

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. 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.
 - (3) The drivers shall review/conduct a planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
- 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

Each year the district will include the following transportation rules in the student/parent handbook or 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. Not stand up and/or move from seats while the bus is in motion;
- *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;
- *13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum, except as authorized by the bus driver;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Musical instruments are allowed so long as they do not pose safety risks or barriers to safe entry and exit from the bus;
18. Accept assigned 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. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

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

** 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.

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

Parent

Date

Student

Date

3. Violations

Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.

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

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. **First Citation - Warning***: The driver verbally restates behavior expectations and issues a warning citation*. The driver may assign the student to a particular seat.
2. **Second Citation***: The student is suspended from the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. **Third Citation* of the year**: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.
4. **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, arranged by the principal, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

* 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.

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.

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 or parent 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 five 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. Within 10 school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- STEP 3: Within five school days of receipt of the principal's decision, the student or parent may appeal the application of the discipline policy, if he/she wishes to pursue the action, by filing a written complaint with the district's director or administrator clearly stating the nature of the appeal and a suggested remedy.
- The district's director or administrator shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion within 10 working days. The district's director or administrator is to communicate, in writing, the decision to the student and the student's parent(s).
- STEP 4: If the issue remains unresolved, the student may submit the matter in writing to the superintendent within five days of receipt of the district's director or administrator's decision. The superintendent or his/her designee shall review the complaint and the findings of the district's director or administrator, affirm, overrule or modify the application of the discipline policy and notice shall be given to the student and parent in person or by certified mail within 10 working days after receipt of the review.
- STEP 5: If the issue is still unresolved, the student or parent 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.

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 transportation is an important service and that the safety of my student is the primary concern.

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

Lincoln County School District
459 SW Coast Hwy
Newport, OR 97365
Ph: (541) 265-2911 Fax: (541) 265-3231

**BUS
REFERRAL**

Mid Columbia Bus Co. Inc.
353 NE Burgess Road
Toledo, OR 97391
Ph: (541) 336-5101 Fax: (541) 336-5400

Student Name: _____

Date of Incident: _____ AM Mid-day PM

Issue Date: _____ School: _____ Bus Route: _____

Driver Name: _____

Mid Columbia Bus Co. Staff Signature: _____

Referral 1st 2nd 3rd 4th

Conduct Report – Violation of Bus Rule(s)

- | | |
|--|---|
| <input type="checkbox"/> Refuses to obey instructions from driver | <input type="checkbox"/> Loud Yelling or Noise |
| <input type="checkbox"/> Destruction of Property** | <input type="checkbox"/> Eating, Drinking, Littering |
| <input type="checkbox"/> Fighting, Pushing, Tripping, Throwing** | <input type="checkbox"/> Violation of Safety Procedures |
| <input type="checkbox"/> Vulgarity or Inappropriate Language | <input type="checkbox"/> Failure to give proper name |
| <input type="checkbox"/> Failure to sit in seat properly | <input type="checkbox"/> Riding unassigned bus without written permission |
| <input type="checkbox"/> Harassment: <input type="checkbox"/> sexual <input type="checkbox"/> physical <input type="checkbox"/> verbal | |
| <input type="checkbox"/> Prohibited substances *** | |

*** Please note: Any illegal behaviors may involve law enforcement.

Driver Report and Action

- | | |
|---|--|
| <input type="checkbox"/> Student has been reminded of bus rules | <input type="checkbox"/> Student received Request for Assistance |
| <input type="checkbox"/> Student has received seat assignment | <input type="checkbox"/> Parent contacted |

Comments _____

Driver Signature _____ **Date** _____

Principal Report and Action

- | | |
|---|---|
| <input type="checkbox"/> Student has been counseled _____ | <input type="checkbox"/> Pay restitution of damages _____ |
| <input type="checkbox"/> Seat assignment until _____ | <input type="checkbox"/> Parent Conference requested _____ |
| <input type="checkbox"/> Off the bus until _____ | <input type="checkbox"/> Student received Behavior Plan _____ |

IEP 504 Identified Parent Contacted _____

Comments _____

Administrator Signature _____ **Date** _____

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Rules on Next Page

**Oregon State Regulations
for Pupils Riding School Buses
*Oregon Administrative Rule 581-053-0010***

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals [**Exception is allowed in the case of animals serving the disabled.*], firearms, weapons or other potentially hazardous material on the bus. [*LCSD Rule: Skateboards and laser pointers are not allowed on any school bus.*]
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms or heads through the bus windows. [*LCSD Rule: Windows shall be no lower than the second notch.*]
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it. [*LCSD Rule: Eating, drinking and gum chewing are not allowed on any school bus during home-to-school routes. *Exception is allowed in cases of medical protocol or IEP/504 provisions.*]
14. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
15. Pupils who refuse to obey promptly, the directions of the driver or refuse to obey regulations, may forfeit their privilege to ride the buses.

Note: While riding the school bus, a student's conduct will be subject to all LCSD policies and rules, including the Student Code of Conduct. Student conduct that violates any federal, state or local laws, will be reported to law enforcement authorities when required.

Consequences of Violations of Bus Rules:

Request for Assistance:	Conference by administrator
First Referral:	Conference by administrator
Second Referral:	Administrator calls home; conference; 1- to 5-day suspension
Third Referral:	Administrator calls home; conference; 5- to 20-day suspension
Fourth Referral:	Conference; suspension from buses for the remainder of the school year

Administrators may, at their discretion, adjust the consequences for a specific infraction.

4. 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.

5. 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. Students will be expected to continue to meet the district's attendance and educational requirements.
- c. Makeup work may be provided:

If makeup work is needed, the district's policy and procedures will be followed.

- d. Alternative education may be provided:

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

6. 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.