

ADMINISTRATIVE STUDENT BUS DISCIPLINE REFERRAL PROCEDURES

Revised 8/6/09

The bus driver will report disruptive students to the Assistant Director by completing a bus discipline referral form. The form must be submitted to the Assistant Director within 48 hours of the date of the incident.

The Assistant Director will conduct an investigation of the bus discipline referral. The Assistant Director will take administrative action which may include: out of school suspension, suspension of bus privileges, administrative detention, or warning.

Thereafter, a 5 day bus suspension is issued for an additional write-up that requires administrative action. Parents will be notified and the suspension becomes effective immediately.

Thereafter, a 30 day bus suspension is issued for an additional write-up that requires administrative action. Parents will be notified and the suspension becomes effective immediately.

Thereafter, a permanent bus suspension for the remainder of the year is issued for an additional write-up that requires administrative action. Parents will be notified and the suspension becomes effective immediately.