

EDGEWOOD

INDEPENDENT SCHOOL DISTRICT

San Antonio

DISCIPLINE REFERRAL

Campus: _____

Student Name: _____ ID#: _____ Grade: _____ Class Period: _____

Date: _____ Time: _____ Student Phone Number: _____

Location: _____ (CA-Cafeteria, CL-Classroom, EL-Elevator, FI-Field House, GY-Gym, HA-Hallway, LI-Library, NC-Not on Campus<300 ft., OC-Off Campus>300 ft., OT-Other, PA Parking Lot, PL-Playground, RS-Restroom, SS-Other Campus, ST-Staircase, VA-Vocational Building)

Date of Birth: _____ SE 504 Reg. Student's Tier: _____

Referred By: _____ Referred To: _____

Description of the incident (Use additional page if necessary- Total description must not exceed one page in length)

If this behavior has occurred before, what did the referring person do about it?

- | | | |
|--|--|--|
| <input type="checkbox"/> No Action Taken | <input type="checkbox"/> Modified Academic work | <input type="checkbox"/> Conference with Parents |
| <input type="checkbox"/> Reviewed Student Record | <input type="checkbox"/> Conference w/Other Teacher | <input type="checkbox"/> Conference with VP/AP |
| <input type="checkbox"/> Redirected Student | <input type="checkbox"/> Conference/Referral w/Counselor | <input type="checkbox"/> Behavior Contract |
| <input type="checkbox"/> Detention with Teacher | <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Teacher <input type="checkbox"/> Team |
| <input type="checkbox"/> Other (Specify): _____ | | |

Signature of Referring Teacher/Staff: _____ Date: _____

Action Taken by Administrator: Offense Code: _____ Action Code: **(Circle those that apply:)**

47 APOLOGY TO ADULT	95 TIME-OUT	41 ADMINISTRATIVE CONFERENCE
84 SCHEDULE CHANGE	42 ADMINISTRATIVE OFFICE TIME OUT	43 ADMINISTRATIVE TRANSFER
79 PROBATIONARY CONTRACT*	66 ISOLATION BY TEAM/ADMINISTRATION	50 COMMUNITY SERVICE
58 DETENTION - PASSING PERIOD	72 PARTIAL IN-SCHOOL SUSPENSION	60 MANDATORY ACTION NOT TAKEN
57 DETENTION - LUNCH	73 IN-SCHOOL SUSPENSION-1 TO 3 DAYS	65 HOME-BASED INSTRUCTION
56 DETENTION - AFTER SCHOOL	74 IN-SCHOOL SUSPENSION-4 TO 10 DAY	75 OTHER CONSEQUENCES
59 DETENTION-SATURDAY	67 PARTIAL DAY OUT-OF-SCHOOL SUSP	78 MANDATORY ACTION NOT TAKEN- SPED
77 PARENT ESCORT	69 OUT-OF-SCHOOL SUSPENSION-1 DAY	82 RESTITUTION OF DAMAGES
49 CITATION ISSUED-WARNING	70 OUT-OF-SCHOOL SUSPENSION-2 DAY	85 SEATING CHANGE
48 CITATION ISSUED	71 OUT-OF-SCHOOL SUSPENSION-3 DAYS	86 SPECIAL EDUCATION ACTION TAKEN
91 STUDENT ARRESTED	90 STUDENT APOLOGY TO TEACHER	94 TEAM ACTION
		97 WITHDRAWAL OF EXTRA CURRICULAR

*(Copy of Behavior Contract will be provided to the teacher by the administrator)

Detention, In-School/Out-of-School Suspension dates: _____

81 Referred to Counselor/Social Worker _____

76 Conference with parent/guardian In person _____ Date/Time: _____

By Phone Date/Time _____ Left Message with _____

Other (Specify): _____

Suspension Letter Attached: Yes No 63/80 Discipline Hearing Pending _____

If the teacher has addressed the unacceptable conduct before, the administrator may need to review documentation prior to making a decision on administrative actions.

Signatures:

Administrator's Signature Student's Signature Parent's Signature

FOR OFFICE USE ONLY:

EISD PD Case #: _____ Officer: _____ Citation #: _____

Date Entered In ITCCS: _____ Data Clerk Signature: _____