

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct. Each year the district will include the code of conduct in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

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.

Safety Instructions

1. Within the first six weeks of each semester the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district. The safety review will include:
 - a. Safe school bus riding procedures including, but not limited to, loading, unloading, crossing, etc;
 - b. Use of emergency exits; and
 - c. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

2. At least once in the first semester the transportation supervisor will direct all bus drivers to conduct a safety review with all other students. The safety review will include:
 - a. The drivers shall review safe bus riding procedures.
 - b. The drivers shall review use of emergency exits.

3. 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.

Code of Conduct

Students who are riding the school bus are under the authority of the bus driver. In order to have a safe ride to and from school, it is most important that each student cooperate with the bus driver and practice safe bus riding habits at all times. Please note the following rules. This list is not meant to be all-inclusive.

1. Student Conduct at the Bus Stop

While at the bus stop:

- a. Students are expected to be at their bus stop at least five minutes before the assigned arrival time of their bus. Drivers are not required to wait for students who are not at their bus stop on time - this makes each stop after that late.
- b. All students in the a.m. must wait at their Point of Safety location as assigned by the driver. In the p.m. they must return to their Point of Safety and wait until the bus drives away before going home.

- c. Students who are required to cross the street should do so at least ten feet (10 giant steps) in front of the school bus and after the driver has signaled the student that it is safe to do so.
- d. Parents, caregivers, or siblings of kindergarten students (3rd grade or older) shall be at the bus stop making sure they wait in a safe and orderly manner.

2. Student Conduct on the Bus

While riding a school bus, students will:

- a. Students are to cooperate, show respect and follow instructions of the bus driver.
- b. Remain in your assigned seat at all times except when loading or unloading the school bus.
- c. Normal conversation will be permitted with the exception of total silence at railroad crossings.
- d. No fighting, hitting, horseplay or teasing will be permitted.
- e. Yelling, questionable language such as profanity, name calling etc., will not be tolerated.
- f. Students are to keep hands, head, feet and or other objects inside the bus.
- g. Students shall not throw items inside of the bus or out of bus windows.
- h. Students are to keep the bus clean and not damage the bus. Any damage to the bus may result in student/parent being billed for repairs.
- i. No drinking, eating including suckers/candy or chewing gum will be permitted on the bus, except during athletic and extracurricular trips.
- j. No pets, skateboards, playground toys (balls), explosives, glass, dangerous objects, guns, knives or likenesses of, will be permitted on the bus.
- k. Check with the driver before transporting large class projects or musical instruments. All carry-on items must fit on the students lap. Wheel type book-bags are not allowed on the bus.
- l. No selling or soliciting on the bus.
- m. Students will not be permitted to ride another bus other than their assigned bus without a written note signed by parent or legal guardian and approved by the principal, pending room on the bus.
- n. Students must not tamper with or open a school bus emergency door unless directed to do so by the bus driver.
- o. Not throw objects;
- p. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- q. Not possess matches or other incendiaries and concussion devices;
- r. Use emergency exits only as directed by the driver;
- s. Not damage school property or the personal property of others;
- t. Not threaten or physically harm the driver or other riders;
- u. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- v. Not possess and/or use tobacco, alcohol or illegal drugs;
- w. Not carry glass containers or other glass objects, except during athletic and extracurricular trips;
- x. Accept assigned seats;
- y. Stay away from the bus when it is moving;
- z. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- aa. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

3. Departing the Bus

When departing the bus, students will:

- a. Remain seated until the bus comes to a complete stop.

- b. Walk carefully, quickly and quietly using the handrails while exiting the bus.
- c. Depart at your scheduled stop or at a stop approved in writing by your parents and the principal.
- d. At the bus stop, if crossing take 10 giant steps beyond the bumper of the bus. Look up to see the driver who will signal you with a drop of his/her hand. Check both ways for traffic before crossing.
- e. Never go back to pick up anything you drop or forget.
- f. Never cross the road in the rear of a stopped bus.
- g. Go directly to your Point of Safety, after the bus pulls away go straight home.
- h. Parents or caregivers of kindergarten students shall be at the bus stop. Kindergarten students can also leave the bus with a sibling who is in grade 3 or older.

4. Parent Reminders

- a. Parents are not allowed on the school bus. Wait off the bus to speak to the driver.
- b. If you are going to be late meeting your student at the bus stop please call the bus shop and let them know. Arrangements will be made for you to pick your student up at the school or at the end of the bus route.

Bus Discipline Procedures

Parents, please be aware of the following consequences and take note that you will be responsible for students transportation to and from school when your student is suspended from the bus. This list is not intended to be all inclusive as it is impossible to cover all situations.

These consequences follow verbal warnings and/or reteaching of expectations already given by the driver.

1. Level 1

a. Violations

- (1) Offensive language – spoken, written or a gestured that is disrespectful to other students;
- (2) Horseplay;
- (3) Excessive noise;
- (4) Loud talking;
- (5) Disruptive behavior;
- (6) Not sitting in assigned seat;
- (7) Eating or drinking on the bus.

b. Consequences

- (1) 1st Offense Parent notification and/or assigned seating.
- (2) 2nd Offense Suspension of bus riding privileges for 1-3 school days.
- (3) 3rd Offense Suspension of bus riding privileges for 3-5 school days.
- (4) 4th Offense Suspension of bus riding privileges for 5-10 school days or 5 school days plus school detention for 5 days.
- (5) 5th Offense Could result in suspension of bus riding privileges for the rest of the semester or recommendation of expulsion off the bus for the rest of the school year.

2. Level 2

a. Violations

- (1) Disrespect to driver or school personnel, not following driver's instructions;
- (2) Throwing objects;
- (3) Fighting;
- (4) Arms, hands, head, feet or objects out of bus windows;
- (5) Standing or moving from seat to seat while the bus is in motion;
- (6) Intimidation, harassing, sexual harassing;
- (7) Not following drivers signal to cross or not cross a road;
- (8) Possession or use of tobacco products, matches, lighters, etc.;
- (9) Tampering with emergency equipment, doors or windows.

b. Consequences

- | | | |
|-----|-------------|--|
| (1) | 1st Offense | Suspension of bus riding privileges for 1-3 days. |
| (2) | 2nd Offense | Suspension of bus riding privileges 3-5 days. |
| (3) | 3rd Offense | Suspension of bus riding privileges for 5-10 days or 5 school days plus after school detention for 5 days. |
| (4) | 4th Offense | Expulsion from bus riding privileges if deemed appropriate by the hearing officer. |

3. Level 3

a. Violations

- (1) Defacing or destruction of property of others and/or school property;
- (2) Possession or use of illegal drugs, paraphernalia or alcohol.

b. Consequences

- | | | |
|-----|-------------|--|
| (1) | 1st Offense | Suspension and/or recommendation for expulsion from bus riding privileges. |
| (2) | 1st offense | Restitution for damages and expulsion from bus riding privileges. |

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.

KFCS Major Office Discipline Referral

Student Name: _____

Grade: _____

Staff Name: _____

Date: _____

Time: _____

<p>Chronic Minor Behavior <input type="checkbox"/> Specify specific chronic minor behavior problem:</p>	<p>Problem Behavior:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Physical Aggression (with anger) <input type="checkbox"/> Defiance/Disrespect/Insubordination/Noncompliance <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Skipping Class/Tuancy <input type="checkbox"/> Tardy's _____ (5 or more) <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Forgery/Theft <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Inappropriate Display of Affection <input type="checkbox"/> Inappropriate Unauthorized Location <input type="checkbox"/> Gang Affiliation Display <input type="checkbox"/> Use/Possession of Tobacco/Alcohol <input type="checkbox"/> Use/Possession of Drugs <input type="checkbox"/> Use/Possession of Combustibles <input type="checkbox"/> Bomb Threat/False Alarm <input type="checkbox"/> Use/Possession of Weapons <input type="checkbox"/> Other – Specify Below: _____ <input type="checkbox"/> No show to Required Tutorial/Detention <input type="checkbox"/> No show to Wednesday Night School/EBIS 	<p>Motivation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Unclear/Don't Know
<p>Location:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Library <input type="checkbox"/> Bus Loading Zone <input type="checkbox"/> Parking Lot <input type="checkbox"/> Bus <input type="checkbox"/> Off Campus <input type="checkbox"/> Stadium <input type="checkbox"/> Office <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____ 	<p>Others Involved:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Other: 	<p>Referral Notes to Administration:</p> <p>Administrator Notes:</p>
<p>Administrative Decision:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact Date _____ Time _____ <input type="checkbox"/> Required Tutorial Date _____ Time _____ <input type="checkbox"/> Required Detention Date _____ Time _____ <input type="checkbox"/> Bus Suspension _____ <input type="checkbox"/> In-School Suspension _____ <input type="checkbox"/> Out-of-School Suspension Date _____ Time _____ <input type="checkbox"/> Suspension, Pending Expulsion <input type="checkbox"/> Wednesday Night School Date _____ Time _____ <input type="checkbox"/> Restitution _____ <input type="checkbox"/> Other (See Notes) 		

Administrator Signature

Date

Student Signature

Date

KFCS Middle/High School Behavior Tracker

Student Name: _____

Grade: _____

Staff Name: _____

Date: _____

Time: _____

Location: <input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Library <input type="checkbox"/> Parking Lot <input type="checkbox"/> Bus <input type="checkbox"/> Office <input type="checkbox"/> Computer Lab <input type="checkbox"/> Other: _____	Problem Behavior: <input type="checkbox"/> Inappropriate Language (chronic) <input type="checkbox"/> Physical Contact (without anger) <input type="checkbox"/> Defiance/Disrespect/Noncompliance <input type="checkbox"/> Disruption <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code Violation <input type="checkbox"/> Technology Violation <input type="checkbox"/> Tardy <input type="checkbox"/> Other – Not Prepared <input type="checkbox"/> Other: _____	Action Taken: <input type="checkbox"/> Conference with Student <input type="checkbox"/> Time Out <input type="checkbox"/> Time with Teacher Partner <input type="checkbox"/> Parent Contact <input type="checkbox"/> Detention Assigned Date _____ Time _____
Others Involved: <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute <input type="checkbox"/> Unknown <input type="checkbox"/> Other	Motivation: <input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Items/Activities <input type="checkbox"/> Avoid Task/Activities <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Unclear/Don't Know	

Staff Signature

Student Signature

Notes:

Right of Appeal

1. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
2. All appeals must be in writing.
3. Appeals are to be made to the responsible person at the level of appeal.
4. Final appeal may be made to the Board.
5. Board decisions are final.

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.

Reinstatement

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.

Education

1. 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 with the district's educational requirements.
2. Students' academic grades will reflect academic achievement. 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.
3. Makeup work may be provided. If makeup work is needed, the district's policy and procedures will be followed.
4. Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.

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.

Notification to Schools

1. The transportation department will notify the appropriate secretary at the school of the behavior tracker. The secretary will enter that information into the student information system.
2. If there is a disagreement over the consequences recommended by the transportation supervisor, the school administrator and transportation supervisor will meet with the human resource director who will make the final decision.