

WESTWOOD HIGH SCHOOL SECONDARY DISCIPLINARY ACTION FORM

STUDENT'S NAME	ID NUMBER	GRADE	REFERRED BY	TIME	DATE

Parent/Guardian: _____ Phone: _____

Dear Parent, This is to inform you that your child was in violation of the following **Information & Guidelines** for student behavior:

VIOLATION:

- | | | |
|--|--|--|
| <input type="checkbox"/> Academic Misconduct/Cheating – 01 | <input type="checkbox"/> Drug Distribution – 13 | <input type="checkbox"/> Sexual Harassment – 25 |
| <input type="checkbox"/> Alcohol – 02 | <input type="checkbox"/> Drug Possession – 14 | <input type="checkbox"/> Sexual Offense – 26 |
| <input type="checkbox"/> Arson – 03 | <input type="checkbox"/> Fighting – 15 | <input type="checkbox"/> Student Speech – 27 |
| <input type="checkbox"/> Assault – 04 | <input type="checkbox"/> Forgery – 16 | <input type="checkbox"/> Tardiness – 28 |
| <input type="checkbox"/> Automobile – 05 | <input type="checkbox"/> Gambling – 17 | <input type="checkbox"/> Theft – 29 |
| <input type="checkbox"/> Bus – 06 | <input type="checkbox"/> Gang Activity/Association – 18 | <input type="checkbox"/> Threats/(A.R.S. 13-2911) – 30 |
| <input type="checkbox"/> Dangerous Instrument/Weapon – 07 | <input type="checkbox"/> Harassment/Bullying/Hazing – 19 | <input type="checkbox"/> Tobacco – 31 |
| <input type="checkbox"/> Deadly Weapon/Firearm – 08 | <input type="checkbox"/> Information Systems/Electronic Devices – 20 | <input type="checkbox"/> Trespassing – 32 |
| <input type="checkbox"/> Defiance of Authority – 09 | <input type="checkbox"/> Lying/False Accusations – 21 | <input type="checkbox"/> Truancy/Unexcused Absences – 33 |
| <input type="checkbox"/> Discrimination – 10 | <input type="checkbox"/> Medication/Dietary Supplement – 22 | <input type="checkbox"/> Vandalism – 34 |
| <input type="checkbox"/> Disorderly Conduct – 11 | <input type="checkbox"/> Robbery/Extortion – 23 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Dress Standard – 12 | <input type="checkbox"/> Sexual Abuse – 24 | |

Comments: _____

PERCEIVED MOTIVATION :

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Obtain Items/activities | <input type="checkbox"/> Avoid tasks/activities |
| <input type="checkbox"/> Avoid peer(s) | <input type="checkbox"/> Avoid adult | <input type="checkbox"/> Other Motivation | <input type="checkbox"/> Unknown Motivation |

OTHERS INVOLVED :

- | | | | |
|-------------------------------------|----------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Peers | <input type="checkbox"/> Staff | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other | |

STAFF ACTION PRIOR TO REFERRAL:

- | | | |
|---|--|---|
| <input type="checkbox"/> Student warned | <input type="checkbox"/> Communicated with parent: | _____ |
| <input type="checkbox"/> Student served detention | <input type="checkbox"/> Consulted counselor | <input type="checkbox"/> Letter to parent |
| <input type="checkbox"/> Other/Comments: | _____ | |

DISCIPLINARY ACTION:

- Informal talk with student
- Parent notified in this way: _____
- Conference with: student parent counselor principal other: _____
- Closure from classes – parent requested to contact administrator at: _____
- Detention Suspended privilege Alternative learning classroom
- *Short suspension for _____ days, beginning _____ The student may return to school on _____
 Parent notification of suspension: Date and Time: _____ Method: _____
- Recommend alternative school placement Recommend long suspension Recommend expulsion
- Other action taken: _____

***FOR SUSPENSIONS, NOTE THE FOLLOWING:**

1. The principal/designee has authority to suspend a student for 10 days or less (a “short” suspension) and may recommend alternative school placement, long suspension or expulsion.
2. A short suspension (10 days or less) is not appealable to any person other than the school principal. If the principal/designee recommends additional disciplinary action, the matter is referred to an assistant superintendent.
3. During the period of a suspension, the student may not be on any campus for any reason, including extracurricular activities. Violation of this order is a criminal violation (A.R.S. 13-2911).

SIGNATURES: Principal/Designee: _____ Student: _____

SCHOOL: _____ Parent: _____
 (Signature acknowledges receipt of form only.)

The charges were explained to the student. The student was given the opportunity to explain his/her involvement or non-involvement.