

BUS DISCIPLINE

It is the feeling of the School District of Mayville, that in order to have a successful bus operation, an organized procedure for handling school bus discipline is important. With that in mind, the following guidelines will be used for handling discipline problems on a bus:

Step 1 : School Bus Driver Discipline--this will be the normal discipline that you would administer on your buses. It could be assigning seats to students or however else you choose to handle this. Step 1 is a Verbal Warning. (KEEP A WRITTEN RECORD)

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 Parents for the Second Offense--This 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 three 3-day suspension from riding the school bus. The parents will be notified by the Principal and can request a meeting.

Step 4 : Completing a School Bus Incident Report to Parents for the Third Offense—This again has to be done by the Principal and 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 will be notified and can request a meeting.

Step 5 : Completing a School Bus Incident Report to Parents for the Fourth Offense--The same procedure will be followed as the first two; however, this will carry with it, an automatic 20-day suspension from riding the bus. Along with the Incident Report to the 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 above 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 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 students, and make a determination as to whether the student will be allowed to continue riding the bus or to be denied transportation for the remainder of the school year.

SPECIAL EDUCATION DISCIPLINE

The school bus discipline procedures for special education students. It is felt that in order to have a successful school bus operation, an organized procedure for handling school bus discipline is important. The following guidelines will be used for handling discipline problems on special education routes.

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 some other means of appropriate discipline.

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/or Director of Pupil Services and the Director of Operations, working in conjunction with the bus driver.

Step 3: Completing a School Bus Incident Report to Parents for the Second Offense—This again has to be done by the principal and/or Director of Pupil Services 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. The parents will be responsible for transporting his/her child to school.

Step 4: Completing a School Bus Incident Report to Parents for the Third Offense—This again has to be done by the Principal and/or the Director of Pupil Services 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. The parents will be responsible for transporting his/her child to school.

Step 5: Completing the School. Bus Incident Report to Parent for the Fourth Offense—This again has to be done by the Principal and/or Director of Pupil Services 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 will meet with the Principal and/or Director of Pupil Services and the Director of Operations to discuss transportation alternatives in the event of another incident. The parent(s) will be responsible for transporting his/her child to school.

Step 6: Should there be an additional incident after the procedures listed above have been followed, alternate transportation arrangements will be made for the child. The school district will retain the right to decide which form of

transportation is most appropriate for the child.

SEVERE DISCIPLINE PROCEDURE

In the event of a severe discipline problem on a bus, for example, A STUDENT TOTALLY OUT OF CONTROL, THREATENING THE SAFETY OF OTHER RIDERS OR DAMAGING PROPERTY, the bus should be stopped immediately. The bus should be pulled completely off of the highway, if this cannot be done on the shoulder of the road, pull the bus into a driveway. Call in the problem by two-way radio or send two students to a telephone if you are out of radio range. The Director of Operations will immediately come to the location and discuss the problem with the driver and the student or students causing the problem. If everything is under control and the Director of Operations and the bus driver feel it is safe to continue on the route, the bus

would then finish its route. If it is felt that this bus cannot continue safely with this student or students on this bus the police will then be called. If the bus is in the City of Mayville, the Mayville Police Department would be called, if the bus is in the country, the Dodge County Sheriffs Department would be called. The Officer would make the decision whether the student or students would be charged and taken to the police station. If not the Officer and the Director of Operations would remove the student or students from the bus and take them to the nearest school office. The parent or legal guardian would then be called to come to the school and pick up their child. If no one can be reached, the Director of Operations and the school principal would take the student home. Disciplinary Action would be taken the following school day following our Regular or Special Education Disciplinary Procedure.

SHUTTLE BUS DISCIPLINE PROCEDURE

City students are allowed to ride shuttle buses to and from Parkview from the Middle School. These students are not bus students. If there should be an incident on the bus or at the bus stop the student will receive a verbal warning from the Director of Operations or a principal. In the event that there is another incident the student would be suspended for 10 school days from riding the shuttle bus. Should there be a third incident the student would lose riding privileges on the shuttle bus for the school year.