



Rev.01/05/19

NORTH KANSAS CITY SCHOOLS

Bus Discipline Referral

(Office Use Only)

PG ____/____

EDcl Entry/Faxed/Scanned date: _____

Entry into tracking spreadsheet: _____

School: _____

>> PLEASE FILL IN ALL NECESSARY FIELDS! <<

Student's First & Last Name: _____

Bus # _____

Grade _____

Time of Incident _____

Date _____

☐ AM
☐ PM

Driver/Aide's Name: _____

Location: _____

On Bus- ☐ Bus Stop- ☐ School Loading Area ☐

Witnessed by: _____

Bus Driver- ☐ Bus Aide- ☐ Parent- ☐ Teacher/Admin. ☐

Others Involved:

Intervention steps taken prior to Referral:

- ☐ Bus Driver ☐ Older Peers Specific Names of others involved:
☐ Bus Aide ☐ Younger Peers A) _____
☐ Substitute Driver B) _____
☐ Siblings C) _____

- ☐ 1) Driver/aide verbally redirects student to desired behavior
☐ 2) Driver detains student at school to discuss behavior
☐ 3) Student is assigned a different seat i.e. seat B
☐ 4) Intervention: Trans. Brochure Warning Referral
☐ 5) Other Intervention: _____

Due to FERPA regulations, all names must be blacked-out before sending to parent.

Does the student have an assigned seat? ☐ Yes ☐ No How often is it used? _____

Reasons for Referral: (Check most appropriate box(s) describing action(s))

Category A — MINOR

Category B—MAJOR/Serious

Category C—MAJOR/SEVERE

____ Bus/Transportation Misconduct (Minor offenses)
 ____ Dishonesty
 ____ Disrespect/Disruptive Conduct or Speech
 ____ Technology Misconduct
 ____ Threat/Verbal Assault
 ____ Vulgar or violent materials of activity
 ____ Failure to care for district property
 ____ Theft _____ PDA

____ Assault ____ Threat/Verbal Assault (repeated offense)
 ____ Bus/Transportation Misconduct (Major Safety offenses)
 ____ Dishonesty (repeated offense)
 ____ Disrespectful/Disruptive Conduct or Speech (repeated offense)
 ____ Fighting - Severity: 1 2 3 4 For 5 - see Cat C
 ____ Failure to care for district property (Repeated offenses)
 ____ Gambling ____ Hazing ____ PDA (repeated offense)
 ____ Harassment/Sexual Harassment ____ Sexual Activity
 ____ Sexting and/or possession of sexually explicit materials
 ____ Not Following Discipline Action i.e. Bus suspension

____ Technology Misconduct (repeated offense)
 ____ Tobacco/E-cigarette use and/or possession on bus
 ____ Theft (Repeated offense)
 ____ Vandalism (may require restitution if proven)
 ____ Unauthorized entry i.e. riding without permission

____ Drug/Alcohol use &/or possession
 ____ Fighting-severe
 ____ Extortion
 ____ Weapons (Administrator discretion)
 ____ Bomb threat
 ____ Arson/explosive/incendiary device

Brief Description: (Please write legibly & ONLY THE FACTS AS YOU SAW THEM OR AS THEY WERE REPORTED—NO COMMENTARY.)

IF Warning Referral, have student sign here: X _____

☐ Driver Requesting Video ☐ Incident Verified by other students ☐ Check here if there is necessary background information on back> ☐

Administrative action taken for bus referral:

- ☐ Verbal Warning ☐ Student Conference ☐ Documentation Only
☐ Parent Contact ☐ Restitution ☐ Video Reviewed
☐ Loss of privileges: _____ ☐ Warning Referral
☐ Parent Conference with: student / Admin. / Transportation / Driver
☐ Special Accommodation (reassigned seat, securement, bus plan, etc)
 ☐ Reassigned seat/ securement agreement
 ☐ Reassigned bus (911 status)
 ☐ Behavioral Plan established / _____
☐ Bus Probation
☐ Bus Suspension: # of days= _____ Date to return: _____
☐ Other: _____
☐ EduClimber MAJOR ☐ EduClimber MINOR
☐ Entered into EduClimber by: _____ Date: _____

(Please ensure you select "BUS" as ARRANGEMENT AND insert the name of Teresa Kelley in the "Notify User" box when entering into Educlimber.)

Administrator's Response/Comments:

Referral Status:

☐ Referral #1 ☐ Referral #2 ☐ Referral #3 ☐ Referral #4 Or Referral #: ☐

Please note any behavioral management techniques that might assist the driver team:

Administrator's Signature _____ Date _____

Parent's Signature _____ Date _____

Students Name: _____

Referral Date: _____

****Administrative Use Only ****

Background to the Brief Description:

Other Notes:

Note: If more detailed information is necessary, please come see Doug Ward.