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| **Student:** | **Memorial Education Center**  **DISCIPLINE REFERRAL FORM** | **Date of Incident:** |
| **Grade/Team:** | **Time of Offense:**  **Location:** | **Referring Staff’s Signature:** |

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| **Guidelines for Success not followed:**  \_\_\_\_**Be Safe**  \_\_\_\_**Be Kind**  \_\_\_\_**Be Helpful** | | | | | |
| **The teacher has used the following interventions or consequences:** | | | | | |
| Re-teaching (practicing) correct behavior  Parent contact (phone, note, etc)  Restructuring environment  Behavior improvement plan  Recording behavior on daily chart  Discipline log  Refer to counselor | | Time Out  Changed Student Seat  Loss of privileges  Sit with Teacher  Intra-team Time out  Restitution/Repair/Replace  Referral to FRC | | Increased positive intervention  Classroom problem solving meeting  Self-monitoring plan  Student/Teacher conference  Parent Conference  Planned ignoring  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Problem Behavior  Minor Offense Major Offense | | | Perceived Motivation | | **Action Taken** |
| Primary Tracked Behaviors:  Defiance/Insubordination/Non-Compliance  Physical Aggression  Property Damage/Vandalism  Running Away/AWOL  Self-Injurious Behaviors  Profanity/Obscenity  Bullying  Other Possible Problem Behaviors:  Alcohol  Arson  Bomb Threat  Bullying | Cheating/Lying  Disrespect  False Fire Alarm  Fighting Forgery  Gang Affiliation Display  Harassment/Discrim  Physical Aggression  Possession/Use of Tobacco  Inapprop Display of Affection  Tardy  Technology Violation  Theft  Weapons Use/Poss  Other: | | Obtain Peer Attention  Obtain Adult Attention  Obtain Item/Activity  Avoid Task/Activity  Avoid Peers  Avoid Adults  Unclear/Unknown  Other | | Time in office  Loss of privileges  Student Conference  Parent Contact  Time Out/Detention  Restitution/Repair/ Replace  Individualized Instruction  Bus Suspension  Action Pending  Other |
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**Others Involved in Incident:** None Peer(s) Teacher Staff Substitute Other Unknown

**Restraint/Seclusion:** None Restraint Seclusion Restraint & Seclusion

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| **Description of Incident:** | | | | |
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| **Administrator’s Comments:** | | | | |
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| **Administrative Referral to:** | Counselor | FRC | Outside Agency | SRO |
|  | Student Services | RTI | PBIS Team | Other |

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Student Signature Parent Signature Principal Signature