

Unless other travel arrangements are authorized, students will board the bus at the school designated as point of origin for the trip and will return to the point of origin in the bus. There will be no stops along the designated route to pick up or discharge students.

The only variation allowed in this regulation is the release of students to parents in a face-to-face situation at the close of the activity before buses begin the return trip. Such release will require a signed, dated note from the parent.

The activity must provide at least one instructor/coach/or adult sponsor for each bus on a special trip. The bus driver will be responsible for the safe operation of the bus. The sponsor will be responsible for supervision of students and enforcement of bus rules. Any adult designated by the principal as a sponsor will have such authority.

Prior to the trip, the instructor/coach/or adult sponsor shall notify each parent of the complete itinerary and contact or notification phone numbers of the trip.

Student groups with ten (10) or more students participating will be transported in school bus approved or commercial vehicles.

Groups of ten (10) or less may use private vehicles if proper liability insurance is on file at the district office before leaving, the driver (being a staff member, parent, grandparent or guardian) and vehicles are approved by administration.

There will be no reimbursement for practice travel by the district.

Students must follow all school bus rules with this exception: Food and drink not in glass containers will be allowed on the bus with permission of the principal. However, any debris must be cleaned up at the end of the trip and before students leave the bus.

The School Bus Contractor and Contractor's drivers have the authority to make decisions concerning student discipline up to and including loss of riding privileges. The District shall support the actions of the Contractor and Contractor's drivers in order to maintain safe conditions while being transported.

In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety or moral of other pupils. Incidents shall be reported in writing to the District following completion of the route. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

If a student causes a disruption or hazard on the bus that cannot be resolved at the bus level, a hearing will be held with the principal, bus supervisor, driver, instructor/coach/ or adult sponsor, parent/guardian and student. The bus supervisor, driver, instructor/coach/or adult sponsor, parent/guardian and the student will have the opportunity to share with the principal

their perceptions of the problem. If the principal finds that there has been an infraction of bus rules, he will take the following action:

1. On the first infraction, the student will be warned that following any further infraction he/she will be declared ineligible for transportation to the extracurricular or co-curricular activities for one event.
2. On the second infraction during the semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activity for two events.
3. On the third infraction during the semester, the student will be declared ineligible for transportation to the extracurricular or co-curricular activities for the remainder of the semester.

Based on the severity of the problem as it relates to respect and safety of others, the bus supervisor or principal may bypass step #1 and/or step #2 above and immediately declare the student ineligible for transportation for two weeks or for the remainder of the semester.

Appeal Process

1. This appeal process may be used by students and their parent/guardian only in those instances where transportation to an extra curricular or co-curricular activity exceeds nine (9) school days.
2. The parent/guardian must request an appeal in writing within two (2) school days from the notification of the activity suspension decision.
3. The Superintendent will appoint a three-member panel composed of certificated staff members who have not been involved in the disciplinary action in question. The hearing panel will notify the student and the parent/guardian of the date, location, and time of the hearing; the student will have an opportunity to present additional evidence regarding the circumstances of the suspension or reasons to reduce the length thereof. The appeal must be scheduled within five (5) days of the request.
4. If the panel determines that the evidence reviewed at the appeal supports the disciplinary action, the disciplinary action of the student from extra-curricular and/or co-curricular activity shall be continued.
5. The student and the parent/guardian will be notified in writing of the panel's findings and determination with respect to the student suspension from extracurricular and/or co-curricular activity transportation within two (2) school days of the panel's decision.
6. The panel's determination is final, and is not appeal able to the Superintendent or Board of Trustees.

Elementary Students

Students in kindergarten through sixth (K-6) grade who are in violation of this policy may have the length of the activity suspension reduced by the principal or other authorized administrator.



LEGAL REFERENCE: IC 33-512(12)

ADOPTED: 9/19/77

AMENDED: 7/13/02, 6/13/05, 10/9/06