

Discipline Procedures for District-Approved Student Transportation

The preceding policy EEACC lists the regulations governing students riding school buses in the state of Oregon. These regulations have been adopted by the State Board of Education and the district.

Additional regulations which are necessary for the safe conduct of students riding district buses are as follows:

1. On bus routes, items too large to be held on a student's lap, will not be allowed. Nothing will be allowed in the aisles, stepwell or blocking any emergency exit of the school bus. Transporting large items is the responsibility of the student or his/her parents;
2. There will be no stops on 6th or 7th streets to either pick up or unload students;
3. Wearing of spiked and/or cleated athletic shoes is not permitted on the bus;
4. No tobacco products, eating or drinking will be permitted on route buses at any time;
5. Waiting time for buses after normal dismissal of classes will be a maximum of seven minutes;
6. There are to be no signs of any kind attached to the outside of the bus (banners, etc.) except those specifically permitted by law;
7. No students are to load or unload bus until drivers are present;
8. All students will enter bus in a single file;
9. Under no circumstances should a student sit in the bus driver's seat, unless in extreme emergency, e.g., driver outside and bus begins to roll;
10. Inflated balloons, personal transportation devices or glass of any kind are not permitted on the bus;
11. Bugs/Insects in any type of container(s) are not allowed on the bus.

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:

<ol style="list-style-type: none"> 1. Safety instructions; 2. Code of conduct; 3. Violations; 4. Suspension; 5. Expulsion; 	<ol style="list-style-type: none"> 6. Right of appeal; 7. Reinstatement; 8. Education; 9. Special education students.
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I. Safety Instructions

- A. Within the first six weeks of the first semester, the transportation supervisor will direct all bus drivers to conduct a safety review with all students who attend district schools.
- B. Within the first six weeks of the second semester, the transportation supervisor will direct all bus drivers to conduct a safety review with all regularly transported students.
- C. The Transportation Supervisor will record dates and content of safety instructions by each driver. Such information shall be kept as part of the district’s records.

II. Code of Conduct

- A. Each year the district will issue a transportation code of conduct to all students and parents. Parents will be asked to acknowledge in signature that the code of conduct has been read and understood.
- B. The district will provide interpretation to those students/parents whose primary language is not English.

III. Violations

Each year the district will issue the procedures to all students and parents.

The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

- 1. Verbal Warning The driver verbally restates behavior expectations and notifies student of the rule(s) they may be violating. If the offense is severe enough (i.e. fighting), a warning may be skipped and a citation issued. At any time, a student may be assigned a seat on the bus.
- 2. First Citation – Warning Student is issued a citation which is reviewed by the bus driver with the student and then sent to the building administrator. The administrator conferences with the student. Discipline may be issued by the building administrator.

3. Second Citation¹ The student may be suspended from the bus until a conference, arranged by the responsible building administrator, has been held with the student, the parent/guardian, and bus driver (if necessary). Discipline may be issued by the building administrator.
4. Third Citation¹ The student will be suspended for a period of time and will not be able to ride the bus until a conference, arranged by the responsible building administrator, has been held with the with the student, the parent/guardian, and bus driver. At this time, a behavior contract will be made with the student. 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 ten (10) days and/or up to a one-year bus expulsion. There will be a hearing at this time, arranged by the responsible building administrator, involving the student, the parent/guardian, bus driver, the Transportation Supervisor, and the building administrator.
6. Appeal Option In all instances, the appeal process may be used if the student and/or parent/guardian desires.

¹All citations must be signed by the bus driver, the parent, and the building administrator. Failure of the parent to do so may result in the student not being allowed to ride the bus again.

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 Personnel.

- STEP I The student or his/her representative will discuss the issue with the transportation supervisor and principal.
- STEP II 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/guardian, transportation supervisor, principal conference with the goal of resolving the issue.
- STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student’s parents/guardians.
- STEP IV 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 V If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved of a hearing to be held within 14 days of the 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 bus transportation is an important service and that the safety of my student is the primary concern.

Student’s Name	Parent’s Signature	Date
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Bus Route # _____ Phone Numbers: (Home) _____ (Work) _____

School _____

IV. Suspension Procedures

- A. Due process procedures governing student behavior shall be applied in accordance with the following:
1. 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;
 2. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
 3. If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement (District form enclosed.);
 4. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents/guardians will be encouraged to conference with the building administrator. Arrangement should be made for the student's transportation to and from school and to other school activities;
 5. A written communication will be mailed to the student and parents/guardians within one work day 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;
 6. The written communication shall state that the parent or legal guardian may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
 7. 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.

V. Expulsion Procedures

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

When an expulsion hearing is not waived, the procedure in JGE - Expulsion will be used.

VI. 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.

VII. 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.

VIII. 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:

1. If make-up work is needed, the district's policy and procedures will be followed.

D. Alternative education may be provided:

1. If alternative education is needed, the district's policy and procedures will be followed.

IX. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Disabled Students and accompanying administrative regulations.