

STUDENT DISCIPLINE REFERRAL FORM

Pine Hill Schools

P.O BOX 280 Pine Hill, New Mexico 87357 • 505-775-3243/44

Discipline Referral for: _____

Date of Incident: _____

Grade: _____

Class Period/ Time of Day: _____

Referred By _____

Location: _____

REASON(S) FOR THIS REFERRAL (PLEASE CHECK BOXES THAT APPLY)

Classroom Management Issues

Level I Offenses

- | | | |
|---|---|---|
| ☐ Acting Disrespectfully | ☐ Insubordination | ☐ Electronic Devices |
| ☐ Abusive Language/Gesture | ☐ Dress Code Violation | ☐ Tardiness |

Dean of Students (for Level II,III, & IV Referrals)

Level II Offenses

- | | | |
|---|--|--|
| ☐ Unapproved Areas | ☐ Truancy (Ditching) | ☐ False Report |
| ☐ Computer Violation | ☐ Graffiti | ☐ Plagiarism |
| ☐ Bullying/Hazing/Intimidation | ☐ Threatening Staff | ☐ Sexual Harassment |
| ☐ Pulling Fire Alarm | ☐ Loitering (Hanging out) | ☐ Public Display of Affection (PDA) |
| ☐ Driving Unregistered Vehicle | ☐ Incendiary Devices(Including Fireworks) | ☐ Indecent Exposure |

Level III Offenses

- | | | |
|--|--|------------------------------------|
| ☐ Bomb threat | ☐ Aiding/Instigator/Aggressor | ☐ Extortion |
| ☐ Physical Attack | ☐ Sexual Attack | ☐ Theft |

Level IV Offenses and other Provisions

- | | | |
|---|---|--------------------------------------|
| ☐ Personal Substance Abuse | ☐ Possession of Drug/Alcohol | ☐ Weapons |
| ☐ Distributing Drugs/Alcohol | ☐ Vandalism/Damage | ☐ Tobacco Use |

DESCRIPTION OF THE INCIDENT:

☐ See back of Page

STEPS FOR INTERVENTIONS (MUST BE COMPLETED)

- | |
|--|
| ☐ Discussion w/ Student -Notes from Student/Teacher Conference: |
| ☐ Phone Call to Parent -Notes from Phone Call: |
| ☐ Additional Action Taken -Notes: |

Referrer's Signature: _____

Date: _____

Action(s) Taken by Administrators:

- | | | |
|--|--|--|
| ☐ Conference with Student | ☐ Behavioral Plan | ☐ Referred to Counselor |
| ☐ Conference with Parent(s) | ☐ Community Service()days | ☐ Student Hearing |
| ☐ Out of School Suspension()days | ☐ On Campus Suspension()days | |

COMMENTS:

Administrator's Signature: _____

Date: _____