

## **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.

### **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 transported regularly by the district. This review 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 and January the transportation supervisor will direct all bus drivers to conduct a safety review with all other students. This review will include:
  - (1) Safe school bus riding procedures; and
  - (2) Use of emergency exits.
- c. The transportation supervisor will record dates and content of safety instructions conducted 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. The district will provide interpretation to those students/parents whose primary language is not English.

- a. 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 bus driver;
  - (9) Not damage school property or 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 the bus 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 (schedule will be posted on all buses);
  - (20) Answer to coaches, teachers, and chaperons who are responsible for maintaining order on trips.
- b. Items 3-13 – these regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
  - c. Item 20 – 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.

### 3. Violations

- a. 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.

#### **Disciplinary Procedures for Violations**

First Citation - Warning\*: The driver verbally restates behavior expectations and issues a warning citation\*. The driver may assign the student to a particular seat.

Second Citation\*: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.

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 transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

Severe Violations: Any severe violation will 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 transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal. Any violation that violates district policy is grounds for an expulsion, which will be initiated by the building administrator.

- b. In all instances, the appeal process may be used if the student and/or parent desires.
- c. All citations must be signed by the parents, the bus driver, and the principal before the student will be allowed to ride the bus again.
- d. Definitions
  - (1) "Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days.
  - (2) "Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.

#### 4. School Bus Incident Report

A standardized school bus incident report will be used to inform parents of any disciplinary action that has taken place. The infraction will be noted and a description of the incident will be included. The report must be signed and returned by the parent/guardian.

#### 5. Suspension Procedures

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

#### 6. Expulsion Procedures

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

#### 7. 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.

### **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 and the accompanying administrative regulation. Both may be obtained from the district office.

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 three school days, arrange a conference with the student, parent, transportation supervisor, principal 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. The administrator will follow up the verbal communication with a written decision letter in a timely manner.
- 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 and his/her representative 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 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.

## 8. 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.

## 9. 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. Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.
- b. Student's academic grades will reflect academic achievement. 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. Make-up work may be provided. If make-up 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.

## 10. Special Education Students

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