

Administrative Regulation

Student Conduct; School Bus, Guidelines for Maintaining

Responsibility for proper student conduct on a school bus is solely that of the driver. The conduct of students before boarding the bus and after being discharged from the bus is the responsibility of the school principal.

The following procedures are designated to secure the cooperation of the principal and the parent or guardian to enable the bus driver to exercise greater authority over the student passengers and thus ensure more efficient and safer transportation.

Injuries or problems related to student conduct on a school bus shall be the concern of the driver until a Notice of Unsatisfactory Conduct on School Bus has been delivered to the principal or the designated representative. The Notice of Unsatisfactory Conduct on School Bus is Form 9707.03 and should be completed only when the driver has determined that the usual means of maintaining good discipline are no longer effective or when, for safety reasons, the incident should be brought to the immediate attention of the principal.

Procedures for reporting and disciplining unsatisfactory conduct on a school bus are as follows:

- A. If a student passenger should violate the rules or persistently disobey the attempts of the driver to enforce the rules, the driver may secure the cooperation of the principal and the parents/guardian by completing a Notice of Unsatisfactory Conduct on School Bus, Form 9707.03.
 1. The driver shall check on the form those areas of unsatisfactory conduct and describe fully, in writing, the details of the incident being reported.
 2. The distribution of the four copies is as follows: the driver shall personally deliver the white (original), the yellow, and the pink copies to the principal or the designated representative, and retain the goldenrod copy which is to be forwarded to the maintenance and operations coordinator or the designee.
- B. Before disciplinary action shall be taken by the principal, a Notice of Unsatisfactory Conduct on School Bus shall be completed and given to the principal. The principal shall not take action on the basis of oral reports or reports written on other than the district Form 9707.03.

- C. The principal will determine the type and magnitude of disciplinary action to be taken in regard to the student, as follows:
1. Some type of action shall be taken on each Notice of Unsatisfactory Conduct which is delivered by the driver to the principal or the designated representative.
 2. The principal is requested to discuss the misconduct with the student passenger and make a complete investigation before action is taken or contact is made with the parent or guardian.
 3. If, after an investigation of the incident by the principal, it is deemed that the offense indicated was committed by the student cited, the principal shall determine the action to be taken and complete the section, "Action Taken by the Principal."
 4. After determining the action to be taken or after taking appropriate action, the principal shall follow either one of the two courses below:
 - a. If the parents or guardian do not need to be notified, file the white (original) copy. The yellow copy shall be sent, via district mail, to transportation, and the pink copy may be forwarded to the teacher for information.
 - b. If the parents or guardian do need to be notified, the white and yellow copies of the notice are to be sent home by methods that will assure arrival in the shortest possible time. The principal retains the pink copy as a record of the event. As soon as the white and yellow copies have been signed by a parent or guardian and returned to the school, the principal shall file the white as a permanent record with parent or guardian signatures; and shall forward the yellow copy, via district mail, to transportation and shall send the pink copy to the teacher as an informational item.
- D. Types of disciplinary action may include one or more of the following:
1. Verbal reprimand of the student
 2. Elimination of specific campus privileges
 3. Written or oral communication with the student's parents or guardian
 4. Denial of the bus riding privileges

- E. Principals are expected to maintain a file of reports of Notice of Unsatisfactory Conduct and are urged to adopt a procedure for handling the discipline referrals.
- F. If a student who has been disciplined for misconduct has a recurrence of poor behavior on the return to the bus, the driver shall complete a new notice and proceed in the same manner as described above.
- G. The following cautions are presented regarding procedures in bus discipline:
 - 1. Pupils should not be suspended from bus riding privileges until the parents or guardian have been notified.
 - 2. Notification of the parents or guardian and/or the child relative to disciplinary action is the responsibility of the principal.