



Pendleton School District 16R
Pendleton, Oregon

School Transportation
Student Conduct Rules
and Procedures



08/01/2003

STUDENT CONDUCT ON BUSES

The Pendleton School District recognizes the obligation to provide students safe transportation to and from school or school sponsored activities. In order to maintain a safe environment students will be notified and required to comply with rules and regulations governing their conduct on buses. Students will be informed as to the consequences for violation of those rules and regulations.

Positive approaches to correction of pupil misconduct and rule violation on the bus and at bus loading areas in the initial disciplinary effort. Such approaches are not always successful and consequential actions begin. The most serious consequence is that of student suspension from pupil transportation services.

Students may be suspended from district when such suspensions are executed within the provisions contained in OAR 518-21-065 (1) through (3) and all applicable procedures are consistent with OAR 518-53-002 (9), 581-53-010, Ph94-142 and PL 101-476.

The maximum limits on the terms of suspension and expulsion will range from 10 days per incident to one year expulsion for a subsequent incident or occurrence. Such severe disciplinary action relates to occurrences involving demonstrable safety hazards for the pupil transporting vehicle.

Suspension and expulsion procedures shall be described in the district's administrative rules and student conduct notification.

Suspension or expulsion will be ordered by the school board, Superintendent of Schools or his/her designee. The school board retains the right of final review in actions not executed by itself. Such review can result in affirmation, amendment, modification, or rescinding of any suspension or expulsion.

ACTIVITY/ATHLETIC BUS TRIP PROCEDURES

The following represent the procedural expectations of those involved in transporting and riding activity/athletic buses representing the Pendleton school District.

Safety Measures - Because safety, comfort and operating efficiency are so directly affected by rider conduct, the following are expected: ALL Student Riders....

1. Shall refrain from fighting, wrestling or boisterous activity.
2. Shall use the emergency door only in the case of an emergency.
3. Shall remain seated while the bus is in motion.
4. Shall keep the bus clean and must refrain from damaging it.
5. Shall be courteous to the driver, to fellow students and passersby.
6. Shall store large items (or hard items) which can not be safely transported in overhead racks, on the floor or in provided storage area.
7. Shall not interfere with any of the school bus operating controls except as instructed by the driver.
8. Shall not walk on seats or swing on luggage racks, etc.
9. Shall not sit in the back seat if sufficient seating is available for that particular trip as determined by the coach/advisor and the bus driver.
10. Shall refrain from blocking the aisle as the bus is moving.
11. Shall refrain from wearing cleated shoes on the bus.
12. Shall refrain from the use of portable radios (boom boxes) Unless headphones are used.
13. Shall refrain from attempting to transport items that are too large to transport in a seat that my block view lanes out the window or too large to fit underneath storage compartment.

Communication Channels – So as to facilitate the orderly completion of the activity trip or athletic event, the primary responsibility for all arrangements necessary lie with the school activity/athletic director or appropriate administrator in consultation with the management of the Mid Columbia Bus Company.

Student Safety and comfort combined with transportation efficiency are directly affected by student conduct on buses. In an effort to inform parents and students of the rules and procedures the following has been prepared that both groups may have notice.

EXPULSION

A subsequent misconduct incident or single occurrence of a severe disciplinary problem constituting, in the district's opinion, a demonstrable safety hazard for the pupil transporting vehicle or persons inside or outside the vehicle may result in expulsion.

Expulsion is a very serious action, removing the student from transportation services for up to a year. The order for expulsion follows a prescribed set of procedures as outlined in OAR 581-21-070. The Pendleton School District procedures for expulsion are:

1. The superintendent shall act as hearings officer.
2. A hearing is scheduled unless waived.
3. The superintendent will place findings into writing.
4. Notice of changes to student and parent will be sent certified.
5. Language assistance is provided if needed.
6. Student may be represented.
7. Student shall be permitted to testify and/or offer evidence.
8. Student is permitted to hear and see the district's evidence.
9. Strict rules of evidence do not apply.
10. The superintendent's order may, upon request be reviewed by the school board, whose decision shall be final.

**OREGON DEPARTMENT OF EDUCATION RULES
O.A.R. 581-53-010**

- 1. Pupils being transported are under the authority of the bus driver.**
- 2. Fighting, wrestling, or boisterous activity is prohibited on the bus.**
- 3. Pupils shall use the emergency door only in the case of an emergency.**
- 4. Pupils shall be on time for the bus both morning and evening.**
- 5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.**
- 6. Pupils shall remain seated while the bus is in motion.**
- 7. Pupils may be assigned seats by the bus driver.**
- 8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.**
- 9. Pupils shall not extend their hands, arms, or head through bus windows.**
- 10. Pupils shall have written permission to leave the bus other than at home or at school.**
- 11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.**
- 12. Pupils shall not open or close windows with out permission of the driver.**
- 13. Pupils shall keep the bus clean and refrain from damaging it.**
- 14. Pupils shall be courteous to the driver, fellow students, and passersby.**
- 15. Pupils who refuse to obey promptly the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.**
- 16. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.**

SUSPENSION

School Year Misconduct Citation:

K – 12th

1st	Warning to student and parents.
2nd	5 days suspension.
3rd	20 days suspension.
4th	Suspension from buses for balance of the school year.

Single serious infractions involving physical or verbal assault against a driver or rider, interference with bus operating controls, or vandalism may result in an immediate suspension.

1. Suspension action will be ordered by the superintendent or his/her designee utilizing procedures described in OAR 581-21-065 (1,2,3,4,7)
2. Misconduct citations are cumulative during the school year. In addition, citations issued during the last 30 days of the school year will be cumulative into the next school year.
3. The degree of inherent danger associated with the misconduct incident or acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience are factors considered before determining if a suspension of bus riding privileges will occur and the length of the suspension.
4. Subsequent incidents of assault, verbal or physical, interfering with bus controls, or vandalism may lead to expulsion from bus riding services.
5. Suspension periods may be repeated if warranted by type and frequency of misconduct.
6. Students receiving citations for misconduct must secure the signature of their parents and school principal, and present the signed citations to the bus driver to be eligible to resume riding privileges following the suspension period indicated on the citation.
7. Parents who wish to secure full details concerning citations issued should call the bus company (276-5621) for further clarification in an attempt to resolve any disagreement.
8. If disagreements arise between parents and the bus company regarding citations for misconduct, either the parent or bus company officials may refer the issue to the appropriate school principal who will investigate and make every effort to resolve the problem.
9. Bus discipline problems that are not satisfactorily resolved after following the procedure outlined in items 6 and 7 above, may be referred to the Superintendent of Schools who will investigate and render an order.

PENDLETON SCHOOL DISTRICT RULES

Local districts adopt additional rules which will further enhance a safe, comfortable, and efficient transportation system. In an effort to accomplish that Pendleton School District adopts the following supplemental rules.

1. Large items which cannot be safely transported while held in a pupil's lap are prohibited.
2. Pupils shall not interfere with any of the school bus operating controls except as instructed by the driver.
3. Pupils shall be at their regular bus stop at least three (3) minutes prior to the posted time schedule.
4. Pupils shall not damage or attempt to damage public or private property at any time.
5. Pupils shall accept rider registration cards, citations for misconduct, and other forms – these forms must be completed and returned as indicated.
6. Due to the possibility of school bus mechanical failure or accident during inclement weather conditions, pupils shall wear clothing that is compatible with the current season of the year. Periodically, pupils shall participate in school bus evacuation drills, and pupils will be instructed as to the type of clothing that should be worn on the day of the drill.
7. Pupils waiting in bus stop areas are expected to abide by all the preceding rules as they apply to the bus stop as well as on the bus.

DISCIPLINARY PROCEDURES

Positive approaches to correcting students misconduct on a bus and at bus stops are not always successful. Therefore, it may be necessary at certain times to suspend or expel a student from the district's transportation service. To ensure equality and consistency in disciplinary actions concerning a student's transportation services, the following guidelines and requirements will be applied.

The following summarize expectations in regard to communication between bus drivers, coaches/activity supervisors and students as well as administrators involved:

1. Decisions as to size of bus requirements are to be determined by the activities/athletic director and the coach/advisor and communicated by the athletic directors to the bus company prior to departure. Requirements as to number of participants, space needed for equipment, length of trip considerations, etc. are to be included.
2. Communications as to departure time, travel preparations, etc. are to be completed by the activity/athletic director to the bus company before the trip. A school official or advisor must be present on the bus when traveling.
3. Communication as to return from trip, timing, eating plans or other possible alterations of the normal routine, are to be communicated by the activity/athletic director before the trip(s) and driver hours determined and communicated as a result. Eating on the bus is allowed with appropriate supervision and cleanup on trips so as to reduce the need to stop at “fast food” places, thereby extending the length of the trip.
4. Coach(s) /activity supervisor(s) are to be responsible for student adherence to expectations during trips. Directions or disciplinary requests are to be made through the coach(s)/advisor(s).
5. Coach(s)/advisor(s) and the bus drivers are to work in cooperation and support of each other.
6. Concerns and complaints from students and coaches are to be directed through the athletic director or building principal. School bus drivers are to direct their concerns and complaints through the management of the Mid Columbia Bus Company, who in turn will communicate with the building administrator.