BEHAVIOR REFERRAL FORM

Student Name__________________________  Homeroom Teacher_____________________
Grade_____  Referring Staff__________________  Date________  Time________

Referral Type  ☐ Re-teaching Room  ☐ Office Referral
Location  ☐ Bathroom  ☐ Homeroom  ☐ Hallway  ☐ Lunch  ☐ Recess
☐ Specials(Specify)______________________  ☐ Other(Specify)______________________

MINOR BEHAVIOR: RE-TEACHING ROOM  MAJOR BEHAVIOR: OFFICE REFERRAL
☐ Academic Dishonesty  ☐ Major Disruptive Behavior
☐ Dishonesty  ☐ Out of Area
☐ Disrespectful Behavior(Staff/Peers)  ☐ Physical Aggression
☐ Minor Disruptive Behavior  ☐ Profanity
☐ Noncompliance  ☐ Property Destruction
☐ Out of Area  ☐ Stealing
☐ Property Misuse  ☐ Threatening/Harassing Behavior
☐ Technology Issues  ☐ Substances/Weapons/Gang Related
☐ Unprepared (Not homework related)  ☐ Technology Issues
☐ Other____________________________

Others Involved  ☐ No One  ☐ Peer/s  ☐ Staff Member  ☐ Substitute  ☐ Other:________
Description of the Incident(Please DO NOT use other students’ names)___________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

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Administrative Decision(To be completed by the Principal when handling OFFICE REFERRALS):
☐ Conference with Student  ☐ Loss of Privilege  ☐ Peer Mediation  ☐ Re-Teaching Room
☐ Phone Call Home(Date__________Time__________)  ☐ In-School Suspension
☐ Parent Meeting(Date__________Time__________)  ☐ Other(Specify)__________________
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Student Signature_____________________  Parent/Guardian Signature___________________

Please sign and return to the office the next school day
### Problem Solving Worksheet for RE-TEACHING ROOM

**The SUPERVISOR makes 2 COPIES of the completed double sided referral**

1 COPY to the STUDENT; 1 COPY to the HOMEROOM TEACHER; ORIGINAL to the OFFICE

<table>
<thead>
<tr>
<th>Student Name_______________________________</th>
<th>Date________________________</th>
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<table>
<thead>
<tr>
<th>What happened? What did I do? (Please do not use other students’ names)</th>
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<table>
<thead>
<tr>
<th>Why did I make this choice?</th>
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<table>
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<tr>
<th>How did I feel at the time of the situation?</th>
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<tr>
<th>How do I think others felt when I made this choice?</th>
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<table>
<thead>
<tr>
<th>What more appropriate choice will I make next time?</th>
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<table>
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<tr>
<th>What did I learn from this experience?</th>
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</table>