

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.

Safety Instructions

1. 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.
 - a. The drivers shall review the code of conduct which is to be posted in each vehicle.
 - b. The drivers shall review the consequences of a violation as outlined in this procedure.
 - c. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
 - d. The drivers shall review all hazards such as crossing a road and bus stop conduct.
2. The transportation supervisor will record dates and content of safety instructions by each driver. Such information shall be made available to the district and will be kept as a part of the district's records.

Code of Conduct

1. Each year the district will include the following transportation rules in the student/parent handbook or issue a code of conduct to all students and parents.

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 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 carry glass containers or other glass objects;
 15. 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;
 16. Accept assigned seats;
 17. Stay away from the bus when it is moving;
 18. Be at the bus stop three minutes before the scheduled pick up time (schedules will be posted on all buses);
 - **19. Answer to drivers, coaches, teachers and chaperons who are responsible for maintaining order on trips;
 20. No gum allowed.
- * 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.

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.

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

Disciplinary Procedures for Violations

First Citation: School Bus Incident Reports are given to students for bus misbehavior. It is the bus driver's responsibility to distribute various copies to the appropriate parties.

Second Citation: The driver verbally restates behavior expectations and issues a School Bus Incident Report. The student will be suspended from the bus for two days or until a conference, arranged by the transportation supervisor has been held with the student and bus driver.

Further violations of bus regulations will be considered a severe violation.

Severe Violations

Any severe violation will result in the immediate suspension of the student for 10 to 30 days, and up to a one-year expulsion. There will be a hearing at this time, arranged by the superintendent, involving the student, the bus driver, the parent/guardian and the principal, if applicable.

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

- * All School Bus Incident Reports must be signed by the parent/guardian before the student will be allowed to ride the bus again.

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, the principal and the transportation supervisor should be contacted.

- Step 1 The student or his/her representative will discuss the issue with the principal.
- 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/guardian, principal, transportation supervisor 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/guardians.
- 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. 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 5 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 14 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.

Please return this signed form to the bus driver on or before the second day of school.

Suspension Procedures

Normally the suspension process shall be in accordance with the following procedures:

1. Suspension hearings shall be conducted in private, and will be more informal than is the case of an expulsion hearing. The hearing will be conducted by the designated representative. The procedure should be more of a conversation between the two parties than a formal hearing.
2. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;
3. If suspension is to follow, the student will be given the reason(s) for the action, the duration of the suspension and the tentative procedures for reinstatement;
4. If possible, parents will be notified immediately by telephone of the suspension and given reasons for the action. The parents will be encouraged to conference with the building administrator. Arrangement should be made for the student's transportation to and from school and to other school activities;
5. A written communication will be mailed to the student and parents restating the reasons for the action(s), the duration of the suspension and procedure for arranging a mutually satisfactory time for a conference for possible remittance;
6. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
7. In special or emergency circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, incarceration by court action or if there is a serious risk that substantial harm will occur if the suspension is terminated pending an intended expulsion.

Expulsion Procedures

Students will not be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the Student and parent or guardian agree to abide by the findings of a hearings offer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five school days prior to the scheduled hearing. Notice will include:
 - a. The specific charge or charges;
 - b. The conduct constituting the alleged violation, including the nature of the evidence of the violation;
 - c. A recommendation for expulsion;
 - d. The student's rights to a hearing;

- e. When and where the hearing will take place;
 - f. The right to representation.
2. The superintendent or designee will act as hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will conduct the hearing and will not be associated with the initial actions of the building administrators.
 3. In case the parent or student have difficulty understanding the English language or have other serious communication disabilities, the district will provide a translator.
 4. The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney and/or parent. The district's attorney may be present.
 5. The student will be afforded the right to present his/her version of the charge(s) and to introduce evidence by testimony, writings or other exhibits.
 6. The student will be permitted to be present and to hear the evidence presented by the district.
 7. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student records. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents or guardians at the same time.
 8. The hearings officer or the student may make a record of the hearing.
 9. The hearings officer's decision is final. However this decision may be appealed to the Board. At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents or students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision.
 10. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session.

Right of Appeal

1. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.
2. All appeals must be in writing.
3. Appeals are to be made to the responsible person at the level of appeal.
4. Final appeal may be made to the Board.
5. Board decisions are final.

Reinstatement

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

Education

1. 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.

2. Student's 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

3. Make-up work may be provided:

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

4. Alternative education may be provided:

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

Special Education Students

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

Sisters School District #6

School Bus Incident Report

Date ____ - ____ - ____ Bus No. ____ Bus Driver _____

Dear Parent,

Your student's safety is our prime concern when a passenger on the Sisters School Bus.

Any misbehavior which distracts the driver is a **very** serious hazard to the safe operation on the school bus, and as such jeopardizes the safety of all passengers.

_____ Has been cited for infraction of the rule(s) checked below:

- | | |
|--|--|
| <input type="checkbox"/> Failure to remain seated | <input type="checkbox"/> *Insubordination |
| <input type="checkbox"/> Turning around in seat | <input type="checkbox"/> *Fighting |
| <input type="checkbox"/> Disorderly boarding bus | <input type="checkbox"/> *Harassing others |
| <input type="checkbox"/> Eating, drinking or chewing gum | <input type="checkbox"/> *Throwing objects on bus |
| <input type="checkbox"/> Unnecessary noise | <input type="checkbox"/> *Throwing objects at bus |
| <input type="checkbox"/> Heads or limbs out window | <input type="checkbox"/> *Second offense of eating, drinking or chewing gum on bus |
| <input type="checkbox"/> Other (See comments) | <input type="checkbox"/> *Alcohol, drugs, or weapons |
| | <input type="checkbox"/> *Vandalism |
| | <input type="checkbox"/> *Creating fire hazard |
| | <input type="checkbox"/> *Smoking or chewing tobacco |
| | <input type="checkbox"/> *Profanity/obscene gestures |
| | *Automatic two day suspension from bus |

Comments: _____

Parent(s) Signature: _____ Date: _____

Please Note: Incident Report must be signed to get on the bus the next day. Activity bus incident reports are automatic two day suspension.