

IMPORTANT NEW INFORMATION FROM 4J TRANSPORTATION

From : Christopher Hawks <hawks_c@4j.lane.edu> Fri, Sep 02, 2016 07:58 AM
Subject : IMPORTANT NEW INFORMATION FROM 4J TRANSPORTATION  3 attachments
To : Allan Chinn <chinn@4j.lane.edu>, Lori Henry <henry_lo@4j.lane.edu>

Hello Allan and Lori, welcome back. Hope you had a wonderful Summer Break!

My name is **Christopher Hawks**, and I am the new **Student Management Specialist** here at 4J Transportation (I have previously been the Training Coordinator).

I will become your new point of contact for bus issued Conduct Reports, Incident Reports and other school bus related student management issues.

I need to take a moment of your time to share with you a few important changes to our Conduct Report/Incident Report procedures, and our school bus PBIS Program.

Beginning this year, all bus issued Conduct Reports (for major infractions) will be sent to you via email.

You will no longer receive the multi-layer forms we have used in the past. Once the Report has been completed on your end, it can be emailed back to me at Transportation so I can take any steps necessary and close the file.

Incident Reports (for minor infractions) will still be delivered to you by our bus drivers. Schools are asked to treat Incident Reports the same as one of their own minor slips. Whatever corrective action is taken in the event of a minor at the school would be appropriate for a bus issued Incident Report. No return communication with me will be necessary (unless you would like to discuss any issues).

Some other important changes to Conduct Reports are: **(1)** If Incident Reports (Minors) have previously been issued to a student due to repeated level 1 behaviors, they will be noted in the section "History of Driver Actions Taken."
(2) Conduct Report consequence Guidelines have been changed. The suggested consequence for the 2nd Report is now a 3 day bus suspension. The suggested consequence for the 3rd Report it is now a 10 day suspension.
(All consequences resulting from bus issued Conduct/Incident Reports are at the discretion of the participating school.
However, please feel free to contact me if negotiations involving special circumstances are necessary).

Also, beginning this year, we (the Transportation Department) will create our own Recognition Tickets (Positive Slips)

so they can be used by all drivers for all schools.


Please remember it is critical that the tickets given by bus drivers are accepted as having the same value as tickets given at your school (if your school participates in a PBIS Program).

I have attached a copy of our new Conduct Report and Positive Slips for you to view.

You will be hearing from me over the next few weeks regarding important updates and changes to our bus PBIS program, as well as student issues as they arise.

I am looking forward to getting to know you over the upcoming school year, and I'm excited about these changes and the possibilities ahead of us!

Feel free to contact me any time with questions, issues or concerns.
Thanks for your time!

 **Christopher Hawks**
Student Management Specialist, Transportation
Eugene School District 4J
(541) 790-7482
hawks_c@4j.lane.edu

 **Christopher Hawks**
Student Management Specialist, Transportation
Eugene School District 4J
(541) 790-7482
hawks_c@4j.lane.edu

Hawks Sig.jpg
55 KB

 **4J Star - Positive Slips.pdf**
1 MB

 **4J Conduct Report NEW.pdf**
740 KB
