

# DISCIPLINARY ACTION PLAN

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The following steps may be taken upon a violation of the Guidelines for Transportation.

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## FIRST STUDENT VIOLATION

The bus driver will counsel the student(s), discuss the behavior, and give a verbal warning. Assigned seating may be enforced. Following the above interventions, a description of the violation will be written up by the driver on a Bus Misconduct Form and submitted by Student Transit to the respective school officials.

### Disciplinary Action

The school official may have a conference with the student, review the School District Student Transportation Guidelines as appropriate per age level and remind the student of the consequences of continued behavior. A copy of the report may be sent home to the student's parent/guardian. A copy of the misconduct form will be kept on file at the school for future review.

## SECOND STUDENT VIOLATION

The above actions have been taken, and the student's behavior continues to violate the policy. A second Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.

### Disciplinary Action

The School official may have a second conference with the student discussing misconduct on the bus. A copy of the report may be sent home to the student's parent/guardian requiring a signature from the parent and student. The form will be returned to the school. A copy of the misconduct form will be kept on file at the school for future review. The student may be assigned in-school consequences to be determined by the respective school official.

## THIRD + SUBSEQUENT STUDENT VIOLATION

The above actions were taken in the first and second violation. The student's behavior continues to violate the policy. A third and subsequent Bus Misconduct Form is submitted by the driver and delivered to the respective school officials.

### Disciplinary Action

The school official may have a conference with the student and the student's parent or guardian may be notified. A copy of the Misconduct Form may be given to the parent and student for review and signing. One of the following steps may be taken based on the severity of the behavior (the action is left to the discretion of the school official):

- 1st Bus Suspension: 3 school days
- 2nd Bus Suspension: 7 school days
- 3rd Bus Suspension: 15 school days
- 4th Bus Suspension: 30 school days
- 5th Bus Suspension: loss of bus privileges for the remainder of the school year

Wisconsin law requires a student's attendance in school. If bus privileges are revoked, it will remain the responsibility of the parent or guardian to transport the student to and from school



## **ACTIONS THAT COULD RESULT IN BUS SUSPENSION**

The following behaviors may merit suspension from riding the school bus. Such suspensions will be determined by the respective school officials.

Insubordination: Defined as a direct refusal to follow instructions of the bus driver or others in charge.

Smoking, Drugs, or Alcohol: Defined to mean any act leading to or participating in these activities.

Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.

Abusive or Offensive Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable. Bullying or verbal abuse fall into this category.

Destruction of Bus Property: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus or bus property.

Repeat Offenders: Defined to mean students who have three completed Bus Misconduct Forms in a calendar school year.