

**Sprucewood Elementary**

**Keeping Students Safe, Respectful & Responsible**

**Office Discipline Referral**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Playground Library/Computer Lab

**Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cafeteria Bathroom

**Grade:** K 1 2 3 4 5 6 Hallway Arrival/Dismissal

**Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom Other \_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Minor Problem Behavior** | **Major Problem Behavior** | **Possible Motivation** |
| * Offensive Language
* Physical Contact
* Defiance
* Disruption
* Cheating
* Inappropriate Dress
* Minor Teasing and Bullying: Name Calling, Emotional, Gossiping
* Disrespecting other’s property
* Tardy (8:45)
* Cell Phone Violation (seen or heard)
* Not Following the SRR Rules
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Multiple Infractions of Minor Offenses
* Physical Violence or Aggression
* Weapons Including Facscimiles
* Unauthorized Substance
* Overt Defiance/Noncompliance
* Harassment/Bullying
* Destruction and Misuse of Property
* Stealing
* Threat to Others
* Unauthorized Leaving of School Ground
* Inappropriate Use of Electronics (cell phone, computer, etc.)
* Discrimination
* Blatant Disrespect
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Obtain peer attention
* Obtain adult attention
* Obtain items/activities
* Avoid Peer(s)
* Avoid Adult
* Avoid task or activity
* Don’t know
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Administrative Decision** |
| * Loss of privilege
* Time in office
* Conference with student
* Parent Contact
 | * Individualized instruction
* In-school suspension (\_\_\_\_hours/ days)
* Out of school suspension (\_\_\_\_\_ days)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

**Others involved in incident:** None Peers Staff Teacher Substitute Unknown Other

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All minors are filed with classroom teacher. Three minors equal a major.**

**All majors require administrator consequence, parent contact, and signature.**