Parent Communication Report
OFFICE DISCIPLINE REFERRAL

Student __________________________ Grade _______ Homeroom Teacher __________ Room _____

Expectation Not Met
[] Safe  [] Kind  [] Personal Best

Location
- Classroom  - Cafeteria  - Pick-up Area
- Playground  - Bus  - BASRP
- Bathroom  - Computer Lab  - Special event/assembly/field trip
- Hallway  - Library  - Other ______________________

Problem Behavior (check most intensive)  Circle One*:  4 minors  1 major
- Electronic Device Violation  - Lying/Cheating
- Abusive/Inappropriate Language  - Fight/Physical Aggression
- Dress Code  - Vandalism  - Other: ______________________
- Harassment/Tease/Taunt  - Theft
- Defiance/Disrespect/Insubordination/Non-compliance

Specific actions: ____________________________________________

Administrative Decision:
- Time in Office  - Peer Mediation  - In School Suspension  - Other ______________________
- Loss of Privilege  - Detention  - Out of School Suspension
- Conference with Student  - Parent Phone Call  - Written Referral Home
- Individualized Instruction  - Parent Conference  - On Going Admin. Follow Up

Comments: __________________________________________________________________________

Administrator Signature __________________________________________ Date ___________

Parent Signature __________________________________________ Date ___________

cc: parent, administration

* Please sign and return the next school day.