

Cove School District 15

Code: **EEACC-AR**
Adopted: 4/14/87
Revised/Readopted: 11/13/01; 5/20/08; 7/16/13
Orig. Code(s): EEACC-AR

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 superintendent 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 superintendent 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 superintendent 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 issue a code of conduct to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.

3. Violations

Each year the district will 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

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 is suspended from the bus until a conference, arranged by the superintendent, has been held with the student, the parent, the bus driver, the superintendent.
3. Third Citation* of the year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the superintendent, has been held with the student, the parent, the bus driver and the superintendent. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the superintendent, involving the student, the bus driver, the superintendent and the parent.
5. 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 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.

REFERRAL FOR MISBEHAVIOR ON SCHOOL BUS

TRANSPORTATION WILL BE DENIED IF NOT RETURNED TO DRIVER WITHIN 24 HOURS FROM DATE OF ISSUE WITH REQUIRED SIGNATURES.

Student's Name _____ Date _____

School _____ A.M. P.M.

Types of Misbehavior Referral No. 1 2 3 4

- ___ Refuses to obey instructions from bus driver.
- ___ Moving from seat while bus is in motion.
- ___ Parts of body or other objects through open window.
- ___ Using tobacco/lighting combustible material.
- ___ Using obscene or vulgar language ___ to driver ___ to others.
- ___ Damaging property of others ___ on the bus ___ at the bus stop.
- ___ Discourtesy.
- ___ Consuming food/drink on bus.
- ___ Shouting/Boisterous loud talk.
- ___ Rowdyism, fighting or throwing objects ___ on bus ___ at bus stop

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students will have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, to fellow students and passersby.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

Signature of issuing driver _____ Bus _____

Signature of school official _____ Date _____

Signature of parent or guardian _____ Date _____

	NUMBER OF MISCONDUCT REFERRAL'S ISSUED TO STUDENT:	BUS RIDING SUSPENSION PERIOD IN SCHOOL DAYS	
	Elementary Student K-5	Secondary School 6-12	
Riding Privileges Resume on _____	#1 _____	Warning Only	Warning Only
	#2 _____	0-2 days	0-5 days
	#3 _____	0-5 days	0-10 days
	(No riding privilege until parent conference)		
Date _____	#4 _____	Recommend Expulsion	Recommend Expulsion

Contact _____ Phone _____

5. Expulsion Procedures

Due process procedures used by the district governing student behavior shall be applied.

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. A conference to discuss reinstatement shall be conducted under the following guidelines:
 - (1) When deemed necessary, parent(s) and student shall be present at the conference;
 - (2) The principal shall fully explain matters and permit the parties involved to fully explain their positions;
 - (3) 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.

However, students will be expected to continue to meet the district's attendance and educational requirements.

- c. Make-up work may be provided:

If make-up 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 Disabled Students.