DEAR PARENTS: The Purpose of this report is to inform you of a disciplinary incident involving your student on the bus, which may have jeopardized the safety and well-being of all the students. We hope that you will support and cooperate with the actions taken by the driver.

TYPE OF MISCONDUCT:

- Improper Boarding/Departing Procedures
- Riding unassigned bus
- Failure to Remain Seated
- Spitting/Littering/Vandalism
- Refusing to listen to Driver
- Hanging out Windows
- Fighting/Pushing/Tripping
- Unacceptable language/Hand gestures
- Throwing Objects in/out bus
- Eating on bus
- Alcohol/Drugs/Weapons (use or Possession)
- Excessive Noise/Mischief/Discourteous
- Other Behavior Relating to Safety,
- Lighting Matches/Smoking on Bus
- Well-being and Respect of others
- Bullying/Hazing

DESCRIPTION OF INCIDENT:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DRIVERS SIGNATURE: ________________________________________

** Held Conference with student/called parent: Date: _________ / Time: __________
** Student suspended of bus privileges: Date: __________ / Return: __________

This notice is issued by the driver because of misconduct by the student. Further violations may result in suspension of bus privileges. Some problems could go directly to notice 2 or 3.

Notice #1- Notification must be signed by parent and returned to driver within 24 hours of next school day.
Notice #2-Notification must be signed by parent. Parent Conference. Possible 1-9 day suspension of bus privileges.
Notice #3-Notification must be signed by parent. Parent Conference. 1 day to indefinite suspension of bus privileges.

Parent’s Signature: ____________________________ Date: ______________

Note: Students are expected to attend school during periods of time that they are suspended from bus privileges. It becomes the responsibility of the parent/guardian to arrange for transportation to and from school during the period of bus suspension. A student may also be suspended from school and school activities as the result of misconduct on the bus. Damages, if applicable, are the responsibility of the students and parent/guardian.

Administrator’s Signature: ____________________________ Date: ______________