

# ADENA LOCAL SCHOOLS

## School Bus Referral

Adena High School (9-12): 740-998-2313

Adena Middle School (5-8): 740-998-2313

Student \_\_\_\_\_ Grade \_\_\_\_\_

Driver \_\_\_\_\_ Bus # \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Incident \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

**Dear Parents: The purpose of this report is to inform you of a disciplinary incident involving your child on the bus which may have jeopardized the safety and well-being of all students. You are urged to appreciate the action taken by the school and to cooperate with the corrective action initiated today by the Adena Local School District.**

### **INFRACTION:**

(To be filled out by bus driver)

- \_\_\_\_\_ Destroying Property
- \_\_\_\_\_ Fighting
- \_\_\_\_\_ Tripping/Pushing
- \_\_\_\_\_ Hanging Out Window
- \_\_\_\_\_ Disrespectful to Driver
- \_\_\_\_\_ Use of Profane Language
- \_\_\_\_\_ Lighting Matches
- \_\_\_\_\_ Use of Tobacco
- \_\_\_\_\_ Throwing Things
- \_\_\_\_\_ Alcohol/Drug pos./use
- \_\_\_\_\_ Possession and/or Use of a Deadly Weapon
- \_\_\_\_\_ Chronic Misconduct
  - \_\_\_\_\_ Leaving Seat
  - \_\_\_\_\_ Disobeying Driver
  - \_\_\_\_\_ Food/Drink on Bus
  - \_\_\_\_\_ Other: \_\_\_\_\_

### **SPECIFICS:**

Observed – Heard – Video

(To be filled out by bus driver)

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### **DISCIPLINE:**

(To be filled out by Principal)

\_\_\_\_\_ 1<sup>st</sup> Offense: \_\_\_\_\_  
\_\_\_\_\_ 2<sup>nd</sup> Offense: \_\_\_\_\_  
\_\_\_\_\_ 3<sup>rd</sup> Offense: \_\_\_\_\_

**Specifics:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Chronic Misconduct:**

- \_\_\_\_\_ 1<sup>st</sup> Offense: Warning/Notify Parents
- \_\_\_\_\_ 2<sup>nd</sup> Offense: Notify Parents/Detention
- \_\_\_\_\_ 3<sup>rd</sup> Offense: 1 day bus suspension
- \_\_\_\_\_ 4<sup>th</sup> Offense: 3 day bus suspension
- \_\_\_\_\_ 5<sup>th</sup> Offense: 10 day bus suspension
- \_\_\_\_\_ 6<sup>th</sup> Offense: Bus suspension pending expulsion

Principal \_\_\_\_\_

Date \_\_\_\_\_

## BUS RIDING RULES

All students riding buses are under the direct supervision of bus drivers and school officials.

1. Observe the same conduct as in classrooms
2. Profanity is not permitted
3. Littering, eating or drinking is not permitted
4. Absolute quiet is to be observed at railroad crossings and other places of danger
5. Absolutely no use or possession of tobacco products
6. Reasonable conversation is permitted
7. No standing while bus is moving
8. Stay in your seat and keep hands and feet inside bus
9. Do not throw anything
10. The bus driver is authorized to assign seats
11. All students must report directly to their bus and remain

Bus drivers are not permitted to exclude pupils from a bus. However, any student who insists on misbehavior may be subject to the discipline system of that student's building, and in severe cases will be denied bus riding privileges. Whenever it becomes necessary to refuse transportation, school authorities shall notify the parents in writing, fully explaining reasons for the refusal and the length of the time riding privileges are to be refused.

### BUS POINT SYSTEM UNDER DISCIPLINE CODE

#### Destroying property:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 15 points and 1 day ISR. Students will have to pay for any damage                                |
| 2 <sup>nd</sup> offense | 15 points and 5 day bus suspension. Students will have to pay for any damage                     |
| 3 <sup>rd</sup> offense | 15 points and recommended expulsion from bus riding privileges for the accumulation of 40 points |

#### Fighting:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 10 points and 3 day suspension from school   |
| 2 <sup>nd</sup> offense | 15 points and 5 day suspension from school   |
| 3 <sup>rd</sup> offense | 15 points and recommended expulsion from bus riding privileges for the accumulation of 40 points |

#### Tripping or pushing:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 5 points and a warning conference with student using bus behavior form |
| 2 <sup>nd</sup> offense | 10 points and 1 day ISR  |
| 3 <sup>rd</sup> offense | 10 points and 3 day bus suspension                                     |

#### Hanging out window:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | 5 points and a warning conference with student using bus behavior form  |
| 2 <sup>nd</sup> offense | 10 points and phone call to parent or guardian and one 1-hour detention |
| 3 <sup>rd</sup> offense | 10 points and 1 day ISR   |

#### Disrespectful to driver\*:

- |                         |                                    |
|-------------------------|------------------------------------|
| 1 <sup>st</sup> offense | 10 points and 3 day bus suspension |
| 2 <sup>nd</sup> offense | 10 points and 5 day suspension     |
| 3 <sup>rd</sup> offense | 15 points and 10 day suspension    |

#### Use of profane language:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 5 points and a warning conference with student using bus behavior form |
| 2 <sup>nd</sup> offense | 10 points and 1 one 1-hour detention                                   |
| 3 <sup>rd</sup> offense | 10 points and 1 day ISR  |

#### Lighting matches/lighter:

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1 <sup>st</sup> offense | 10 points and 1 day ISR              |
| 2 <sup>nd</sup> offense | 10 points and 2 days ISR             |
| 3 <sup>rd</sup> offense | 15 points and a 3 day bus suspension |

#### Use or possession of a tobacco product:

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1 <sup>st</sup> offense | 10 points and 1 day ISR              |
| 2 <sup>nd</sup> offense | 10 points and 2 days ISR             |
| 3 <sup>rd</sup> offense | 15 points and a 3 day bus suspension |

#### Throwing things on or from the bus:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 10 points and phone call to parent or guardian |
| 2 <sup>nd</sup> offense | 10 points and 2 days ISR                       |
| 3 <sup>rd</sup> offense | 15 points and a 3 day bus suspension           |

#### Chronic misconduct: Leaving Seat, Disobeying Driver, Food or Drink on Bus

- |                         |                                  |
|-------------------------|----------------------------------|
| 1 <sup>st</sup> offense | Warning/notify parents           |
| 2 <sup>nd</sup> offense | Notify parents/detention         |
| 3 <sup>rd</sup> offense | 1 day bus suspension             |
| 4 <sup>th</sup> offense | 3 day bus suspension             |
| 5 <sup>th</sup> offense | 10 day bus suspension            |
| 6 <sup>th</sup> offense | Bus suspension pending expulsion |

**Possession of firearms or deadly weapon:** Suspension from school pending an expulsion hearing

**Failure to attend a detention:** 1 day ISR

**Accumulation of 30 points:** 3 day bus suspension

**Accumulation of 40 points:** Recommended bus expulsion

\*If a student physically, verbally or in a written statement threatens a bus driver, the driver has the right to remove the student from their bus until a Due Process Hearing can occur. The time the student is off the bus will count as possible suspension days. Serious acts may result in an expulsion from all bus riding privileges.