

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;
 2. Code of conduct;
 3. Violations;
 4. Suspension;
 5. Expulsion;
 6. Right of appeal;
 7. Reinstatement;
 8. Education;
 9. Special education students.
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) The drivers shall review the code of conduct which is to be posted.
 - (2) The drivers shall review the consequences of a violation as outlined in this procedure.
 - (3) The drivers shall conduct unloading, loading and emergency exit evacuation drills.
 - (4) The drivers shall review all hazards such as crossing a road and bus stop conduct.
 - 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 include the following transportation rules in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

3. Suspension Procedures

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

4. Expulsion Procedures

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

5. Right of Appeal

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

6. Reinstatement

- a. 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 or designee 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.

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.

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.

However, students will be expected to continue to meet the district's attendance and educational requirements.

- c. Makeup work may be provided:

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

- d. Alternative education may be provided:

(1) If alternative education is needed, the district's policy and procedures will be followed.

8. Special Education Students

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