

## **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. In the first six weeks of the first half and once in the first six weeks of the second half of the school year the transportation coordinator 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. In the first six weeks of the first half and once in the first six weeks of the second half of the school year the transportation coordinator will direct all bus drivers to conduct a safety review with students who are not regularly transported.
  - (1) The drivers shall review safe bus riding procedures.
  - (2) The drivers shall review use of emergency exits.
  
- c. The transportation coordinator 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 transportation rules and disciplinary procedures in the student/parent handbook.

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.

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.
- \* 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.

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Parent

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Student

### 3. Violations

Each year the district will include the 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 principal, has been held with the student, the parent, the bus driver and the transportation supervisor.

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 and the transportation supervisor. Further violations of bus regulations will be considered a severe violation.

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.

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

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\* 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.

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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.



#### 4. Suspension Procedures

Normally the suspension process shall be in accordance with the following procedures:

- a. Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the principal or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
- b. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
- c. If the suspension follows, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
- d. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the administrator. Arrangement should be made for the student's transportation to and from school and to other school activities;
- e. A written communication will be mailed to the student and parents within 3-5 workdays restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible readmittance;
- f. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
- g. In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

## 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:

		<b>Description of incident:</b>
<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: \_\_\_\_\_

District Representative: \_\_\_\_\_

**CITATIONS MUST BE SIGNED BY PARENT**

5. Expulsion Procedures

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

6. 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.

7. 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.

8. 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.

9. 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.