

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. Within the first six weeks of each half of the school year the bus driver will 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 an orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
- b. At least once in the first half of each school year the bus driver will 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 bus driver will record dates and content of safety instructions. Such information shall be made available to the district and will 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.

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 carry glass containers or other glass objects;
 15. 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;
 16. Accept assigned seats;
 17. Stay away from the bus when it is moving;
 18. Be at the bus stop three minutes before the scheduled pick up time (schedules will be posted on all buses);
 - **19. Answer to drivers, coaches, teachers and chaperones who are responsible for maintaining order on trips.
 20. No gum allowed.
- * These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
- ** Coaches, teachers and chaperones: (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 or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.

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

DISCIPLINARY PROCEDURES FOR VIOLATIONS

First Citation – Warning*: The driver verbally restates behavior expectations and issues a warning citation. The bus driver may assign the student to a particular seat.

Second Citation*: The student is suspended from the bus until a conference, arranged by the head teacher, has been held with the student, the parent, the bus driver and the head teacher.

Third Citation* of the Year: The student receives a 5- to 10-school-day suspension and will not be able to ride the bus until a conference, arranged by the head teacher, has been held with the student, the parent, the bus driver and the head teacher. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation may result in the immediate suspension of the student for 2 10 days and up to a 1-year expulsion from the bus. There will be a hearing at this time, arranged by the head teacher, involving the student, the bus driver, the parent/guardian and the head teacher.

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

* All School Bus Incident Reports must be signed by the parent/guardian, bus driver and head teacher before the student will be allowed to ride the bus again.

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.

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, the head teacher and the bus driver should be contacted.

- STEP 1 The student or his/her representative will discuss the issue with the head teacher and bus driver.

- STEP 2 If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the head teacher and bus driver. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The head teacher will, within 3 school days, arrange a student, parent/guardian, head teacher and bus driver conference with the goal of resolving the issue.

- STEP 3 Within 5 school days, the head teacher is to communicate, in writing, the decision to the student and the student's parents/guardians.

- STEP 4 If, after 5 school days from receipt of the head teacher's reply, the issue still remains unresolved, the student may submit the matter in writing to the district clerk. The district clerk will meet with the student within 3 school days and will consult with the Board chair and respond to the issue, in writing, within 5 school days after the meeting.

- STEP 5 If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within 3 school days following the hearing.

Acknowledgment of Receipt and Understanding of Policy

Please return this signed form to the bus driver on or before the second week of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Student's Name	Student's Signature	Date
Parent's Name	Parent's Signature	Date
Phone Numbers: (Home)	(Work)	(Cell)

4. Suspension Procedures

Normally the suspension process shall be in accordance with the following procedures:

- a. Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
- b. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
- c. If a suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
- d. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the head teacher. Arrangement should be made for the student's transportation to and from school and to other school activities;
- e. A written communication will be mailed to the student and parents restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible readmittance;
- f. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the head teacher;
- g. In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

5. Expulsion Procedures

Students will not be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

- a. Notice will be given to the student and the parent by personal service or by certified mail at least five school days prior to the scheduled hearing. Notice will include:
 - (1) The specific charge or charges;
 - (2) The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - (3) A recommendation for expulsion;
 - (4) The student's right to a hearing;
 - (5) When and where the hearing will take place; and
 - (6) The right to representation.
- b. The Board's designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the head teacher;
- c. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;

- d. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney and/or parent. The district's attorney may be present;
- e. The student will be afforded the right to present his/her version of the charge(s) and to introduce evidence by testimony, writings or other exhibits;
- f. The student will be permitted to be present and to hear the evidence presented by the district;
- g. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents or guardians at the same time;
- h. The hearings officer or the student may make a record of the hearing;
- i. The hearings officer's decision is final. However, this decision may be appealed to the Board. At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents or students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;
- j. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
 - (1) The name of the minor student;
 - (2) The issues involved;
 - (3) The discussion;
 - (4) The vote of Board members, which may be taken in executive session.

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 appeal.
- d. Final appeal may be made to the Board.
- e. Board decisions are final.

7. 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 Board's designee shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The Board's designee shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

8. 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; therefore, students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.
- b. Students' academic grades will reflect academic achievement. Therefore, 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. Makeup work may be provided. If makeup 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.

9. 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.

School Bus Incident Report

Date: _____ Bus number: _____ Bus driver: _____

Dear Parents:

Your student's safety is our prime concern when a passenger on the Black Butte School Bus.

Any misbehavior which distracts the driver is a very serious hazard to the safe operation on the school bus, which jeopardizes the safety of all passengers.

_____ has been cited for an infraction of the rules checked below:

<input type="checkbox"/> Failure to remain seated	<input type="checkbox"/> *Insubordination
<input type="checkbox"/> Turning around in seat	<input type="checkbox"/> *Fighting
<input type="checkbox"/> Disorderly boarding bus	<input type="checkbox"/> *Harassing others
<input type="checkbox"/> Eating, drinking or chewing gum	<input type="checkbox"/> *Throwing objects on bus
<input type="checkbox"/> Unnecessary noise	<input type="checkbox"/> *Second offense of eating, drinking or chewing gum on bus
<input type="checkbox"/> Heads or limbs out window	<input type="checkbox"/> *Alcohol, drugs or weapons
	<input type="checkbox"/> *Vandalism
	<input type="checkbox"/> *Creating fire hazard
	<input type="checkbox"/> *Smoking or chewing tobacco
	<input type="checkbox"/> *Profanity/Obscene gestures

Comments:

- * **Automatic two day suspension from bus**
- * **An asterisk may result in loss of transportation service with no warning citation.**

Parent(s) Signature: _____ Date: _____

Bus Driver's Signature: _____ Date: _____

Head Teacher's Signature: _____ Date: _____

Please note: Incident Report must be signed to get on the bus the next day. Activity bus incident reports are automatic 2 day suspension.