

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.

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.

Students are expected to be as well behaved while riding the bus as they are on school premises. The following rules apply to all students riding district-operated buses. These rules were established to assist the drivers in assuring that all students receive the safest-possible ride to and from school. The school bus driver is responsible for their enforcement. Failure to

comply with these rules or promptly obey the directions of the driver may result in losing the right to ride.

1. Students being transported are under the authority of the bus driver.
- *2. Fighting, wresting or boisterous activity are prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students will be on time for bus both morning and evening. Students are to be at the bus stop five minutes before the scheduled pick-up time.
- *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, student will cross in front of the bus or as instructed by the driver.
- *10. Students will not extend their hands, arms or head through bus window.
11. Students will have written permission to leave the bus other than at home or school. Elementary and middle school students will not be allowed off the bus, other than their regular stop, without a signed note from the principal's office under the authorization from the parent/guardian.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to driver, to fellow students and passersby.
- *16. Students will not throw objects.
- *17. Students will not threaten or physically harm the driver or other riders.
- *18. Students who refuse to obey the driver's directions promptly, or refuse to obey regulations, may forfeit their privilege to ride on the buses.
- *19. Students will not do any disruptive activity which might cause the driver to stop the bus in order to re-establish order.
20. Students will stay away from the bus when it is moving.
- **21. Students will answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.
22. Radios, tape players or other electronic sound devices are prohibited, except those that are small personal devices with earphones intended for personal use.

* 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.

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

Parent

Date

Student

Date

Bus Conduct Response Guidelines

Priority	Behavior	Conduct Code Reference	Bus Rules	Driver Action	First Citation	Second Citation	Third Citation	Fourth Citation
1	Assault	Physical Assault	2, 15	Note 1	Bus Suspension **	Bus Expulsion		
1	Threats to Driver	Harassment	1, 12, 15, 16	Verbal warning, Citation if serious	Bus Suspension **	Bus Suspension or Expulsion	Bus Expulsion	
1	Drug/Alcohol Possession	Substance Abuse	5	Drive to nearest administrator	Bus Suspension **	Bus Expulsion		
1	Drug Paraphernalia	Drug Paraphernalia	5	Citation	Conference * Parent involvement	Bus Suspension	Bus Expulsion	
1	Tobacco	Tobacco	5	Citation	Bus Suspension	Bus Suspension	Bus Expulsion	
1	Igniting Flame	Arson, Disruption	5, 14	Return to school, Note 2	Bus Suspension **	Bus Suspension **	Bus Expulsion	
2	Destruction of Property	Vandalism	14	Note 2	Bus Suspension	Bus Suspension		
2	Tampering with Equipment	Vandalism	14	Note 2	Bus Suspension	Bus Suspension		
2	Fighting	Fighting	2, 15	Verbal warning, Citation if serious	Conference ** Parent involvement	Bus Suspension **	Bus Expulsion	
2	Harassment	Harassment	15	Verbal warning, Citation if serious	Bus Suspension **	Disciplinary Action *	Bus Expulsion	Bus Expulsion
3	Throwing Objects	Disruption	2, 15	Verbal warning, Citation if serious	Conference * Parent involvement	Disciplinary Action	Bus Suspension	Bus Expulsion

Note 1: If driver cannot restore order, drive to nearest administrator. If not, call bus barn for help. Write citation.

Note 2: Citation, if perpetrator(s) known. If not, report to administrator to pursue and seating to be assigned until resolved.

* Includes possible bus suspension if sufficiently serious.

Note 3: Driver to correct, if possible, and give verbal warning. If not possible, return student to school and write citation.

** Includes possible bus expulsion if sufficiently serious.

Bus Conduct Response Guidelines

Priority	Behavior	Conduct Code Reference	Bus Rules	Driver Action	First Citation	Second Citation	Third Citation	Fourth Citation
3	Profanity to driver	Defiance, profane language	1, 12, 15	Verbal warning, first occurrence	Conference * Parent involvement	Disciplinary Action *	Bus Suspension	
3	Refusing to obey	Defiance	16	Note 3	Conference * Parent involvement	Disciplinary Action *	Bus Suspension	Bus Expulsion
3	Hand signs, vulgar language	Profane language, vulgar acts	12, 15	Warning first occurrence, administrator	Conference * Parent involvement	Disciplinary Action	Bus Suspension	Bus Expulsion
3	Disobeying rules at the bus stop	Defiance	1, 9	Adequate warning, then Citation	Informal talk	Conference, Parent involvement	Bus Suspension	Bus Expulsion
3	Hanging out window	Defiance	10	Adequate warning, then Citation	Informal talk	Conference * Parent involvement	Bus Suspension	Bus Expulsion
4	Unnecessary noise	Bus rules	2, 12	Warning, stop, return to school	Responsibility of administrator to implement corrective action, including assigning of adult rider, if necessary.			
4	Failure to remain seated	Bus rules	7, 16	Warning, stop, return to school	Responsibility of administrator to implement corrective action, including assigning of adult rider, if necessary.			
4	Profanity in general	Profane language	12	Adequate warning, then Citation	Informal talk	Conference, Parent involvement	Bus Suspension	Bus Expulsion
4	Leaving bus without permission	Bus rules	11	Adequate warning, then Citation	Informal talk	Conference, Parent involvement	Bus Suspension	Bus Expulsion
4	Dangers objects and material	Dangers objects, Bus rules	5	Adequate warning, then Citation	Informal talk	Conference * Parent Involvement	Bus Suspension	Bus Expulsion
4	Loading bus in disorderly manner	Bus rules	2, 15	Adequate warning, then Citation	Informal talk	Conference, Parent involvement	Bus suspension	Bus Expulsion
4	Rude, discourteous conduct	Bus rules	15	Adequate warning, then Citation	Informal talk	Conference, Parent involvement	Bus Suspension	Bus Expulsion

Note 1: If driver cannot restore order, drive to nearest administrator. If not, call dispatch for help. Write citation.

Note 2: Citation, if perpetrator(s) known. If not, report to administrator to pursue and seating to be assigned until resolved.

Note 3: Driver to correct, if possible, and give verbal warning. If not possible, return student to school and write citation.

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, use policy KL - Public Complaints.

- Step 1: The student or his/her representative will discuss the issue with the transportation supervisor 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 student, parent, transportation supervisor, principal conference 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.

Please return this signed form to the driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Student's Name

Parent's Signature

Date

Bus Route # _____ Phone Numbers: (Home) _____ (Work) _____

School _____

3. Suspension Procedures

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

STUDENT TRANSPORTATION – BUS SAFETY REFERRAL/INCIDENT REPORT

Incident Report: Bus Safety Referral: Referral No: _____

Student: _____ School: _____ Date: _____

Route: _____ AM PM Driver: _____

Incident:

- | | |
|---|---|
| <input type="checkbox"/> Standing/Moving | <input type="checkbox"/> Animals, weapons/other potentially hazardous objects |
| <input type="checkbox"/> Throwing Objects | <input type="checkbox"/> Destruction of property |
| <input type="checkbox"/> Disrespectful or Vulgar Language | <input type="checkbox"/> Uncooperative/Disruptive behavior |
| <input type="checkbox"/> Harassment, threats or menacing behavior | <input type="checkbox"/> Improper road crossing |
| <input type="checkbox"/> Pushing/Tripping | <input type="checkbox"/> Unsafe use of bus door or window |
| <input type="checkbox"/> Littering/Spitting | <input type="checkbox"/> Used unassigned stop without written permission |
| <input type="checkbox"/> Not on time for bus | <input type="checkbox"/> Eating/Drinking |
| <input type="checkbox"/> Fighting | |

Witnesses: Yes No Bus Returned to School: Yes No Met by: _____

Verbal warnings given: Yes # _____ No

Comments: _____

Driver Signature: _____ Date: _____

Action by Principal/District Administrator:

- Warning/Conference with student Parent Notification: By phone In writing
 Bus suspension dates: (from) _____ (through) _____
 Other _____

Comments: _____

Administrator Signature _____ Date _____

Student Signature _____ Date _____

4. Expulsion Procedures

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

5. 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.

6. 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.

7. 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.

8. 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.