

## **DISCIPLINE REFERRAL SHEET**

### **MINOR DISCIPLINE PROBLEMS**

These are dealt with by classroom teacher or team. Infractions and interventions must be documented on Student Conduct Record sheet prior to referring to administration.

#### **Minor discipline problems include:**

|                          |                        |
|--------------------------|------------------------|
| Abuse of classroom rules | Inappropriate behavior |
| Class disruption         | Insubordination        |
| Defiance of authority    | Lack of cooperation    |
| Disrespect               | Disorderly conduct     |
| Verbal harassment        | Inappropriate items    |
| Unintentional profanity  | Cheating               |

#### **Interventions may include:**

- Verbal warning
- Loss of points (individual/class incentive)
- Change seat
- Briefly isolate student (more than 10 minutes in hallway)
- Student-teacher conference
- Phone call or note sent home and returned with parent signature
- Parent-student-teacher conference
- Individual or team lunch/after school detention
- Anything creative: apology letter, loss of participation in team/class incentive event, dictionary definitions...

#### **Student Conduct Record sheet must include:**

1. Parent communication (at least once). A parent phone call (preferably). A note home will do, provided it's returned with parent signature. "Attempted" is not an acceptable intervention.
2. Teacher/team detention. This can be either a lunch or after school detention, depending upon what you or your team decides.
3. At least THREE interventions prior to referring student to administrator as a major discipline problem.
4. Attach the Student Conduct Record to the Disciplinary Referral when referring student to office.