



DISCIPLINE PROCESS & LEVELS – ELEMENTARY (K-12)

The following section provides the disciplinary offenses and potential consequences for students for behavior that occurs on Great Beginnings Academy's property; on Great Beginnings Academy transportation; during school-sponsored activities, including, but not limited to distance learning, field trips, athletic functions, and similar activities; and if appropriate, any other area as permitted by Florida Statutes and/or State Board of Education Rules. Student disciplinary offenses and the responses to them are divided into four levels. Each level represents progressively more serious offenses and responses to them become progressively more severe. Some offenses require consultation with law enforcement if the offense is deemed to be a violation of state or federal laws.

Great Beginnings Academy promotes a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety. School based administrators shall provide consistent school-based discipline, where appropriate, and authorized by policy and this Code. In addition, pursuant to Section 1006.09, Florida Statutes, a good faith effort shall be made by the principal or designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined by the Board and this Code.

Great Beginnings Academy is committed to providing a safe environment for all students and seeks support from the community and parents/guardians in achieving this goal. Great Beginnings Academy expects that the parent/guardian of each student must cooperate with the authority of the Principal, Dean, Teachers, Bus Drivers, and/or any other staff member, to remove the student from the classroom and/or the school bus and, when appropriate and available, to place the student in an alternative educational setting, including but not limited to if the student is disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive.

ELEMENTARY DISCIPLINE LEVELS K- 5

Level 1

Level 1 offenses are minor behaviors that may disrupt the classroom, a school activity, or school bus.

The employee should try to stop the misbehavior. If more help is needed, the employee should send the student to the school administrator for discipline. After hearing the student's side of the story, speaking with staff members and other students, and doing any other investigation needed, the administrator will decide on the consequence. Suspension is not a consequence for Level 1 offenses.

LEVEL 1: OFFENSES

A. Cheating: Using another person's work and calling it your own; using notes or other methods, without the teacher's knowledge, to complete a test or assignment.

B. Disorderly Conduct: Saying or doing something that upsets the classroom, normal school day, or any school activity.

C. Disrespect: Saying or doing something that puts down, annoys, insults, or embarrasses a person or a group of people.

D. Dress Code: Wearing anything that does not follow the dress code.

E. Failure to Report for Detention: Failing to show up for detention.

F. False and/or Misleading Information: Knowingly not being truthful. The behavior does not disrupt the school campus.

G. Profane, Obscene, or Abusive Language/ Materials: Using words, gestures, pictures, or objects that are not acceptable at school. This does not include threatening or intimidating language.

H. Electronic Device Violation: The misuse of wireless communication devices which is not related to school, and may include, but not limited to, cellphones, smart phones, smart watches, MP3 players, iPods, e-readers, tracker watches, tablets, laptops, and other electronic devices.

I. Tardiness: Being late for class after arriving to school on time, without an excuse.

J. Unauthorized Absence from School or Class: Being absent from school or class without permission of the parent/guardian or school.

K. Other Misconduct: Any other minor act of misconduct that disrupts the classroom,

school program, school activity, or the school bus, and cannot be coded as another Level 1 offense.

L. Unsubstantiated Bullying: After a complete investigation and follow up of a reported bullying incident, the investigator determines that there is not enough evidence to substantiate that the incident meets the criteria of a prohibited act under the definition of bullying as listed in the Jeffery Johnston Stand Up for All Students Act (Section 1006.147, Florida Statutes).

M. Unsubstantiated Harassment: After a complete investigation and follow up of a reported harassment incident, the investigator determines that there is not enough evidence to substantiate that the incident meets criteria of a prohibited act under the definition of harassment as listed in the Jeffery Johnston Stand Up for All Students Act (Section 1006.147, Florida Statutes).

N. Harassment: Any threatening, insulting, or rude gesture, use of electronic devices, or written, verbal, or physical act that places an OCPS student or school employee, volunteer, or contracted personnel in fear of harm to his/her person or damage to his/her property, has the effect of interfering with another student's learning and/or has the effect of disrupting the school including any act that causes stress to another person for no reason. This offense may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and/or purposefully embarrassing another person.

O. Horseplay Any rough uncontrolled play or prank that involves one (1) or more students.

LEVEL 1: CONSEQUENCES

1. Contact the parent/guardian*
2. Talk with student about their behavior*
3. Verbal reprimand
4. Assign special project or work
5. Withdraw privileges
6. Return property
7. Detention
8. Take away materials/objects that do not belong at school
9. Restorative Practice
10. Assigned seat
11. Safety plan
12. Guidance referral
13. No contact contract
14. Referral to mental health services
15. Warning of referral to Level 2

***Required Staff/Teacher Responsibilities**

Level 2

Level 2 offenses are more serious than Level 1. Level 2 also includes repeated misbehavior from Level 1 and misbehavior against people or things that would not harm the health or safety of others.

The misbehavior must be reported to the school administrator to investigate. After hearing the student's side of the story, speaking with staff members and other students, and doing any other investigation needed, the administrator will follow the procedures for Level 2. Out of school suspension is not a consequence for Level 2 offenses.

LEVEL 2: OFFENSES

A. Destruction of Property/Vandalism (under \$100): Breaking or destroying things that belong to the school or to another person.

B. Disrespect: Repeatedly showing behavior that is hurtful, or that embarrasses another person or group of persons, including employees. (More serious than Level 1). This offense may include, but is not limited to, hurtful language that does not include curse words.

C. Fighting: Hitting, pushing or any physical contact with another student that is disruptive, but stops when an adult asks the students to stop.

D. Forgery: Writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's/guardian's name to a school paper.

E. Gambling: Betting on games or activities for money or other valuables.

F. Insubordination/Open Defiance: Repeatedly refusing to follow written or verbal school rules or directions from the school staff without causing a disruption.

G. Intimidation/ Threats: Threatening words or actions to do harm to the property of another student, employee, contracted vendor, or volunteer. Or threatening words or actions towards another student including but not limited to, hit, fight, beat up another student or threaten another student's life and the threatening words do not have any details, are said in anger or frustration, are said as a joke, and can be easily resolved. This section does not include threatening words or actions made to employees, contracted vendors, or volunteers; all of these threats are Level 3 or 4.

H. Stealing (under \$375): Taking something that is not yours without permission.

I. Unauthorized Assembly, Publications, etc.: Holding meetings or passing out materials to other students, without permission, that upset the normal school day or any school activity.

J. Bullying Repeated behavior toward another person that causes that person to be afraid on school property or off school grounds.

This offense may include, but is not limited to, repeated pushing, shoving, name calling with curse words and verbal cruelty.

K. Other Serious Misconduct: Any other act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Level 1, which interferes with the school or school activity and cannot be coded as another Level 2 offense.

L. Gang Related: The possession, use or displaying of items associated with gang activity that include, but is not limited to, clothing and accessories, gang related insignias, writings, signs or symbols that promote gang affiliation and/or involvement.

M. Harassment: Any threatening, insulting, or rude gesture, use of electronic devices, or written, verbal, or physical act that places an student or school employee, volunteer, or contracted personnel in fear of harm to his/her person or damage to his/her property, has the effect of interfering with another student's learning and/or has the effect of disrupting the school including any act that causes stress to another person for no reason.

This offense may include, but is not limited to, name calling with cussing, and/or minor touching.

N. Electronic Device Violation: The repeated misuse of wireless communication devices, which is not related to school and may include, but not limited to, cellphones, smart phones, smart watches, MP3 players, iPods, e-readers, tracker watches, tablets, laptops, and other electronic devices.

O. Sexual Harassment: Saying or doing something that reflects on another's gender which has the purpose of interfering with another student's learning or disrupts the school creating an offensive educational environment.

This offense may include, but is not limited to, unpleasant comments, jokes, or movements that are sexual in nature. This does not include acts involving physical contact.

P. Horseplay: Any rough uncontrolled play or prank that involves two or more students and there is risk of injury as a result of the horseplay.

Q. Dress Code: Wearing anything that does not follow the dress code (two or more offenses).

LEVEL 2: CONSEQUENCES

1. Contact your parent/guardian mandatory*
2. Talk with you about your behavior*
3. Hold a meeting with your parent/guardian
4. Behavior contract/plan
5. Restorative Practice
6. I.S.S. (1-10 days)
7. Special work assignment
8. Detention
9. Take away materials/objects that do not belong at school
10. Return of property
11. Suspension from bus (1-10 days)

12. Referral to intervention program
13. Alternative Classroom
14. Safety plan
15. No contact contract
16. Temporary removal or participation in extracurricular/co-curricular programs or activities
17. Referral to mental health services
18. Warning of referral to Level 3

***Required Staff/Teacher Responsibilities**

Level 3

A Level 3 offense is misbehavior that disrupts the school, school activity, or school bus and threatens the health, safety, and property of others.

The misbehavior must be reported right away to the school administrator to investigate. After hearing the student's side of the story, speaking with staff members and other students, and doing any other investigation needed, the administrator will follow the procedures for Level 3. A consequence for a Level 3 may include removing the student from the school or activity immediately.

LEVEL 3: OFFENSES

A. Physical Attack Attacking another student against his/her will and without injury. This offense does not include an injury that is caused by fighting.

Destruction of Property/Vandalism (\$100 to \$999) Breaking or destroying things that belong to the school or to another person.

Disrespect Showing behavior that is hurtful, embarrassing, or makes another person feel bad. This offense may include, but is not limited to, words or movements that are mean and/or cussing.

Extortion/ Blackmail Making threats to hurt others in order to get something from them. This offense may include, but is not limited to, threatening another student to get their lunch money.

Fighting Hitting, pushing, or any harmful, physical contact with another student that requires an adult to physically break up the fight or someone gets hurt and needs

medical attention.

Note: Self-defense is described as an action to restrain or block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.

C. **Firecrackers/ Fireworks** Having, storing, or selling fireworks or firecrackers on OCPS property or at a school activity without lighting them.

D. **Gross Insubordination/Open Defiance** Willfully refusing to do as told by the school staff; saying or doing something that shows you will not follow any directions; or arguing with an adult in front of others which causes a disruption.

I. **Illegal Organizations** Belonging to or being a part of secret groups or clubs while at school.

J. **Possession of Contraband Material** Having, using, or giving to others things not allowed at school such as: matches, lighters, toy guns, tools, etc. The parent/guardian will make arrangements to pick up the object from the school, if applicable. At no time shall OCPS be responsible for theft, loss, or damage to contraband items brought onto its property.

L. **Smoking/Vaping and (Other Use of Tobacco/Nicotine Products)** Having or using tobacco/vaping nicotine products, such as electronic cigarettes, CBD oil, Juuls, pods, vapors, and hookah pens that do not have THC or any other drug, at school or at a school activity.

M. **Stealing (\$375 to \$749)** Taking the property of others without their permission.

N. **Trespassing** Entering or staying on school property, school transportation, or at a school activity, without approval or after being told to leave by the school staff.

O. **Violation of Curfew** Breaking of curfew rules during a school-sponsored activity.

P. **Bullying** Repeated behavior toward another person that causes that person to be afraid on school property or off school grounds.
This offense may include, but is not limited to, repeated name calling with threat, physical contact with minor injury, sharing or giving texts/pictures/videos to multiple recipients.

Q. **Other Serious Misconduct** Behavior which seriously disrupts the school, school function, or extracurricular/co-curricular activity, or which threatens the health/safety of others and cannot be coded as another Level 3 offense.

This offense may include, but is not limited to, providing false/misleading information to OCPS staff members or the activation of a fire alarm that was not done on purpose.

RR. Physical Aggression on an Employee or Contracted Personnel The willful use of

force upon an employee or contracted personnel that does not result in bodily injury.

S. Sexual Harassment Saying or doing something that reflects on another's gender which has the purpose of interfering with another student's learning or disrupts the school creating an offensive educational environment.

These acts are sexual in nature and may include, but are not limited to, mooning, sharing/sending/showing images or video that have no private body parts showing, but are taken in a private area or room, and/or minor touching.

T. Intimidation/ Threats to a Person Repeated Level 2 threats or using threatening words or actions toward another student's life if the words have some details and there is some thought that was given as to how the threat will be carried out, but there is no clear indication that the student has started carrying out the threat. This section also includes threat of harm or violence towards an OCPS employee, contracted vendor, or OCPS volunteer without any further acts of aggression or where there is no intent to carry out the threat.

U. Gang Related Conduct or behavior that tends to promote gang activity, provoke violence, or seriously disrupt the orderly operation of the school program, any school activity or transportation services, including, but not limited to, the possession, use, or displaying of gang paraphernalia, jewelry, tattoos, clothing, or other insignias and writings that promote gang affiliation/involvement/the use of gang related signs or symbols or any other gang associated behavior.

V. Harassment Any threatening, insulting, or rude gesture, use of electronic device, or written, verbal, or physical act that places a student or school employee, volunteer, or contracted personnel in fear of harm to his/her person or damage to his/her property, has the effect of interfering with another student's learning and/or has the effect of disrupting the school including any act that causes stress to another person for no reason.

This offense may include, but is not limited to, name calling with threat, physical contact with minor injury, sharing or giving texts/pictures/videos to multiple recipients.

W. Hazing Secondary only.

Y. Electronic Device Violation The continual misuse of wireless communication devices, which is not related to school and may include, but not limited to, cellphones, smart phones, smart watches, MP3 players, iPods, e-readers, tracker watches, tablets, laptops, and other electronic devices.

Z. District Technology Violation Changing software/hardware configuration on a district issued device (i.e. factory reset) without permission; access to programs and/or files without permission which are not expected or intended for student use on a district issued and/or personal device (i.e. gaming); sharing another person's username and password; or allowing another person to use the student's device while the student is logged in.

AA. Horseplay Any rough uncontrolled fooling around, play or prank that involves two or more students and there is injury as a result of the horseplay. Any horseplay that results in serious injury where medical attention is needed may result in a Level 4 offense.

LEVEL 3: CONSEQUENCES

1. Contact your parent/guardian mandatory*
2. Talk with you about your behavior*
3. Hold a meeting with parent/guardian
4. Behavior contract/plan
5. Restorative Practice
6. Return property
7. P.A.S.S. (1-10 days)
8. Bus suspension (1-10 days)
9. Out of school suspension (1-10 days) Detention
10. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
11. Referral to intervention program
12. Take away materials/objects that do not belong at school
13. Alternative classroom
14. Safety plan
15. No contact contract
16. Guidance referral
17. Referral to mental health services
18. Warning of referral to Level 4

***Required Administrator Responsibilities**

LEVEL 4

Level 4 offenses are the most serious misbehavior and cause the most concern for school safety. Any Level 4 act may result in up to a 10-day suspension with a possible removal from school.

Level 4 misbehavior must be reported right away to the school administrator to investigate. After hearing the student's side of the story, speaking with staff members and other students, and doing any other investigation needed, the administrator will follow the procedures for Level 4 offenses. A consequence for Level 4 may include removing the student from the school or activity immediately.

Students who commit a Level 4 offense may be referred to the police for further investigation.

LEVEL 4: OFFENSES

A. Alcohol Having, using, sharing, giving, asking for, or being under the influence of alcoholic beverages.

Use means the person is caught using alcohol, admits to using alcohol, or is discovered to have used alcohol.

B. Arson Setting a fire or trying to set fire to school property or the property of others.

C. Intimidation/ Threats to a Person Repeated Level 3 threats. Or threatening words or actions to hit, fight, or beat up an OCPS employee, contracted vendor, or OCPS volunteer with an aggressive act to carry out the threat. Or any threatening words or actions which threaten the life of another student, OCPS employee, contracted vendor, or OCPS volunteer and the threat to life appears to pose an immediate or a serious danger to the safety of others. The threat has details and is specific. The threat suggests steps have been taken to carry out the threat and/or there is a strong concern about the ability to act. This may include, but is not limited to, threats made verbally or nonverbally, by act, through social media, or by text.

D. Battery Touching or striking a student, OCPS employee, contracted personnel, or volunteer, against his or her will or causing more serious injury on purpose, such as: great bodily harm, permanent harm; use of a deadly weapon; or extreme pain that requires the victim to go to the hospital. The harm must require documented medical assistance and be serious enough to report to law enforcement. This offense does not include injury that happens from a fight. This section includes the actual use of a weapon, firearm, or other dangerous object as defined under Level 4H and Level 4K.

E. Threats to the School Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school sponsored activity including, but not limited to, threats made verbally or nonverbally, by act, through social media, or by text. All threats are taken seriously, regardless of intent.

Threats to the school may include, but are not limited to, bomb threats, threats to use firearms in a violent manner, and/or threats to conduct a mass shooting or an act of terrorism. Threats to the school are deemed zero tolerance by Sections 1006.07 and 1006.13, Florida Statutes.

F. Drugs/Possession/Use Having, using, sharing, or being under the influence of any drugs or any other substance that can change your mood or behavior, or having or using anything represented or thought to be a drug. Use means the person is caught in the act of using drugs, admits to using drugs or is discovered to have used drugs. Having, using, sharing, or being under the influence of medicine you can buy in the store or medicine your doctor prescribes, over the limits allowed are included in this section. Also included in this section is any amount of THC oil.

H.Firearms/ Weapons Possession Having any firearm or weapon (working or not working, loaded or unloaded) as defined in Chapter 790, Florida Statutes. This section also includes trying to use any object that can be used to seriously harm another person or makes another person scared of being hurt. Firearms/Weapons are deemed zero tolerance by Sections 1006.07 and 1006.13, Florida Statutes.

A firearm means any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. A weapon means any dirk, knife (blade is 2.5 inches or more), metallic knuckles,

slungshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon.

I. Major Disruption on Campus Major disruption of all or most of campus activities, school-sponsored events, and/or school bus transportation. Disruptive behavior that is a serious threat to the school, or health, safety, or welfare of others.

This offense may include, but is not limited to, starting, encouraging, or participating in any major disruption, pulling fire alarm when there is not a fire, incidents that result in closing the cafeteria, and/or incidents that prevent students from proceeding to the next class.

J. Larceny/Theft (\$750 or over) Taking, carrying, riding away with, or hiding property from another person, including motor vehicles, or attempting to do it, without threat or harm.

This offense may include, but is not limited to, pocket picking, theft, from a building, theft from a motor vehicle, theft from a vending machine, theft of a golf cart, motor vehicle or anything that is self-propelled or motorized.

K. Other Dangerous Objects Having, selling/buying or controlling any instrument or object, other than a firearm or weapon as defined under a 4H offense, which could be used to harm another person, or to scare any person. The actual use of a dangerous object will be coded as a Level 4D. The attempted use of a dangerous object will be coded as a 4H.

This offense may include, but is not limited to, BB guns or pellet guns, air soft guns, paintball guns and replicas of any gun or weapon, common pocket knives (blade is less than 2.5 inches), chains, pipes, razor blades, box cutter/utility knife, ice picks, other pointed instruments, nun chucks, Tasers, Chinese stars, pepper spray, bullets, firearm clips, or firearm cartridges. This offense also includes lighting fireworks or firecrackers.

L. Repeated Misconduct of a More Serious Nature Repeated misconduct that tends to seriously disrupt the school, school function, or extracurricular/co-curricular program or activity.

M. Robbery/Extortion Taking or attempting to take something valuable from another person by force or threat of force or violence and/or putting the victim in fear that you're going to take it. This offense may include the taking of objects such as purses, phones, clothing etc.

N. Sexual Battery Doing or attempting to do any sexual act against another person, forcibly and/or against the person's will.

O. Sexual Harassment Saying or doing something that reflects on another's gender which has the purpose of interfering with another student's learning or disrupts the school creating an offensive school environment.

These acts are sexual in nature and may include, but are not limited to, sharing/sending/showing/taking images or video that have private body parts showing, grabbing, rubbing or feeling private body parts.

P. **Sexual Offenses** Any willful and/or deliberate act, behavior, or conduct intended to result in sexual gratification, or furthering acts of lewd or lascivious in nature. This offense includes, but is not limited to, consensual sexual acts, and/or exposure of naked body parts in front of other people or by sending naked pictures through the use of electronics.

Q. **Violation of Early Re-entry Plan** Committing any act or series of acts that violates or has the effect of violating a re-entry plan from expulsion.

S. **Vandalism (\$1000 or over)** Purposely destroying, damaging, or ruining public or private property including act of ruining with graffiti, keying, or scratching a car or trashing a room resulting in damages.

T. **Other** Any behavior which goes beyond what is expected at school and in the community, which cannot be coded in another Level 4 offense. This offense may include, but is not limited to, hate crimes; making up stories that can hurt adults on campus; any speech on the basis of race, sex, national origin, religion, or disability that does or would be likely to cause a substantial disruption to the educational environment; dating violence; human trafficking; possession/sale of items used to do drugs; or pretending to be another person and creating or signing documents with their name.

U. **Drugs/ Transmission/ Distribution/ Selling/ Buying** Giving, making, buying, selling, or trying to sell any drug, or giving, making, buying, selling or trying to sell anything represented to be a drug. This includes any form of payment for any drug Buy ing or substance.

V. **Bullying** Repeated behavior toward another person that causes that person to be afraid on school property or off school grounds. This offense may include, but is not limited to, repeated name calling with threats, sharing/showing/sending texts or video/pictures to more than one person, posting video/pictures to social media, and/or physical contact which seriously hurts another.

W. **Harassment** Any threatening, insulting, or rude gesture, use of electronic device, or written, verbal, or physical act that places a student or school employee, volunteer, or contracted personnel in fear of harm to his/her person or damage to his/her property, has the effect of interfering with another student's learning and/or has the effect of disrupting the school including any act that causes stress to another person for no reason. This offense may include, but is not limited to, stalking or cyberstalking, and/or making another person fearful of serious injury or death.

X. **Hazing** Secondary only.

Y. **Physical Attack** An actual and intentional hitting of a student OCPs employee, contracted personnel, or volunteer, against his/her will, resulting in less serious harm. Less serious bodily harm does not include risk of death or the victim being in extreme

pain that requires him/her to go to the hospital. The injury must be documented. This section does not include an injury from fighting.

Z. Sexual Assault An incident that includes a threat of rape, fondling, indecent liberties, or child molestation. Both male and female students can be victims of sexual assault.

AA. District Technology Violation Use or access to programs and/or files without permission which are not expected or intended for student use on a district issued and/or personal device; or any use that violates Board policies, local, state, and/or federal laws and regulations. This offense may include, but is not limited to, gaining access to the OCPS mainframe with intent to do harm or change records.

CC. Burglary Entering OCPS property without permission and causing damage or breaking the law. This offense is more severe than trespass.

DD. Homicide The unjustified killing of one human being by another.

EE. Kidnapping Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

FF. Tobacco/Vaping/ Nicotine Selling/ Distribution Selling, trying to sell, or giving any tobacco/vaping nicotine products to other students, such as electronic cigarettes, CBD oil, Juuls, pods, vapors, and hookah pens that do not have THC or any other drug, at school or at a school activity.

LEVEL 4: CONSEQUENCES

1. Contact your parent/guardian mandatory*
2. Talk with you about your behavior*
3. Up to a 10 day suspension with a recommendation for expulsion (mandatory)
4. Expulsion from the school district
5. Assignment to an alternative school
6. Referral to an intervention program
7. Bus expulsion
8. Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
9. Restorative Practice
10. Alternative classroom
11. Safety plan
12. No contact contract
13. Guidance referral
14. Referral to mental health services

***Required Administrator Responsibilities**



STUDENT BEHAVIOR REFERRAL

Student		Class-Grade
Date of Incident		Date
		Location
Time		Teacher

NOTICE TO PARENT/ GUARDIAN:

1. The purpose of this report is to inform you of a disciplinary incident involving the student.
2. The information below provides the corrective action initiated.

Reason(s) for Referral:

- 1.
- 2.
- 3.
- 4.
- 5.

Action(s) Taken Prior to Referral:

- 1.
- 2.
- 3.

Present Action & Recommendation:

Comments:



Please Sign and Return

Need Not Be Returned

Parent Signature _____

Date _____

Administrator Signature _____

Date _____