

### **Disciplinary Procedures:**

When, in the opinion of the driver, a serious rule violation occurs or when the driver's efforts to deal with less severe violations are unsuccessful or a pattern seems to have developed; a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding bus to and from school or school-sponsored activities, as well as to notify parents of the misconduct of their children.

The following are standard actions that will generally be applied uniformly:

- **First Offense** - Driver gives verbal warning to student.
- **Second Offense** - Driver submits written bus Disciplinary Referral Form to the Principal
- **Third Offense** - Driver submits second bus Disciplinary Referral Form to the Principal AND provides student with **assigned seat near driver** - *possible bus suspension or parent meeting.*
- **Fourth Offense** - Driver submits third bus Disciplinary Referral Form to the Principal - *possible bus suspension or parent meeting.*

**The Administration reserves the right, depending on the seriousness of the offense, to move to any step in the above process (1-4).**

**Note:** Serious offenses, such as fighting, flagrant displays of disrespect toward a driver or other, or possession of drugs or alcohol will result in an immediate bus suspension. Assault on a bus driver will result in a bus suspension and may result in possible criminal charges.

**Cell Phones, Electronic Devices, Candy, Gum, and Toys:** Students may not bring cell phones, electronic devices (tablets, ipods, MP3 players, handheld games, Bluetooth headphones, etc.), candy, gum, toys, or other non-school related items to School unless approved by the teacher. The student assumes full responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, games, etc., are allowed. If these items are brought to school and visible, against school policy, they will be confiscated by the staff member and turned in to the Dean of Students for that student's grade level. If a student chooses to bring their cell phone or electronic devices, we strongly suggest that it is turned off and placed inside of their bookbag. The bus service will assume no liability for the damage, loss, or theft of these items. The sequence of consequences for not following the policy goes as follows:

- 1st offense: Device will be confiscated and returned to the student at the end of the day.
- 2nd offense: Device will be confiscated and only be returned to the parent/guardian.
- 3rd and Subsequent Offenses: Device will be confiscated and returned to the parent/guardian after five (5) school days (weekends not included) and the student will be assigned to one day in-school suspension.
- Any additional offenses will result in out of school suspension and a conference with parent or guardian.