

## STUDENT CONDUCT ON SCHOOL BUSES DISCIPLINARY PROCEDURES

When a bus driver believes that a student's behavior has violated this policy or created a safety hazard on the vehicle, the driver will take steps to stop the misbehavior immediately and to deter its reoccurrence. Such actions may include discussing the behavior with the student or assigning the student a permanent seat.

The driver may choose to involve the principal whenever the bus driver is unable to satisfactorily resolve the problem, or if the student's misconduct is serious enough to warrant action by a building principal. In such cases, the driver will complete a Bus Incident Report form provided by the school district. The driver will note the specific violation on the form and return it to the student's building principal for appropriate action.

### Procedures for Drivers and Parents

1. *First Infraction* (warning): The principal will meet with the student to discuss the violation and will keep a copy of the Bus Incident Report form on file.
2. *Second Infraction* (parent involvement): The principal will meet with the student to discuss the violations, will send the student's parent(s)/guardian(s) copies of the Bus Incident Report forms for this and the first infraction, and will notify, in writing, the student's parent(s)/guardian(s) of the violations and the consequences of a third disciplinary offense on a school bus.
3. *Third Infraction* (suspension): The principal will meet with the student and his or her parent(s)/guardian(s) to discuss the violations and will notify, in writing, the student's parent(s)/guardian(s) that the student's bus privileges have been suspended for three (3) days.
4. *Fourth Infraction*: The principal will meet with the student and his or her parent(s)/guardian(s) to discuss the violations and will provide the parent(s)/guardian(s) with written notification that the student's bus privileges have been suspended for ten (10) days and that a fifth disciplinary infraction on a school bus will result in the suspension of the student's bus privileges for the remainder of the school year. In addition, the principal will provide Gardner Public Schools' Administration Office a copy of the written notification to the student's parent(s)/guardian(s).
5. *Fifth infraction*: The principal and the School Business Director will meet with the student and his or her parent(s)/guardian(s) to discuss violations and will suspend the student's bus privileges for the remainder of the school year.

Nothing in this procedure will prevent a principal from suspending a student's bus privileges for the remainder of the school year of any offence, even a first offense, if the principal determines that such action is warranted.

All disciplinary action will be at the discretion of the principal and will be subject to appropriate due process, including one level of appeal within the school administration (i.e., from principal to the superintendent or a designee).

Loading and Unloading at Bus Stop

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Required Conduct Aboard the Bus or Bus Stop

1. Riders must present a valid bus pass.
2. Riders must follow directions of the bus driver.
3. Riders must remain in seats or in place when the bus is in motion.
4. Whistling and shouting are not permitted.
5. Profanity, obscene language, or any language which harasses other students or which includes slurs based on race, color, sex, religion, national origin, sexual orientation, or disability is forbidden.
6. Smoking is prohibited.
7. Unsafe conduct at the bus stop is prohibited.
8. Possession of a dangerous weapon, including but not limited to a knife or a gun is prohibited.
9. Possession or use of a controlled substance or alcohol is prohibited.
10. The following disturbances are prohibited:
  - Pushing, wrestling, fighting, or inflicting bodily harm
  - Threatening other passengers, the driver, or disturbing their possessions
  - Unnecessary talking to the driver
  - Throwing objects within the bus or out of windows
  - Climbing over or under seats
  - Littering the bus
  - Putting anything, including body parts, out of the window
  - Defacing or damaging the bus

Parent(s)/guardian(s) and students will be informed of these regulations at the beginning of each school year, and parent(s)/guardian(s) will be asked to return signed forms indicating that the regulations have been received and read.

[Reference: MGL Chapter 71, 37H]

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