

# DISCIPLINE REFERRAL FORM

**Student Name** \_\_\_\_\_

**IEP?**     Yes     No

**Repeat Offense?**     Yes     No

**Room** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Time** \_\_\_\_\_ **Date** \_\_\_\_\_

**Referred by** \_\_\_\_\_

**Location:**     Classroom     Cafeteria     Hallway     Bathroom     Assembly  
                    Playground     Arrival/Dismissal     Other \_\_\_\_\_

## CLASSROOM ISSUES

Chewing gum or eating candy\*

Not having supplies\*

*\*These infractions should never become office issues*

Tardiness or absence\*\*

*\*\*Follow school attendance procedures*

Excessive talking

Throwing small objects

Sleeping in class

Minor stealing

Working off-task

Minor altercation (running, pushing, or horseplay)

Being disruptive in classroom or hallway

Being disrespectful

Refusing to follow directions

Cheating or plagiarizing

Profanity

Use of a cell phone or other electronic device (*single use*)

Other \_\_\_\_\_

*Submit office referral form **after any third** violation.*

## OFFICE ISSUES

Skipping class or leaving school (truancy)

Writing notes that contain lewd or threatening content

Fighting

Having weapons at school

Possession or being under the influence of tobacco or drugs

Property damage

Theft

Bullying, intimidation/physical threatening

Sexual harassment

Defiance of authority/gross disrespect/insubordination

Gang-related activity

Use of a cell phone or other electronic device (*multiple uses*)

Excessive profanity or profanity directed at adults

Threats against staff or students

Other \_\_\_\_\_



**STAFF/TEACHER ACTION:**

- Verbal warning
- Student conference
- Parent telephone contact
- Teacher-issued consequence
- Parent meeting
- Student behavior contract
- Detention
- Community service

**OFFICE ACTION:**

- Verbal reprimand
- Parent telephone contact
- Parent meeting
- Loss of privileges
- Detention/community service
- In-school suspension
- Suspension: # of days: \_\_\_\_\_
- Other \_\_\_\_\_

**Teacher or staff description of behavior:**

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**Teacher or staff description of action taken:**

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**Administrator's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_