

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct.

Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

1. Safety Instruction

- a. Within the first six weeks of each half of the school year director of transportation will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district. The review will include:
 - (1) Safe school bus riding procedures, including but not limited to loading, unloading, crossing, etc.;
 - (2) Use of emergency exits; and
 - (3) Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
- b. At least a once in the first half of each school year director of transportation will direct all bus drivers to conduct a safety review with all other students. The review will include:
 - (1) Safe school bus riding procedures; and
 - (2) Use of emergency exits.
- c. The director of transportation will record the dates and content of safety instructions by each driver. Such information will be kept as part of the district's records.

2. Code of Conduct

Each year the district will include the following transportation rules in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

- *1. Students being transported are under authority of the bus driver.
- *2. Fighting, wrestling or boisterous activity is prohibited on the bus.
- *3. Students will use the emergency door only in case of emergency.
4. Students will be at assigned stop five minutes prior to scheduled pick up time.
- *5. Students will not bring firearms, weapons or other potentially hazardous material on the bus, as defined by Board policy JFCJ - Weapons in the Schools.

6. Students will not bring animals, except approved assistance guide animals, on the bus.
 7. Students will remain seated while bus is in motion.
 8. Students may be assigned seats by the bus driver.
 - *9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
 10. Students will not extend their hands, arms or heads through bus windows.
 11. Students will have written permission to leave the bus other than for home or school.
 - *12. Students will converse in normal tones; loud or vulgar language is prohibited.
 13. Students will not open or close windows without permission of the driver.
 - *14. Students will keep the bus clean and must refrain from damaging it.
 15. Students will be courteous to the driver, fellow students and passers-by.
 16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
 17. Eating and drinking is prohibited.
 18. Large items which cannot be safely transported while held in a student's lap are prohibited.
 19. Glass is not allowed on the bus unless confined in another container.
 - *20. Possession/and or use of illegal drugs, alcohol or tobacco is prohibited.
 21. Students will stay away from the bus while it is moving.
- * These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
- ** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

3. Violations

Each year the district will include the following procedures for violations in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

First Misconduct Report	This is a warning.
Second Misconduct Report (of the school year)	Suspension of bus riding privileges for 5 school days.
Third Misconduct Report (of the school year)	Suspension of bus riding privileges for 10 school days.
Fourth Misconduct Report (or more)	Will be considered severe violation.
Severe Violations	Any severe violation will result in the immediate suspension of the student for a minimum of 10 school days and possible expulsion from the bus for up to one school year.

In all instances, the appeal process may be used if the student and/or parent/guardian desires.

Definitions

“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

4. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied.

5. Expulsion Procedures

Due process procedures used by the district governing student behavior shall be applied.

**Ashland Public Schools
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**WAIVER OF THE RIGHT TO AN EXPULSION HEARING FOR
DISTRICT APPROVED STUDENT TRANSPORTATION SERVICES**

We the undersigned hereby waive the right to a hearing for _____. Upon the return receipt of this certified letter, a hearing will be scheduled by the hearings officer within five days unless the school district receives this signed waiver from the parent(s) of _____. Furthermore, we the undersigned agree to abide by the decision of the hearings officer as related to this matter of expulsion.

Signature of Parent/Legal Guardian

Date

Signature of Student

Date

6. Right of Appeal

- a. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
- b. All appeals must be in writing.
- c. Appeals are to be made to the responsible person at the level of the appeal.
- d. Final appeal may be made to the Board.
- e. Board decisions are final.

7. Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, they should refer to Board policy KL - Public Complaints.

- a. The student or his/her representative will discuss the issue with the principal and the director of transportation.
- b. If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and director of transportation. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, principal, director of transportation conference with the goal of resolving the issue.
- c. Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- d. If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent or designee will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.
- e. If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved of a hearing to be held within 14 days of the receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

8. Reinstatement

A conference to discuss reinstatement shall be conducted under the following guidelines:

- a. When deemed necessary, parent(s) and student shall be present at the conference;
- b. The principal shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

9. Education

- a. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.

- b. Student's academic grades will reflect academic achievement. Misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.
- c. Make-up work may be provided. If make-up work is needed, the district's policy and procedures will be followed.
- d. Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.

10. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA – Discipline of Students with Disabilities and accompanying administrative regulation.