



# HSTS Operating Procedure

## Halton Student Transportation Services

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<b>HS-2-008 – Disciplinary Action</b> References: Education Act (Bill 157: Keeping Our Kids Safe at School); Human Rights Code of Ontario, and; Student Discipline Policies of member boards (HDSB, HCDSB). <i>Refer to Form TF005</i>	Effective Date: <b>Sept 2013</b> Reviewed: <b>Sept 2016</b>

### Preamble

HSTS is committed to providing a safe, caring and inclusive environment for all students who are eligible for transportation to/from school. These students may continue to ride as long as they demonstrate and maintain appropriate and safe behaviour aboard their assigned vehicle.

The Provincial Code of Conduct, as stated in the Safe Schools Act and The Education Act, sets clear provincial standards of behaviour which applies to students while they are on school buses. HSTS and member school boards consider the contracted school vehicle to be an extension of the classroom.

### Expectations

Students are accountable to the School Principal for their conduct while travelling on the contracted school vehicle just as they are in their school classroom.

In the event that a student does not conduct himself or herself in a suitable fashion, he or she will be subject to consequences. The chart below has categorized the offences and corresponding consequences into four levels.

Any infraction under 306(1) or 310(1) of the Education Act (as listed in levels 3 and 4 below) for which a transportation provider (school bus/taxi driver) becomes aware must be reported to the principal or designate at the earliest safe opportunity. A written report (Form TF005) must be completed when it is safe to do so and forwarded to the principal or designate within 24 hours.

### Level 1

#### Offences:

1. spitting;
2. making excessive noise;
3. engaging in horseplay;
4. eating or drinking on the bus;



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5. leaving his/her seat and standing up when the bus is moving;
6. using water guns and laser pointers;
7. swearing or using foul language; making obscene gestures or being in possession of inappropriate material;
8. blocking the main aisle on the bus;
9. boarding another bus without permission or boarding his/her own bus at a different stop;
10. being disrespectful towards others;
11. disobeying the bus driver (or monitor);
12. committing other offences that could endanger safety on the school bus and for which the bus driver or school principal has already issued a warning;
13. committing any offence aboard a bus that is not used for the student's regular school transportation (activities, field trips, shuttle buses, etc.);
14. sticking his/her hand out of the bus window or handling equipment aboard the bus, such as the emergency door handle at the back of the bus, etc.; or
15. committing any act that violated the school board's Code of Conduct.

### **Consequences:**

#### First offence

- warning

#### Second offence

- suspension of bus privileges for 1-5 days

#### Third offence

- suspension from riding the bus for 5-10 days; and
- School Principal to meet with parent(s).

#### Fourth offence

- suspension from riding the bus for at least 10 days;
- possibility of losing his/her school bus transportation privileges; and
- School Principal to meet with parent(s).



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**NOTE:** Infractions outlined in Bill 157 must be reported to the school principal by using Form TF005; all others must be reported on student behaviour report (pink slip).

### Level 2

#### Offences:

1. sticking his/her head or another body part outside the bus;
2. throwing objects inside or from the bus;
3. committing assaults (using physical force against someone);
4. hanging onto or trying to hang onto an external part of the bus;
5. using matches or lighters, or lighting fireworks or a flammable object or substance;
6. boarding or getting off the bus through the emergency door, without permission;
7. constantly defying the person in authority;
8. committing other offences that could endanger safety on the school bus and for which the bus driver or school principal has already issued a warning;
9. committing any offence aboard a bus that is not used for the student's regular school transportation (activities, field trips, shuttle buses, etc.);
10. bullying; or
11. committing any act that violated the school board's code of conduct.

#### Consequences:

##### First offence

- warning or exclusion for 3-5 days

##### Second offence

- suspension from riding the bus for 5-10 days

##### Third offence

- suspension from riding the bus for 10 days;



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- possibility of losing his/her school bus transportation privileges; and
- School Principal to meet with parent(s).

#### Fourth offence

- loss of school bus transportation privileges for an undetermined period of time.
- School Principal to meet with parents.

**NOTE:** Infractions outlined in Bill 157 must be reported to the school principal by using Form TF005; all others must be reported on student behaviour report (pink slip).

### Level 3

#### Offences:

1. uttering a threat to inflict serious bodily harm on another person;
2. possessing alcohol or illegal drugs;
3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority (school bus driver);
5. committing an act of vandalism causing extensive damage to school property, either at school or on the bus (taking into account that time spent travelling by school bus is an extension of the school day) – the police may also be involved – compensation must be made before school bus transportation privileges can be restored;
6. bullying; or
7. any other activity for which a student may be suspended under board policy, or School Board's Code of Conduct;



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### Consequences:

As stated in the *Ontario Schools Code of Conduct*, the time spent travelling by school bus is an extension of the school day. Bus privileges may be permanently suspended and other school consequences may follow.

**NOTE:** All Level 3 infractions must be reported to the school principal using Form TF005.

## Level 4

### Offences

1. Being in possession of a weapon, including a firearm or knife;
2. using a weapon to cause or to threaten bodily harm to another person;
3. committing a physical assault on another person that causes bodily harm requiring care by a medical practitioner;
4. committing a sexual assault;
5. trafficking weapons or illegal or restricted drugs;
6. committing robbery;
7. giving alcohol to a minor; or
8. committing another act punishable by expulsion in accordance with a School Board policy or School Board's Code of Conduct.

### Consequences:

As stated in the *Ontario Schools Code of Conduct*, the time spent travelling by school bus is an extension of the school day. Bus privileges may be permanently suspended and other school consequences may follow.

**NOTE:** All Level 4 infractions must be reported to the school principal using Form TF005.



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### Responsibilities

#### Bus/taxi Drivers shall:

1. Complete a Pink Slip for Levels 1 and 2 and submit to the school Principal or designate;
2. after observing a Bill 157 incident, report the incident to their dispatch office immediately or if necessary, contact dispatch once the students have been dropped off at the end of the school run or in between school runs; and
3. complete form TF005 and submit to the Operations Manager.

#### Bus/taxi Operator shall:

1. Contact the School Principal or designate immediately to inform them that a Bill 157 Incident has been reported by the driver;
2. inform HSTS
3. follow up with the driver;
4. forward the completed Bill 157 form to the School Principal or designate by the next day or within 24 hours; and
5. file acknowledgement from school Principal in route file.

#### Principal or designate shall:

1. Determine a course of action based on the initial report, if required; and
2. fax the signed form acknowledging receipt of Bill 157 form back to the Manager at the respective school bus company (fax#s on Form TF005).

#### HSTS shall:

1. Confer with the Principal and the bus operator, if required; and
2. consult with the Superintendent of Schools in the event of any ongoing disciplinary issues that need to be addressed based on the consequences outlined in this procedure.