

## **Student Conduct:**

The school bus is an extension of the classroom. Our students' school day begins when they board the school bus in the morning and ends when they depart in the afternoon. Operators are responsible for the health, safety, and welfare of each passenger while in transit.

## **Use of Video Cameras on Highland Buses**

Transportation Services has installed audio and video recording equipment on all school buses to assist operators in maintaining a safe environment for their students.

- ❖ Please advise your students that these cameras can and will be used to monitor their behavior. If a request is made to view an event on the bus, please direct parents to contact the Transportation Director or school admin.
- ❖ The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and on boarding buses.
- ❖ Assigned seating is may be required of any age student depending on need.
- ❖ The Operator has the authority to assign seats to any and all students.
- ❖ The school or bus operator is NOT RESPONSIBLE for lost or damaged cell phones

## **Student Misconduct Process on Transportation Vehicles**

Students who violate the rules for riding on the school bus as spelled out in the student handbook will be subject to disciplinary action. The recommended procedures for administering discipline are outlined below and are in accordance with Board of Education policies and Transportation procedures. Please note that effective communication between the student's parent/guardian, the Operator, their Supervisor and School Administration will help facilitate this process

Misconduct is separated into 3 levels. The level of misconduct will indicate who is involved in handling and enforcing discipline.

## **Level 1 Offenses**

- ❖ Repeated Late arrival at bus stop
- ❖ Failure to remain seated in assigned seat
- ❖ Standing or turning around backwards
- ❖ Failure to follow operator directions
- ❖ Excessive noise or loud music
- ❖ Verbal altercations
- ❖ Profanity, obscene language, or gestures
- ❖ Eating/drinking/food mess
- ❖ Horseplay/mischief
- ❖ Pictures or video with cell phones
- ❖ Disrespect for bus driver/refusal to identify self
- ❖ Getting on/off unassigned bus or stop
- ❖ Inappropriate or disruptive behavior toward other vehicles/drivers along-side bus

## **Level 2 Offenses**

- ❖ Spitting
- ❖ Jumping over seats
- ❖ Vandalism to bus
- ❖ Pushing/shoving while entering/exiting bus
- ❖ Intentionally making noise at railroad crossing
- ❖ Inappropriate touching/affections/gestures
- ❖ Use of inappropriate or obscene materials on digital devices
- ❖ Opening Emergency Exit without direction from operator
- ❖ Extending body out of bus window
- ❖ Unauthorized entering or leaving the bus through an emergency exit or window
- ❖ Physically impeding movement of the bus

Actions by a student that will impede the safety of other students may result in immediate suspension or removal of riding privileges without warning. Such actions may include, but are not limited to:

## **Level 3 Offenses (automatic suspension behaviors)**

- ❖ Throwing objects out window or at the operator
- ❖ Racial Slurs
- ❖ Physically fighting
- ❖ Lighting matches, lighters
- ❖ Knives, guns
- ❖ Guns
- ❖ Drugs
- ❖ Exposing oneself
- ❖ Smoking/Vaping/Alcohol/Drugs/Tobacco

Depending on the level of the misconduct here are 3 tables for processing Offenses with a parent, the transportation supervisor and school administration.

## Elementary students

Elementary students on Level 1 Offenses.

First Occurrence	Handled by Operator
Second Occurrence	Inform Transportation Supervisor and school Admin, parent contacted
Third Occurrence	Misconduct Form sent to parent and school. Possible 1-3 day suspension from bus riding
4th Occurrence	Meeting with School Admin, parents, Transportation supervisor to discuss re-instating bus riding privileges.
Ongoing	Suspension for remainder of school year

Elementary students on Level 2 Offenses.

First Occurrence	Operator and/or supervisor make parent contact
Second Occurrence	Parent informed and Misconduct sent home and to school by Transportation Supervisor. Possible 3-5 day suspension
Third Occurrence	Misconduct sent home. Parent and School informed. 5-10 day suspension likely Meeting with School Admin, parents, Transportation supervisor to re-instate bus riding privileges.
Ongoing	Suspension for remainder of school year

Elementary students on Level 3 Offenses.

First Occurrence	Transportation Supervisor/School Administration will work together for suspension.
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## MS & HS students

**MS and HS** students on Level 1 Offenses.

First Occurrence	Handled by Bus Operator and Transportation Supervisor contacting student
Second Occurrence	Parent contacted by Transportation Supervisor, Misconduct sent home and to school. Possible suspension from bus riding.
Third Occurrence	Parent and student meet with School Admin, Transportation Supervisor to discuss reinstating bus riding privileges.
On going	Suspension for remainder of school year

**MS and HS** students on Level 2 Offenses.

First Occurrence	Handled by Bus Operator and Transportation Supervisor. Parent contacted.
Second Occurrence	Parent contacted by Transportation Supervisor, Misconduct sent home and to school. Possible suspension from bus riding.
Third Occurrence	Parent and student meet with School Admin, Transportation Supervisor to discuss reinstating bus riding privileges.
Ongoing	Suspension for remainder of school year

**MS and HS** students on Level 3 Offenses.

First Occurrence	Supervisor/School Administration will work together for suspension.
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If a student continues to escalate and becomes a danger/safety hazard to themselves, other students, or the operator, and is not curbing their behavior, school administration will need to suspend or must ride along to ensure safety.

## Due Process Procedure

1. For any offense, hold the student on the bus and talk to them privately in view of the camera (make sure your camera is on). And if possible with another driver or teacher present.
2. Review the rule(s) the student violated and explain the reason for the rule(s).
3. Operators should not make statements that cannot be enforced. For example, tell the student: “You will sit in this seat for one week—five school days. If you violate any of the bus rules on any one of those days, then that day will not count.” Then follow through with it. But give them the chance to earn their way out of the assigned seat.
4. Warn the student about future consequences, such as the possible next step of assigned seating. Depending on where the student is in the misconduct journey, supervisors, yourself or school admin will make follow-up contact with the parent/guardian to inform them of the situation and ask for their support in correcting the problem.
5. Complete the Student Misconduct form.
6. Video will be pulled and saved to document student misconduct and notes will be added by the Transportation Director.
7. A copy of the misconduct will be emailed to the parent/guardian and to the school.
8. Place a copy of every misconduct into the “Discipline” section of the route binder.

## 504/Behavior/IEP Student Misconduct

Students who have plans such as 504/IEP/Behavior will have a notation indicating their plan in the upper right hand corner of the misconduct page.

For these students- supervisors, operators, and school admin may approach discipline differently. Depending on the behavior other types of intervention and discipline may be used when emergent behaviors manifest.

If behaviors continue to increase and threaten the safety of your bus, please fill out the misconduct form and conference with your supervisor and school admin to come up with plans to support these students.

## **Multiple Offenses: Possible Permanent Bus Suspension to be Determined by School Administration and Transportation Director.**

Complete the misconduct form indicating that the student’s continued violation of rules has led to a possible permanent bus suspension. The operator should discuss, with their supervisor, the need for further disciplinary action. The supervisor and school administrators will determine the action required.

1. The supervisor or school administration will contact the parent/guardian to inform them of the length of the bus suspension.
2. A copy of the misconduct report will be emailed to the student’s parent/guardian.

Transportation Services and school administration will determine the action required and will call the student’s parent/guardian to inform them of the length of suspension from riding.

