UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

3319 Goldmine Road
Monroe, NC 28110
704.296.3015
704.226.1895
www.ucpsnc.org

Executive Summary-School Bus Discipline

Overview

Effective with the 2017/2018 school year UCPS adopted the uniform School Bus Discipline process, School Bus Conduct Rubric and Bus Conduct Report. All documents may be found in the Administrator's Guide on the Transportation website. The Bus Conduct Rubric contains standards for disciplinary action when conduct violations occur. All schools are expected to follow the uniform standards for school bus discipline.

Objectives of Changing School Bus Discipline Practices

The following objectives will be accomplished by making changes to the UCPS School Bus Discipline guidelines:

- ✓ Recommended guidelines and procedures will closely align to UCPS Board Policy Code of Student Conduct.
- ✓ Respect for bus drivers will increase.
- ✓ Disciplinary actions for school bus behavioral infractions will be more consistent within the district.
- ✓ Students will have a safe, pleasant and comfortable ride to school.
- ✓ Administrators will have improved support on disciplinary actions taken.
- ✓ Parents and students will understand the behavioral expectations associated with receiving school bus transportation services.

Stakeholder Input

Input began with a group of bus drivers sharing concerns with transportation staff about student discipline and safety on our school buses. That feedback, coupled with a desire to improve the school bus disciplinary process led transportation to partner with Principals and Assistant Principals from each cluster to draft a Bus Discipline Conduct Rubric. Once drafted, the rubric along with a drafted disciplinary process will be shared with UCPS leadership for further action. The following input from this group (transportation staff, principals, assistant principals) is summarized below:

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

3319 Goldmine Road
Monroe, NC 28110
704.296.3015
704.226.1895
www.ucpsnc.org

- Any new guidelines developed should be included in open houses and sent home with parents as well as other required information at the beginning of the school year.
- Assigned seats should be required on every school bus and strictly enforced.
- Bus drivers should "know" their students and establish a positive environment on their bus.
- Provide PBIS training for all bus drivers and safety assistants to address student behavior. Transportation will have bus driver mentors to assist drivers that are having difficulty with student management.
- Administrators will meet with drivers and safety assistants periodically to ensure reinforcement of expectations and review status of bus environments.
- Administrators will follow the discipline process and communicate effectively with bus drivers to address discipline referrals.

School Bus Discipline Process

The following process defines how school bus discipline will be administered effective with the 2017/2018 school year:

- Bus driver uses a "3 strike" rule, for Level I Infractions, to the extent possible in managing student behavior before completing the Bus Conduct Report (BCR – attached)
- Once "3 strike" rule is exhausted on all Level I Infractions or on the 1st occurrence of Level II or Level III Infraction, the BCR is completed in Samsara and upon submission is sent directly to designated school official as well as the area transportation office.
- The area transportation office designee follows up with the school to ensure the referral was received.
- Assistant Principal receives and processes the BCR as soon as possible (best practice within 24-48 hours) using the Bus Discipline Conduct Rubric (attached) for consistent application of guidelines.
- Assistant Principal provides a copy of the BCR to the student, parent and bus driver.

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.