



Growing students with eyes to the future and hearts in the past

School Discipline Office Referral

Student Name:

Grade:

| | | | |
|--|----------|------------|---------|
| Date: | | Time: | |
| Referred by: | | Witnesses: | |
| Location of Primary Incident (circle) | | | |
| Classroom | Hallway | Cafeteria | Outside |
| Gym | Restroom | Bus | |

Extreme Incidents - Alcohol /Tobacco /Weapons /Drugs /Fighting - Law Enforcement

| | | |
|-------------------|-------------------|------------------|
| 1000-Alcohol- 01 | 1660-Drugs-09 | 1700-Fighting-10 |
| 3300- Tobacco- 31 | 3700- Weapons- 37 | Other: |

Major Incidents - Suspendable Offenses

| | | |
|-----------------------------|-----------------------------------|--------------------------|
| 1230- Tardy-29 | 1810- Bullying-12 | 3100-Theft-16 |
| 1500- Disorderly Conduct-08 | 2500- Physical / Horseplay | 3220- Verbal Threat-30 |
| 1800- Harassment-12 | 2200- Insubordinate / Defiance-19 | Inappropriate Touch |
| 3610-Computer Use | 3500- Vandalism-22 | Repeated Minor Incidents |
| 2460-Obscene Language-14 | Cheating / Plagiarism-06 | Other: |

Repeated Minor Incidents - Dates & Documentation - Attach Addl. Forms

| | | |
|---|-------|---------------|
| Incident 1 Date: | Type: | Staff Action: |
| Incident 2 Date: | Type: | Staff Action: |
| Incident 3 Date: | Type: | Staff Action: |
| After the 3rd repeat offense of minor incidents escalate to a major incident. Repeated minor offenses do not have to be the same offense. | | |



Description of Incident:

Investigation/ Additional Information:

Administrative Decision & Parent Notification
