**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

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