drugs, alcohol or being under the influence of alcohol or drugs, inflicting bodily harm, vandalism and littering, is prohibited.
- Dangerous weapons are not allowed on a bus. Persons known to have one in their possession will have their riding privileges suspended and will be referred for counseling.
- Students will not damage the bus; seats or other bus equipment.

## **DISCIPLINARY INFRACTIONS**

UMU Education Transportation Services is committed to providing all students the opportunity to ride a bus in a safe and caring environment. Any student in violation of any of the policies or procedures is subject to one or more of the following consequences depending on the severity of the infraction and the student's disciplinary history. While many infractions carry mandatory responses, Transportation Services reserves the right to alter consequences to fit a specific incident and/or to cooperate with local and/or state law/Tribal/BIA enforcement agencies, when necessary.

### **Possible responses:**

- **1<sup>st</sup> Offense:** - 1<sup>st</sup> Incident Report, Parent/guardian contact Written/Verbal Warning and could include a Referral to Counseling depending on the violation.
- **2<sup>nd</sup> Offense:** - 2<sup>nd</sup> Incident Report, Parent/guardian contact /Written Warning and could include a suspension from 1-3 days depending on the violation.  
**Student and Parent/Guardian will be required to meet with a counselor and follow their recommendations before being allowed back on the bus.**
- **3<sup>rd</sup> Offense:** Suspension from the bus and the Transportation Committee will meet with the Parent and Student to develop an individual success plan for the student/Suspension 3-5 days depending on the violation.

The UMU Education Transportation Service has defined the following as disciplinary violations /un-acceptable behaviors (listed in alphabetical order), all of which will be subject to the above-mentioned consequences.

### **Abusive/Obscene Language, Gestures, or Material**

Possession of obscene materials, name calling, ethnic or racial slurs, derogatory or obscene statements addressed to any person that may cause the disruption of a safe ride on a school or activity bus or incite violence will not be tolerated.

### **Dangerous/Deadly Weapons**

This includes anything designed to **represent** or **imitate** an object or substance perceived by a reasonable person to be capable of causing injury or death, given the manner in which it is possessed, controlled, or used.

### **False Information**

Any student who gives false identification or misinformation to the bus driver or any Tribal personnel

### **Fighting/Instigating a Fight/Slapping/Kicking**

This is defined as hitting with hands, fists or any type of object, slapping, or kicking. This includes instigating or encouraging a fellow student to fight. If a fight occurs on a bus, the bus driver will notify the K-12 Education Director and the police, if necessary.

### **Harassment/Hazing/Bullying/Intimidating**

This offense is defined as any willful act, which causes other student(s) to be mentally or physically distressed.

### **Horseplay/Shoving**

This offense is defined as pushing or shoving and overall horseplay, even in jest, which causes any type of disruption for the bus driver or another student(s).

### **Insubordination/Disrespect**

This offense is defined as students who willfully fail to respond to a reasonable request made by the bus driver or any person employed by the Tribe.

### **Repeated Use of Late Bus (9:00 A.M. Daily)**

Students who use the late bus three (3) times in a month will be referred to a counselor to discuss their situations and they will be referred for intervention.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, verbal or physical. This includes:

1. Sexually orientated verbal "kidding", abuse or harassment.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.

Consequences for violation of this policy may include suspension or expulsion and referral to law enforcement. They will be referred to a counselor to discuss their actions.

### **Substance Abuse**

It is a violation and considered detrimental to the welfare, safety, and morals of other students and/or Tribal personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances.

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind altering drugs or substances, marijuana, amphetamines, barbiturates, stimulants, depressants, antibiotic, steroids, or any controlled substances as defined by law. This includes any prescription or nonprescription drug, medicine, vitamin or other chemical substances not administered to students.

This policy also includes substances that are represented by or to a student to be a controlled substance, or what the student believes to be any such substances. This policy shall apply to any student in a Tribal vehicle or whose conduct at any time or place interferes with the operations of the UMU Education Transportation Service or the safety and welfare of students and/or employees.

### **Throwing Objects**

Throwing an object, on or off the bus, at another person, or at the bus is prohibited. This includes, but is not limited to such items as, pens, pencils, rocks, snowballs, or dirt clods.

### **Tobacco Violation**

It is a violation and considered detrimental to the welfare, safety, and morals of other students and/or Tribal personnel for any student to possess, use, sell, distribute, or procure any and all forms of tobacco products.

### **Vandalism**

Any student, who willfully marks, damages or destroys property belonging to another person. The UMU Education Transportation Service or the Tribe will be referring the student to the proper authorities. Depending on the severity and circumstances, the student may also have to pay restitution in addition to any disciplinary actions.

## **STUDENT MEDIATION PROCEDURE**

The student will be given an opportunity to discuss the facts, and discuss the appropriateness of the violations imposed by the Education Department. The following procedure will govern such grievances:

1. The student and his/her parent/guardian will first discuss the problem with the Transportation Bus Driver.
2. If the student and his/her parent/guardian are not able to reach an acceptable solution at this level, they may discuss the problem with the K-12 Education Director.
3. They will meet with the Transportation Committee to mediate the situation and develop a plan of success for the student.

### **MEDIATION COMMITTEE**

Mediator: Michael Mills

Member of Tribal Council

Two Education Staff Members

K-12 Director

Bus Driver

**ACKNOWLEDGEMENT**

It is important that any student who rides a UMU Education Transportation bus, along with his/her parent/guardian, read and discuss the policies and information provided in this handbook to ensure proper understanding of the rules and regulations.

I have received the UMU Education Transportation Service Discipline Policy Handbook and have read, know and understand these policies. I accept the policies as out-lined in this handbook. I understand that the bus service is a privilege for my child and we agree to follow the policy as outlined.

Student's Name \_\_\_\_\_  
(Please Print)

Grade \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School Attending \_\_\_\_\_

Parent's Name \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_  
(Please Print)

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your cooperation.**

Parent comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that this form must be signed and returned in order for my child/children to ride the bus.**