

Student Conduct on the Bus and Administrative Procedures

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

Fiddlehead School assumes responsibility for a student at the time they board the bus. That responsibility ends when the student is delivered to the regular bus stop at the close of the school day.

As the person responsible for the safety of all students in a school vehicle, the bus driver, with assistance from the school PBIS team, will teach all students the behavior expectations for the bus within the first 2 full weeks of school.

In cases when a child does not conduct themselves properly on a bus, such instances are to be brought to the attention of the Principal/Executive Director and/or designee.

Children who have serious disciplinary problems on the school bus may have their riding privileges suspended by the Principal/Executive Director and/or designee. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

The driver must address all inappropriate behavior when it occurs.

The bus driver may assign seats or re-assign seats at their discretion. Unless an emergency presents itself, parents are not allowed on the bus.

Minor Offenses, per Minor & Major Offenses Chart.

All minor behaviors will be addressed by the driver and/or bus monitor and documented through a minor behavior referral form. Consequences for minor behaviors may include, but are not limited to, a conference with the student, re-teaching expectations, parent contact, restitution, loss of privilege, short term alternative seating, and/or a written reflection sheet.

Major Offenses, per Minor & Major Offenses Chart.

All major behaviors will be addressed first by the driver and/or bus monitor, documented through a major behavior referral form, and forwarded to the Principal/Executive Director and/or designee. Immediate consequences may include, but are not limited to, a conference with the student, reteaching expectations, restitution, loss of privilege, short term alternative seating, and/or a written reflection sheet. Further consequences are dependent on the number of past major offenses the student has.

1st Major Offense: The driver completes a behavior referral form to be filed with the Principal/Executive Director and/or designee. The Principal/Executive Director and/or designee will conference with the student as a verbal warning, and support any restitution needed. The student's parents/guardians will be notified within 24 hours via email or phone call. The Principal/Executive Director and/or designee will discuss the outcome with the bus driver.

Second Major Offense: The driver completes a behavior referral form to be filed with the Principal/Executive Director and/or designee. The Principal/Executive Director and/or designee will conference with the student and support any restitution needed. The second major offense will result in a bus conduct review with student and parent with a designated person. The student's parents/guardians will be notified within 24 hours via email or phone call. The Principal/Executive Director and/or designee will discuss the outcome with the bus driver.

Third Major Offense: The driver completes a behavior referral form to be filed with the Principal/Executive Director and/or designee. The Principal/Executive Director and/or designee will conference with the student and support any restitution needed. The third offense will result in a 5 **attended** school day suspension from riding the bus and a parent conference will be scheduled. **The only exception to this suspension is that students are allowed to ride the bus to outdoor classrooms, only with an assigned adult sitting next to them.** The student's parents/guardians will be notified within 24 hours via email or phone call. The Principal/Executive Director and/or designee will discuss the outcome with the bus driver.

Fourth Major Offense: The driver completes a behavior referral form to be filed with the Principal/Executive Director and/or designee. The Principal/Executive Director and/or designee will conference with the student and support any restitution needed. The fourth offense will result in removal from riding the bus for the remainder of the year. **The only exception to this suspension is that students are allowed to ride the bus to outdoor classrooms, only with an assigned adult sitting next to them.** The student's parents/guardians will be notified within 24 hours via email or phone call. The Principal/Executive Director and/or designee will discuss the outcome with the bus driver.

The fourth offense will result in removal from riding the bus for the remainder of the year.

***In extreme cases where the safety of any student or staff are at serious risk, the Executive Director/Principal may bypass any of the above notifications to arrive at appropriate disciplinary responses.**

This policy is subject to all Special Education and any legal requirements.

Board Approved: February 9, 2023

REVISION: March 16, 2023