SWIS Office Referral Form Example 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Minor Referral  Staff Managed | | | Major Referral  Administrator Managed | **Entered into SWIS:**  Yes  No  **Referral ID:** \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | |
| **Student:** | | | **Grade:**  6  7  8 | **Referring Staff:** | |
| **Date:** | | |  | **Time:** | |
| **Location:** Classroom  Hallway  Playground  Cafeteria  Bus  Gym  Office  Restroom  Commons  Library  Music Room  Off-Campus  Art Room  Bus Loading Zone  Computer Lab    Assembly/Field Trip  Parking Lot | | | | | |
| **Minor Problem Behavior:**  Disrespect  Defiance  Disruption  Physical Contact/Physical Aggression  Tardy  Inappropriate Language  Property Misuse  Dress Code Violation  Technology Violation | | | | | |
| **Major Problem Behavior:** Defiance/Non-Compliance  Physical Aggression  Disruption  Disrespect  Inappropriate Language  Tardy  Skip Class  Bullying  Fighting  Inappropriate Location  Truancy  Forgery/Theft/Plagiarism  Technology  Lying/Cheating  Dress Code Violation   Inappropriate Display of Affection  Gang Affiliation Display  Bomb Threat/False Alarm  Arson  Use/Possession of (circle one): Tobacco Drugs \*Weapons Combustibles Alcohol  \**If a weapon was involved, please note the weapon type/size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Harassment (circle type): Gender Ethnicity Sexual Race Religion Disability Physical Characteristics | | | | | |
| **Perceived Motivation:**  Obtain Peer Attention  Obtain Adult Attention  Obtain Item/Activity  Avoid Peer(s)  Avoid Adult  Avoid Task/Activity | | | | | |
| **Others Involved:**  None  Peers  Teacher  Staff  Substitute  Other  Unknown | | | | | |
| **Action Taken:**  Alternative Placement  Time Out/Detention  Conference with Student  Loss of Privilege  Time in Office  Individualized Instruction  Additional Attendance/Saturday School  Bus Suspension  Restitution  Community Service  Other Action Taken  Parent Contact (contact type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  In-School Suspension ( ½ day increments): \_\_\_.\_\_\_ days  Out-of-School Suspension: ( ½ day increments): \_\_\_.\_\_\_ days  Expulsion | | | | | |
| **Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| Show Respect  Make good decisions  Solve problems | **SWIS Demo School**  Referral form Descriptions  **Minor vs. Major Behavior** Clarifications | | | Referral form  Example 2 | |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_ Referring Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 IEP 🞏 504 Class: \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location:** | |  | |  |  | |
| 🞏 Classroom | | 🞏 Gym | | 🞏 Music Room | 🞏 Special Event/ Assembly/ Field Trip | |
| 🞏 Hallway/Breezeway | | 🞏 Office | | 🞏 Off-Campus | 🞏 Parking Lot | |
| 🞏 Playground | | 🞏 Bathroom/Restroom | | 🞏 Art Room | 🞏 Locker Room | |
| 🞏 Cafeteria | | 🞏 Common Area |  | 🞏 Bus Loading Zone | 🞏 Vocational Room | |
| 🞏 Bus | | 🞏 Library | | 🞏 Computer Lab | 🞏Other: |  |
| ***Notes:*** |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Problem Behaviors (check the most intrusive):** | | | | |  | | Please Refer to the Referral Form Descriptions for clarification on minor vs. major referrals |
| **Minors (Teacher Managed):** | | | **Major (Office Managed):** | |
| 🞏 Disrespect | | | 🞏 Disrespect (Blatant or Excessive, Defiance, Leaving Assigned Area, Forgery, Ongoing Pattern) | | | | |
| 🞏 Disruption | | | 🞏 Disruption (Yelling excessively, Pattern of Teacher not being able to teach or children learn, excessive tardy) | | | | |
| 🞏 Dress Code | | | 🞏 Dress Code (Ongoing Pattern, Gang Related) | | | | |
| 🞏 Inappropriate Language | | | 🞏 Inappropriate Language (Blatant or Excessive, Severe Bullying – Verbal, Harassment, Intimidation) | | | | |
| 🞏 Property Damage/Misuse | | | 🞏 Property Damage/Misuse (Excessive, Permanent, Vandalism) | | | | |
| 🞏 Physical Contact | | | 🞏 Physical Contact (Fighting/Repeated Physical Aggression, Loss of Control Out of Anger, Intent to Harm) | | | | |
| 🞏 Technology Violation | | | 🞏 Technology Violation (Accessing “off limit”, inappropriate websites, bullying/harassment on school equipment) | | | | |
| 🞏 Other: | |  | 🞏 Other: |  | |  | |
| ***Notes:*** |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Possible Motivation:** | **Teacher or Staff Member Follow-Up Decisions (check the most serious):** | |
| 🞏 Avoid Adult(s) | 🞏 Time Out (Give a break, Sensory Accommodation) | |
| 🞏 Avoid Peer(s) | 🞏 Conference with Student (Problem-Solving, Class Meeting, Mediated Student Conversation) | |
| 🞏 Avoid Task(s)/Activities/Sensory | 🞏 Instruction (Teach Correct Behavior, Reteach, Behavior Plan Implemented w/ Fidelity) | |
| 🞏 Obtain Adult(s) | 🞏 Parent (Contact, Conference) | |
| 🞏 Obtain Peer(s) | 🞏 Other (RESET Opportunity, Modify Environment/Expectations) | |
| 🞏 Obtain Task(s)/Activities/Sensory | 🞏 Other: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Others Directly Involved:** | | | | | | |
| 🞏 None | 🞏 Unknown | 🞏 Peer(s) | 🞏 Substitute: |  | 🞏 Staff Member: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Administrative Decision (if referred to Dean’s office):** | | | | | |
| 🞏 Time Out (Detention, Time in Office) | | 🞏 Loss of Privilege(s) | |  | |
| 🞏 Conference with Student (Problem-Solving, Mediation) | | 🞏 In-School Suspension: | |  | |
| 🞏 Restitution (Apology, Community Service) | | 🞏 Out of School Suspension: | | |  |
| 🞏 Parent (Contact, Conference) | | 🞏 Other: |  | | |
| 🞏 Instruction (Teach Correct Behavior, Reteach, Restorative Solution) | |  |
| ***Notes:*** |  | | | | |

**WHITE COPY:** To the Office **YELLOW COPY:** To Homeroom Teacher

SWIS Office Referral Form Example 3

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SWIS Office Discipline Referral Form** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Grade | | \_\_\_ | | Staff | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Date | | \_\_\_\_\_\_\_ | | | Time | \_\_\_:\_\_\_ |
| **Location** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 Classroom | | | | | 🞎 Cafeteria | | | | | | | Restroom 🞎A 🞎B 🞎C | | | | | | | 🞎 Library | | | | | | |
| Hallway 🞎 East 🞎 West | | | | | 🞎 Bus 🞎 Loading Zone | | | | | | | 🞎Common areas | | | | | | | 🞎 Special Event/Field Trip | | | | | | |
| 🞎 Playground | | | | | 🞎 Gym | | | | | | | 🞎Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| **Problem Behaviors** Circle the most intrusive. Check one to three secondary behaviors if applicable. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MINOR** | | | | | | **MAJOR** | | | | | | | | |  | | | | | | |  | | | |
| 🞎 Defiance/ disrespect/ non-compliance | | | | | | 🞎 Defiance/ insubordination/ non-compliance | | | | | | | | | 🞎 Bullying | | | | | | | 🞎 Tobacco | | | |
| 🞎 Fighting | | | | | | | 🞎 Drugs | | | |
| 🞎 Disruption | | | | | | 🞎 Disruption | | | | | | | | | 🞎 Technology violation | | | | | | | 🞎 Gang Display | | | |
| 🞎 Disrespect | | | | | | 🞎 Disrespect | | | | | | | | | 🞎 Inappropriate location/ out of bounds area | | | | | | | Weapons  🞎Knife : < 6”  🞎Knife : > 6”  🞎 gun  🞎 other: \_\_\_\_\_\_\_\_\_\_ | | | |
| 🞎 Physical contact | | | | | | 🞎 Physical aggression | | | | | | | | |
| 🞎 Tardy | | | | | | 🞎 Tardy 🞎 Skipping | | | | | | | | | 🞎 Truancy | | | | | | |
| 🞎 Inappropriate lang. | | | | | | 🞎 Abusive lang./ inappr. lang./ profanity | | | | | | | | | 🞎 Forgery/ theft/ plagiarism | | | | | | |
| 🞎 Property misuse | | | | | |
| 🞎 Dress code | | | | | | Harassment  🞎 disability 🞎 race  🞎 ethnicity 🞎 religion  🞎 gender 🞎 sexual  🞎 physical 🞎 other | | | | | | | | | 🞎 Inappropriate display of affection | | | | | | | 🞎 Bomb threat/  false alarm | | | |
| 🞎 Technology | | | | | |
| 🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | 🞎 Lying/ cheating | | | | | | | 🞎 Arson | | | |
| 🞎 Dress code | | | | | | | 🞎 Property damage | | | |
| 🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Possible Motivation** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 Obtain Peer Attention | | | | | | 🞎 Obtain Items/ activities | | | | | | | | | 🞎 Obtain Adult Attention | | | | | | | | 🞎 Other | | |
| 🞎 Avoid Peer Attention | | | | | | 🞎 Avoid Tasks/ activities | | | | | | | | | 🞎 Avoid Adult Attention | | | | | | | | 🞎 Unknown | | |
| **Others involved**: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 None | | 🞎 Peers | 🞎 Teacher | | | | 🞎 Staff | | | 🞎 Substitute | | | | | | 🞎 Unknown | | 🞎Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Restraint/ Seclusion**: | | | | | | 🞎 None | | 🞎 Restraint | | | | | | 🞎 Seclusion | | | 🞎 Restraint & Seclusion | | | | | | | | |
| **Action(s) Taken** Circle the most severe. Check one to three secondary behaviors, if applicable. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 🞎 Time out/ detention | | | | 🞎 Out-of-sch. Susp. \_\_\_\_ days | | | | | | | | | | 🞎 Additional attendance | | | | | | 🞎 Expulsion \_\_\_\_ days | | | | | |
| 🞎 Confer. w/ student | | | | 🞎 Parent contact | | | | | | | | | | 🞎 Bus suspension | | | | | | 🞎 Alternative Placement | | | | | |
| 🞎 In-sch. susp. \_\_\_\_ days | | | | 🞎 Time in office | | | | | | | | | | 🞎 Restitution | | | | | | 🞎 Action Pending | | | | | |
| 🞎 Loss of privileges | | | | 🞎 Individual instruction | | | | | | | | | | 🞎 Community service | | | | | | 🞎 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Notes** | | | | | | | | | | | | | | | | | | | | | | | | | |

SWIS Office Referral Form Example 4

**Office Referral Form**

|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grade: K 1 2 3 4 5  Referring Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Location**  🞎 Classroom 🞎 Hallway  🞎 Playground 🞎 Cafeteria  🞎 Bathroom 🞎 Library  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Minor Problem Behavior** | **Major Problem Behavior** | | **Possible Motivation** |
| 🞎 Defiance  🞎 Disruption  🞎 Disrespect  🞎 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  🞎 Dress Code  🞎 Inappropriate Display of Affection  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Get:  🞎 Peer Attention  🞎 Adult Attention  🞎 Item/Activity  Avoid  🞎 Peer Attention  🞎 Adult Attention  🞎 Item/Activity |
| **Action Taken** | | | |
| 🞎 Time Out/Detention  🞎 Conference with Student  🞎 Loss of Privileges  🞎 Parent Contact  🞎 Individualized Instruction | | 🞎 In-School Suspension (\_\_\_\_\_\_\_hours/days)  🞎 Out-of-School Suspension (\_\_\_\_\_\_\_hours/days)  🞎 Action Pending  🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **Others involved in incident**: | 🞎 None 🞎 Teacher 🞎 Substitute 🞎 Unknown  🞎 Peers 🞎 Staff 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Other Comments:**

🞎 I need to talk to the students’ teacher 🞎 I need to talk to the administrator

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIS Office Referral Form Example 5

**Major Office Discipline Referral Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | **Grade:** | |  | **Date:** | | |  |
| **Referring Staff:** | |  | | | | **Time of incident:** | | | | |  | |
| **Others involved**: | | 🞎 No One | 🞎 Peers | 🞎 Teacher | 🞎 Staff | | 🞎 Substitute | | | 🞎 Unknown | | |

Check 1-2 behaviors as applicable. Circle the primary behavior.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Major Problem Behavior:** | | **Location:** | | **Perceived Motivation** | |
| 🞎 | Defiance/Disrespect | 🞎 | Classrooms | 🞎 | Attention from peers |
| 🞎 | Physical Aggression | 🞎 | Hall | 🞎 | Attention from adults |
| 🞎 | Disruption | 🞎 | Playground | 🞎 | Obtain item/activity |
| 🞎 | Abusive Language | 🞎 | Cafeteria | 🞎 | Avoid peers |
| 🞎 | Tardy | 🞎 | Bathroom | 🞎 | Avoid adults |
| 🞎 | Harassment | 🞎 | Bus Loading Zone | 🞎 | Avoid work/activity |
| 🞎 | Fighting | 🞎 | Commons | 🞎 | *Don’t know* |
| 🞎 | Electronic Violation | 🞎 | *Don’t know* | 🞎 | *Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 🞎 | Dress Code | 🞎 | *Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
| 🞎 | *Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |  |  |

*\*Please avoid using “don’t know” or “other” whenever possible. Thanks. ~PBIS Team*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action(s) Taken:** | | | | | |
| 🞎 | Time Out/Detention | 🞎 | Conference w/ student | 🞎 | In-School Susp. \_\_\_\_\_ days |
| 🞎 | Loss of Privilege(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | 🞎 | Out-of-School Susp. \_\_\_\_ days |
| 🞎 | Parent Contact | 🞎 | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |
| --- | --- |
| **What happened?** |  |
|  | |

**Follow up Agreement**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | **Date:** | |  | |
| **1. What rule(s) did you break?** (Circle) | | | **🞎 Be Safe** | | **🞎 Be Respectful** | | | | **🞎 Be Responsible** |
| **2. What will you do differently next time?** (Continue on back as needed) | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **Student Signature:** | |  | | **Adult Signature:** | | |  | | |

SWIS Office Referral Form Example 6

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident Type: \_\_\_\_Minor \_\_\_\_Major

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M / F Grade:\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time:\_\_\_\_\_\_:\_\_\_\_\_\_ Reported by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident #:\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Incident Site** | | | | |
| \_\_\_(01) Classroom | \_\_\_(05) Office | \_\_\_(09) Restroom | \_\_\_(12) Bus Loading | \_\_\_(14) Off Campus |
| \_\_\_(02) Playground | \_\_\_(06) Hllwy/Brzwy | \_\_\_(10) Gym | \_\_\_(15) On Bus | \_\_\_Other |
| \_\_\_(03) Commons | \_\_\_(08) Cafeteria | \_\_\_(11) Library | \_\_\_(13) Parking Lot |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Incident/Offense Type** | | | **Motivation** | **Previous Action by Staff** | |
| Major | Minor |  | \_\_\_(01) Avoid adults | \_\_\_ Verbal reprimand/warn. | |
| \_\_\_(01) | \_\_\_(58) | Inappropriate Language | \_\_\_(02) Avoid peers | \_\_\_ Parent contact | |
| \_\_\_(03) | \_\_\_(59) | Fighting | \_\_\_(03) Avoid task/activity | \_\_\_ Student conference | |
| \_\_\_(07) | \_\_\_(60) | Disrespect/Non-compliance | \_\_\_(04) Obtain adult attn. | \_\_\_Parent Conference | |
| \_\_\_(09) |  | Cheating | \_\_\_(05) Obtain peer attn. | \_\_\_ Detention | |
| \_\_\_(22) |  | Bullying/Harassment | \_\_\_(06) Obtain items/activities | \_\_\_Referral | |
|  | \_\_\_(65) | Teasing/Name calling | \_\_\_(30) | \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_(23) | \_\_\_(61) | Disruption | \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| \_\_\_(24) |  | Tardy/Attendance |  | **Members Involved** | |
| \_\_\_(32) | \_\_\_(63) | Theft |  | \_\_\_Staff | \_\_\_None |
| \_\_\_(50) | \_\_\_(62) | Vandalism |  | \_\_\_Peers | \_\_\_Unknown |
| \_\_\_(38)Tobacco \_\_\_(39)Alcohol \_\_\_(40)Drugs | | |  | \_\_\_Guest Teacher | |
| \_\_\_(53)Weapon: Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  | |
| \_\_\_(57) | \_\_\_(70) | Other |  |  | |
| **Incident Description:** | | | | | |
|  | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| **Administrative Action** | | |
| \_\_\_(01) Time in office | \_\_\_(21) Comm. Svc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_(28) Suspension (See Box Below) |
| \_\_\_(04) Conference Student | \_\_\_(22) Restitution | \_\_\_(30) Bus Suspension |
| \_\_\_(05) Conference Parent | \_\_\_(23) Apology Letter | \_\_\_(35) Expulsion recommendation |
| \_\_\_(12) Privilege Loss | \_\_\_(26) Reteach Rule | \_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_(18) Detention on \_\_\_\_/\_\_\_\_/\_\_\_\_ |  |  |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_