

# School Transportation Conduct Referral — *Incident Reporting Form*

To be completed by **student transporter**; attach additional notes, if needed — Return to Jeff Walker, Tommy Sims or Laura Polcyn

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ AM/ PM Route #: \_\_\_\_\_

Student Transporter's Name: \_\_\_\_\_

How did you learn of the incident? [check one]: \_\_\_\_\_ I witnessed it directly \_\_\_\_\_ Someone reported it to me

If it was reported, by whom? \_\_\_\_\_

The individual reporting the incident is a [check one]: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Other [please note]

Name(s) of the student(s) directly involved in the incident [note: complete separate forms for each offender, if multiple]:

Incident Offender: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Incident Victim [if any]: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Name(s) of any witness(es) to the incident [if any]:

Witness 1: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Witness 2: \_\_\_\_\_ School & Grade: \_\_\_\_\_

Please explain, in as much detail as possible, the incident that occurred: \_\_\_\_\_

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Please note any immediate follow-up or action steps taken by the bus driver/ company [if any]: \_\_\_\_\_

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Was this incident reported by a student, parent, staff member, etc. as a "bullying" situation?  Yes  No

NOTE: This does not necessarily mean it is confirmed to be "bullying," rather an indication of how it was initially reported.

To your knowledge, and based on first-hand experiences, please indicate the frequency of bus-related behavioral issues for this student [offender listed above]:

\_\_\_\_\_ Never Before \_\_\_\_\_ Very Few Times Before \_\_\_\_\_ Occasionally \_\_\_\_\_ Often \_\_\_\_\_ Almost Daily

Total # of Transportation Conduct Referrals for this student this school year [including this referral]: \_\_\_\_\_ Referrals

**FOR RASD OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Time Received:** \_\_\_\_\_

**Sent/ Dropped Off by:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Via:** \_\_\_\_\_ Scan/ Email \_\_\_\_\_ In-Person

# School Transportation Conduct Referral — *Incident Investigation & Follow-Up Form*

To be completed by a **building staff member** — Ensure incident is entered into IC Behavior Management; Scan & email a copy of this form & the Incident Reporting Form to: building principal, Jeff Walker, Tommy Sims & Laura Polcyn

Name of the Person Completing This Form: \_\_\_\_\_ Role: \_\_\_\_\_

Incident Investigated By [list all individuals conducting follow-up & their roles]: \_\_\_\_\_

Investigation Started: Time: \_\_\_\_\_ AM/ PM Date: \_\_\_\_\_

Investigation Concluded: Time: \_\_\_\_\_ AM/ PM Date: \_\_\_\_\_

Please note the steps taken throughout the incident investigation [ex: student conversation, interview of witnesses, parent/ guardian meeting, etc.]: \_\_\_\_\_

Please explain the findings of the incident investigation [ex: incident details, authenticated information, supplementary information discovered, etc.]: \_\_\_\_\_

Please describe the follow-up action taken, post-investigation [ex: parent/ guardian contact, disciplinary consequences, reteaching expected behaviors, improvement plan, etc.]: \_\_\_\_\_

Please document all contacts that were made, regarding this incident [attach additional documentation, if needed]:

Parent/ Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/ PM

Parent/ Guardian Of: \_\_\_\_\_ Contacted By: \_\_\_\_\_

Contact Notes: \_\_\_\_\_

Parent/ Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/ PM

Parent/ Guardian Of: \_\_\_\_\_ Contacted By: \_\_\_\_\_

Contact Notes: \_\_\_\_\_

**Infinite Campus Behavior Management Indicators [see attached list]:**

**Event Type:** \_\_\_\_\_

If the Event Type is reported as *Bullying*, indicate the **Bullying Type:** \_\_\_\_\_

Check if the incident was reported as *Bullying*, but the claim was ultimately unsubstantiated

If the Event Type is reported as *Harassment*, indicate the **Harassment Type:** \_\_\_\_\_

Check if the incident was reported as *Harassment*, but the claim was ultimately unsubstantiated

Check if the Event Type requires the RASD **Threat Assessment** Protocol to be enacted

Check if the Event Type requires the RASD **Title IX** Complaint Procedures to be enacted

**Total Number of Behavior Referrals for this student (incident offender) this school year [including this referral]:**

\_\_\_\_\_ Total Behavior Referrals

**Date Entered into IC:** \_\_\_\_\_ **Entered By:** \_\_\_\_\_

**Event Types for Behavior Referrals (For Infinite Campus Reporting)**

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|--|--|---|
| 1. Alcohol/ Drug/ Tobacco Violation  | 18. Harassment — Creed/ Religion   | 31. Harassment — Sexual Orientation (the gender[s] to which they are attracted)                   |
| 2. Bullying — Cyber  | 19. Harassment — Declining to Attend an Employer-Sponsored Meeting or to Participate in Communication With the Employer About Religious or Political Matters | 32. Harassment — Use/ Non-Use of Lawful Products off District’s Premises During Non-Working Hours |
| 3. Bullying — Physical   | 20. Harassment — Disability  | 33. Harassment — Veteran Status   |
| 4. Bullying — Social (ex: spreading lies/ rumors, intentionally embarrassing, negative looks/ gestures, mimicking, excluding, reputation tarnishing) | 21. Harassment — Gender Identity (social, cultural, behavioral, and psychological aspects)   | 34. Inappropriate Personal/ Physical Contact  |
| 5. Bullying — Verbal (ex: name-calling, insults, teasing, intimidation, offensive remarks)   | 22. Harassment — Genetic Information   | 35. Non-Dangerous Weapon  |
| 6. Cheating/ Plagiarism  | 23. Harassment — Marital Status  | 36. Noncompliance Toward Authority Figure/ School Rules   |
| 7. Dangerous Weapon  | 24. Harassment — Military Service  | 37. Physical Fighting/ Assault  |
| 8. Disrespectful Behavior  | 25. Harassment — National Origin   | 38. Possession of Weapon — Non-Threat (not federal reported)                                      |
| 9. Dress Code — Repeated Violation   | 26. Harassment — Other Characteristic Protected by Law   | 39. Reckless/ Endangering Behavior  |
| 10. Firearm  | 27. Harassment — Pregnancy   | 40. Technology — Acceptable Use Violation   |
| 11. Forgery/ Dishonest Impersonation   | 28. Harassment — Race  | 41. Theft   |
| 12. Harassment — Age   | 29. Harassment — Sex (biological & physiological characteristics)  | 42. Threats   |
| 13. Harassment — Arrest Record   | 30. Harassment — Sexual Harassment (unwelcome sexual advances, requests, contact, or comments)   | 43. Vandalism/ Property Damage  |
| 14. Harassment — Ancestry  |  | 44. Vulgarity/ Inappropriate Language   |
| 15. Harassment — Citizenship Status  |  |   |
| 16. Harassment — Color   |  |   |
| 17. Harassment — Conviction Record   |  |   |

**Transportation Method Plan [if a bus suspension was issued]:**