

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive bus safety and behavioral expectation instruction.

The following procedures address:

1. Safety and Behavioral Instruction;
2. Code of conduct;
3. Violations;
4. Right of appeal;
5. Special Education Students
6. Education
7. Bus Behavior Violations Flowchart

1. Safety and Behavioral Instruction

- a. Each September and January/February the building administrator will direct staff to conduct a school-wide safety and behavioral review with all students by viewing an instructional video. This instruction will include:
 - (1) Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc.;
 - (2) Use of emergency exits and evacuation of the school bus in case of emergency; and
 - (3) Instruction on the bus behavioral expectations
- b. Twice yearly, building administration will coordinate with the transportation supervisor, who will direct all bus drivers to conduct a bus evacuation drill:
 - (1) September: All students participate in a bus evacuation drill as part of the school-wide safety and behavioral review
 - (2) Spring: All students who are regularly transported by the district participate in an evacuation drill during am route to school
- c. Periodic review and additional instruction may be provided to individuals or groups of students to reinforce and re-teach safety and behavioral expectations.
- d. 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

While riding the school bus, a student's conduct will be subject to all LCSD policies and rules, including the Student Code of Conduct (*See Board Policy JFC and JFC-AR*). Expectations for student conduct on school buses will be posted in a conspicuous place in all buses.

3. Violations

Penalties and disciplinary procedures for violations of bus expectations are included in the Student Code of Conduct (*See Board Policy JFC and JFC-AR*) and may also include suspension and/or expulsion from district-approved transportation services. "Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days. "Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.

See Bus Behavior Violations Flowchart on page 3 for details of procedures utilized to address behavioral violations.

4. Right of Appeal

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined in policy KL - Public Complaints (*See Board Policy KL and KL-AR*).

5. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulation.

6. Education

Students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements. In the event that makeup work is needed, it may be provided through the school's established procedures.

See pdf. Version with flowchart or separate Flowchart

7. Bus Behavior Violation Flowchart:

