## Office Discipline Referral

		<b>Location:</b>	
Name:		☐ Playground	Library
Date:	Time:	☐ Cafeteria	Restroom
Grade/Classroom:		☐ Hallway ☐ Indoor Recess	Bus
Referring Staff:		☐ Classroom	☐ Arrival/Dismissal
Problem Behavior	Administrative Decision	Motivators	
☐ Abusive Language	☐ Loss of privilege	☐ Obtain peer attention	☐ Avoid tasks/activities
Fighting	☐ Time in office	☐ Obtain adult attention	☐ Avoid peer(s)
☐ Physical Aggression	☐ Detention	☐ Obtain items/activities	☐ Avoid adult
Overt Defiance	☐ In-school suspension		
☐ Harassment ☐ Bullying	☐ Out-of-school suspension		
☐ Disruption	☐ Conference		
Others involved in the incident $\square P$	eers □Staff □Teacher □	Substitute □Other	
Comments:			
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Parent(s)/Guardian(s) Name			
Parent contact made by:	Date/time:	Mailed:	
Left Message: Y N	White - Parent Yellow - Offi		Seclusion Restraint
	Office Discipline Re	<u>eferral</u> Loca	tion:
Name:		☐ Playground	 ☐ Library
Date:		☐ Cafeteria	Restroom
Grade/Classroom:		Hallway	Bus
Referring Staff:		☐ Indoor Recess	☐ Arrival/Dismissal
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Problem Behavior	Administrative Decision	+_	ivators
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☐ Disruption	☐ Conference		
Others involved in the incident $\Box$ P	eers □Staff □Teacher □	Substitute □Other	
Comments:			
		<del> </del>	
Parent(s)/Guardian(s) Name		Phone No	
Parent contact made by:			
Left Message: Y N		_	Seclusion Restrain

Yellow - Office

Pink - Teacher

White - Parent