Bus Referral Form

| <u>H</u> | OPKINS COUNTY SCH | IOOLS - DEPA | ARTMENT OF PUPIL TRANSPORTATION | | | | |
|--|---|-------------------------------------|---|--|--|--|--|
| STUDENT'S NAME: | | | SCHOOL/GRADE: | | | | |
| DATE: | AM TIME: | PM TIM | ΓΙΜΕ: ROUTE/BUS NO: | | | | |
| BUS STAFF: | | | ON OF INCIDENT: □ ON BUS □ BUS STOP | | | | |
| □ SCHOOL GROU | NDS TRIP | | | | | | |
| | | MISCONDUC | ICT REPORTED | | | | |
| ☐ Use/possessi | on of weapons | | ☐ Obstructing the aisle (safety) | | | | |
| □ Use/possessi | on of alcohol/drugs | | ☐ Throwing objects (safety) | | | | |
| ☐ Use/possessi products | on of tobacco/alternative | nicotine/vapor | ☐ Voice above L1, excessive, distracting noises (safety) | | | | |
| ☐ Fighting, arg | uing, scuffling or physica | l aggression | ☐ Improperly boarding/leaving bus (safety) | | | | |
| ☐ Abusive/inappropriate language, profanity | | | ☐ Disobedient, defiant, disrespectful (non-compliance) | | | | |
| ☐ Harassment/bullying | | | ☐ Bringing prohibited items (non-compliance) | | | | |
| ☐ Forgery/theft | | | ☐ Littering (non-compliance) | | | | |
| | vith bus or its equipment/v | <u>andalism</u> | ☐ Food/candy/gum/etc. in mouth, drinking (non-com.) | | | | |
| ☐ Inappropriate display of affection | | | ☐ Occupy more space/seat than required (non-com.) | | | | |
| ☐ Technology violation | | | ☐ Sitting incorrectly (non-compliance) | | | | |
| ☐ Dress code v | | | ☐ Riding a bus other than assigned (non-comp.) | | | | |
| ☐ Tardy to bus | | | ☐ Getting off at an unauthorized stop (non-comp.) | | | | |
| ☐ Moving around while bus was in motion (safety) | | | ☐ Disruptive behavior (disruption) | | | | |
| ☐ Sticking head | d or hands out of window | (safety) | □ Other | | | | |
| Comments: | | | | | | | |
| | | | | | | | |
| | TO BE TAKEN | | | | | | |
| <u>T</u> | his is the $\Box 1^{st}$ | □ 2 nd □ 3 rd | □ 4 th □ 5 th offense involving your child. | | | | |
| | and a Bus Referral will be sent to parent/guardian. Pupil is to return a Formatted: Small caps | ; | | | | | |
| signed copy of the Second Offens | the front of the bus for two (2) weeks and written notification will be sent | | | | | | |
| | s until parent has signed and pupil returns a copy of the Referral to | ; | | | | | |
| the Driver. | | | | | | | |
| | of the school where the pupil attends. Pupil will not be allowed back on Formatted: Small caps | ; | | | | | |
| | the Referral to the Driver. cipal who suspends all bus riding privileges for a minimum of five (5) | | | | | | |
| | oal may take any additional a | | | | | | |
| | lesignee or the Principal suspends bus riding privileges for the remainder Formatted: Small caps | | | | | | |
| of the school year | _ | | | | | | |
| | | s nature that a sti | student may have bus privileges forfeited on the first offense. | | | | |
| SIGNATURE OF DRIV | | | DATE: | | | | |
| ADMINISTRATIVE DE | ECISION: | | | | | | |
| | | | | | | | |
| PARENT CONTACT O | | | BY: | | | | |
| SIGNATURE OF ADM | IINISTRATOR: | | DATE: | | | | |

This signature denotes that parents have received the Referral - Failure to return signed referral may result in loss of bus riding privileges

DATE:

DATE:_

WHITE COPY signed by parent and returned to bus staff
YELLOW COPY for school record
PINK COPY to for driver record

SIGNATURE OF PARENT/GUARDIAN:

SIGNATURE OF STUDENT: _

TRANSPORTATION-06.34 AP.2

Bus Referral to Parents

HOPKINS COUNTY SCHOOLS DEPARTMENT OF PUPIL TRANSPORTATION

| DATE OF INCIDENT: BUS NO: DRIVER: | STUDENT'S NAME: | | GRADE: |
|--|--|----------------------------|---|
| This report is furnished in accordance with the provisions of the Student Code of Conduct Handbook. This is the 1" 2" 3" 3" 4" 5th offense involving your child. YOU MUST SIGN A CO OF THE REPORT AND RETURN IT TO THE DRIVER BEFORE YOUR CHILD WILL BE ALLOWED BACK ON THE BUS. Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense MISCONDUCT REPORTED Did not follow driver's directions Obstructing the aisle Disobedient or impudent to driver Occupying more space in a seat than required Moving around while bus was is motion Vandalism to bus Sticking head or hands out of window Improperly bearing a bus Unusually loud talking or laughing Improperly Leaving a bus Unusually loud talking or laughing Improperly Leaving a bus Unusually loud talking or laughing Improperly Leaving a bus Unusually foul talking or laughing Improperly Leaving a bus Using obsecene language Arguing Getting off at an unauthorized stop Using obsecene language Arguing Getting off at an unauthorized stop Using obsecene language Arguing University Other. Disturbing others Other Disturbing of the bus Other. Disturbing gum, eating or drinking on the bus Other. Littering the bus Other. Disturbing gum, eating or drinking on the bus Bringing prohibited items on the bus Marguing prohibited items on the bus Section of the Referral to driver. Second Offense Bus driver will move pupil to a seat in the front of the bus for two (2) weeks and written notification wisent to parent/guardian. Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of Referral to the Driver. Third Offense — A Referral will be filed with the Principal of the school where the pupil attends. Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of Referral to the Driver. Fourth Offense — A Referral will be filed with the Principal of the school where the pupil attends. Pupil will not be allowed back on the bus until parent has signed and pupil r | DATE OF INCIDENT:F | Bus No: | Driver: |
| 2. This is the 1 st | Notice | TO PARENTS | |
| 2. This is the 1 st | 1. This report is furnished in accordance with the provisi | ions of the Stud | dent Code of Conduct Handbook. |
| 3. Some of the offenses are of such a serious nature that a student may have bus privileges forfeited on the first offense Misconduct Reported | 2. This is the 1 st , 2 nd , 3 rd , 4 th , | 5th offer | nse involving your child. YOU MUST SIGN A COPY |
| Did not follow driver's directions Disobedient or impudent to driver Districting around while bus was in motion Districting around while bus was in motion Districting around while at a bus stop Improperly bearding a bus Improperly bearding a bus Disobedient or its equipment Disobedient Districting a bus Districting a bus other than one assigned Scuffling or fighting on the bus Districting the bus Districting the bus Districting others Unnecessary conversation with driver Chewing gum, eating or drinking on the bus Districting gum, eating or drinking on the bus Districting prohibited items on the bus Districting Distriction Distriction Distriction Districting Districting Distriction Distriction Distriction Distriction Distriction Distriction Dist | | | |
| Did not follow driver's directions Disobedient or impudent to driver Disticking head or hands out of window Dimproper conduct while at a bus stop Dimproperly bearding a bus Dimproperly Dearting Dimproperly Dearting a bus Dimproperly Dearting Dimproperly Di | 3. Some of the offenses are of such a serious nature that a | student may h | ave bus privileges forfeited on the first offense. |
| Disobedient or impudent to driver Moving around while bus was in motion Sticking head or hands out of window Throwing objects out of window Unusually loud talking or laughing Tampering with bus or its equipment Tobacco/Alternative Nicotine/Vapor Product Scuffling or fighting on the bus Csuffling or fighting on the bus Using obscene language Littering the bus Disturbing others Unnecessary conversation with driver Chewing gum, eating or drinking on the bus Bringing prohibited items on the bus ACTIONS TO BE TAKEN 1. First Offense—Bus driver will have a talk with the pupil, and a Bus Referral will be sent to parent/guardian. Pupil is to ret a signed copy of the Referral to driver. 2. Second Offense—Bus driver will move pupil to a seat in the front of the bus for two (2) weeks and written notification wis sent to parent/guardian. Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of Referral to the Driver. 3. Third Offense—A Referral is filed with the Principal of the school where the pupil attends. Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver. 4. Fourth Offense—A Referral is filed with the Principal of the school where the pupil attends. Pupil will not be allowed back on the bus until parent has signed and pupil returns a copy of the Referral to the Driver. 4. Fourth Offense—A second Referral is filed with the Principal who suspends all bus riding privileges for a minimum of five days. The Principal may take any additional action that is allowed by the Code of Conduct 5. Fifth Offense—A third Referral is filed with the Principal who suspends all bus riding privileges for a minimum of five days. The Principal may take any additional action that is allowed by the Code of Conduct 5. Fifth Offense—A third Referral is filed with the Principal who suspends all bus riding privileges for a minimum of five days. The Principal may take any additional action that is allowed by the Code of C | | • | |
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