

OFFICE DISCIPLINE REFERRAL FORM

Student: _____ **Grade:** _____
Referring Staff: _____ **Date:** _____ **Time:** _____

Location:

<input type="checkbox"/> Classroom # _____	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Elementary Building
<input type="checkbox"/> Hallway	<input type="checkbox"/> Library	<input type="checkbox"/> Bus
<input type="checkbox"/> Lobby/Cafeteria	<input type="checkbox"/> Auditorium/Assembly	<input type="checkbox"/> Other: _____

Problem Behavior Minor:

MINORS:

☐ Aggression/harassment (minor)
☐ Passbook
☐ Disruption/disrespect
☐ Cheating
☐ Sleeping
☐ Dress code
☐ Throwing objects
☐ Food/drink in the classroom
☐ Horseplay
☐ Lateness
☐ Inappropriate language/comments
☐ Unprepared
☐ Property misuse
☐ Cell Phone
☐ Other: _____

MAJORS: (Automatic Office Referral)

☐ Aggressive behavior (physical/verbal)
☐ Fighting
☐ Leaving without permission
☐ Electronics/telecommunications
☐ Instigating conflict/disruption
☐ Defiance/disrespect/insubordination
☐ Significant vandalism
☐ Use of tobacco
☐ Truancy (checklist must be attached)
 ☐ Class
 ☐ School
☐ Inappropriate language/comments
☐ Other: _____

Tier III Offense (please specify)

Description:

Others Involved:

Possible Motivation:

<input type="checkbox"/> Avoid adult(s)	<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Don't know
<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Obtain peer attention	

Teacher Recommended Consequence:

☐ Noon Detention ☐ After School Detention ☐ No detention ☐ Other: _____

Administrative Decision:

<input type="checkbox"/> Conference w/student	<input type="checkbox"/> Class suspension	<input type="checkbox"/> Loss of privilege
<input type="checkbox"/> Parent contact: _____	<input type="checkbox"/> In-school suspension	<input type="checkbox"/> Board suspension
<input type="checkbox"/> Detention: _____	<input type="checkbox"/> Out-of-school suspension	<input type="checkbox"/> Law enforcement
<input type="checkbox"/> Other: _____		

Administrative Comments and/or Follow Up:

All minors are filed with classroom teacher. Send all minors to the office daily. Three minors in one week equal a major. All majors require administrator consequence and parent contact. Only refer one student per form.

September 15, 2011