E8. ENCLOSURE 8

STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

E8.1. General. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with this enclosure or may process them in accordance with procedures available for other school discipline. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner. Nothing in this enclosure precludes the principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

E8.2. Applicability. This policy applies to all DoDEA schools. However, in a few instances, the primary responsibility for enforcing school bus safety and disciplinary control remains with the Military Service; pursuant to a Memorandum of Understanding (MOU) agreed upon by, and available from, the Area Director's Office and the respective major command. Area Directors will amend these MOUs to ensure that Military Command disciplinary policy is consistent with the policy in this enclosure.

E8.3. Discipline of Children/Students with Disabilities. Discipline of students with disabilities must be consistent with provisions of enclosure 6. A student with disabilities may not be removed from the school bus for more than 10 consecutive days unless the Case Study Committee has determined that the student's removal does not constitute a change in placement or otherwise interfere with the student's free appropriate public education. In most instances, a student with disabilities can be removed from the school bus for more than 10 consecutive only when alternate means of transportation are available.

E8.4. Responsibilities.

E8.4.1. Student Responsibilities. Students are responsible for:

E8.4.1.1. Complying with the behavior standards for school bus students (attachment E8.A1.) and with the general behavior standards of enclosure 3.

E8.4.1.2. Obeying the instructions of bus drivers, DoDEA personnel, and military officials.

E8.4.1.3. Attending and completing school bus safety training sessions when offered by the school or military installation.

E8.4.1.4. Presenting a school bus pass on demand, where bus passes are used.

E8.4.1.5. Reporting the loss of damage of school bus passes, if used, to the local school bus management office or school administrator's office.

E8.4.2. Sponsor/Parent/Guardian Responsibilities. The sponsor/parent/guardian is responsible for:

E8.4.2.1. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy, and understand that bus service is a privilege, not a right.

E8.4.2.2. Ensuring that student family members have valid school bus transportation passes, if required.

E8.4.2.3. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E8.4.2.4. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E8.4.2.5. Reporting incidents to the local DoDEA school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E8.4.2.6. Providing school personnel with timely written notification, including by e-mail, when a student has a change in his or her normal transportation schedule or plan.

E8.4.2.7. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DoDEA or appropriate military officials.

E8.4.2.8. Serving as a bus monitor when required by the military commander.

E8.4.2.9. Acknowledging that student ridership is contingent upon sponsor/parent/guardian agreement to these responsibilities described in this enclosure.

E8.4.3. School Principal Responsibilities. School principals, or designees, are responsible for:

E8.4.3.1. The overall administration and success of their school bus discipline program.

E8.4.3.2. Making school policy, in which it is clear that the time students spend going to and from school is an extension of their school day, and that school buses are an extension of the school campus.

E8.4.3.3. Taking appropriate action when student school bus misbehavior occurs; to include: collecting, when investigative assistance is otherwise unavailable, the facts necessary to resolve factual matters; deciding and announcing what discipline is appropriate, and ensuring that school bus misconduct items are recorded in the student's disciplinary file.

E8.4.3.4. Providing school bus loading and off-loading supervision of students at school areas.

E8.4.3.5. Referring to the local military command for review, repeated acts of student misconduct, student criminal acts, student-caused damage to the bus or another person's property, and instances when the sponsor/parent/guardian is unwilling or unable to take corrective action when their student has been found guilty of school bus misbehavior.

E8.4.3.6. Monitoring attendance of students who have been removed from school buses for cause.

E8.4.3.7. Conferring with the sponsor/parent/guardian of a student who has been involved in a serious misconduct incident or repeated incidents of school bus misbehavior.

E8.4.3.8. Assuring that each sponsor/parent/guardian, at the time of registration, is provided with a copy of the Memorandum for Parents and Sponsors of Student Riding DoDEA School Buses, the Behavior Standards for School Bus Students, and the School Bus Misbehavior Report. (See attachments E8.A1.–E8.A3.)

E8.4.3.9. Ensuring that students with disabilities are disciplined in accordance with enclosure 6 of this Regulation, when the procedures of enclosures 4 or 5 are unavailable.

E8.4.4. DoDEA School Bus Office Responsibilities. DoDEA school bus management office personnel are responsible for:

E8.4.4.1. Issuing school bus passes to students accorded school bus riding privileges only after determining that the sponsor and the student have met the requirements of subparagraphs E8.4.1 and E8.4.2. of this enclosure.

E8.4.4.2. Conducting or ensuring that bus service providers conduct in-school training on safety and school bus behavior standards.

E8.4.4.3. Ensuring that:

E8.4.4.3.1. Bus service providers have procedures on how to handle and report various incidents and the actions to be taken; when student misconduct is observed while en route to or from school.

E8.4.4.3.2. Bus contractors have trained their bus drivers and administrative personnel on these procedures.

E8.4.4.4. Coordinating with principals and military commanders on serious school bus misbehavior or alleged criminal acts by students.

E8.4.4.5. Collecting and returning bus passes as a result of the suspension of school bus riding privileges (i.e., temporary or for the balance of the school year).

E8.4.4.6. Advising the bus service provider of the duration of suspensions and any route changes that may result.

E8.4.4.7. Assisting principals or their designees in the supervision of the loading and unloading of school buses at schools. When possible, routine contract quality assurance inspections should be done in conjunction with the normal loading and unloading times.

E8.4.4.8. Assisting the principal in preparing and submitting adequate and proper information, including written reports, required in the delivery of bus transportation services, when Area Service Center Transportation Management Office (DoDEA TMO) personnel are present at the scene of an accident or incident requiring the reporting of information.

E8.4.4.9. Performing as the primary liaison between school bus contractors, school principals and administrators, and military community officials.

E8.4.4.10. Advising military commanders on the desirability of starting, or continuing, a school bus monitor program; which includes: coordinating with the bus service providers, providing the commander with the names and addresses of eligible student riders and of their sponsor/ parent/guardian, and the taking of reports of misconduct from appointed or volunteer bus monitors when school bus management staff is approached.

E8.4.5. District Superintendent Responsibilities. The district superintendent:

E8.4.5.1. Exercises educational supervision for the administration of student discipline within the district to ensure consistency of punishment and adherence to the student school bus behavior standards.

E8.4.5.2. Resolves disputes between the sponsor/parent/guardian/student and the school principal on the severity or propriety of discipline for a student.

E8.4.5.3. Exercises general supervisory authority over the educational aspects of the administration of school bus discipline within the district, to ensure consistency in the application of discipline, safety, and adherence to the school bus behavior standards.

E8.4.5.4. Coordinates with military command when sponsor/parent/guardian ridership of the school bus is necessary to ensure the safety or continuation of school bus services.

E8.4.6. Area Director Responsibilities. The Area Director:

E8.4.6.1. Supports the educational concerns of principals, district superintendents, and fellow Area Directors in the administration of student discipline.

E8.4.6.2. Negotiates Memoranda of Understanding (MOU) with the Military Services, as appropriate, to:

E8.4.6.2.1. Obtains Military Service support and assistance in the administration of the school bus discipline program; to include the Military Service's traditional provision of investigative support.

E8.4.6.2.2. Ensures the safety or continuation of school bus services, when appropriate.

E8.4.6.3. Negotiates changes to MOUs with the Military Services to ensure consistency in discipline for school bus infractions consistent with the provisions of this enclosure, and in cases involving students with disabilities, the provisions of enclosure 6 of this Regulation.

E8.4.7. Military Commander Responsibilities. The military commander will perform those duties agreed upon in the MOUs between the DoDEA TMO and the respective major commands. Copies of the MOUs are available at the DoDEA TMO office and at the local military installation.

E8.5. Procedures. The following procedures are provided to assist in implementing the school bus behavior management policy:

E8.5.1. Sponsor/Parent/Guardian Involvement. At the time the student is registered for school bus service, the registrar or school bus personnel will provide the student and the sponsor with a copy of the Memorandum for Sponsors/Parents/Guardians of Students Riding DoDEA School Buses (attachment E8.A1.), a copy of Behavior Standards for School Bus Students (attachment E8.A2.), and a copy of enclosure 3 of this Regulation. The sponsor and the student will sign and return attachment E8.A2 to the school, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor/parent/guardian will agree to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the school bus office files.

E8.5.2. School Bus Passes (where used).

E8.5.2.1. Each student will travel to and from school on the assigned bus.

E8.5.2.2. When the school district issues bus passes, students will be responsible for safekeeping their assigned student pass, where such passes are issued. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. The sponsor/parent/guardian may be required to sign for receipt of a replacement pass.

E8.5.3. School Bus Discipline.

E8.5.3.1. Trivial Infractions of the Disciplinary Rules. The principal, school bus operator, monitor, or a sponsor/parent/guardian may remind a student of what is acceptable behavior when a student engages in minor acts of indiscretion.

E8.5.3.2. Serious or Repeated Infractions.

E8.5.3.2.1. Person(s) observing student misconduct will submit a formal report to the principal using the "School Bus Conduct Referral" form (attachment E8.A4.).

E8.5.3.2.2. The principal will review the referral and evaluate the seriousness of the offenses described and prescribe the appropriate remedy.

E8.5.3.2.3. When the principal concludes that the conduct does not warrant suspension of bus privileges, the principal will counsel the student and send a warning memorandum (attachment E8.A5.) to the sponsors/parents/guardians/ of the student informing them of the misconduct and requesting that the behavior standards for school bus students be discussed with the student. The sponsors/parents/guardians of the student are required to acknowledge receipt of the principal's memorandum.

E8.5.3.2.4. If the offenses described in the referral suggest to the principal that a suspension of bus privileges is appropriate, the principal will immediately notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

E8.5.3.2.5. During the informal conference, the principal will describe the information that supports the principal's decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct, and by offering other types of evidence to support the student's explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before, or simultaneously with, the administration of any suspension; but suspension may be executed prior to the informal conference when the student's conduct imperils or threatens to imperil the life or limb of any student, or to disrupt the good order of the bus or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the principal shall make and announce to the student his or her findings. The principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any. No appeals are authorized for sanctions imposed by this enclosure unless the principal elects to proceed under the provisions of enclosures 4 or 5 of this Regulation. (See sub-paragraph E8.5.3.2.6.)

E8.5.3.2.6. The principal may proceed to discipline a student for school bus misconduct under this enclosure, or he or she may consolidate school bus discipline with a disciplinary proceeding for other school disciplinary infractions, pursuant to enclosures 4 through 6 of this Regulation; particularly if the student's school bus behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth in enclosure 2, or the student's misconduct unreasonably disrupts the educational environment. If

the principal seeks to invoke the procedures and actions of enclosures 4 through 6 of this Regulation, case processing pursuant to these enclosures will preempt further processing; pursuant to this enclosure.

E8.5.3.2.7. The procedures in enclosure 6 must be followed if a student eligible for special education is subjected to school bus suspension for a period in excess of 10 consecutive days in a school year, or is subjected to removal for more than 10 days in accordance with enclosure 4 of this Regulation.

E8.5.3.2.8. If the principal decides that suspension from the bus is appropriate, in proceedings under this enclosure or enclosures 4 through 6, he or she will forward a memorandum to the sponsor/parent/guardian of the student advising of the seriousness of the violation, and that school bus riding privileges for the student have been suspended for a specified period of time (attachment 6). The sponsor/parent/guardian of the student are required to acknowledge receipt of the memorandum. The principal shall forward a copy of each suspension notice to the school bus management office, which will notify the contractor of the suspension and retain the offender's school bus pass until returned to the student at the end of the suspension period.

E8.5.3.2.9. The type of discipline appropriate to a student's misconduct depends on the principal's assessment of the nature and seriousness of the misconduct and the number of infractions. In deciding the appropriate discipline, the principal must take into account a variety of factors including, but not limited to; the:

E8.5.3.2.9.1. Nature, extent, and seriousness of the injury or possible injury to life and limb to another person or to the perpetrator or the damage to property.

E8.5.3.2.9.2. Strength of the evidence of the offense.

E8.5.3.2.9.3. Prior disciplinary record of the perpetrator and of other perpetrators who have been punished for the same or similar misbehavior.

E8.5.3.2.9.4. Perpetrator's intent to cause injury or damage.

E8.5.3.2.9.5. Perpetrator's contrition and willingness to make restitution for damage to property.

E8.5.3.2.9.6. Value of the damage caused to property.

E8.5.3.2.9.7. Intention or malice of the student to cause the damage to property or the injury to person.

E8.5.3.2.9.8. Difference in the size or age of the student causing the damage or injury in relation to that of the victim.

E8.5.3.2.9.9. Repulsiveness of the particular vulgarity or obscenity.

E8.5.3.2.9.10. Role of the student as an initiator or following of others in the misconduct.

E8.5.3.2.9.11. Age of the perpetrator and the awareness of the offensiveness of the particular breakdown of authority over, or the discipline of, other students, and the repetitiveness or cumulative effect of multiple infractions.

E8.5.3.2.10. The principal shall maintain a listing of School Bus Behavior Infractions and Actions Record (attachment E8.A3.) and provide a copy to the local school bus management office. It lists infractions and provides general guidance on what may be considered "routine," "serious," and "very serious" for purposes of determining the nature and extent of the discipline. These infraction categories are to be used by the principal when reporting student misconduct to sponsor/parent/guardian/student and are to be prominently displayed in the school, the school bus management office, and on the school bus.

E8.5.3.2.9.11. If the principal determines to pursue discipline involving removal from the school, in addition to suspension of school bus privileges, the principal will follow the applicable procedures of enclosures 4, 5, or 6; and make the action suspending school bus privileges a part of those procedures; or, the principal may pursue those procedures in addition to those prescribed herein for suspension of school bus privileges.

Attachments – 6

E8.A1. Memorandum for Sponsors/Parents/Guardians of Students Riding DoDEA School Buses
E8.A2. Behavior Standards for School Bus Students and Sponsor/Parent/Guardian Acknowledgment
E8.A3. School Bus Infractions and Recommended Consequences
E8.A4. Office of the Principal School Bus Conduct Referral
E8.A5. Office of the Principal Student Misconduct Warning
E8.A6. Parental Acknowledgement of Receipt of Student Misconduct Warning
E8.A7. Office of the Principal Removal of School Bus Riding Privileges
E8.A8. Parental Acknowledgement of Receipt Removal of School Bus Riding Privileges

E8.A1. ENCLOSURE 8 - ATTACHMENT 1

MEMORANDOM FOR SPONSORS/PARENTS/GUARDIANS/ OF STUDENTS RIDING DODEA SCHOOL BUSES

SUBJECT: Standards of Conduct for DoDEA School Buses

This memorandum concerns the safety and well-being of our students as they ride our school buses this school year. Please take the time to read it carefully, sign, and return the attached Behavior Standards for School Bus Students and Sponsor/Parent/Guardian Acknowledgment.

Safe transportation of DoDEA students is the concern of DoDEA, sponsors/parents/guardians, and students. DoDEA contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. However, the safe operation of school buses also depends on student riders understanding and adhering to proper conduct.

Sponsors/parents/guardians share with their student(s) the responsibility for proper student behavior in DoDEA's schools and on DoDEA school buses. Attached is a copy of DoDEA's Behavior Standards for School Bus Students, Proposed Disciplinary Consequences for School Bus Misconduct, and enclosure 3 of DoDEA's Disciplinary Regulation.

Sponsors/parents/guardians must ensure that their student(s) understand and follow these rules. In addition, student riders must understand that bus drivers are not to be distracted from safe driving by student misbehavior. Students must show respect for the bus drivers and follow the bus drivers' instructions.

As a sponsor/parent/guardian, you must agree in writing that you will ensure your child understands that riding the school bus is a privilege, and that ridership privileges may be revoked for a violation of school bus behavior rules. Also, you must agree to serve as a bus monitor when required by the military commander. Please sit down with your student, carefully discuss the attached rules, sign and return them to your student's Principal(s).

School bus transportation is a privilege that may be suspended or revoked. DoDEA will strictly enforce school bus rules. Students failing to comply with school bus rules may find their bus riding privileges suspended or revoked for the rest of the year. When this happens, sponsors/parents/guardians assume all responsibility for transporting student(s) to from school. Let us work together to make this school year safe.

Principal's Signature

Enclosures:
As stated:

E8.A2. ENCLOSURE 8 - ATTACHMENT 2

BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS AND SPONSOR/PARENT/GUARDIAN ACKNOWLEDGMENT

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school "Code of Conduct."
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devises or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

I, the DoDEA sponsor, acknowledge that I have received a copy of enclosure 3 of the DoDEA Disciplinary Regulation and the Behavior Standards for School Bus Students. I have explained the school and school bus behavior standards and necessity for those standards to my

student, and I have explained that I expect these school and school bus behavior standards to be followed.

I understand that actions for misbehavior could include suspension or revocation of bus rider privileges, and other school disciplinary action.

I agree that I will serve as a school bus monitor or that I will be responsible for finding a person to serve as a monitor on my behalf should I be required to serve by the military commander.

_____ _____

Signature of Sponsor/Parent/Guardian/ (Student age 18 or over)

Date Signed

E8.A3. ENCLOSURE 8 - ATTACHMENT 3

School Bus Infractions and Recommended Consequences		Bus Riding Privileges Suspended for:				
Number column designates the number of incidents.		Warning	5 School Days	20 School Days	30 School Days	Remainder of Year
1 UNSAFE BEHAVIOR						
a	Fighting, pushing, shoving or tripping					
b	Use or possession of unacceptable items identified in the school code of conduct. (The school bus is an extension of the school/campus.)					
c	Failure to have bus pass in possession.					
d	Pushing while boarding or leaving the bus					
e	Getting on or off bus while bus is in motion					
f	Not properly seated					
g	Putting objects out of bus windows or hanging out of window					
h	Making excessive noise or playing electronic equipment with using earphones					
i	Engaging in horseplay					
j	Obstructing aisles, steps, or seats					
2 INAPPROPRIATE BEHAVIOR						
a	Failure to remain properly clothed					
b	Public displays of affection					
c	Eating, drinking, or littering on bus					
d	Using abusive/profane language and/or gestures					
e	Spitting or biting					
f	Harassing or interfering with other students					
g	Failure to comply with bus driver's or monitor's instruction					
h	Disrespect, distraction, or interference with driver					
3 DESTRUCTIVE BEHAVIOR						
a	Damaging private property (requires payment of damages)					
b	Sitting in driver's seat or tampering with bus controls					
c	Opening or trying to open bus door					
d	Throwing or shooting objects inside or outside of bus					
4 PROHIBITED BEHAVIOR						
a	Tampering with bus controls or emergency equipment					

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.

2. All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, removals, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.

3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.

4. Possession of weapons or prohibited items, as described by this Regulation or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in removal or expulsion from school in addition to the loss of bus privileges.

E8.A4. ENCLOSURE 8 - ATTACHMENT 4

SCHOOL NAME
OFFICE OF THE PRINCIPAL
SCHOOL BUS CONDUCT REFERRAL

DATE_____ TIME_____

STUDENT NAME AND GRADE _____

BUS NO. _____ TEACHER_____

Please write below what you witnessed or heard. If stated or seen by another student, please include the name, grade, and teacher of the student witness or student making the report. Place the student's comments in quotation marks.

_____

_____

_____

_____

_____

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_____ _____ _____

Print Name Signature Date

E8.A5. ENCLOSURE 8 - ATTACHMENT 5

OFFICE OF THE PRINCIPAL
STUDENT MISCONDUCT WARNING

Date_____

MEMORANDUM FOR _____
Name of Sponsor/Parent/Guardian

SUBJECT: Student Misconduct Warning

1. The school has received notice of unacceptable behavior by _____ on _____. The report indicated: _____
_____
_____

2. The administrative action taken in response to this incident is a warning. If another incident occurs involving your student, bus riding privileges may be suspended or revoked. During a period of removal, you will be responsible for transporting your student to and from school to arrive at _____and depart at _____. Students may not be left at school outside of these times. Unit commanders or managers will be contacted for noncompliance with this schedule or student absence while school bus removal is in effect.

3. Please repeat your discussion of the attached standards of conduct with your dependent(s).

4. Please acknowledge receipt of this memorandum by signing the attached acknowledgment and returning it to school with your student in a sealed envelope addressed to: _____.

Principal's Signature

Attachment:
As stated

cc:
School Administrators
School Counselor
Transportation Management

E8.A6. ENCLOSURE 8 - ATTACHMENT 6

PARENTAL ACKNOWLEDGEMENT
OF RECEIPT OF STUDENT MISCONDUCT WARNING

I acknowledge receipt of the memorandum dated _____ warning me that my child (children) _____(name(s)) was (were) involved in misconduct and that school bus privileges may be revoked or suspended if behavior does not improve.

_____	_____	_____	_____
Sponsor/Parent/Guardian/ Signature	Date	Student Signature	Date

Telephone Numbers _____ _____ _____

Duty/Work Home Emergency

E8.A7. ENCLOSURE 8 - ATTACHMENT 7

OFFICE OF THE PRINCIPAL
REMOVAL OF SCHOOL BUS RIDING PRIVILEGES

Date_____

MEMORANDUM FOR _____
(Name of Sponsor/Parent/Guardian)

SUBJECT: Removal of School Bus Riding Privileges

1. The school has received notice of unacceptable behavior by _____ on _____. The report indicated:
_____
_____
_____

2. As a result of this incident, _____'s school bus riding privileges are suspended from _____ to _____. During this period of removal, you are responsible for transporting your student to and from school to arrive at _____ and depart at _____. Students may not be left at school outside of these times. Unit commanders or managers will be contacted for noncompliance with this schedule or in the event _____ is absent during this period.

3. Please repeat your discussion of the attached standards of conduct with your student to ensure future compliance with all rules. Remember, school bus transportation is a privilege for your family member(s) and may be suspended or revoked.

4. Please sign acknowledgement of this memorandum, and return it to school by _____with your student in a sealed envelope addressed to _____.
(date)

Principal's Signature

Attachment:
Acknowledgment of Receipt

cc:
School Administrators
Teacher
Transportation Management Office

E8.A8. ENCLOSURE 8 - ATTACHMENT 8

PARENTAL ACKNOWLEDGMENT OF RECEIPT
REMOVAL OF SCHOOL BUS RIDING PRIVILEGES

I acknowledge receipt of the memorandum dated _____ advising me that my student(s) _____ has had his/her/their school bus privileges suspended from _____ to _____.

_____ _____ _____ _____ _____
Sponsor/Parent/Guardian/ Signature Date Student Signature Date

Telephone numbers _____ _____ _____
Duty/Work Home Emergency