

West Ada School District

AUXILIARY SERVICES

Series 700

Policy Title Transportation Discipline

Policy No. 702.57

Appropriate student behavior is essential for a safe and positive environment while transporting students. Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. The bus driver has the same rights and responsibilities to maintain order on the bus as the teacher does in the classroom and it is vitally important not to distract the driver from his/her driving duties. While school bus drivers are responsible for informing students of the bus conduct rules and procedures while riding the bus, it is the student's responsibility to know and obey the bus rules. Every reasonable effort should be made by the bus driver in attempting to solve discipline problems before citations are written. Misbehavior on the bus or at the bus stop can deprive a student of their bus riding privileges including home to school, field trips, extracurriculars, etc. Students/families are liable to pay for damage resulting from vandalism. Behaviors observed through the school bus camera system may be investigated and students cited as though they were reported directly by a bus driver. A copy of each bus citation issued will be forwarded to the student's school administration. Descriptions of the citation point scale and different point values of offenses will be available in the student handbook and district website.

Citable bus rule violations will cause students to accumulate citation points and jeopardize their bus riding privileges. If a student receives a total of four (4) or more citation points in one school year they could be subject to permanent suspension of all bus riding privileges for that year. Point accumulation consequences are as follows:

- A. Prior to First Citation Point Verbal Warning & Infraction Report (Written Warning)
Driver conferences with student, assesses the seat assignment of the student, possibly reassigns a new seat to the student, and documents student behavior. If an Infraction Report (written warning) is issued, it must be signed by a parent or guardian and returned to the driver. Parent contact should be made by a Student Management Coordinator to address inappropriate student behavior for Infraction Reports.
- B. 1 Point Citation
Driver refers student to Student Management Coordinator. The Student Management Coordinator issues a citation, contacts parents, and determines appropriate intervention strategies. The student will be allowed to ride the bus when the signed citation is returned to the bus driver.

Beyond the first citation point, the student will be allowed to ride the bus after consequences have been served; a conference with a Student Management Coordinator has taken place; and the signed citation has been returned.

- C. 2 Point Citation (or Accumulation)
Driver refers student to Student Management Coordinator. The Student Management Coordinator issues a citation and conducts a conference with the student and parents. A

suspension of one to three (1-3) school days from bus riding privileges or alternate consequences in cooperation with school administration may occur.

D. 3 Point Citation (or Accumulation)

Driver refers student to Student Management Coordinator. The Student Management Coordinator issues a citation and conducts a conference with the student, and parents, and a school administrator. A suspension of one to five (1-5) school days from bus riding privileges or alternate consequences in cooperation with school administration may occur.

E. 4 Point Citation (or Accumulation)

Driver refers student to Student Management Coordinator. The Student Management Coordinator issues a citation and conducts a conference with the student, parents, and a school administrator. A suspension of a minimum of five (5) school days from bus riding privileges will be imposed. The Student Management Coordinator may recommend a suspension period not to exceed the rest of the school year. Behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.

F. Accumulation of 5+ Points

A Student Management Coordinator will enforce a suspension period not to exceed the rest of the school year except that behaviors occurring during the last twenty (20) school days of the school year may result in revoking bus riding privileges for a period not to exceed the first semester of the following school year.

G. Severity Clause:

A student can be temporarily suspended from bus riding privileges by the West Ada Transportation Liaison for behavior endangering the safety of the bus and/or its occupants. A severity clause suspension will be equivalent to a 4-point citation.

H. Due Process for Students

In the event a student is accused of violating a school bus policy, regulation, or rule, the student has the following due process rights. Student Management Coordinators shall inform all parties of their due process rights as outlined below whenever issuing a citation.

1. The student or parent/guardian who has been notified of, or received, a citation may request an informal meeting by either notifying the Student Management Coordinator or their building administrator. The meeting may include the student, parent/guardian, Student Management Coordinator, and a school counselor or administrator. The informal meeting will be scheduled within three (3) school days of the request. The Transportation Liaison shall suspend the citation process until the informal meeting occurs unless such suspension would unreasonably endanger the health or safety of other students or transportation personnel.
2. In the event the informal hearing does not resolve the problem to the satisfaction of all parties, the parent/guardian may, within seven (7) school days of the informal meeting, appeal the decision to the Transportation Liaison.
 - a. Upon notification of the appeal, the Transportation Liaison shall immediately suspend the citation process while the appeal process takes place. Bus riding privileges shall be reinstated during the appeal process unless such reinstatement, in the opinion of the Transportation Liaison,

- unreasonably endangers the health or safety of other students or transportation personnel.
- b. The Transportation Liaison shall form a temporary Transportation Hearing Committee consisting of:
 - i. 1 Transportation Student Management Coordinator or their supervisor
 - ii. 2 West Ada administrators/counselors
 - iii. The superintendent or designee who shall act as a hearing officer
 - iv. An individual acting as a recorder
 - c. The committee shall not have prior knowledge of the incident being appealed unless media publicity or other events have made such requirement impossible.
 - d. The committee hearing will be scheduled within five (5) school days from the receipt of the appeal.
 - e. The student or parent/guardian shall be notified of the committee hearing and may appear and advocate for reinstatement.
 - f. The decision of the committee is final and shall be in effect as soon as reasonable possible.
3. Minutes may be taken at all meetings/hearings by an electronic recording device. Students and parents/guardians have the right to have legal counsel present.

Date of Revision:

6/14/05; 01/11/11;

6/11/13; 08/13/13;

2/11/2020

Legal Reference: IC 33-1501, IC 33-1509, Standards for Idaho School Buses Operations (SISBO)

Cross Reference: Student Handbook