

Discipline Procedures for Public Charter School -Approved Student Transportation

All students eligible for public charter school-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 public charter school-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. At least once in the first half of each school year public charter school students shall receive safety instruction in:
 - i. Safe bus riding procedures.
 - ii. Use of emergency exits.
- b. The public charter school administrator or designee will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the public charter school's records.

2. Code of Conduct

- a. Each year the public charter school will provide a code of conduct to all students and parents.

The public charter school 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.

3. Violations

Each year the public charter school will make available the following procedures for violations.

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

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: The driver verbally restates 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 public charter school administrator, has been held with the student, the parent and the public charter school administrator.
3. Third Citation* of the year: The student receives a suspension and will not be able to ride the bus until a conference, arranged by public charter school administrator, has been held with the student, the parent, the bus driver and the public charter school administrator. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in the immediate suspension of the student. There will be a hearing at this time, arranged by public charter school administrator, involving the student, the bus driver, the parent and the public charter school administrator.
5. In all instances, the appeal process may be used if the student and/or parent desires.

* All citations must be signed by the parents, the bus driver and the public charter school administrator before the student will be allowed to ride the bus again.

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.

- STEP 1: The student or his/her representative will discuss the issue with public charter school administrator. Within five school days, the public charter school administrator is to communicate, in writing, the decision to the student and the student's parents.

- STEP 2: If the student or his/her representative is not satisfied with the decision of the public charter school administrator, the complainant, within 5 days of receiving the written decision, may appeal the decision to the executive director. The executive director will review the findings and decision and within 10 days will issue his/her decision in writing to the complainant.

- STEP 3: If the issue is still unresolved, the student/parent may appeal to the public charter school 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.

4. Suspension Procedures

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 public charter school administrator 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 a 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 public charter school administrator. Arrangement should be made for the student's transportation to other public charter school activities;
- e. A written communication will be mailed to the student and parents 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 public charter school 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.

PUBLIC CHARTER 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:

Description of incident:

<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: _____

Public Charter School Representative: _____

CITATIONS MUST BE SIGNED BY PARENT

5. 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:

- i. 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:
 - (1) The specific charge or charges;
 - (2) The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - (3) A recommendation for expulsion;
 - (4) The student's right to a hearing;
 - (5) When and where the hearing will take place; and
 - (6) The right to representation.
- ii. The public charter school administrator or designee will act as hearings officer. The public charter school 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 public charter school administrators;
- iii. In case the parent or student has difficulty understanding the English language or has other serious communication disabilities, the public charter school will provide a translator;
- iv. 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 public charter school's attorney may be present;
- v. 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;
- vi. The student will be permitted to be present and to hear the evidence presented by the public charter school;
- vii. 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 public charter school board, the student and the student's parents at the same time;
- viii. The hearings officer or the student may make a record of the hearing;
- ix. The hearings officer's decision is final. However, this decision may be appealed to the public charter school board. At its next regular meeting, the public charter school 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 public charter school board reviews the decision;

(10) Expulsion hearings will be conducted in private and public charter school 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 public charter school board or a private hearing by the hearings officer, the following will not be made public:

- (1) The name of the minor student;
- (2) The issues involved;
- (3) The discussion;
- (4) The vote of Board members, which may be taken in executive session.

6. Right of Appeal

- a. At each step of the discipline procedures used in public charter school-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 public charter school 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 public charter school administrator shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The public charter school administrator 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 public charter school-approved transportation services.

Therefore, students who have lost public charter school-approved transportation services through a disciplinary action shall be expected to continue with the public charter school'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 public charter school attendance and educational requirements.
- c. Makeup work may be provided:

If makeup work is needed, the public charter school's policy and procedures will be followed.

d. Alternative education may be provided:

If alternative education is needed, the public charter school's policy and procedures will be followed.

9. Special Education Students

The district applies Board policy JGDA/JGEA - Discipline of Students with Disabilities and administrative regulation.