

STUDENT SERVICES

- For losing or tearing off the cover: full price
 - For water damage: full price
 - For other damages: price determined by amount of damage, cost to repair, or other applicable factors.
5. Students must pay full contract or replacement prices for all textbooks lost, regardless of how long the books have been in use.
 6. If a library book or textbook is paid for and later found, a refund will be made within one year of the payment. No textbooks will be reissued to a student who has misplaced a textbook until the student pays for the textbook in question.
 7. Students who do not return all books will not be given report cards, and no records will be released or transferred.

H. Transportation

The Klein ISD Board of Trustees has adopted the following rules of conduct for pupils while being transported by buses owned, operated, or controlled by the school district. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Any violation of these rules will be reported by the bus driver to the respective principal for corrective action, and all principals are directed to enforce these safety rules by the appropriate action, which may include the temporary or permanent withdrawal of riding privileges depending upon the seriousness of the violation and all other circumstances of each individual case.

- *1. Students must ride their assigned bus to and from the bus stop nearest their residential or rural address, with the following exceptions:
 - a. A written requested change in bus assignment for day-care purposes may be arranged through principal approval, in consultation with the director of transportation, provided it is within the same attendance zone and on an approved route.
 - b. If the parent/guardian of an eligible or ineligible bus student is temporarily out-of-town and the student is spending one or more nights with a host family residing in the school attendance zone, arrangements may be made for transportation. A written request must be directed to the principal and approval is subject to seating availability on the bus as determined by the director of transportation.
 - c. An elementary school student in grades K-5 may be picked up at his/her home and delivered to another residential, non-commercial child care individual after school by written request and securing principal approval in consultation with the director of transportation, provided it is within the same attendance zone.
 - d. A parent/guardian may designate a child-care facility or grandparent's residence as the place where the student obtains transportation to and from school, provided the location is in the same attendance zone and on an approved bus route.
 - e. In most instances the designated bus stop will be the intersection nearest the student's residence or a stop as designated by the transportation department.

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*The principal, in consultation with the director of transportation, may approve the requested bus change if: (1) both the parent and the care provider sign the KISD Bus Change Request and Release of Liability form and submit it to the school principal a minimum of five school days in advance of the bus change; and (2) the care provider has his/her signature notarized. If approved, only one additional request to change buses for exceptions (a), (c), or (d) may be allowed during the same school year.

2. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly. Disobedience and rudeness will not be tolerated.
3. Pupils must obey students that the driver appoints to direct the group in emergencies.
4. Derogatory remarks to the driver or other students about discipline or transportation will not be tolerated. Please make all complaints to the director of transportation.
5. Unnecessary conversation with the driver is prohibited. No pupil may engage in conversation with the driver while the bus is in motion except in emergencies or unusual situations.
6. Outside of ordinary conversation, classroom conduct and decorum is to be observed on the bus at all times.
7. Pupils must refrain from using obscene or profane speech and indecent gestures, actions, or conduct while riding in the bus or prior to boarding or after leaving the bus.
8. No pupils may use, or have in their possession, any tobacco product, alcoholic beverage, dangerous drug, or controlled substance as defined by the Texas statutes while riding in the bus.
9. Pupils must not throw paper, rubbish, or other objects out of the bus, on the floor, or at any other pupil or driver.
10. Pupils must not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus before boarding or after leaving.
11. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
12. Pupils must not write on or deface any part of the bus. Any damage to the bus must be reported to the driver immediately. Pupils who write on or deface any part of the bus are subject to suspension and restitution for damages.
13. After the initial seating choice, students must sit in their assigned seats each day. Students are responsible for any vandalism to that seat and to their area.
14. Drinks are not permitted on the bus unless they are a part of the lunch. Food or drink may not be consumed on the school bus. Exceptions may be made on extracurricular trips, with the approval of the director of transportation.

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15. Glass containers of any type may not be brought on the school bus.
16. No live animals may be transported on school buses.
17. The emergency door will be used only in emergencies.
18. Boarding school buses:
 - a. Do not be late. Be at your stop on time. The bus cannot wait.
 - b. Do not stand in the roadway.
 - c. Maintain a single-file line, six feet from where the bus will stop.
 - d. Be seated and remain seated until the bus arrives at your school.
19. Departing school buses:
 - a. Depart from the bus in an orderly manner, moving some three feet, perpendicular and some 15 feet forward. Those students who need to cross the roadway must stop and await the signal from the bus driver.
 - b. Do not walk down the side of the bus or behind the bus.
20. Fighting or scuffling in any form while waiting for the bus or riding on the bus may result in suspension of bus-riding privileges.
21. All pupils desiring transportation must file a transportation request form at their respective school.
22. Students must respect private property at each designated bus stop.
23. Students are not permitted to bring skateboards on the bus.

Failure to abide by the aforementioned rules will be handled according to the following guidelines:

Minor (Persistent) Misconduct

Each student will receive three (3) warnings from the bus driver before a written discipline notice is completed and forwarded to the campus administration.

1. 1st written report: Warning from campus assistant principal or one (1) day bus suspension
2. 2nd written report: One (1) day bus suspension
3. 3rd written report: Three (3) day bus suspension
4. 4th written report: Five (5) day bus suspension
5. 5th written report: Ten (10) day bus suspension
6. 6th written report: Twenty (20) day bus suspension
7. 7th written report: Bus suspension for the remainder of the current school year.

Serious Misconduct

At a minimum, disciplinary action should begin with #4, above.

1. 1st written report: Five (5) day bus suspension
2. 2nd written report: Ten (10) day bus suspension
3. 3rd written report: Twenty (20) day bus suspension
4. 4th written report: Bus suspension for the remainder of the current school year.

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Campus administrators may remove a student from a bus at any time for safety reasons. Parents will be contacted to pick up the student.

I. Use of the Klein Electronic Communications System

Access to the Klein Network/Internet is governed by the Student Guidelines for Acceptable Use of Technology Resources (see Appendix). Internet access is an integral part of the instructional program directed by teachers. Students will be given

access to the Internet to conduct research and participate in other educational activities. Student work may be published on the Internet showing first initial, last name or first name only unless a written objection is on file.

J. Waiver of Student Fees

The Klein Independent School District will waive any required deposit or required student fee when it has been established that the pupil and his or her parent or guardian are unable to pay. It is the responsibility of the pupil to notify the school employee collecting the deposit or fee, in writing, to request a waiver. The request will be forwarded to the building principal for approval. All requests and action will be confidential.