***School***

**Office Disciplinary Referral**

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| Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(am/pm)  Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade: K 1 2 3  Referring Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Location**  🞎 Basketball Court 🞎 Bathroom  🞎 Cafeteria 🞎 Classroom  🞎 Courtyard 🞎 Library  🞎 Parking Lot 🞎 Playground  🞎 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Does the student have an IEP? 🞎 Yes 🞎 No**

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| **Minor Problem Behavior** | **Major Problem Behavior** | | **Possible Motivation** |
| 🞎 Defiance (Level I)  🞎 Disruption (Level I)  🞎 Disrespect (Level I)  🞎 Physical Contact  🞎 Tardy  🞎 Inappropriate Language  🞎 Property Misuse  🞎 Dress Code  🞎 Electronic/Tech. Violation  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 🞎 Defiance  🞎 Disruption  🞎 Disrespect  🞎 Abusive Language  🞎 Harassment  🞎 Fighting  🞎 Electronic/Tech. Violation  🞎 Property Damage  🞎 Lying/Cheating  🞎 Inappropriate Display of Affection  🞎 Causing Physical Injury  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Get:  🞎 Peer Attention  🞎 Adult Attention  🞎 Item/Activity  🞎 Avoid  🞎 Peer Attention  🞎 Adult Attention  🞎 Item/Activity  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Others involved in incident**: | 🞎 None 🞎 Teacher 🞎 Substitute 🞎 Unknown  🞎 Peers 🞎 Staff 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Action(s) Taken** | | | |
| 🞎 Time-Out/Detention (date\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_)  🞎 Conference with Student (date\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_)  🞎 Loss of Privileges (date\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_)  🞎 Parent Contact (date\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_)  🞎 Individualized Instruction (date\_\_\_\_\_\_\_\_\_\_\_ time\_\_\_\_\_\_\_\_\_\_) | | 🞎 In-School Suspension (\_\_\_\_\_\_\_hours/days)  🞎 Out-of-School Suspension (\_\_\_\_\_\_hours/days)  🞎 Action Pending  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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**Other Comments:** I need to talk to the student’s… 🞎 teacher 🞎 parent 🞎 administrator

**Parent Signature** (acknowledging notification): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_