**SES Conduct Referral Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_

**Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grade:** K 1 2 3

**Referring Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please complete all above information first)

|  |  |  |
| --- | --- | --- |
| **Location** | **Major Problem Behavior** | **Possible Motivation** |
| * Classroom
* Playground
* Hallway
* Restroom
* Gym
* Cafeteria
* Bus Area
* Library
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Abusive/inappropriate language
* Fighting/ Physical Aggression
* Defiance/Disrespect (Overt/Blatant)
* Disruption (Major)
* Harassment/Bullying
* Electronic Violation
* Property Damage/Misuse
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Obtain Peer Attention
* Obtain Adult Attention
* Obtain Items/Activities
* Avoid Peer(s)
* Avoid Adult
* Avoid Task or Activity
* Don’t Know
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Administrative Decision/Action Taken** |
| * Loss of Privilege
* Time Out/Detention
* Conference with Student
* Refer to Counselor
* In School Suspension (MBA room) (\_\_\_\_hours/ days)
* Corporal Punishment \_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Individualized Instruction/Reteach Expectations
* Out of School Suspension (\_\_\_\_\_ days)
* Restitution for Damages $\_\_\_\_\_\_\_\_\_
* Action Pending
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Parental Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Others involved in incident:** None Peers Staff Teacher Substitute Unknown Other

**Administrative/Teacher Signature** (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Administrator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 All majors require administrator consequence, parent contact, and signature.

***Be Safe, Be Responsible, Be Respectful So You are Ready to Soar!***

**Smiley Elementary School**

1530 GA Hwy 57

Ludowici, GA 31316

(912) 545-2147