

STUDENT BUS CONDUCT DISCIPLINE PROCEDURE (TRN-P013)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of documenting student conduct while student is riding on a Clarksville-Montgomery County School System bus.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals, Dispatcher, Transportation Manager and Bus Driver

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Chief Operations Officer and Chief Academics Officer

4.0 DEFINITIONS:

- 4.1 Major Infractions: Profanity, smoking, possession of chewing or dipping tobacco products, threatening driver or fellow students; possession of alcohol, controlled substances (drugs) and drug paraphernalia, damaging of property, or any unsafe acts are considered major infractions.
- 4.2 Minor Infractions: These are infractions that are considered non threatening, not harmful or do not violate the safety of fellow students or the bus driver, i.e. improper boarding/departing procedures, bringing articles aboard bus of injurious or objectionable nature, refusing to obey driver, rude, discourteous and annoying conduct, sagging with undergarment or skin exposure, hanging out of window, failure to remain seated, unnecessary noise/taunting, spitting/littering/eating/drinking.
- 4.3 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Student commits an infraction.
- 5.2 Bus driver determines if the infraction is major or minor.
- 5.2.1 If misconduct is a major infraction, school administrator receives a Bus Conduct Report (ref. TRN-F004). A copy of the report is given to transportation and a copy is forwarded to the parent by student's principal no later than the next school day. Disciplinary action is taken by students' principal. A copy of the report is kept with the driver and it is the end of this procedure.
- 5.2.2 For their first minor infraction, all students are given a verbal warning.
- 5.3 Written warnings for Kindergarten through Fifth Grade (K-5) are as follows:
- 5.3.1 First and second warning is issued by driver with copies given to student, school administrator and transportation. Bus Conduct Report is documented. Driver keeps a copy. School administrator notifies the parent.
- 5.3.2 If corrective action is not taken by the student, the next offense may warrant time off the school bus. Bus Conduct Report is documented and a copy is given to the school administrator. School administrator notifies the parents.

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5.4 Written warnings for Sixth Grade through Twelfth Grade (6-12) are as follows:

5.4.1 First warning issued by driver with copies of Bus Conduct Report given to student, parent, school administrator and transportation. Driver keeps a copy.

5.4.2 If corrective action is not taken by the student, the next offense may warrant time off the school bus. Bus Conduct Report is documented and a copy is given to the school administrator. School administrator notifies the parents.

5.5 Once a student exceeds his/her allotted written warnings, school administrator receives a Bus Conduct Report (ref. TRN-F004) for disciplinary action.

5.5.1 A copy of the report is forwarded to transportation, the driver, and a copy is forwarded to the parent no later than the next school day by the principal.

6.0 ASSOCIATED DOCUMENTS:

6.1 CMCSS Transportation Safety and Discipline Brochure

6.2 Bus Conduct Report (TRN-F004)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bus Conduct Report	Dispatcher office file cabinet by bus number	School year	Shred	Secured Office/Building
Bus Conduct Report	School Office	School year	Shred	Secured Office/Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/22/05		Initial Release
11/13/06	A	Change form number TRN-F010 to TRN-F020
3/22/11	B	5.2.2. Delete TRN-F020 Student Misconduct Accountability Form is documented. 5.4.1. Delete on first written warning driver will document Bus Conduct Report. 6.3 Delete TRN-F020 Student Misconduct Accountability Form. 7.0 Delete Student Misconduct Accountability Form, Change Discard as Desired to Shred.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****