

## SCHOOL BUS DISCIPLINE PROCEDURES

The enforcement of proper behavior is the responsibility of the bus driver. Any infraction of the bus rules will be brought to the attention of the student(s) involved by the bus driver. The sequence of notification is as follows:

1. The bus driver will issue a verbal warning and/or an assigned seat.
2. If a serious violation, or if a verbal warning did not result in corrective behavior by the student, the driver will complete a written Bus Conduct Report and submit it to the Office of the Principal.

An administrator will speak to the student and the action taken will be noted on the Bus Conduct Report. Copies of the report will be distributed as follows:

Copy 1 (White) - is for the parent\*

Copy 2 (Canary) - is returned to the bus driver

Copy 3 (Pink) - is retained by the Office of the Principal

Copy 4 (Gold) - is sent to the Bus Transportation Supervisor if a bus suspension is to occur.

(\*In certain instances the administrator may require a parent's signature.)

3. If, in the judgment of the administrator, the student's behavior warrants, or it is a second referral, the student will be placed on bus probation by the administrator. Any violation during the probationary period will result in the suspension of bus privileges.
4. If, in the judgment of the administrator, the violation was extremely serious or it was a third referral, a student will lose his/her bus privileges for an extended period of time. Acts of deliberate vandalism or acts that put the safety of the driver and the other students in jeopardy will result in immediate suspension. When a student is suspended from bus transportation, the administrator will verbally notify the student and parent. Such notification will be followed by written confirmation. A student who receives a bus suspension at the end of the school year may have the suspension continued into the following school year.

SOURCE: Dighton-Rehoboth