

## **DISCIPLINE PROCEDURES FOR STUDENT CONDUCT ON SCHOOL BUSES**

Student behavior, which distracts the driver, is a hazard to the safe operation of the school bus and jeopardizes the safety and welfare of all passengers and the driver. Misbehavior or irresponsible acts by students shall be sufficient reason for refusing transportation services to any student. All rules that apply to the school grounds and school activities also apply to the school bus.

A building administrator will be primarily responsible for supervising the orderly loading and unloading of students at each school building.

Students who do not conduct themselves properly on buses are subject to discipline. This may include verbal reprimands by the driver, a written referral to the building administrator, and suspension from the bus and final expulsion from the bus through the superintendent's office.

Suspension from riding a bus may also result in suspension from school. If a suspension for riding the bus occurs, parent will be responsible for transporting of students.

The building administration is responsible for investigating student behavior problems that occur while the students are enroute to and from school. The administration will conduct an immediate investigation with the student or students involved and, if necessary, the driver. The driver is responsible for specific documentation of all facts. These shall be written, including a description of the incident, student remarks, dates, times and names of witnesses. (Drivers should be very descriptive and detailed when making these notations.) Usually investigation takes place the day following afternoon incidences. (Drivers should not return busloads of students to school in the afternoon because of minor discipline problems caused by one or two students.)

The driver is the primary person in charge of maintaining behavior on the bus. Fair and consistent application of bus rules will result in a positive response from the majority of the students.

Prior to referring the student to the building administrator, the driver should:

- A. Be consistent with application of all rules for all students
- B. Deal with the inappropriate behavior in a respectful manner without condemning the student as a person
- C. Work with the problem student by means of the following suggestions:
  1. Brief talk
  2. Verbal warning
  3. Seating change
  4. Positive reinforcement upon evidence of improved behavior

- D. May request informal meeting of student, driver, administrator and parent prior to formal referral to building administrator.

#### FORMAL REFERRAL PROCESS

- A. Driver fills out referral form with all requested information.
- B. Driver submits referral form to building administrator.
- C. Administrator investigates referral, makes decision, assigns consequence and processes referral form.

#### CLASSIFICATION OF OFFENSES

##### Class I—(Minor)

1. Spitting
2. Excessive noise
3. Horseplay/mischief/distracting behavior
4. Eating/drinking/chewing gum/littering on bus
5. Leaving seat/leaving assigned seat/standing without permission
6. Riding unassigned bus or using unassigned bus stop
7. Riding or attempting to ride any bus during a bus suspension
8. Disobedient/disrespect to the driver/educational assistant
9. Inappropriate use of electronic devices
10. Safety zone violations
11. Dress code violations
12. Other offenses as reported by the driver or principal

##### Class II—(Major)

1. Hanging out of windows
2. Throwing of any object on/off the bus
3. Bullying
4. Profanity/threats directed toward bus driver/educational assistant
5. Verbal abuse, harassment, obscene gestures or possession of unacceptable material
6. Possession/use of tobacco, controlled substance or paraphernalia
7. False identification/refusal to identify oneself
8. Unauthorized entering or leaving of bus through emergency door/tampering with bus equipment
9. Possession or threat of weapons/weapon replicas/explosives/flammables
10. Fighting
11. Assault
12. Sexual harassment
13. Other major offenses reported by the driver or principal
14. Chronic violation of Class I offense

RESPONSE SEQUENCE FOR FORMAL REFERRALS (grades K – 4)

(Note: Any and all of the following steps may be altered depending on the seriousness of the situation and/or investigation of the building administrator.)

Class I Offense—

First Offense - Warning is documented and the parents are notified

Second Offense - Detention is issued and parents notified via a phone call

Third Offense – One to three day bus suspension with a possible behavior plan to be completed

Fourth Offense – One to five day bus suspension with behavior plan

Class II Offense—

First Offense—Detention or one to three day bus suspension with parent phone call

Second Offense—One to three day bus suspension with parent phone call and possible behavior plan put in to place

Third Offense—Three to five day bus suspension with parent phone call

Fourth Offense—Five to ten day bus suspension with possible expulsion and with parent phone call

RESPONSE SEQUENCE FOR FORMAL REFERRALS (grades 5 – 8)

(Note: Any and all of the following steps may be altered depending on the seriousness of the situation and/or investigation of the building administrator.)

Class I Offense—

First Offense—Warning, parent phone call and written notification

Second Offense—Appropriate consequence received in school, parent phone call and written notification

Third Offense—One day bus suspension with parent phone call and written notification

Fourth Offense—Three day bus suspension with parent phone call and written notification

Fifth Offense—Five day bus suspension with parent phone call and written notification

Sixth Offense—Ten day bus suspension with parent phone call and written notification

Seventh Offense—Ten day bus suspension with a recommendation for expulsion, a parent phone call and written notification

Class II Offense—

First Offense—One to three day bus suspension

Second Offense—Five to seven day bus suspension

Third Offense—Seven to ten day bus suspension

Fourth Offense—Ten day bus suspension with recommendation for expulsion, could also include out of school suspension

RESPONSE SEQUENCE FOR FORMAL REFERRALS (grades 9 – 12)

(Note: Any and all of the following steps may be altered depending on the seriousness of the situation and/or investigation of the building administrator.)

Class I Offense—

First Offense—Warning, parent phone call and written notification

Second Offense—Appropriate consequence received in school, parent phone call and written notification

Third Offense—One to three day bus suspension with parent phone call and written notification

Fourth Offense—Three to five day bus suspension with parent phone call and written notification

Fifth Offense—Five to ten day bus suspension with parent phone call and written notification

Sixth Offense— Ten day bus suspension with a recommendation for expulsion, a parent phone call and written notification

Class II Offense—

First Offense—Three to five day bus suspension

Second Offense—Five to ten day bus suspension

Third Offense—Ten day bus suspension, with possible recommendation for expulsion, parent/principal meeting

Fourth Offense—Ten day bus suspension with recommendation for expulsion, could also include out of school suspension

Issue Date: July 9, 2009