

BUS DISCIPLINE POLICY

POLICY INFORMATION	
Policy Owner	Heads of Section
Applicable To	Parents – Students - Staff
Last Updated	2025
Next Review Date	2028

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. INTRODUCTION

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.

2. EXPECTATIONS

As per our school general discipline policy, the students' physical and emotional safety come first.

Bus students are expected to:

- Stay at a distance from the bus as it approaches the pick-up zone.
- Sit in the designated seat at all times.
- Fasten seat belt.
- Respect driver and bus assistant and follow their instructions.
- Refrain from usage of foul language, verbal abuse, and physical contact with any of the other bus students.
- Refrain from eating or sharing food on the bus.
- 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.

Parents are expected to:

- Ensure that their child is ready on time at the designated pick-up point in the morning, and that someone is present at the designated drop-off point in the afternoon to receive the child.
- Reinforce at home the importance of respecting all bus rules and staff instructions.
- Parents are strictly prohibited from boarding the bus or addressing any student on the bus. All concerns regarding transportation must be communicated directly to the school administration.
- Respond promptly to school communication regarding bus discipline incidents, attend scheduled meetings, and sign all required notices or warnings.

3. PROCEDURES AND REGULATIONS

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

- The bus assistant should report to the head of bus assistants.
- The head of bus assistants will send an email to the HOS and HOS assistant with details about the incident.
- The HOS will investigate the details of the incidents and will act according to the severity and repetition of the offense.

4. 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

- Failure to follow bus driver or assistant's instructions.
- Standing while the bus is in motion.
- Failure to put on the seat belt.
- Shouting, yelling, screaming, or causing excessive noise.
- Throwing objects inside and outside the bus.
- Spitting.
- Failure to sit in designated seat.
- Failure to be on the bus on time.
- Eating and/or sharing food on the bus.
- Playing loud music on the bus.
- **Sanctions for Level 1 Offenses to be taken by the HOS:**
 - Reteach proper expectations on the bus.
 - Sign a contract with the student
 - Notify the parents on the portal.
 - Conduct a meeting with the parents.
 - Refer to Sanctions of Level 2 Offenses.

Level 2 Offenses

- Repetition of Level 1 Offenses more than three times.
- Using obscene or profane language and gestures.
- Extending head or arm from the bus window.
- Jumping in front of the bus while bus is in motion.
- Physical aggression.
- Causing damage to bus seats, seat belts, windows or any property on the bus.
- Assault of the assistant and the school driver.
- Fighting.
- Using the phone to share inappropriate content or take photos and videos on the bus.
- **Sanctions for Level 2 Offenses:**
 - Written warning to be signed by the parents.
 - Parent conference and suspension of transportation for a few days.
 - Loss of transportation privileges until further notice.
 - Loss of transportation privileges permanently.