

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 manager 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 an emergency, including participation in actual evacuation drills.
- b. At least once in the first half of each school year the transportation manager 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 manager 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 or other potentially hazardous materials;
- *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 and keep the bus clean;
- *10. Not threaten or physically harm the driver or other riders and courteous to all;
- *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, marijuana or illegal drugs;
14. Not eat food or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, or large objects which might pose safety risks or barriers to safe entry and exit from the bus, unless properly secured;
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.
21. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
22. Students shall have written permission to leave the bus other than at home or school.
23. Students shall not open or close windows without the permission of the bus driver.
24. 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.

* 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. First Citation - Verbal Warning*: The driver verbally restates behavior expectations and issues a verbal warning with minor citation*. The driver may assign the student to a particular seat.
2. Second Citation*: The student receives a referral and may be suspended from the bus until a conference, arranged by the principal has been held with the student, the parent, the bus driver, and the principal.
3. Third Citation* of the year: The student receives a 5- to 10-day suspension from the bus and will not be able to ride the bus until a conference, arranged by the transportation supervisor or 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.
4. Severe Violations: Any severe violation may result in the immediate suspension from the bus 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 transportation supervisor or principal, involving the student, the bus driver, the parent, and the principal.
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 manager, 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, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision:

- STEP 1: The student or his/her representative will discuss the issue with the transportation manager and principal.
- STEP 2: If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a conference with the student, parent and principal with the goal of resolving the issue.
- STEP 3: Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- STEP 4: If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.
- 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 three school days following the hearing.

4. Suspension Procedures

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

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 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.

DISCIPLINE REFERRAL
David Douglas School District Transportation

Student _____ Date _____ School _____

Bus driver name _____ Route _____ Time _____

Location
 Regular route
 Field trips/activity/other
 On bus
 Off bus

Problem Behavior (mark most intrusive)

<input type="checkbox"/> Refusing to obey instructions from driver	<input type="checkbox"/> Not sitting safely/properly when bus is moving
<input type="checkbox"/> Bringing weapons or potentially hazardous items on bus	<input type="checkbox"/> Refusing to give driver correct name
<input type="checkbox"/> Drugs/alcohol/marijuana/tobacco	<input type="checkbox"/> Obstructing vehicle traffic
<input type="checkbox"/> Roughhousing/fighting or physical contact	<input type="checkbox"/> Interference with driver disciplining student
<input type="checkbox"/> Harassment/teasing/taunting/touching/spitting	<input type="checkbox"/> Playing with emergency windows w/o permission
<input type="checkbox"/> Abusive/inappropriate conversation/excessive noises	<input type="checkbox"/> Eating/drinking on bus
<input type="checkbox"/> Damaging bus/public or private property	<input type="checkbox"/> Failure to be at bus stop on time
<input type="checkbox"/> Throwing or shooting objects on/at bus	<input type="checkbox"/> Leaving bus other than regular stop w/o permission slip
<input type="checkbox"/> Throwing/holding objects through open window	<input type="checkbox"/> Other infraction _____
<input type="checkbox"/> Unsafe/illegal crossing	

Record of actions taken by driver

1. Warned the student of the rules they violated.
2. Noted the violation as a basic Oregon Administrative Rule for safety.
3. Investigated the violation fairly and objectively.
4. Enforced rules fairly and evenly to everyone on the bus.

Warnings

- 1 Driver/student conference
- 2 Assigned seat given

Minors

Date _____

Date _____

Specifics of problem behavior, additional information, or comments:

Driver signature _____

Administrative Decision

<input type="checkbox"/> Conference – admin/student	<input type="checkbox"/> Loss of bus riding privilege	<input type="checkbox"/> Suspension (out of school)
<input type="checkbox"/> Conference – principal/parent	<input type="checkbox"/> Parent contact	<input type="checkbox"/> Suspension pending
<input type="checkbox"/> Other	<input type="checkbox"/> Suspension (in school)	expulsion

Administrative comments:

Administrator _____	Date _____
Student _____	Date _____
Parent _____	Date _____