

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 January 2021

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 \_\_\_\_\_

Driver/Chaperone Witnessed?  Yes  No Bus Patrol Witnessed?  Yes  No, Patrol Student ID number: \_\_\_\_\_

**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 seat number: \_\_\_\_\_

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

- |   |  |
|---|--|
| <input type="checkbox"/> Improper boarding/departing  | <input type="checkbox"/> Refusing to identify oneself or giving false information  |
| <input type="checkbox"/> Not remaining in seat  | <input type="checkbox"/> Weapon or look-alike weapon possession                    |
| <input type="checkbox"/> Abuse: verbal, written or otherwise expressed                                  | <input type="checkbox"/> Fighting  |
| <input type="checkbox"/> Tobacco and E-cigarettes, possessing   | <input type="checkbox"/> Tampering with or damage of emergency or safety equipment |
| <input type="checkbox"/> Harassment or Bullying   | <input type="checkbox"/> Throwing, shooting or spraying of objects or propellants  |
| <input type="checkbox"/> Use of nuisance and/or recording devices                                       | <input type="checkbox"/> Damage of or tampering with property [vandalism]          |
| <input type="checkbox"/> Pushing, shoving or scuffling  | <input type="checkbox"/> Eating/drinking on the bus                                |
| <input type="checkbox"/> Interference, disruption or obstruction including refusal to follow directions |  |
- Other conduct prohibited by Administrative Regulation 503.3AR (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