

# 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: \_\_\_\_\_

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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.\*\*

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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.)

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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?

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

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### Administrator/Teacher Input:

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

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Comments:

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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