

## Irwin County Elementary School – Bus Referral Form

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Driver: \_\_\_\_\_

Bus #: \_\_\_\_\_

Please complete the following form by placing your initials next to the offenses. You may write additional comments in the space provided or on the back of this form. The administrator will give you a copy of this report stating the administrative action that will be taken.

### Class I Offenses

	Eating or drinking on bus.
	Out of seat while bus is in motion.
	Loud noise (should be classroom behavior).
	Horseplay.
	Possession of unacceptable material, obscene gestures.
	Profanity.
	Yelling out the bus window.
	Riding unassigned bus without signed note from parent and signed by school administrator.
	Checking mailbox while bus is still in sight. (Area is in danger zone)
	Other offenses as reported by the driver or Administrator

### Class II Offenses

	Profanity (directed at driver), verbal abuse and harassment (directed at student or driver).
	Body parts out of window.
	Throwing/shooting of any objects.
	Physical aggression against any person.
	Use of tobacco and any controlled substance.
	Destruction of school property (vandalism - suspended until restitution is made).
	Loading or unloading buses improperly.
	Lighting of matches, fireworks, or any flammable object or substance
	Unauthorized entering or leaving bus through emergency door.
	Tampering with any portion of bus or equipment on bus.
	Riding of any bus after being suspended from another bus.
	Fighting (of any kind) treated as Class II 3rd offense.
	Other offense committed on any bus outside regular transportation to and from school

### Bus Driver Comments

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**-- FOR ADMINISTRATOR USE ONLY --**

### Class I Consequences (Grades K-5)

	First Offense - Warning (note sent home by student to parent).
	Second Offense - Warning or 1 day suspension (parent called or note sent by student).
	Third Offense - 3 to 5 day suspension from bus.
	Fourth Offense – 5 to 10-day suspension from bus.
	Fifth Offense – 10-day suspension from bus (mandatory parent meeting before granted transportation privilege again.)
	Sixth Offense – Suspension for remaining grading period or remainder of year.

### Class II Consequences

	First Offense - 3 to 5-day suspension from bus (note sent home by student to parent).
	Second Offense - 5 to 10-day suspension from the bus.
	Third Offense - 10-day suspension from bus.
	Fourth Offense - Loss of bus service (for one full grading period or remainder of year).

### Administrator Comments

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Administrator \_\_\_\_\_

Date \_\_\_\_\_