WEST MILLBROOK MIDDLE SCHOOL
DISCIPLINE REFERRAL FORM

Student _____**Grade** ____ **Team** _____**Referring Staff** _____ **Date** _____ **Time** _____

Location		**Others Involved**	**Transportation** (Extended School Only)
□Classroom □Field □Commons/common area □Hallway/ breezeway □Gym □Cafeteria □Bathroom □Library	□On bus □Carpool □Bus loading zone □ Special event/ assembly/ field trip □ Other _____	□None □Peers □Staff □Teacher □Substitute □Unknown □Other _____	_____ Walk Home _____ Parent Pickup (4:45) _____ CAT Bus _____ Activity Bus (5:00)

Problem Behaviors (check the most intrusive) Clarifying Comments_____

MINOR (Teachers)	**MAJOR (Administrators)**		
□ Inappropriate lang. □ Physical contact □ Defiance/disrespect/ non-compliance Cheating, Talking Back, No classroom materials, lying □ Disruption Excessive Talking, Horseplay, Teasing □ Dress Code □ Technology violation □ Property misuse Throwing Objects □ Tardy □ Other _____	□Abusive lang./ inapprop. lang □Fighting/ physical aggression □Defiance/disrespect/insubordination/non-compliant □Harassment/ tease/ taunt □Disruption □ Inappropriate Affection □ Technology Violation □ Excessive Tardies	□Skip class/ truancy □Forgery/ theft □Dress code violation □Lying/cheating □Tobacco □Alcohol □Drugs □Combustibles	□Off School Location □Vandalism □ Property damage □Bomb threat □Arson □Weapons □Other _____

Possible Motivation

□Obtain peer attention □Avoid tasks/activities/work □Not known □Obtain items/activities
□Obtain adult attention □Avoid peer(s) □Avoid adult(s) □Other _____

Administrative/Teacher Decision
□Time in office □Buddy Teacher □Parent Contact □ ISS
□Loss of privilege □Conference with student □ After School Detention □ OSS **(Adm. Only)**
□Restitution **(Adm. Only)** □ Individualized instruction □Other _____

Number of Days in ISS _____ **Number of Days Suspended out of School _____**

Student/Parent Notification
Parent notified by:
_____ Phone call (phone # _____ date _____ time _____) Is a follow up call needed? ___Yes ___No
_____ Sending yellow form home with student

_____ Teacher/Date

_____ Administrator/Date

White Copy: Administrator **Yellow Copy: Student/Parent** **Pink Copy: SWIS** **Gold: Teacher**