

OSBA Model Sample Policy

Code: EEACC-AR

Revised/Reviewed:

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and be provided the behavior expectations outlined in a code of conduct for district-approved student transportation.

Violation of the code of conduct or conduct which jeopardizes the health or safety of themselves and/or others, may result in the loss of district-approved transportation services.

1. Safety Instructions

- a. Within the first 6 weeks of school and in January, the transportation supervisor will direct all bus drivers to conduct instruction with all students who are regularly transported by the district.

The instruction will include:

- (1) Safe school bus riding procedures, including but not limited to loading, unloading and crossing;
- (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. Within the first 6 weeks of school and in January, the transportation supervisor will direct all bus drivers to conduct instruction with all other students.

The instruction will include:

- (1) Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and
- (2) Use of emergency exits.

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

2. Student Conduct on School Buses

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 accompanied by a form to be signed as acknowledgment of being read and understood. The district will provide interpretation to those students/parents whose primary language is not English.

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will 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 will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
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.

The superintendent will establish other regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle. Students who violate bus rules of conduct may be denied the use of district transportation.

3. 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. 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. 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.

4. Special Education Students

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

5. Violations

The district will include procedures for responding to violations of the code of conduct in the student/parent handbook.

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

6. Suspension Procedures

The due process procedures for suspension of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, are found in Board policy JGD - Suspension.

7. Expulsion Procedures

The due process procedures for expulsion of a student, in violation of Board policy EEACC - Student Conduct on School Buses or this administrative regulation, are found in Board policy JGE - Expulsion.

8. Right of Appeal

- a. At each step of the discipline procedures used in district-approved transportation services, a parent, the student and/or a representative for the student has the right to an appeal.
- b. An appeal must be in writing.
- c. An appeal will be made to the responsible person at the appropriate level of appeal.
- d. A final appeal may be made to the Board.
- e. The Board's decision will be final.

9. 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 principal shall fully explain matters and permit the parties involved to fully explain their positions;
- c. The principal shall make a decision which provides guidelines for the student to follow if, or when, transportation services are reinstated.

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 accompanied by a form to be signed as an acknowledgment of being read and understood.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: **First citation**, please consider it a warning and review the importance of school bus "Code of Conduct" with your student. No parent conference is required at this time; however, you or a representative of the school district may request one.
2. Second Citation*: **Second citation**; there may be discipline which may include a two (2) day suspension of riding privileges. No conference is required at this time; however, you or a representative of the school district may request one.
3. Third Citation*: **Third citation**; there may be discipline which may include a five (5) day suspension up to a one-year expulsion of riding privileges. There may be a mandatory parent, school principal, bus driver, and transportation supervisor conference required. Please contact the First Student office at 935-1969 to set this appointment. Your student will not be allowed to resume bus riding privileges until this conference is held.
4. Severe Violations: **SEVERE INFRACTION**, may result in suspension of up to one year from District provided student transportation. There is a mandatory conference required before your student is allowed to resume riding privileges on any Fern Ridge school bus. Please contact the First Student office at 935-1969 to set up this conference.

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

*Citations will be shared with building principals. Building principals will: meet with student(s) and call parents/guardians to discuss the citation and any disciplinary action.

Definitions:

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

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

APPEAL PROCEDURE

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 that wishes to complain about a school employee's decision, will use Board policy KL - Public Complaints.

- Step 1: The student or their representative will discuss the issue with the transportation supervisor and principal.
- Step 2: If the student is not satisfied with the outcome of the discussion, they may file a written statement with the principal or the transportation supervisor. 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 conference with the student, a parent, the transportation supervisor and the principal 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 a parent.
- Step 4: If, after five school days from receipt of the principal's reply, the issue still remains unresolved, the student or parent may appeal the decision of the principal in writing to the superintendent. The superintendent will meet with the student and a parent 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 or parent may appeal the decision of the superintendent in writing to the Board. The Board will notify persons involved that a hearing will be held within 14 days of 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 driver on or before the second day of school following receipt.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

Student's Name	Parent's Signature	Date
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Bus Route # _____ Phone Numbers: (Home) _____ (Work) _____

School _____

FERNRIDGE SCHOOL DISTRICT 28J
SCHOOL BUS CONDUCT REPORT

Office Use:

Date: ___ / ___ / ___

Route: _____ AM PM

School _____
Grade _____
Phone _____

Dear Parent:

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and wellbeing of 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 infraction of the rules listed below:

- ☐ Failed to obey the instructions of the bus driver
- ☐ Threw an object(s)
- ☐ Possessed dangerous weapons/objects
- ☐ Fought, wrestled or scuffled on bus
- ☐ Stood up or changed seat with bus moving
- ☐ Extended arm/hand/limb from door/window
- ☐ Used emergency exit without permission
- ☐ Vandalism of property
- ☐ Threatened/harmed driver/rider
- ☐ Disruption (driver had to stop bus to regain order)
- ☐ Possessed alcohol, tobacco, drugs
- ☐ Used vulgar/profane language on bus
- ☐ Eating or drinking
- ☐ Possessed glass container or object
- ☐ Impeded movement of bus
- ☐ Other (see description of incident)

Description of Incident:

CONSEQUENCES

- ☐ This is the **first citation**, please consider it a warning and review the importance of school bus "Student Conduct on School Buses" with your student. No parent conference is required at this time; however, you or a representative of the school district may request one.
- ☐ This is the **second citation**; there may be discipline which may include a two (2) day suspension of riding privileges. No conference is required at this time; however, you or a representative of the school district may request one.
- ☐ This is the **third citation**; there may be discipline which may include a five (5) day suspension up to a one-year expulsion of riding privileges. There may be a mandatory parent, school principal, bus driver, and transportation supervisor conference required. Please contact the First Student office at 541-935-1969 to set this appointment. Your student will not be allowed to resume bus riding privileges until this conference is held.
- ☐ This is a **SEVERE INFRACTION**, which may result in suspension of up to one year from District provided student transportation. There is a mandatory conference required before your student is allowed to resume riding privileges on any Fern Ridge school bus. Please contact the First Student office at 541-935-1969 to set up this conference.

Discipline assigned _____

Suspension will begin on ___ / ___ / ___ and end on ___ / ___ / ___ Riding privileges will resume on ___ / ___ / ___

Driver Signature: _____

Principal Signature: _____

Student Signature: _____

Parent Signature: _____ / ___ / ___

Citation Copies : To first Student- _____ To Parents- _____ Student File- _____