**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **POSSIBLE MOTIVATION Comments:**Obtain Peer Attention Avoid Task/Activity Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Obtain Adult Attention Avoid Peer(s) UnknownObtain Items/Activities Avoid Adult |
|  |
| **ADMINISTRATIVE CORRECTIVE 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: \_\_\_\_\_\_\_