

## **Discipline Procedures for District-Approved Student Transportation**

All students eligible for district-approved student transportation shall receive safety instruction and be provided the behavior expectations outlined in a code of conduct for district-approved student transportation.

Violation of the code of conduct or conduct which jeopardizes the health/safety of themselves and/or others may result in the loss of district-approved transportation services.

### **1. Safety Instructions**

- a. At least once, within the first six weeks of each half of each school year, the transportation provider will direct all bus drivers to conduct instruction with all students who are regularly transported by the district.

The instruction will include:

- (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 an emergency, including participation in actual evacuation drills.

- b. At least once in the first half of each school year the transportation provider will direct all bus drivers to conduct instruction with all other students.

The instruction will include:

- (1) Safe school bus riding procedures including, but not limited to, loading, unloading and crossing; and
- (2) Use of emergency exits.

- c. The transportation provider will record dates and the content of instructions given 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 student/parent handbook accompanied by the following form to be acknowledgment of being read and understood. The district will provide interpretation to those students or 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 district will include the following procedures for violations in the student/parent handbook 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\*. The driver may assign the student to a particular seat.
- Second Citation\*: The student is suspended from the bus until a conference, arranged by principal, has been held with the student, a parent, the bus driver, the transportation provider and the principal.
- Third Citation\* of the year: The student receives a 5- to 10-day suspension<sup>1</sup> and will not be able to ride the bus until a conference, arranged by the principal, has been held with the student, a parent, the bus driver, the transportation provider 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.
- 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.<sup>2</sup> There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation provider, a 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.

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<sup>1</sup>“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

<sup>2</sup>“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

# SCHOOL BUS INCIDENT REPORT

Date: \_\_\_\_\_ Route: \_\_\_\_\_ AM \_\_\_\_\_ PM

Dear Parents:

This citation is to inform you of a disciplinary action taken against your student 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 district school buses.

\_\_\_\_\_ (student name) has been cited for an infraction of the rules listed below: *(check all that apply)*

	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.

**\* May result in loss of transportation service with no warning.**

- Warning
- Second Citation:                      may suspend until conference
- Third Citation:                         5- to 10-day suspension
- SEVERE INFRACTION:                10-day suspension to 1-year expulsion

Driver Signature: \_\_\_\_\_

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

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

CITATIONS MUST BE SIGNED BY PARENT

#### 4. Suspension Procedures

The due process procedures for suspension of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, from riding privileges on district-approved transportation, are found in Board policy JGD - Suspension.

#### 5. Expulsion Procedures

The due process procedures for expulsion of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, from riding privileges on district-approved transportation, are found in Board policy JGE - Expulsion.

#### 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 Board policy KL - Public Complaints.

- Step 1      The student or his/her representative will discuss the issue with the transportation provider 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 or transportation provider. 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 conference with the student, a parent, the transportation provider, and the principal 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 a parent.
- Step 4      If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student or parent may appeal the decision of the principal in writing to the superintendent. The superintendent will meet with the student and a parent 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 or parent 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.

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 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. If make-up work is needed, the district's policy and procedures will be followed.
- d. If alternative education is needed, the district's policy and procedures will be followed.

10. Special Education Students

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