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Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a copy of the code of conduct. The code of conduct is also posted in each vehicle.

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

The following student transportation procedures address:

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| 1. Safety Instructions; | 5. Expulsion Procedures, |
| 2. Code of Conduct; | 6. Right of Appeal; |
| 3. Referral Disciplinary Procedures; | 7. Education; |
| 4. Suspension Procedures, | 8. Special Education Students. |

1. Code of Conduct

- a. Each year the district will include the following transportation rules in the student/parent handbook and issue a code of conduct to all students.

We believe that all students should be taught appropriate school bus behavior and riding rules in accordance with positive behavior intervention support. Drivers will take positive and proactive steps to promote safe, respectful and responsible behavior. To help ensure a safe ride each student should be familiar with the bus riding rules, behavior expectations and consequences for infractions. We ask you to review the following rules and information with your child to help us establish expectations and appropriate behavior.

Rules Governing Pupils Riding School Buses OAR 581-053-0010.

- (1) Students being transported are under authority of the bus driver;
- (2) Fighting, wrestling or boisterous activity is prohibited on the bus;
- (3) Students shall use the emergency exit only in case of emergency;
- (4) Students shall be on time for the bus both morning and evening;
- (5) Students shall not bring firearms, weapons or other potentially hazardous material on the bus;
- (6) Students shall not bring animals, except approved assistance guide animals on the bus;
- (7) Students shall remain seated while the bus is in motion;
- (8) Students may be assigned seats by the bus driver;
- (9) When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver;
- (10) Students shall not extend their hands, arms or body parts through bus windows;
- (11) Students shall have written permission to leave the bus other than at home or school;

- (12) Students shall converse in normal tones; loud or vulgar language is prohibited;
- (13) Students shall not open or close windows without permission of the bus driver;
- (14) Students shall keep the bus clean and refrain from damaging it;
- (15) Students shall be courteous to the driver, to fellow students and passersby;
- (16) Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

District Bus Riding Rules (In addition to ODE rules)

- (1) Eating, drinking or chewing gum on the bus may be allowed only if students properly dispose of their trash and keep the bus free of litter;
- (2) No use or possession of tobacco products allowed on the bus;
- (3) No inflated balloons allowed on the bus;
- (4) Skateboards or scooters must be fully contained in a backpack or appropriate case to be transported and must not be removed while on the bus;
- (5) Personal music players may be used with headphones so long as the volume is kept reasonably low.

b. The district will provide translation of these rules to student, parents or guardians, to the extent practicable, in a language they can understand.

2. Referral Disciplinary Procedures

We believe all students should be given the opportunity to correct inappropriate behavior. To that end, we support open communication and progressive discipline procedures. Generally, the progressive disciplinary action listed below will be used with bus referrals. School administrators and/or the transportation supervisor may make adjustments to the process for extenuating or special circumstance on a case-by-case basis. The following applies to the current school year. At the beginning of each school year students begin with a clean slate.

First Referral	Warning that may include review of rules and assigned seating.
Second Referral	Second Warning that may include review of rules and assigned seating.
Third Referral	One day bus suspension (includes all buses) that may include review of rules and assigned seating upon return from suspension.
Fourth Referral	Three day bus suspension (includes all buses) that may include review of rules and assigned seating upon return from suspension.
Fifth Referral	Five day bus suspension (includes all buses) that may include review of rules and assigned seating upon return from suspension.
Sixth Referral	Ten day bus suspension (includes all buses) that may include review of rules and assigned seating upon return from suspension.
Severe Infraction	Severe infractions may result in skipping to higher levels of discipline up to and including expulsion from bus.

Parental Notification

Elementary Schools – Notification of referrals is made via the school.

Middle and High School – Notification of referrals is made via the Transportation Department.

Definitions

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

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

3. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied. 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 transportation supervisor. 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. The suspension is to follow, the student will be given the reason(s) for the action, and the duration of the suspension;
- d. If possible, parents will be notified immediately by phone of the suspension and given reason(s) for the action. The parents will be encouraged to conference with the building administrator. Parents should make arrangements for the student’s transportation to and from school;
- e. A written communication will be mailed to the student and parents restating the reason(s) for the action(s) and the duration of the suspension;
- f. The written communication shall state that the parent may appeal the reason(s) for suspension and the duration of the suspension to the transportation supervisor.
- 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.

4. Expulsion Procedures

- a. Due process procedures used by the district governing student behavior shall be applied. 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 agree to abide by the findings of a hearings officer.

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

- (1) 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:
 - (a) The specific charge or charges;

- (b) The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - (c) A recommendation for expulsion;
 - (d) The student's right to a hearing;
 - (e) When and where the hearing will take place; and
 - (f) The right to representation.
- (2) The superintendent or 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 building administrators;
 - (3) In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
 - (4) 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.
 - (5) 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;
 - (6) The student will be permitted to be present and to hear the evidence presented by the district;
 - (7) 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;
 - (8) The hearings officer or the student may make a record of the hearing;
 - (9) The hearings officer's decision is final unless it is appealed to the Board. If it is appealed, 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;
 - (10) 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 be not made public:
 - (a) The name of the minor student;
 - (b) The issues involved;
 - (c) The discussion;
 - (d) The vote of Board, which may be taken in executive session.

5. Right of Appeal

- a. At each step of the discipline procedures used in district-approved transportation services, parent or guardian, have a right to appeal.
 - (1) All appeals must be in writing.
 - (2) Appeals are to be made to the responsible person at the level of appeal.
 - (3) Final appeal may be made to the Board
 - (4) Board decisions are final.
 - (5) Discipline is held in abeyance while under appeal.

6. Appeal Procedure

If a parent or guardian wishes to appeal the application of the discipline policy, the steps outlined below should be used.

- STEP 1 The parent or guardian will discuss the issue with the transportation supervisor and principal.
- STEP 2 If the parent or guardian is not satisfied with the outcome of the discussion, he/she may file a written statement with the director of business and operations. This is to be done within 10 school days of the act or condition, which is the basis of the complaint. The administration may arrange a student, parent, transportation supervisor and principal conference with the goal of resolving the issue. Within five school days after the conference, the administration or designee will communicate, in writing, the decision to the parent or guardian.
- STEP 3 If the issue is still unresolved, the parent or guardian may appeal in writing to the Board. The Board will notify persons involved that a hearing will be held within 30 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the parent or guardian within three school days following the hearing.

7. 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.

8. Special Education Students

Discipline procedures for special education students, including incidents involving district transportation, are specified in Board Policy - JGDA/JGEA - Discipline of Disabled Students, JGDA - Special Education Discipline and accompanying administrative regulations.