

## 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 or safety of any person may result in the loss of district-approved transportation services.

This administrative regulation addresses safety instructions, the code of conduct for school transportation, violations of the code of conduct, suspension and expulsion procedures, the right of appeal for disciplinary actions, reinstatement procedures, education, and special education students.

### **Safety Instructions**

1. Each September and March the transportation supervisor or designee will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
  - a. The drivers shall review the code of conduct which is to be posted.
  - b. The drivers shall review the consequences of a violation as outlined in this procedure.
  - c. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
  - d. The drivers shall review all hazards such as crossing a road and bus stop conduct.
2. Each September the transportation supervisor or designee will direct all bus drivers to conduct a safety review with all other students.
  - a. The drivers shall review safe bus riding procedures.
  - b. The drivers shall review use of emergency exits.
3. The transportation supervisor or designee will record dates and content of safety instructions provided by each driver. Such information shall be kept as a part of the district's records.

### **Code of Conduct**

1. Each year the district will issue a code of conduct to all students and parents accompanied by the form located at the end of this administrative regulation. This form also sets forth the procedures that the District will follow when the code of conduct is violated, as described in Policy EEACC. This form is to be reviewed and signed by both parent and student in acknowledgment that both have read and understood the code of conduct. After being signed, the form is to be returned to the bus driver within a week from the date it was provided to students and parents.
2. The district will provide interpretation to those students and/or parents whose primary language is not English.
3. Coaches, teachers and chaperones must have a copy of the bus Code of Conduct and be familiar with it before going on a trip, and must position themselves on the bus as to ensure that the Code of Conduct is followed by students on the bus.

## **Violations**

1. The District will use the following progressive disciplinary procedures when a student violates the code of conduct. These procedures are based on written referrals that will be retained in a student's record for the current year. The District will make a reasonable attempt to notify a student's parents when a student receives a written referral for violating the code of conduct.

- a. First Referral
  - i. Students in grades K – 5 will receive an informational notice identifying the violation that the student has committed.
  - ii. Students in grades 6 through 12 will receive a written warning.
- b. Second Referral
  - i. Students in grades K – 5 will receive a written warning.
  - ii. Students in grades 6 – 12 will receive a five (5) day suspension from District transportation services, including bus service to and from school.
- c. Third Referral
  - i. Students in grades K – 5 will receive a three (3) day suspension from District transportation services, including bus service including bus service to and from school.
  - ii. Students in grades 6 – 12 will receive a ten (10) day suspension from District transportation services.
- d. Fourth Referral – if a student receives a fourth written referral, the District may require the student and the student's parent to attend a conference with District officials to determine additional disciplinary actions that are warranted. Subsequent referrals may result in expulsion from District transportation services for up to one year.

2. A copy of all written referrals will be mailed to the parents, and a copy given to the bus driver and the principal.

3. Written referrals are accumulative for up to one school year, except that any suspension or expulsion issued during the last weeks of school that has more days than the remainder of the school year will be carried forward to the next school year. If a student has not received any suspension or expulsion days to be carried forward to the next year, they will start the new school year with a clean record.

4. Notwithstanding the written referral procedure set forth above, the District may immediately suspend or expel a student from District transportation services if a student engages in conduct that creates a severe disciplinary problem and presents a safety hazard to any person. In addition, immediate suspension or expulsion may be imposed when a student engages in the following misconduct, regardless of the student's prior record of misconduct:

- a. Physical contact (including but not limited to fighting) in which one or both parties sustain injuries.
- b. Spitting on a driver, rider or passerby; putting any foreign object on another person's body.
- c. Verbal abuse, vulgar or obscene language or gestures.
- d. Acts of defiance against a driver, a rider and/or a passerby.
- e. Interference with the bus operation controls.
- f. Vandalism.
- g. Lighting combustible materials, possession of firearms and other dangerous weapons.
- h. Sexual activity (consensual or harassment).
- i. Possession or use of narcotics, tobacco, drugs or alcohol on the bus.

j. Giving a false name or false information upon request.

5. In all instances, the appeal process may be used if the student and/or parent desires. The appeal process is set forth below.

### **Suspension Procedures**

1. Suspension is defined as the temporary suspension of a student's right to use District transportation services for a defined period of time or until reinstatement has been approved by the District. Suspension from District transportation services shall not exceed ten (10) school days.

2. Prior to an "immediate" suspension from District transportation services for one or more of the reasons set forth in paragraph 4 of the preceding section, the District Transportation Department will make all reasonable attempts to inform the student's parents or guardians via phone by of the specific charges against the student. The information will include the effective dates of the suspension or expulsion, conditions for possible reinstatement and the appeal process. Other consequences will be sent out via mail. Suspension of a student's transportation privilege is not equivalent to a student's suspension or expulsion from school. Suspension or expulsion of a student's transportation privileges does not excuse a student from attending school. When a student's transportation is denied, the parents, guardians and/or the student are responsible for transporting the student to and from school. However, severe violations of transportation rules may result in discipline at school, and may include suspension or expulsion from school.

3. When a student and/or his parents are notified of that the student has been suspended from District transportation services per the written referral procedure set forth above, the student shall be informed of the reasons for the suspension and be given an opportunity to present his or her view of the alleged misconduct in an informal hearing conducted by the superintendent or designee. This hearing shall be conducted in private. If suspension is to follow, the student will be given the reason(s) for this action, the duration of the suspension, the procedure for reinstatement, and appeal procedures.

4. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, or incarceration by court action.

### **Expulsion Procedures**

1. Expulsion is defined as the exclusion from District transportation services. Expulsion shall not exceed one school year, except that an expulsion may extend into a second term or semester if the current term or semester ends within such a short period of time that the expulsion would be too short to be effective.

2. Prior to an "immediate" expulsion from District transportation services for one or more of the reasons set forth in paragraph 4 of the preceding section, the District Transportation Department will make all reasonable attempts to inform the student's parents or guardians via phone by of the specific charges against the student. The information will include the effective dates of the suspension or expulsion, conditions for possible reinstatement and the appeal process. Other consequences will be sent out via mail. Suspension of a student's transportation privilege is not equivalent to a student's suspension or expulsion from school. Suspension or expulsion of a student's transportation privileges does not excuse a student from attending school. When a student's transportation is denied, the parents, guardians and/or the student are responsible for transporting the student to and from school. However, severe violations of transportation rules may result in discipline at school, and may include suspension or expulsion from school.

3. When a student is recommended for expulsion, a hearing shall be provided. A student may not be expelled without a hearing unless the student's parent, or the student if 18 years of age, waives the right to a hearing. To waive the right to a hearing, the parent or student shall notify the District in writing of the waiver of the right to a hearing. Waiver may also occur if the parent or student fails to appear after notice at the time and place set for the hearing.

4. When an expulsion hearing is not waived, the District shall conduct an expulsion hearing in accordance with ORS 332.061 and the Oregon Administrative Rules implementing that statute:

### **Appeal Procedure**

1. If a student or parent wishes to appeal disciplinary action taken against a student for a violation of District transportation rules, the following procedure should be used:

- a. Parents or guardians shall be the ones to exercise the right to appeal on behalf of the student, unless the student is age 18 or older or emancipated.
- b. Intent to appeal shall be made in writing and will be delivered to the Transportation Department prior to the beginning of the suspension or expulsion. Appeals received after the beginning of the suspension or expulsion will be processed in as timely a manner as possible while the suspension/expulsion is in effect.
- c. Transportation suspensions that are appealed will not go into effect during the appeal process unless the misconduct is considered grounds for immediate action. In which case, the student will not be allowed to ride any bus until a successful appeal decision has been granted.
- d. During each hearing in the appeal process, the student, parent or guardian and driver will have the opportunity to present his/her view of the alleged misconduct.
- e. Levels in the appeal process shall be:
  - i. Transportation Supervisor or Assistant Supervisor
  - ii. Superintendent or Designee
  - iii. School Board

### **Reinstatement**

1. A conference with the school principal 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 when transportation services are reinstated.

### **Education**

1. 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.

2. Students' academic grades will reflect academic achievement. Therefore, 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.

3. Makeup work or alternative education may be provided. In either event, the District's policies and procedures will be followed.

**Special Education Students**

1. Special education students who violate the District's transportation rules will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Disabled Students, and accompanying administrative regulation JGDA/JGEA –AR.

2. Schools within the District shall notify the supervisor of the District's transportation department when a student receiving transportation services from the District has special medical or behavioral protocols identified in the student's medical or behavioral record. The District shall provide appropriate training for drivers related to the specified protocols, including but not limited to satisfying confidentiality requirements.

Reviewed: 10/12/11

Approved: 10/17/11

BEND-LA PINE SCHOOLS TRANSPORTATION DEPARTMENT

STUDENT CONDUCT ON SCHOOL BUS

The purpose of school bus transportation is to provide safe, timely and economical transportation for those students living beyond walking distance from school. Students will be transported to and from the school and their regularly designated stops. Written authorization for any deviation must be signed by a school official, parent or guardian and then given to the bus driver.

Please take the time to go over the attached Code of Conduct and disciplinary procedures with your student. All students using school transportation will abide by the Code of Conduct posted in each school bus. The few minutes you spend now will make a significant difference in the level of SAFETY your student's bus driver will be able to reach and maintain.

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Please sign and return this portion to the BUS DRIVER acknowledging that you have read and understand the rules. The data is used to compile route information for each student eligible to ride. This form must be returned within a week of receipt for your student to continue riding privileges.

Please Print:

Route Number \_\_\_\_\_ Bus Stop Location \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Day Care Provider \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Student Signature \_\_\_\_\_

## CODE OF CONDUCT

While riding a school bus, students will comply with the following rules adopted by the Oregon State Department of Education:

1. Students being transported are under authority of the school bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the school bus;
3. Students shall use the emergency door only in case of emergency;
4. Students shall be on time for the school bus, both morning and afternoon;
5. Students shall not bring firearms, weapons or other potentially hazardous materials on the school bus;
6. Students will not bring animals, except approved assistance guide animals, on the school bus;
7. Students shall remain seated while the school bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students shall cross in front of the school bus or as instructed by the school bus driver;
10. Students shall not extend their hands, arms or heads through school bus windows;
11. Students shall have written permission to leave the school bus other than for home or school;
12. Students shall converse in normal tones; loud or vulgar language is prohibited;
13. Students shall not open or close windows without permission of driver;
14. Students shall keep the school bus clean and must refrain from damaging it;
15. Students shall be courteous to the driver, fellow students and passers-by;
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the school buses;

Students will also comply with the following additional rules adopted by Bend-La Pine Schools:

1. Students shall not possess, use or be under the influence of tobacco or nicotine products, narcotics, drugs or alcohol on the bus.
2. Students shall not throw or propel materials through the air while on the school bus.
3. Large items that cannot be safely transported while in the student's lap or directly under the seat are prohibited on home to school routes.
4. Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door which could activate the eight light warning system and the emergency door and windows which set off alarms which could distract the driver.
5. Students shall not use vulgar or obscene language, gestures or written material toward the driver or any other student or the public.
6. Inappropriate physical/sexual conduct between students is prohibited.
7. Students shall not possess or light any type of combustibles.
8. Students shall not eat or drink on the bus. (Exception: field trips with adult present)
9. Students shall sit properly on the bus. (Back to back, seat to seat, face forward, feet in front.)
10. Skateboards may only be transported secured on or in a back pack or duffle bag.
11. Balloons, glass containers, insects, aerosol containers, laser pointers and like products are prohibited on the bus.
12. Any item used in a hazardous or inappropriate manner on the bus will be confiscated. Parents will be required to retrieve these items from the transportation department.
13. Students shall not board any bus while on suspension or expulsion from their route.

## DISCIPLINARY PROCEDURES

Students violating the Code of Conduct will be subject to progressive written referrals, with each subsequent referral warranting more severe disciplinary action, as follows. Additional details of these procedures, as well as the right of appeal, may be found in Board administrative regulation EEACC-AR.

- a. First Referral
  - i. Students in grades K – 5 will receive an informational notice identifying the violation that the student has committed.
  - ii. Students in grades 6 through 12 will receive a written warning.
- b. Second Referral
  - i. Students in grades K – 5 will receive a written warning.
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