** School**

 Disciplinary Referral

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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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