

## **Slater Grade School: Student Transportation Services – Discipline Procedure**

The purpose of the bus policy is to provide for the safety and well being of all students. Any time a student is denied the privilege of riding the bus, parents will be notified by certified mail of the exact reasons for loss of privilege, date the student may resume riding, and the right to appeal.

Each year the district will include the procedures for violations in the student/parent handbook. School rules apply to the students riding the bus; any misconduct may result in a student losing bus-riding privileges. The district will provide interpretation to those students/parents whose primary language is not English.

### **Elementary (Kindergarten -5th Grade) Consequences**

If a student chooses to misbehave on a school bus the following disciplinary procedure will be followed:

- Step 1**      Driver will say student's name - warning
  
- Step 2**      Drive will write student's name and give student a warning notice. The building principal will receive a bus incident report. Student will receive the following consequences: serve one detention and write an apology letter to the bus driver. Parents will receive a copy of the incident report.
  
- Step 3**      Driver will give student a second check. The building principal will receive a second bus incident report. Student will receive the following consequences: serve two detentions and write an apology letter to the bus driver. Parents will receive a copy of the incident report.

Steps 1-3 will start over at the beginning of each trimester.

- Step 4**      Driver will write student a citation and give it to the building principal. At this point, the student will be in the citation process.

**Severe behavior such as fighting, disobeying the bus driver, and stopping the bus from running smoothly will result in going immediately to Step 4.**

**First Citation:**            A citation will be issued by the driver. The building principal will send a letter to the parent/guardian, requesting a conference within five school days. Failure of the parent/guardian to phone or appear will result in loss of bus riding privileges until such time as a conference is held.

**Second Citation:**        When a student receives a second citation during a school year, the student will lose bus-riding privileges for a minimum of ten school days. Before the student is

allowed to ride the bus, a parent conference must be held with the building principal, transportation supervisor, and bus driver.

**Third Citation:** When a student receives a third citation during a school year, the student will lose all bus riding privileges for the rest of the year.

At the beginning of each trimester students will start over on Step 1 of the discipline procedure if they have not reached Step 4. If a student has reached Step 4, and is given their first citation, they will not start over each trimester; they will proceed in the citation process.

All citations must be signed by the parent/guardian, the transportation supervisor, the bus driver, and the principal before the student will be allowed to ride the bus again.

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

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 - Complaints About School Personnel. The students will remain off the bus until the appeal process is completed.

- Step 1 The student or his/her representative will discuss the issue with the transportation supervisor.
- Step 2 If the student is not satisfied with the outcome of the discussion; he/she may file a written statement with the building principal and transportation supervisor. This is to be done within ten 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, and the building principal conference with the goal of resolving this issue.
- Step 3 Within five school days; the building 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.