

STUDENT DISCIPLINE REFERRAL FORM

Student Name: _____ Grade: _____ Period: _____ Time: _____ Date: _____

Group A Offense

- Class Disruption
- Food or Drink in Class
- Inappropriate Dress
- Late for Class
- Littering
- Not Prepared for Class
- Other

Group B Offense (Progressive)

- Chronic Group A
- Cheating or Plagiarism
- Defacing School Property
- Defiance or Non Compliance of School Authorities
- Display of Affection
- Forgery
- Harassment, Bullying
- Obscenity, Profanity, and Vulgarity
- Skipping School
- Other

Group C Offenses (Exceptional Misconduct)

- Alcohol, Drugs, Tobacco
- Assault or Physical Violence
- Chronic Harassment
- Sexual Harassment or Misconduct
- Theft
- Threats
- Unlawful Acts
- Vandalism
- Weapons
- Willful and or open Defiance
- Other

Details of incident: _____

ACTION TAKEN BY PERSON MAKING REFERRAL:

- Discussed with student
- Counselor consultation
- Contacted parent/guardian (circle one):
- Administration contact me (circle one):
- Student is assigned lunch detention
- Referred to school administration
- Phone / Email / In Person / Other _____
- Planning period / Between classes / After school / As soon as possible

Referred by: _____ Student Acknowledgement: _____

- To Inform Administration ONLY
- Action Required / Requested

ACTION TAKEN BY SCHOOL ADMINISTRATION:

- Warning on this occasion. Repeated offenses will increase consequences.
- Student is assigned _____ hours After-School Detention (Mon / Tues / Wed / Thur)
- Student is assigned _____ days(s) In-School Suspension to commence: _____
- Student is referred to Counseling Center for Behavior Intervention
- Out-of-School Suspension / Expulsion: _____
- Other: _____

School Administrator: _____ Date: _____

Parent/Guardian: For In-School Suspensions, the Parent/Guardian may request a conference with the Principal within two days of receiving this notice. For Out-of-School suspension and expulsions the Parent/Guardian must meet with school officials prior to the student returning to school.

NOTE: ALL suspensions make students ineligible to participate in practices, games, or activities during the suspension period.

- Skyward data-entry