SHHS Office Discipline Referral Form

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| --- | --- | --- | --- | --- |
| **Student name:** | **Grade:** | **Referring staff:** | **Date:** | **Time:** |
| **Location:** □ Classroom □ Hallway | □ Outside | □ Bus | □ Cafeteria | □ Bathroom | □ Other  |
| **Staff’s description of the event:** |
| **Others involved in incident:**□ None □ Peers | □ Staff |  | □ Substitute | □ Unknown | □ Other  |

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| --- | --- | --- | --- |
| **Interventions attempted** | **prior** | **to** | **referral:**  |
| * Verbal redirection
* Non-verbal redirection
* Re-taught expectation
* Take-a-break/refocus
 |  | Restorative conference Social skills instruction Detention Loss of privilege | * Parent conference
* Other
* Parent communication

Phone Text Email |

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| **Classroom- Managed Level I/II** | **Office Managed- Level II Chronic,** **Level III & Safety**  |
| Cheating, plagiarism | * Cheating, plagiarism (serious)
* Alcohol/drug vape use/possession
* Bullying/Harassment/Intimidation
* Damage to property/Vandalism
* Defiance of authority, Chronic
* Dress code Chronic violations
* Disruptive behavior, Serious/chronic
* Fighting
* Inappropriate language, Chronic/threatening
* Leaving school grounds
* Physical aggression to staff
* Physical aggression (bodily harm)
* Tardy (Dates) \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_
* Theft
* Threats
* Serious violations of WCPS acceptable use
* Weapons/contraband
 |
| Defiance of authorityDisruptive behavior |
| Personal electronics, cell phone/ear budsInappropriate language |
| Misuse of materials/propertyPhysical contact (no bodily harm) |
| Student Dress code |
| TardinessTeasing, name calling |
| Technology misuseUnauthorized use of school property |
|  |

* Restorative conference □ Referral to CAST
* Restorative circle □ Saturday school
* Loss of privilege □ MSAP referral
* Removal from class (Time out, alternative setting) □ Suspension:
* In-school suspension (date\_\_\_\_\_\_\_\_)
* Referral to Student Assistance Team □ Other
* Student conference
* Behavior skills training
* Parent contacted
* Parent conference
* Behavior contract
* Peer mediation
* Detention

**Administrative Action/Resolution**

Administrator: Date: Time:

**Classroom Managed Incident Report**

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| --- | --- | --- | --- | --- |
| **Student name:** | **Grade:** | **Staff:** | **Date:** | **Time:** |
| **Infraction**  Disruption Disrespect |  Teasing  | Tardy  | Dress Code  | Cell Phone | Other  |
| **Staff’s description of the event:** |
| Intervention Attempted (check all that apply)\_\_Verbal redirection \_\_Behavior Plan/contract \_\_Parent Phone Call\_\_Re-taught expectation \_\_Loss of Privilege \_\_Lunch Detention\_\_Break/Time-out \_\_Social Skills lesson \_\_Afterschool Detention\_\_Restorative Student Conf. \_\_Referral to Counselor \_\_In-Person Parent Conf. |
| **Student name:** | **Grade:** | **Staff:** | **Date:** | **Time:** |
| **Infraction**  Disruption Disrespect | Teasing | Tardy | Dress Code | Cell Phone | Other  |
| **Staff’s description of the event:** |
| **Intervention Attempted**\_\_Verbal redirection \_\_Behavior Plan/contract. \_\_Parent Phone Call\_\_Re-taught expectation \_\_Loss of Privilege \_\_Lunch Detention\_\_Break/Time-out \_\_Social Skills lesson \_\_Afterschool Detention\_\_Restorative Student Conf. \_\_Referral to Counselor \_\_In-Person Parent Conf. |

| **Behavior** | **Minor (Teacher Managed)** | **Major (Office Managed)** |
| --- | --- | --- |
| Disrespect | * Not working/Unfinished work
* Not participating in Group Work
* Making faces/ Rolling eyes
* Huffing, signing, etc.
* Arguing/defiance – Inappropriate

Response to Teacher Request* Uncooperative behavior
* Talking back
* Cheating/Lying
* Leaving assigned area
 | * Blatant or excessive non-compliance or defiance
* “F-you”, flipping off, etc.
* Repetitive minor incidences that normal classroom consequences are not addressing
* Leaving campus/hiding from staff
* Forgery
* Theft of major objects or pattern of minor stealing that is ongoing
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| Disruption | * Making noises
* Constant talking
* Yelling Out or Blurting
* Disruption during instruction
* Throwing objects
* Out of seat
* Not listening
* Not following directions
* Tardy to class or leave early
 | * Screaming/Yelling excessively
* Teacher cannot teach
* Students cannot learn
* Out of control behavior in the extreme
* Throwing objects with the intent to cause harm
* Excessive pattern of absence, tardy or truancy
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| Dress Code | * Spaghetti Straps
* Short Skirts or shorts
* Leggings
* Low-cut top
* Hats
* Exposed midriff
* Holes in jeans/shirts
 | * Overly suggestive or violent clothing
* Gang/drug related apparel
* Chronic Dress Code violations
* Refusal to comply with teacher prompts
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