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Statement	<p>Students who are eligible to travel to school on a school bus may continue to do so as long as they demonstrate and maintain appropriate and safe behaviour aboard the vehicle. Students who do not behave in an appropriate and safe manner may be suspended and may even lose their school bus transportation privileges.</p>
Reporting Requirements	<p>Bill 157, the Keep our Kids Safe at School Act, 2009, legislated the responsibility to school employees or individuals who are not board employees who come into direct contact with pupils of a board on a regular basis in the normal course of providing goods or services to the board or carrying out their employment functions as an employee of a person who provides goods or services to the board to report serious incidents of student behaviour as outlined in Section 306. (1) and 310. (1) of the Education Act (such incidents are listed under Level 3 and Level 4).</p> <p>Bus drivers are required under the Act to report to the principal as soon as reasonably possible, when they become aware that a student has engaged in an activity described below under Level 3 and Level 4.</p> <p>Bus drivers will contact the principal by phone as soon as reasonably possible and will complete the Safe Schools Incident Report – Form 2 when the bus driver returns at the end of their shift. The report will be forwarded to the principal when completed. The bus driver will also complete the WESTS Incident Report, stating that a Safe Schools Incident Report has been filed.</p> <p>If the situation is of such severity that it requires police intervention, police must be contacted first and then the notification to the principal will follow. Safety of the students and driver are the priority.</p> <p>The bus operator will receive an Acknowledgement of Receipt of the Safe Schools Incident Report from the principal. The Form will indicate that the principal has either taken action or that no action is required.</p>



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Level 1	<p>Offences:</p> <ol style="list-style-type: none">1. spitting;2. making excessive noise;3. engaging in horseplay;4. eating or drinking on the bus;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.); and14. 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. <p>Consequences:</p> <ol style="list-style-type: none">a) First offence<ul style="list-style-type: none">• warning;b) Second offence<ul style="list-style-type: none">• suspension for 1-5 days;c) Third offence<ul style="list-style-type: none">• exclusion for 5-10 days;• meeting of parent(s) with school principal;d) Fourth offence<ul style="list-style-type: none">• exclusion for at least 10 days;• possibility of losing his/her school bus transportation privileges;• meeting of parent(s) with school principal.
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<p>Level 2</p>	<p>Offences:</p> <ol style="list-style-type: none"> 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.). <p>Consequences:</p> <ol style="list-style-type: none"> a) First offence <ul style="list-style-type: none"> • warning or exclusion for 3-5 days; b) Second offence <ul style="list-style-type: none"> • exclusion for 5-10 days; c) Third offence <ul style="list-style-type: none"> • exclusion for 10 days • possibility of losing his/her school bus transportation privileges; • meeting of parents with school principal; d) Fourth offence <ul style="list-style-type: none"> • loss of school bus transportation privileges for an undetermined period of time/possible expulsion from school.
<p>Level 3</p>	<p>Offence:</p> <ol style="list-style-type: none"> 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 of



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	<p>authority (bus driver, monitor);</p> <ol style="list-style-type: none"> 5. Committing an act of vandalism that causes serious damage to school property, either at school or on the bus; 6. Bullying; 7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board. <p>Consequences: As stated in the <i>Ontario Schools Code of Conduct</i>, the time spent travelling by school bus is an extension of the school day. The school principal is therefore obligated to investigate and may suspend a pupil from school for the above-mentioned offences.</p>
Level 4	<p>Offences</p> <ol style="list-style-type: none"> 1. Possessing a weapon, in particular a firearm; 2. Using a weapon to cause or to threaten bodily harm to another person; 3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical professional; 4. Committing a sexual assault; 5. Trafficking in weapons or illegal drugs; 6. Committing robbery; 7. Giving alcohol to a minor; 8. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board. <p>Consequences:</p> <ol style="list-style-type: none"> a) As stated in the <i>Ontario Schools Code of Conduct</i>, the time spent travelling by school bus is an extension of the school day. The school principal must suspend a pupil from school and conduct an investigation to determine whether to recommend to the board that a pupil be expelled for the above noted offences. b) Loss of school bus privileges for an undetermined amount of time or permanent loss of school bus privileges can be imposed with consultation with WESTS based on the above noted offences.



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Reports	<p>Level 1 and Level 2</p> <p>Reporting of incidents under Level 1 and Level 2 will be reported on the Driver Report of Student Misconduct Form.</p> <p>Level 3 and Level 4</p> <p>Reporting of offenses under Level 3 and Level 4 must be reported on the Safe School Incident Report Form Part I. These forms will be available at your operator's office. An Acknowledgement of Receipt of the Incident Report Form will be sent by the principal to the bus operator.</p>
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Approved: **ETC # 10-02** Date: January 28, 2010