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 authority  Disruptive behavior |
| Personal electronics, cell phone/ear buds  Inappropriate language |
| Misuse of materials/property  Physical contact (no bodily harm) |
| Student Dress code |
| Tardiness  Teasing, name calling |
| Technology misuse  Unauthorized use of school property |
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* 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)** |
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| 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 |
| 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 |
| 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 |