# OFFICE DISCIPLINE REFERRAL FORM

**Student:** ____________________________________________________________  **Grade:** _______

**Referring Staff:** ___________________________  **Date:** __________  **Time:** ________

**Location:**
- □ Classroom # ____
- □ Hallway
- □ Trailers/Tech Wing
- □ Cafeteria
- □ Lavatory
- □ Assembly
- □ Parking Lot
- □ Bus
- □ Hallway
- □ Lavatory
- □ Assembly
- □ Bus
- □ Other: ________________

**Problem Behaviors:**

**MINORS:**
- □ 3-5 Repeat Minor Incident Reports
- □ 8-10 Combined Minor Incident Reports *(Minor Incident Reports must be attached)*
- □ Aggression/harassment (minor)
- □ Calling out
- □ Defiance/disrespect/insubordination
- □ Dress code
- □ Electronics/telecommunications
- □ Food/drink (outside cafeteria)
- □ Horseplay
- □ Inappropriate language/comments
- □ Lateness
- □ Leaving class w/o permission
- □ Leaving school w/o permission
- □ Preparedness
- □ Property misuse
- □ Throwing objects
- □ Other: ________________

**MAJORS:** *(Automatic Office Referral)*
- □ Aggressive behavior (physical/verbal)
- □ Fighting
- □ Gambling
- □ Instigating conflict/disruption
- □ Significant vandalism
- □ Smoking (inside building)
- □ Truancy (checklist must be attached)
- □ Class
- □ School
- □ Category III Offense (please specify)

**Description:**
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Others Involved:** ______________________________________________________________________________________

**Possible Motivation:**
- □ Avoid adult(s)  □ Obtain adult attention  □ Don't know
- □ Avoid peer(s)  □ Obtain items/activities  □ Other ________________
- □ Avoid tasks/activities  □ Obtain peer attention

**Administrative Decision:**
- □ Conference w/ student  □ Class suspension  □ PPW suspension
- □ Parent Contact __________  □ In-school detention  □ Board suspension
- □ Detention ___________  □ Out-of-school suspension  □ Referral to PST/ARD
- □ Other ________________

**Administrative Comments and/or Follow Up:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________