

**HAWKINS COUNTY MIDDLE/ HIGH SCHOOL  
OFFICE DISCIPLINE REFERRAL FORM**

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

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

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**Location**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Classroom              | <input type="checkbox"/> Library                           | <input type="checkbox"/> Stadium/Athletic Facilities |
| <input type="checkbox"/> Playground             | <input type="checkbox"/> Bus Loading Zone                  | <input type="checkbox"/> Office                      |
| <input type="checkbox"/> Commons Area/Cafeteria | <input type="checkbox"/> Parking Lot                       | <input type="checkbox"/> Locker room                 |
| <input type="checkbox"/> Hallway                | <input type="checkbox"/> Bus                               | <input type="checkbox"/> Outside of Building         |
| <input type="checkbox"/> Bathroom               | <input type="checkbox"/> Special Event/Assembly/Field Trip | <input type="checkbox"/> (code as Other in SWIS)     |
| <input type="checkbox"/> Gym                    | <input type="checkbox"/> Off-campus                        | <input type="checkbox"/> Unknown                     |

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**Problem Behavior**

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|--|---|--|
| <input type="checkbox"/> Abusive/inappropriate language                        | <input type="checkbox"/> Property damage/vandalism                  | <input type="checkbox"/> Illegal walkout of class (code as Arson in SWIS)          |
| <input type="checkbox"/> Fighting/physical aggression                          | <input type="checkbox"/> Forgery/theft                              | <input type="checkbox"/> Use/possession of weapons                                 |
| <input type="checkbox"/> Disrespect/Defiance/non-compliance/insubordination    | <input type="checkbox"/> Dress code violation                       | <input type="checkbox"/> Failure to do assigned discipline (code as Other in SWIS) |
| <input type="checkbox"/> Lying /cheating                                       | <input type="checkbox"/> Technology violation                       | <input type="checkbox"/> Electronic devices (code as Unknown in SWIS)              |
| <input type="checkbox"/> Harassment/bullying                                   | <input type="checkbox"/> Inappropriate public displays of affection | <input type="checkbox"/> Gang Related activity                                     |
| <input type="checkbox"/> Multiple rule violations (code as Disruption in SWIS) | <input type="checkbox"/> Inappropriate school location              |  |
| <input type="checkbox"/> Tardy (above set limit)                               | <input type="checkbox"/> Use/possession of tobacco                  |  |
| <input type="checkbox"/> Skip class/truancy                                    | <input type="checkbox"/> Use/possession of alcohol                  |  |
|  | <input type="checkbox"/> Use/possession of drugs                    |  |

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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 |

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**Others Involved**

- None  Peers  Staff  Teacher  Substitute  Unknown  Other

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**Teacher Comments. Please provide details of problem behavior including classroom management strategies used if applicable.**

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

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**Student Response and Signature**

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\_\_\_\_\_

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**Administrative Decision**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Time in office          | <input type="checkbox"/> Theme/writing assignment (code as Individualized Instruction in SWIS) | <input type="checkbox"/> Alternative School (code as Unknown Admin. Decision in SWIS) |
| <input type="checkbox"/> Loss of privileges      | <input type="checkbox"/> Bus suspension  | <b><u>Extra Info 1. (Juvenile Court referral)</u></b>                                 |
| <input type="checkbox"/> Conference with student | <input type="checkbox"/> In-school suspension  | <b><u>Extra Info 2. (Harassment)</u></b>  |
| <input type="checkbox"/> Parent contact          | <input type="checkbox"/> Out-of-school suspension  | ability, racial, gender, religious, sexual, other                                     |
| <input type="checkbox"/> Detention AM PM Lunch   | <input type="checkbox"/> Expulsion   |   |
| <input type="checkbox"/> Restitution             | <input type="checkbox"/> Other Admin. Decision   |   |

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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