Rev.01/05/19

(Office Use Only)

PG___/____

EDcl Entry/Faxed/Scanned date: _____

Entry into tracking spreadsheet: _____

NORTH KANSAS CITY SCHOOLS

Bus Discipline Referral

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:

☐ Bus Driver ☐ Older Peers
☐ Bus Aide ☐ Younger Peers
☐ Substitute Driver
☐ Siblings

Specific Names of others involved:
A)_____
B)_____
C)_____

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

Intervention steps taken prior to Referral:

☐ 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:

Does the student have an assigned seat? ◉ Yes ○ No How often is it used? Daily

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

Category A —MINOR

☐ 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

Category B—MAJOR/Serious

☐ 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

Category C—MAJOR/SEVERE

☐ Drug/Alcohol use &/or possession
☐ Fighting-severe
☐ Extortion
☐ Weapons (Administrator discretion)
☐ Bomb threat
☐ Arson/explosiveIncendiary 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 names of Doug Ward & Carla Garbiso 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 _____

PG ___/____
(Office Use Only)

North Kansas City Schools

Students Name:_____ **Discipline Referral Detail**

Referral Date: ___ ****Administrative Use Only ****

Background to the Brief Description:

Other Notes:

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