



## Union Parish School Bus Referral Procedure Changes Effective Monday, March 21, 2022

Please note that changes in the violation of Bus Rider Rules highlighted in yellow below have been put into place and go into effect immediately. The following notification procedures have also been implemented:

1. The bus driver will give the referrals to the teacher, para, or administrator on duty.
2. The administrator will review the referral and determine the appropriate disciplinary measures based on the violation count and severity of the violation.
3. The administrator will conference with the student and the student's parent or guardian to notify of them of the violation and consequence.
4. The administrator will place the white copy in the student folder, give the student the green copy, and have the canary copy ready for the bus driver by the end of the day.

Disciplinary measures are at the discretion of the school administrator, who must stick as closely to this model as possible with specific focus on notifying the student, parent or guardian, and driver. Parents or guardians are to be reminded that riding the bus is a privilege and that privilege can be suspended to ensure the safety of all bus riders.

**1<sup>st</sup> Violation:** **Warning & Conference with Parents.** Student may NOT ride the bus until the parental conference has been completed with the appropriate school administrator.

**2<sup>nd</sup> Violation:** **3 Day Bus Suspension & Conference with Parents.** Student may NOT ride the bus until the parental conference has been completed with the appropriate school administrator during the 3-day suspension.

**3<sup>rd</sup> Violation:** **10 Day Bus Suspension/Conference with Parents.** Student may NOT ride the bus until the parental conference has been completed with the appropriate school administrator during the 10-day suspension.

**4<sup>th</sup> Violation:** **Suspension of all UPSB Transportation Services for Remainder of the School Year.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date