

DISCIPLINE REFERRAL FORM

Referred by: _____ Date: _____ Time: _____

_____ Witnessed Infraction First-Hand

_____ Heard of Infraction from _____

Student Name: _____ M _____ F _____

Grade: K 1 2 3 4 5 6

Others Involved: ___ None ___ Teacher ___ Guest Teacher ___ Staff ___ Peers ___ Others

Location:

___ AM Recess (Arrival) ___ Classroom ___ Hallway ___ Lab ___ Bathroom

___ PM Recess (Dismissal) ___ Music ___ Cafeteria ___ Art ___ Gym

___ Library ___ Recess (Playground) ___ Recess (Field) Other: _____

Reason for Referral: (check only ONE)

	<u>Minor</u>	<u>Major</u>	<u>Possible Motivation</u>
Inappropriate Language	_____	_____	_____ Peer Attention
Disrespect	_____	_____	_____ Adult Attention
Non-Compliance	_____	_____	_____ Avoid Task
Disruption	_____	_____	_____ Avoid Peers
Physical contact	_____	_____	_____ Avoid Adult
Misuse of Property	_____	_____	_____ Obtain items / activities
Teasing / Name Calling	_____	_____	_____ Don't Know
Stealing / Theft	_____	_____	Other _____
Out of Area	_____	_____	
Contraband	_____	_____	
Harassment / Bullying	_____	_____	
3 Minor Infractions	_____	_____	

Brief Explanation:

For SSC Use Only

Administrative Decision:

___ Time in SSC ___ Loss of Privilege ___ Parent Contact ___ Detention

___ In School Suspension ___ Out of School Suspension

BEHAVIOR	MINOR	MAJOR
Inappropriate Language	Improper language not respectful of others	Swears, racial slurs, near swears, or sexually oriented comments
Disrespect	Brief or low intensity socially rude interactions	Extended or high intensity socially rude interactions
Non-Compliance	Failure to follow directions within a reasonable amount of time	Continued failure to follow directions
Disruption	Any low intensity activity that interrupts the educational process	Any activity of such intensity that it interrupts the educational process, is persistent, purposely intended to draw attention, and/or requires administrative attention
Physical Contact	Non-serious but inappropriate physical contact	Actions involving serious physical contact where injury may or does occur
Misuse of Property	Not using materials/items for their intended use or causing harm to materials/items	Repetitious misuse or destruction of materials/items of high personal or monetary value that could result in impairment or injury of material/item
Harassment / Bullying	No minor level offenses	Conduct which subjects a student to insults, teasing, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner
Stealing / Theft	No minor level offenses	The deliberate or purposeful taking of another's or school's property without permission
Out of Area	Being anywhere other than scheduled location, including leaving a classroom without permission	Being anywhere other than your scheduled location that may necessitate a search or involves leaving the building / grounds
Contraband	Bringing any item to school that causes a disruption to the educational process but does not rise to the level of a "Major" in this category	Possession of illegal substances, combustibles or items that have the potential to cause harm to self or others (including items identified as "weapons" by school board policy)