

Guideline Number	Topic		
8600.009	Pupil Transportation Student Conduct and Corrective Action		
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Statement
<p>Pursuant to rules and provisions of the District’s Student Code of Conduct, the Transportation Department works in partnership with school personnel, students and parents to carry out Board policy and philosophy regarding student conduct and corrective action.</p> <p>While implementation of corrective action may contribute to an inconvenience for the parent/guardian, it is the desire that corrective action, when imposed, will result in improved student behavior for the safety and wellbeing of the student(s) involved and all occupants of the school bus.</p>
Procedures
<p><b>Student Conduct</b></p> <p>All student bus riders are to observe basic safety rules when riding on the school bus. The following <a href="#">Bus Rules</a> are posted on the front of every West Ottawa school bus:</p> <p><b>Bus Rider Basic Safety Rules:</b></p> <ol style="list-style-type: none"> <li>1. Sit in your seat, facing forward (<i>bottom-to-bottom, back-to-back, backpack on your lap</i>).</li> <li>2. Keep hands and personal items to yourself.</li> <li>3. Obey your bus driver at all times.</li> </ol> <p>All student bus riders are to observe behavior expectations while waiting for the bus, entering and exiting the bus, riding on the bus and while performing a practice or emergency bus evacuation. The following <a href="#">Behavior Expectations</a> are posted on the front of every West Ottawa school bus:</p> <p><b>Bus Rider Behavior Expectations:</b></p> <ul style="list-style-type: none"> <li>• Be Responsible, Respectful and Ready to Ride</li> </ul> <p><i>Behavior expectations are outlined in greater detail in Administrative Guideline 8600.008 – Pupil Transportation Positive Behavioral Intervention and Supports (PBIS) – Bus Rider Behavior Expectations.</i></p> <p><b>Corrective Action: Elementary School Level (Grade preK-5)</b></p> <p>The parent/guardian is responsible for the safety and security of the student to and from the assigned bus stop as well as the conduct of the student at the assigned bus stop before the bus arrives (before school) and after the bus departs (after school).</p> <p>When addressing issues of student misconduct on an elementary bus, the bus driver may attempt to resolve minor misconduct issues with the student(s) involved through direct discussions with the student, seat assignment, etc. The bus driver may contact a parent/guardian to review misconduct and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.</p> <p>When additional assistance is needed, either by the bus driver making phone contact with a parent/guardian, or by requesting additional support from the principal at the building of attendance, a West Ottawa Public Schools Transportation Misconduct Referral ("referral form") will be completed by the bus driver with relevant detail about the misconduct and forwarded to the Director of Transportation. The Director of Transportation will review and forward the referral form to the building principal.</p>

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The elementary principal will coordinate corrective action for elementary student bus riders. Depending on the severity or progressive nature of the misconduct, the principal may impose in-school or out-of-school consequences for misconduct including the loss of bus riding privileges for a brief or extended period of time including the remainder of the school semester or the school year.

**Corrective Action: Middle School Level (Grade 6-8)**

The parent/guardian is responsible for the safety and security of the student to and from the assigned bus stop as well as the conduct of the student at the assigned bus stop before the bus arrives (before school) and after the bus departs (after school).

When addressing issues of student misconduct on a middle school bus, the bus driver may attempt to resolve many misconduct issues with the student(s) involved through direct discussions with the student, seat assignment, etc. The bus driver may contact a parent/guardian to review misconduct and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

When additional assistance is needed, either by the bus driver making phone contact with a parent/guardian, or by requesting additional support from a principal at the building of attendance, a West Ottawa Public Schools Transportation Misconduct Notice ("misconduct notice") will be completed by the bus driver with relevant detail about the misconduct and forwarded to the Director of Transportation. The Director of Transportation will review and forward the misconduct notice to a principal at the building of attendance.

The Director of Transportation and/or a principal at the building of attendance will coordinate corrective action for middle school student bus riders.

The Director of Transportation has the authority to suspend a middle school student from all pupil transportation for no more than one (1) school day with or without prior notice to a parent/guardian. One (1) day bus suspensions are not appealable. Depending on the severity or progressive nature of the misconduct, the Director of Transportation and/or a principal at the building of attendance may impose any number of additional days of bus suspension up to and including the loss of bus riding privileges for a brief or extended period of time including the remainder of the school semester or the school year.

**Corrective Action: High School Level (Grade 9-12)**

The parent/guardian is responsible for the safety and security of the student to and from the assigned bus stop as well as the conduct of the student at the assigned bus stop before the bus arrives (before school) and after the bus departs (after school).

When addressing issues of student misconduct on a high school bus, the bus driver may attempt to resolve most misconduct issues with the student(s) involved through direct discussions with the student, seat assignment, etc. The bus driver may contact a parent/guardian to review misconduct and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

When additional assistance is needed, either by the bus driver making phone contact with a parent/guardian, or by requesting additional support from a principal at the building of attendance, a

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West Ottawa Public Schools Transportation Misconduct Notice ("misconduct notice") will be completed by the bus driver with relevant detail about the misconduct and forwarded to the Director of Transportation. The Director of Transportation will review and forward the misconduct notice to a principal at the building of attendance.

The Director of Transportation and a principal at the building of attendance will coordinate corrective action for high school student bus riders.

The Director of Transportation has the authority to suspend a high school student from all pupil transportation for no more than one (1) school day with or without prior notice to a parent/guardian. One (1) day bus suspensions are not appealable. Depending on the severity or progressive nature of the misconduct, the Director of Transportation and/or a principal at the building of attendance may impose any number of additional days of bus suspension up to and including the loss of bus riding privileges for a brief or extended period of time including the remainder of the school semester or the school year.

**Corrective Action: Special Education (Grade ECSE/preK-12)**

The parent/guardian is responsible for the safety and security of the student to and from the assigned bus stop as well as the conduct of the student at the assigned bus stop before the bus arrives (before school) and after the bus departs (after school).

When addressing issues of student misconduct on a special education bus, the bus driver may attempt to resolve minor misconduct issues with the student(s) involved through direct discussions with the student, seat assignment, etc. The bus driver may contact a parent/guardian to review misconduct and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

When additional assistance is needed, either by the bus driver making phone contact with a parent/guardian, or by requesting additional support from the principal at the building of attendance, a West Ottawa Public Schools Transportation Misconduct Referral ("referral form") will be completed by the bus driver with relevant detail about the misconduct and forwarded to the Director of Transportation. The Director of Transportation will review and forward the referral form to a principal at the building of attendance.

A principal at the building of attendance will coordinate corrective action for special education student bus riders. Depending on the severity or progressive nature of the misconduct, the principal may impose in-school or out-of-school consequences for misconduct including the loss of bus riding privileges for a brief or extended period of time including the remainder of the school semester or the school year. An administrator will review the corrective action taken with the student's parent/guardian.

In consultation with the Director of Special Education and the Director of Transportation, the principal at the building of attendance may impose any number of days of a bus suspension up to a cumulative total of ten (10) school days in a school year. If a child with a disability is suspended from transportation for more than ten (10) school days in the same school year, and transportation is

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included in the child’s Individual Education Plan (IEP), during any subsequent suspensions, the Local Education Agency (LEA) must provide services to the child to the extent required in 34 CFR §300.530(d). Generally, this means that the child must (1) continue to receive educational services so as to enable the child to continue to participate in the general education curriculum and to progress toward meeting the goals set out in the child’s IEP, and (2) receive as appropriate a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation(s) so that they do not recur.

Additionally, the suspension of a student with a disability from transportation may constitute a change of placement if: The District has been transporting the student; suspends the student from pupil transportation as a corrective action measure; and, provides no other form of transportation. If a student is suspended from transportation for more than ten (10) consecutive school days or is repeatedly suspended, and such suspensions constitute a pattern under 34 CFR §300.536(a)(2), a change of placement has occurred. In such situations, the LEA, parent and relevant members of the IEP Team must determine whether the conduct was a manifestation of the child’s disability using the process described in 34 CFR §300.530(e). If the conduct is a manifestation of the child’s disability, the IEP Team must take the steps outlined in 34 CFR §300.530(f)(1) and must also return the child to the placement from which the child was removed, unless a parent and the LEA agree to a change of placement as part of the modification of the behavioral intervention plan.

For more information on a variety of transportation issues, please refer to the **Frequently Asked Questions (FAQ)** tab on the [Transportation Department website](#).