

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.
- (1) While riding a school bus, students will:
 - (2) Obey the driver at all times;
 - (3) Not throw objects;
 - (4) Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
 - (5) Not fight, wrestle or scuffle;
 - (6) Not stand up and/or move from seats while the bus is in motion;
 - (7) Not extend hands, head, feet or objects from windows or doors;
 - (8) Not possess matches or other incendiaries and concussion devices;
 - (9) Use emergency exits only as directed by the driver;
 - (10) Not damage school property or the personal property of others;
 - (11) Not threaten or physically harm the driver or other riders;
 - (12) Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
 - (13) Not make disrespectful or obscene statements;
 - (14) Not possess and/or use tobacco, alcohol or illegal drugs;
 - (15) Not eat or chew gum;
 - (16) Not carry glass containers or other glass objects;
 - (17) 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;
 - (18) Accept assigned seats;
 - (19) Stay away from the bus when it is moving;
 - (20) Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
 - (21) Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
- b. In addition, while off the bus, students will:
- (1) Stay away from the bus when it is moving;
 - (2) Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
 - (3) Obey drivers, coaches, teachers, and chaperones who are responsible for maintaining order on trips;
 - (4) Wait to cross road until driver signals that it is safe to cross.

Depending on the severity of any of the above infractions, loss of transportation services may be imposed with no warning citation.

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

Parent

Student

- c. Coaches, teachers and chaperons:
 - (1) Must have a copy of the bus regulations and know them before going on a trip;
 - (2) Position themselves on the bus as to be in control of discipline; and
 - (3) Have a copy of medical records & permission for medical treatment for all students being transported.

3. Violations

Each year the district will include the following procedures for violations in the student/parent handbook or 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) **Verbal Warning:** For minor bus conduct violation, verbal reprimands will be given by the driver. Consequences may include parent phone call, change of seat, conference with an administrator, development of an incentive program, loss of a recess and/or other privileges, etc.
- (2) **First Referral:** The driver verbally restates behavior expectations and issues a written referral. Future referrals will result in bus suspensions. A call to the parent from the driver is optional.
- (3) **Second Referral:** The student is suspended from the bus for 1-5 days and/or until a conference has been held. Participants may include the student, the parent, the bus driver, the transportation supervisor, and the administrator or designee.
- (4) **Third Referral:** The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference has been held. Participants may include the student, the parent, the bus driver, the transportation supervisor, and the administrator or designee.

At this time a behavior contract may be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

- (5) **Severe Violations:** Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion from the bus. There will be a hearing at this time involving the student, the bus driver, the transportation supervisor, the parent and the principal.

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

Some or all of these progressive steps may be skipped in the case of a severe violation. Some students' IEP's, 504 Plans, behavior/safety plans may include alternative steps. All referrals must be signed by a parent and returned to the school. Failure to do so may result in a bus suspension or an extension of the current suspension.

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.

I have read the above rules and have discussed them with my child. We understand the importance of this code of conduct. I also understand that my child’s behavior may be monitored by a video on the bus.

Parent Date

Student Date

SCHOOL BUS INCIDENT REPORT

Date: _____ Route: ____ AM _____ PM _____ Student's Name: _____

Dear Parents:

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and well-being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on our school buses.

_____ has been cited for an infraction of the rules listed below:

		Description of incident:
<input type="checkbox"/>	Failed to obey driver.	_____
<input type="checkbox"/>	Threw an object(s).	_____
<input type="checkbox"/>	Possessed a weapon or other dangerous object(s).	_____
<input type="checkbox"/>	Fought, wrestled, scuffled.	_____
<input type="checkbox"/>	Stood/Changed seat with bus moving.	_____
<input type="checkbox"/>	Extended from bus door/window.	_____
<input type="checkbox"/>	Possessed matches, incendiaries, etc.	_____
<input type="checkbox"/>	Used emergency exit.	_____
<input type="checkbox"/>	Vandalism of property.	_____
<input type="checkbox"/>	Threatened/Harmed driver/rider.	_____
<input type="checkbox"/>	Disruption: Driver stopped bus.	_____
<input type="checkbox"/>	Disrespectful and/or obscene statements.	_____
<input type="checkbox"/>	Possessed alcohol, tobacco, or unlawful drugs.	_____
<input type="checkbox"/>	Eating or chewing gum without permission.	_____
<input type="checkbox"/>	Possessed glass container or object.	_____
<input type="checkbox"/>	Impeded movement of bus.	_____

Any of the above infractions depending on the severity may result in loss of transportation service with no warning citation.

For Administrator Use Only

Consequence:

- First Referral
- Second Referral: Length of suspension 1 2 3 4 5 days. Date(s) of suspension: _____
- Third Referral: Length of suspension 5 6 7 8 9 10 days. Date(s) of suspension: _____
- SEVERE VIOLATION: 10-day suspension to 1-year bus expulsion. Hearing date: _____

4. 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 superintendent or designated representative. 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. If a suspension follows, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
- d. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the administrator. Arrangement should be made for the student's transportation to and from school and to other school activities;
- e. A written communication will be mailed to the student and parents within one workday restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible readmittance;
- f. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
- 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.

5. Expulsion Procedures From Transportation

- 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 from transportation services 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 from transportation;
 - (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 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. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time;
- (8) The hearings officer or the student may make a record of the hearing;
- (9) The hearings officer's decision is final. However, this decision may be appealed to the Board. 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) Transportation 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 not be made public:
 - (a) The name of the minor student;
 - (b) The issues involved;
 - (c) The discussion;
 - (d) The vote of Board members, which may be taken in executive session.

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 needed, and the district's policy and procedures will be followed.
- d. Alternative education may be provided, if needed, and 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.