ELGIN INDEPENDENT SCHOOL DISTRICT Bus Discipline Guidance Document

Level 1 offense		Driver Action	1st Referral	2nd Referral	3rd Referral
Refusal to cooperate	Littering on or off the bus	Verbal warning and driver could change students assigned seat	Parent will be contacted by Student Management Department	Parent Conference, Bus Contract, **reach out to campus administration to collaborate on campus intervention;** get approval from Bridgette Cornelius before any bus suspension	Parent Conference, Bus Contract, **reach out to campus administration to collaborate,** up to 3 days bus suspension; get approval from Bridgette Cornelius before any bus suspension
Making unnecessary/distractive noise	Chewing, Blowing Bubbles or Popping gum				
Spraying cologne/perfume on school bus	Speaking loudly				
Student not at assigned school bus stop	Not facing forward while bus is in motion				
Student late to school bus stop	Lack of respect to student or district employee				
Refusal to stay properly seated	Riding an un-assigned bus				
Student not sitting in assigned seat					
Eating or Drinking on the bus (water is allowed)					
Level 2 offense		**Driver Action**	**1st Referral**	**2nd Referral**	**3rd Referral**
Spitting, Biting, Choking, Scratching or Slapping another student	Taking pictures or videoing without prior consent	Verbal warning and driver could change students assigned seat Driver will submit referral to student management for review	Parent Conference, Bus Contract, **reach out to campus administration to collaborate on campus intervention;** get approval from Bridgette Cornelius before any bus suspension	Parent Conference, Bus Contract, **reach out to campus administration to collaborate**, up to 3 days bus suspension; get approval from Bridgette Cornelius before any bus suspension	Parent Conference, Bus Contract, **reach out to campus administration to collaborate**, up to 5 days bus suspension; get approval from Bridgette Cornelius before any bus suspension
Pulling, Cutting another students hair	Horseplay of any kind				
Racial or Sexual name calling/slurs	Swinging on top of bus seats				
Tampering with any bus equipment	Not using seat belt (where equipped)				
Hitting, Kicking, Pushing another student	Refusal to lower window when asked				
Crossing over or crawling under bus seats	Graffiti of any kind				
Offensive language towards another student, district employee	Verbal altercation				
Throwing an item of any kind at another student, district employee	Theft				
Throwing an item of any kind out of the window					
Level 3 offense		**Driver Action**	**1st Referral**	**2nd Referral**	**3rd Referral**
Bullying of any kind - campus must launch a bullying investigation		Verbal redirection and driver may change students assigned seat Driver will submit referral to student management for review	Parent Conference, Bus Contract, **reach out to campus administration to collaborate**, up to 3 days bus suspension; get approval from Bridgette Cornelius before any bus suspension	Parent Conference, Bus Contract, **reach out to campus administration to collaborate, up** to 5 days bus suspension; get approval from Bridgette Cornelius before any bus suspension	Parent Conference, Bus Contract, **reach out to campus administration to collaborate,** up to 5 days bus suspension; get approval from Bridgette Cornelius before any bus suspension
Vandalism of any kind	Physical altercation				
Exiting the bus at an un-assigned bus stop without permission	Using electronic devices for malicious intent				
Exiting the school bus other than the front door					
Tampering with electrical bus equipment					
Level 4 offense		**Driver Action**	**Student Mgmt Action**		
Possessing a weapon of any kind	Possessing or distributing sexually explicit content	Verbal redirection, driver may change students assigned seat Driver will submit referral to student management for review	Parent Conference, Bus Contract, **reach out to campus administration to collaborate,** up to 5 days bus suspension; get approval from Bridgette Cornelius before any bus suspension		
Possessing a toy weapon of any kind	Touching intimate body area's of one self or other				
Possessing or using tobacco products of any kind	Exposing intimate body area's of one self or other				
Possessing or using fireworks	Causing bodily harm to a student or district employee				
Possessing or using drugs	Terroristic threat of any kind				
Possessing or drinking alcohol	Physical altercation				
Possessing or using a vape device of any kind	Gang related activity				
Possessing or using lighters, matches or any incendiary device					
*Campus administrators will conduct behavior threat assessments as needed.					

*Drivers can reassign bus seats at any time, based on the safety needs of the bus.

*Consequence may vary due to the severity of the action and the distraction that may have caused the bus drivers ability to keep the bus enviornment safe for all.