

TWINFIELD UNION SCHOOL
Office Discipline Referral Form

Student _____	Grade _____	Referring Staff _____	HR Teacher / TA _____	Date of incident: _____	Time of incident: _____ AM/PM
LOCATION (circle one)					
Bathroom	Cafeteria	Gym	Locker Room	Parking Lot	Other _____
Bus	Classroom _____	Hall	Off Campus	Playground	
Bus Loading Zone	Common Area	Library	Office	Special event/assembly/fieldtrip	
PROBLEM BEHAVIORS (check the most intrusive)					
<input type="checkbox"/> Abusive lang./inapprop. lang./profanity <input type="checkbox"/> Defiance/disrespect/insubordination/non-compliance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress code violation <input type="checkbox"/> Fighting <input type="checkbox"/> Forgery/ theft <input type="checkbox"/> Harassment/ bullying		<input type="checkbox"/> Inappropriate display of affection <input type="checkbox"/> Inappropriate location / out of bounds area <input type="checkbox"/> Lying/ cheating <input type="checkbox"/> Physical aggression <input type="checkbox"/> Property damage / vandalism <input type="checkbox"/> Skip class / truancy <input type="checkbox"/> Tardy (Excessive)		<input type="checkbox"/> Technology violation <input type="checkbox"/> Use / poss. of alcohol <input type="checkbox"/> Use / poss. of combustibles <input type="checkbox"/> Use / poss. of drugs <input type="checkbox"/> Use / poss. of tobacco <input type="checkbox"/> Use / poss. of weapons <input type="checkbox"/> Other	
DESCRIPTION					
POSSIBLE MOTIVATION					
<input type="checkbox"/> Avoid adult <input type="checkbox"/> Avoid peer		<input type="checkbox"/> Avoid tasks / activities <input type="checkbox"/> Obtain adult attention		<input type="checkbox"/> Obtain items <input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown motivation	
OTHERS INVOLVED					
<input type="checkbox"/> None <input type="checkbox"/> Peers		<input type="checkbox"/> Staff <input type="checkbox"/> Substitute		<input type="checkbox"/> Target - Student / Adult (if student, complete <i>Target Report</i> form) <input type="checkbox"/> Teacher <input type="checkbox"/> Other <input type="checkbox"/> Unknown	
TEACHER RESPONSE(S) (check all that apply)					
<input type="checkbox"/> Change seating <input type="checkbox"/> Conference w/student <input type="checkbox"/> Detention (classroom)		<input type="checkbox"/> Guided apology <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Loss of privilege		<input type="checkbox"/> Parent contact <input type="checkbox"/> Time out (location) _____	
ADMINISTRATIVE RESPONSE					
		Date Received _____		Principal Assistant Principal Behavior Specialist	
<input type="checkbox"/> Bus Suspension <input type="checkbox"/> Community service <input type="checkbox"/> Conference with student <input type="checkbox"/> Detention (office)		<input type="checkbox"/> Harassment/bullying investigation <input type="checkbox"/> Individualized instruction <input type="checkbox"/> Loss of privilege <input type="checkbox"/> In-school suspension <input type="checkbox"/> Other _____		<input type="checkbox"/> Police Contact <input type="checkbox"/> Out of school suspension <input type="checkbox"/> Parent contact <input type="checkbox"/> Restitution / community service <input type="checkbox"/> Time out in office <input type="checkbox"/> Unknown admin. decision	
Parent contacted: Yes No Phone ____ Email ____ Mail ____ Conference ____					
Date(s) of consequence(s): _____					
Date received: _____		Date copied: _____		Date mailed: _____ / NA	
		<input type="checkbox"/> Case manager <input type="checkbox"/> HR Teacher / TA		<input type="checkbox"/> Parent / guardian <input type="checkbox"/> Referring staff	

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Major Problem Behavior	Definition
Abusive lang./inapprop. lang./profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Defiance/disrespect/insubordination/non-compliance	Student engages in refusal to follow directions, talks back and / or delivers socially rude interactions.
Disruption	Student engages in behavior causing an interruption that interferes with the learning process. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and / or sustained out-of-seat behavior.
Dress code violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Harassment/ bullying	Student delivers disrespectful messages. <i>Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>
Inappropriate display of affection	Student engages in inappropriate, consensual verbal and / or physical gestures / contact, of a sexual nature to another student / adult.
Inappropriate location / out of bounds area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/ cheating	Student delivers message that is untrue and/or deliberately violates rules.
Physical aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc).
Property damage / vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class / truancy	Student leaves or misses class without permission. / Student receives an 'unexcused absence' for 1/2 day or more.
Tardy (Excessive)	Student is late to class or the start up of the school day.
Technology violation	Student engages in inappropriate (as defined by school Acceptable Use of Electronic Resources and the Internet Policy) use of cell phone, pager, music/video players, camera, and/or computer (or other electronic device).
Use / poss. of alcohol	Student is in possession of or is using alcohol.
Use / poss. of combustibles	Student is in possession of substances / objects readily capable of causing bodily harm and / or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use / poss. of drugs	Student is in possession of or is using illegal drugs / substances or imitations.
Use / poss. of tobacco	Student is in possession of or is using tobacco.
Use / poss. of weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Student engages in problem behavior not listed.