

## **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:

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|-------------------------|--------------------------------|
| 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. 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) 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.
  - (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 or issue a code of conduct to all students and parents accompanied by the following form to be acknowledgment of being read and understood. 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.

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\* These regulations, if broken, are SEVERE violations with severe consequences because of the treat 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.

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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 following procedures for violations in the student/parent handbook or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.

The district will provide interpretation to those students/parents whose primary language is not English.

#### DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning\*: The driver verbally re-states behavior expectations and issues a warning citation\*. The driver may assign the student to a particular seat.
2. 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.
3. 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.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a one-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.
5. 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.

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.

- 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 student, parent, transportation supervisor and principal conference 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.
- 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 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.

Please return this signed form to the driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Student’s Name	Parent’s Signature	Date
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Bus Route# \_\_\_\_\_ Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

School \_\_\_\_\_

**4. Suspension Procedures**

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

**5. Expulsion Procedures**

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

**6. Special Education Students**

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

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:  
(Name of Student)

Description of incident:

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

Route Number: \_\_\_\_\_ Driver Signature: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

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

CITATIONS MUST BE SIGNED BY PARENT