

## **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:

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|-------------------------|--------------------------------|
| 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. Each September and January 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. Each September and January 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.

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

While riding a school bus, students:

1. Are under the authority of the bus driver;
2. Will not fight, wrestle or engage in boisterous activity;
3. Shall use the emergency door only in case of emergency;
4. Shall be on time for the bus both morning and evening;
5. Shall not bring firearms, weapons or other potentially hazardous material on the bus;
6. Shall not bring animals, except approved assistance guide animals on the bus;
7. Shall remain seated while the bus is in motion;
8. May be assigned seats by the bus driver;
9. Shall cross in front of the bus or as instructed by the bus driver when necessary to cross the road;
10. Shall not extend their hands, arms or heads through the bus windows;
11. Shall have written permission to leave the bus other than at home or school;
12. Shall converse in normal tones; loud or vulgar language is prohibited;
13. Shall not open or close windows without permission of the bus driver;
14. Shall keep the bus clean and refrain from damaging it;
15. Shall be courteous to the driver, to fellow students and passersby;
16. Who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

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These rules will be kept posted in a conspicuous place in all school buses.

These regulations, if broken, are SEVERE violations with severe consequences due to the threat of safety to others.

Coaches, teachers, and chaperones: (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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### 3. Violations

Each year the district will include the disciplinary procedures for violations and appeal procedure in the student/parent handbook.

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

Students must follow the rules listed above governing the riding of school buses and obey promptly the directions of the bus driver. Students who violate these regulations will be subject to disciplinary action, which may include suspension; expulsion or they may forfeit the privilege of riding the bus.

#### 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 1 calendar year.

## **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 District Personnel.

- 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 3 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 at the next regular school board meeting. The Board shall review correspondence, hear relevant facts and respond to the student within five school days following the hearing.

#### 4. Suspension Procedures

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

## SCHOOL BUS CONDUCT REPORT FORM

Date \_\_\_\_\_ Bus Number \_\_\_\_\_ School \_\_\_\_\_

Dear Parents:

This report is to inform you of disciplinary action taken because 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.

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

### Description of incident

<input type="checkbox"/>	Failed to obey driver	
<input type="checkbox"/>	Threw an object(s)	
<input type="checkbox"/>	Possessed a weapon or other dangerous object(s)	
<input type="checkbox"/>	Fought, wrestled, scuffled	
<input type="checkbox"/>	Stood/changed seat with bus moving	
<input type="checkbox"/>	Extended from bus door/window	
<input type="checkbox"/>	Possessed matches, incendiaries, etc.	
<input type="checkbox"/>	Used emergency exit	
<input type="checkbox"/>	Vandalism of property	
<input type="checkbox"/>	Threatened/harmed driver /rider	
<input type="checkbox"/>	Disruption - driver stopped bus	
<input type="checkbox"/>	Disrespectful and/or obscene statements	
<input type="checkbox"/>	Possessed alcohol, tobacco, unlawful drugs	
<input type="checkbox"/>	Eating or chewing gum	
<input type="checkbox"/>	Possessed glass container or object(s)	
<input type="checkbox"/>	Impeded movement of bus	

Driver Signature: \_\_\_\_\_

Action Taken:

	Transportation suspended (pending conference between parent-student and school principal)
	Restitution \$ _____
	TRANSPORTATION SUSPENDED ____ DAYS ; RESUMES RIDING THE BUS, DATE: _____
	Warning
	EXPULSION
	PARENT CONFERENCE
	OTHER:

Principal's Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**PARENT MUST SIGN SCHOOL BUS CONDUCT REPORT FORM and return to bus driver or school office before the student may resume riding.**

5. Expulsion Procedures

Follow district expulsion due process procedures.

6. Special Education Students

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