

Board File: JICC-R-1

STUDENT CONDUCT ON SCHOOL BUSES

Procedural Guidelines

A. Regular Daily Bus Service

The following general procedural guidelines should be followed for scheduled bus service that is not associated with after-school activities.

1. Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the student(s) involved. Bus drivers also will attempt to confer with parent(s) and request their cooperation in resolving the problem. These actions should be documented by the driver.

2. For problems not resolved by step 1, or in cases of more serious discipline or safety problems, including the causing of a disruption requiring the attention of the bus driver or other school personnel to deal with the disturbance, or in the event of a suspension of activity bus riding privileges under section B.1. of this policy, a disciplinary referral shall be made to the school principal or designee (“administrator”). In such cases, unless more severe sanctions appear warranted, the administrator will give the student a formal warning, notify the parent(s), and provide the parent(s) with a copy of the disciplinary referral. Where a student’s conduct constitutes disruptive behavior under District Policy JKC, Discipline of Habitually Disruptive Students, the procedures of that policy and corresponding Regulation JKC-R shall be followed by the administrator.

3. If a problem occurs which results in a second disciplinary referral or, in the case of an initial disciplinary referral involving a serious discipline or safety problem, the following procedure shall apply.

a. The administrator will advise the student orally or in writing of the charges.

b. If the student denies the charges, the administrator will explain the evidence against the student and give the student the opportunity to present his/her side of the incident.

c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student’s bus riding privileges for five school days.

d. The administrator shall immediately notify the parent(s) of the suspension of bus riding privileges, the grounds for such suspension, the duration of the suspension, and the time and place for the parent(s) to meet

with the administrator to review the suspension. Such meeting shall be held prior to reinstatement of the student's bus riding privileges. The parent(s) shall also be provided with a copy of the disciplinary referral.

4. If a student who has previously had bus riding privileges suspended during the current school year receives another disciplinary referral, the administrator will follow the procedures in 3.a. through 3.d. above, with the following modifications.

a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for ten school days; and

b. The student's bus riding privileges will not be reinstated until a meeting with the parent(s) and the administrator has taken place or until, in the discretion of the administrator, the parent(s) have agreed to review the suspension. The administrator may also reinstate such privileges where the parent(s) cannot be contacted or if the parent(s) repeatedly fail to appear for scheduled meetings. Where appropriate, a remedial discipline plan shall be developed in accordance with District Regulation JKC-R.

5. If a student who has twice previously during the current school year had bus riding privileges suspended, receives another disciplinary referral, the administrator will follow the procedures in steps 3.a. through 3.d. above with the following modifications.

a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for thirty school days; and

b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parent(s), the bus driver, the administrator, and the director of transportation has taken place.

6. In cases of severe and/or continuing problems, the school principal or the director of transportation may, after following the steps 3.a. through 3.d. above, suspend privileges for an additional fifteen days during which time an informal hearing will be scheduled before the superintendent with the student, the parent(s), and District officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.

7. The decision of the superintendent may be appealed by the student to the Board of Education, by filing a written request within five school days.

8. These guidelines shall not preclude the school principal or director of transportation from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

B. After-School Activity Bus Service When Provided

After-School Activity Bus Service will only be provided on a limited basis due to budget reduction.

The after-school activity bus provided to secondary-level students supports the educational and extracurricular program by providing service to students at times outside the normal school day. At these times, supervision by school bus personnel is limited, and the driver requires additional support from parents and students in order to promote the health, safety, and welfare of all students. Accordingly, the following guidelines will apply when school bus discipline or safety regulations are violated by a passenger on an after-school activity bus.

1. The first discipline problem or violation of rules will result in a suspension of the student's activity bus riding privileges for five days in accordance with the procedure in Section A.3. above and result in a first disciplinary referral and formal warning under Section A.2., affecting the student's regular daily bus riding privileges as well.
2. The second disciplinary referral from an activity bus driver will result in a thirty-day suspension of activity bus riding privileges following the procedures in Section A.5.
3. In cases of severe and/or continuing problems, revocation of the student's activity bus riding privileges may be considered following the procedures in A.6.
4. These guidelines shall not preclude the school principal or director of transportation from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

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Douglas County School District Re. 1, Castle Rock, Colorado