### SPPS PBIS Office Discipline Referral Form (Elementary)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Classroom</th>
<th>Hallway</th>
<th>Outside</th>
<th>Bus</th>
<th>Cafeteria</th>
<th>Bathroom</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff’s description of the incident:</strong></td>
<td></td>
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<td><strong>Others involved in incident:</strong></td>
<td></td>
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</tr>
<tr>
<td>None</td>
<td>Peers</td>
<td>Staff</td>
<td>Substitute</td>
<td>Unknown</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Interventions attempted prior to referral:**

- Verbal redirection
- Non-verbal redirection
- Re-taught expectation
- Take-a-break
- Buddy room
- Student conference
- Social skills instruction
- Fix-it plan/restitution
- Loss of privilege
- Parent conference
- Other

**Classroom Managed**

- Cheating, plagiarism
- Defiance of authority
- Disruptive behavior
- Dress code
- Electronics, cell phone misuse
- Inappropriate language
- Misuse of materials/property
- Physical contact (no bodily harm)
- Tardiness
- Teasing, name calling
- Technology misuse
- Theft
- Unauthorized use of school property

**Office Managed**

- Alcohol/drug use/possession
- Bullying/cyber bullying
- Damage to school property
- Defiance of authority, continual
- Discrimination
  - (racial/religious/gender/sexual)
- Disruptive behavior, continual
- Fighting
- Harassment
  - (racial/religious/gender/sexual)
- Inappropriate language, continual
- Leaving school grounds
- Physical aggression to staff
- Physical contact (bodily harm)
- Theft
- Threats
- Unauthorized use of district technology
- Weapons
- Restitution/restorative justice strategies
  - /fix-it plan
- Behavior contract
- Loss of privilege
- Removal from class (focus room, alternative setting)
- In-school suspension (≥4 hrs)
- Referral to Student Assistance Team
- Dismissal:
- Suspension:
- Other

**Administrative Action**

- Student conference
- Behavior skills training
- Parent contacted
- Parent conference
- Mediation
- Peer mediation
- Referral to Student Assistance Team
- Dismissal:
- Suspension:
- Other

Administrator: ____________________________ Date: ____________ Time: ____________