

ADMINISTRATIVE PROCEDURE NO. 313

SUSPENSION OF A STUDENT FROM RIDING A SCHOOL BUS

Background

Students riding on a school bus are under the immediate authority of the driver, who shall report cases of significant misconduct to the principal. The principal may, should circumstances dictate, suspend the student from riding school bus in accordance with the *School Act* and the administrative procedures of the Division.

Procedures

1. The principal shall inform the parents of any student reported for any significant misconduct on a school bus.
2. The principal may, if the misconduct is deemed serious enough, temporarily suspend the student from riding the school bus and/or from attending school.
3. The principal shall inform the parents as soon as possible of the suspension by telephone which will then be followed by a letter detailing the particulars of the misconduct and the length of the suspension.
4. The principal shall request the parents, and the student if the student is 16 years of age or older, to attend a meeting to discuss means of improving the behavior of the student and the conditions necessary to have the student reinstated.
5. If the student is not to be reinstated within 5 school days of the date of suspension, the principal shall inform the Superintendent of the suspension and report in writing all of the circumstances respecting the suspension and the principal's recommendation.
6. Cases of suspension from riding a school bus may be appealed by the parents, or the student if the student is 16 years of age or older, to the Superintendent.
7. The parents, or the student if the student is 16 years of age or older, shall be advised of their right to appeal the decision of the Superintendent to the Board.
8. When a student receives an out-of-school suspension at school, this suspension also applies to the school bus. Students with out-of-school suspensions will not be allowed to ride the school bus until a reinstatement meeting occurs with the principal, parents and the student.