

Guideline Number	Topic		
8600.009	Pupil Transportation Student Conduct and Corrective Behavior Intervention		
Page	Adopted	Last Revision	Next Review
1 of 4	November 1, 2016	July 1, 2026	July 2027

Statement
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 behavior intervention. While implementation of corrective behavior intervention may contribute to an inconvenience for the parent/guardian, it is the desire that intervention, 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.
Procedures
Student Conduct All student bus riders are to observe basic safety rules when riding on the school bus. The following Bus Rules (English) (Español) are posted on the front of every West Ottawa school bus: <u>Bus Rider Basic Safety Rules:</u> 1. Sit in your seat, facing forward (<i>bottom-to-bottom, back-to-back, backpack on your lap</i>). 2. Keep hands and personal items to yourself. 3. Obey your bus driver at all times. 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 Behavior Expectations (English) (Español) are posted on the front of every West Ottawa school bus: <u>Bus Rider Behavior Expectations:</u> • Be Responsible, Respectful and Ready to Ride <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> Corrective Behavior Intervention: Elementary School Level (Grade: PreK-5) 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 unacceptable behavior 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 reassignment, etc. The bus driver or student management coordinator may also contact a parent/guardian to review unacceptable behavior and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations. A West Ottawa Public Schools Transportation Bus Rider Unacceptable Behavior ("BRUB") report will be completed by the bus driver with relevant detail about the unacceptable behavior and forwarded to the student management coordinator. The student management coordinator will review the BRUB and coordinate corrective behavior intervention to address the unacceptable behavior.

Guideline Number	Topic		
8600.009	Pupil Transportation Student Conduct and Corrective Behavior Intervention		
Page	Adopted	Last Revision	Next Review
2 of 4	November 1, 2016	July 1, 2026	July 2027

When additional assistance is needed, the student management coordinator may request additional support from the principal at the building of attendance regarding corrective behavior intervention for elementary student bus riders. Depending on the severity or progressive nature of the misconduct, the elementary principal or dean of students 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.

Appeals shall be coordinated through the Pupil Transportation Service Appeal Process (Administrative Guideline: [AG 8600.100 | Pupil Transportation Service Appeal Process](#)).

Corrective Behavior Intervention: 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 unacceptable behavior 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 or student management coordinator may also contact a parent/guardian to review unacceptable behavior and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

A West Ottawa Public Schools Transportation Bus Rider Unacceptable Behavior ("BRUB") report will be completed by the bus driver with relevant detail about the unacceptable behavior and forwarded to the student management coordinator. The student management coordinator will review the BRUB and coordinate corrective behavior intervention to address the unacceptable behavior. When additional assistance is needed, the student management coordinator may request additional support from an administrator at the building of attendance regarding corrective behavior intervention for middle student bus riders. Depending on the severity or progressive nature of the misconduct, the building administrator 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.

The student management coordinator will review recommended interventions with the director of transportation and will coordinate corrective behavior intervention for middle school student bus riders with the building administrator at the building of attendance.

The student management coordinator 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 student management coordinator or building administrator 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.

Appeals shall be coordinated through the Pupil Transportation Service Appeal Process (Administrative Guideline: [AG 8600.100 | Pupil Transportation Service Appeal Process](#)).

Guideline Number	Topic		
8600.009	Pupil Transportation Student Conduct and Corrective Behavior Intervention		
Page	Adopted	Last Revision	Next Review
3 of 4	November 1, 2016	July 1, 2026	July 2027

Corrective Behavior Intervention: 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 unacceptable behavior on a high 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 or student management coordinator may also contact a parent/guardian to review unacceptable behavior and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

A West Ottawa Public Schools Transportation Bus Rider Unacceptable Behavior ("BRUB") report will be completed by the bus driver with relevant detail about the unacceptable behavior and forwarded to the student management coordinator. The student management coordinator will review the BRUB and coordinate corrective behavior intervention to address the unacceptable behavior. When additional assistance is needed, the student management coordinator may request additional support from an administrator at the building of attendance regarding corrective behavior intervention for high student bus riders. Depending on the severity or progressive nature of the misconduct, the building administrator 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.

The student management coordinator will review recommended interventions with the director of transportation and will coordinate corrective behavior intervention for high school student bus riders with the building administrator at the building of attendance.

The student management coordinator 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 student management coordinator or building administrator 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.

Appeals shall be coordinated through the Pupil Transportation Service Appeal Process (Administrative Guideline: [AG 8600.100 | Pupil Transportation Service Appeal Process](#)).

Corrective Behavior Intervention: Special Education Level (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 unacceptable behavior 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 reassignment, etc. The bus driver or student management coordinator may

Guideline Number	Topic		
8600.009	Pupil Transportation Student Conduct and Corrective Behavior Intervention		
Page	Adopted	Last Revision	Next Review
4 of 4	November 1, 2016	July 1, 2026	July 2027

also contact a parent/guardian to review misconduct and request assistance in addressing bus rider basic safety rules and bus rider behavior expectations.

A West Ottawa Public Schools Transportation Bus Rider Unacceptable Behavior ("BRUB") report will be completed by the bus driver with relevant detail about the unacceptable behavior and forwarded to the student management coordinator. The student management coordinator will review the BRUB and coordinate corrective behavior intervention to address the unacceptable behavior. When additional assistance is needed, the student management coordinator may request support from the director of transportation and/or an administrator at the building of attendance regarding corrective behavior intervention for special education student bus riders. Depending on the severity or progressive nature of the misconduct, the building administrator or director of special education 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.

In consultation with the director of transportation, the principal or dean of students at the building of attendance and/or the director of special education 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 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.

Appeals shall be coordinated through the Pupil Transportation Service Appeal Process (Administrative Guideline: [AG 8600.100 | Pupil Transportation Service Appeal Process](#)).

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