

**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; | 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 issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood. 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. Remain seated while the bus is moving;
- 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 or gestures;
- \*13. Not possess and/or use tobacco, alcohol or illegal drugs;
- 14. Not eat or drink on the regular route;
- 15. Not bring tape recorders or radios onto the bus (with the exception of a Walkman);
- 16. Not carry glass containers or other glass objects;
- 17. Not take onto the bus animals, skateboards, large musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
- 18. Keep aisles clear – stay within the confines of the 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. Follow the directions of coaches, teachers and chaperons who are responsible for maintaining order on trips.
- 22. Any visitor riding a bus must have an approved pass from the school to ride to and from school; drivers will refuse transportation without a pass.

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\* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others. Severe violations may result in loss of transportation services upon a first infraction.

\*\* 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.

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Suspension of transportation privileges does not excuse a student from attending school. When a student's transportation privilege is suspended, the parents, guardians and/or the student are responsible for transporting the student to and from school.

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*(Keep to portion and return this portion with 5 days.)*

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

\_\_\_\_\_  
 Parent

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

### 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

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route of an extracurricular activity:

1. First Citation – Warning\*: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation – Warning\*: Same as above; in addition, the student is given an assigned seat.
3. Third Citation\* of the year: The student receives a 3-day suspension. Parent will be notified by the bus driver, transportation supervisor, or principal. A conference will be held if requested by the parent.
4. Fourth Citation\* of the year: The student receives a 10-day suspension. Parent will be notified by the bus driver, transportation supervisor, or principal. A conference will be held if requested by the parent.
5. Fifth Citation\* of the year: The student receives an expulsion off the bus until the end of the semester. If it is within two weeks from the end of the semester, the expulsion will continue for the following nine-week period. A conference will be held with the student, the parent and the principal. Further violations of bus regulations will be considered a severe violation.
6. 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 involving the student, the parent and the principal.
7. In all instances, the appeal process may be used if the student and/or parent desires.

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\* 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.

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#### 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.

# SCHOOL BUS INCIDENT REPORT

496-3521 District Office

496-3544 Bus Garage

Student's Name	School	Bus No.	Trip No.	Date of Incident
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### NOTICE TO 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. **Students must return their copy of this form with their parent's signature to have their riding privileges continued.**

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

**Driver's Report:**     1st Warning     2nd Warning     3rd Warning  
                                   4th Warning     5th Warning

- |   |   |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
|---|---|---|--------------------------|---|--------------------------|--------------------------------------|--------------------------|-------------------------|--------------------------|--|--------------------------|---------------------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|--|--------------------------|----------------------------------|--------------------------|--|--------------------------|----------------------|--------------------------|-------------------------|--------------------------|------------------------------|--------------------------|----------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Possessed a weapon or other dangerous object(s).</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Disrespectful and/or obscene statements.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Stood/Changed seat with bus moving.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Failed to obey driver.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Possessed alcohol, tobacco, unlawful drugs.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Possessed glass container or object.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Threatened/Harmed driver/rider.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>Impeded movement of bus.</td></tr> </table> | <input type="checkbox"/>                          | *Possessed a weapon or other dangerous object(s). | <input type="checkbox"/> | *Disrespectful and/or obscene statements. | <input type="checkbox"/> | *Stood/Changed seat with bus moving. | <input type="checkbox"/> | *Failed to obey driver. | <input type="checkbox"/> | *Possessed alcohol, tobacco, unlawful drugs. | <input type="checkbox"/> | *Possessed glass container or object. | <input type="checkbox"/> | *Threatened/Harmed driver/rider. | <input type="checkbox"/> | Impeded movement of bus. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Disruption: Driver stopped bus.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Possessed matches, incendiaries, etc.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Threw an object(s).</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Vandalism of property.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Fought, wrestled, scuffled.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>Eating/drinking/littering.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Used emergency exit.</td></tr> <tr><td style="width: 20px; height: 20px;"><input type="checkbox"/></td><td>*Extended from bus door/window.</td></tr> </table> | <input type="checkbox"/> | *Disruption: Driver stopped bus. | <input type="checkbox"/> | *Possessed matches, incendiaries, etc. | <input type="checkbox"/> | *Threw an object(s). | <input type="checkbox"/> | *Vandalism of property. | <input type="checkbox"/> | *Fought, wrestled, scuffled. | <input type="checkbox"/> | Eating/drinking/littering. | <input type="checkbox"/> | *Used emergency exit. | <input type="checkbox"/> | *Extended from bus door/window. |
| <input type="checkbox"/>  | *Possessed a weapon or other dangerous object(s). |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Disrespectful and/or obscene statements.         |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Stood/Changed seat with bus moving.              |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Failed to obey driver.                           |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Possessed alcohol, tobacco, unlawful drugs.      |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Possessed glass container or object.             |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Threatened/Harmed driver/rider.                  |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | Impeded movement of bus.                          |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Disruption: Driver stopped bus.                  |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Possessed matches, incendiaries, etc.            |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Threw an object(s).                              |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Vandalism of property.                           |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Fought, wrestled, scuffled.                      |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | Eating/drinking/littering.                        |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Used emergency exit.                             |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |
| <input type="checkbox"/>  | *Extended from bus door/window.                   |   |                          |   |                          |                                      |                          |                         |                          |  |                          |                                       |                          |                                  |                          |                          |  |                          |                                  |                          |  |                          |                      |                          |                         |                          |                              |                          |                            |                          |                       |                          |                                 |

**\* Severe infraction which may result in loss of transportation service with no warning citation.**

### PRESENT ACTION AND RECOMMENDATIONS

1 <sup>st</sup> Citation – warning	4 <sup>th</sup> Citation – 10-day suspension
2 <sup>nd</sup> Citation – assigned seat	5 <sup>th</sup> Citation – expulsion off bus to end of semester
3 <sup>rd</sup> Citation – suspended from bus	<b>Severe infraction</b> – 10-day suspension to 1 year expulsion

Denied bus privileges until \_\_\_\_\_

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Transportation Supervisor's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

WHITE - Parents     YELLOW - Transportation Supervisor     PINK - Principal     GOLDENROD - Driver

## 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 KLD - Public Complaints About School Personnel.

- STEP 1: The student or his/her representative will discuss the issue with the 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 arrange a student, parent and principal conference with the goal of resolving the issue.
- STEP 3: The principal will provide a written decision to the student and the student's parents.
- STEP 4: If the issue still remains unresolved, the student and parent may submit the matter in writing to the superintendent. The superintendent will meet with the student and parent and will provide a writing decision following the appeal.
- STEP 5: If the issue is still unresolved, the student and parent may appeal to the Board. The Board will schedule a hearing. The Board shall review correspondence, hear relevant facts and provide a written decision 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.

Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue to meet the district's educational requirements.

- b. 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.