

Jonesboro-Hodge High School Behavior Referral for Minor Infractions (D.O.M.E.)

Student \_\_\_\_\_

Teacher \_\_\_\_\_

**STEP 1**

Due to your continued disregard for the school policy of \_\_\_\_\_

the official referral process has begun.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

NOTE: Refusal to sign will result in automatically moving to STEP 3.

**STEP 2**

Due to your continued disregard for the school policy of \_\_\_\_\_,

this form must be signed by a parent or guardian and returned to school on \_\_\_\_\_ to avoid automatically moving to STEP 3.

Remember an office behavior referral could result in Saturday detention, Out-of-School Suspension, or Expulsion from School.  
Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Parent: \_\_\_\_\_

**STEP 3**

An attempt will be made to contact your parent/guardian within the next two days.

If no parent/guardian can be reached at the number provided on the JPAMS system, it will be your responsibility to have your parent/guardian contact the teacher.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Time of Call: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Result of Call: \_\_\_\_\_

**2nd attempt:**

Phone Number: \_\_\_\_\_  
Time of Call: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Result of Call: \_\_\_\_\_

No contact has been possible.

It is now the responsibility of the student to have a parent/guardian contact the teacher on \_\_\_\_\_ between \_\_\_\_\_.

If this time is not convenient, other arrangements should be made with the office.

If the teacher still has no communication with parent/guardian, STEP 4 will be automatically enforced.

**STEP 4**

Due to your continued disregard for the school policy, you are being referred to the school social worker and/or the school counselor. You will be contacted by the social worker and/or school counselor for mandatory counseling.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

Date of consultation: \_\_\_\_\_

Counselor/Social Worker notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student has corrected the behavior for at least 4 weeks but has now reverted back to a disregard for this school policy.

The student is being warned that STEP 5 will be the next step if further disregard for this school policy occurs.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

**STEP 5**

Regardless of the previous steps taken, you have continued to disregard the school policy of \_\_\_\_\_.

This is your official office behavior referral which will result in disciplinary action.

Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

Office Personnel Notes (to include result of further disregard for school policy):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This behavior is no longer considered to be minor. After these warnings, conferences, and consequences, future negative behavior of this nature will result in a regular office referral for a major infraction.

