

Student Behaviour To and From School

-POLICY-

The Board of Education believes that students should behave in an acceptable way while being transported for extra-curricular travel, curricular travel or travel to and from school. Students shall conform to the school district's Code of Conduct.

The school administration, teachers, the bussing supervisor and bus drivers will impress upon students that good behaviour is expected.

Students not behaving to acceptable standards will be disciplined.

-REGULATION-

The Board expects all drivers to maintain good discipline on their buses. In order to do this it is mandatory to ensure that the students know who is in charge, what is expected of them and that they will be dealt with fairly and consistently.

Any form of behaviour that is detrimental to the safe operation of a school bus or could result in damage to or excessive cleaning of a bus should be dealt with in the following manner:

Step 1

The driver verbally warns the student that the behaviour must stop. Where practicable, the driver should:

- 1.1 Detain the student and point out the expected behaviour
- 1.2 Record/check the student list

Step 2

If the behaviour or action is repeated, the student is advised of the inappropriate behaviour and the incident is recorded on the School Bus Discipline Form.

Two copies of this form should be given to the Transportation Supervisor who will discuss the incident and the driver's action with the driver. The following will result:

- 2.1 A copy of the discipline form will be forwarded to the appropriate principal.

- 2.2 A copy/letter will be sent to the student's parents advising them of their child's behaviour.
- 2.3 The parent(s) may be called by the Transportation Supervisor if deemed important/necessary.

Step 3

If the behaviour or action is repeated, the following will result:

- 3.1 The student is advised of the inappropriate behaviour.
- 3.2 The student is advised that bus privileges may be temporarily suspended.
- 3.3 The driver is to advise the Transportation Supervisor regarding the suspension circumstances. In the event that the Transportation Supervisor cannot be contacted, then the following order of contact should be used; Principal, Secretary Treasurer, Superintendent of Schools.
- 3.4 A parent, principal, student and driver conference will be convened as soon as possible. This is to be arranged by the principal.
- 3.5 Bus privileges may be suspended by the principal pending the result of the conference.

Note: Student transportation will not be denied until parents have been contacted.
- 3.6 A letter/bus discipline report will be forwarded to the parents advising them of the suspension of bus privileges and informing them that the next offence will result in a longer/further suspension of bus privileges.

Where practicable, the student will be assigned a front row seat on the bus.

Step 4

If the behaviour/action is repeated the student will be advised and the incident reported on the School Bus Discipline Form. Copies will be provided to the Transportation Supervisor and principal, who will discuss the incident with the driver.

The following will result:

- 4.1 The principal will phone the parents to advise them that the student has been suspended.
- 4.3 A letter will be forwarded to the parents by the principal advising them that their child is suspended from riding the school bus. The letter will include a statement that it will be the parents' responsibility to ensure that the student attends school. Parents will further be advised that the next offence will result in an indefinite suspension.
- 4.3 The Superintendent and Secretary Treasurer will be advised by receipt of copies of the letter mailed to parents.

Step 5

If the behaviour action is repeated, the student will be advised and the incident reported on the School Bus Discipline Form. Copies will be provided to the Transportation Supervisor and Principal, who will discuss the incident with the driver.

The following will result:

- 5.1 The principal will phone the parents to advise them that the student has been suspended from the bus indefinitely.
- 5.2 The Discipline Committee of the Board will investigate the situation, interview the student and parents involved and recommend whether or not the student should be allowed to ride the bus again.

Special Circumstances

6. Following Step 4, the driver may opt to administer a one day automatic suspension rather than proceed to an indefinite suspension. This option would be considered for a student who has demonstrated positive behavioural change over time.
7. In some cases behaviour of an extremely serious nature (e.g. outright defiance, fighting, malicious damage) would preclude the use of the preceding procedures. The driver, in these cases, may refuse to transport the student until the matter has been dealt with by the Transportation Supervisor in consultation with the principal. In these cases, the appropriate school will be notified immediately after the action taken. Drivers should take note of the following points:
 - 7.1 A driver may not put the student off the bus other than at the school or his/her regular bus stop. They may be informed at that time that they will not be allowed to ride the bus until the matter has been dealt with.
 - 7.2 If it is necessary to refuse to transport a student, the driver must notify the Secretary Treasurer or Transportation Supervisor as soon as possible to explain the action that has been taken.
 - 7.3 In all circumstances mentioned in #7, the parents are to be advised by telephone. This is important as the student may be put off the bus at school and will require some form of transportation to return home. It will be the responsibility of the Transportation Supervisor to make the initial contact by phone with the parent.