

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. Expulsion; |
| 2. Code of conduct; | 7. Right of appeal; |
| 3. Violations; | 8. Reinstatement; |
| 4. Citations | 9. Education; |
| 5. Suspension; | 10. Special education students. |

1. Safety Instructions

- a. 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.
 - (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. 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.
 - (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

Each year the district will include the following transportation rules in the students/parents handbook. The district will provide interpretation to those students/parents whose primary language is not English.

Rules Governing Pupils Riding School Buses - OAR 581-53-010

1. Students being transported are under authority of the bus driver;
- *2. Fighting, wrestling or boisterous activity is prohibited on the bus;
- *3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
- *5. Students will not bring firearms, weapons or other potentially hazardous material on the bus (Board Policy JFCJ - Weapons in Schools);
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
- *10. Students will not extend their hands, arms or heads or objects through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
- *16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition, the following local regulations will ensure a safe ride for all:

17. Large, bulky items (i.e., musical instruments, skateboards, scooters) which cannot be safely held on the student's lap and/or extend above the lower window sill or behind the modesty panel or securely fastened on the floor in designated areas must be transported in the under carriage storage area of the school bus (if equipped) or not transported on the bus;
 - *18. Students shall not deface private property or cause problems at their designated school bus stop;
 - *19. Students shall not possess, use, distribute or sell tobacco, alcohol or unlawful drugs at any time while on district property, while participating in school-sponsored activities or while being transported on district vehicles, including district-approved transportation;
 - **20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips;
 - *21. If seat belts are provided, students must use the seat belts while the bus is in motion.
- * These regulations, if broken, are SEVERE violations and may result in 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 district will include the following transportation rules in the students/parents handbook. 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 restates behavior expectations and issues a warning citation*. The driver may assign the student to a particular seat.
2. Second Citation*: The student may be suspended for up to two days from the bus until a conference, arranged by the principal and/or transportation supervisor, has been held with the student, the parent,
3. Third Citation* of the year: The student may receive up to a 4- to 8-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. 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 1-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.

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 transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

4. Citations

- a. Citations are cumulative over the immediate past 12-month period.
- b. The degree of inherent danger associated with the misconduct incident or acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience are factors considered before determining if a suspension of bus riding privileges will occur and the length of the suspension.
- c. Continued incidents of assault, verbal or physical, interfering with bus controls or vandalism will lead to an expulsion from bus riding privileges for up to one year.
- d. Suspension periods may be extended if warranted by type and frequency of misconduct.
- e. Students receiving citations for misconduct must secure the signature of their parent and principal, and present the signed citation to the bus driver to be eligible to resume riding privileges following the suspension period indicated on the citation.
- f. Parents who wish to secure full details concerning citations issued should contact the bus company for further clarification in an attempt to resolve any disagreements.

- g. If disagreements arise between parents and the bus company regarding any citation(s) for misconduct, either the parent or bus company officials may refer the issue to the appropriate principal who will investigate and make every effort to resolve the problem.
- h. Bus discipline problems that are not satisfactorily resolved after following the procedure outlined above, may be referred to the superintendent who will investigate and render a final decision.

5. Suspension/Expulsion Procedures

- a. "Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days.
- b. "Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.
- c. 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. 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.

8. 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 superintendent/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.

9. 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.

10. Special Education Students

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

BUS REFERRAL

Student Name: _____
Date of Incident: _____
Issue Date: _____
School: _____
Driver's Name: _____
MidCo. Staff Signature: _____

AM M/D PM

Bus Route: _____

Date: _____

Referral 1st 2nd 3rd 4th

Conduct report – Violation of Bus Rule(s)

- | | |
|--|---|
| <input type="checkbox"/> Refuses to obey instructions from driver | <input type="checkbox"/> Tobacco use *** |
| <input type="checkbox"/> Destruction of property *** | <input type="checkbox"/> Loud yelling or noise |
| <input type="checkbox"/> Fighting, pushing, tripping, throwing *** | <input type="checkbox"/> Eating, drinking, littering |
| <input type="checkbox"/> Vulgarity or inappropriate language | <input type="checkbox"/> Violating of safety procedures |
| <input type="checkbox"/> Failure to sit in seat properly | <input type="checkbox"/> Failure to give proper name |
| <input type="checkbox"/> Harassment: <input type="checkbox"/> sexual <input type="checkbox"/> physical <input type="checkbox"/> verbal | <input type="checkbox"/> Riding unassigned bus without written permission |

*** Please note: Any illegal behaviors may involve law enforcement.

Driver Report and Action

- | | |
|---|--|
| <input type="checkbox"/> Student has been reminded of bus rules | <input type="checkbox"/> Parent contacted |
| <input type="checkbox"/> Student has received seat assignment | <input type="checkbox"/> Student received second warning |
| <input type="checkbox"/> Student received behavior plan | |

Driver's Signature: _____ Date: _____

Principal Report and Action

- | | |
|---|--|
| <input type="checkbox"/> Student has been counseled _____ | <input type="checkbox"/> Pay restitution of damages (of) _____ |
| <input type="checkbox"/> Seat assignment until _____ | <input type="checkbox"/> Parent conference requested _____ |
| <input type="checkbox"/> Off the bus until _____ | |

Comments: _____

Principal's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Parents: Please keep the white copy and return the yellow copy to the Bus Driver as soon as possible.
White copy (Student/Parent) • **Yellow** copy (School) • **Pink** copy (Transportation)