

Student's name \_\_\_\_\_

Date Referral Started \_\_\_\_\_

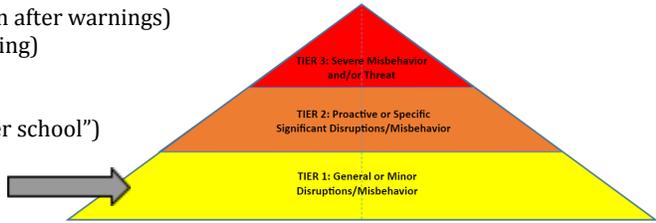
Team Teacher(s) \_\_\_\_\_

Date Referral Ended \_\_\_\_\_

**Deer Park Jr/Sr High School**  
Discipline Referral Check Sheet  
*Use for Tier 1 offenses*

**Tier 1 Examples:**

- \*Disruptive behavior (Especially by lack of self-control in class)
- \*Class tardies
- \*Out of proper location
- \*Multiple incidents of misbehavior (e.g., Ear buds in after warnings)
- \*Reactive misbehavior (e.g., yelling back, play-fighting)
- \*Non-confrontational inappropriate language
- \*Possession of a lighter
- \*Non-specific/vague threat (e.g. "Let's meet up after school")
- \*Skipping class\*Inappropriate use of technology
- \*Inappropriate debating with teachers/staff
- \*Leaving school
- \*Stealing/Theft



**Directions:** Record referrals for tier 1 offenses under “personal referrals” on Abre. During behavioral RTI time, meet as a team and complete this checksheet for the student.

If the team determines the required number of interventions have been completed, have your BLT member complete an office referral and submit your check sheet to Mr. Sparks.

**Circle y/n:**

Does the student have an IEP or 504 plan?   y/n  

If YES, does the student have a behavioral plan (BIP)?   y/n  

\*ask the grade level Intervention Specialist to join the meeting if the student is on an IEP; ask an administrator to sit in the meeting if the student has a 504 plan.

**Brief Description of Concern and approx. time of day:**

Check Interventions Used (attach appropriate documentation):  
**Bolded is a required intervention by someone on the team\***

**Step 1:**

- \_\_\_\_\_ 1. **Call home w/parent\***  
Need to speak with the parent, not a voicemail. If your team cannot contact the parent, let an administrator know
- \_\_\_\_\_ 2. **Conversation w/student\***  
This [script](#), attached is helpful
- \_\_\_\_\_ 3. **Contract** w/student  
This document attached is helpful
- \_\_\_\_\_ 4. Removal of Barriers (determine the function of the behavior first)
- \_\_\_\_\_ 5. Positive report sent home
- \_\_\_\_\_ 6. Detention w/teacher (Thursday mornings)
- \_\_\_\_\_ 7. Work Detail (if applicable, determined by team)
- \_\_\_\_\_ 8. Lunch detention with teacher

When **3 interventions** have been attempted the team will determine if the 1<sup>st</sup> consequence is appropriate.

Date consequence 1 Assigned:  
\_\_\_\_\_

**Consequence 1**= after school detention

**Step 2:**

\_\_\_\_\_ 1. **Meet w/counselor or therapist\***

\_\_\_\_\_ 2. Contact probation officer  
**(MUST if student has PO)**

\_\_\_\_\_ 3. **Discussion w/Dean of students\***

\_\_\_\_\_ 4. Discussion w/Hope Squad member

\_\_\_\_\_ 5. **Call home w/parent\***

Need to speak with the parent, not a voicemail.  
If your team cannot contact the parent, let an administrator know

\_\_\_\_\_ 6. Have Dean of students or Amanda McHugh observe student

\_\_\_\_\_ 7. Attempt strategy provided by Dean of students or Amanda McHugh

\_\_\_\_\_ 8. Positive Report Home

\_\_\_\_\_ 9. Detention w/teacher (Thursday morning)

\_\_\_\_\_ 10. Discussion w/coach or Athletic Director

When **5 interventions** have been attempted the team will determine if the 2<sup>nd</sup> consequence is appropriate.

Date consequence 2 Assigned:

\_\_\_\_\_

**Consequence 2= 1 day ISS**

Step 3:

\_\_\_\_\_ 1. **Call home\***  
Need to speak with the parent, not a voicemail. If your team cannot contact the parent, let an administrator know

When **5 interventions** have been attempted the faculty will determine if the 3<sup>rd</sup> consequence is appropriate.

\_\_\_\_\_ 2. **Conversation w/student\***  
This [script](#), attached is helpful

\_\_\_\_\_ 3. **Contract** w/student  
Revisit and revise if there was a previous contract created

\_\_\_\_\_ 4. Thursday morning detention w/work

Date consequence 3 assigned:

\_\_\_\_\_ 5. Have Dean of students or Amanda McHugh observe student and attempt a strategy (or new strategy)

\_\_\_\_\_ 6. Meet with therapist or counselor; potential referral to Best Point if the student does not receive counseling

\_\_\_\_\_ 7. Face to face team conference w/parent about the behavioral concern

\_\_\_\_\_ 8. Meet with the Principal or Assistant Principal

**Consequence 3: 1 day OSS**