

CODE OF CONDUCT REFERRAL SECONDARY SCHOOL

Student _____ Grade _____ HR _____ Advisor _____

Date of Incident ___/___/___ Date of Referral ___/___/___ Time _____ Referred By _____

REASONS FOR REFERRAL

___ Lateness to School (3rd) ___ Lateness to Class (3rd) ___ Unexcused Class Absence (1st)

Misconduct (Describe incident or provide date(s) for all attendance violations)

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TEACHER INTERVENTION STRATEGIES

(to be completed by the teacher)

___ * Student Conference	Date(s): _____
___ * Teacher Detention(s)	Date(s): _____
___ * Parent Involvement	___ Phone - Date(s) _____
	___ Letter - Date(s) _____
	___ School Visit - Date(s) _____
___ * Guidance Referral	Date(s): _____
___ Team Conference	Date(s): _____
___ Child Study Team	___ Other: _____

***MUST BE COMPLETED BEFORE REFERRING STUDENT FOR LEVEL I INFRACTIONS**

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ADMINISTRATIVE ACTION

___ Student Conference	___ Detention scheduled for _____ day(s) starting _____	
___ Teacher Conference	___ Suspension {IS OS} scheduled for ___ day(s) starting _____	
___ Parent Contact	___ Suspension to CA/MP scheduled for ___ day(s) starting _____	
___ Phone	___ School Visit	___ Notified Probation
___ Letter	___ Home Visit	___ Notified Police
	___ Other _____	___ Referred to Child Accounting Office
		___ Referred to: _____

___ Conference to be scheduled by: _____

___ Conference to be attended by: _____ Student ___ Guidance Counselor ___ Parent/Guardian
 ___ Referring Teacher ___ Instructional Team _____

___ Student may schedule an appointment with the administrator to review the referral

INFRACTION: _____ CODE #: _____ STEP _____

ADMINISTRATIVE REMARKS: _____

Date _____ Administrative Signature _____

White: File Canary: Parent/Student Pink: Referring Teacher Goldenrod: Advisor/Counselor