

Morgan County School District
Transportation Pupil Management Plan
Adopted June 2011
Initial Training

Objective: Implement the newly adopted Transportation Pupil Management Plan for the Morgan County School District. Instruction and training will be conducted including behavior, safety, conduct, roles, responsibility, respect and enforcement of rules. The training will be given to administrators, operators, students, and parents.

Objective: Incorporate the Morgan County School District Safe Schools Policy into the student conduct expectations plan when dealing with student misbehavior occurring on district sponsored transportation services including buses, cars, and leased vehicles when applicable.

Timeline:

Administrators – August 12, 2011
Operators – August 19, 2011
Students – August 26, 2011
Parents – August 26, 2011

Administrators:

Administrators will receive training and instruction regarding the Morgan School District Pupil Management Plan prior to August 12, 2011. This training will include a review of policy and procedures as well as administrative roles and responsibilities.

Operators:

Operators will receive training and instruction regarding the Morgan School District Pupil Management Plan prior to August 19, 2011. This training will include a review of policy and procedures as well as operator roles and responsibilities, appropriate interaction with and management of students, and reporting procedures.

Students:

Students will receive training and instruction regarding the Morgan School District Pupil Management Plan during the first week of school, August 23-26. Instruction will include a review of policy and procedures related to student responsibilities, respect for the driver and vehicle, the importance of transportation safety, expectations, and consequences for not adhering to rules and conduct expectations.

Parents:

Parents will receive information regarding the policy and parent expectations via the internet, mail and/or student delivered information packets. Parents will be asked to review the information with their child and work with the district in promoting appropriate student conduct while being transported in district vehicles.

Yearly Review: This Transportation Pupil Management Plan should be reviewed with administrators, operators, students, and parents on an annual basis, preferably at the beginning of each school year.

Morgan County School District
6.5.2 - Transportation: Operations—Pupil Management
Policies and Procedures

Effective Date: June 2011

Generally

Effective pupil management requires the combined effort of four groups: the district administration, bus operators, pupils, and parents. The Board adopts this policy to set forth the responsibilities of each group to contribute to good pupil transportation management to promote the safety and well-being of pupils.

Standards for Utah School Buses and Operations, p. 68 (2004)

District Responsibility

The Board is responsible to:

- 1) Establish the policies and procedures by which the program functions
- 2) Establish pupil regulations governing the behavior and safety of pupils while on the bus and at the bus stop
- 3) Institute and administer an instructional program that teaches pupils proper conduct and safety procedures
- 4) Conduct a training program for school bus drivers to ensure that all policies, procedures and regulations are understood and why they must be enforced
- 5) Ensure that parents receive written copies of bus rules and regulations that clearly establish parents' roles and obligations with respect to pupil promptness, attitude and behavior
- 6) Provide training in pupil management skills that extends beyond the scope of enforcing rules and regulations

Standards for Utah School Buses and Operations, p. 68, Appendix 2, Appendix 3, Appendix 4 (2004)

Operator Responsibility

School bus operators are responsible to:

- 1) Be familiar with all rules, policies and procedures affecting pupil transportation
- 2) Establish rapport with each building administrator and work to ensure proper conduct and communications.
- 3) Establish proper rapport with pupils and instruct pupils in proper behavior, general procedures and drills
- 4) Maintain order as a safety practice and stress the following points and procedures:
 - a) Minimized interior noise
 - b) Controlled passenger movement
 - c) Orderly entrance and exit
 - d) No movement of objects
 - e) Silence at railroad crossings
 - f) No transportation of unauthorized materials
 - g) Discussions and seat assignment to handle minor infractions

- h) Use of appropriate forms to inform persons dealing with discipline problems of serious or recurring misconduct

Standards for Utah School Buses and Operations, p. 68-69 (2004)

Pupil Responsibility

Proper pupil behavior is important because a pupil's distraction of the driver can cause accidents. Pupils should be aware of and abide by reasonable regulations to enhance safety. The pupil should clearly understand the consequences of unacceptable behavior. Pupils are responsible to:

- 1) Be aware that they are responsible for their action and behavior
- 2) Know what the rules and procedures are and abide by them
- 3) Display proper respect for the rights and comfort of others
- 4) Realize that school bus transportation can be denied if they do not conduct themselves properly
- 5) Be aware that any driver distraction is potentially hazardous to their safety

Standards for Utah School Buses and Operations, p. 69 (2004)

Parent/Guardian Responsibilities

Parents and guardians are responsible to:

- 1) Become familiar with rules and regulations
- 2) Encourage children to abide by rules and regulations
- 3) Assist children in understanding rules and regulations
- 4) Recognize their responsibility for the actions of their children
- 5) Effect desirable changes in their children's behavior
- 6) Support safe riding practices
- 7) Support procedures for emergency evacuation
- 8) Support procedures for safely crossing the highway before boarding and after leaving the bus
- 9) Support procedures to follow in emergencies
- 10) Support respect for the rights and privileges of others

Standards for Utah School Buses and Operations, p. 69 (2004)

Student Conduct Expectations

- 1. Students are to follow the directives of the driver.
- 2. Students are to refrain from using profane language, racial slurs or other derogatory comments.
- 3. Students have the responsibility to help keep the bus clean. Paper, wrappers, etc., are to be put in the appropriate trash container and not on the floor. Damage from vandalism will be the responsibility of the student or his/her family.
- 4. Students may not use or carry the following on the bus: tobacco of any kind, alcohol, matches, lighters, illegal drugs or laser lights; skateboards, roller blades, and other large items are not allowed on the bus.
- 5. Students are not to be destructive with seats, windows, floor coverings or painted surfaces. Writing on a bus exterior or interior will not be tolerated.
- 6. Students must stay seated and keep hands, feet, and personal items to themselves at all time.
- 7. Students must keep their head, hands, feet, and clothing or bags inside the bus at all times.
- 8. Students are not permitted to have weapons or ammunition on the bus. This includes replicas of weapons.

9. Students unloading from the bus must cross the street in front of the bus. Students should then proceed immediately across the street to avoid delaying stopped traffic and the continued transportation of other students.
10. Bullying in any form will not be tolerated.
11. If food spills, it is the responsibility of the student to clean up the spill.

Disciplinary Actions

Parents and students must understand that riding the school bus may be temporarily denied or permanently suspended if a student's conduct does not comply with district policies and procedures. When a student enters the school bus, authority lies with the bus driver and the school district. District drivers will make every attempt to work with students and parents to resolve behavior or safety issues.

When a student is unable or unwilling to abide by established standards or their personal actions jeopardize the safety of other passengers, the student shall be formally disciplined. If the action is severe or violates the Safe Schools Policy, one or more steps may be skipped and additional Safe Schools Policy consequences added. The following steps are included in the discipline process.

- Step #1.** On the first incident, which may be a Level I Safe Schools offense, the student will receive a written warning, with a copy sent to the principal. If possible, the parents will be called by the transportation director or the bus driver. The warning must be signed by the parent and returned with the student before he or she is allowed back on the bus the following morning.
- Step #2.** On the second incident or a Level II Safe Schools offense, the student will receive a written suspension. Parents, the student, a representative from the transportation department, and school authorities will meet and a plan of action will be established to correct the student's behavior before he or she will be allowed back on the bus. Parents need to call to make an appointment for this meeting at 801-829-6015.
- Step #3.** On the third incident or a Level III Safe Schools offense, the student will be suspended from all riding privileges for a period of time appropriate for the offense up to a maximum of one full school year. The student may also be referred to the Superintendent for consideration in regards to expulsion from school for a period up to one year.

Morgan County School District Safe Schools Board Policy with Guidelines

Effective Date: May 9, 2000
 Revision - August 10, 2004
 Revision – January 8, 2010

This policy is adopted by the Morgan County Board of Education pursuant to UCA 53A-11-901 through 907. It is the intent of the Board to provide every student in the district with the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. The Board also has the responsibility to deter inappropriate conduct as well as preserving the physical facilities of the school district. This policy is adopted on the principle that every student is expected to follow rules of conduct, to show respect for self, others, and property, and to obey persons in authority.

Students should be aware that certain behavior, outlined herein and in other policies of the

district, is unacceptable and will result in disciplinary action. The superintendent and his designees will enforce district policies with the aim to help students and their parents or guardians understand that unacceptable behavior will not be tolerated and will be dealt with in accordance with appropriate policy and procedures.

It is also hereby noted that violations of the law will be referred to the appropriate criminal justice agency for investigation and resolution through due process of law. The district's board and/or administration reserve the right to delegate authority to the school resource officer with regards to the investigation of alleged violations of the Safe Schools Policy. The district participates in a program where information regarding the conduct of students is shared with county and city officials including, but not limited to, law enforcement, county attorney's office, and juvenile probation.

The following areas are considered to be under district control and thus are subject to periodic inspection by school authorities for any reason or at any time where such inspection is necessary to maintain school order, discipline, or to enforce school or district policy and/or state law:

1. School lockers
2. Student/staff desks
3. School/district computers
4. Information/data entered or received on the district's Internet or e-mail system
5. District parking lots and vehicles parked in those lots
6. District owned vehicles
7. Rooms assigned to students – whether on or off campus
8. Backpacks carried by students

Inspections and/or searches can be conducted without the students or their parents/guardians being present.

The district reserves the right to control traffic flow in and out of school facilities as well as controlling any vehicle that is parked on school facilities. The district also reserves the right to control the use of cell phones on district property, during school activities, or while individuals are being transported by school vehicles.

A copy of this policy shall be available in the administrative office of each school in the district. An abridged version or synopsis of this policy shall be given annually, once to each student currently enrolled and to each transfer student upon entering the elementary, middle or high school.

Prohibited Conduct - The following conduct is prohibited. The district will take appropriate action against students for participation in any of the following conduct when it occurs on school grounds, in school facilities, at school-related activities, in school dispatched or funded transportation, or when it occurs in the presence of, or is directed at/or against another student or district employee:

Level I

1. Loitering
2. Profane, obscene, indecent, immoral or seriously offensive language, and/or gestures
3. Wearing, possessing, or displaying clothing, apparel, bandannas, head gear, or jewelry bearing the insignia, initials, name symbols, or any other emblem or writings that are gang related, or represent gang affiliation
4. Wearing or possessing non-sanctioned or non-school registered communication devices such as pagers, cell phones, etc.
5. Use or display of gang signs
6. Gambling
7. Trespassing
8. Participation in gang related activity
9. Possession of pornographic materials

Level II

1. Indecent propositions or exhibitions
2. Failing to provide proper identification upon request by school officials, resource officer, or teachers.
3. Bullying including but not limited to hazing, intimidation and/or threats of violence.
4. Any conduct or statements that disrupt the orderly educational processes
5. Confirmed willful disobedience or open and persistent defiance of proper authority
6. Incidents that violate the district's harassment policy that cannot be resolved between those individuals who are involved through initial intervention at the lowest levels
7. Fighting between students (unless deemed to be an assault)
8. Destruction, damage, or defacing (through graffiti or other actions) any part of a school building, grounds, or property (unless the seriousness of the destruction places the action at a Level III)
9. Theft of either school property or property belonging to individuals associated with the school (unless the amount stolen would classify as a felony)
10. Possession, sale, or distribution of either an alcoholic beverage or a tobacco product.
11. Accessing pornography while utilizing the district's computer hardware, software, Internet access, or e-mail capabilities
12. Reckless operation of a motor vehicle that threatens either the safety of persons or property
13. Possession of a knife with a blade greater than 2.5 inches
14. Three or more Level I offenses during any given academic year

Level III

1. Assault or Aggravated Assault on a student and/or employee.
2. Extortion
3. Arson
4. Theft of either school property or property belonging to individuals associated with school in an amount that is considered to be a felony by state law
5. Behavior, or threatened behavior, which poses an immediate and significant threat to the welfare and/or safety of other students, school personnel, or the operation of the school
6. The possession or control of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-3, drug paraphernalia as defined in UCA 58-37a-3
7. Being under the influence of a drug, controlled substance, or alcoholic beverage
8. Possession of a weapon and/or materials that include instructions on how to produce and manufacture weapons (Weapons include, but are not limited to, explosives, flammable materials, firearms, ammunition, martial arts instruments, and knives with blades that exceed 2.5 inches or knives used to threaten or commit violence)
9. Assessing information regarding the manufacturing of or use of an explosive device while utilizing the district's computer hardware, software, Internet access or e-mail capabilities
10. Intentional destruction, damage, or defacing which rises above a Level II offense
11. Two or more Level II offenses during any given academic year

Consequences of Misconduct - There are consequences to each type of behavior listed under the Safe Schools Policy. In establishing consequences, consideration must be given with regards to the age and maturity of the individuals involved, and the nature of the specific misconduct. The goal is to guarantee a safe learning environment while helping students to develop acceptable behavior patterns.

Level I Offenses - The objective is to correct the misconduct and modify behavior to prevent future misbehavior. The administrator has both the authority and responsibility to accomplish this in a way that is reasonable. Repeat offenses should be dealt with in a way that reflects an increase in the seriousness of the situation.

Level II Offenses - The objective is to correct misconduct, prevent future misbehavior and send a clear indication to both the student and the rest of the school community that this type of behavior will not be tolerated. Consequences include, but are not limited to, the following:

1. Short-term suspension from two to ten days – short-term suspensions may be either in-school or out-of-school.
2. Referral to juvenile court when both the administrator and the resource officer agree or when the incident violates state or local laws.
3. Restitution when appropriate.
4. Consequences as outlined in other policies, rules, or procedures of the school district and/or the school in which the student attends.

Level III Offenses - The objective is to separate the offender from the rest of the student body for an appropriate period of time to protect the educational climate as well as the individuals who function within that environment. A second objective is to communicate to those involved, the rest of the school community, and the community in general that this type of behavior will not be tolerated, and punitive action will be taken. Consequences include, but are not limited to, the following:

1. Automatic referral to the appropriate law enforcement agency
2. Automatic suspension for a minimum of five days with a referral to the Superintendent for consideration with regards to a possible expulsion
3. Restitution when appropriate
4. Consequences as outlined in other policies, rules, or procedures of the school district and/or the school in which the student attends

Procedural Due Process - Short Term Suspension (10 days or less)

If a student is suspended for 10 days or less, these due process procedures are to be followed:

1. The student will be told the reasons for the suspension and given a chance to share his/her side of the story. This conference will take place as soon as possible after the incident has occurred.
2. The administrator who has suspended the student will be responsible for notifying the parents/guardians prior to sending the student home if the student is leaving before the end of the school day. If the student is being suspended after the end of the day, notification should come as soon as possible but prior to the beginning of school the next day.
3. Initial contact should be by phone or in person. Written notification indicating:
 - The reasons for the suspension, duration, and terms for readmission must follow
 - The initial contact.
4. A short-term suspension may be appealed to the superintendent of schools.

Procedural Due Process - Long Term Suspension (More than 10 days)

The superintendent of schools has the authority to extend a 10-day suspension and/or to impose an initial suspension of over 10 days. The following due process procedures are to be followed:

1. The student shall be provided an opportunity to hear the reasons for the suspension and to provide his/her side of the story.
2. The superintendent shall be responsible for notifying the parents/guardians prior to extending a suspension beyond 10 days or, in cases when the initial suspension is greater than 10 days, prior to sending the student home if the student is leaving before the end of the school day. If the student is being suspended after the end of the day, notification should come as soon as possible but prior to the beginning of school the next day.
3. Written notification indicating the reasons for the suspension, duration, process for a formal hearing, right to an appeal, and terms for readmission must follow the initial contact within 48 hours.
4. A long-term suspension may be appealed to the Board of Education

Procedural Due Process – Expulsion

The board of education has the authority to expel a student from school. Expulsion is the elimination of a student's opportunity to attend school in the Morgan County School District. Expulsion is extremely serious and is reserved for situations where the health and safety of the students or staff is in question. In cases where the Board is considering expulsion, the following procedures will be followed:

1. The student and his/her parents or guardians will be given written notification of the reason(s) for the expulsion. The notification will also include the time and date of the hearing, the student's right to an advocate, as well as their right to provide witnesses and their ability to question the witnesses being provided by the district.
2. The hearing may be either open or closed, the decision being made by the student and their parents/guardians.
3. The hearing shall be scheduled at the earliest possible date agreeable to both the student and the board but no later than 10 days following the initial contact unless mutually agreed upon by both parties.