SWIS Office Referral Form Example 1

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| [ ]  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 RespectMake good decisionsSolve problems | **SWIS Demo School**Referral form Descriptions**Minor vs. Major Behavior** Clarifications | Referral formExample 2 |

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

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

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| --- | --- | --- | --- |
| **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:***  |  |

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| **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:***  |  |

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| --- | --- |
| **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

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| **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**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: K 1 2 3 4 5Referring 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/ActivityAvoid 🞎 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**

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| --- | --- | --- | --- | --- | --- |
| **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*

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

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

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

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