

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 transportation supervisor 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. At least once in the first half of each school year the transportation supervisor 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 supervisor 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.

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.

* 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

1. Verbal - Warning*: The driver verbally restates behavior expectations..
2. Assigned Seat The driver assigns student to a seat until appropriate behavior level is reached. (Contact parents)
3. First Citation Warning*: The driver verbally restates behavior expectations and issues a warning citation.
4. Second Citation* of the year: The student may be suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver and the principal.
5. Third Citation* of the Year The student may receive a 5-to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, parent, bus driver and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a sever violation.
6. Severe Violations Any sever violation may result in the immediate suspension of the student for a minimum of 10-day , and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, bus driver, parent and principal.

* All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal 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, use Board policy KL - Public Complaints and the accompanying administrative regulation will be used.

4. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied as per Board policy JGD - Suspension.

5. Expulsion Procedures

- a. Due process procedures used by the district governing student behavior shall be applied as per Board policy JGE - Expulsion

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 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.

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.

NOTICE OF MISBEHAVIOR ON SCHOOL BUS

A second notice will be issued if not returned with required signatures to issuing driver **within two school** days from the date of issue.

1st Citation/Warning 2nd Citation 3rd Citation

Student's Name _____ Date of Issue _____
School _____ Date of Violation _____
Grade _____ AM _____ PM _____

- | | |
|--|--|
| 1 <input type="checkbox"/> Refusing to Obey Instructions from Driver | 15 <input type="checkbox"/> Lighting combustibles materials: lighters, matches, etc. |
| 2 <input type="checkbox"/> Being rude and discourteous to driver and/or others | 16 <input type="checkbox"/> Rowdyism or fighting (specify) |
| 3 <input type="checkbox"/> Spitting on/in bus or and/at others | 17 <input type="checkbox"/> Failure to be at bus stop on time |
| 4 <input type="checkbox"/> Interfering with driver disciplining another student | 18 <input type="checkbox"/> Leaving bus other than at regular stop without permission |
| 5 <input type="checkbox"/> Refusing to give driver correct name | 19 <input type="checkbox"/> Refusing to cross road in front of bus properly |
| 6 <input type="checkbox"/> Using obscene or vulgar language or gestures | 20 <input type="checkbox"/> Obstructing vehicular traffic |
| 7 <input type="checkbox"/> Racially or sexually harassing others with language, gestures, or touching | 21 <input type="checkbox"/> Damaging school bus |
| 9 <input type="checkbox"/> Making excessive notice | 22 <input type="checkbox"/> Damaging public or private property |
| 10 <input type="checkbox"/> Throwing or shooting of objects on the bus | 23 <input type="checkbox"/> Eating, drinking or chewing on bus without permission |
| 11 <input type="checkbox"/> Throwing/holding objects through open windows, including parts of the body | 24 <input type="checkbox"/> Smoking or using other tobacco products on bust or at bus stop (specify) |
| 12 <input type="checkbox"/> Not sitting property when bus is moving | 25 <input type="checkbox"/> Failure to accept or return conduct card or registration Card (specify) |
| 13 <input type="checkbox"/> Using/playing with emergency exit/windows without permission | 26 <input type="checkbox"/> Riding bus while suspended |
| 14 <input type="checkbox"/> Bringing hazardous items on bus | 27 <input type="checkbox"/> Bus Stop |

Other acts of misbehavior, additional information or comments:

Signature of issuing driver: _____ Bus # _____ Run # _____

Signature of Parent or Guardian: _____ Date: _____

Signature School Administrator/Official _____ Date: _____