

**SCHOOL BUS INCIDENT REPORT TO PARENT(S)**  
**School District of Mauston**

**Date of Incident:** \_\_\_\_\_

**Reported Offenses:** \_\_\_\_\_

Dear Parents or Guardians:

Riding the bus is a privilege, not a right. The purpose of this bus report is to inform you of a disciplinary incident involving your child on the school bus. This incident may have jeopardized the safety and well-being of students on the bus. You are urged to both support the action taken by the driver and to cooperate with the corrective action initiated by your child's school. If there is not improvement in your child's behavior on the bus, he/she may be permanently removed from the bus. The discretion of the principal may be exercised.

\_\_\_\_\_ **has been cited for the following infractions:**

**Student Name**

- \_\_\_ Refusing to Obey Driver/Attendant
- \_\_\_ Bringing Articles Aboard Bus of Injurious or Objectionable Nature
- \_\_\_ Failure to Remain Seated
- \_\_\_ Hanging Out of a Window
- \_\_\_ Throwing Objects In/Out of Bus or Littering
- \_\_\_ Yelling, Hollering or Screaming

- \_\_\_ Tampering with Bus Equipment
- \_\_\_ Discourteous and Disrespectful Conduct to Driver or Students
- \_\_\_ Profane Language or Gestures
- \_\_\_ Other Behavior Relating to Safety, Well Being & Respect of Others

Address: \_\_\_\_\_ Grade: \_\_\_\_\_ Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Route: \_\_\_\_\_ AM: \_\_\_\_\_ PM: \_\_\_\_\_ Driver: \_\_\_\_\_ Bus # \_\_\_\_\_

**SPECIFIC DETAILS:**

\_\_\_\_\_  
\_\_\_\_\_

**DISCIPLINARY ACTION TAKEN:**

Bus riding is a privilege, which may be suspended. Your support in preventing further disciplinary incidents will be greatly appreciated. Complete bus rider rules were mailed to all families at the beginning of the school year.

\_\_\_ 1<sup>st</sup> Report: Please review bus rider rules with your child. Principal or designee will speak with student.

\_\_\_ 2<sup>nd</sup> Report: Principal or designee will call parents; students will have consequences in school and may have an assigned seat and/or seat belt.

\_\_\_ 3<sup>rd</sup> Report: Principal or designee will inform parents of a possible 3-day bus suspension or other school consequence.

\_\_\_ **Each additional report after 3 reports may result in a 5-day bus suspension and/or alternate transportation at the discretion of the principal.**

**BEHAVIORS WHICH WILL RESULT IN AN IMMEDIATE BUS SUSPENSION:**

- \_\_\_ Fighting (Pushing, Tripping, Pinching, Poking, Grabbing)
- \_\_\_ Hitting, Twisting, Spitting, Head/Body Locks)
- \_\_\_ Destruction of Property (Including Payment for Repair)
- \_\_\_ Inappropriate Physical Contact (i.e. Touching Body Parts)
- \_\_\_ Racial Slurs
- \_\_\_ Alcohol/Drugs/Smoking
- \_\_\_ Weapons/Pins/Needles/Sticks
- \_\_\_ Possession or Use of Matches/Lighters

**DISCIPLINARY ACTION TAKEN FOR SERIOUS OFFENSES:**

\_\_\_ 1<sup>st</sup> Offense: 3-day Suspension

\_\_\_ 2<sup>nd</sup> Offense: 5-day Suspension

\_\_\_ 3<sup>rd</sup> Offense: Disciplinary Action That May Include Bus Expulsion.

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Principal or Designee:** \_\_\_\_\_

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