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| --- | --- |
| School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Incident Type: \_\_\_\_Minor \_\_\_\_Major |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student #: \_\_\_\_\_\_\_\_\_\_\_\_ | M / F | Grade: \_\_\_\_\_ |
| Date: \_\_\_ / \_\_\_ / \_\_\_\_ | Time: \_\_\_\_:\_\_\_\_ | Reported by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Incident #: \_\_\_\_\_\_\_\_\_\_ |
|  |
| **Incident Site** |
| \_\_\_ Classroom  | \_\_\_ Office | \_\_\_ Restroom | \_\_\_ Bus Loading | \_\_\_ Off Campus |
| \_\_\_ Playground | \_\_\_ Hallway | \_\_\_ Gym | \_\_\_ On Bus | \_\_\_ Other |
| \_\_\_ Commons | \_\_\_ Cafeteria | \_\_\_ Library | \_\_\_ Parking Lot |  |
|  |
| **Incident/Offense Type** | **Motivation** | **Previous Action by Staff** |
| Major | Minor |  | \_\_\_ Avoid adults | \_\_\_ Verbal reprimand/warn. |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Inappropriate Language | \_\_\_ Avoid peers | \_\_\_ Parent contact |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Fighting | \_\_\_ Avoid task/activity | \_\_\_ Student conference |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Disrespect/Non-compliance | \_\_\_ Obtain adult attn. | \_\_\_ Parent Conference |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Cheating | \_\_\_ Obtain peer attn. | \_\_\_ Detention |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Bullying/Harassment | \_\_\_ Obtain items/activities | \_\_\_ Referral |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Teasing/Name calling | \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Disruption |  |  |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Tardy/Attendance |  | **Members Involved** |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Theft |  | \_\_\_ Staff |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Vandalism |  | \_\_\_ Peers |
| **\_\_\_\_\_** | **\_\_\_\_\_** | Other:\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_ Unknown |
| **\_\_\_\_\_** Tobacco | **\_\_\_\_\_** Alcohol | **\_\_\_\_\_** Drugs |  | \_\_\_ Guest Teacher |
| **\_\_\_\_\_** Weapon: Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_ None |
| **Incident Description:** |
|  |
|  |
|  |
| **Administrative Action** |
| \_\_\_ Time in office  | \_\_\_ Community Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_ Conference Student | \_\_\_ Restitution | \_\_\_ Suspension (See Box Below) |
| \_\_\_ Conference Parent | \_\_\_ Apology Letter | \_\_\_ Bus Suspension |
| \_\_\_ Privilege Loss | \_\_\_ Reteach Rule | \_\_\_ Expulsion recommendation |
| \_\_\_ Detention on \_\_\_\_/\_\_\_\_/\_\_\_\_ |  | \_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Truancy filed: \_\_\_\_District \_\_\_\_\_County  |
| Explanation of action taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Action assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_  | Assigned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Parent contacted  | Y / N | Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Time: \_\_\_\_\_:\_\_\_\_\_\_ |
|  |
| **Notice of Suspension from School** |
| \_\_\_ In-School  | \_\_\_ Out-of-School | # of days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Beginning Date: \_\_\_/\_\_\_/\_\_\_\_\_ | Return Date: \_\_\_/\_\_\_/\_\_\_\_\_ | \*\_\_\_\_ Conference required return to school |
| **Students are not allowed on district grounds during their suspension. It is the responsibility of the student, parent, or guardian to request assigned work.** |
|  |  |
| Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |