

ELEMENTARY DISCIPLINARY REFERRAL



Student _____ **Date** _____ **Grade** _____

Referring Staff Member _____

Time: _____ During regular school hours **OR** Before/ after regular school hours
Location: _____ On school property **OR** At school sponsored function **OR** On school transportation
(Check box as appropriate)

Describe circumstances of conduct

Indicate prior action taken by teacher to resolve student issue

_____ Conference with student	_____ Date	_____ Guidance referral	_____ Date
_____ Parent phone contact	_____	_____ Administrative conference w/student	_____
_____ Conference with parent	_____	_____ Other:	_____

Discipline Code – to be entered by administrator (please check appropriate box)

LEVEL A OFFENSES				LEVEL B OFFENSES				
✓	Code	Offense	✓	Code	Offense	✓	Code	Offense
	070	Assault w/Physical Injury		DMG	Damage to Property		OTH	Other
	090	Minor Altercation		DIS	Disrupted Class			
	100	Intimidation, Harassment, Menacing, Bullying		NFP	Does Not Cooperate / Not Following Procedures			
	130	Larceny/Theft Offenses		RUD	Disrespectful to others			
	172	Weapons Possession		PRF	Profanity			
Number of Victims: _____ Students _____ Staff _____ Other								

_____ Lunch Detention	Date	_____
_____ In School Suspension (ISS)	Date	_____
_____ Out of School Suspension (OSS)	Date	_____
_____ Superintendent's Hearing	Date	_____
_____ Referred to Counseling	Date	_____
_____ Other _____	Date	_____

ADMINISTRATOR SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

(Please sign and return to school)

SCHOOL: (circle one)

Frederick Carder Erwin Valley Hugh Gregg William E. Severn Calvin U. Smith Winfield Street