

BUS CONDUCT REPORT

Thornapple Kellogg School, Middleville, Michigan

BUS #	STUDENT'S NAME	GRADE	DATE OF INCIDENT

TO PARENTS:

This notice is issued by the bus driver of misconduct by the student. Proper conduct is essential for the safe operation of a bus. We are sure you are concerned with any misbehavior on the part of your child and will help him/her understand the seriousness of their actions in order to correct them. We realize you are unable to help with this problem unless you are informed.

To assure that you have seen this form, your child will not be allowed to ride the bus until this form is returned to the driver with your signature.

Parent Signature

Date

DRIVER'S REPORT

- Violation of Safety Procedures
- Destruction of Property
- Fighting/Pushing/Tripping
- Smoking
- Rude/Discourteous
- Insubordination
- Eating/Drinking/Littering
- Unacceptable Language/Gestures
- Other

DRIVER'S COMMENTS

Driver's Signature

- 1st REPORT (Warning)
- 2nd REPORT (2nd warning OR 1 - 2 day bus suspension)
- 3rd REPORT (3 - 5 day bus suspension)
- 4th REPORT (10 day suspension followed by meeting with parents, driver, and administrator to determine future action)

In the event of a major offense the administrator reserves the right to immediately suspend a student's bus privilege until a parent conference can be held.

ACTION TAKEN

Administrator's signature

Date