

Noninstructional Operations

Student Conduct on Buses

STUDENT PERFORMANCE STANDARDS AND DISCIPLINE CODE
TRANSPORTATION
NORTH KITSAP SCHOOL DISTRICT # 400

Purpose

These procedures present the student performance standards and discipline code applicable to all North Kitsap School District students while being transported on any district vehicle, including school buses.

Student Performance Standards During School Transportation

1. Any misconduct by a student, which in the opinion of the bus driver or the Director of Transportation is detrimental to the safe operation of the bus, shall be sufficient cause for the Director of Transportation to suspend the transportation privilege of that student.
2. The driver is in full charge of the bus and passengers and shall be obeyed. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey the driver and teacher, coach or other staff member.
3. Students shall ride on their assigned bus unless written parental/guardian permission to do otherwise has been received by the driver.
4. Students shall leave the bus only at their regular stop unless written permission to do otherwise is received by the driver.
5. A student assigned a seat shall use only that seat until permission to change is given by the driver.
6. Students shall observe rules of normal classroom conduct while riding on bus. Noise shall be kept down to avoid distracting the driver.
7. Students shall refrain from the use of any lewd, indecent or obscene act or expression.
8. Students shall in no way distract the driver nor interfere in any way with the driver's performance of his/her job.
9. Students shall at all times allow freedom of entrance and exit to other passengers.
10. Students shall not possess any sound producing device that can be heard by any other student or by the driver.
11. Students shall not possess and/or use tobacco in any form while on the bus.
12. Students shall not possess skateboards while on the bus.
13. Students shall not possess any item that might cause injury to any passenger. Such items include, but not limited to: matches, lighters, other incendiaries, explosives, weapons, firearms, sticks, breakable containers, straps, pins, or large and bulky items which cannot be held comfortably on lap or stored under seat.
14. Students shall open windows only with driver's permission.
15. Students shall never extend any part of their body out of bus window.
16. Students may eat on bus on field trips when authorized and/or supervised by teacher, coach or staff member. All persons eating are responsible for keeping bus clean. No eating is allowed on bus during other bus runs.

17. Students shall not have animals on buses, except a dog providing assistance to a disabled student.
18. No student shall sit in the driver's seat nor shall they sit or stand to the immediate right or left of driver.
19. Students shall refrain from threatening injury, attempting to cause physical, or behave in such a way as could reasonably be expected to cause physical injury to any person.
20. Students shall refrain from damaging any school or private property.
21. Students shall go directly to a seat once inside the bus and remain seated in a proper manner at all times unless the driver instructs otherwise.
22. Students shall get on and off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolman on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
23. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
24. Students shall stand away from the roadway curb when at a bus stop.
25. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
26. Students shall use lap belts on buses so equipped.
27. Students shall follow emergency exit drill procedures as prescribed by the driver.
28. Students shall not tamper with emergency doors or equipment.
29. Parents or guardians of a student shall be charged for damages to buses when their student is a participant in causing the damage. Grades, transcripts or diploma may be withheld pursuant to School Board Policy 3520 and Procedure 3520P.
30. Students misconduct shall constitute sufficient cause for suspending transportation privileges.
31. High school and junior high school students shall board and off-load only at their respective schools.
32. Students shall refrain from talking to the driver unless necessary.
33. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.

Disciplinary Procedures

Whenever disciplinary action is taken, district personnel will consider the individual student's total transportation record, including other violations, before determining disciplinary action. This performance code does not impose a rigid limitation upon district personnel when dealing with disciplinary matters, nor is it the intention of the code to discipline any student when a particular violation is minor or is an isolated incident in an otherwise good performance record. This code is not all inclusive and does not preclude district personnel from disciplining a student for misconduct not addressed in this code. Similarly, these procedures do not preclude the district from applying its general disciplinary rules and procedures to address misconduct occurring upon school buses.

The guidelines for administration of the performance code are as follows:

1. Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior

- towards the public, driver, fellow passengers, or the vehicle constitutes justification for initiating corrective action against a student.
2. Inappropriate behavior of a student riding a bus may result in a written report when, in the opinion of the driver or director of transportation, there has been an infraction of the student performance standards. The written report is one of the primary means by which a driver or the director of transportation communicates a student's conduct to the parent, school and transportation department.
 3. Obviously, some infractions do not warrant progressive discipline, but rather immediate suspension or revocation of transportation privileges. Each student who engages in any illegal, indecent, dishonest, or offensive action, although the action is not specifically named in the performance code, may be disciplined, including revocation of transportation privileges.
 4. Drivers shall investigate circumstances surrounding the incident and take action according to above stated procedures. Primary concern must be for safe transport of students.
 5. The action taken by the driver shall be annotated on the report and forwarded to the student's parent and to the director of transportation.
 6. Drivers are responsible for setting a good example of behavior for the students and for correcting those students whose abusive behavior violates the performance standards above. The principal shall provide reasonable supervision during bus arrival and departure times at his/her school. Drivers shall ensure that students comply with specified regulations. The director of transportation must maintain open lines of communication among bus drivers, the transportation department and principals.
 7. The driver or the director of transportation, in case of suspension, shall discuss the problem with the student and explain the consequences for his/her behavior, mail the original report to the parent, and file one copy in the director of transportation's office, who will send one to the principal and one copy to the driver. A copy of the report concerning special education students shall also be given to the director of special education.

Disciplinary Actions

- A. Whenever practicable, the director of transportation will invoke appropriate discipline within three school business days following infraction. Verbal warnings need not be reported to parent/guardian.
- B. A major infraction or repeated minor infractions shall result in suspension of riding privileges for one to ten days. A second major infraction or a fourth minor infraction shall be considered just cause for revocation of riding privileges.
- C. A major infraction is defined as one of the following:
 1. Ignition of a flammable material.
 2. Assault: defined as an unprovoked physical or verbal abuse of another person.
 3. Theft of school or personal property.
 4. Harassment of another person.
 5. Possession, distribution and/or use of a weapon and/or object which may cause injury to others.
 6. Possession, distribution and/or use of tobacco, alcohol, drugs or paraphernalia associated with their use.

7. Throwing objects on or at the school bus.
8. Noncompliance with driver, teacher or staff member's direction.
9. Use of vulgar language and/or obscene gestures.
10. Crossing the road behind the school bus.
11. Pushing, tripping another student.
12. Vandalism to or damaging of school property (financial restitution for damages is the responsibility of the student and parent/guardian prior to reinstatement of riding privileges).

D. Minor infraction is defined as anyone of the following:

1. Eating and/or drinking on the bus.
2. Standing while bus is in motion.
3. Littering.
4. Causing excessive noise.
5. Extension of arm(s) or leg(s) from bus window.
6. Exhibiting lack of self control.
7. Obstructing aisles.

E. General Disciplinary Actions by Driver

1. Minor Offenses
 - a. Individual verbal warnings(s).
 - b. Individual conference with student(s).
 - c. Assign and explain consequences to the student, such as violation slip, assigned seating, or other appropriate action.
 - d. Document inappropriate behavior and action taken by driver on proper forms, dating everything.
 - e. Parent contact may be made by phone, letter, or in person.
 - f. Recommend removal(s) from bus for cumulative violations to the transportation director, as determined by the Student Performance Code.
2. Major Offenses
 - a. Emergency removal whenever the student's presence poses an immediate and continuing danger to the student, other students, or bus driver.
 - b. Individual conference with student(s) involved for fact finding and warning of pending action.
 - c. Parent contact by proper form is required.
 - d. Document inappropriate behavior and actions on proper forms.
 - e. Action as determined by circumstances, including violation slip, reimbursement for vandalism, or recommended suspension(s) of transportation services.
 - f. Forward information and recommendation based on specific, objective facts to the transportation director.
 - g. Forward critical information on drinking alcohol, drug use, potential fight, or smoking on campus which the driver observes at bus stops or on campus, while loading/unloading, to the transportation director.

F. Specific Disciplinary Actions by Transportation Director

1. Provide driver(s) with resources to contact parent.

2. In cases of emergency suspension, contact student at appropriate building by phone via building administrator or in person, and give consequences for specific behaviors.
3. In cases of suspension, contact parent by means of proper form.
4. In cases of suspension, answer questions and concerns of parent(s).
5. Supervise, train and coordinate drivers' training on discipline.
6. Recordkeeping.
7. Inform driver of action.
8. Monitor and evaluate procedure annually.
9. Report drug, alcohol, weapons related, and felony offenses to the appropriate law enforcement agency.
10. Conduct informal conference with student and/or parent if suspension is grieved.

G. Actions by Building Administrator

1. Provide student information to Transportation Department, as requested.
2. Communicate discipline assigned by the transportation director when immediate action is needed.
3. Respond to emergency calls from driver (medical, safety) while bus is at building site.
4. Provide emergency or critical discipline support to the driver at the closest building site.
5. Participate in driver training and in-service, when requested.
6. Monitor and evaluate procedure, as requested.
7. Assist transportation director in resolving conflicts between parent and transportation director.

Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the director of transportation for the purpose of resolving the grievance. At such conference the student and parent may be subject to questioning by the director of transportation and they may question staff involved in the matter being grieved.

The parent and student, after exhausting this remedy, shall have the right, upon two school business days prior notice, to present a written and/or oral grievance to the superintendent.

After receiving the superintendent's response, the parent and student, upon at least two school business days prior notice, shall have the right to present a written grievance to the board during its next regular meeting. The board may hold a closed meeting for the purpose of considering the grievance.

The board shall notify the parent and student of its response to the grievance within ten school business days after the date of the regular meeting in which the grievance was presented.

The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the director of transportation, superintendent, or board elects to postpone such action.

Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures in accordance with the School Bus Driver Handbook (SBI). A copy of the emergency procedures shall be located in each bus. To insure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester or trimester. The district shall conduct such other drills and procedures as may be necessary.

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