

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-57
Subject: BUS DISCIPLINE PROCEDURES	Date of Issue: 9/4/90
Preparing Office: Office of the Superintendent	Amended: 9/2/09

I. Policy

II. Procedures

A. Philosophy

In order to guarantee all children the safe transportation they deserve, the following discipline plan has been adopted:

We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate no student preventing drivers from doing their job or preventing other students from having safe transportation.

B. Rules of Conduct

The following rules must be observed on the bus:

1. Follow directions from the driver the first time they are given.
2. Stay in your seat at all times while the bus is in motion.
3. Keep all parts of your body inside the bus.
4. Keep hands, feet, legs, arms, personal property and your voice to yourself.
5. No eating, smoking, drinking, or vulgar language at anytime on the bus.

C. Disciplinary Actions

If a student chooses to break a rule, the following consequences are applied:

Step 1 - Verbal Warning:

Driver will give a verbal warning, using the student's name and the action for which the student is being warned.

Step 2 - Driver Action:

The driver has the right to select and implement one or more of the following available actions. Parent notification is strongly encouraged.

1. Consultation with school staff: The driver will seek guidance and support from staff members who have knowledge of the student and/or specialized training.
2. Written Parent Communication: A discipline report will be prepared, signed by the driver, and sent home with the student. A parental signature will be required and the report must be returned to the driver the following day.

3. Probation Period: This will be one week in length. The student will be referred to the principal's office if misbehavior continues during the period of probation.
4. Seat Assignment: The student will be assigned to the front seat for one week. If behavior is appropriate during that week, free choice of seating will be permitted thereafter. The student will be referred to the principal if the student further misbehaves.
5. Students with Disabilities: In the case of a student with a disability, consideration will be given to the 504 Plan, Individualized Education Plan (IEP), and/or Behavior Intervention Plan (BIP), as appropriate.

Step 3 – Student Referral to Principal:

1. Should misbehavior continue, the driver will prepare a referral and personally deliver it to the school office for the principal's action.
2. A severe incident may generate a referral at any time, skipping steps 1 and 2. (See the Disciplinary Policies section in the "Calendar Handbook of the Frederick County Public School System" for what constitutes a severe incident.)
3. The bus driver submits the written referral and verbal explanation to the school principal or the principal's representative. (The driver retains the gold copy.)
4. The principal or the principal's representative interacts with the referred student as soon as possible.
5. The principal or the principal's representative deals with behavior and administers appropriate disciplinary action.
6. The principal or the principal's designee completes the comment portion of the referral, and has someone hand carry the pink copy to the driver.
7. Any referral suspending a student from riding the bus should be returned to the driver before the suspension starts.
8. For severe behavioral problems the cycle should be completed within a single working day. All other referrals should be handled in three working days, when possible.

Approved:

Original signed by

Linda D. Burgee
Superintendent