

COLLINGSWOOD MIDDLE SCHOOL & HIGH SCHOOL OFFICE DISCIPLINE REFERRAL

Student Name _____ Date _____				Location ___ Classroom # _____ ___ Bus _____ ___ Cafeteria _____ ___ Gym _____ ___ Hallway _____ ___ Library _____			
Grade _____ Time _____				___ Offices _____ ___ Locker room _____ ___ School grounds _____			
Referring Staff _____							
Redirectable Problem Behavior Situation is Remedied by Staff <i>Please list date of each offense</i>			Current or Previous Action Taken by Staff for Redirectable Problem Behaviors		Infractions Requires Administrative Action	Disciplinarian Decision <i>For Major Infractions</i>	
	1 st Offense	2 nd Offense	3 rd Offense	Please Indicate for Which Offense Action was Taken (#1, #2, #3) ___ Referral to I&RS ___ Held conference with student _____ Date ___ Consulted counselor ___ Consulted CST ___ Previous notices sent home ___ Assertive discipline strategies ___ Changed student seat ___ Telephone conference with parent _____ Date ___ Reviewed student file ___ Detained student after school _____ Date ___ Personal conference with parent _____ Date ___ Conferred with administration ___ Student's IEP reviewed ___ Other: _____		___ Abusive/Inappropriate Language ___ Bomb threat/false alarm ___ Cell phone/Electronic devices ___ Cutting/Ttruancy ___ Disruption/Gross Disrespect ___ Dress code violation ___ Excessive Absences ___ Excessive Lates ___ Fighting/Physical Aggression ___ Forgery/Theft ___ Harassment ___ Inappropriate sexual contact ___ Insubordination ___ Major Academic Dishonesty ___ Missed detention ___ Misuse of pass ___ Physical assault on a student ___ Physical assault on a teacher ___ Property damage/vandalism ___ Property Misuse ___ Sexual harassment ___ Snowball throwing/Water pistol ___ Use/possession of drugs/ alcohol ___ Use/possession of tobacco ___ Use/possession of weapons ___ Violation of rights ___ Violation of acceptable use policy	___ Conference with student ___ Parent contact _____ Date ___ Referral to I&RS ___ Referral to SAC ___ Dropped from Class ___ Police contact ___ Legal hearing request ___ Guidance counselor contact ___ Board hearing ___ Teacher conference ___ Referral to Genesis ___ Other: Further Admin. Action Taken: ___ Out of school suspension _____ Date(s) ___ Saturday school _____ Date(s) ___ Admin. Detention _____ Date(s) ___ SRO contact ___ Case manager contact ___ Parent conference _____ Date ___ Expulsion Recommendation
Brief Description of Redirectable Problem Behavior #1:				Brief Description of Infractions or Redirectable Problem Behavior #3:			
Brief Description of Redirectable Problem Behavior #2:				Brief Description of Infractions or Redirectable Problem Behavior #3:			
Student Signature: _____ Date: _____ Administrator Signature: _____ Date: _____							

White – Parent, Yellow – Office, Pink - Teacher