

School Bus Discipline Referral Form

Board of Education of Queen Anne's County
202 Chesterfield Avenue
Centreville MD 21617

BUS NUMBER

SCHOOL BUS TRANSPORTATION IS A PRIVILEGE. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operation of the school bus or the safety of pupils riding the bus. Parents are responsible to see that their child attends school despite loss of riding privilege. Parents or legal guardians are responsible for the behavior and safety of their children until the time of boarding the bus in the morning and from departing the bus at the end of the day. Once the child enters the school bus, the authority to manage student conduct lies with the bus driver and the school administration.

Below is a description of disciplinary procedures and sanctions.

CONDUCT STANDARD

Behavior or activity jeopardizing safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited.

All existing county policies are in effect while students are on the bus.

BUS OPERATOR RESPONSIBILITY

The school bus operator will report in writing within 24 hours to a principal, assistant principal or other designee any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the School Bus Discipline Referral Form will be returned to the school bus operator. **The bus driver has the authority to deny bus privileges for one day. The bus driver will notify the parent(s) and administrator when this action is taken.**

SANCTIONS FOR MISCONDUCT

- A. For violation of the discipline code, the school administrative staff will take appropriate action, which will include, but is not limited to, a parent conference, bus suspension or other intervention.
- B. Without limiting other available actions or remedies, the school administrative staff is authorized to secure restitution for vandalism caused by students to school buses, using the same procedures available for recovery of damages to school property.

School	Date of Incident	Time of Incident
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Name of Student

Problem Behavior	<input type="radio"/> Abusive Language/ Inappropriate Language/Profanity	<input type="radio"/> Disruption	<input type="radio"/> Hanging out Window	<input type="radio"/> Throwing Objects Out Bus Window
	<input type="radio"/> Alcohol/Drugs	<input type="radio"/> Eating/Drinking on Bus	<input type="radio"/> Inappropriate Display of Affection	<input type="radio"/> Tobacco
	<input type="radio"/> Arson	<input type="radio"/> Failure to Board/Depart Designated Stop	<input type="radio"/> Inappropriate Location/ Out of Bounds area	<input type="radio"/> Vandalism
	<input type="radio"/> Bullying/Harassment	<input type="radio"/> Failure to Remain Seated	<input type="radio"/> Property Misuse	Weapons – <input type="radio"/> Knife <input type="radio"/> Gun <input type="radio"/> Other
	<input type="radio"/> Defiance/Disrespect/ Non-Compliance	<input type="radio"/> Fighting/ Physical Aggression	<input type="radio"/> Throwing Objects on Bus	<input type="radio"/> Other

Level 1 Referral _____ (Driver will provide interventions and give consequence)

Level 2 Referral _____ (School Administrator will provide intervention give consequence)

Description of Incident:

ACTION TAKEN BY BUS DRIVER BEFORE REFERRAL

<input type="radio"/> Seat Reassigned – Date:	<input type="radio"/> Conference with Student – Date:	<input type="radio"/> Parent Contact – Date:
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LEVEL 1 – BUS REFERRAL BY BUS DRIVER

<input type="radio"/> Contacted School – Date:	<input type="radio"/> Contact Parent – Date:	<input type="radio"/> 1 Bus Removal 1 Day by Driver – Date:
Driver's Name (Print)	Driver's Signature	Date

LEVEL 2-BUS REFERRAL-SCHOOL ADMINISTRATOR

Administrator's Action(s) Taken	<input type="radio"/> Conference with Student	<input type="radio"/> Parent Contact	<input type="radio"/> Restitution	<input type="radio"/> Action Pending
	<input type="radio"/> Bus Removal (1 day)	<input type="radio"/> Individual Instruction	<input type="radio"/> Community Service	<input type="radio"/> Other
	<input type="radio"/> Seat Change	<input type="radio"/> Bus Suspension	<input type="radio"/> Alternative Placement	

Administrator Comments:

Administrator's Name (Print)	Administrator's Signature	Date
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*School Bus Discipline Referral Form Complies with the Maryland Guidelines for the State Code of Discipline