

**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.**