

# CLAREMONT SCHOOL DISTRICT STUDENT DISCIPLINE REFERRALS

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade/Homeroom/Class \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

### INFRACTION

<input type="checkbox"/> Absence/tardy/skip class	<input type="checkbox"/> Disrespectful language/profanity	<input type="checkbox"/> Harassment/tease/taunt
<input type="checkbox"/> Abuse of school property	<input type="checkbox"/> Drugs/controlled substance*	<input type="checkbox"/> Sexual harassment/offense*
<input type="checkbox"/> Alcohol possession/use/distribution*	<input type="checkbox"/> Dress improper	<input type="checkbox"/> Smoking/tobacco/lighter/matches
<input type="checkbox"/> Arson*	<input type="checkbox"/> False alarm/911*	<input type="checkbox"/> Stealing/theft
<input type="checkbox"/> Copying/cheating/lying	<input type="checkbox"/> Fireworks/combustibles*	<input type="checkbox"/> Tardiness (habitual)
<input type="checkbox"/> Disobedience/denial/insubordination	<input type="checkbox"/> Forgery	<input type="checkbox"/> Vandalism*
<input type="checkbox"/> Disruptive behavior	<input type="checkbox"/> Fighting/physical aggression*	<input type="checkbox"/> Weapons*
		<input type="checkbox"/> Minor/warning

\* Offenses which are considered major and must be referred to office  
 y See definitions

### AREA

<input type="checkbox"/> Bus wait/loading zone	<input type="checkbox"/> Library
<input type="checkbox"/> Bus	<input type="checkbox"/> Common Area / MPR
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Hall
<input type="checkbox"/> Classroom	<input type="checkbox"/> Bathroom / Restroom
<input type="checkbox"/> Gym	<input type="checkbox"/> Special Event / Assembly / Field Trip

### ACTIONS PRIOR TO REFERRAL

<input type="checkbox"/> Civic responsibility	<input type="checkbox"/> Apology
<input type="checkbox"/> Conference	<input type="checkbox"/> Detention
<input type="checkbox"/> Detention	<input type="checkbox"/> Parent contact
	<input type="checkbox"/> Retracting

### POSSIBLE MOTIVATION

- Avoid adults)
- Avoid peers)
- Avoid task(s)/activity) -ies)
- Obtain adult attention
- Obtain item(s)/activity) - (ies)
- Obtain peer attention
- Other

### OTHERS INVOLVED

- None
- Peer(s)
- Staff
- Substitute Teacher
- Teacher
- Unknown

### ADMINISTRATIVE DECISION

- Conference
- Detention / Date \_\_\_\_\_
- Guidelines
- Individualized Instruction
- Loss of Privilege
- Out-of-School Suspension
- In-School Suspension
- Parent Contact
- Time in Office
- Time Out
- Other

White - Administrator

Yellow - Parent

Pink - Guidance

Goldendrod - Teacher/Originator

## Before Referral \*

1. Use minor( ) system.
2. Consult with colleague(s).
3. Review cumulative file; check IEP/504 status
4. Assign teacher detention
- 4.5 Confer with student
6. Reteach the rule
7. Contact the parent
8. Involve Guidance
9. Check "General Procedures for Dealing with Problem Behaviors" flowchart in faculty handbook.

These are in no particular order.

\*UNLESS THE BEHAVIOR IS MAJOR (see ODR \* items)

## At referral Time

1. Fill in all sections of ODR
2. If you are not sure of motivation, you may: make a guess, mark "other", or ask the student, if you have time or the inclination to do so.
3. Please do NOT editorialize. If you wish to elaborate, please use the back of the top (white) form to state ONLY facts. Do NOT write anything on the front of the form which refers to something written on the back.
4. Do not put the names of other students on a referral.
5. The white copy will be filed in the office for you to use if you need to refer to particulars when/if a parent asks for them.
6. Feel free to suggest an appropriate consequence; I may not agree, but sometimes it's helpful.
7. You may use a referral to document/share a concern; mark with "FYI" if you do this.

## After Referral

1. Make sure you receive the goldenrod copy for your records.
2. If you do not receive this copy, check with the office to make sure the referral was received and processed.
3. If you disagree with the consequence, please make an appointment to meet with the administrator to discuss your concerns.
4. File your copy