

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. Each first and third trimester the transportation supervisor will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - (1) The building level administrator shall review the code of conduct which is to be posted.
 - (2) The building level administrator shall review the consequences of a violation as outlined in this procedure.
 - (3) The building level administrator shall conduct unloading, loading and emergency exit evacuation drills.
 - (4) The building level administrator shall review all hazards such as crossing a road and bus stop conduct.

- b. Each first and third trimester 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

- a. 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 engage in physical or sexual violence;
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. Use of said devices will be considered severe violations;
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. Accept assigned seats;
17. Stay away from the bus when it is moving;
18. Be at the bus stop five minutes before the scheduled pick up time;
- **19. 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

Student

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.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: The driver verbally restates behavior expectations and issues a warning citation*.

2. Second and subsequent Citations*: The student is suspended from the bus until a conference, arranged by the building principal, has been held with the student, the parent, the bus driver and the transportation supervisor.

The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, 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.

3. 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. There will be a hearing at this time, arranged by the building principal, involving the student, the bus driver, the transportation supervisor, and the parent.

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

* All citations must be signed by the parents, principal, and the bus driver before the student will be allowed to ride the bus again.

SCHOOL BUS INCIDENT REPORT

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 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.	

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

Route Number: _____ Driver Signature: _____

Student Phone Number: _____ Parent Signature: _____

District Representative: _____

CITATIONS MUST BE SIGNED BY PARENT

5. Expulsion Procedures

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

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. 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.

8. 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. Makeup work may be provided:

If makeup work is needed, the district's policy and procedures will be followed.

- d. Alternative education may be provided:

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