

STUDENT TO OFFICE DISCIPLINE REFERRAL FORM

Staff Report: White copy is staff record. Pink & Yellow copies go to office upon proper completion. After administrative action: Pink copy is returned to referring staff; Yellow copy is placed in student's Discipline File.
Complete "Student Discipline Hall Pass" when it is necessary to immediately remove a student.

STUDENT NAME _____ GR/HR _____ DATE _____ TIME _____

CLASS/PD _____ REFERRING STAFF _____

- OFFENSE:** _____ (Print Name)
- cafeteria misconduct
 - cheating
 - dangerous activity
 - defiance
 - dress code violation
 - disruption/disobedience in hall
 - disruption/disobedience in class
 - insolence/insubordination
 - loitering
 - possession – electronic device
 - possession – unacceptable items
 - profanity/obscenity/vulgarity to students
 - snowballing
 - tardy to class _____ # of minutes
 - LEVEL II VIOLATION _____

	Date	Time	Result
Parental Contact #1	_____	_____	_____
Parental Contact #2	_____	_____	_____
Parental Contact #3	_____	_____	_____

Comments/Specifics: _____

Staff Signature _____ Date _____

- ADMINISTRATIVE REPORT:** Yellow copy placed in student's Discipline File. Pink copy returned to referring staff.
- Verbal Warning
 - Phone call to parent/guardian
 - Conference with _____
 - Bus Suspension _____ #of days
 - Cafeteria Restriction _____ #of days
 - Community/School Service
 - Confiscation of item(s)
 - Conflict Mediation
 - Hall Restriction _____ #of days
 - Detention assigned:
 - ASD #of days /
 - ISS #of days /
 - ISD #of days /
 - OSS #of days /
 - Office #of days /
 - Lunch #of days /
 - Principal Priority Meeting held on _____ (date)
 - Date(s) _____
 - Building Security Notified
 - Other _____
 - Police Referral / Citation Issued
 - Referral to Central Office
 - Restitution
 - Restricted Status
 - Tardy Letter Issued on _____
 - Truancy Notification
 - Zero or Failing Grade

Comments/Specifics: _____

Administrator's Signature _____ Date _____

(Tear off this section & send with student)

STUDENT DISCIPLINE HALL PASS – Report directly to the Office.

STUDENT NAME _____ GR/HR _____ DATE _____ TIME _____

CLASS/PD _____ REFERRING STAFF _____

STUDENT VIOLATION(S) _____