

# SALINE AREA SCHOOLS TRANSPORTATION DEPARTMENT

## GUIDELINES FOR DISCIPLINE

When a driver finds it necessary to administer discipline on the bus, the following procedures apply:

1. The driver shall talk with the student so that both driver and student thoroughly understand the problem.
2. The student may be assigned a specific seat for a varying length of time; but in each case, the amount of time will be specified.
3. The student may be given a written assignment (i.e., sentences) concerning corrective action. A Bus Conduct Report shall accompany the assignment notifying the parents of the existing problem.
4. The driver may suspend a student from transportation for one day. The driver must notify the parents of said suspension by verbal communication and by using the Bus Conduct Report. The student shall be given a copy to take home for their parent's signature. This signature must then be returned to the driver as the student's "ticket" to return to the bus.
5. The Bus Conduct Report may be filled out at any time when Bus Rider Rules and Regulations have been violated. The student shall be given a copy to take home for his/her parent's signature. Regardless of the infraction, this signature must then be returned to the driver as a student's "ticket" to return to the bus. When discipline is administered, the Bus Conduct Report shall be filled out and forwarded as indicated:

One (1) white copy to the parent  
One (1) yellow copy to the building principal  
One (1) pink copy to the Transportation Office  
One (1) gold copy for the driver's records

6. It is generally recognized that problems requiring more than a one-day suspension are usually in violation of school rules. Therefore, discipline beyond one day may be handled through the building principal or transportation supervisor with the driver and parents.
7. Corporal punishment is not permitted.

Exceptions:

- a. Self-defense
- b. Danger or physical harm to himself/herself or others

In the event the driver does find it necessary to use immediate physical force, the driver shall report the event immediately to the building principal or transportation supervisor. A conference shall be held with the parents, the driver, and the transportation supervisor in an effort to solve the situation.

A student not fulfilling the aforementioned procedures will not be allowed to return riding the bus until he or she has complied (be sure the student fully understands procedure).

A suspension shall begin the day following the incident. When a student rides the bus to school, he/she will be transported home by bus.

Exceptions:

- a. When the reason for the suspension necessitates alternate arrangements.
- b. When alternate arrangements have been made with the parents.

The following offenses shall be handled as indicated:

<u>OFFENSE</u>	<u>STEP</u>	<u>PENALTY</u>
Abusive, profane language	One	Discipline slip
	Two	Suspension from riding, one-day
	Three	Refer to building principal or transportation supervisor
Alcohol, drugs		Refer to building principal
Fighting	One	Suspension, one to three days; refer to building principal
	Two	Refer to building principal
Fireworks		Refer to building principal
Insubordination, disrespect	One	Discipline slip
	Two	Suspension from riding, one-day
	Three	Refer to building principal or transportation supervisor
Smoking		Refer to building principal
Vandalism		Refer to building principal
Carrying weapons or explosives, extortion, blackmail, or coercion, arson, assault, sale or possession of stolen goods		Refer to building principal
Bullying/hazing/harassment		Refer to building principal

Circumstances do not allow us to list all violations; therefore, as other infractions occur, notification of the disciplinary action will be reported on the Bus Conduct Report. The student shall be given a copy to take home for his/her parent's signature. Action taken by a driver that is not considered reasonable and prudent to the situation shall require immediate notification by the parent to the Transportation Office.

Violations of the civil law will be referred to the appropriate law enforcement authorities. Vandalism may result in restitution and/or prosecution.