

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.

1. Safety Instructions

- a. Within the first six weeks of each half of the school year the transportation contractor 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 contractor 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 contractor will record dates and content of safety instructions by each driver. The transportation contractor will provide, at the superintendent's request, an orientation for district staff.

2. Student Conduct

Each year the district will include the following transportation rules in the student/parent handbook.

The bus driver is responsible for discipline and safety on the school bus. The district students riding school buses shall behave in accordance with the following Oregon Rules Governing Riding School Buses:

- 1. Students being transported are under authority of the bus driver;
- *2. Fighting, wrestling and boisterous activity is prohibited on the bus;
- *3. Students shall use the emergency door only in case of emergency;
- 4. Students shall be on time for the bus, both morning and evening;

- *5. Students shall not bring firearms, weapons, or any other potentially hazardous material on the bus;
- 6. Students shall not bring animals, except approved assistance guide animals on the bus;
- *7. Students shall 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 shall cross in front of the bus or as instructed by the bus driver;
- *10. Students shall not extend their hands, arms or heads out bus windows;
- 11. Students shall have written permission to leave the bus other than for home or school;
- *12. Students shall converse in normal tones; loud or vulgar language is prohibited;
- *13. Students shall not open or close windows without permission of the driver;
- 14. Students shall keep the bus clean and must refrain from damaging it;
- 15. Students shall be courteous to the driver, to fellow students and passers-by;
- 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.
- 17. Students shall not threaten or physically harm the driver or other riders;
- *18. Students shall not possess and/or use tobacco, alcohol or illegal drugs;
- 19. Students shall not eat on the bus
- **20. Students shall 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.

Students who choose to disobey the directions of the bus driver or who do not follow the Rules Governing Pupils Riding School Buses will be subject to discipline.

The bus driver has the following discipline options available for inappropriate behavior on any school bus trip. Generally, bus drivers are to follow these in sequential order, but serious infractions of safety rules can lead to more serious consequences immediately.

L - Leave it Alone - This is always your first option. No matter how dedicated you are to good bus management, you cannot prevent all disruptive behavior. In addition, by getting involved the driver might do several nonproductive things:

- a. Magnify the problem by compounding the number of people involved;
- b. Make the behavior important by calling attention to the attention of the whole bus;
- c. Devote personal attention to the student who deserves it the least, i.e., reward the disruptive behavior;
- d. Ignore, if only momentarily, the bus members who are behaving correctly.

E - End the Action - That is what you want to do! Of course, there are times when you are ill-advised to leave a situation alone. On these occasions, it is necessary to end the action and to do so without verbal instructions rewarding the malefactor. At the same time, he/she should be aware of both the infraction and your concern.

A - Attend More Fully - To go beyond ending disruption for the moment, you need to attack the problem at its root. You can decide only when you know what is really going on.

S - Spell Out Directions - and make them clear. That is the next step, when you decide not to ignore a disruptive action, cannot end it with a glance and have done your research on the situation.

T - Track the Student's Progress - Keeping simple, written, private records is the key to making the LEAST program work. Not only is the record vital to your decision making, it adds clout when you need to involve others. The content of the records should be simple:

- a. What happened;
- b. When it happened;
- c. Who was involved;
- d. What you did about it:
 - (1) Special seat assignments for the trip or day;
 - (2) Special seat assignments for longer periods of time;
 - (3) Student citation.

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. If discipline problems occur on the school bus which require the use of a student citation, the bus driver writes a citation and will take one of the following actions:

- a. Delivers the student to his/her destination;
- b. Returns the student to the school, delivering the student to the school principal;
- c. Drives the student to the contractor's office immediately notifying the superintendent or designee and the parents;
- d. Stops the bus en route notifying the contractor, superintendent or police by sending two reliable students to the closest telephone.

The citation process shall be as follows:

- a. The driver completes a citation and turns all copies into the transportation contractor's office. All citations will clearly state the violation and indicate 1st, 2nd or 3rd offense;
- b. The transportation contractor's manager/designee reviews and initials all citations;
- c. The transportation contractor retains a copy and all other copies are delivered to the schools;
- d. Principals/Designee review the citation and issue a consequence to the student. Elementary schools will send home a letter with a copy of the citation to the parents;
- e. The elementary schools and middle school will call after disciplining the student, informing the transportation contractor of student consequence and/or when the student can return to the bus, if applicable.

Citation information is recorded at the transportation contractor's office and is available to the drivers.

It is the drivers responsibility to check this information and get the citation returned from the student after the parent has signed it.

All this information is stored at transportation contractor's location with duplicate copies kept at each school.

Temporary Denial of Transportation

If a citation is not signed by the specified day and time, the bus driver shall refuse transportation. On an a.m. route, elementary students shall not be denied transportation because a citation is not returned. Instead, the student shall be taken to school. The bus driver will notify the school principal. Before the afternoon route, the transportation administrator and the school principal will develop a resolution of the problem.

Middle school and high school students will be denied transportation on the morning route if the signed citation is not returned.

The bus driver will notify the contract manager who will call the school principal or designee each time a student is denied transportation. It is the principal's responsibility to contact the student's parents or guardian if such an action is taken.

Except under unusual circumstances, where transportation of a student could threaten his/her safety or the safety of others, students should not be temporarily denied transportation from school to home. If the student does not have a properly signed citation on the required day, the bus driver will notify the transportation administrator who will contact the student's parents or guardian.

Infractions on the bus and the administration of temporary bus riding suspension does not limit the right of the district to take further action.

Citation Consequences

Depending on the severity of the infraction, consequences may be assigned from any of those listed below:

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| 1st Citation | Warning. Letter home to parents explaining nature of citation. Offer opportunity for a conference with parent, driver, student, principal and bus supervisor. |
| 2nd Citation | This citation may result in a maximum of five consecutive school days transportation suspension. |
| 3rd Citation | This citation may result in a maximum of 10 consecutive school days transportation suspension and a parent conference prior to the student's return to riding the bus. |
| 4th Citation | This citation may result in a transportation suspension for the rest of the current school year. |
| Severe Violations: | Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to 1-year expulsion. There will be a hearing at this |

time, arranged by the contract manager, involving the student, the bus driver, the contract manager, the parent and the principal.

Special Citation Throwing anything at, in or from a bus may result in transportation suspension for up to five consecutive school days without the normal first citation warning.

ALL SCHOOL RULES ARE IN EFFECT WHILE ON THE SCHOOL BUS.

4. Suspension Procedures

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

5. Expulsion Procedures

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

6. Right of Appeal

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 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 school administrator shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The principal shall make a decision that provides guidelines for the student to follow when transportation services are reinstated.

8. Special Education Students

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