



Bus Conduct Progressive Discipline

The Monroe School District Transportation department utilizes a progressive discipline process. Based on the incidents severity and frequency, drivers and school principals follow progressive steps to manage student behavior. The 4 steps below outline the overall process.

1. Drivers are encouraged to manage students with Positive Behavior Support including positive praise and practicing student expectations.
2. If a misbehavior arises, drivers will remind students of expectations and give choices for safe behavior on the bus. A Bus Note may be sent home as a form of communication with the parents.
3. Should the behavior continue, drivers will call home to discuss the safety concerns with the parent. An incident report will be created and a new seat may be assigned for a period of time.
4. Should the behavior persist, or the behavior is critical in nature, such as a fight or harassment, a Bus Conduct report may be completed notifying the school as well as the parents. At this point, further progressive discipline may take place such as a long term assigned seat, loss of free time at school or loss of riding privileges for a designated period of time

Referral reasons are categorized into three groups: minor, moderate and critical. Each bus incident can be very different requiring a unique approach. These progressive steps in each group provide guidance and consistency with flexibility within each step to provide students with a positive path of learning and improvement. For each group of reasons there is a recommended progression of actions.

A - Minor Reasons

- Step 1 (1st occurrence) - The driver will select the referral type, "incident".
 - The driver will talk to the student and repeat the bus expectations to help educate the student.
- Step 2 (2nd occurrence) - The driver will select the referral type, "incident".
 - The driver will talk to the student again and repeat the bus expectations
 - The driver will call the parent to inform them of the incident and ask for assistance in developing an action plan of learning and improvement.
 - The driver can talk to the administrator or teacher for additional insight
- Step 3 (3rd occurrence) - If there is a 3rd occurrence within a month the driver will select the referral type, "conduct". If the 3rd occurrence is after a month or after there were

positive results from the driver actions on the 2nd occurrence then the progression will start over at step 1.

- The driver will again talk to the student and the parent to let them know that a referral was completed as the third step to the process.
- The driver will also talk to the administrator to discuss the most appropriate action. This can also result in a meeting (in person or over the phone) between the driver, parent, student and administrator if appropriate to develop an action plan of learning and improvement.
- A referral notice will be generated from Bus Conduct and the administrator will email to the parent.
- Step 4 (4th occurrence) - If there is a 4th occurrence within a month following the previous referral and action taken, another referral will be completed and the action may be progressive as determined by the building administrator in collaboration with the bus driver.. If the 4th occurrence is after a month or after there were positive results from the actions in step 3 then the progression will start over at step 1

Note: Each time a conduct referral type is completed, the action taken may be progressive from the previous action.

B - Moderate Reasons

- Step 1 (1st occurrence) - The driver will select the “incident” referral type.
 - The driver will talk to the student and repeat the bus expectations
 - The driver will call the parent to inform them of the incident and ask for assistance.
- Step 2 (2nd occurrence) - The driver will select the “incident” referral type.

Note: The driver can choose to select “conduct” depending on the severity and intent of the incident.

 - The driver will talk to the student again and repeat the bus expectations and possibly assign a seat in the front of the bus.
 - The driver will call the parent to inform them of the incident and ask for assistance.
 - The driver will also talk to the administrator to give them a heads of the incidents.
 - The driver can talk to the teacher for additional insight
- Step 3 (3rd occurrence) - The driver will select the “conduct” referral type.
 - A meeting is scheduled with the parent, student, driver and administrator to address the concern and discuss the appropriate action.
- Step 4 (4th occurrence) - The driver will select the “conduct” referral type.
 - Student may be removed from the bus for a period of time as determined by the administrator.
 - If the student is removed from the bus, a student and parent re-admittance meeting is recommended (in person or by phone) with the driver and administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future

consequences. The meeting will be scheduled and facilitated by the administrator.

- If it is believed the student has no way to get to school, then another progressive action may be assigned in lieu of removal from the bus.
- Any bus conduct issues with the student assigned to in-school suspension for bus conduct may result in the suspension being converted to a home suspension.

Note: For moderate reasons the progression of steps will not start over during the school year. Each time a conduct referral type is completed, the action taken must be progressive from the previous action.

C - Critical Reasons

All actions that fall under the critical reasons category require immediate notification to the transportation department and school administrator. A bus conduct referral type "conduct" will also be completed. All actions taken must be clearly communicated to the transportation department and driver.

Note: Each time a conduct referral type is completed, the action taken must be progressive from the previous action.

BUS CONDUCT

REFERRAL REASON DEFINITIONS

REASON	DEFINITION
A-Boarding the bus with prohibited items	The following items are not allowed on the bus: Breakable containers (e.g. glass bottles, aquariums). All forms of animal life, with the exception of service animals. Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or causes a distraction to the driver).
A-Distracting the driver	It is important to not distract the driver while the bus is in operation, except in emergencies.
A-Eating or drinking on the bus	Eating, drinking and/or chewing gum is prohibited.
A-Not disposing of trash properly	Any trash should be taken off the bus or placed in the trash can.
A-Not following rules at the bus stop	Students are not to engage in horseplay and are to respect the property of the homeowners in the area
A-Not keeping out of the bus aisle	Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
A-Not keeping your hands to yourself	Overly aggressive play
A-Not maintaining proper voice level	No screaming, yelling or other loud noises are allowed that would distract the driver.
A-Not obeying the bus driver or monitor	The driver is in full charge of the bus and riders at all times. Students are expected to be kind and respectful to fellow students, bus monitor and the driver.
A-Not sitting properly	Students are to remain seated, facing forward while the bus is in operation.
A-Not using appropriate language	Swearing, vulgar comments or inappropriate use of words.
A-Other	Other items not specifically listed.

B-Getting off the bus at the wrong stop	Students must only get off at their assigned bus stop unless a signed bus pass is given to the driver.
B-Not keeping your head or hands inside bus	Bus windows are only opened with the driver's permission and are limited to 2 notches. Hands, arms, heads and legs are to be kept inside the bus at all times.
B-Not riding the assigned bus	Students must only ride their assigned bus unless a signed bus pass is given to the driver.
B-Spraying an irritant on the bus	Spraying or applying perfume, deodorants or anything with a strong odor while on the bus.
B-Throwing items on or out of the bus	Throwing objects of any kind on, out, in or near the bus is prohibited.
C-Destruction of district property	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping or poking holes in seats/graffiti...)
C-Destruction of personal property	Deliberately impairs the usefulness of personal property/destruction of personal property.
C-Fighting	Serious physical contact/injury between two or more students.
C-Harassment, Intimidation, and Bullying	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on...)
C-Sexual Misconduct-Inappropriate Touch	Touching someone in an unwanted sexual way.
C-Signs of Depression or Suicide	Any signs or comments that would indicate depression or thoughts of suicide must be reported.
C-Using or possessing alcohol, tobacco, and other drugs	Possessing or use of tobacco, vapor, alcohol, or illegal drugs/substances.
C-Weapon brought on the bus	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices/objects capable of causing bodily harm.

- A-Minor
- B-Moderate
- C-Critical