

# **The Lebanese School - Qatar Bus Discipline Policy**

### **Preliminaries**

Transportation to and from school is a service that LSQ provides to its students. It is the students' right to enjoy a safe ride on the school bus free from intimidation, harassment, and danger. Any violation of this right will result in jeopardizing this privilege and might pose a risk on the driver's concentration and hence the students' safety.

### **Expectations**

As per our school general discipline policy, the students' physical and emotional safety come first. This is why, bus students are expected to:

- 1- Stay at a distance from the bus as it approaches the pick-up zone.
  - 2- Sit in the designated seat at all times.
  - 3- Fasten seat belt.
  - 4- Respect driver and bus assistant and follow their instructions.
  - 5- Refrain from usage of foul language, verbal abuse, and physical contact with any of the other bus students.
  - 6- Refrain from eating or sharing food on the bus.
  - 7- Refrain from misusing mobile phones on the bus.
- Unauthorized passengers (students not registered with the bus service) are not allowed to use the bus.
  - Bus students are not allowed to disembark the bus at any address different from their home address.

### **Procedures and Regulations**

In case any of the above offenses were witnessed on the bus, the following actions should be taken:

- 1- The bus assistant should report to the head of bus assistants (Margie).
- 2- The head of bus assistants will send an email to the HOS and HOS assistant with details about the incident.
- 3- The HOS will investigate the details of the incidents and will take action according to the severity and repetition of the offense.

## **Offenses**

Offenses that might occur on the bus vary in nature and severity. However, they are all considered unacceptable because they violate basic safety and discipline rules at LSQ.

### **Level 1 Offenses**

- 1- Failure to follow bus driver or assistant's instructions.
- 2- Standing while the bus is in motion.
- 3- Failure to put on the seat belt.
- 4- Shouting, yelling, screaming, or causing excessive noise.
- 5- Throwing objects inside and outside the bus.
- 6- Spitting.
- 7- Failure to sit in designated seat.
- 8- Failure to be on the bus on time.
- 9- Eating and/or sharing food on the bus.
- 10- Playing loud music on the bus.

### **Sanctions for Level 1 Offenses to be taken by the HOS:**

- 1- Reteach proper expectations on the bus.
- 2- Sign a contract with the student
- 3- Notify the parents on the portal.
- 4- Conduct a meeting with the parents.
- 5- Refer to Sanctions of Level 2 Offenses.

### **Level 2 Offenses**

- 1- Repetition of Level 1 Offenses more than three times.
- 2- Using obscene or profane language and gestures.
- 3- Extending head or arm from the bus window.
- 4- Jumping in front of the bus while bus is in motion.
- 5- Physical aggression.
- 6- Causing damage to bus seats, seat belts, windows or any property on the bus.
- 7- Assault of the assistant and the school driver.
- 8- Fighting.
- 9- Using the phone to share inappropriate content, or take photos and videos on the bus.

### **Sanctions for Level 2 Offenses:**

- 1- Written warning to be signed by the parents.
- 2- Parent conference and suspension of transportation for a few days.
- 3- Loss of transportation privileges until further notice.
- 4- Loss of transportation privileges permanently.

### **Policy Review**

This policy was generated in October 2019. The academic senior leadership team will continue to monitor the application and effectiveness of this policy. It will be reviewed every 3 years and updated, as necessary.