**High School Sample Office Discipline Referral Form**

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| Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade/ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_  Referring Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| LOCATION | | | | | |
| * Bus * Bus bay * Canteen | | * Classroom # \_\_\_\_\_\_\_\_ * Common Room * Hallway | | * Office * Toilet * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| MAJORS – Exec managed behaviour | | | | | |
| * Abusive/ inappropriate language * Defiance/disrespect * Fighting/physical aggression * Property misuse or damage * Use/possession of alcohol * Use/possession of weapon * Missed detention | | * Cheating/integrity * Disruption * Forgery/theft * Truancy * Use/possession of drugs * Vandalism * Unprepared/no materials | | * Lateness # \_\_\_\_\_\_ * False alarm * Harassment * Use/possession of tobacco * Use/possession of combustible items * Uncooperative * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| MINORS – Staff-managed behaviour | | | | | |
| * Inappropriate language * Defiance/disrespect | * Property misuse * Not prepared for class | | * Disruption * Physical contact | | * Uniform violation * Other \_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| POSSIBLE MOTIVATION | | | | | |
| * Obtain peer attention * Obtain adult attention * Obtain items/activities | | * Avoid task/activity * Avoid peer(s) * Avoid adult | | * Unknown * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| EXECUTIVE ACTION | | | | | |
| * Time in office * Parent contact * Referred to LaST * Loss of privileges | | * Individualised instruction * Out of school suspension * Lunch detention * Conference with student | | * Restitution * Discipline points \_\_\_\_\_\_\_\_\_ * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| PARENTS  A copy of this referral has been given to your son/ daughter or sent home for your review. We encourage you to discuss this incident with them so they may conduct themselves appropriately in the school environment. Should you have any questions please contact us on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal/ Deputy Principal/ Year Advisor | | | | | |