

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:

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| 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. Within the first six weeks of each half of the school year, the transportation supervisor as required by the state will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district. Components of the safety review:
- (1) Safe school bus riding procedures ;
 - (2) Consequences of a violation as outlined in this procedure. Use of emergency exits; and
 - (3) Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
 - (4) All hazards such as crossing a road and bus stop conduct.
- b. 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 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 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 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;
21. Attach skateboards to backpack before loading on the bus;
22. Not bring a long board on the bus.

* 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.

Definitions:

“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

3. Violations

The district uses Positive Behavior Support (PBS) to manage student behavior. PBS relies on recognizing and rewarding positive behaviors and providing clear expectations to students stated in a positive manner. PBS also relies on clear and consistent consequences for students who do not follow the stated expectations.

Prior to referring an incident to school administration, bus drivers and the transportation department will address behavior with the students by re-teaching expectations, potentially issuing an assigned seat, or other proactive behavior management strategy. When student behaviors do not change, school administrators will become involved and this will become a disciplinary matter.

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 Referred Incident**

A warning may be issued, or the student may be removed from the bus at the discretion of the school administrator

2. **Second and All Subsequent Referral Incidents**

Disciplinary action taken at the discretion of the school administration up to and including loss of bus privileges, which may include field trips and transportation to athletic events, for an extended period of time, or suspension or expulsion from school.

3. **Severe Violations**

Any severe violation may result in the immediate suspension of the student for a minimum of up to 10 days and up to and including expulsion from school. In accordance with Board policy, students suspended pending expulsion have due process rights that include the right to a hearing.

If the student receives services under special education or Section 504, contact the student's case manager to help determine if the behaviors are related to the student's disability. If the student is not able to attend school due to transportation issues, the days are counted as discipline absences, requiring a Manifestation Determination meeting by the 10th day of absence. If the student has Transportation listed as a related service on his/her IEP or the behavior in question is deemed to be a manifestation of the student's disability, then the district may not suspend the transportation services. In this case, the IEP team may meet to update the student's behavior plan and may coordinate alternative type of transportation to school. If the behavior is not deemed a manifestation of the student's disability, the district may suspend transportation services. However, the IEP team must meet to determine how to continue to provide educational services.

4. In all instances, the appeal process may be used if the student and/or parent desires.

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.

- STEP 1: The student or his/her representative will discuss the issue with principal or designee.
- STEP 2: If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal. 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 student, parent, transportation supervisor, principal conference 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 the student's parents.
- STEP 4: 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 or designee. The superintendent or designee 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 5: If the issue is still unresolved, the student 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.

5. Suspension Procedures

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

6. Expulsion Procedures

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

7. 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.

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

Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.

10. Special Education Students

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