

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success

Series Number 707.2.5.2P Adopted May 1980 Revised August 2026

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/Chaperone: _____

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 or other consequences, in accordance with Administrative Regulation 503.3AR, Student Behavior Expectations and Responses for Behavior.

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

- ☐ 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/chaperone)

- | | |
|---|--|
| ☐ Improper boarding/departing | ☐ Refusing to identify oneself or giving false information |
| ☐ Not remaining in seat | ☐ Weapon or look-alike weapon possession |
| ☐ Abuse: verbal, written or otherwise expressed | ☐ Fighting |
| ☐ Tobacco and E-cigarettes, possessing | ☐ Tampering with or damage of emergency or safety equipment |
| ☐ Harassment or Bullying | ☐ Throwing, shooting or spraying of objects or propellants |
| ☐ Use of nuisance and/or recording devices | ☐ Damage of or tampering with property [vandalism] |
| ☐ Poking, pushing, shoving or play-fighting | ☐ Eating/drinking on the bus |
| ☐ 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 referred for expulsion 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