

Please contact school first for information

or

BUS CONDUCT REPORT
Wetzel County Schools
2213 Mountaineer Highway
New Martinsville, WV 26155
Teresa Loy, Transportation
(304) 455-2441, Ext. 111

STUDENT NAME _____ GRADE _____ DATE & TIME OF INCIDENT _____ BUS NO. _____

SCHOOL _____ OPERATOR'S NAME _____

NOTICE TO PARENTS - Recommendations from School Bus Operator

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the bus.
2. You are urged to support the action taken by the administrator and/or operator and to cooperate with the corrective action initiated.
3. Repeated discipline problems may result in the loss of the student's right to ride the bus.

PREVIOUS WARNINGS: _____1st offense _____2nd offense _____3rd offense		_____1st offense _____2nd offense _____3rd offense
MINOR VIOLATIONS ___ Failure to sit in assigned seat ___ Eating/drinking on the bus ___ Getting on/off the bus at the wrong stop ___ Loud, disruptive, discourteous behavior ___ Standing or moving while bus is in motion ___ Unacceptable language ___ Discipline interference ___ Other: _____	OPERATORS PRELIMINARY ACTION ___ Held conference with student ___ Had telephone communication with parent ___ Other: _____ OPERATOR'S SIGNATURE: _____	MAJOR VIOLATIONS ___ Fourth or more occurrence of minor violations* ___ Failure to keep oneself inside bus windows/doors ___ Fighting/deliberate pushing/tripping ___ Vandalism, destruction of property ___ Physical, verbal threat/abusive language directed toward the operator or aide, or other students ___ Use of tobacco, alcohol, or drugs ___ Throwing objects on/off the bus ___ Other: _____ *Unless the violations are spread out over long periods of time; especially if by a younger student.
___ 1. After two documented verbal warnings by the operator, student is placed on probation by the administrator. A report will then be mailed to the parent/guardian. ___ 2. Second office referral: The administrator will meet with the student about the misbehavior. A report will be mailed home.		DISCIPLINARY ACTIONS SHALL BE DETERMINED FROM THE FOLLOWING: ___ 2-day suspension by administrator: report mailed home for the 4th occurrence of minor violations (but see * above). ___ Other disciplinary action as determined by the administrator. ___ Up to 3-day suspension by administrator: report mailed home. ___ Up to 5-day suspension by administrator: report mailed home. A parent/guardian conference required on _____ before bus privilege will be reinstated. ___ Up to 10-day suspension by administrator. Conference required on _____ before bus privilege will be reinstated. ___ Recommended permanent suspension for the remainder of the school term. The parent or guardian of the student involved shall have the right to appear before the Wetzel County Board of Education. Temporary suspension may occur until the next scheduled board meeting. STUDENT DENIED BUS PRIVILEGES UNTIL _____
COMMENTS: _____ _____ _____ _____		STUDENT'S SIGNATURE _____ DATE _____ OPERATOR'S SIGNATURE _____ DATE _____ ADMINISTRATOR'S SIGNATURE _____