** School**

Disciplinary Referral

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Incident Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Grade & Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IEP: 🞎Yes 🞎No 🞎504  **Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(print name)* | | | **Location** *(Check only 1)*  🞎 Classroom 🞎 Hallway  🞎 Stairway 🞎 Cafeteria  🞎 Bathroom 🞎 Office  🞎 Bus 🞎 Outside/Gym  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 Auditorium | |
| **Minor Offences – Level I**  *(Staff Managed) (3 times)* | **Major Offences – Level II or Above** *(Office Managed)* | | **Environmental Factors**  *(Check only 1)* | **Possible Motivation**  *(Check only 1)* |
| 🞎 Defiance/Insubordination  🞎 Disruption/Inattentive  🞎 Disrespect  🞎 Dress Code  🞎 Electronic/Tech. Violation  🞎 Inappropriate Language  🞎 Lack of Materials  🞎 Property Misuse  🞎 Tardiness  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  🞎 Use of/Possession of Weapon  🞎 Use of/Possession of Alcohol/Drugs  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 Abusive Language  🞎 Defiance/Insubordination  🞎 Disruption/Inattentive  🞎 Disrespect  🞎 Dress Code  🞎 Electronic/Tech. Violation  🞎 Fighting  🞎 Harassment  🞎 Inappropriate Affection  🞎 Lying/Cheating  🞎 Physical Contact  🞎 Property Damage/Arson  🞎 Stealing  🞎 Tardiness (4 or more times) | | 🞎 Adult request/directive  🞎 Assembly  🞎 Changes to routines  🞎 Classroom transitions  🞎 External interruptions  🞎 Group work  🞎 Guest Teacher  🞎 Individual seat work  🞎 Managing materials  🞎 Oral Instruction  🞎 Recess/Free time  🞎 Teasing from peers  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Get:**  🞎 Adult Attention  🞎 Peer Attention  🞎 Item/Activity  **Avoid:**  🞎 Adult Attention  🞎 Peer Attention  🞎 Work/Activity  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Others involved**: 🞎 None 🞎 Peer 🞎 Substitute 🞎 Staff 🞎 Teacher 🞎 Unknown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Actions Taken** | | | | |
| ***Minor Problem Behavior Interventions (Staff)***  🞎 Time Out/Detention  🞎 Conference with Student/Parent  🞎 Conference with Team  🞎 Loss of Privilege(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_  🞎 Parent Contact/Conference  🞎 Restitution  🞎 Lunch/Class Detention | | ***Major Problem Behavior Interventions (Admin.)*** | | |
| 🞎 Individualized Instruction/Reteach Expectations  🞎 Referral to Guidance Counselor  🞎 Changed Student Seat  🞎 Sent Home Student Report  🞎 Student Regrets Incident – Was Cooperative | | 🞎 In-School Suspension (\_\_\_\_\_\_\_hours/days)  Beginning Date: \_\_\_/\_\_\_/\_\_\_ Return Date: \_\_\_/\_\_\_/\_\_\_  🞎 Out-of-School Suspension (\_\_\_\_\_\_\_hours/days)  *Beginning Date: \_\_\_/\_\_\_/\_\_\_ Return Date: \_\_\_ /\_\_\_/\_\_\_*  🞎 Action Pending 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Minor (Level I) Infraction Tracking Form**

 **IEP**

 **504**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4th Minor Infraction**

Write an **Office Discipline Referral (opposite side of form)**

**2nd Minor Infraction Date \_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Behavior Intervention:**

 Disruption  Defiance  Utilized pre-correction techniques

 Dress Code  Clarified how behavior did not meet expectations (check for understanding)

 Property Misuse  Retaught/practiced the behavior  Class  Individual

 Not Following Directions  Behavior contract/Reflection sheet (circle one)

 Inappropriate Language  Behavior specific verbal praise

 Disrespect  Curricular/Environment modification

 Electronic/Tech Violation  Provided a structured choice

 Tardy **(2nd Offense)**  Established a behavioral cue/prompt/signal

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contacted parent: \_\_\_\_/\_\_\_\_/\_\_\_\_  Phone call  Copy sent

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3rd Minor Infraction *(Parent must be notified)* Date \_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Behavior Intervention:**

 Disruption  Defiance  Re-taught/practiced the behavior skill (one-on-one)

 Dress Code  Modified environment based on identified predictors

 Property Misuse  Identified possible function(s) of the misbehavior

 Not Following Directions  Behavior contract/Reflection sheet (circle one)

 Inappropriate Language  Behavior specific verbal praise

 Disrespect  Reviewed previous data for patterns and trends

 Electronic/Tech Violation  Provided a structured choice

 Tardy **(3rd Offense)**  Collaborated with:  Team  Counselor  Admin

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Met with parent on: \_\_\_\_/\_\_\_\_/\_\_\_\_  Phone call  Conference

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1st Minor Infraction Date \_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Behavior Intervention:**

 Disruption  Defiance  Utilized pre-correction techniques

 Dress Code  Clarified how behavior did not meet expectations (check for understanding)

 Property Misuse  Retaught/practiced the behavior  Class  Individual

 Not Following Directions  Behavior contract/Reflection sheet (circle one)

 Inappropriate Language  Behavior specific verbal praise

 Disrespect  Curricular/Environment modification

 Electronic/Tech Violation  Provided a structured choice

 Tardy **(1st Offense)**  Established a behavioral cue/prompt/signal

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contacted parent: \_\_\_\_/\_\_\_\_/\_\_\_\_  Phone call  Copy sent

 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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