

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and a code of conduct.

Violation of the code of conduct or conduct which jeopardizes the health/safety of self and/or others may result in the loss of district-approved transportation services.

The following procedures address:

1. Safety instructions;
2. Code of conduct;
3. Violations;
4. Suspension;
5. Expulsion;
6. Right of appeal;
7. Reinstatement;
8. Education;
9. Special education students.

1. Safety Instructions

- a. Each September and January the TRSD Transportation Coordinator and the bus contractor's Site Manager will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
 - (1) Safe school bus riding procedures, including but not limited to loading, unloading, crossing etc;
 - (2) Use of emergency exits; and
 - (3) Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.
- b. Each September and January the TRSD Transportation Coordinator and the bus contractor's Site Manager will direct all bus drivers to conduct a safety review with all other students.
 - (1) The drivers shall review safe bus riding procedures.
 - (2) The drivers shall review use of emergency exits.
- c. The bus contractor will record dates and content of safety instructions by each driver. Such information shall be kept as a part of the district's records.

2. Code of Conduct

- a. Each year the district will include the following transportation rules in the student/parent handbook. The district will provide interpretation to those students/parents whose primary language is not English.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects either in the bus or out of open bus windows; Students shall not open or close windows without the permission of the driver.
3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school bus property or the personal property of others; Students shall keep the bus clean;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order; Students shall converse in normal tones; loud and vulgar language is prohibited.
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
- **20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.
21. When necessary to cross the road, students shall cross in front of the bus or as directed by the bus driver.
22. Students shall have written permission to leave the bus at a point other than at home or school. Permission slips need to be certified by a school official.
23. Students shall be courteous to the driver, to other students, and to passer-bys;
24. Students who refuse to promptly obey the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

** Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Each year the district will include the following procedures for violations in the student/parent handbook.

The district will provide interpretation to those students/parents whose primary language is not English.

DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a written warning citation. The driver may assign the student to a particular seat.
2. Second Citation: The student may be suspended from the bus until a conference, arranged by the building principal, has been held with the student, the parent, the bus driver.
3. Third Citation of the year: The student may receive a 5- to 10-day suspension and not be able to ride the bus until a conference has been held with the student, the parent, the bus driver, and the principal. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, involving the student, the bus driver, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Definitions: "Suspension" means any disciplinary removal, other than expulsion, for up to 10 school days.

"Expulsion" means any disciplinary removal beyond 10 school days up to one calendar year.

Expulsion from bus privileges will be utilize the same process as stated in the TRSD's Expulsion Policy JGE