

**Discipline Procedures for Public Charter School -Approved  
Student Transportation**

All public charter school 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. Appeal;                     |
| 2. Code of conduct;     | 7. Reinstatement;              |
| 3. Violations;          | 8. Education;                  |
| 4. Suspension;          | 9. Special education students. |
| 5. Expulsion;           |                                |
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1. Safety Instructions
    - a. Within the first six weeks of each half of the school year the district transportation supervisor will direct all bus drivers to conduct a safety review with all public charter school 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. At least once in the first half of each school year the district transportation supervisor will direct all bus drivers to conduct a safety review with all other public charter school students.
      - (1) The drivers shall review safe bus riding procedures.
      - (2) The drivers shall review use of emergency exits.
    - c. The district transportation supervisor will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district and public charter school's records.
  2. Code of Conduct
    - a. Each year the public charter school will include the following transportation rules in the student/parent handbook or 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 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;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- \*\*20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

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\* 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.

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### 3. Violations

Each year the public charter school will include the following procedures for violations in the student/parent handbook.

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 public charter school executive director, has been held with the student, the parent, the bus driver, and the public charter school executive director.
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 district transportation , has been held with the student, the parent, the bus driver, and the public charter school executive director. 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. Any removal longer than 10 days will result in a hearing according to procedure.
5. Appeal A public charter school student or parent/guardian of a student may appeal the suspension of transportation services to the public charter school executive director. The appeal must be in writing, stating the reason(s) for the appeal and be received by the public charter school's executive director. The executive director will review the record and render a written decision within three days of the receipt of the written appeal. The executive director's decision is final.

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\* All citations must be signed by the parents,, the bus driver and the public charter school executive director before the student will be allowed to ride the bus again.

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#### 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.

# PUBLIC CHARTER SCHOOL BUS INCIDENT REPORT

Date: \_\_\_\_\_ Route: \_\_\_\_\_ AM \_\_\_\_\_ PM

Dear Parents:

This report is to inform you of disciplinary action taken as a result 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.
<input type="checkbox"/>	Impeded movement of bus.

**\* An asterisk may result in loss of transportation service with no warning citation.**

- ( ) Warning
- ( ) Second Citation:                      may suspend until conference
- ( ) Third Citation:                        5-10 day suspension
- ( ) SEVERE INFRACTION:                10-day suspension to 1-year expulsion

Route Number: \_\_\_\_\_ Driver Signature: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Public Charter School Representative: \_\_\_\_\_

CITATIONS MUST BE SIGNED BY PARENT

4. Suspension Procedures

The suspension process shall be in accordance with public charter school Policy JGD- Suspension.

5. Expulsion Procedures

The expulsion process shall be in accordance with public charter school Policy JGE- Expulsion

6. 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 public charter school executive director shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The public charter school executive director shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

7. 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.
- b. Therefore, students who have lost district approved transportation services through a disciplinary action shall be expected to continue with the public charter school's educational requirements.
- c. 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 public charter school attendance and educational requirements.
- d. Makeup work may be provided:

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

- e. Alternative education may be provided:

If alternative education is needed, the public charter school's policy and procedures will be followed.

8. Special Education Students

The discipline process for special education students shall be in accordance with public charter school policy JGDA/JGEA and AR - Discipline of Students with Disabilities.