

SCHOOL DISTRICT OF MAYVILLE

TO: Bus Drivers/Students
FROM: Ronald P. Bieri and Robert Berry
SUBJECT: School Bus Discipline
REVISED: July, 2008

STUDENT CONDUCT ON SCHOOL BUSES

Policy #443.2

The school bus is considered to be an extension of the classroom. Therefore, the Board of Education shall require students to conduct themselves, while on the bus, in a manner consistent with established standards for classroom behavior. A set of bus rider rules shall be developed each fall by the Director of Operations and shall be distributed to the parents/guardians of all students who ride school buses.

Students who violate bus rider rules may be subject to disciplinary action. All cases of discipline on school buses shall be reported by the bus driver, in writing, to the Director of Operations, who will provide a copy of the report to the appropriate building principal. Building principals and the Director of Operations are authorized to suspend the bus riding privileges of a student. Before a student is suspended from riding the bus, a conference shall be held with the student(s), the Director of Operations and the principal. Parents/guardians shall be notified prior to the implementation of any suspension from riding the bus. It is the principal's responsibility to notify the parent/guardian of the bus misconduct incident and of any disciplinary action taken. Parents/guardians may contact the Director of Operations if they are not satisfied with the action taken.

Step 1: School Bus Driver Discipline—This will be the normal discipline that you would administer on your buses. It could be assigning students to a particular seat or however you choose to handle this.

Step 2: Completing a School Bus Incident Report to Parents—This will be the first formal notification between the school and the parents concerning the problem that the student is having. This report cannot be reported by the bus driver, but must be completed with the cooperation of the Principal and the Director of Operations, working in conjunction with the bus driver.

Step 3: Completing a School Bus Incident Report to the Parents for the Second Offense—This again has to be done by the principal and the Director of Operations in conjunction with the school bus driver. This will carry with it an automatic 3-day suspension from riding the school bus. Those parents may meet with the Principal and the Director of Operations.

Step 4: Completing a School Bus Incident report to Parents for the Third Offense—This again has to be done by the Principal and the Director of Operations in conjunction with the school bus driver. This will carry with it an automatic 10-day suspension from riding the school bus. The parents may meet with the Principal and the Transportation Supervisor.

Step 5: Completing the School Bus Incident Report to Parents for the Fourth Offense—The same procedure will be followed as for the first two; however, this will carry with it, an automatic 20-day suspension from riding the bus. Along with the Incident Report to parents, will be sent a personal letter from the Superintendent of Schools to indicate that, should there be another incident, the student may be suspended for the duration of the school year.

Step 6: Should there be an additional incident after the procedures listed above have been followed, the student may be denied transportation for the remainder of the school year. The Superintendent of Schools, the Principal, the Director of Operations, the bus driver and the student's parents will be requested to attend a meeting with the Board of Education Transportation Committee. The Transportation Committee will review the incidents of the student, and make a determination as to whether the student will be allowed to continue riding the bus or be denied transportation for the remainder of the school year.

Should the parents of the student feel that the actions taken have not been handled in a proper manner, they may appeal the decision of the Transportation Committee to the full Board of Education. A meeting will then be set up with the Board of Education and the parents to review the decision of the Committee.

We believe that riding a school bus is a privilege. This privilege must be earned by the student by maintaining the appropriate discipline as directed by the Transportation Supervisor. It is our hope that we will not have to use the full procedure outlined here.

Student Behavior on Field Trips and Extra Curricular Trips

In the event of a student problem the advisor/coach is responsible for student behavior. The following procedures will be used.

First Incident – Verbal reprimand.

Second Incident – Written warning. This will be written on the school bus discipline form. A meeting will take place between the Director of Operations, athletic director, principal, coach/advisor, and student.

Third Incident - Student is suspended from next event/activity. A meeting between the afore mentioned people.

Fourth Incident – Removal from sport/activity.

Appeal procedure will be through the Transportation Committee.