

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

Students being transported under the authority of the bus driver and shall observe the rules for bus conduct at all times. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Rules:

1. Fighting, wrestling, or boisterous activity is prohibited on the bus.
2. Students shall use the emergency door only in case of emergency.
3. Students shall be on time for the bus both morning and afternoon.
4. Students shall not bring firearms, weapons, or any other potentially hazardous material on the bus.
5. Students shall remain seated while the bus is in motion.
6. Students may be assigned seats by the bus driver.
7. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
8. Students shall not extend their hands, arms, or heads through the bus windows.
9. Students shall have written permission to leave the bus other than at home or at school.
10. Students shall converse in normal tones; loud or vulgar language is prohibited.
11. Students shall not open or close windows without permission of the driver.
12. Students shall keep the bus clean and must refrain from damaging it.
13. Students shall be courteous to the driver, to fellow students and to passers-by.
- *14. Students shall answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

* 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 procedures for violations in the student/parent handbook. The District will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. **First Citation - Warning:** At the first occurrence of a problem, the driver will review the rule violation with the student and instruct the student exactly how he/she should behave in that circumstance. A **citation** will be written and a **warning** will be issued that the next infraction will result in a second citation being assigned.
2. **Second Citation:** The driver again reviews the rule violation and appropriate expected behavior, writes a **citation** and issues a consequence such as assigned seating. Driver documents the infraction using the citation form and takes a copy to the principal. Parents are notified by the bus supervisor, a conference may be held, and school consequences may be assigned. Bus riding privileges may be suspended for up to five days..

3. Third Citation of the year: The driver writes a **citation** and takes a copy to the principal. The principal will meet with the student to consider consequences. Parents are notified and a conference may be held. Bus riding privileges may be suspended for up to 10 days. At this time, a behavior contract may be made with the student. Further violations of bus regulations may be considered a Severe Violation.
4. 4th Citation of the year: The 4th citation will be considered a Severe Violation. The driver writes a citation and takes a copy to the principal. The principal will meet with the student. Parents are notified and a conference will be held. Any Severe Violation may result in the immediate denial of transportation services for up to 10 days, and up to a one-year expulsion from transportation services.
5. In all instances, the appeal process may be used if the student and/or parent desires.

4. Suspension Procedures

Due process procedures used by the District governing student behavior shall be applied in accordance with Board policy JGD-AR, Suspension:

5. Expulsion Procedures

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

6. Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. A student or parent complaint about a school employee's decision shall be processed in accordance with policy KL - Public Complaints.

- 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. 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 school administrator shall fully explain matters and permit the parties involved to fully explain their positions;
 - (3) The principal shall make a decision that 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 District-approved transportation services.
- b. Therefore, students who have lost District-approved transportation services through a disciplinary action shall be expected to continue with the District's educational requirements.
- c. 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.

- d. Make-up work may be provided:

If make-up work is needed, the District's policy and procedures will be followed.

- e. Alternative education may be provided:

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

9. Special Education Students

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

School Bus Incident Report - First Student Transportation Services-

Student's Name	School	Grade	Date of Incident	AM PM
Driver's Name	Bus #		Citation	_#1_#2_#3_#4

Parents - Thank you for your support. We expect students to: Be Safe, Be Respectful, and Be Responsible to ensure that the bus ride is safe and pleasant for all of our students.

Violation(s) of Rules as Noted (X)

Be Safe	Fighting, wrestling, or boisterous activity is prohibited on the bus.
	Pupils shall remain seated while bus is in motion.
	Pupils shall not extend any portion of their bodies or property through bus windows.
	Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
	Pupils shall have written permission to leave the bus other than at home or school.
	When necessary to cross the road, pupils shall do so in front of the bus or as instructed by the bus driver.
Be Respectful	
	If Pupils are assigned seats by the driver, they need to sit in the assigned seat.
	Pupils shall converse quietly; loud or vulgar language is prohibited.
	Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
	Pupils shall follow the directions of the driver and follow bus regulations.
Be Responsible	
	Pupils shall use the emergency door only in case of an emergency.
	Pupils shall not open or close windows without permission of driver.
	Pupils shall keep the bus clean, and must refrain from damaging the vehicle.
	Pupils shall be on time for the bus both morning and afternoon.

Pupils being transported are under the authority of the bus driver.

Any Major Violation may result in loss of privilege to ride the busses for the remainder of the school year.

Driver's Comments:

CONSEQUENCES- 1st=warn; 2nd=3-5 days off of bus; 3rd=5-10 days off of bus; 4th=may lose bus privilege for remainder of school year.

	Warning, next citation may result in loss of bus riding privileges.
	Loss of bus riding privileges for 3 Days starting on: _____. Student may ride again on : _____
	Loss of bus riding privileges for 5 Days starting on: _____. Student may ride again on : _____
	Loss of bus riding privileges for 10 Days starting on: _____. Student may ride again on : _____
	Loss of bus riding privileges for the remainder of the school year.
	Loss of bus riding privileges until meeting with school and bus administrator.
	Other:

PARENTS: This citation is to inform you of an incident on the school bus involving your child. District Policy and State Regulations require all bus riders to follow the posted safety rules and the driver's instruction. Please sign here acknowledging that you have discussed this issue with your student. _____

Parent

Administrator: _____ Student: _____ Date: _____

***This citation must be returned to the bus driver with the parent's and Administrator's signatures before bus riding privileges are restored. If you have any questions about this citation or the appeal process, please call First Student at 535-6433.**

White: Student

Yellow: School

Pink: First Student