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| **Office Discipline Referral Form** | | | |
| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Grade:** K 1 2 3 4 5 6 7 8 9 10 11 12  **Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Others Involved in Incident:**  ☐None ☐Peers ☐Staff ☐Teacher ☐Substitute ☐Unknown  ☐Other: \_\_\_\_\_\_\_ | | | **Location**   * Playground * Cafeteria * Hallway * Classroom * Library * Bathroom * Arrival/Dismissal * Other: \_\_\_\_\_\_\_\_ |
| **Activity the student was engaged in when the event took place:**  ☐Whole group instruction ☐Small group instruction ☐Individual Work ☐Alone  ☐Working with peers ☐One-on-one instruction ☐Interacting with peers ☐Other\_\_\_\_\_\_\_\_\_ | | | |
| **Staff-Managed**  **Problem Behavior** | **Office-Managed**  **Problem Behavior** | | **Possible Motivation** |
| * Inappropriate Language * Physical Contact * Defiance * Disruption * Dress Code * Property Misuse * Tardy * Electronic Violation * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Abusive Language * Fighting/Physical Aggression * Defiance/Disrespect * Harassment/Bullying * Dress Code * Inappropriate Display Aff. * Electronic Violation * Lying/Cheating * Skipping Class * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | * Obtain peer attention * Obtain adult attention * Obtain items/activities * Avoid Peer(s) * Avoid Adult * Avoid task or activity * Don’t know * Nurse * School Counselor * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Administrative Decision** | | | **Other Comments** |
| * Loss of privilege * Time in office * Conference with student * Parent Contact * Individualized instruction | | * In-school suspension   ( \_\_\_\_\_ hours/days)   * Out of school suspension   ( \_\_\_\_\_ hours/days)   * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**High School Office Discipline Referral Form**

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade

Others Involved

Referring Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_ Period

Location of Incident: (please check)

Bus Classroom #\_\_\_\_\_ Media Center Hallway Commons/Common Areas

Bus Loading Zone Cafeteria Office Restroom Other \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
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| **MAJORS** *(Office-Managed Behavior)*  Abusive/Inappropriate Language Cheating/Integrity Tardy #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Defiance/Disrespect Disruption False Alarm  Fighting/Physical Aggression Forgery/Theft Harassment/Bully  Property misuse or damage Truancy Use/Possession of Tobacco  Use/Possession of Alcohol Use/Possession of Drugs Use/Possession of Combustible Items  Use/Possession of Weapon Vandalism Uncooperative  Missed Detention Unprepared/No Materials Other |
|  |
| **MINORS** *(Staff-Managed Behavior)*  Inappropriate Language Property Misuse Physical Contact/PDA  Dress Code Violation Defiance/Disrespect Disruption  Not Prepared for Class Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **POSSIBLE MOTIVATION**  Obtain Peer Attention Avoid Task/Activity Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Obtain Adult Attention Avoid Peer(s) Unknown  Obtain Items/Activities Avoid Adult |
|  |
| **ADMINISTRATIVE ACTION**  Time in Office Loss of Privileges Conference with Student  Parent Contact ASD\_\_\_\_\_\_\_\_\_\_\_\_ (Date) Restitution  Referred to Guidance Individualized Instruction Bus Action/Suspension  In-School Suspension Out of School Suspension Assistance Team Referral  Saturday Detention Lunch Detention Discipline Points \_\_\_\_\_\_\_\_\_\_\_\_  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Comments:**

**PARENTS:** A copy of this referral has been given to your student or sent home for your review. We encourage you to discuss this incident with your student so they may learn to conduct themselves appropriately in the school environment. Should you have any questions, please contact us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ADMINISTRATOR: \_\_\_\_\_\_\_ Principal \_\_\_\_\_\_\_ Assistant Principal A \_\_\_\_\_\_\_ Assistant Principal B

COUNSELOR: \_\_\_\_\_\_\_ A \_\_\_\_\_\_\_ B \_\_\_\_\_\_\_ C \_\_\_\_\_\_\_ D

HOME SCHOOL COMMUNICATOR: \_\_\_\_\_\_\_

**Office Discipline Referral Form**

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| **Student:** | **Date of incident:** |
| **Grade:** K 1 2 3 4 5 6 7 8 9 10 11 12 | **Time of incident:** |
| **Referring staff:** | **IEP:** Yes No Unknown |

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| |  |  |  |  | | --- | --- | --- | --- | | **Location** | | | | | Classroom | Playground | Hallway | Cafeteria | | Bathroom/Restroom | Gym | Library | Bus | | Office | Art | Computer | Music | | Other: | | Unknown | | |  | | | | | **Problem Behavior** (minor; refer to behavior definitions sheet) | | | | | Inappropriate lang | Physical contact | Noncompliance | Interruption | | Property misuse | Lying/cheating | Forgery/theft | Teasing/taunting | | Invasion of personal space | | Other: |  | | *Note: 3 minors must occur within a day to “count” as a Major (office-managed) behavior* | | | | |  | | | | | **Problem Behavior** (major; refer to behavior definitions sheet) | | | | | Verbal aggression | Physical aggression | Defiance | Disruption | | Harassment/Bullying | Fighting | Property damage | Stealing | | Inappropriate touch | False emergency | Other: |  | |  | | | | | **Motivation** | | | | | Obtain peer attention | Obtain adult attention | Obtain items/activities | Avoid tasks/activities | | Avoid peers | Avoid adults | Other motivation | Unknown | |

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| **Others Involved** | | | |
| None | Peers | Staff | Teacher |
| Substitute | Other: | | |
|  | | | |
| **What have you already tried?** (staff-administered consequences; need at least 2) | | | |
| Fix-it sheet | Call home (time: \_\_\_\_\_) | Student/teacher conf |  |
| ”Cool down” (at desk) | ”Chill out” (other room) | Lunch detention | Counselor referral |
|  | | | |
| **Administrative Decision** | | | |
| Time out restrictions | Parent contact | ISS | Alternative placement |
| Loss of privileges | Indiv. instruction | OSS | Other: |

|  |
| --- |
| **Other information:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Administrative notes** *(office-use only)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |