



Book	Policy Manual
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Purpose

Appropriate discipline is essential for the health and safety of all students who are transported

on school district vehicles.

Authority

The building principals and assistant principals have an important responsibility in the administration of the transportation operation. Student behavior while waiting for or riding on school vehicles (buses, vans, cabs, etc.) is within the authority of the building principal and his/her staff. A ridership program which sets forth positive student behavior must be developed cooperatively between the building administration and the transportation department. Students who violate school district policy and procedures will face disciplinary action administered by the building principal or designee in accordance with this policy. Such discipline may include temporary or permanent suspension of riding privileges, and in serious cases, suspension or expulsion from school, in accordance with Board policy. This policy shall apply to all students who ride school vehicles to and from school, on field trips and on extracurricular trips.[\[1\]](#)[\[2\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Delegation of Responsibility

Incidents which involve acts of violence directed at persons or property shall be reported to the Superintendent. The Superintendent or designee shall report such matters to the local police and shall implement school/police protocols. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[15\]](#)[\[16\]](#)[\[14\]](#)

Guidelines

1. Disciplinary Steps

The following procedures will be implemented in reporting transportation-related student behavior problems:

- a. The driver or attendant will complete a disciplinary report form describing the observed student's behavior. If more than one (1) student is involved, a separate form for each student must be completed. The driver or attendant shall refrain from writing profane language on the report forms. The first letter of the word with a dash is sufficient to indicate what the student said.
- b. The driver or attendant shall submit the completed form to the building principal or assistant principal upon completion of the run on which the infraction occurred. If the infraction occurred on the afternoon run, the form shall be submitted the next morning.
- c. The principal or assistant principal shall review the disciplinary form and investigate the incident to determine what action is appropriate for the student in accordance with school district policy. If necessary, the principal/assistant principal will meet with the parents/guardians, students, driver, attendant and/or Transportation

Manager. Videotapes, if available, may be used by the principal/assistant principal in the investigation, in accordance with Board policies.[7][8]

- d. The building principal or assistant principal will determine what disciplinary action, if any, will be taken. When disciplinary action is warranted, only the principal/assistant principal shall administer discipline, including suspension.
- e. After disciplinary action is determined, a written notice shall be provided to the parents/guardians and to the driver and/or attendant.
- f. Except in extreme cases, students who are transported to school will be returned home that day prior to the beginning of any suspension of riding privileges.

2. Discipline Rules

Students who violate school district discipline policies while walking to and from the transportation stop, while waiting at the stop, or while riding the vehicles are subject to the following disciplinary action (see also Policy 810):[8]

- a. **First Level Offenses:** Pushing; hitting; shouting; tripping; littering; profane language; obscene gestures; bullying of other students; disrespect toward the driver, attendant, or other student; eating; drinking; refusing to comply with the driver's or attendant's directions; refusing to provide identity to the driver or attendant; or other similar offenses deemed by the principal/assistant principal shall be subject to the following penalties:
 - i. **First Offense** - A written warning or Discipline Penalties set forth in Section C will be issued to the student and the parent/guardian. The parent/guardian shall acknowledge receipt of the warning in writing.
 - ii. **Subsequent Offenses** - Discipline shall be administered in accordance with the Discipline Penalties set forth in Section C.
- b. **Second Level Offenses:** Fighting, smoking or use of tobacco, damaging the bus, throwing objects inside the bus or out of the windows, or other similar offenses deemed by the principal/assistant principal shall be subject to the Discipline Penalties set forth in Section C.[17]
- c. **Third Level Offenses:** Engaging in conduct hazardous to the driver, attendant, and/or other student shall result in immediate suspension of riding privileges. Such conduct shall include but shall not be limited to throwing objects which could cause injury, whether it occurs inside the bus or out of the windows, or opening emergency exit doors. The case will be reviewed after thirty (30) calendar days.
- d. **Fourth Level Offenses:** Cases involving serious misconduct, additional discipline including suspension or expulsion from school may be imposed in accordance with the Code of Student Conduct.[18][7]

3. Discipline Penalties

The building principal or assistant principal shall administer discipline based on the

student's age, grade level and the severity of the incident. Any discipline penalty or combination can be administered on a first or subsequent offense. Discipline penalties shall include but shall not be limited to the following:

- a. Loss of recess periods (elementary level).
- b. In-school suspension.[18]
- c. Out-of-school suspension.[7]
- d. After-school detention.
- e. Saturday detention.
- f. Safety Education Class (elementary and secondary levels).
- g. Preparation of written safety reports.
- h. Suspension from bus riding privileges.[4]
- i. Permanent suspension from bus riding privileges.

Last Modified by Lisa M Brown on June 2, 2016