Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referring Staff:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Collection Only

Need Assistance from the Office

Student in in problem solving or has an IEP (BIP)

**(Circle as needed)**

Location of Incident: (Circle as needed)

Hallway Cafeteria

Class Special Event

Bus Art/Music/Gym

Library Office

Cafeteria Field Trip

Playground Computer Lab

* Class
* Bus
* Library
* Cafeteria
* Playground

|  |  |  |  |
| --- | --- | --- | --- |
| Problem Behavior  **Minor** | Problem Behavior  **Major** | Possible Motivation | Action Taker  By Referring Teacher  And/or Admin Team  (Circle one to Document) |
| * Disruption | * Cheating/Lying | * Obtain Peer Attention | * Student Conference |
| * Disrespect | * Extreme Disruption | * Obtain Adult Attention | * Explanation of Rules |
| * Noncompliance | * Extreme Disrespect | * Obtain Items/   Activities | * Verbal Warning |
| * Bully Behavior | * Abusive Language/Profanity | * Avoid Peers | * Parent Contact |
| * Physical Contact | * Forgery | * Avoid Adults | * Parent Call   Date:  Time: |
| * Information & Other Electronics/Tech Violation | * Bomb Threat/False Alarm/Arson | * Avoid Task/   Activity | * Parent Conference |
| * Inappropriate Language | * Use/Possession/making of weapon/combustible item | * **Others Involved** | * Written Report to Parents |
| * Property Misuse | * Use/Possession of Drug/Alcohol/Tobacco | * Peer(s) | * Email   Date: |
|  | * Theft | * Teacher | * Revoked Privilege |
|  | * Property Damage/Vandalism | * Staff | * Restitution |
|  | * Out of bounds/off school location | * Substitute | * Loss of Privilege |
|  | * Harassment/Bulling | * Other(s) | * Time out |
|  | * Inappropriate display of affection | * Unknown | * Time out in office |
|  | * Electronics/tech violation |  | * Individualized instruction |
|  | * Fighting |  | * Administration Action |
|  | * Aggressive Physical Contact |  | * Lunch Detention |
|  | * Bully Behavior (Consistent) |  | * In-School Suspension   Dates: |
|  | * Information & other Electronics/tech violation |  | * Out of School Suspension   Dates: |
|  | * Inappropriate Language |  | * Bus Suspension |
|  | * Property Misuse |  | * Expulsion |
|  | * Has 3 minors **(teacher keeps track of this, the reports**) |  | * Other: |

Brief description of Infration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C: Classroom Teacher if filled out any other staff member,

C: Principal \*\*\***ONLY REFER ONE STUDENT PER REFERRAL FORM**