

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.

Safety Instructions

1. Within the first six weeks of each half of the school year the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - a. Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc;
 - b. Use of emergency exits; and
 - c. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
2. At least once in the first half of each school year the transportation supervisor will direct all bus drivers to conduct a safety review with all other students.
 - a. The drivers shall review safe bus riding procedures.
 - b. The drivers shall review use of emergency exits.
3. 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.

Students who refuse to obey the directions of the bus driver or refuse to obey regulations, may forfeit the privilege of transportation.

Occasional minor infractions of rules by students will be cause for verbal warnings from the bus driver.

Drivers will issue a School Bus Incident Report to a student if problems continue or for a serious incident of misbehavior. A School Bus Incident Report issued to a student on the way to school must be signed by the building principal, the action taken noted and the student must show the notice to the bus driver in order to ride home. A parent must sign the notice to acknowledge the problem. The notice must then be given to the bus driver when the student again rides the bus.

A School Bus Incident Report issued to a student on the way home from school must be signed by a parent and the student must show the notice to the driver in order to ride to school the following day. During the

day the student must obtain the signature of the principal and the action taken. The student must give the notice to the bus driver when the student again rides the bus.

The principal may require a parent conference before considering reinstatement of a student's riding privilege.

The building principal has the authority to suspend a student's privilege of transportation for any period of time deemed appropriate. Bus riding privileges will be suspended for five days on the second and third formal report and for the remainder of the year on the fourth formal report.

Parents may request a conference and the superintendent shall be the final authority if the problem is not satisfactorily resolved.

1. Suspension Procedures

- a. The suspension process shall be in accordance with the following procedures:
 - (1) 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 superintendent or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
 - (2) The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
 - (3) If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement (district form enclosed);
 - (4) 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 building administrator. Arrangements should be made for the student's transportation to and from school and to other school activities;
 - (5) A written communication will be mailed to the student and parents within one workday 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;
 - (6) The written communication shall state that the parent or legal guardian may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
 - (7) 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 Form

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:

✓ Check all that apply.

Failed to obey driver	Vandalism of property
Threw an object	Threatened/Harmed driver/rider
Possessed a weapon or other dangerous object(s)	Disruption: Driver stopped bus
Fought, wrestled, scuffled	Disrespectful and/or obscene statements
Stood/Changed seat with bus moving	Possessed alcohol, tobacco, unlawful drugs
Extended from bus door/window	Eating or chewing gum
Possessed matches, incendiaries, etc.	Possessed glass container or object
Used emergency exit	Impeded movement of bus

Description of incident:

Warning Second Citation Third Citation Severe Infraction

Action Taken:

Driver Signature: _____ Date: _____

Parent Signature: _____ Date: _____

District Representative: _____ Date: _____

CITATIONS MUST BE SIGNED BY PARENT

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2. Expulsion Procedures

- a. Students will not be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer. When an expulsion hearing is not waived, the following procedure is required:
- (1) Notice will be given to the student and the parent by personal service or by certified mail at least five school days prior to the scheduled hearing. Notice will include: (a) the specific charge or charges; (b) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (c) a recommendation for expulsion; (d) the student's right to a hearing; (e) when and where the hearing will take place; and (f) the right to representation;
 - (2) The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators;
 - (3) In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the district will provide a translator;
 - (4) The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney and/or parent. The district's attorney may be present;
 - (5) The student will be afforded the right to present his/her version of the charge(s) and to introduce evidence by testimony, writings or other exhibits;
 - (6) The student will be permitted to be present and to hear the evidence presented by the district;
 - (7) The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time;
 - (8) The hearings officer or the student may make a record of the hearing;
 - (9) The hearings officer's decision is final. However, this decision may be appealed to the Board. At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents or students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;
 - (10) Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
 - (a) The name of the minor student;
 - (b) The issues involved;
 - (c) The discussion;
 - (d) The vote of Board members, which may be taken in executive session.

3. 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.

4. 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 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.

5. 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. 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.

6. 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.