

**Be Safe**

**Be Respectful**

**Be Responsible**

**CMSD K-8 OFFICE REFERRAL FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Grade: \_\_\_\_\_ Location: \_\_\_\_\_

Problem Behavior: (List specific level(s) and offense(s). See reverse side.)

Specific Description of Incident: (Include others involved. Use attachment if needed.)

Possible motivation for student behavior: (See reverse side) (Optional for teachers. If left blank, Administrator must complete and initial.)

Previous Action Taken:

_____ Conference with student	_____ Loss of privilege	_____ Right of Removal
_____ Parent contact	_____ Mediation	_____ Referral to IBA Team
_____ Behavioral contract	_____ Detention	_____ Sent to Office
	_____ Other _____	

Staff Recommendation:

Staff Name (PRINT) \_\_\_\_\_ Staff Signature \_\_\_\_\_

Administrative Decision:

_____ Conference with student	_____ In school alternative/suspension intervention
_____ Parent Contact	_____ Intent to suspend
_____ Behavioral Contract	_____ Out of school suspension
_____ Restitution	_____ Mediation
_____ Detention	_____ Other
_____ Expulsion – Student Assignment Intervention Form (SAIF)	

-----*Detach and return to referring staff member*-----

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**In accordance with Article 15, Section 4 C “...The Principal or his/her representative shall inform the referring teacher of the disposition of the problem.”**

Disposition of Referral (Corrective Action):

Administrator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: \_\_\_\_\_

Teacher/Staff Member: Please fill in this portion for convenience.

### Level I – Offenses

- A. Possessing or using tobacco or tobacco substitutes (except hallucinogens) at school\*
- B. Failing to attend school on time or to attend classes on time
- C. Failing to attend all assigned classes
- D. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment
- E. Signing the name of another person for purpose of defrauding school personnel
- F. Cheating on examinations
- G. Possessing beepers, pagers, cellular telephones and similar electronic devices in school\*\*
- H. Wearing apparel that is unsafe or causes school disruption to the educational process
- I. Posting or distributing materials on school property that causes a disruption to the educational process

### Level III – Offenses

- A. Using or bringing weapons or dangerous instruments to school:
  - A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: knuckles, clubs, mace/pepper spray, etc.)
  - A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
  - Any object which closely resembles a weapon and could put persons in fear for their safety is included in this category
- B. Verbally or physically threatening to injure or harm a school staff member or student
- C. Intentionally causing physical injury to a school staff member
- D. Sexually assaulting another person (as specified in O.R.C. 2907.01)
- E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical harm to another person
- F. Sexual conduct with or without mutual consent, including all forms of sexual harassment\* (See page 28)
- G. Hate crimes
- H. Engaging in drug related activities, including, but not limited to:
  - making, selling, or distributing drugs/counterfeit drugs at school;
  - bringing readily identifiable drug abuse instruments or paraphernalia to school, or having such items in his/her possession;
  - using or possessing drugs/counterfeit drugs at school.
- I. Intentionally burning or attempting to burn property\*\* (See page 28)
- J. Stealing, attempting to steal or possessing stolen property\*\* (See page 28)
- K. Stealing or attempting to steal any motor vehicle from school property\*\* (See page 28)
- L. Damaging or attempting to damage property\*\* (See page 28)
- M. Forcibly entering a school building, locker, classroom or secured enclosure\*\* (See page 28)
- N. Extorting or attempting to extort property
- O. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- P. Falsely communicating or causing to be communicated that a bomb is located in or on property owned or being used by the Cleveland Municipal School District
- Q. More than one person acting together to intentionally cause harm or injury to a lone individual.

### Level II – Offenses

- A. As defined by the Principal, chronic violation of Level I offenses
- B. Leaving school without permission, in the absence of an emergency declared by the Principal
- C. Engaging in or causing a disruption on a school bus
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- E. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession
- F. Coming to school under the influence of alcoholic beverages or other drugs\*
- G. Intentionally causing an interruption of education in the classroom
- H. Using abusive or profane language
- I. Failing to adhere to school culture and directives of school personnel when subject to the authority of the school
- J. Intentionally participating in or initiating actions that result in the disruption of the entire school
- K. Fighting, hitting or pushing another student
- L. Gambling on school premises
- M. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school Principal, or bringing an unauthorized visitor to the school
- N. Intentionally participating in hazing activities
- O. Engaging in excessive displays of mutual affection.
- P. Engaging in an activity that may create a condition that is unsafe or unhealthy to others

\*Students who exhibit the following or other behaviors or indicators: having the odor of alcohol or marijuana on or about one's person; slurred speech; extreme drowsiness; reddening of the eyes; etc. As these indicators may appear as the result of other reasons the judgment of the administrator will prevail without prejudice to the student.

### Level IV – Offenses

Commission of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Chief Executive Officer may reduce the expulsion on a case-by-case basis in accordance with the Policy on Student Discipline. Matters, which might lead to a reduction of the expulsion period, include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

- A. Bringing firearms and/or knives to any school operated by the District or onto any District property
  - The definition of a firearm is any weapon (including a starter gun) which 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 or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.
  - A knife is defined as a cutting instrument having a sharp blade.
- B. Possessing firearms or knives on District property
- C. Bringing or possessing firearms or knives to school events off District property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity
- D. Possessing objects indistinguishable from firearms
  - The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:
    1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired; and
    2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.
  - As defined by Ohio law and for the purposes of this handbook, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.
- E. Commission of an act while under the authority of the District that is a criminal offense when committed by an adult
  - The Board prohibits such acts which are committed while at school, on District owned/operated property or at school-sponsored activity and which result in serious physical harm to persons or property as defined in O.R.C. 2901.01.

# Possible Motivation

Please check a box below:  
(Optional for teachers. If left blank, Administrators must fill out and initial.)

- |  |   |
|--|---|
| <input type="checkbox"/> Obtain Peer Attention   | <input type="checkbox"/> Avoid Peer(s)          |
| <input type="checkbox"/> Obtain Adult Attention  | <input type="checkbox"/> Avoid Adult(s)         |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Avoid Task or Activity |
| <input type="checkbox"/> Unclear/Don't Know      | <input type="checkbox"/> Avoid Work             |
| <input type="checkbox"/> Unknown Motivation      | <input type="checkbox"/> Other Motivation       |