

## **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 and safety of self and/or others may result in the loss of district-approved transportation services.

### 1. Safety Instructions

- a. Each September and February the Transportation Supervisor will direct bus drivers to conduct safety instruction with all students who are regularly transported by the district.

This instruction will include:

- (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 or October the Transportation Supervisor will ensure that all students who are not regularly transported by the district will receive the following instruction:

- (1) Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and
- (2) Use of emergency exits.

- c. The Transportation Supervisor will record dates and content of safety instructions. Such information shall be kept as part of the district's records.

### 2. Code of Conduct

Each year the district will issue a code of conduct for school bus privileges to all students and parents. The code of conduct will include a form for acknowledgment of being read and understood.

While riding a school bus, student riders 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, lighters, incendiaries or explosives of any kind;
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 chew gum;
15. Not carry glass containers or other glass objects;
16. Not bring on the bus objects that cannot be safely held on the lap or placed under the seat; are as large as to interfere with the driver's view (e.g., balloons); might pose safety risks; or might create barriers to safe entry and/or 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 drivers, coaches, teachers and chaperons who are responsible for maintaining order on trips.

\* These regulations, if broken, are SEVERE violations with possible severe consequences because of the threat to the safety of others. Severe consequences may include immediate loss of district transportation privileges.

\*\* Coaches, teachers and chaperons: (1) must be familiar with the Code of Conduct before going on a trip; and (2) must position themselves on the bus as to assist the driver in control of discipline at all times.

### 3. Violations

Each year the district 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.

#### **Misconduct Referral Disciplinary Action**

1<sup>ST</sup>: Warning to rider and parent notified that a second offense may result in a suspension.

2<sup>ND</sup>: Three-day suspension

3<sup>RD</sup>: Five-day suspension

4<sup>TH</sup>: Ten-day suspension

**5<sup>TH</sup> and subsequent - Suspension to end of semester**

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

Definitions: "Suspension" means any disciplinary removal from the bus.