

## **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.
2. Code of conduct.
3. Violations.
4. Suspension.
5. Expulsion.
6. Right of appeal
7. Reinstatement.
8. Education.
9. Special education students.

### **I. Safety Instructions**

- A. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are transported regularly as well as those students who walk, but ride for other activities such as athletics, choir, etc.
  1. The drivers shall review the code of conduct which is to be posted in each district vehicle.
  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. This record will be submitted to the district within two weeks of the safety review.
- B. 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.

### **II. Code of Conduct**

- A. Each year the district will issue a code of conduct to all students and parents in the student/parent handbook.

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 knives, guns or any other object which might be used as a weapon.
- \*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 open or close windows without permission of driver.
- \*8. Not possess matches or other incendiaries and concussion devices.
- \*9. Use emergency exits only as directed by the bus driver.
- \*10. Not damage bus/school property or the personal property of others.
- \*11. Not threaten or physically harm the driver or other riders.
- \*12. Not do any disruptive activity which might cause the driver to stop the bus in order to reestablish order.
- \*13. Not make disrespectful or obscene statements.
- \*14. Not possess and/or use tobacco, alcohol or illegal drugs.
- 15. Not eat or chew gum.
- 16. Not carry glass containers or other glass objects.
- 17. Not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
- 18. Accept assigned seats.
- 19. Stay away from the bus when it is moving.
- 20. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses).
- \*\*21. 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.

---

### III. Violations

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

Inappropriate behavior on the bus will be dealt with in the following manner:

**FIRST INCIDENT:** The student will be informed of what he/she has done wrong and what he/she must do to correct the behavior.

**SECOND INCIDENT:** The student will be told that he/she will be placed in an assigned seat.

**THIRD INCIDENT:** Student will be in an assigned seat and be told that his/her parents will be called.

**FOURTH INCIDENT:** Student will be cited.

1. **FIRST CITATION - WARNING\*:** The driver verbally re-states behavior expectations and issues a warning citation, and contacts the parent.
2. **SECOND CITATION\*:** The student may be suspended from the bus until a conference has been held with the student, the parent and the principal.
3. **THIRD CITATION\* OF THE YEAR:** The student receives a five to ten day suspension and will not be able to ride the bus until a conference has been held with the student, the parent and the principal. At this time a behavior contract may be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. **SEVERE VIOLATIONS:** The transportation liaison and principal will use the District's Disciplinary Procedures for Student Conduct to process any severe violation. Any severe violation will result in the immediate suspension of the student for a minimum of ten days, and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation liaison, involving the student, the parent, the principal and the bus driver as needed.
5. In all instances, the appeal process may be used if the student and/or parent desires. See Discipline Procedures for District-Approved Student Transportation - EEAC-AR Appeal Procedure.

---

\* 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.

---

B. Lost Citations

Students should report lost citations to the bus driver who will issue a duplicate copy. The driver will handle the "Duplicate" as if it were an original citation being issued on the current date.

C. Driver Denial

The bus driver shall not remove a student from the bus except at school or the student's regular bus stop.

In emergency situations the driver may:

1. Return the student to school and deliver him/her to school authorities or;
2. Stop the bus enroute and notify the contractor, school principal or police by sending two reliable students to the closest phone.

## APPEAL PROCEDURE

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

- STEP I            The student or his/her representative will discuss the issue with the transportation supervisor and principal or designee.
- STEP II            If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within ten school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal conference with the goal of resolving the issue.
- STEP III            Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.
- STEP IV            If, after five school days from receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.
- STEP V            If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved of a hearing to be held within 30 days of the receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

#### IV. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied to district-approved student transportation.

#### V. Expulsion Procedures

Due process procedures used by the district governing student behavior shall be applied to district-approved student transportation.

#### VI. 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.

#### VII. 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 principal shall fully explain matters and permit the parties involved to fully explain their positions.
  - 3. The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

#### VIII. 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. Make-up work may be provided:

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

D. Alternative education may be provided:

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

IX. Special Education Students

Short- and long-term suspensions and expulsions from district-approved student transportation will follow Policy and Procedures for Special Education, Section 6. Discipline.

# SCHOOL BUS INCIDENT REPORT

School \_\_\_\_\_ 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 dangerous weapons/objects.  | _____ |
| <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/obscene statements.     | _____ |
| <input type="checkbox"/> *Possessed alcohol, tobacco, drugs.    | _____ |
| <input type="checkbox"/> Eating or chewing gum.                 | _____ |
| <input type="checkbox"/> Possessed glass container or object.   | _____ |
| <input type="checkbox"/> Impeded movement of bus.               | _____ |

\* An asterisked infraction may result in loss of transportation service with no warning report.

- |  |  |
|--|--|
| <input type="checkbox"/> Warning                   | Warning                                  |
| <input type="checkbox"/> Second Citation:          | May suspend until conference             |
| <input type="checkbox"/> Third Citation:           | 5 - 10 day suspension                    |
| <input type="checkbox"/> <b>Severe Infraction:</b> | 10 days suspension to one year expulsion |

Student Phone Number: \_\_\_\_\_ Driver Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
Principal Signature: \_\_\_\_\_  
Transportation Supervisor: \_\_\_\_\_  
Parent Contacted: \_\_\_\_\_ Yes      Unable to Contact: \_\_\_\_\_

**Incident Report MUST BE SIGNED BY PARENT/GUARDIAN within 2 Days and Returned to Driver.**

*Parent: White Copy School: Yellow Copy Office: Pink Copy*