Sample School

Major Office Discipline Referral

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_ Playground Library

**Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cafeteria Bathroom

**Grade:** PreK K 1 2 3 Hallway Computer Lab

**Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom Gym/Music/Art

|  |  |  |
| --- | --- | --- |
| **Major Problem Behavior** |  | **Administrator Decision** |
| * **Aggressive Physical Contact-** making contact with another person’s body with the intent of causing harm (Standard 1)
* **Chronic Refusal to Follow School Rules-** three or more minor discipline referrals within 5 days (Attached) (Standard 3)
* **Major Property Damage-** destroying school property (Standard 3)
* **Throwing Large Objects-** Propelling objects that are heavy or large and could cause bodily harm (Standard 1)
* **Harassment/Bullying-**pervasive unwelcome verbal, written, physical or emotional conduct with imbalance of power (Standard 2)
* **Abusive Language-** inappropriate words directed at/intended to offend a particular person or group (Standard 2)
* **Weapons-** possession of real or fake guns, knives or other weapons readily capable of causing bodily harm (Standard 3)
* **Other**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  | * Student Conference
* Parent Conference
* Loss of Privilege
* Restitution
* Time in Office
* After-School Detention

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ * In-School Suspension

 Half Day \_\_\_ Full Day \_\_\_\_\_* Out-of-School Suspension

 Date:\_\_\_\_\_\_ # of days:\_\_\_\_\_* Referral to SAT
* Referral to School Counselor
* Referral to Social Worker
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **What is the purpose of behavior?** * Obtain Attention – engages in behavior to gain adult or peer attention
* Obtain items/activity – engages in behavior to gain preferred items or activities
* Avoid a Person- engages in behavior to escape an adult or peer
* Avoid task or activity- engages in behavior to escape work or activity, academic or non-academic
* Reaction to an event
* Unknown- unclear reasons
 | Administrator Comments: |
| Teacher’s Comments/Description of Event:  | * )
 |

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_