

Secondary Programs Referral Form



Professional
Respectful
Ownership

Referring Staff Documentation

Student: _____ Date: _____ Time: _____ Session: _____ Referring Staff: _____

Reason for Referral:

☐ Professional ☐ Respect ☐ Ownership

Administrative Documentation

Location : ☐ Classroom ☐ Lab ☐ Commons ☐ Hallways ☐ Parking Lot ☐ Bus ☐ Other: _____

Level 1 Violation <i>Minor</i>	Level 2 Violation <i>Major</i>	Level 3 Violation <i>Major</i>
☐ Disruptive Behavior ☐ Leaving Class without Permission ☐ Insubordination ☐ Obscenity/Profanity ☐ Uniform. Dress Code ☐ Safety ☐ Driving ☐ Tobacco/ E-Cig/ Vape ☐ Cell Phone/Communication device ☐ Acceptable Use Policy (computer) ☐ Other: _____	☐ Gross Insubordination ☐ Major Disruptive Behavior ☐ Major Acceptable Use Policy (computer) ☐ Fighting ☐ Major Driving ☐ Harassment/Intimidation/Bullying ☐ Forgery/ Falsification ☐ Controlled Substance/ Materials ☐ Reckless Driving ☐ Other: _____	☐ Arson ☐ Physical Assault (Student to Student) ☐ Physical Assault (Student to Adult) ☐ Verbal Assault ☐ Weapon (Possession/Use/Transfer) ☐ Criminal Sexual Conduct ☐ Vandalism ☐ Theft/Unauthorized Possession of Property ☐ Sale of Controlled Substance ☐ Other: _____

Possible Motivation: ☐ Peer Attention ☐ Adult Attention ☐ Obtain Item/Activity ☐ Other: _____
☐ Avoid Peers ☐ Avoid Adults ☐ Avoid Task/ Activity

Others Involved: ☐ Peers ☐ Teacher ☐ Staff ☐ Guest Teacher ☐ None

Previous Actions	Administrative Action
☐ SSC Referral ☐ Parent Contact ☐ Parent Conference ☐ Loss of Privileges ☐ Other: _____	☐ Conference with Student ☐ Parent Contact: _____ ☐ Suspension: _____ ☐ Restorative Practice: _____ ☐ Loss of Placement: _____ ☐ Contract/Plan: _____ ☐ Other: _____ ☐ Contact w/LEA: _____

Consider the seven disciplinary factors before resorting to suspension or expulsion

1. age;
2. disciplinary history;
3. Whether the student has a disability;
4. the seriousness of the violation or behavior;
5. whether the violation or behavior threatened the safety of any student or staff member;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the violation or behavior.

Admin Initials _____

Student Success Center
Going Pro Plan



Professional
Respectful
Ownership

Professionalism: *Showing responsibility for my work and behaviors to meet KCTC and industry standards*

Respect: *Behaving in a way that values myself, others, and property*

Ownership: *Taking initiative to be actively engaged, striving to improve myself and my surroundings, and accepting accountability for my actions.*

1. Explain why you are here.

2. Which of the **Going Pro** behavior expectations did you not follow?

3. What needs to happen to make things right?

Goal 1:

Goal 2:

4. What about your goal(s) is important to your success at KCTC?

5. How can school staff help you achieve **Going Pro** Goal(s)?

Goal 1:

Goal 2:

6. When will you complete your goal(s)?

Student Signature _____ Teacher Signature _____

SSC representative _____