

**HAWKINS COUNTY ELEMENTARY SCHOOLS  
OFFICE DISCIPLINE REFERRAL FORM**

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**Student** \_\_\_\_\_ **Referring Staff** \_\_\_\_\_

**Grade Level** \_\_\_\_\_ **Incident Date** \_\_\_\_\_ **Incident Time** \_\_\_\_\_

.....  
**Location**

- |                                       |  |                                      |
|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Classroom    | <input type="checkbox"/> Gym                               | <input type="checkbox"/> Stadium     |
| <input type="checkbox"/> Playground   | <input type="checkbox"/> Bus Loading Zone                  | <input type="checkbox"/> Office      |
| <input type="checkbox"/> Commons Area | <input type="checkbox"/> Parking Lot                       | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Hallway      | <input type="checkbox"/> Bus                               | <input type="checkbox"/> Off-campus  |
| <input type="checkbox"/> Bathroom     | <input type="checkbox"/> Special Event/Assembly/Field Trip | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cafeteria    | <input type="checkbox"/> Library                           | <input type="checkbox"/> Unknown     |

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**Problem Behavior.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Abusive/inappropriate language                     | <input type="checkbox"/> Forgery/theft   | <input type="checkbox"/> Use/possession of drugs   |
| <input type="checkbox"/> Fighting/physical aggression                       | <input type="checkbox"/> Dress code violation                                      | <input type="checkbox"/> Failure to do assigned office discipline (code as Other behavior in SWIS) |
| <input type="checkbox"/> Disrespect/Defiance/non-compliance/insubordination | <input type="checkbox"/> Technology violation                                      | <input type="checkbox"/> Bomb threat   |
| <input type="checkbox"/> Assault of teacher/staff                           | <input type="checkbox"/> Inappropriate display of affection                        | <input type="checkbox"/> Use/possession of weapons   |
| <input type="checkbox"/> Harassment/bullying                                | <input type="checkbox"/> Multiple behavior violations (code as Disruption in SWIS) | <input type="checkbox"/> Electronic devices (code as Unknown in SWIS)                              |
| <input type="checkbox"/> Skip class/truancy                                 | <input type="checkbox"/> Use/possession of tobacco                                 | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Property damage/vandalism                          | <input type="checkbox"/> Use/possession of alcohol                                 |  |

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**Possible Motivation**

- |  |   |
|--|---|
| <input type="checkbox"/> Obtain peer attention   | <input type="checkbox"/> Avoid peer(s)      |
| <input type="checkbox"/> Obtain adult attention  | <input type="checkbox"/> Avoid adults(s)    |
| <input type="checkbox"/> Obtain items/activities | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Avoid tasks/activities  | <input type="checkbox"/> Unknown motivation |

.....  
**Others Involved**

- None  Peers  Staff  Teacher  Substitute  Unknown  Other

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**Teacher Comments. Please provide details of problem behavior including details on previous actions taken**

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

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**Student Response**

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

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**Administrative Decision (for major infraction)**

- |   |   |
|---|---|
| <input type="checkbox"/> Time in office           | <input type="checkbox"/> Bus suspension           |
| <input type="checkbox"/> Loss of privileges       | <input type="checkbox"/> In-school suspension     |
| <input type="checkbox"/> Conference with student  | <input type="checkbox"/> Out-of-school suspension |
| <input type="checkbox"/> Parent contact           | <input type="checkbox"/> Expulsion                |
| <input type="checkbox"/> Detention AM PM Lunch    | <input type="checkbox"/> Other Admin. Decision    |
| <input type="checkbox"/> Restitution              | <input type="checkbox"/> Alternative School       |
| <input type="checkbox"/> Theme/writing assignment |   |

**Extra Info 1. (Juvenile court referral)**

**Extra Info 2. (Harassment)**  
ability, racial, gender, religious, sexual, other

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**Administrator Comments**

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**Administrator signature:** \_\_\_\_\_ **Date seen** \_\_\_\_\_ **Time left office:** \_\_\_\_\_

White-Office, Blue-Home, Yellow-SWIS/STAR data, Pink-Referring Staff after student seen