

Gladstone School District 115

Code: **EEACC-AR**
Adopted: 9/12/01
Readopted: 6/09/10
Orig. Code(s): EEACC-AR

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. 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 contractor 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

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.

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.

While riding a school bus:

1. Students who refuse to promptly obey the directions of their driver or refuse to obey regulations may forfeit their privilege to ride on the buses;
2. Students will not throw objects;
- *3. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- *4. Students will not fight, wrestle or engage in boisterous activity on the bus;
- *5. Students will remain seated while bus is in motion;
- *6. Students will not extend their hands, arms or heads through bus windows;
- *7. Students will not possess matches or other incendiaries and concussion devices;
- *8. Students will use the emergency exits and/or door only as directed by the bus driver or in case of emergency;
- *9. Students will keep the bus clean and refrain from damaging it;
- *10. Students will not damage school property or the personal property of others;
- *11. Students will not threaten or physically harm the driver or other riders;
- *12. Students will not do any disruptive activity that might cause the driver to stop in order to reestablish order;
- *13. Students will converse in normal tones; loud or vulgar language is prohibited; vulgar or obscene gestures are prohibited;
- *14. Students will not possess and/or use tobacco, alcohol or illegal drugs;
15. Students will not carry glass containers or other glass objects;
16. Students may be assigned seats by the bus driver;
17. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
18. Students will stay away from the bus when it is moving;
19. Students will be at the bus stop five minutes before the scheduled pick up time in the morning;
- **20. Students will be on time for the bus, both morning and afternoon;
21. Students being transported are under authority of the bus driver, teachers, coaches and/or chaperones;
22. Students will not bring animals, except approved assistance guide animals on the bus;
23. Students may be assigned seats by the bus driver;
24. Students will have written permission to leave the bus other than for home or school;

25. Students will not open or close windows without permission of driver;
26. Students will be courteous to the driver, fellow students and passers-by.

- * These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.
- ** Coaches, teachers and chaperones: (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.

4. Suspension Definition and Procedure

“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.

5. Expulsion Definition and Procedure

“Expulsion “means any disciplinary removal beyond 10 school days up to one calendar year. Due process procedures used by the district governing student behavior shall be applied.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

Referral #1:

1. Warning/Reprimand;
2. Written referral to be signed by a parent and returned to the bus driver;
3. Assigned seat for one month.

Referral #2:

1. Reprimand;
2. Written referral to be signed by a parent and returned to the bus driver;
3. Telephone conference between the bus driver and the parent;
4. Loss of bus privileges for five school days. (Loss of bus privileges applies to ALL transportation; to and from school, field trips and activity or athletic trips.) Certain exceptions may be granted at the elementary level.
5. When bus privileges resume the student will have an assigned seat for two months.

Referral #3:

1. Reprimand;
2. Written referral to be signed by a parent and returned to the bus driver;
3. A conference involving the parent, student, bus driver, transportation supervisor and school administrator;
4. Loss of bus privileges for up to 10 school days. (Loss of bus privileges applies to ALL transportation; to and from school, field trips and activity or athletic trips.) Certain exceptions may be granted at the elementary level.
5. When bus privileges resume the student will have an assigned seat for the remainder of the school year.

Severe Violations and/or Repeated Referrals:

1. Reprimand;
2. Written referral to be signed by a parent and returned to the school administrator;
3. Parent contact by a school administrator. A hearing may be scheduled involving the parent, student, bus driver, transportation supervisor and school administrator;
4. Loss of bus privileges for a minimum of 10 school days, or up to a one-year expulsion, regardless of the number of prior referrals. (Loss of bus privileges applies to ALL transportation; to and from school, field trips and activity or athletic trips.) Certain exceptions may be granted at the elementary level.
5. Other disciplinary action as appropriate.

Bus Referral Routing Instructions

1. Bus driver writes referral:
 - a. Tears off pink and goldenrod copy:
 - (1) Driver keeps pink copy;
 - (2) Delivers goldenrod copy to transportation supervisor.
 - b. Gives white and yellow copy to school administrator.
2. School administrator issues the bus referral to the student:
 - a. White copy given to the student to take home for parent signature;
 - b. Administrator keeps yellow copy for school records.
3. Student takes the white copy of the bus referral home for parent signature.
4. Student returns the signed referral to the bus driver within two days. (After two days, the student will be denied bus privileges until the signed referral is returned.)

The driver notes return of referral on their pink copy and notifies the transportation supervisor of the signature and any comments.

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.

However, students will be expected to continue to meet the district's attendance and educational requirements.

- c. Make-up work may be provided:

If make-up 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.

9. Special Education Students

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

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, use policy KLD - Public Complaints about District Personnel.

- STEP I The student/parent or his/her representative will discuss the issue with an administrator.

- STEP II If the student/parent is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and 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 student, parent, principal/vice principal conference with the goal of resolving the issue.

- STEP III Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.

- STEP IV 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 V If the issue is still unresolved, the student may appeal 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.

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 _____

Bus Route # _____ Phone Numbers: (Home) _____ (Work) _____

School _____

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.	

*** An asterisk may result in loss of transportation service with no warning citation.**

- () 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