

Office Discipline Referral Example

Student: _____ **Date:** _____ **Time:** _____
Teacher: _____ **Grade:** _____ **Referring Staff:** _____
Location: Classroom Hallway Cafeteria Restroom Playground Arrival / Dismissal Other: _____

<p style="text-align: center;">Minor Behavior (Referral) (Select Only One)</p> <input type="checkbox"/> Cheating <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Misuse Computer/Phone/Electronics <input type="checkbox"/> Out of Bounds <input type="checkbox"/> Physical Contact <input type="checkbox"/> Theft <input type="checkbox"/> Unsafe Acts <input type="checkbox"/> Other _____	<p style="text-align: center;">Major Behavior (Offense) (Select Only One)</p> <input type="checkbox"/> Bullying/Harassment/Threat: P V C R O <input type="checkbox"/> Cheating <input type="checkbox"/> Disruption <input type="checkbox"/> Fighting/Physical Aggression <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Insubordination <input type="checkbox"/> Misuse Computer/Phone/Electronics <input type="checkbox"/> Out of Bounds <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism/Property Damage <input type="checkbox"/> Other	<p style="text-align: center;">Possible Motivation (Select Only One)</p> <input type="checkbox"/> Access/Obtain Peer Attention <input type="checkbox"/> Access/Obtain Adult Attention <input type="checkbox"/> Access/Obtain Items/Activities <input type="checkbox"/> Escape/Avoid Peer Attention <input type="checkbox"/> Escape/Avoid Adult Attention <input type="checkbox"/> Escape/Avoid Task/Activity/Situation <input type="checkbox"/> Other: _____
Others involved in incident: <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Substitute (Victims)		
Description of Behavior:		
<p style="text-align: center;">Teacher Action (Teaching Strategies)</p> <input type="checkbox"/> Increased Positive Supports <input type="checkbox"/> Reteach Expectation <input type="checkbox"/> Individualized Instruction/Plan <input type="checkbox"/> Buddy Room/Non-Classroom Plan <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Conference with Parent & Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Other: _____	<p style="text-align: center;">Buddy Room Tracking:</p> <input type="checkbox"/> Complete "Think Sheet" <input type="checkbox"/> Complete classroom work <input type="checkbox"/> Stay until I return to process <input type="checkbox"/> Sit and calm down <input type="checkbox"/> Return at ____:____	<p style="text-align: center;">Administrative Action</p> <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent contact <input type="checkbox"/> Conference with Student <input type="checkbox"/> Conference with Parent & Student <input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> Other: _____

Three minors may equal an office referral. Attach all minor forms and send to the office.

Bullying

District definition:

"Intimidation or bullying" means any intentional written, verbal, electronic, or physical act or threat which is **severe, persistent, and pervasive** enough that it may be expected to:

- Harm a student or damage a student's property
- Create fear of harm to a student or fear of damage to a student's property
- Interferes with a student's education or participation in a school-sponsored activity or event.
- Create an intimidating or threatening educational environment

Types:

Physical: Use of overt bodily acts, such as hitting, tripping, shoving, slapping, punching, kicking, damaging or destroying personal property, hazing, or biting, to gain power over peers

Verbal: Use of language, such as name calling, teasing, taunting, threatening, cruel criticism, belittling, personal defamation, racist slurs, sexually suggestive and/or abusive remarks, or extortion, to gain power over peers

Cyber: Use of any electronic communication device through means including, but not limited to: e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites to gain power over peers

Relational: The systematic diminishment of targeted student's sense of self with the goal of hurting them or sacrificing their standing within their peer groups. Examples include ignoring, isolating, excluding, shunning, and gossiping.

Other

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