

Tomah Area School District

TRANSPORTATION DEPARTMENT

The *driving* force for Tomah's education

Upon having an issue with a student, the driver will discuss the issue with the student to resolve it. They will inform the student that if the behavior continues, they will contact the student's parent/guardian and the student will receive a written bus referral.

The District retains the discretion to determine the severity of the issue/incident and may skip one or more of the following steps in order to provide consequences that are appropriate for the offense.

1st Referral

- The driver will call the parent/guardian to discuss the issue and inform them a bus discipline referral will be submitted for their student.
- The driver will fill out the bus discipline referral and submit it to the transportation department no later than 8:30 the morning of or, if occurred during the PM, the morning following the incident. The incident will be archived.
- A copy of the bus discipline referral will be sent to the parent/guardian. A copy will be provided to the bus driver.
- The bus discipline referral will be recorded in the student's discipline file by the transportation department.

2nd Referral

- The driver will call the parent/guardian to discuss the issue and inform them a bus discipline referral will be submitted for their student, if appropriate.
- The driver will fill out the bus discipline referral and submit it to the transportation department no later than 8:30 the morning of or, if occurred during the PM, the morning following the incident. The incident will be archived.
- By 11:00 AM the transportation department will enter the initial bus referral information into the student's discipline record, which will notify the principal of the incident. The transportation department will also forward any additional information to the respective principal.
- The principal will meet with the student. The principal will attempt to make contact with the parent/guardian during the meeting to discuss the issue, if appropriate.
- The student will receive a school consequence.
- The principal will document the consequences in the description portion of the student's bus discipline referral located in the student's discipline record. Upon completion, the principal will verify the bus referral, which will notify the transportation department it has been completed.
- The transportation department will print a copy of the completed discipline referral for the bus driver and a copy will be sent to the parent/guardian, if needed.

3rd Referral

- The driver will call the parent/guardian to discuss the issue and inform them a bus discipline referral will be submitted for their student, if appropriate.
- The driver will fill out the bus discipline referral and submit it to the transportation department no later than 8:30 the morning of or, if occurred during the PM, the morning following the incident. The incident will be archived.
- By 11:00 AM, the transportation department will enter the initial bus referral information into the student's discipline record, which will notify the principal of the incident. The transportation department will also forward any additional information to the respective principal.
- The Principal, Transportation Representative, and student will meet with or call the parent/guardian to discuss the issue. The Student will receive school consequences and a 1 day bus suspension.
- The principal will document the consequences in the description portion of the student's bus discipline referral located in the student's discipline record. Upon completion, the principal will verify the bus referral, which will notify the transportation department it has been completed.
- The transportation department will print a copy of the completed discipline referral for the bus driver and a copy will be sent to the parent/guardian, if needed.

4 th Referral

- The driver will call the parent/guardian to discuss the issue and inform them a bus discipline referral will be submitted for their student, if appropriate.
- The driver will fill out the bus discipline referral and submit it to the transportation department no later than 8:30 the morning of or, if occurred during the PM, the morning following the incident. The incident will be archived.
- By 11:00 AM, the transportation department will enter the initial bus referral information into the student's discipline record, which will notify the principal of the incident. The transportation department will also forward any additional information to the respective principal.
- The Principal and Transportation representative will hold a face to face meeting with the parent and student to find a solution. The student will have a minimum 3 day bus suspension and any additional consequences will be determined by the severity of the action. The student may be suspended until the meeting is held provided contact has been made with the parent/guardian notifying them of such.

Any further bus referrals

- The driver will call the parent/guardian to discuss the issue and inform them a bus discipline referral will be submitted for their student, if appropriate.
- The driver will fill out the bus discipline referral and submit it to the transportation department no later than 8:30 the morning of or, if occurred during the PM, the morning following the incident. The incident will be archived.

- By 11:00 AM, the transportation department will enter the initial bus referral information into the student's discipline record, which will notify the principal of the incident. The transportation department will also forward any additional information to the respective principal.
- The Principal, Transportation Representative, Parent/Guardian will meet to determine the discipline consequences and discuss future transportation. The student may be suspended until the meeting is held provided contact has been made with the parent/guardian notifying them of such.

Redemption Action

- For each 60 consecutive days that a student does not have a bus discipline referral their referral step be reduced by one step. The District will determine whether the request should be granted on a discretionary basis.

Limitations

- This Transportation Discipline Procedure does not override the District Administration's discretion to take additional, separate action, or to impose more severe consequences in appropriate cases. Parents should also be on notice that, while efforts will generally be made to contact them as part of Transportation Discipline Procedures, certain students, types of conduct, and related investigations may not always make immediate contact with parents possible or appropriate. Parental contact will be made as soon as appropriate and when matters such as pupil safety, law enforcement involvement, pupil confidentiality, and the integrity of related investigations are properly addressed.