



Manhattan-Ogden USD 383
Transportation Student Handbook
2025-2026

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Introduction

Goal of Transportation Services:

The goal of Transportation Services is to provide safe, comfortable and efficient transportation. In order to achieve this goal, Transportation Services has instituted a discipline plan to address student misconduct on District owned vehicles.

Bus Discipline:

The purpose of this plan is to formalize Transportation Services policy and procedures regarding student discipline on District owned vehicles. This plan will help ensure students are treated equitably by providing a guide for students, parents, teachers, and administrators. All current Board of Education policies apply to passengers, with more specific guidelines for discipline listed in this plan. The suspension of bus riding privileges applies to all district owned vehicles including those used for before and after school programs, as well as athletic and activity trips. (JA, JCDA, JCDA, JDD, GAOC and Technology Code of Conduct)

Designation Of Authority

Kansas Statutes Annotated 72-8302(c) The Board of Education of every school district is authorized to adopt rules and regulations to govern the conduct, control and discipline of all pupils while being transported in school buses. The board may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules and regulations adopted by the board under authority of this subsection.

Stop Times:

- Utilizing Here Comes the Bus is the best way to track where your students' bus is located. (School ID 29752)
- Early Learning riders must have parent or guardian present at pick up and drop off, changes only made in person at Early Learning Facilities.
- Kindergarten students must have parent, guardian or older sibling present at pick up and drop off

In the AM- Please have your student waiting at the bus stop 5 minutes before stop time. If the bus is running early, the driver will wait until stop time to proceed. If the bus is running late, the driver will stop to load students, but not wait any additional time. This applies for our General Education and Special Education population. If there is an extenuating circumstance that requires additional time for our Special Education riders, please communicate that need directly with the Transportation Department prior to a same day accommodation.

In the PM- Route times posted for buses returning students from school are approximate due to traffic and the number of students riding. Because of these conditions beyond our control, the Transportation Department is not responsible for the accuracy of these times.

Late Run Buses- Student drop-off times for after school late runs will vary from day to day depending on the number of students riding and the route distances required. **Late run buses may be as late as 7:30 p.m.**

Basic Bus Rules

The following rules and regulations are presented here as defined by the Kansas State Department of Education and Manhattan-Ogden USD 383. **Parents are expected to review these rules with their child.** As with any list of rules, it isn't possible to anticipate every type of misbehavior that occurs on school buses. The rules presented here are a guide for students, parents, teachers, and administrators to help ensure basic standards of conduct.

1. The bus driver shall be in charge of all passengers while they are riding, loading and unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
4. Students shall not extend any part of their bodies out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. No smoking, vaping or chewing of tobacco or lighting matches/lighters on the bus.
7. No alcoholic beverages or illegal drugs shall be consumed or carried in the bus.
8. Animals or insects shall not be transported on the bus.
9. No weapons of any type; knives, guns, tear gas, flammable liquids, or any other object or material that may harm another student shall be carried on the bus.
10. No eating or drinking is permitted for K-5 students on the bus. All other grade levels are at the discretion of the driver or Transportation administration.
11. No vandalizing of the bus or tampering with its equipment is permitted.
12. Students may not open or close any doors except in cases of emergency.
13. Students shall not disembark except at authorized stops without the written permission of the parent or guardian on file at transportation. **Notification to the Transportation Department is required at least 24 hours in advance of a change of stop.**
14. Students shall not attempt to distract the driver while the driver is operating the bus.

Transportation Services Discipline Plan

The Transportation Services discipline plan discusses the following issues:

- Discipline Procedures for K-12
- Improper use of Technology
- Serious Violations
 - Possession of Dangerous Weapons
 - Possession of a Dangerous Weapon While Communicating a Threat

- Possession of Illegal Narcotic Substances or Alcoholic Beverages
- Tampering with and/or Destruction of School Bus Property
- Possession of Volatile Liquids and other Flammable/Explosive Substances
- Sexual Harassment
- Bullying
- Insubordination/Distracting Bus Drivers or Bus Monitors
- Physical Contact between Students
- Possession of Tobacco Products and Paraphernalia
- Communication of a Threat

Discipline Procedures for Grades K-12

The discipline plan for students in grades K-12 is based on the following six-step process for non-serious infractions:

- **1st incident:** Verbal warning to the student.
- **2nd incident:** Telephone notice to parent or guardian
- **3rd incident:** A second telephone notice to parent or guardian
- **4th incident:** Suspension of bus riding privileges for a period determined by discipline coordinator
- **5th incident:** Suspension of bus riding privileges for the remainder of the semester or a minimum of 10 school days whichever is longer.
- **6th incident:** Suspension of bus riding privileges for the remainder of the school year or a minimum of 10 school days whichever is longer.

Improper Use of Technology

Students engaging in unauthorized use of electronic devices or in unauthorized audio or video taping on school property or activities, or with school equipment on or off school property, are subject to school consequences up to and including suspension or expulsion. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district.

Serious Violations

The discipline procedures for grades K-12 are designed to assist Transportation Services in modifying undesirable behavior. However, some students display behavior that is illegal, or so disruptive and unsafe in nature that severe and immediate consequences are required. Administration reserves the right to deviate from this handbook and discipline students based on the seriousness of each individual incident.

Possession of a Dangerous Weapon:

For purposes of this discipline plan, a dangerous weapon is defined as any object or device that can be used to inflict bodily harm. Examples of dangerous weapons include: guns; a knife with an exposed and sharpened blade; brass knuckles; noxious chemicals; martial arts devices; clubs; garrotes; sharpened pieces of metal, plastic, or glass, and other items, substances, or objects with potential to inflict bodily harm (see JCDBB).

- **1st offense:** Possession of a dangerous weapon can result in immediate suspension of bus riding privileges for the rest of the semester or a period of 10 school days, whichever is longer. If appropriate, students who possess a dangerous weapon shall be reported to local law enforcement.
- **2nd offense:** Possession of a dangerous weapon will result in immediate suspension of bus riding privileges for the remainder of the school year. If appropriate, students who possess a dangerous weapon shall be reported to local law enforcement.

Possession of a Dangerous Weapon While Communicating a Threat:

- **1st offense:** Possession of a dangerous weapon in conjunction with communication of a threat will result in immediate suspension of bus riding privileges for the remainder of the school year. If appropriate, students who possess a dangerous weapon while communicating a threat shall be reported to local law enforcement.

Possession of Illegal Narcotics or Alcoholic Beverages:

- For purposes of this discipline plan, illegal narcotics are defined as:
 - Any chemical or compound considered illegal by Federal, State, or Local laws
 - Any prescription medication in the possession of other than the intended recipient
- **1st offense:** Possession of illegal narcotics or alcoholic beverages can result in immediate suspension of bus riding privileges for the remainder of the semester or a period of 10 school days whichever is longer. If appropriate, students who possess illegal narcotics or alcoholic beverages shall be reported to local law enforcement.
- **2nd offense:** Possession of illegal narcotics or alcoholic beverages will result in immediate suspension of bus riding privileges for the remainder of the school year. If appropriate, students who possess illegal narcotics or alcoholic beverages shall be reported to local law enforcement.

Tampering with School Bus Property:

- For purposes of this discipline plan, tampering with school bus property includes but is not limited to the following: (see EBCA)
 - Opening an emergency exit without appropriate cause
 - Possession of bus keys
 - Disturbing control devices such as switches, horn, ignition, lighting, etc.
 - Non-permanent defacement of any portion of the bus interior or exterior

- **1st offense:** Tampering with school bus property can result in immediate suspension of bus riding privileges for a period of 10 school days.
- **2nd offense:** Tampering with school bus property will result in immediate suspension of bus riding privileges for the remainder of the semester or for a period of 10 school days, whichever is longer.
- **3rd offense:** Tampering with school bus property will result in immediate suspension of bus riding privileges for the remainder of the year.

Destruction of School Bus Property:

- For purposes of this discipline plan, destruction of school bus property includes but is not limited to the following: (see EBCA)
 - Cutting, ripping, tearing, puncturing, or otherwise damaging any portion of the bus interior or exterior
 - Removing any mechanical part, piece, or lubricant from the bus
 - Permanent defacement of any portion of the bus interior or exterior
- **1st offense:** Destruction of school bus property can result in immediate suspension of bus riding privileges for a period of 10 school days. **Privileges will not be restored until restitution (if required) has been made.**
- **2nd offense:** Destruction of school bus property will result in immediate suspension of bus riding privileges for the remainder of the semester or 10 school days, whichever is longer. Privileges will not be restored until restitution (if required) has been made.
- **3rd offense:** Destruction of school bus property will result in immediate suspension of bus riding privileges for the remainder of the school year.
- Based on severity of the offense, administration reserves the right to deviate directly to the 2nd or 3rd offense.

Possession/Ignition of Volatile Liquids or other Flammable/Explosive Substances:

- For purposes of this discipline plan, volatile, flammable, and explosive substances include but is not limited to: (see JCDBB)
 - unstable chemical compounds such as nitroglycerin, ammonium nitrate, and others
 - natural or artificial gas products such as butane, methane, and others
 - distillates such as isopropyl alcohol (rubbing alcohol), ethyl alcohol (grain alcohol), and others
 - oil, gasoline, and other petroleum distillates
 - matches, lighters, flares, fireworks, and other incendiary devices
- **1st offense:** Possession only can result in immediate suspension of bus privileges for a period of 10 school days.

- **2nd offense:** Possession only can result in immediate suspension of bus privileges for the remainder of the semester or for a period of 10 school days whichever is longer.
- **3rd offense:** Possession only can result in immediate suspension of bus privileges for the remainder of the school year.
- **1st offense:** Ignition of any chemical compound, gas product, distillate, or incendiary can result in immediate suspension for the remainder of the school year.
- If appropriate, students who possess or ignite volatile or flammable/explosive substances shall be reported to local law enforcement.

Sexual Harassment/Misconduct:

For the purposes of this discipline plan, Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student, or any student to an employee, when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra- curricular activities, etc. (See JGEC)

Sexual Misconduct is defined as a consensual act of a sexual nature that does not meet acceptable standards of conduct.

- **1st offense:** Sexual Harassment will result in a verbal warning from Transportation Services. Undesired touching of another student or touching that does not meet acceptable standards of conduct can result in immediate suspension for the remainder of the semester, or for two weeks, whichever is longer.
- **2nd offense:** Sexual Harassment will result in immediate suspension of bus riding privileges for a period of five school days. Undesired touching of another student or touching that does not meet acceptable standards of conduct can result in immediate suspension for the remainder of the school year.
- **3rd offense:** Sexual Harassment will result in immediate suspension of bus riding privileges for the remainder of the semester or for a period of 10 school days, whichever is longer.
- **4th offense:** Sexual Harassment will result in immediate suspension of bus riding privileges

for the remainder of the school year.

Bullying:

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. (see JDDC, GAAE, KGC)

- **1st offense:** Bullying will result in a verbal warning from Transportation Services and/or phone call to parent/guardian.
- **2nd offense:** Bullying can result in immediate suspension of bus privileges per the Discipline Coordinator discretion.
- **3rd offense:** Bullying will result in immediate suspension of bus privileges for the remainder of the semester or for a period of 10 school days, whichever is longer.
- **4th offense:** Bullying will result in immediate suspension of bus privileges for the remainder of the school year.

Insubordination/Distracting Bus Drivers or Bus Monitors:

Bus drivers and monitors are responsible for the safe transport of students. This can only be accomplished if students follow instructions without arguing or causing distractions. Examples of insubordination include: refusing to obey directions, ignoring directions, name calling, arguing and mimicking driver/monitor. Examples of distracting bus drivers/monitors includes: yelling; screaming; popping balloons, bags, etc.; playing musical instruments; making loud noises; throwing items and other such disturbances.

- **1st offense:** Insubordination/Distracting Bus Drivers or Bus Monitors will result in a verbal warning from Transportation Services.
- **2nd offense:** Insubordination/Distracting Bus Drivers or Bus Monitors will result in a phone call to parent/guardian and can result in immediate suspension of bus riding privileges
- **3rd offense:** Insubordination/Distracting Bus Drivers or Bus Monitors can result in immediate suspension of bus riding privileges for the remainder of the semester or for a period of 10 school days whichever is longer.
- **4th offense:** Insubordination/Distracting Bus Drivers or Bus Monitors will result in immediate suspension of bus riding privileges for the remainder of the school year.

Physical Contact Between Students:

Physical contact between students includes, but is not limited to the following: fighting, hitting, kicking, shoving, pushing, slapping, tripping, spitting, or striking with any object. (see JDD)

- **1st offense:**

- **For K-3**, fighting or striking another student can result in a three-school day suspension at the discretion of Transportation Services.
- **For 4-12**, fighting or striking can result in an immediate suspension of bus riding privileges for a period of five school days.
- **2nd offense:** Fighting or striking another student can result in immediate suspension of bus riding privileges for a period of 10 school days.
- **3rd offense:** Fighting or striking another student will result in immediate suspension of bus riding privileges for the remainder of the semester or for a period of 10 school days whichever is longer.
- **4th offense:** Fighting or striking another student will result in immediate suspension of bus riding privileges for the remainder of the school year.
- Physical contact other than fighting and hitting may result in suspension at the discretion of Transportation Services.

Possession of Tobacco Products and Paraphernalia:

Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. If appropriate, students who possess tobacco products may be reported to local law enforcement. (see GAOC, JCDA)

- **1st offense:** Possession of tobacco or smoking products can result in an immediate suspension of bus riding privileges
- **2nd offense:** Possession of tobacco or smoking products can result in an immediate suspension of bus riding privileges up to 10 school days.
- **3rd offense:** Possession of tobacco or smoking products can result in an immediate suspension of bus riding privileges for the remainder of the semester or for 10 school days whichever is longer.
- **4th offense:** Possession of tobacco or smoking products can result in an immediate suspension of bus riding privileges for the remainder of the school year.

Communication of a Threat:

For the purposes of this discipline plan, communication of a threat is defined as any action by word or deed intended to create a stressful and or hostile atmosphere for any occupant. (see JDDC, JCHAA)

- **1st offense:** Can result with a suspension of riding privileges for a period of 10 school days.
- **2nd offense:** Will result in the suspension of riding privileges for the remainder of the semester or for a period of 10 school days whichever is longer.
- **3rd offense:** Will result in immediate suspension of bus riding privileges for the remainder of the school year.
- **When a threat is executed or carried out in any form it will be dealt with as the third offense.**