

M.S.A.D. #49
(Albion, Benton, Clinton, Fairfield)

SCHOOL BUS CONDUCT CODE

GENERAL

The Board of Directors provides the students of the district with transportation to and from the nearest suitable school, a part of or the whole distance. All students will be ready in the morning at the assigned bus stop at the appropriate time. Students are expected to ride their assigned buses. **STUDENTS, WHO WISH TO RIDE ON A BUS OTHER THAN THEIR REGULAR BUS, MUST PROVIDE A PARENTAL NOTE TO THE SCHOOL STUDENT IS ATTENDING. THE PARENTAL NOTE MUST BE AUTHORIZED BY APPROPRIATE PERSONNEL. IN EMERGENCY SITUATIONS PERMISSION TO CHANGE BUSES CAN BE APPROVED VIA A PHONE CALL.**

1.0 The Code

1.1 This code and attached bus rules governing student discipline on buses and at the bus stop shall be distributed to students and their parent(s) or guardian(s). It shall be posted in conspicuous places within each school through the school year and it shall be given to drivers of the buses. Changes in rules shall not take effect until they are distributed to students and parents. Receipt of this code amounts to a first and final warning level for due process.

1.2 A student who continually breaks the bus rules will be issued an "Incident Report" form. If the box marked "Previous Warnings" is checked, then the student must get his parent's signature on the report and return it to the driver before riding again. If the boxes for 1st, 2nd, or 3rd, offense is marked then section 2.0 or 3.0 will be in effect.

2.0 Temporary Suspension

2.1 A student who continually breaks the rules will be temporarily suspended by the Administrator. Such temporary suspension shall be preceded by an informal conference between the student, the administrator and the driver or person who referred the student. The student shall be informed at the conference of the reason for the disciplinary action and be given opportunity to prove the action is unwarranted.

2.2 A temporary suspension from using the school bus shall terminate when it is reasonably determined that the student's presence on the bus will not result in breaking of the rules. Severe infractions or repeated breaking of bus rules may result in suspension for the remainder of the school year. A conference with the student, bus driver, administrator and parent or guardian will precede such action, if possible.

2.3 Within twenty-four (24) hours of the decision to suspend a student from the bus, the administrator shall notify the parent(s) or guardian(s) stating the specific act(s) for which the temporary bus suspension was ordered.

2.4 All records and documentation regarding a temporary suspension shall be destroyed at the end of the school year. No information about a temporary suspension shall be communicated to any person not directly involved in disciplinary proceedings.

3.0 Suspension

Rev: 7/18/05

- 3.1 A student who has been temporarily suspended one or more times and continues to break the rules will be suspended for a period of time as warranted by their action(s).
- 3.2 Within twenty-four (24) hours of the decision to suspend a student from the bus, the administrator shall notify the parent(s) or guardian(s) stating the specific act(s) for which the bus suspension was ordered. Such notice shall contain:
 - a) Description of the alleged violation;
 - b) Statement of facts leading to the administrators recommendation for suspension from the bus;
- 3.3 If no violation is found to have occurred, a suspended student will be immediately reinstated and all records regarding the alleged action or proceedings will be destroyed.
- 3.4 All records and documentation's regarding the suspension shall be destroyed at the end of the school year and no information regarding the suspension shall be placed in the student's permanent record or file.
- 3.5 In the event the student or his/her parent(s) or guardian(s) or adult representatives wish to appeal the action of the administrator, then the student shall have the right to a hearing at the next level of the Superintendent, or before an impartial hearing officer appointed by the Superintendent or his/her designee to conduct the hearing.

