



STUDENT DISCIPLINE REFERRAL

SCHOOL \_\_\_\_\_ STUDENT \_\_\_\_\_

TEACHER \_\_\_\_\_ SUBJECT \_\_\_\_\_ GRADE \_\_\_\_\_

TIME REFERRED \_\_\_\_\_ PERIOD \_\_\_\_\_ DATE/YEAR \_\_\_\_\_

Special Education:  Yes  No

504:  Yes  No

ESOL:  Yes  No

CHECK CONDUCT OF STUDENT BELOW

- Academic Dishonesty, Alcohol, Arson, Attack (Physical), Attendance Related Offense, Bomb Threat, Bullying/Harassment, Disruption, Destruction of Property, Disrespect, Dress Code/Student Uniform Policy, Drugs/Controlled Substances, Failure to come to class prepared, Failure to wear Identification badge, False Alarm, Fighting, Forgery, Gambling, Group Fight, Internet/Computer Misuse, Possession, use or distribution of Explosives, Possession or use of weapons, Sexual misconduct, Shakedown, Theft, Threat, Trespassing, Tobacco, e-cigarette use, Unauthorized use of Electronic and/or Portable Electronic Devices, Non compliance of Face coverings/Masks

Describe student's conduct

INDICATE PRIOR ACTION TAKEN BY TEACHER TO RESOLVE STUDENT'S PROBLEMS

(Send to office with student)

- Teacher/Student Conference, Teacher/Parent Conference, Parent Notification: E-mail, Phone, School Counseling Intervention, Other Disciplinary Action Taken by Teacher: Timeout, Lunch Detention, Other, FBA / BIP, 504 Plan, IEP Meeting, Warning

Teacher's Signature \_\_\_\_\_

CHECK ACTION TAKEN BY ADMINISTRATOR

Other Disciplinary Action Taken:

- Teacher-student conference, Teacher-parent conference or contact, Teacher-counselor conference, Counselor-student conference, Counselor-parent conference, Administrator-student conference, Administrator-parent conference, Student Program adjustment, Referral to Student Services, Student Services-student/parent contact, Detention Hall/In-School Intervention, Behavioral Probation, Temporary removal from class, Short-term suspension, Long-term suspension, Referral to Security Counselor

Conference held with teacher \_\_\_\_\_

Date Student returned to teacher \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Send all copies to office with student

## Student Discipline Referral Form (PS-74)

### Purpose and Direction for Use

This form is designed to facilitate and standardize record keeping with respect to problems of student conduct and the actions taken pursuant thereto by teachers and administrators. It should be used in all instances in which student conduct problems are formally brought to the attention of appropriate school administrators for action, in line with the Code of Student Conduct or local school regulations consistent with that Code.

It is recognized that there may be instances in which teachers and others wish to informally bring to the attention of the principal or his/her designee concerns relative the conduct of a student, as a matter of information and/or for informal advice as to how to deal with the student. This form is not mandated for use in such circumstances, nor is it intended to impede such a flow of informal consultation among teachers and administrators. The Student Discipline Referral should be used when these conditions exist:

- a) The conduct in question has reached the level of gravity of those examples outlined in the Code of Student Conduct, **and**
- b) the teacher or other referring individual has decided that they are unable to appropriately deal with the conduct and are seeking the formal involvement of the principal or his/her designee.

### Directions:

1. The referring individual (teacher, counselor, other instructional or administrative personnel) having knowledge of the student conduct in question completes the first three sections of the form at the time the student is to be referred to the principal or his/her designee.
  - Identifying data – Complete those items in the section as are appropriate to the level of the student in the system, and to the circumstances in question.
  - Description of Conduct – Classify the conduct by checking the appropriate item(s) at the left of this section. Definitions of these items are found in the Code of Student Conduct. Add in the space provided (attaching addenda as needed) a clear and concise description of the circumstances of the conduct.
  - Prior action by Teacher (or others) – Indicate steps taken by referring personnel to resolve the immediate problem, or to deal with recent similar problems involving the student.
2. The principal or his/her designee completes the final section of the form as action is taken in response to the referral.
  - Description of Action – Classify the action taken in response to this referral by checking the appropriate item(s) at the left of this section. **Check only those items taken in this instance** – to not indicate here prior action for previous referrals. Elaborate on the action taken, as appropriate, by commenting in the space provided.
  - Distribute copies of the form as indicated. The white copy is for administrative records. The canary copy should be returned to the teacher or other referring personnel. The pink copy is forwarded to the guidance counselor for inclusion in the Cumulative Folder. The goldenrod copy (marked other) may, at the discretion of the principal or his/her designee, be forwarded to the parent/guardian.

### Special Note:

It is understood that in certain circumstances it may be impractical for the teacher or other referring personnel to complete this form at the time the student must be brought to the attention of the principal or his/her designee. In such cases the form should be completed as soon thereafter as reasonably possible.

### Filing Instructions:

- File the appropriate copy of this form in the Cumulative Folder with the student's other school records. A copy may be maintained in a separate disciplinary file by the principal or his/her designee.
- Discipline Records must be maintained until the student graduates or completes his/her education program or the student becomes 21 years of age.