

## **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:

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

### **I. Safety Instructions**

A. Each September and at the beginning of the second semester 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;
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 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.

### **II. 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 any 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;
- \*\*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.

### III. 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. **First Citation-Warning:** The driver verbally restates behavior expectations and issues a warning citation. The driver may assign the student to a particular seat.
2. **Second Citation:** The student may be suspended from the bus after a conference, arranged by principal, has been held with the student, the parent, the bus driver, and the principal. The driver may assign the student to a particular seat.
3. **Third Citation of the year:** The student will receive a suspension from the bus for up to 30 days after a conference, arranged by the principal, has been held with the student, the parent, the bus driver, and the principal. Further violations of bus regulations will be considered a severe violation. The driver may assign the student to a particular seat.
4. **Severe Violations:** Any severe violation may result in the immediate suspension of the student for a minimum of ten days and up to a one year period from the bus, which may carry over to the following school year. There will be a hearing at this time, arranged by principal, involving the student, the bus driver, the parent and the principal.

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

All citations must be signed by the parents, the bus driver and the principal before the student will be allowed to ride the bus again.



IV. Suspension Procedures-Due process procedures used by the district governing student behavior shall be applied.

V. 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.

VI. 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.

VII. Special Education Students

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