

## HACKENSACK HIGH SCHOOL OFFICE DISCIPLINE REFERRAL

<b>Student Name</b> _____ <b>Homeroom</b> _____ <b>Date</b> _____ <b>Grade</b> _____ <b>Time</b> _____ <b>Counselor</b> _____ <b>Referring Staff</b> _____	<b>Location</b> ___ Classroom # _____ ___ Bus _____ ___ Offices _____ ___ Cafeteria _____ ___ Gym _____ ___ Locker room _____ ___ Hallway _____ ___ Library _____ ___ School grounds _____
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Minor Problem Behavior Situation is Remedied by Staff				Current or Previous Action Taken by Staff for Minor Problem Behaviors	Major Infractions Requires Administrative Action	Disciplinarian Decision For Major Infractions
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Check all that apply		
Date	_____	_____	_____	___ Resolved by Department Chair	___ Cutting Homeroom	___ Conference with student
Student Initials	_____	_____	_____	___ Student verbally corrected	___ Cutting Study	___ Parent contact ___ Date
Inappropriate language	_____	_____	_____	___ Student assigned different seat	___ Excessive Absences	___ In-school suspension
Defiance/disrespect	_____	_____	_____	___ Student's IEP reviewed	___ Excessive Lates	( _____ hours/days)
Mild Disruption	_____	_____	_____	___ Teacher-student conference	___ Abusive/Inappropriate Language	___ Out of school suspension
Horseplay	_____	_____	_____	___ _____ Date	___ Fighting/Physical Aggression	( _____ hours/days)
Missed detention	_____	_____	_____	___ Dept Chair–student conference	___ Insubordination	___ Referral to Drop-In
Dress code violation	_____	_____	_____	___ _____ Date	___ Cell phone/Walkman/Etc.	___ Referral to SAC
Lying/cheating	_____	_____	_____	___ Case manager-student conference	___ Property Misuse	___ Dropped from Class
Tardy	_____	_____	_____	___ Referral to Drop-In	___ Physical assault on a teacher	___ Police contact
Misuse of pass	_____	_____	_____	___ Teacher-parent contact	___ Inappropriate sexual contact	___ Legal hearing request
Other:	_____	_____	_____	___ Phone _____ Date(s)	___ Harassment	___ Guidance counselor contact
				___ Note _____ Date	___ Disruption	___ Board hearing
				___ Meeting _____ Date	___ Property damage/vandalism	___ Other
				___ Teacher-student discipline	___ Forgery/theft	
				___ Detention _____ Date	___ Use/possession of tobacco	
				___ Guidance counselor contact	___ Use/possession of drugs/ alcohol	
<b>Period Cut</b> _____	<b>1<sup>st</sup> Cut</b>	<b>2<sup>nd</sup> Cut</b>	<b>3<sup>rd</sup> Cut</b>	___ Change of clothes for dress code violation	___ Bomb threat/false alarm	
<b>Subject</b> _____				___ Other	___ Use/possession of weapons	Further Administrative Action Taken:
Date	_____	_____	_____			___ SRO contact
Parent Contact:						___ Case manager contact
Letter	_____	_____	_____			___ Friday school _____ Date
Phone Call	_____	_____	_____			___ Saturday school _____ Date
Friday School	_____	_____	_____			___ Parent conference _____ Date
10 <sup>th</sup> Period Detention	_____	_____	_____			___ Expulsion
Sent to Dean	_____	_____	_____			

Brief Description of Incident (For Major Infraction):

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_