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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[ ] BullyingOther 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