



**STUDENT BUS CONDUCT DISCIPLINE
PROCEDURE
(TRN-P013)**

Clarksville-Montgomery County School System

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

1.1 This procedure outlines the process of documenting and addressing student conduct while student is riding on a Clarksville-Montgomery County School System (CMCSS) bus.

2.0 RESPONSIBILITY:

- 2.1 Principals
- 2.2 Transportation Manager
- 2.3 Driver Supervisor
- 2.4 Fleet Supervisor
- 2.5 Bus Driver

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer and Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Minor Infractions: These are infractions that are defined by two categories.
 - 4.1.1 **Category 1:** Are considered non-threatening, not harmful or do not violate the safety of fellow students or the bus driver, i.e. improper boarding/departing procedures, rude, discourteous and annoying conduct, misuse of cell phones, failure to remain seated, unnecessary noise/taunting, spitting/littering/eating/drinking, profane language and/or obscene gestures (not at driver).
 - 4.1.2 **Category 2:** Do not require written warning; i.e., bringing articles of objectionable nature (such as weapons), smoking, vaping, possession of chewing or dipping tobacco products, threats of violence; possession of alcohol, controlled substances (drugs) and drug paraphernalia; destruction of property, unsafe conducts.
- 4.2 Major Safety Infractions: This includes unsafe conduct on buses.
 - 4.2.1 Standing or sitting in aisle of bus while the bus is moving at travel speed;
 - 4.2.2 Throwing objects in or out of the bus, which could harm others, and throwing any objects at the driver, at the windshield, or into the driver compartment;
 - 4.2.3 Inflammatory remarks directed toward or at the driver (profanity, vulgar language, racial slurs); and/or
 - 4.2.4 Fighting on the bus (non-verbal altercation, physical violence).



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5.0 PROCEDURE:

- 5.1 Student commits an infraction.
- 5.2 Bus driver determines if the infraction is major or minor.
 - 5.2.1 For their first minor infraction, all students are given a verbal warning.
 - 5.2.2 If misconduct is a minor infraction, school administrator receives a Bus Conduct Report for Minor Infractions (TRN-F004) within 12 hours or the following school day. A copy of the report is given to Transportation and a copy is forwarded to the parent by student's principal no later than the next school day. Disciplinary action is taken at the discretion of the student's principal or his/her designee. A copy of the report is kept with the driver and it is the end of this procedure.
 - 5.2.3 For major infractions, drivers shall refer to Section 5.6 below and TRN-F054.
- 5.3 Written warnings for Kindergarten through Fifth Grade (K-5) are as follows:
 - 5.3.1 First and second warning is issued by driver; Parent, Principal, and Transportation copies are given to the school administrator. Bus Conduct Report is documented. Driver keeps a copy. School administrator notifies the parent and forwards Transportation a copy of the warning.
 - 5.3.2 If corrective action is not taken by the student, the next offense will be a referral and may warrant suspension from the school bus. Bus Conduct Report is documented and a copy is given to the school administrator. School administrator notifies the parents and forwards Transportation a copy of the warning.
- 5.4 Written warnings for Sixth Grade through Twelfth Grade (6-12) are as follows:
 - 5.4.1 First warning issued by driver with Parent, Principal, and Transportation copies of Bus Conduct Report given to the school. Driver keeps a copy; the school notifies the parent and forwards Transportation a copy of the warning. .
 - 5.4.2 If corrective action is not taken by the student, the next offense will be a referral and may warrant suspension from the school bus. Bus Conduct Report is documented and a copy is given to the school administrator. School administrator notifies the parents and forwards a copy to Transportation.
- 5.5 Once a student exceeds his/her allotted written warnings for Category 1 offenses, school administrator receives a Bus Conduct Report Referral (TRN-F004) for disciplinary action.
 - 5.5.1 A copy of the report is forwarded to Transportation, the driver, and a copy is forwarded to the parent no later than the next school day by the principal.
 - 5.5.2 The principal or his/her designee will record the discipline on TRN-F004 and the electronic student discipline record (Power School).



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- 5.6 When a bus driver witnesses what he/she believes to be unsafe conduct on the part of a student on the bus, the Driver Supervisor will complete Bus Conduct Report for Major Safety Infractions (TRN-F054) with supported video guidance and give to the school administrator
- 5.6.1. Upon the report of a Driver Supervisor regarding bus video evidence and a completed TRN-F054 report, a principal or his/her designee will conduct other such investigation as he/she deems necessary, including but not limited to obtaining student(s)' statement(s).
- 5.6.2 Based upon the investigation, including any relevant video evidence, if a student is found to have engaged in unsafe conduct on a bus, mandatory bus suspension will occur.
- 5.6.3 With respect to unsafe conduct by students on buses, the Principal or his/her designee will have discretion to the number of days within the range of days of bus suspension. The specified range is as follows:
- Standing or sitting in aisle of the bus while bus is moving at travel speed (minimum 3-day bus suspension not to exceed 10 days).
 - Throwing objects in or out of the bus, at the driver, at the windshield, or into the driver compartment (minimum 3-day bus suspension not to exceed 15 days).
 - Inflammatory remarks directed toward or at the driver (profanity, vulgar language, racial slurs) (minimum 5-day bus suspension not to exceed 15 days).
 - Fighting on the bus (non-verbal, physical violence) (minimum 5-day bus suspension not to exceed 15 days).
- 5.6.4 The Principal or his/her designee will record the discipline on TRN-F054 and electronic student discipline record (Power School). School administrator notifies the parents.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 CMCSS Student Code of Conduct (STS-M001)
- 6.2 Student Conduct on School Buses Jeopardizing Safety of Others (TRN-A023)
- 6.3 Bus Conduct Report for Minor Infractions (TRN-F004)
- 6.4 Bus Conduct Report for Major Safety Infractions (TRN-F054)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bus Conduct Report	Transportation Office	School year	Shred	Secured Office/Building



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Bus Conduct Report	School Office	School year	Shred	Secured Office/Building
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/22/05		Initial Release
11/13/06	A	Change form number TRN-F010 to TRN-F020
3/22/11	B	5.2.2. Delete TRN-F020 Student Misconduct Accountability Form is documented. 5.4.1. Delete on first written warning driver will document Bus Conduct Report. 6.3 Delete TRN-F020 Student Misconduct Accountability Form. 7.0 Delete Student Misconduct Accountability Form, Change Discard as Desired to Shred.
3/27/15	C	2.1 Change Dispatcher to Fleet Supervisor. 5.2.1 Add within 12 hours or the following school day. 6.1 Change to CMCSS Student Handbook. 7.0 Change to Transportation Office. Update flowchart.
3/22/18	D	Added "unsafe conduct" to definitions. Added 5.2.3 and 5.6. Updated associated documents and flowchart.
10/29/18	E	Updated titles of conduct report forms throughout procedure and in associated documents.
1/9/23	F	2.3 Changed "Lead Bus Driver" to "Driver Supervisor"; Added "4.1.1 Category 1 ", added "are", deleted bringing articles aboard bus of injurious or objectionable nature, refusing to obey driver", added "misuse of cell phone", deleted "sagging with undergarment or skin exposure, hanging out of window," added "profane language and/or obscene gestures (not at driver)"; Added "4.1.2 Category 2: Do not require written warning ; i.e., bringing articles of objectionable nature (such as weapons), smoking, vaping, possession of chewing or dipping tobacco products, threats of violence; possession of alcohol, controlled substances (drugs) and drug paraphernalia; destruction of property, unsafe conducts"; 4.2 Added "Safety", added "This includes unsafe conduct on buses.", Deleted "Profanity (not directed at bus driver), smoking, possession of chewing or dipping tobacco products, threatening driver or fellow students; possession of alcohol, controlled substances (drugs) and drug paraphernalia, damaging of property, or unsafe conduct as defined herein are considered major infractions."; Deleted "4.3 Unsafe Conduct: This includes the following conduct on buses"; 5.2.2 Changed "major" to "minor", capitalized Transportation throughout procedure; 5.2.3 Changed "unsafe conduct" to "major infractions"; 5.3.1 Added "Parent, Principal, and Transportation copies are", deleted "with copies", deleted "student", added "the", deleted "and transportation", added "and



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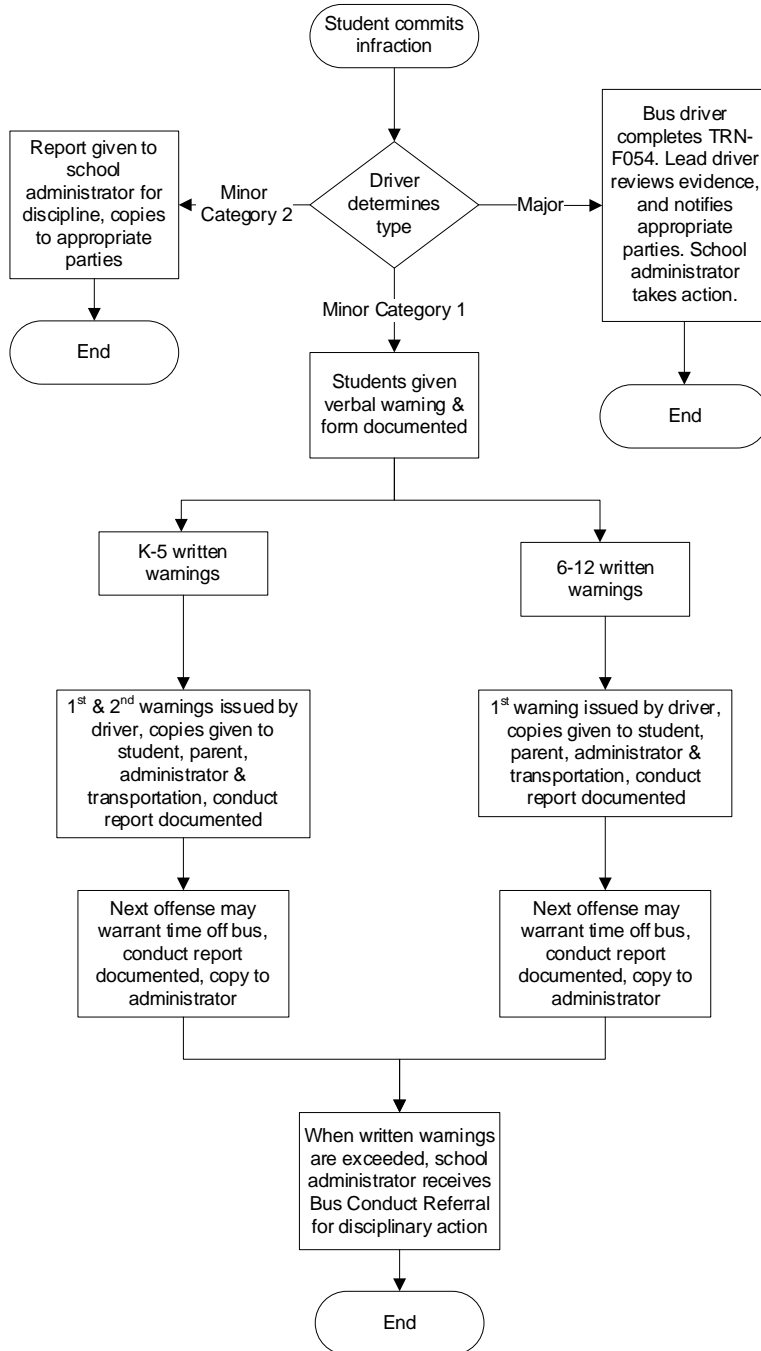
forwards Transportation a copy of the warning.”; 5.3.2 Added “will be a referral and”, added “suspension” and “from”, deleted “time off”, added “and forwards Transportation a copy of the warning.”; 5.4.1 Added “Parent, Principal, and Transportation”, deleted “student, parent”, added “the”, Added “Driver keeps a copy; the school notifies the parent and forward”, deleted “administrator and”, added “a copy of the warning”, deleted “Driver keeps a copy.”; 5.4.2 Added “will be a referral and”, deleted “time off”, added “suspension from” and “forwards a copy to Transportation.”; 5.5 Added “for Category 1 offenses”, added “Referral”, deleted “for Minor Infractions”; 5.5.2 Added “The principal or his/her designee will record the discipline on TRN-F004 and the electronic student discipline record (Power School).”; 5.6 Changed “bus driver” to “Driver Supervisor”, added “with supported video guidance and give to the school administrator”, deleted “and give the report to his/her lead driver or designee.”; Deleted “5.6.1 Within on school day of receiving a completed TRN-F054, the lead driver will pull and review any bus video evidence and determine if it shows such reported conduct. the lead driver will report his/her findings to the Transportation Manager and the School Principal or his/her designee.”; 5.6.1 Change “lead driver” to “Driver Supervisor”; 5.6.3 Deleted “only”, added “to the number of days within”, deleted “as to”; 5.6.3 First bullet point deleted “10 points and a”; Second bullet point deleted “10 points and a”; Third bullet point deleted “15 points and a”; Fourth bullet point deleted “25 points and a”; 5.6.4 Added “Power School”; 9.0 Flowchart changed left side arrow from “Major” to “Minor Category 2”, changed right side arrow from “Unsafe Conduct” to “Major”, added “Category 1” to down facing arrow, last box changed “Report” to “Referral”.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of Procedure ***