

**UNDER REVIEW**

Title	Effective Date	Revision Date	No. of Pages
<b>No. 500 STUDENT TRANSPORTATION DISCIPLINE</b>	17 April 1996	February 20, 2007 March 5, 2013	1 of 12

It is the policy of the Tri-County Regional School Board to provide safe and orderly means of transportation for its students.

The relationship between the pupil/passenger, the school bus driver and the school principal or designate is based on the premise that the school bus is an extension of the school ~~room~~. Hence, the relationship between the bus driver and the principal or designate parallels that of the teacher/principal, and this relationship provides the basis for the school Principal or Designate to act in accordance with this policy.

A bus driver shall have the authority to enforce the rules of safety and conduct posted in the school bus (and as outlined in Appendix B of this policy) and the responsibility to deal with discipline problems in an appropriate manner as outlined in this policy.

PROCEDURES under Policy 500

### 1. **Responsibility and Authority of Board-Provided Transportation Driver**

- At the beginning of each school year, the principal or designate shall ensure that all pupils are informed of their responsibilities as bus passengers, as outlined in Appendix B of this policy and as outlined in the Student Handbook. Where circumstances dictate, the driver shall explain established rules of safety and conduct for the vehicle.
- It is the driver's responsibility to maintain order on his/her vehicle and shall have the authority to order a student to leave the vehicle where a serious offence occurs. This action shall be initiated as a last resort, and shall be followed with a School Bus Discipline Report. The safety of the student is imperative, therefore the act of discharging the student shall occur at the home bus stop/residence or at the school.
- Where the driver encounters minor behaviour problems, he/she shall exhaust all avenues in attempting to correct the problem. The driver should speak to his/her supervisor/principal and/or seek helpful suggestions from peers in resolving behaviour problems on his/her vehicle.

- Where the driver deems punitive action is necessary, the student shall be advised that his/her behaviour is unacceptable and will be reported to the principal or designate utilizing the School Bus Discipline Report. Board-provided transportation drivers shall not use physical force in an attempt to modify the behaviour, thoughts, or attitude of a student travelling on their vehicle. The driver is required to provide first aid assistance, or any other assistance, to any student whose health or safety is in jeopardy.
- Board-provided transportation drivers are required to attend all in-service training that promotes the administration of discipline and problem solving.

## 2. **Responsibility and Authority of the School Principal**

- The school principal or designate is authorized to suspend or make a recommendation to the Suspension Review Committee to suspend a student for his/her actions on Board-provided transportation. The school principal or designate, after consulting the driver, will determine the disciplinary action required based on his/her assessment of the problem. He/she must determine if the pupil has refused to comply with reasonable rules or regulations, direction given by the driver, or the behaviour of the student endangers the safety of others using the vehicle. Disciplinary action may range from a warning to a suspension of travel privileges.
- Where the student's privilege to use Board-provided transportation has been suspended for a period up to and including two (2) days, the student and the student's parent or guardian shall be notified in writing of the reason for the suspension and, where the suspension is for a period of more than five (5) school days, of the right of appeal.
- The suspension of a student's privileges of travelling on Board-provided transportation may be considered for the following reasons:
  - refusing to comply with reasonable rules of safety and conduct for the vehicle, or
  - refusing to comply with directions given by the driver, or
  - endangering the safety of others using Board-provided transportation, or
  - violation of TCRSB Policy 700 Appendix A, Attached to this policy as Appendix D

## 3. **First Reported Offence (School Bus Discipline Report Form)**

- The driver advises the student that a Discipline Report Form will be submitted to the School Principal.
- The driver provides the school principal with a written School Bus Discipline Report that clearly identifies the safety violation or behaviour problem.
- The school principal or designate shall contact the parent or guardian by telephone, where possible, and follow the discussion with written notification and include the student's copy of the School Bus Discipline Report. This letter must provide the parent or guardian with advice of consequences or discipline that will be administered should further safety or behaviour problems occur.

- Copies of written correspondence shall be sent to the driver, and the Coordinator of Transportation. The first reported offence normally results in a warning; however the principal may suspend travel privileges based on the severity of the offence.

**4. Second Reported Offence (School Bus Discipline Report Form)**

- The driver advises the student that a School Bus Discipline Report will be submitted to the School Principal.
- The driver provides the school principal or designate with a written School Bus Discipline Report that clearly identifies the safety violation or behaviour problem and the action taken by the driver.
- The school principal or designate shall contact the parent or guardian by telephone, where possible, and follow the discussion with written notification and include the student's copy of the School Bus Discipline Report. The letter must provide the parent or guardian with details of the safety violation or behaviour problem and advise them of the penalty being imposed. The Second Reported Offence normally will result in a suspension of a minimum of 2 days travel privileges. The number of days will be determined by the school principal.

**5. Third Reported Offence (School Bus Discipline Report Form)**

- The driver advises the student that a School Bus Discipline Report will be submitted to the School Principal.
- The driver provides the school principal or designate with a written School Bus Discipline Report (all copies) that clearly identifies the safety violation or behaviour problem and the action taken by the driver.
- The school principal or designate shall contact the parent or guardian by telephone, where possible, and follow the discussion with written notification and include the student's copy of the School Bus Discipline Report. The letter must provide the parent or guardian with details of the safety violation or behaviour problem and advise them of the penalty being imposed. The Third Reported Offence will result in progressive discipline with a minimum of a five day suspension.

**APPEAL**

- a. The power to suspend students for good and sufficient cause is subject to defined procedures:
  - i) The School Board shall create a Suspension Review Committee with the powers and duties to perform the responsibilities set out in subsections 127(3) and 127(4) of the *Education Act*.
  - ii) The School Board shall create a Suspension Appeals Committee with the power and duties to perform the responsibilities set out in subsections 127(5) and 127(6) of the *Education Act*.

- b. Definitions:
  - i) School Bus Suspension – the temporary revoking of a student’s right to be physically present on the school bus.
- c. As soon as practical at the beginning of the school year, the Principal or Designate shall ensure that all pupils are informed of their responsibilities as bus passengers, as outlined in Appendix B of this policy and as outlined in the Student Handbook.
- d. Per Section 127(1), the Principal or Designate, Coordinator of Transportation or Designate, or Director of Operations or Designate shall have the authority to suspend a student’s right to use a school bus.
- e. The Suspension of a student’s right to use the school bus may be considered for the following reasons:
  - i) refusing to comply with reasonable rules or regulations of the School Board, or
  - ii) refusing to comply with directions given by the bus driver, or
  - iii) endangering the safety of others using the bus.

**6. Severely Disruptive Behaviour**

- a) Severely disruptive behaviour is any violation of TCRSB Policy 700, Appendix A.
- b) A report of severely disruptive behaviour shall receive the same disciplinary action as stated in Policy 700, Appendix A.
- c) Under exceptional circumstances, severely disruptive behaviour will result in the student being returned immediately to the school or removed immediately from the bus by the RCMP.

**7. General**

- a) The school bus driver shall report to the Principal or Designate, disruptive behaviour which occurs during a morning bus run immediately upon completion of that run, and disruptive behaviour occurring during an afternoon run immediately upon completion of the next morning bus run.
- b) The School Board will hold the parent(s) or guardian(s) of a student(s) vandalizing a school bus responsible for any damage done to the bus. In this instance, the Principal or Designate or Bus Driver shall notify the Coordinator of Transportation or Designate immediately after the disruptive behaviour takes place so that the Board may charge the parent(s) or guardian(s) (to recover cost(s) of repairs) and to (advise parent(s) or Guardian(s) it is required that they) provide the necessary transportation when a student has been denied the privilege of travelling on a school bus.

School Bus Discipline Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Civic Address: \_\_\_\_\_

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

Violation committed by student:  1<sup>st</sup> Offense  2<sup>nd</sup> Offense  3<sup>rd</sup> Offense

Violation of safety procedures

Excessive Mischief

Eating/Drinking/Littering

Destruction of Property

Defacing Bus

Rude/Discourteous/Annoying

Unacceptable Behavior

Unacceptable language

Fighting/Punching/Tripping

Other (see comments)

Smoking

Driver's Comments: \_\_\_\_\_

Principal Action Taken: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

Upon completion, please fax to Transportation Office, 749-5695

C: Driver  
Parent  
File

## Examples for Report

Violation of safety procedures

- 1) Feet in the aisle
- 2) Standing while the bus in motion
- 3) Kneeling on the bus
- 4) Changing seats while the bus in is motion
- 5) Consistently late at the bus stop
- 6) Arms out of the window
- 7) Throwing objects out of the bus window
- 8) Playing in the road while waiting for the bus
- 9) Touching the bus while the bus is pulling away
- 10) Use of lighter or matches on the school bus

Eating/Drinking/Littering

- 11) Eating on the bus
- 12) Drinking on the bus
- 13) Throwing paper on the floor
- 14) Throwing spit balls
- 15) Throwing candy wrappers
- 16) Stuffing paper between seat cushions

Defacing Bus

- 17) Marking on the bus
- 18) Marking on bus window
- 19) Marking on bus walls

Unacceptable Behavior:

- 20) Indecent Exposure
- 21) Inappropriate Touching

Fighting/Pushing/Tripping

- 22) Fighting with peers
- 23) Fighting with bus driver
- 24) Pushing Students while getting on and off the bus
- 25) Tripping peers in the school bus aisle

Smoking

- 26) Smoking on the bus

Excessive Mischief

- 27) Taking other students' property and throwing it about
- 28) Use of aerosols/perfume

Destruction of Property

- 29) Cutting school bus seat covers
- 30) Removing school bus seat padding
- 31) Burning school bus seat covers

Rude/Discourteous/Annoying

- 32) Talking excessively loud
- 33) Yelling/Screaming
- 34) Talking back to other students
- 35) Talking back to bus driver

Unacceptable Language

- 36) Cursing other students
- 37) Cursing the bus driver
- 38) Using four letter words
- 39) Sexist remarks
- 40) Racial slurs

## TRI-COUNTY REGIONAL SCHOOL BOARD

79 Water Street, Yarmouth NS, B5A 1L4

Phone: (902) 749-5696

Fax: (902) 749-5697

Dear Parents:

To ensure that safe behaviours are practiced on each school bus, the Nova Scotia Safety Council suggests that students follow these recommended guidelines. We would ask parents to take time to discuss these with their children.

- *Always be at the bus stop on time*
- *Remember to stand well back from the road.*
- *Wait until the bus has completely stopped before approaching.*
- *Never push as you are entering or exiting the bus.*
- *Take your seat as soon as you enter the bus and stay seated until you exit at your stop.*
- *Place all items, including your books, on your lap.*
- *Do not distract the driver by yelling or throwing things.*
- *Listen to the driver when he/she speaks to you.*
- *Keep your arms and hands inside the bus at all times.*
- *Get off the bus as soon as it stops at your destination.*
- *Move away from the bus and the road as soon as you get off.*
- *Make sure the driver can see you before crossing the street; this means walking at least three meters in front of the bus.*
- *Remember to look both ways before crossing the street.*

Your co-operation in passing along this important safety message is greatly appreciated. Proper conduct must be ensured. Failure of students to follow these rules may lead to suspension from the bus. Furthermore, the Tri-County Regional School Board will hold the parent(s)/Guardian(s) of students who vandalize a school bus responsible for any damage done to the bus. The Board will seek restitution.

Yours truly,

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Principal

TRI-COUNTY REGIONAL SCHOOL BOARD  
79 Water Street, Yarmouth NS, B5A 1L4  
Phone: (902) 749-5696  
Fax: (902) 749-5697

Date

Parent/Guardian  
Address

Dear \_\_\_\_\_

This letter will serve to officially inform you that pursuant to Section 127, Subsection (1) of the *Education Act*, your son/daughter \_\_\_\_\_ has had his/her privilege to use the school bus suspended for a period of \_\_\_\_\_ school days. This means that he/she will not be permitted to drive on the bus on the following days:

\_\_\_\_\_

\_\_\_\_\_

Please refer to the attached "School Bus Discipline" form for a description of circumstances leading to this suspension. Should you have any questions, please contact my office.

Yours truly,

\_\_\_\_\_

C: Coordinator of Transportation



## APPENDIX D

### APPENDIX A OF Policy 700

#### SEVERELY DISRUPTIVE BEHAVIOUR

CATEGORY	INAPPROPRIATE BEHAVIOURS	CONSEQUENCES COMPULSORY	CONSEQUENCES OPTIONAL
Disruption of operation of the school	Committing acts or inciting others to commit acts that are seriously disruptive, or create a safety hazard to students, staff, or school property; such as, but not limited to, making bomb threats, setting fires, pulling alarms.	Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i> .* Police action where a criminal act has occurred. Scheduled conference with parent/guardian and student.	Payment of costs to rectify disruption.  School based community services.
Illegal Activity	Committing any act or inciting others to commit any act involving a serious civil wrong or crime such as, but not limited to, possessing or selling stolen property, possessing or selling a controlled substance and stealing.	Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i> .*  Scheduled conference with parent/guardian and student.  Police action where a criminal act has occurred.	
Physical Violence	Using force or inciting others to use force to injure a member of the school community while on school property or attending a school related activity.	Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i> .*  Scheduled conference with parent/guardian and student.  Police action where a criminal act has occurred.	

**APPENDIX A (cont'd)**  
**SEVERELY DISRUPTIVE BEHAVIOUR**

<b>CATEGORY</b>	<b>INAPPROPRIATE BEHAVIOURS</b>	<b>CONSEQUENCES COMPULSORY</b>	<b>CONSEQUENCES OPTIONAL</b>
Racial Misconduct and/or discrimination	Using racial slurs, displaying racist behaviours, engaging racial/ethnic name-calling or inciting others to use racial slurs, display racist behaviour or engage in racist/ethnic name-calling.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.*</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Counseling</p>	Police action if there is a chance of riot or serious disturbances.
Sexual Assault	Touching a sexual part of the body, either directly or indirectly, without consent. For it to be a sexual assault, direct or indirect physical touching must occur.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Counseling.</p> <p>Police action where a criminal acts has occurred.</p>	
Sexual misconduct or abuse or physical abuse	Committing or inciting others to commit physical or sexual abuse/harassment.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>. *</p> <p>Reporting according to the Children and Family Services Act.</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Counseling.</p> <p>Police action where a criminal acts has occurred.</p>	

**APPENDIX A (cont'd)**  
**SEVERELY DISRUPTIVE BEHAVIOUR**

CATEGORY	INAPPROPRIATE BEHAVIOURS	CONSEQUENCES COMPULSORY	CONSEQUENCES OPTIONAL
Sexual harassment	This is sexual touch or comment that is unwanted by the receiver.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Counseling.</p> <p>Depending on the situation:</p> <ul style="list-style-type: none"> <li>a) Police action where a criminal act has occurred.</li> <li>b) Reporting according to the Family and Children's Services Act.</li> </ul>	
Vandalism	<p>Committing or inciting other to commit malicious damage to the personal property of a member of the school community.</p> <p>Committing or inciting others to commit malicious damage to property owned or operated by the school board.</p> <p>Committing or inciting others to commit malicious damage to any property while attending a school related activity.</p>	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.*</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Payment of costs to repair damages.</p> <p>Police action where a criminal act has occurred.</p>	School based community service.

**APPENDIX A (cont'd)**  
**SEVERELY DISRUPTIVE BEHAVIOUR**

CATEGORY	INAPPROPRIATE BEHAVIOURS	CONSEQUENCES COMPULSORY	CONSEQUENCES OPTIONAL
Verbal Abuse	Using or inciting others to use language intentionally to threaten or intimidate.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.*</p> <p>Scheduled conference parent/guardian and student.</p> <p>Counseling.</p> <p>Police action where a criminal act has occurred.</p>	
Weapons	Using any weapon, or possessing or inciting others to possess while on school property or while attending a school related activity, any prohibited or restricted weapons as defined by the Criminal Code of Canada.	<p>Immediate school suspension in accordance with the procedures set out in the <i>Education Act</i>.*</p> <p>Scheduled conference with parent/guardian and student.</p> <p>Police action where a criminal act has occurred.</p>	