

WILLARD R-II ELEMENTARY SCHOOLS

Student Discipline Referral

To Be Filled Out By The Teacher	Student:	Date:	Time:
	Grade/Teacher:	Location:	Referred By
	Steps Taken By Teacher Prior To Referral: (please check & describe all that apply)		
	<ul style="list-style-type: none"> • Change Seating _____ • Telephone Conference _____ • Parent Conference _____ • Pupil Conference _____ • Use of Buddy Teacher _____ • OTHER STEPS TAKEN BY TEACHER _____ 		
	Nature Of Offense:		
To Be Filled Out By The Administrator	INCIDENT CODES:		
	1001 Non-Physical Altercation	1023 Inappropriate Behavior/Conduct	
	1003 Bus Violation	1024 Leaving Campus Without Permission	
	1004 Cheating	1025 Lunchroom Conduct	
	1005 Computer Acceptable Use Policy	1028 Profanity	
	1007 Defacing/Destroying Property	1033 Theft	
	1008 Demeaning/Threats of Violence	1037 Unnecessary Items	
	1011 Disrespect/Disobedience	1040 Home/Class Work Not Completed	
	1013 Dress Code Violation	HARR: Harrassment	
	1018 Food/Drink/Gum in Class	PUSH Pushing/Shoving/Scuffling	
	1021 Bullying/Other	WORK Homework or Classwork not completed	
	1022 Horseplay in Hall/Class/Playground/Cafeteria	WOTH Weapons/Other	
	OTHER:		
	ACTION CODES:		
	ACSU Activity Suspension	OSS Out of School Suspension	
	ADAS Administrative Assignment	PARE Pay for Replacement	
	BUS Bus Warning	PRCO Prohibit from Computers	
	BUSU Bus Suspension/Removal	RDET Recess Detention	
CONF Conference	WARN Warning		
COUN Counseling	OTHER:		
ISS In School Suspension			
ADMINISTRATIVE ACTION:			
Parent's Signature/Date		Administrator's Signature/Date	
Student's Signature/Date		Discipline Referral	
Thank you for your interest in your child's education. This action was taken after all due deliberation and care. Your support is appreciated.			