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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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |