

**APPEAL PROCEDURE**

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee’s decision, policy KLD - Public Complaints about District Personnel shall be followed.

- STEP 1: The student or his/her representative will discuss the issue with the transportation service and principal.
- STEP 2: If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, the transportation service, principal conference with the goal of resolving the issue.
- STEP 3: Within five school days, the principal is to communicate, in writing, the decision to the student and the student’s parents.
- STEP 4: If, after five school days from receipt of the administrator’s reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.
- STEP 5: If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Please return this signed form to the driver on or before the second day of school.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

Bus Route # \_\_\_\_\_ Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

School \_\_\_\_\_

**DISCIPLINE REPORT- Misconduct**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_ Route #: \_\_\_\_\_

**REASON FOR REFERRAL: (Five basic rules)**

- \_\_\_\_\_ 1. Keep hands, feet and objects to yourself
- \_\_\_\_\_ 2. Remain seated
- \_\_\_\_\_ 3. Follow the directions of the driver
- \_\_\_\_\_ 4. Keep the bus clean
- \_\_\_\_\_ 5. If the driver can hear your voice, you're too loud

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our records indicate that this is the students' \_\_\_\_\_ referral

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSEQUENCES**

- \_\_\_\_\_ 1<sup>ST</sup> Referral: The administrator shall have a conference with the student concerning the referral.
- \_\_\_\_\_ 2<sup>nd</sup> Referral: The building administrator shall notify the parent/guardian by letter that a third referral may result in the loss of riding privileges for a period of time, which, depending upon the nature of the violation, may be for the remainder of the school year.
- \_\_\_\_\_ 3<sup>rd</sup> Referral: The students' riding privileges may be suspended for a maximum of 5 days.
- \_\_\_\_\_ 4<sup>th</sup> Referral: The students' riding privileges may be suspended for a maximum of ten days. In addition, a student/parent/school/bus company conference must take place before riding privileges are reinstated after the suspension is served.

- ACTION TAKEN:**
- \_\_\_ Conference with Student
  - \_\_\_ Detention
  - \_\_\_ Placed on Contract
  - \_\_\_ Letter sent home
  - \_\_\_ Parents contacted by phone
  - \_\_\_ Parent Conference requested
  - \_\_\_ Suspended student's riding privileges

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DISCIPLINE REPORT- Severe Problem**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_ Route #: \_\_\_\_\_

### **REASON FOR REFERRAL: (Severe)**

- \_\_\_\_\_ 1. Fighting
- \_\_\_\_\_ 2. Open defiance towards the driver
- \_\_\_\_\_ 3. Vandalism
- \_\_\_\_\_ 4. Disrupting the safe atmosphere of the bus
- \_\_\_\_\_ 5. Use of tobacco, alcohol or nonprescription substance

Comments \_\_\_\_\_

Our records indicate that this is the students' \_\_\_\_\_ referral.

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

### **CONSEQUENCES**

- |  |       |  |
|--|-------|--|
| 1. FIGHTING:                                   | _____ | Violation #1 - Up to 5 day suspension from bus; student assigned seat  |
|  | _____ | Violation #2 - Up to 10 day suspension from bus; student assigned seat   |
| 2. OPEN DEFIANCE:                              | _____ | Violation #1 - Student removed from bus and taken home; immediate suspension for up to 5 days; conference with parent before riding bus; referral sent home      |
|  | _____ | Violation #2 - Student removed from bus and taken home; immediate suspension for the remainder of the school year. Refer to policy JFC-AR, process for expulsion |
| 3. VANDALISM:                                  | _____ | Violation #1 - Up to 5 day suspension from the bus; arrangement made to pay for damages before riding privileges reinstated                                      |
|  | _____ | Violation #2 - Up to 10 day suspension from the bus; arrangement made to pay for damages before riding privileges reinstated                                     |
| 4. DISRUPTING SAFE ATMOSHPERE:                 | _____ | Violation #1 - Up to 5 day suspension from bus   |
|  | _____ | Violation #2 - Up to 10 day suspension from bus  |
| 5. USE OF TOBACCO, ALCOHOL OR OTHER SUBSTANCE: | _____ | Violation #1 - Up to 5 day suspension from bus   |
|  | _____ | Violation #2 - Up to 10 day suspension from bus  |

- ACTION TAKEN:** \_\_\_\_\_ Conference with Student      \_\_\_\_\_ Damage payment arranged  
    \_\_\_\_\_ Assigned seat                                         \_\_\_\_\_ Letter sent home  
    \_\_\_\_\_ Parents contacted by phone      \_\_\_\_\_ Parent Conference requested  
    \_\_\_\_\_ Suspended student's riding privileges

Comments: \_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_