

## **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;                      | 5. Reinstatement;              |
| 2. Code of conduct;                          | 6. Education;                  |
| 3. Violations;                               | 7. Special education students. |
| 4. Suspensions, expulsions, right of appeal; |                                |

### 1. Safety Instructions

- a. Each September and January the superintendent will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.

- (1) The drivers shall review the code of conduct which is to be posted.
- (2) The drivers shall review the consequences of a violation as outlined in this procedure.
- (3) The drivers shall conduct unloading, loading and emergency exit evacuation drills.
- (4) The drivers shall review all hazards such as crossing a road and bus stop conduct.

- b. Each September and January the superintendent 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 superintendent 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.

3. 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 without driver permission;
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 chaperones: (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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### 3. Violations

Each year the district will include the following procedures for violations in the student/parent handbook and 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**

**First Citation - Warning\***: The driver verbally restates behavior expectations and issues a warning citation\*.

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

**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 superintendent has been held with the student, the parent, the bus driver, and the superintendent. 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 superintendent involving the student, the bus driver, the superintendent and the parent.

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

### 4. Due Process Procedures

Due process procedures used by the district governing student behavior shall be used in all disciplinary matters, including suspensions and expulsions. Appeals may be made to the Board in accordance with established district procedures.

---

\* All citations must be signed by the parents, the bus driver and the superintendent before the student will be allowed to ride the bus again.

---

**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.

Student Name: \_\_\_\_\_ has been cited for an infraction of the rules listed below:

**Description of incident:\*\***

- \*Failed to obey driver. \_\_\_\_\_
- \*Threw an 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.

\*\* Violations will require a written statement from the individual filing this report.

- Warning  SEVERE INFRACTION: 10-day suspension to
- Second Citation: may suspend until conference 1-year expulsion
- Third Citation

Route Number:  North  South      Driver Signature: \_\_\_\_\_  
Student Phone Number: \_\_\_\_\_      Student Address: \_\_\_\_\_

I have received a copy of this report. Student Signature: \_\_\_\_\_

I have received a copy of this report. Parent Signature: \_\_\_\_\_

CITATIONS MUST BE SIGNED BY PARENT

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

5. 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 superintendent shall fully explain matters and permit the parties involved to fully explain their positions;
  - (3) The superintendent shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

6. 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. 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.

7. Special Education Students

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