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 __________