

**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 that 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.

**I. Safety Instructions**

A. Within the first six weeks of each semester the transportation service will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.

- 1. The drivers shall review the code of conduct that is to be posted.
- 2. The drivers shall review the consequences of a violation as outlined in this procedure.
- 3. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
- 4. The drivers shall review all hazards such as crossing a road.

B. Within the first six weeks of the school year the transportation service will direct all bus drivers to conduct a safety review with all other students in grades K-6.

- 1. The drivers shall review the code of conduct that is to be posted.
- 2. The drivers shall review the consequences of a violation as outlined in this procedure.
- 3. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
- 4. The drivers shall review all hazards such as crossing a road.

C. Within the first six weeks of the school year non-riding students in grades 7-12 will be instructed during their regular class time by their teachers. Teachers will cover the following issues:

- 1. Review the code of conduct that is to be posted.
- 2. Review the consequences of a violation as outlined in this procedure.
- 3. Review unloading, loading and emergency exit evacuation.
- 4. Review all hazards such as crossing a road.

- D. The transportation service will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

## II. 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 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 that 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 unless approved for specific outing
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects that 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 available on all buses);
- \*\*20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

## III. 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.

- \* 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.

**DISCIPLINARY PROCEDURES FOR VIOLATIONS**

<b>General Rules</b>	<b>Violation #1</b>	<b>Violation #2</b>	<b>Violation #3</b>
1. Keep hands, feet, and objects to yourself CC #2,6*	Verbal Warning	Assigned to penalty box/driver calls parent	Referral, assigned to penalty box. Conference with principal.
2. Remain seated CC #5,17	Same as above	Same as above	Same as above
3. Follow directions of the driver CC #1	Same as above	Same as above	Same as above
4. Keep the bus clean CC #2	Same as above	Same as above	Same as above
5. If the driver can hear your voice, you're too loud CC #11	Same as above	Same as above	Same as above

\*Numbers pertain to Code of Conduct list, Page 2, Item IIA.

Consequences for Violation #3

- 1<sup>st</sup> Referral      The administrator shall have a conference with the student concerning the referral.
- 2<sup>nd</sup> Referral:      The building administrator shall notify the parent/guardian by letter that a third referral may result in the loss of riding privileges for a period of time, which, depending upon the nature of the violation, may be for the remainder of the school year.
- 3<sup>rd</sup> Referral:      The student's riding privileges may be suspended for a maximum of five days.
- 4<sup>th</sup> Referral:      The student's riding privileges may be suspended for a maximum of ten days. In addition, a student/parent/school/bus company conference must take place before riding privileges are reinstated after the suspension is served.

**SEVERE PROBLEMS**

<b>General Rules</b>	<b>Violation #1</b>	<b>Violation #2</b>
1. Fighting CC #4*	Referral, driver calls in on radio student name; principal review incident – up to five-day suspension from bus; student assigned seat	Referral, driver calls in on radio student name; principal review incident – up to ten-day suspension from bus; student assigned seat
2. Open defiance toward driver CC #1,10,12	Student removed from bus and taken home; immediate suspension for up to five days; conference with parent before riding bus; referral sent home	Student removed from bus and taken home; immediate suspension for remainder of school year. Refer to policy JFC-AR, Process for Expulsion
3. Vandalism CC #9	Referral, driver calls in on radio principal review incident – up to five-day suspension from bus; arrangement made to pay for damages before riding privileges reinstated.	Referral, driver calls in on radio principal review incident – up to ten-day suspension from bus; arrangement made to pay for damages before riding privileges reinstated.
4. Disrupting the safe atmosphere of the bus CC #2,3,4,5,6,7,8, 11,15,16,17	Referral, driver calls in on radio student name; principal review incident – up to five-day suspension from bus	Referral, driver calls in on radio student name; principal review incident – up to ten-day suspension from bus
5. Use of tobacco, alcohol or nonprescription substance CC #13	Referral, driver calls in on radio principal review incident – up to five-day suspension from bus	Referral, driver calls in on radio; principal review incident – up to ten-day suspension from bus

\*Numbers pertain to Code of Conduct list, Page 2, Item IIA.

**IV. Appeal Procedure**

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

**V. Suspension Procedures**

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

Due process procedures used by the district governing student behavior shall be applied. Normally the suspension process shall be in accordance with the following procedures:

- a. 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 superintendent or designated representative. The procedure should be more of a conversation between the two parties than a formal hearing;
- b. The student will be informed of the violation(s) and given the opportunity to be heard and present his/her view of the occurrence;

- c. The 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;
- d. 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;
- e. A written communication will be mailed to the student and parents [within one workday] 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 readmittance;
- f. The written communication shall state that the parent may appeal the reason for suspension and the duration of suspension to the appropriate administrator;
- g. 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.]

## VI. Expulsion Procedures

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

- a. Due process procedures used by the district governing student behavior shall be applied. 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 agree to abide by the findings of a hearings officer.

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 right to a hearing;
  - e. When and where the hearing will take place; and
  - 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 has difficulty understanding the English language or has 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 school 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 education 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 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.]

VII. 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.

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

IX. 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. However, students will be expected to continue to meet the district's attendance and educational requirements.
- C. Make-up work may be provided:
  - 1. If make-up work is needed, the district's policy and procedures will be followed.
- D. Alternative education may be provided:
  - 1. If alternative education is needed, the district's policy and procedures will be followed.

X. Special Education Students

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