

**LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BUS BEHAVIOR REPORT**

In accordance with R.S. 17:416, the purpose of this report is to inform parents/guardians of a behavioral incident on the school bus, at a bus stop or in the bus loading zone at the school, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety or well-being of the named student, the school bus driver or other persons, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students and parents are reminded that bus riding privileges may be revoked at any time deemed necessary for the safety of school bus passengers or other citizens.

Name of Student \_\_\_\_\_ Phone \_\_\_\_\_ Grade \_\_\_\_\_  
Name of Bus Driver/Staff \_\_\_\_\_ Phone \_\_\_\_\_ Bus Number \_\_\_\_\_  
Name of Principal \_\_\_\_\_ School \_\_\_\_\_

Check One:  Regular Education  504  Special Education Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Time Code: \_\_\_\_\_ 04 During School Activity Trip, 05 To/From School, 06 At Bus Stop or Transfer Station  
Location Code: \_\_\_\_\_ 06 School Bus, 07 At Bus Stop or Transfer Station, 99 Other

**INFRACTION / REASON CODES (Check all that apply)**

- 01.  Willful disobedience
- 02.  Treats an authority with disrespect
- 03.  Makes an unfounded charge against authority
- 04.  Uses profane and/or obscene language
- 05.  Commits immoral or vicious practices
- 06.  Conduct or habits injurious to his/her associates
- 08.  Uses or possesses tobacco, lighter or matches
- 09.  Uses or possesses alcoholic beverages
- 10.  Disturbs the school or habitually violates any rule
- 11.  Cuts, defaces, or injures any part of public school buildings/vandalism
- 12.  Writes profane and/or obscene language or draws obscene pictures
- 15.  Throws missiles liable to injure others
- 16.  Instigates or participates in fights while under school supervision
- 17.  Violates traffic and safety regulations
- 18.  Leaves school premises or classroom without permission
- 19.  Is habitually tardy and/or absent
- 20.  Takes another's property or possessions without permission
- 21.  Commits any other serious offense
- 35.  Bullying (complete Bullying Behavior Checklist)
- 36.  Cyber Bullying (complete Bullying Behavior Checklist)
- 38.  Forgery
- 39.  Gambling
- 42.  Unauthorized use of Technology
- 43.  Improper dress
- 49.  False Report

REMARKS/DESCRIPTION OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION(S) TAKEN BY SCHOOL BUS DRIVER**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> (circle one) or other \_\_\_\_ cumulative behavioral referral(s). I have taken the following action(s):

- 011  Referred to Office
- 120  Discussed Behavior with Student
- 173  Discussed Behavior with Parent or Guardian
- 175  Participated in Conference with School Administrator
- 999  Other: \_\_\_\_\_

Date of Referral: \_\_\_\_\_ Date of Contact: \_\_\_\_\_ Time: \_\_\_\_\_  Phone Call  Letter  Other (Describe): \_\_\_\_\_

Response of Parent/Guardian: \_\_\_\_\_

Date of Conference: \_\_\_\_\_ Describe: \_\_\_\_\_

Signature of Bus Driver: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> (circle one) or other \_\_\_\_ cumulative behavioral referral(s). I have taken the following action(s):

- 000  No Action- only use if no reportable action was taken
- 012  Referred to Counselor
- 043  After School Detention from \_\_\_\_ to \_\_\_\_
- 004  Suspension In School from \_\_\_\_ to \_\_\_\_
- 017  Enforcement Referral (Arrest Resulted Y N)
- 080  Assigned Remedial Work
- 140  Student Reprimand
- 175  Conference w/ Principal on: \_\_\_\_\_
- 160  Loss of Privileges/Bus Suspension from \_\_\_\_ to \_\_\_\_
- 014  Referred to School Building Level Committee (SBLC)
- 045  Weekend Detention from \_\_\_\_ to \_\_\_\_
- 006  Suspension Alternative Site from \_\_\_\_ to \_\_\_\_
- 016  Court Referral Date \_\_\_\_\_
- 999  Other Action(s): \_\_\_\_\_
- 120  Student Conference Date: \_\_\_\_\_
- 180  Corporal Punishment (*if checked, complete "Corporal Punishment" Incidence Checklist*)
- 020  TOR (Time Out Room)
- 040  In School Detention from \_\_\_\_ to \_\_\_\_
- 002  Suspension Out Of School from \_\_\_\_ to \_\_\_\_
- 001  **Expulsion Recommendation**
- 013  Referral to Social Worker
- 030  Restorative Practices Implemented
- 173  Conference w/ Parents or Guardians on: \_\_\_\_\_

Circle Yes or No: **Perpetrator:** Serious Bodily Injury Y N Medical Treatment Y N **Victim:** Serious Bodily Injury Y N Medical Treatment Y N

Y N Contact Parent/Guardian Date: \_\_\_\_\_ Time: \_\_\_\_\_  Phone Call  Letter  Conference Date: \_\_\_\_\_ Time: \_\_\_\_\_

SIS Primary Infraction/Reason Code Entered: \_\_\_\_\_ Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_ Current Date: \_\_\_\_\_

Check appropriate blocks as copies of the document are supplied:  Parent/Guardian  School's Pupil File  Employee Filing this Report  Principal

**\*NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

**\*\*Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.