



Elementary School Safety & Discipline Matrix (K-5)

Category	Infractions	1st Safety Violation	2nd Safety Violation	3rd Safety Violation	4th Safety Violation	5th Safety Violation	6th Safety Violation	7th Safety Violation
A	<ul style="list-style-type: none"> * Not seated correctly (standing, facing the rear, in the aisle, etc.) * Improper Crossing * Screaming/Yelling * Inappropriate Language/Gestures * Eating / Drinking * Repeated Bus Stop Tardiness 	Driver gives Verbal Warning (with written record) Should be done after multiple attempts over a period of time to correct behavior.	Disciplinary referral Driver will review with Trans. Safety staff and then mail copy to parent	Disciplinary referral Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 1-3 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 3-5 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 10 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian. Conference to resume transportation.	Disciplinary referral Referral to Suspend Transportation for remainder of school year
B (Serious)	<ul style="list-style-type: none"> * Horseplay, "Rough Housing" * Throwing Objects (on bus) * Verbal Confrontation (fighting words) * Bus Danger Zone Violation * Taking photos/videos 	Driver provides verbal and written warning. OR Disciplinary referral (if more severe behavior)	Disciplinary referral Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 1-3 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 3- 5 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 10 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian. Conference to resume transportation.	Disciplinary referral Referral to Suspend Transportation for remainder of school year	
C (Severe)	<ul style="list-style-type: none"> * Spitting on Others, Biting Others * Fighting * Full / Partial Nudity * Vandalism (Restitution agreement required to continue bus service) * Restricted Items / Materials * Laser / Strobe Lights * Threatening Staff/Students * Bullying behaviors * Throwing Objects out of bus windows * Pushing, slapping, kicking, hitting, biting the Driver or Aide - (not a punch) * Racial / Bigotted Comments 	Disciplinary referral 1-3 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral Min 5 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian	Disciplinary referral 10 Day Bus Suspension - Letter & Safety Violation mailed/mailed to parent/guardian. Conference to resume transportation.	Write Up Referral to Suspend Transportation for remainder of school year			
D (Potentially Criminal Acts)	<ul style="list-style-type: none"> * Alcohol (use or possession) * Possession or use of illegal substance/item * Assault / Battery of a fellow student or staff * Bomb Threat * Weapons / Prohibited Items * Sexual Acts * Throwing Objects at Pedestrians / Vehicles 	Suspended Pending Administrative Review Possible referral for suspension for remainder of the school year. Report will be submitted to appropriate authorities per transportation, district/board policy in accordance with State and Local Law.						