

JAMES LOGAN HIGH SCHOOL DISCIPLINE REFERRAL

Student _____	ID # _____	Grade _____	House _____
Date _____	Time _____	Period _____	Location _____
Reported by _____ (If sub, leave form with teacher)			
Referral to <input type="checkbox"/> Counselor <input type="checkbox"/> House Principal <input type="checkbox"/> Other _____			

Classroom Interventions/Consequences Attempted	
<input type="checkbox"/> Extra effort toward building a relationship <input type="checkbox"/> 3:1 minimum positive reinforcement <input type="checkbox"/> Consultation with admin/staff/case carrier (SPED) <input type="checkbox"/> Parent phone call to express concern, elicit partnership (call for positive behavior, too) <input type="checkbox"/> Other _____	<input type="checkbox"/> 1:1 Conversation with student to generate solutions <input type="checkbox"/> Co-develop(with student) written agreement <input type="checkbox"/> Proximity and prompting desired behavior <input type="checkbox"/> SRT or COST referral (through principal or counselor) <input type="checkbox"/> Student Reflection Sheet assigned & discussed <input type="checkbox"/> Zero participation points for the day

Originator's reason for referral:

Originator's Referral Recommendation- check level	
<input type="checkbox"/> Level A: Student remains in class . Principal or designee to conference with student, assign Reflection Sheet + intervention/consequence.	<input type="checkbox"/> Level C: Student sent to house office . Principal or designee to meet with student, assign Reflection Sheet . Conference (principal-teacher-student) requested to determine intervention/consequence.
<input type="checkbox"/> Level B: Student sent to house office . Principal or designee to conference with student, assign Reflection Sheet + intervention/consequence.	<input type="checkbox"/> Level D: Teacher-Originated Suspension from Class (___ 1 day, ___ 2 days); Must comply with Ca Ed. Code requirements (see Tier 2 section on p. 2); Teacher-House Principal-Student conference before re-entry.

Administrative Action Taken (for office use)		
<input type="checkbox"/> Student/House Principal Conference Date _____	<input type="checkbox"/> Parent Contact Date _____	<input type="checkbox"/> Behavior Contract (See Attached) <input type="checkbox"/> Reflection Sheet (see attached)
<input type="checkbox"/> Parent-Teacher-House Principal-Student Conference Date _____	<input type="checkbox"/> House Principal-Teacher-Student Conference Date _____	<input type="checkbox"/> Other Consequences Assigned Date _____

Administrative Summary of Outcome/Actions Taken:

Student's Signature: _____	Date: _____
Administrator's Signature: _____	Date: _____
<input type="checkbox"/> Teacher provided with copy of this form/notified of outcome on (date) _____	

JAMES LOGAN HIGH SCHOOL DISCIPLINE REFERENCE GUIDE

Classroom Management Recommendations (to prevent misbehavior)

- Pro-actively build relationships with and amongst students & parents (especially for struggling students) as well as with and amongst staff
- Develop (preferably with students), agree upon, teach, and CONSISTENTLY reinforce classroom & school-wide behavior expectations as well as consequences
- Actively supervise, monitor, and provide consistent 3:1 positive to negative feedback
- Implement restorative classroom management strategies (80% of discipline strategy happens before the misbehavior)
- Encourage and support regular, effective self-care strategies for teachers and staff

Tier 1. Misbehavior that suggests a classroom response (before discipline referral is made):

Example Misbehavior	Prevention/Intervention/Consequences
<ul style="list-style-type: none"> ● Classroom disruption ● Name calling/arguments ● Non-participation & PE non-suits ● Disrespect ● Non-compliance ● Defiance/profanity/vulgarity ● Cell phone/electronics ● Tardy/truancy 	<ul style="list-style-type: none"> ● Extra effort toward building a relationship ● 3:1 minimum positive reinforcement ● Proximity and prompting desired behavior ● Consultation with admin/staff/case carrier for SPED (ask your teacher lead or admin who could be helpful) ● Parent contact to express concern, elicit partnership (call for positive behavior, too) ● Co-create(with student) written agreement ● Collaborative conversation with teacher and/or counselor and student to problem-solve, remind of expectations, address obstacles, focus on solutions ● SRT or COST referral (through principal or counselor) ● Student Reflection Sheet assigned & discussion ● Zero participation points for the day

Tier 2. Misbehavior that necessitates a principal's response (complete discipline referral):

If having a student removed from class, call office to ask for a CST. If more urgent, call x55555 (press 5, 5 times)

Example Misbehavior	Intervention/Consequences
<ul style="list-style-type: none"> ● Minor vandalism/graffiti ● Minor property damage ● Forgery, lying, cheating ● Habitual disrespect or non-compliance ● Bullying, harassment ● Habitual defiance, profanity, or vulgarity ● Habitual use of cell phone or electronics ● Habitually tardy or truant 	<ul style="list-style-type: none"> ● Alternative to suspension/detention <ul style="list-style-type: none"> ■ Assign community service with teacher/staff (campus, classroom, etc.) ■ Parent/caregiver shadowing ■ Academic/behavior contract (co-created with student/teacher) ■ Conflict resolution/harm circle ■ Counseling in lieu of detention/suspension ■ Remediation with teacher and/or student ● Suspension from your class - <i>Per CA Ed Code, teacher must contact the parent, set up a parent conference, and arrange to have work for the student to do in in-school detention room</i> ● Counselor and/or case carrier (SPED) conference ● Facilitated student-teacher conference ● Referral for support services to address root cause of behavior - (counseling, mental health, case management,etc.) ● SRT or COST referral (through principal or counselor) ● Detention ● Loss of privileges (time limited) ● Student Reflection Sheet assigned & discussion

What to expect after a referral is made:

1. Student's house principal or designee will address concern, email teacher/staff for clarification if needed.
2. Student's house principal will do their best to triage referrals to address higher Tiers before student returns to class.
3. Originator will receive disposition information within 2 days

Tier 3. Misbehavior that may warrant suspension/expulsion per CA Ed. Code Section 48900/48915. Teachers/staff should contact a house office administrator immediately if witnessing/experiencing any of these offenses by calling 55555

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| <ul style="list-style-type: none"> ● Possessing, selling or otherwise furnishing firearm or explosive; imitation firearms or weapons ● Brandishing a knife ● Commit or attempt to commit robbery/extortion ● Fighting and other physical violence, assault and battery ● Sexual Harassment, Sexual Assault/Battery ● Extreme profanity directed towards another student and/or staff member; obscene behavior | <ul style="list-style-type: none"> ● Being in possession or under the influence of a controlled substance or alcohol; tobacco use or possession; selling controlled substance ● Theft/stealing or receiving stolen property ● Imitation firearms or weapons ● Hate Violence; hazing/Intimidation, Bullying ● Terroristic Threats ● Creating intimidating/hostile environment; harassing a witness |
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