cmcss
The Defining Difference

CMCSS BUS CONDUCT REPORT FOR MINOR INFRACTIONS - Secondary (Middle and High)

Student's Name:	Bus #	Date of Incident:
School:	Time:	Driver's Name:

Dear Parents or Guardians,
The purpose of this report is to inform you of a disciplinary incident involving your student on the school bus. Your cooperation with the corrective action initiated by the school administrator is appreciated. Please discuss the seriousness of this incident with the student to prevent further occurrence. **Bus riding is a privilege which may be revoked.**

NOTE: *A written report may be given to the student's principal without prior warnings. Disciplinary action will be taken by student's principal based upon principal's discretion and/or policy/procedure. *If bullying is suspected, please REPORT IMMEDIATELY, refer to INS-A016 and INS-P029 for guidance.*

DRIVER'S REPORT:

Verbal Warnings: ☐ 1st Verbal ☐ 2nd Verbal
Written Warnings ☐ 1st Written Warning ☐ Referral to School Administrator

Category 1 Offense

- ☐ Improper boarding/departing procedures at stop
- ☐ Pushing, tripping, horse playing (playful hitting)
- ☐ Rude, discourteous and annoying conduct, and/or misuse of electronic devices
- ☐ Profane language and/or obscene gestures
- ☐ Failure to remain seated
- ☐ Unnecessary noise/taunting
- ☐ Spitting/littering/eating/drinking
- ☐ Other behavior relating to safety, well-being and respect for others or their property

Category 2 Offense (No Written Warnings Referral)

- ☐ Hanging/leaning out of the window while bus is moving
- ☐ Lighting matches, lighters, or any open flame
- ☐ Smoking, vaping, drug use, or alcohol use on the bus
- ☐ Destruction of property
- ☐ Tampering with bus equipment
- ☐ Bringing articles aboard bus of injurious or objectionable nature (weapons, mace, etc)

PREVIOUS ACTIONS BY THE DRIVER TO CORRECT BEHAVIOR (OPTIONAL)

Date:

Date:

SUSPENSION FROM A SCHOOL BUS IMPLIES ALL SCHOOL BUSES IN THE SCHOOL SYSTEM

Specific Details:

Driver's Signature: _____

PRINCIPAL'S REPORT:

Category 1:

( ) 1st Offense (Office referral, warning, parent communication)
( ) 2nd Offense (Recommendation 1 Day Suspension)
( ) 3rd Offense (Recommendation 2-3 Day Suspension)
( ) 4th Offense (Recommendation 3-5 Day Suspension)
( ) 5th Offense (Recommendation Long-term Suspenion 10 Or More Days)

Category 2:

( ) 1st Offense (Recommendation 2-3 day bus suspension)
( ) 2nd Offense Recommendation 3-5 day bus suspension)
( ) 3rd Offense (Recommendation 5-10 day bus suspension)
( ) 4th Offense and beyond (Recommendation 10+ Day Suspension)

Disciplinary action to be taken:

MANDATORY LOSS OF BUS PRIVILEGE:

Student denied bus privilege or suspended from school **From:** **To:**

Case referred to _____
Specific details

Student's Name:	Phone #	Date of Incident:
Student's Address:	Teacher:	Student's Grade:

Parent's Signature:	Principal's Signature:

White Copy-Parent **Yellow Copy-Principal** **Pink Copy-Transportation** **Gold Copy-Driver**