

South Wasco County School District 1

Code: **EEACC-AR**
Revised/Reviewed: Unknown; 12/11/13
Orig. Code(s): EEACC-AR

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instructions and a code of conduct. Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or theirs 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.

1. Safety Instructions

- a. 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 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 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 coordinator 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 family/staff handbook or issue a code of conduct and the following form to be acknowledged by all students and parents/guardians.

The district will provide interpretation to those students/ or parents/guardians 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 the windows or doors;
- *7. Not possess matches or other incendiaries and concussion devices;
- *8. Use emergency exits only as directed by the bus 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 the bus 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 unless allowed by the driver (the bus is to be kept free of wrappers and other debris);
- 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 without appropriate safety precautions approved by the driver;
- 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 pickup time (schedules will be posted on all busses);
- **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.

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

Parent/Guardian Signature

Date

Student Signature Date

3. Violations

Each year the district will include the following procedures for violations in the family/staff handbook or issue the procedures and a form to be acknowledged by all students and parents/guardians.

The district will provide interpretation to those students or parents/guardians whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation-Warning*: The driver verbally re-states behavior expectations and issues a warning citation*.
2. Second Citation*: The student may be suspended from the bus for one to five days and must attend a conference, arranged by the transportation coordinator, with the student, the parent/guardian, the bus driver and the transportation coordinator present.
3. Third Citation* of the year: The student may receive a five to ten day suspension and must attend a conference, arranged by the transportation coordinator, the parent/guardian, the bus driver, the transportation coordinator and the principal. At this time a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in: a) immediate suspension of the student for up to ten days; b) expulsion for 11 or more school days, up to one year. The student must attend a conference arranged by the transportation coordinator, involving the student, the bus driver, the transportation coordinator, the parent/guardian and the principal.
5. In all instances, the appeal process may be used if the student and/or parent/guardian desires.

All citations must be signed by the parent(s)/guardian(s), the bus driver and the principal before the student will be allowed to ride the bus again.

4. Suspension Procedures

Due process procedures shall be applied in accordance with policy JGD - Suspension.

5. Expulsion Procedures

Due process procedures shall be applied in accordance with Board policy JGE - Expulsions.

6. Special Education Students

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

OREGON STATE BOARD OF EDUCATION
REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

1. Students being transported are under the authority of the bus drivers.
2. Fighting, wrestling and boisterous activity are prohibited on the buses.
3. Students may use the emergency doors only in cases of emergency.
4. Students shall be on time for their buses both morning and evening.
5. Students may not bring animals, firearms, weapons or other potentially hazardous objects onto the buses.
6. Students must remain seated while buses are in motion.
7. Students may be assigned seats by the bus drivers.
8. When students must cross the road, they shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads through bus windows.
10. Students must have written permission to leave buses other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited, as are obscene gestures.
12. Students shall not open or close windows without permission of drivers.
13. Students shall keep buses clean and must refrain from damaging them.
14. Students shall be courteous to the driver, to fellow students and to passers-by.
15. Students who refuse to obey immediately the directions of the driver or who refuse to obey regulations may forfeit their privilege to ride on the buses.

The superintendent, in conjunction with the transportation coordinator, will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation. Such regulations will be available to all parents/guardians and students and posted in each school bus or other district vehicle. Any records of student bus behavior shall be kept in a locked container, on or outside of the busses.

Students who violate bus rules of conduct may be denied the use of district transportation.

The following are local regulations – as per Board policy EEACC - Student Conduct on School Buses which will ensure a safe ride for all:

1. Large, bulky items (i.e., musical instruments) which cannot be safely held on the student's lap and/or extend above the lower window sill shall not be transported on a school bus without appropriate safety precautions approved by the driver.
2. Students shall ride only their designated bus unless other arrangements are made in advance and preferably, written permission is given by the parents/guardians. Such communication is given to the student's teacher and to the school office, then forwarded to the bus driver for appropriate follow-up. If special arrangements are made for student transportation, it is always a good idea to phone the school office for confirmation and clarity. (Students occasionally get confused and/or lose a note!) Deviations from this policy cause considerable "trauma" for all concerned and are occasionally responsible for a "misplaced" child. PLEASE review these guidelines periodically and strive to follow them, realizing the safety features that are involved.

3. Students shall not deface private property or cause inter-personal problems at their designated school bus stop.
4. Tape recorders, portable radios or other devices capable of transmitting sound shall not be operated on a bus without the use of a headset.
5. Students shall wait six feet back from the curb, edge of the road or other area where the bus loads, and they shall not proceed toward the bus until driver opens the door.
6. Pushing, shoving, crowding and other hostile behavior – oral or physical – will not be tolerated by the driver while students are riding, loading or unloading. Violations will be reported to the principal and/or parents/guardians. Students waiting to board a bus which has students unloading shall wait until all students are off.
7. Permission to ride on a different bus route on a one-time basis will be granted when seating is available and the student has a note from home. (Please refer to section B of this page.)
8. Eating in the bus will be allowed only with the driver's permission.

CITATION FOR MISBEHAVIOR ON SCHOOL BUS

Transportation may be denied if this form is not returned, signed, to driver within 24 school-day hours from date of issue with required signatures.

Student's name: _____

Date: _____

School: _____

A.M. P.M.

Citation no.: 1 2 3 4 5

Types of misbehavior

- Refuses to obey instructions from bus driver.
- Moving from seat while bus is in motion.
- Parts of body or other objects through open window.
- Using tobacco/lighting combustible material.
- Damaging property of others:
 - on the bus; at the bus stop.
- Using obscene or vulgar language:
 - to driver; to others.
- Discourtesy.
- Shouting/Boisterous loud talk.
- Rowdiness, fighting or throwing objects:
 - on the bus; at the bus stop.
- Engaging in unsafe activity.

EXPECTATIONS

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or 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 animals, firearms, weapons or other potentially hazardous material on the bus.
6. Students shall remain seated while bus is in motion.
7. Students may be assigned seats by the driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads through the bus window, nor engage in any other unsafe activity.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close window without permission of the driver.
13. Students shall keep the bus clean and refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students and to passersby.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules Governing Students Riding School Buses must be kept posted in a conspicuous place in all school buses.

Other acts of misbehavior:

Signature of issuing driver

Bus Route

Date

Signature of school official

Date

Signature of parent or guardian

Date

Period in School Days

Number of Misconduct

Bus Riding Suspensions

A. Suspension:

Citations issued to student in the same school year:

Elementary K-8

Secondary 9-12

#1 _____ (date)

Warning only

Warning only

#2 _____ (date)

1 day suspension

5 days suspension

#3 _____ (date)

5 days suspension

10 days suspension

B. Expulsion:

Bus riding expulsions (11 or more school days) may result, after a hearing, for violations beyond the 3rd citation and/or for severe behavioral/safety problems.