

HOQUIAM/ABERDEEN TRANSPORTATION

STUDENT MANAGEMENT PROCEDURES

It is the intent of the school administration and those directly involved with bus discipline to exercise sound judgment in resolving discipline problems that may arise. Every effort shall be made by drivers, the transportation director and principals to complete each step as rapidly as possible. To assist the driver in keeping track of the various incidents that happen throughout the school year, a student contact log will be kept. (*See form A.*)

In most cases, the driver will, by informal means, effectively correct student misconduct. Such informal means may include verbal reminders, positive reinforcement, reassigning of seats or written assignments. It is recognized that instances will arise when the driver will find it necessary to seek the help of parents and/or school officials in correcting a specific problem. The following procedures have been established for the driver to follow in seeking to modify student actions. These procedures shall be followed after informal means have been unsuccessful: 1. Parent/Guardian contact; 2. Student Warning Citation; 3. Misconduct Report.

PARENT CONTACT

Contact with the parent/guardian is an important step in addressing student misconduct. The driver shall make contact with the parent/guardian in order to involve them in the process of correcting the behavior. It will be necessary for the driver to keep a record of parent/guardian contact(s). (*Form B.*)

DRIVER RESPONSIBILITIES

1. To enforce the rules and regulations adopted by the District(s) for transported students.
2. To be responsible, uniform and consistent in dealing with student behavior.
3. To inform parents/guardians of student misbehavior by personal contact and through the issuance of a school bus warning slip before reoccurring student behavior becomes serious.
4. To work cooperatively and positively with supervisors in solving bus discipline problems.

DRIVER AUTHORITY

The driver is in full charge of the school bus and students, which includes authority to:

1. Enforce adopted bus riding policies and regulations.
2. Assign student seating.
3. Issue school bus behavior notices that must be signed by parent/guardian and returned.

PRIOR TO WRITTEN MISCONDUCT REPORT

If a student continues to behave in an inappropriate manner, the driver will notify the parent/guardian of the problem, seeking their help in addressing it. The issuance of a Misconduct Warning slip may be issued at this time. (*Form C.*) Both the student and their parent/guardian will sign the slip and return it to the bus driver. If the slip is not returned in a reasonable amount of time, a Misconduct Report will be issued. All phone conversations will be documented noting the student's behavior, time and date of the call and the response of the parent/guardian. (The parent/guardian should be informed at this time of the possibility of a misconduct report being issued if the reported behavior continues.)

STUDENT MISCONDUCT REPORT

If a student continues to misbehave after being verbally warned and contact has been made to the parent/guardian, the driver will then issue the first Student Misconduct Report noting the infractions. (*Form D.*)

DRIVER: When it becomes necessary to use the Student Misconduct Report, the driver will fill out the form completely and neatly, checking the appropriate spaces and adding comments which describe the situation clearly. The completed form shall be forwarded to the transportation director at the completion

of their route. After turning in the report, the driver may contact the school principal by phone or in person to explain the situation.

TRANSPORTATION DIRECTOR: At this point the director will become involved in the process. It is very important that he/she is informed of all the circumstances leading up to the issuance of the Student Misconduct Report. On the same day the report has been received, the director will sign the report and keep one copy for his/her records then forward the document to the school principal.

PRINCIPAL: At the building level, the principal or designee will address the student, then complete and return the report as soon as possible. A copy of the report will be retained for the principal's file, a copy is to be sent to the student's parent/guardian. One copy is to be filed with the transportation director and the final copy will be given to the bus driver.

The transportation director and building principals or designee, who become involved in the discipline process, shall maintain a file of all student misconduct reports for reference and review at the end of the school year.

SUSPENSION OF BUS RIDING PRIVILEGES

Student misconduct shall constitute sufficient reason for suspending bus riding privileges. Such action may be taken by the student's principal, designee, or transportation director, in conjunction with the building principal or designee, after all other options have been exhausted or the infraction is of a dangerous nature. The suspension will begin after the student's parent or guardian has been notified.

GENERAL GUIDELINES

1. Informal discipline & phone call to parent/guardian
2. Warning slip & phone call to the parent/guardian
3. Misconduct Report & letter requesting a conference
4. Misconduct Report – suspension from to and from school bus privilege
 - a. elementary students - 3 days
5 days
10 days
Long term (11 to 90 days)
 - b. secondary students - 3 days
5 days
10 days
Long term (11 to 90 days)

IMMEDIATE SUSPENSION of bus riding privileges may include but shall not be limited to the following infractions:

1. fighting
2. illegal use of drugs
3. tobacco or alcohol use or possession
4. deliberate obstruction of driver's vision (i.e. unsafe use of laser pointer)

LONG TERM SUSPENSIONS

1. physical assault of the bus driver
2. verbal assault of bus driver
3. physical assault of another student resulting in injury

ONE YEAR SUSPENSIONS (in conjunction with school district policy)

1. possession and/or use of a weapon

HOQUIAM-ABERDEEN TRANSPORTATION COOPERATIVE

RULES FOR RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly. When transporting classes, clubs or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member. Student misconduct shall constitute sufficient reason for suspending transportation privileges.
2. Students shall ride their regularly assigned route at all times unless permission has been granted by school authorities to do otherwise.
3. Unless, by written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular bus stop.
4. Each student may be assigned a seat in which he/she will be seated when riding the school bus. Students shall not sit in the driver's seat.
5. Students shall refrain from talking to the driver unless necessary.
6. Classroom-like conduct must be obeyed.
 - Sit properly in their seat
 - No throwing items.
 - Keep their hands and feet to themselves.
 - Talk quietly to their neighbor
 - Be courteous to their fellow passengers.
7. Students are to assist in keeping the bus clean. Nothing shall be thrown out of the bus windows at any time.
8. Eating or drinking will not be permitted on regular to and from bus routes.
9. No student shall use any type of flame or sparking device on a school bus.
10. No student shall open a window on the school bus without first obtaining permission from the school bus driver.
11. No student shall extend any body parts, e.g. head, hands or arms, out of windows, whether the school bus is in motion or standing still.
12. Students must not have in their possession items that may cause injury to another. This may include sticks, glass containers, sharp objects, large bulky objects, etc.
13. Except for service animals, no animal life may be transported on the school bus.
14. Students must keep their belongings out of the aisle and off of the back window deck of the school bus.
15. Students are to remain seated while the bus is in motion. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise. Once the bus has come to a complete stop, the student(s) may make their way in an orderly fashion, off of the bus.
16. Students must not cross a roadway until given consent by the school bus driver. When boarding or leaving the bus, students should be in view of the driver at all times. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop 5 (five) minutes before the bus is due to arrive.

18. At the loading area, students shall refrain from pushing and shoving others. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrol on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop. Students shall wait for the bus behind any painted limitation line when provided.
19. Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
20. Students shall not tamper with emergency doors or equipment.
21. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings.
22. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
23. Failure to observe these rules may result in the suspension of a student's bus riding privileges, in accordance with school district policy.

HOQUIAM/ABERDEEN TRANSPORTATION CO-OP
STUDENT MISCONDUCT REPORT

Name _____ Grade _____ Date _____ AM _____ PM _____

Driver _____ Bus # _____ School _____

Parent Contact _____ Number of Reports _____

STUDENT CONDUCT

- ___ 1. Disobedience of driver's request of correction of conduct.
- ___ 2. Making remarks while the driver is disciplining other students.
- ___ 3. Annoying other students.
- ___ 4. Does not share seat courteously.

HARASSING THE DRIVER/SAFETY CONCERNS

- ___ 1. Unnecessarily loud, boisterous talking-laughing-screaming.
- ___ 2. Loud sarcastic remarks.
- ___ 3. Scuffling or tussling with other students.
- ___ 4. Disturbing or taking the personal property of other students.
- ___ 5. Throwing articles around the bus.

USING PROFANE OR FOUL LANGUAGE

- ___ 1. Making indecent signs or using indecent language.
- ___ 2. Calling others by indiscreet or offensive names.
- ___ 3. Other _____

REMARKS OR IMMEDIATE ACTION TAKEN

Supervisor of Transportation _____ Date _____

Action Taken by Principal _____

Principal _____ Date _____

Parent Signature _____ (Please sign and return to the bus driver.)	Date _____
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White and yellow copy to the principal, pink copy to Transportation Supervisor.
Principal will complete and return yellow to Transportation. Driver will receive a copy of the completed form.