Guam Department of Education
Office Discipline Referral (Secondary)

Student Name:		Grade:	**COMMUNICATION LOG (Clerical Staff Only)**				
Reporting Person:	( ) Teacher ( ) Staff ( ) Other		Parent/Guardian:				
Administrator:			Contact Numbers: (H) (W) (C)				
Date: **Time:** **Location of Incident:**			☐ Student Hand Carried				
Incident Notes:			☐ Delivered By:				

Attempt	Date	Time	Contacted	Name
1			Y / N	
2			Y / N	
3			Y / N	

FUNCTION OF BEHAVIOR: ☐ Obtain Items/Activities ☐ Avoid Adult(s) **Others involved:** ☐None ☐Peers ☐Teacher
☐ Obtain Peer Attention ☐ Avoid Tasks/Activities ☐ Other _____ ☐Substitute ☐Staff ☐Other:_____
☐ Obtain Adult Attention ☐ Avoid Peer(s)

TEACHER/STAFF SECTION				ADMINISTRATION SECTION — INTERVENTION/CONSEQUENCE ASSIGNED — *Refer to District Discipline-Truancy Manual for Details*

LVL	Discipline SubType/Problem Behavior	PwSch Code	SWIS	INTERVENTION/CONSEQUENCE ASSIGNED
LEVEL 1 OFFENSES	☐ 4 Minor Classroom Infractions (IR-FI Required)	INFRT_4	Othr Behvr	☐ Conference with Student (3)
	☐ Abusive Language/Gestures/Profanity	02	InappLang	☐ Parent Contact (4) Date: _____ Time: _____
	☐ Disruptive Behavior	07	Disrupt	☐ Select one of the following:
	☐ Tardy (3 Unexcused) (BP 411)^	08	Tardy	( ) Warning (14) or ( ) Reprimand (15) or ( ) Loss of Privileges (2) Date: _____
	☐ Dress Code Violation^ (BP 401)/ Bag Policy^ (BP401.1)	12	Dress	☐ 3-5 Days Student Placed on Contract (23)
	☐ Endangers: Horse playing/Sparring	23	Disruption	From:_____ To:_____
	☐ Technology Violation^	39	TechVio	Referral to Counselor (13) Date: _____
	☐ Found Off-Limits Area	64	Out of Bounds	☐ 1-3 Days: ( ) Detention (80) or ( ) Work Detail (24) _____
	☐ Littering	75	Def/Disrsp	From:_____ To:_____
	☐ Inappropriate Physical Contact	82	Disrespect	☐ Other Codes: (use only interventions/consequences in the DDD):
	☐ Public Display of Affection	85	InappDisAff	Specify Code_____
LEVEL 2 OFFENSES	☐ 3 Level 1 Infractions	3_LEVEL_1	Othr/Behvr	☐ 3-5 Days: ( ) Lunch Detention (80) or ( ) Work Detail (24)
	☐ Physical Aggression	03	PhyAgg	From:_____ To:_____
	☐ Defiance/Disrespect/Insubordination	04	Def/Disrsp	Mandatory Parent Conference (17) Date:_____ Time: _____
	☐ Deceptive Behavior	05	Lying/Cheat	Referral to Counselor (13) Date: _____
	☐ Property Damage	10	PropDam	2 Weeks Student Placed on Contract (23) From:_____ To:_____
	☐ Theft	11	Theft	☐ 5-10 Days: ( ) Lunch Detention (80) or ( ) Work Detail (24)
	☐ Instigating a Fight	24	Disrupt	From:_____ To:_____
	☐ Use/Poss./Distribution of Contraband	43	Combust	( ) Referral to Counselor (13) Date: _____
	☐ Reckless Conduct ^Ω	50	PhyAgg	( ) 3 Weeks Student Placed on Contract (23) From:_____ To:_____
	☐ Forgery	62	Forgery	☐ 1-3 Days: ( ) Parent Shadowing (48) ( ) Suspension (27-29)
	☐ Gambling	63	PropMisuse	( ) In School Suspension (37-39)
	☐ Use/Poss./Distribution of Unauthorized Medium	71	Vandalism	From:_____ To:_____ Return: _____
	☐ Obscenity	84	Harass/Bully	( ) Referral to Counselor (13) Date: _____
	☐ Skipping	99	Skip	( ) 4 Weeks Student Placed on Contract (23) From:_____ To:_____
	☐ Academic Dishonesty	AD	Lying/Cheat	( ) Mandatory Parent Conference (17) Date:_____ Time:_____
				☐ Other Codes: (use only interventions/consequences in the DDD): Specify Code____
LEVEL 3 OFFENSES — *Write in Problem Behavior and Code/ Note: Use Only Problem Behavior and Codes in DDD*	☐ 3 Level 2 Infractions	3_LEVEL_2	Othr/Behvr	☐ 3-10 Days: ( ) Parent Shadowing (48) ( ) Suspension (29-36)
	☐ Bullying Ω	06	Harass/Bully	( ) In School Suspension (39-46)
	☐ Cyber-bullying Ω	09	Harass/Bully	From:_____ To:_____ Return: _____
	☐ Use/Poss./Distribution of Tobacco Products^ (BP430)	13	Tobacco	( ) Mandatory Parent Conference (17) Date:_____ Time: _____
	☐ Use/Poss./Distribution of Alcohol Products* Ω	14	Alcohol	( ) Referral to Counselor (13) Date: _____
	☐ Use/Poss. of Combustibles	15	Combust	( ) 4 Weeks Student Placed on Contract (23) From:_____ To:_____
	☐ Vandalism Property Damage	16	Vandalism	☐ 5-10 Days: ( ) Parent Shadowing (48) ( ) Suspension (31-36)
	☐ Terroristic Conduct* Ω	17	BombTht	( ) In School Suspension (41-46)
	☐ Arson Property Damage* Ω	18	Arson	From:_____ To:_____ Return: _____
	☐ Use/Poss./Distribution of Weapons * Ω	19	Weapons	( ) Mandatory Parent Conference (17) Date:_____ Time:_____
	☐ Intoxication*	20	Alcohol	( ) Referral to Counselor (13) Date: _____
	☐ Endangers: Fighting* Ω	22	Fight	( ) 6 Weeks Student Placed on Contract (23) From:_____ To:_____
	☐ Assault/Battery* Ω	26	Fight	☐ 10 Days: ( ) Parent Shadowing (48) ( ) Suspension (36)
	☐ Assault/Battery to Employee* Ω	27	Fight	From:_____ To:_____ Return: _____
	☐ Endangers: Rioting (4 or more individuals)* Ω	29	Fight	( ) Mandatory Parent Conference (17) Date:_____ Time:_____
	☐ Use/Poss./Distribution of Drugs* Ω	40	Drugs	( ) Referral to Counselor (13) Date: _____
	☐ Use/Poss./Distribution of Inhalants	42	Drugs	( ) 8 Weeks Student Placed on Contract (23) From: _____ To: _____
	☐ Extortion	54	Harass/Bully	DAC Hearing (25) : Date:_____ Time:_____
	☐ Use/Poss./Distribution of Firearms/Explosives^Ω (BP425)	58	Combust	☐ Other Codes: (use only interventions/consequences in the DDD): _____
	☐ Graffiti Property Damage	70	PropDam	Specify Code_____
	☐ Sexual Harassment	80	Harass/Bully	Referral to Other Agency (22) Specify: _____
	☐ Sexual Assault* Ω	81	Harass/Bully	Service Call #:_____ Case #: _____
	☐ Left Campus without Permission	95	Out of Bounds	Police Officer Name: _____
	☐ Intimidation Ω	06A	Harass/Bully	
	☐ Harassment Ω	06B	Harass/Bully	
	☐ Sexting Ω	09A	Harass/Bully	
	☐ Other:			

(^) Carrot symbol indicates offense follows a different schedule; reference SCPM for guidance for specific procedures.
(Ω) Ohm/upside-down horseshoe indicates offense warrants a report to Guam Police Department; reference SCPM for guidance for specific procedures. **(*)** Asterisk indicates offense that results in an automatic 10-day suspension and a possible DAC Hearing.

Parent Shadowing may be used in lieu of suspension. If a student is assigned parent shadowing, he/she is NOT authorized on campus without the parent/guardian present at all times. If the parent/guardian is unable to shadow, the student must stay home for the duration of the consequence. Any student on parent shadow/suspension found on campus without authorization from the administration may be charged with criminal trespassing. During the time of parent shadow/suspension, a parent conference with the school administrator is required. Failure of the parent to adhere to this policy may result in a Persons in Need of Services (PINS) petition to Family Court for Educational Neglect. Board Policy 405 guides all suspensions. The consequences in each level are progressive in nature School Administrators have the discretion to decide consequence; other incidences/consequences are allowable in respective levels.

_____	_____	_____	_____	_____	_____
Administrator's Signature	Date	**Student's Signature**	Date	**Parent's Signature**	Date

Revised as of 6/14/2024

School: _____

Student Name: _____ **Grade:** _____ **Room:** _____

Teacher/Staff Name: _____ **Subject:** _____

1st INCIDENT - Teacher/Staff/School Personnel Intervention:

Date:_____ Time:_____ Location:_____ Function of Behavior (Refer to front for listing)_____

Minor Incidents:

☐Disrespect ☐Defiance ☐Disruption ☐Physical Contact/Physical Aggression

☐Tardy ☐Inappropriate Language ☐Property Misuse ☐ Dress Code Violation ☐ Technology Violation

Student warning/counseling Date: _____
Parent called: Date:_____Time_____Phone:_____Other: _____

Comments (Log Entry Text Field)

Student Signature	*Date*	*Teacher/Staff Signature*	*Date*

2nd INCIDENT - Teacher/Staff/School Personnel Intervention:

Date:_____ Time:_____ Location:_____ Function of Behavior (Refer to front for listing)_____

Minor Incidents:

☐Disrespect ☐Defiance ☐Disruption ☐Physical Contact/Physical Aggression

☐Tardy ☐Inappropriate Language ☐Property Misuse ☐ Dress Code Violation ☐ Technology Violation

Student warning/counseling Date: _____
Parent called: Date:_____Time_____Phone:_____Other: _____

Comments (Log Entry Text Field):

Student Signature	*Date*	*Teacher/Staff Signature*	*Date*

3rd INCIDENT - Teacher/Staff/School Personnel Intervention:

Date:_____ Time:_____ Location:_____ Function of Behavior (Refer to front for listing) _____

Minor Incidents:

☐Disrespect ☐Defiance ☐Disruption ☐Physical Contact/Physical Aggression

☐Tardy ☐Inappropriate Language ☐Property Misuse ☐ Dress Code Violation ☐ Technology Violation

Student warning/counseling Date: _____
Parent called: Date:_____Time_____Phone:_____Other: _____

Comments (Log Entry Text Field):

Student Signature	*Date*	*Teacher/Staff Signature*	*Date*

4th INCIDENT - Teacher/Staff/School Personnel Intervention:

Date:_____ Time:_____ Location:_____ Function of Behavior (Refer to front for listing) _____

Minor Incidents:

☐Disrespect ☐Defiance ☐Disruption ☐Physical Contact/Physical Aggression

☐Tardy ☐Inappropriate Language ☐Property Misuse ☐ Dress Code Violation ☐ Technology Violation

Student warning/counseling Date: _____
Parent called: Date:_____Time_____Phone:_____Other: _____

Comments (Log Entry Text Field):

Student Signature	*Date*	*Teacher/Staff Signature*	*Date*

ADDITIONAL INFORMATION/COMMENTS/OBSERVATIONS (Information In This Section is inputted in Log Entry Text Field)