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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY EEAEC: STUDENT CONDUCT ON SCHOOL BUSES - SUSPENSION  
OF BUS RIDING PRIVILEGES**

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1. The responsibility for denying a pupil the privilege of riding the school bus rests with the school principal.
2. Drivers shall notify principals of circumstances and details pertaining to problems with pupils on the school bus, completing a behavior referral form.
3. Principals shall exercise their responsibility to warn the pupil(s) or to suspend riding privileges, depending on the severity and the nature of the case.
4. Parents shall be notified by the principal of complaints and action taken.
5. Driver may discharge a student only at their designated bus stop or return the student to the school if the student's behavior warrants administrative intervention.
6. All pupils transported at public expense are expected to conform with rules and regulations governing such service. Pupils who have their bus riding privilege suspended are still required to attend school regularly.
7. **GUIDELINES: Procedures for Suspension of Bus Riding Privilege**
  1. **First Offense:** The bus driver will warn the student.
  2. **Second Offense:** The bus driver will utilize the Behavior Referral Form in reporting a student to the appropriate school administrator of the school concerned. The administrator will talk with the student concerning the offense and will send a letter to the parents explaining the situation and return driver's copy of referral.
  3. **Third Offense:** The bus driver will report the student to the principal. The principal may suspend the student's bus riding privilege for a period of time not to exceed one (1) week. A letter shall be sent to the parents advising them of the action taken with notification to the driver.
  4. **Fourth Offense:** The bus driver will report the student to the principal. The principal may suspend the student for an indefinite length of time. A letter explaining the situation and action taken shall be sent home to the parents with notification to the driver.
  5. There may be a case when the conduct of a student is such that denial of riding privileges will be necessary on the first offense. However, this is not for the bus driver to decide. The bus driver should report the student to the principal and the principal makes the decision. A suspension of regular route bus riding privileges

will be for all regular route buses. A suspension for a bus riding privileges from other than a regular route will be only for those non-regular route buses. (Example: Career & Tech - Field Trip)