

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.

The following procedures address:

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|-------------------------|--------------------------------|
| 1. Safety instructions; | 6. Right of appeal; |
| 2. Code of conduct; | 7. Reinstatement; |
| 3. Violations; | 8. Education; |
| 4. Suspension; | 9. Special education students. |
| 5. Expulsion; | |

1. Safety Instructions

- a. Each September and January the transportation director will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - (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. Each September and January the transportation director will direct all bus drivers to conduct a safety review with all other students.
 - (1) The drivers shall review safe bus riding procedures.
 - (2) The drivers shall review use of emergency exits.
- c. The transportation director will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

2. Code of Conduct

- a. Each year the district will include the following transportation rules in the student/parent handbook or issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct. This code of conduct will be signed and referenced in individual parent student school handbooks.

Parent

Student

3. Violations:
The Transportation Director and or building administrator will determine appropriate consequences for violation of school bus code of conduct. Violations of School Bus Code of Conduct may include but not be limited to the lose of bus riding privileges.
4. Severe Violations:
Any severe violations may result in the immediate suspension of the student for a minimum of 10 days, and up to a one-year expulsion.
5. In all instances, the appeal process may be used if the student and/or parent 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.

Baker School District 5J
BUS INCIDENT REPORT

Name _____ Time of Incident _____ Date _____

School _____ Bus NO. _____ Reporter _____

Comments _____

Action by Principal/Administrator _____

Principal/Designee's Signature _____

Parent/Guardian Signature _____

Report No. _____

The student must have this report signed by the parent and the principal in order to continue riding the bus.