



Sample Letter (2012-09-10)
Preliminary Warning Letter

Date

Parents/Guardians of (Name of Student)
Address

Dear Parent/Guardian

I wish to inform you that (child's name) has been reported by (his or her) bus driver with an incident of misconduct. Please see the attached "Bus Misconduct Form" for more detail.

Our students are expected to engage in appropriate behaviour while riding the bus. Misbehaviour cannot be permitted because it jeopardizes student safety.

Please review the bus rules provided in STEO's Transportation of Pupils Guidelines for Students and Parents booklet sent home at the beginning of the school year. Please speak with your child about proper bus conduct.

This is a preliminary warning. Future misconduct by your child will result in a suspension to busing privileges.

Thank you in advance for your understanding and co-operation.

Sincerely,

Principal

cc: Ontario Student Record
Bus Contractor
Teacher
Student Transportation of Eastern Ontario (STEO)