**William J. “Pete” Knight High School**

**ASWP / OCD / Discipline Referral Form**

Student Name:       ID#:

Grade:       Period:        Date:

Referred by:

**ASW** or **OCD**

Date(s) Assigned ­­            Date(s) Assigned

**PBIS:** Teacher’s Intervention(s) Attempted **PRIOR TO** Referral: (**Required Field**) **Refer to PBIS chart**

|  |  |
| --- | --- |
| Moved seats | Date: |
| Parent Contact Made – talked to mom | Date:       |
| Sent to another classroom  | Date:       |
|       | Date:       |
|       | Date:       |
|       | Date:       |
|       | Date:       |

Narrative of Incident (Please be Specific):

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|        |

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| Students may only be suspended for those violations enumerated in education code. **Education code section 48910 requires that any teacher who issues an on campus suspension of one period or for a MAXIMUM of two periods, MUST contact the parent of that student for a conference as soon as possible**. Letters sent home **WILL NOT** satisfy the time requirement of this Education Code section. **Actual contact via a phone call or face to face contact MUST be made**. Also, according to PBIS, the teacher of record MUST create an entry in *PowerSchool* in *LOG ENTRIES* to document your intervention(s) prior to referral. The record should contain all of the following: method, time, date and outcome of the contact, in PowerSchool.) |

**Vice Principal breakdown by Alphabet: Please send this form to the correct V.P.**

Mrs. Andrews (x187): **A – Ga** Mrs. Swaner (x186): **Ge – O**

Mr. Harris (x356): **P – Z**