

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 707.2.5.2P Adopted May 1980 Revised March 2017

Title Referral for Student Misbehavior in District Vehicle, Grades Preschool-12

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Date of Incident \_\_\_\_\_ (a.m.)(noon)(p.m.)(act.) Bus No. \_\_\_\_\_ Driver \_\_\_\_\_

Video Camera in Use?  Yes  No      Driver Witnessed?  Yes  No      Bus Patrol Witnessed?  Yes  No

**NOTICE TO PARENTS** – This report is to inform you of your son’s or daughter’s misbehavior in a district vehicle. You are urged to support the action taken by the staff and to cooperate with the corrective action initiated today. Riding a district vehicle is a privilege which may be revoked when the safety of students, staff or motorists is jeopardized. Misbehavior in a district vehicle may also result in suspension or expulsion from school, in accordance with Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior.

**DRIVER ACTION TAKEN PRIOR TO REFERRAL (to be completed by driver)**

- Gave student verbal warning (circle number of warnings) 1 2 3
- Assigned student to a seat       Checked student’s previous misbehaviors in district vehicle

**REASON(S) FOR REFERRAL (to be completed by driver)**

- |  |  |
|--|--|
| <input type="checkbox"/> Improper boarding/departing   | <input type="checkbox"/> Insubordination (refusing to follow direction from staff member)  |
| <input type="checkbox"/> Not remaining in seat   | <input type="checkbox"/> Weapon or look-alike weapon possession  |
| <input type="checkbox"/> Interference, Disruption or Obstruction (excessive noise/shouting, other disruptive behavior) | <input type="checkbox"/> Fighting  |
| <input type="checkbox"/> Abuse: verbal, written or gestures  | <input type="checkbox"/> Tampering with emergency or safety equipment (lifting the handle on or operating emergency doors or windows without permission) |
| <input type="checkbox"/> Tobacco: using or smoking   | <input type="checkbox"/> Throwing, shooting or spraying of objects or propellants  |
| <input type="checkbox"/> Incendiary devices (matches or lighters)  | <input type="checkbox"/> Damage of or tampering with property [vandalism]  |
| <input type="checkbox"/> Harassment  | <input type="checkbox"/> Eating/drinking on the bus  |
| <input type="checkbox"/> Use of nuisance devices on a school bus   | <input type="checkbox"/> Bullying  |
| <input type="checkbox"/> Pushing, shoving or scuffling (resulting in injury)   |  |
| <input type="checkbox"/> Other (specify) _____   |  |

**SYNOPSIS:**

**SCHOOL PROCEDURE** – The principal or designee, or Transportation Student Conduct Specialist will talk with the student, send a copy of the referral to the student’s parent or guardian, and take appropriate disciplinary action.

**TO BE COMPLETED BY PRINCIPAL OR STUDENT CONDUCT SPECIALIST,  
THEN SIGNED AND RETURNED BY PARENT OR GUARDIAN TO THE SCHOOL**

- Conference with student on \_\_\_\_\_ (date) Comments \_\_\_\_\_
  - Parent/guardian contacted on \_\_\_\_\_ (date) by:     telephone     personal conference     referral sent
  - Student suspended from vehicle for \_\_\_\_\_ (days) starting on \_\_\_\_\_ (date)
  - Student expelled from vehicle from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)
  - Student given in-school suspension for \_\_\_\_\_ (days) starting on \_\_\_\_\_ (date)
  - Student given out-of-school suspension for \_\_\_\_\_ (days) starting on \_\_\_\_\_ (date)
  - Student expelled from school from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)
  - Other response (specify) \_\_\_\_\_
- Signature of Principal/Student Conduct Specialist \_\_\_\_\_ Date \_\_\_\_\_
- Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian: Please sign and return to school. Thank you.**

White: Parent/Guardian      Yellow: School      Pink: Transportation