Dr. Helen Baldwin Middle School

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**DISCIPLINE REFERRAL**

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| **Student Name:** |
| **Date:**  | **Time: AM/ PM** |
| **Referred By:** |
| **Location:** Please circle choice. |
| Art Room | Classroom | Music Room |
| Assembly | Computer Lab | Office |
| Athletic Fields | Field Trip | Other |
| Bathroom | Gymnasium | Parking Lot |
| Bus | Hallway | Playground |
| Cafeteria | Library | Stairwell |
| **Subject:** Please circle choice. |
| After School | Guidance | Non-Instructional Time |
| Art | Intervention | Other |
| Before School | Language Arts | Physical Education |
| Bulldog Block | Library | Recess |
| Enrichment Zone/ 8th | Lunch | Science |
| FCS | Math | Social Studies |
| Foreign Language | Music | Technology |
| **Arrangement:** Please circle choice. |
| Assembly | Field Trip | Lunch |
| Bus | Group Work | Other |
| Computer Lab/ Work | Independent Work | Test/ Quiz |
| Dance | Instructional Time | Transition |
| **Offense:** Please circle choice. |
| Bullying/ Harassment | False Info/ Lying | Theft |
| Bus Referral | Fighting | Threat/ Intimidation |
| Cell Phone Use | Hands On Behaviors | Tobacco Possession |
| Cheating/ Plagiarism | Other | Truancy |
| Class Disruptions | Physical Aggression | Vandalism |
| Defiance | Inappropriate Items | Weapons |
| Disrespect to Student | Profanity | Work Avoidance |
| Disrespect to Teacher | Skipping Class |  |
| Dress Code Violation | Tardiness |

**Please use the opposite side of this form to describe the offense.**

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| **Description:** Please describe the incident. |
|  |
| **For Office Only** |
| **Person Entering into Educator’s Handbook:** |
| **Date Entered into Educator’s Handbook:** |