



SCHOOL BUS CONDUCT AND SAFETY NOTICE

Date: _____

To the parents of _____

A report has been submitted regarding your student's misbehavior on the school bus. A copy of the Bus Conduct Notice is attached. This is the _____ 1st _____ 2nd _____ 3rd _____ 4th complaint received. During the specified time period, students may not be transported by school bus before school or after school. Suspension of privileges does not excuse the student from school. Parents are responsible for transporting the student and the student arriving to school on time. Below are the disciplinary procedures that will be taken for each incident reported.

1st Notice – Parents receive a call alerting them of the infraction and notifying them that this is the first offense; a phone conference or face-to-face conference is mandatory. The student is warned and given this form to take home for signature; the signed form must be returned to the administrator by the next school day.

2nd Notice – Parent/ Student Conference with campus administrator; student subject to (3-5) days suspension of bus privileges. A phone conference or face-to-face conference is mandatory. Parent must contact the school office within (1) school day of when the notice was issued.

3rd Notice - Student is subject to a maximum of (10) school days suspension of bus privileges. Student is provided with a written notice; parents are contacted directly via telephone. Notice of bus suspension is mailed to the parents.

4th Notice – Student is denied riding privileges for the remainder of the semester, the remainder of the school year, or indefinitely. Parents and students are provided with written notice.

RESPONSE

I have received the notice regarding my student's bus conduct. In addition, I understand the discipline procedures and will encourage my student to behave appropriately on the school bus. If required, I will call the school office to speak with administrator or to schedule a conference.

Please sign and return.

Student Signature

Parent Signature

Date