

Planning Room Referral Form

Name of Student: _____ Date: _____

Teacher: _____ Class: _____

Time sent to Planning Room: _____ Mod: _____

Student's Behavior:

- Physical Aggression
- Excessive Disruptive Behavior
- Refusal to Participate in Class
- Disrespectful Behavior

Please explain incident here: _____

Interventions Used in Classroom:

- Warned student about behavior
- Moved Seat
- Mediated with Student
- Alternate behavior suggested
- Utilized the "planning zone" in the classroom

Would you like the student to return to class?

- Yes, please send student back at _____.
- No! Please keep student in the Planning Room for the remainder of the mod.

If "no" please give brief explanation of assignment on which the student should be working.

Within the next 24 hours, you must meet with the student to discuss a reentry plan. When are you available to do this? (Please note the location as well as the time and date.)

Planning Room Use Only:

Incident: _____ Disposition: _____ Daily Attendance: _____ Teacher Notification: _____ Letter Home: _____

Student Behavior Improvement Plan

Classroom Expectations

Students are expected to:

- Attend school regularly
- Be prepared for class
- Complete required work
- Arrive to class on time
- Be respectful of teachers and peers
- Stay in class for the entire period
- Respect property and equipment

When a teacher determines that violations of the above are a continued concern and the student must be removed from class, the teacher or Dean of Students and student will complete the following:

Student Input:

What did I do to get myself in trouble?

What could I have done to avoid getting in trouble? How can I change my behavior so I won't get in trouble again?

Administrator/Teacher Input:

What disciplinary action will be taken? (Be sure to note date.)

Comments:

I understand that I have committed at least a Level A Behavior Infraction and that an additional occurrence will put me on a more severe disciplinary level. I will make every effort to prevent that from happening. I also understand the above to be true as I have explained it. If disciplinary action has been assigned, it has been fully explained to me and I understand the consequences of my actions.

Student Signature

Date

Administrator/Teacher Signature

Date