

HORTONVILLE AREA SCHOOL DISTRICT

Title: School Bus Student Discipline & Conduct	Date Adopted: 10/12/1981	Policy No. 9004
	Date Revised: 8/22/1994	Page 1 of 2
	8/22/2005	
	2/28/2011	

Policy Statement:

The Hortonville Area School District is responsible for providing safe transportation to all students

Rationale: Student safety.

Scope: All students transported on the District transportation system.

Responsibility: Building Administrators

Implementation:

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1. At the start of each school year, all students will receive a guideline for student behavior and the District's bus discipline procedures. Simply stated, while on the bus, students should conduct themselves in the same manner as if they were in the classroom.
2. Drivers shall report any misconduct that is not getting resolved; and if, more severe disciplinary action should be in order, the bus driver should consult with the Director of Transportation and/or the school principal relative to solving the problem. Except in extreme cases, drivers do not have the authority to revoke riding privileges. Examples of extreme cases would be: weapon possession, physical abuse, smoking, illegal substance possession, violent behavior, inability to maintain self-control, or anything that severely affects the health and safety of riders or the bus driver.
3. **Discipline Procedure (Any level in this process may be advanced depending on the severity of the infraction. All offenses must occur during the same school year.**
 - a. First offense – upon written report of driver, a principal and or associate principal/student conference; written report sent to parent/guardian.
 - b. Second offense – upon written report of driver, a conference may be held with any/all of the following: the Director of Transportation, the principal/associate principal, student, driver, and parent or guardian(s) with a written report sent to parent/guardian(s). A student may be suspended from riding the bus for two (2) days at the discretion of the administrator.
 - c. Third offense – upon written report of driver, a conference may be held with any/all of the following: the Director of Transportation, the principal/associate principal, student, driver, and parent or guardian(s) with a written report sent to parent/guardian(s). The student may be suspended from riding the bus for up to five (5) days.
 - d. Fourth Offense – upon written report of driver, a conference with the Director of Transportation, the principal/associate principal, student, driver, and parent or guardian(s) will be held with a written report sent to parent/guardian(s). The student may be suspended from riding the bus and referred to the Board of Education for possible expulsion from bus riding privileges for the remainder of the school year.
4. All discipline referrals must include detailed and accurate information such as:
 - a. time and date of incident
 - b. names of all students involved
 - c. name(s) of persons observing the incident
 - d. specific actions taken by driver
 - e. actions taken prior to this referral
 - f. Bus Report must be submitted within one school day of the infraction. Principals and the Director of Transportation will make every effort to inform bus drivers of the outcome of all referrals in a timely manner. Immediate notice will be sent to the Transportation Department when a student is suspended from riding a bus.

Administrative Team Review 10/2010

Policy Committee 2/14/2011

First Reading 2/14/2011 Second Reading 2/28/2011 Board Approved 2/28/2011

5. Standards of conduct for daily routes and for field and co-curricular trips:
- a. Daily routes – Eating and drinking on daily bus routes is prohibited due to health and safety concerns. Prior to a driver writing up a student for a minor eating issue, it is an expectation that the driver, student, and/or parent will work together to avoid any unnecessary student write up; however, the driver should still document the situation. If a student’s conduct implies a continuing lack of respect for the driver’s direction, an infraction will be reported. An exception will be made for students with special dietary concerns and they will be allowed to eat and drink as their diet or health concerns demand. Parents of students with dietary concerns must inform both the transportation office as well as the appropriate bus driver.
Lengthy field or co-curricular trips - when field or co-curricular trips are lengthy (over one hour travel time, one way) bus drivers will allow students to eat or drink. Approval is provided based upon the expectation that students will pick up after themselves prior to exiting the bus, and that teachers, coaches, and chaperones will help to enforce the clean up. Drivers are encouraged to discuss their expectations with students, teachers and chaperones prior to the beginning of the field trip. Bus drivers, coaches, teachers and chaperones are not allowed to hand out homemade edible treats to students; store purchased items in their original package may be passed out upon student discharge from the bus. Water and/or hydration drinks will be allowed and are preferred due to clean up issues. All coaches, teachers and chaperones are responsible for the behavior of students on the bus.
 - b. Use of student cell phones on the bus may be prohibited by bus drivers if they are creating a disturbance.
 - c. Camera use is strictly prohibited on all buses.
 - d. Chaperones must be seated in all parts of the bus (front, middle and rear).
 - e. Chaperones must submit authorization for a background check.
 - f. All other bus rules apply.

Note: All discipline referrals will include a written report to the driver as to the response to the referral. This will be accomplished via a disposition report. A time limit of three (3) school days will apply to the disposition of all referrals.

Associated Information: Student Handbooks