

Seaside School District 10

Code: **EEACC-AR**
Adopted: 2/21/08
Revised: 2/17/11

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:

1. Safety instructions
2. Code of conduct
3. Violations
4. Right of appeal
5. Reinstatement
6. Education

1. Safety Instructions

- a. Each September and January the transportation supervisor will direct all bus drivers to conduct a safety review with all students.
 - (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. The transportation supervisor 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.

While riding a school bus, students will:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus.
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than at home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of driver;
14. Students will keep the bus clean, and must refrain from damaging it;
15. Students will be courteous to the driver, to 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 buses;
17. *Respond appropriately to coaches, teachers and chaperons who are responsible for maintaining order during activities and field trips.

*Coaches, teachers and chaperons: (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 manage students at all times.

I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.

Parent

Student

3. Violations

Violation of the code of conduct will be addressed informally by bus drivers or formally by a written citation (see attached). Citations will be investigated by school administration or a designee. Progressive discipline will be used in determining appropriate consequences.

Any severe violation will cause an immediate investigation and may result in the suspension of the student for a period of time ranging from 3 to 10 days or expulsion from the bus for a period of time ranging from one term to 9 consecutive months. There will be a conference before resuming the use of District transportation involving the parent, the principal or designee and other appropriate people.

District policies addressing:

Student Discipline (JG)
Suspension (JGD)
Discipline of Disabled Students (JGDA-JGEA and JGDA-JGEA-AR)
Expulsion (JGE)

will be followed when the code of conduct is violated.

4. 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.

5. Reinstatement

A conference 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.

6. Education

- a. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements will normally be confined to District-approved transportation services. Severe violations may result in disciplinary action beyond 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. 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.
- 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.

SEASIDE SCHOOL DISTRICT 10
 1801 S. FRANKLIN STREET
 SEASIDE, OREGON 97138
 (503) 738-5591

SCHOOL BUS INCIDENT REPORT

<hr/> STUDENT'S NAME	<hr/> STUDENT'S ADDRESS	<hr/> PHONE NUMBER
<hr/> SCHOOL	<hr/> GRADE	<hr/> DATE OF INCIDENT
<hr/> BUS DRIVER	<hr/> BUS NUMBER & COLOR	<hr/> TRIP AM PM

Dear Parents: The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the school district.

INFRACTION

- | | |
|--|---|
| <input type="checkbox"/> Fighting/Pushing/Tripping
<input type="checkbox"/> Throwing objects in or out of bus
<input type="checkbox"/> Lighting matches/Smoking on bus
<input type="checkbox"/> Improper boarding/Departing procedures
<input type="checkbox"/> Rude, discourteous, and annoying conduct
<input type="checkbox"/> Bringing articles aboard bus of injurious or objectionable nature
<input type="checkbox"/> Other behavior relating to the safety, well being, and respect for others | <input type="checkbox"/> Tampering with bus equipment
<input type="checkbox"/> Hanging out of a window
<input type="checkbox"/> Failure to remain seated
<input type="checkbox"/> Refusing to obey driver
<input type="checkbox"/> Destruction of property
<input type="checkbox"/> Unnecessary noise
<input type="checkbox"/> Spitting/Littering |
|--|---|

SPECIFIC DETAILS

___ Previous Warnings ___ Reported 1st Offense ___ Reported 2nd Offense ___ Reported 3rd Offense

DISCIPLINARY ACTION

BUS RIDING IS A PRIVILEGE, WHICH MAY BE REVOKED. PARENTS ARE URGED TO APPRECIATE THE DISCIPLINARY ACTION TAKEN AND TO DISCUSS THIS WITH THEIR SON OR DAUGHTER TO PREVENT FURTHER OCCURRENCE.

<hr/> AUTHORIZED SIGNATURE	<hr/> TITLE	<hr/> REPORT DATE
Parent Copy 1	Teacher Copy	School Copy 3
		Transportation Dept. Copy 4