

Gladstone School District 115

Code: EEACC-AR
Revised/Reviewed: 6/09/10; 2/12/20
Orig. Code: EEACC-AR

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. At least once, within the first six weeks of each half of each school year, 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, 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. At least once in the first half of each school year the transportation supervisor will direct all bus drivers to conduct instruction with all other students.
 - (1) Safe school bus riding procedures including but not limited to loading, unloading and crossing; and.
 - (2) Use of emergency exits.
 - c. The transportation contractor 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. Code of Conduct

Each year the district will issue a code of conduct for school bus privileges to all students. The code of conduct will include a form for acknowledgement of being read and understood. The district will provide interpretation to those students/parents whose primary language is not English.

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. Students with Disabilities

Students with disabilities 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 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. 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 Definition and Procedure

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

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.

Disciplinary Procedures for Violations

Bus Referral Routing Instructions

1. Bus driver writes referral, keeps a copy and emails a copy to the transportation supervisor and the school administrator:
2. School administrator calls and emails the parent:
3. 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.
4. 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.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

Referral #1:

Warning/Reprimand;
Written referral to be signed by a parent and returned to the school office;
Assigned seat for one month.

Referral #2:

Reprimand;
Written referral to be signed by a parent and returned to the bus driver;
Telephone conference between the school administrator and the parent;
Loss of bus privileges for up to five school days. Loss of bus privileges may apply to ALL transportation; to and from school, field trips and activity or athletic trips..
When bus privileges resume the student may have an assigned seat.

Referral #3:

Reprimand;
Written referral to be signed by a parent and returned to the school office;
A conference involving the parent, student, transportation personnel and school administrator and may include the transportation supervisor;
Loss of bus privileges for up to 10 school days. Loss of bus privileges may apply to ALL transportation; to and from school, field trips and activity or athletic trips.
When bus privileges resume the student may have an assigned seat.

Severe Violations and/or Repeated Referrals:

Reprimand;
Written referral to be signed by a parent and returned to the school administrator;
Parent contact by a school administrator. A hearing may be scheduled involving the parent, student, transportation personnel and school administrator and may include the transportation supervisor;
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 may apply to ALL transportation; to and from school, field trips and activity or athletic trips.
Other disciplinary action may be taken as appropriate.
If bus privileges resume, the student may have an assigned seat.

Bus Referral Routing Instructions

Bus driver writes referral:

Tears off pink and goldenrod copy:

Driver keeps pink copy;
Delivers goldenrod copy to transportation supervisor.
Gives white and yellow copy to school administrator.

School administrator issues the bus referral to the student:

White copy given to the student to take home for parent signature;
Administrator keeps yellow copy for school records.

Student takes the white copy of the bus referral home for parent signature.

Student returns the signed referral to the school office within two days. After two days, the student may be denied bus privileges until the signed referral is returned.

Appeal Procedure

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

- STEP I The student/parent or their representative will discuss the issue with an administrator.
- STEP II If the student/parent is not satisfied with the outcome of the discussion, they 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/parent may submit the matter in writing to the superintendent. The superintendent will meet with the student/parent within three school days and will respond to the issue, in writing, within five school days after the meeting with the superintendent.
- STEP V If the issue is still unresolved, the student/parent may appeal the superintendent's decision to the Board within 5 days of receiving such decision. The Board will review the findings and conclusion of the superintendent's decision in a public meeting to determine what action, if any is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final.

The complainant shall be informed in writing or in electronic form of the Board's decision within three days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.