Eaton Elementary School Office Referral Form (2010-2011)

Office referral must meet standards of "Major Behavior". For all "Minor Behaviors" teacher should call or meet with parent prior to referral to office.

Student Name ___________________________________________ Today's Date __________________________

Teacher Making Referral _________________________________ Date of Incident _________________________

Homeroom Teacher Name _________________________________ Location of Incident ______________________

Behavior Initiating Referral:

☐ Abusive Language ☐ Overt Defiance/Assault ☐ Harassment/Teasing/Bullying

☐ Fighting/Physical Aggression ☐ Threatening Statements ☐ Property Damage

☐ Theft ☐ Weapons ☐ Drugs/Tobacco/Alcohol

Other Actions Taken Prior to Office Referral:

☐ Note home to parent ☐ Conference with student ☐ Conference with Counselor

☐ Time-Out in Another Room ☐ Moved student seat ☐ Loss of Recess

☐ Other

Action/Recommendation from School Administrator:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Signature of Administrator: ___________________________ Date: __________________________

Signature of Parent: ___________________________ Date: __________________________

Parent: Please sign this form and return to school. If you want a conference with the administrators and teacher concerning this referral, please call 986-2420 to schedule.