

KENNETH A. BRETT SCHOOL  
OFFICE REFERRAL FORM  
Keep Safe— Act Respectfully— Be Responsible

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Homeroom Teacher/Advisor: \_\_\_\_\_

Grade: K 1 2 3 4 5 6 7 8

Referring Staff: \_\_\_\_\_

Location

Playground	Library
Cafeteria	Bathroom
Hallway	Arrival/ Dismissal
Classroom	Bus
Other	

This student was not      Safe      Responsible      Respectful

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<u>Problem Behavior</u>	<u>Possible Motivation</u>	<u>Administrative Decision</u>
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Minor

Inappropriate language	Obtain peer attention	Loss of privilege
Physical contact	Obtain adult attention	Time in office
Defiance	Obtain items/activities	Conference w/ student
Disruption	Avoid Peer(s)	Parent Contact
Property misuse	Avoid Adult	In-school suspension
Other _____	Avoid task or activity	( ____ hours/days)
	Don't know	Out of school suspension
	Other _____	( ____ days)

Major

Abusive Language	Referral to Behavioral Specialist
Fighting/Physical Aggression	
Overt Defiance	
Harrassment/Tease/Taunt	
Disruption	
Property Damage	
Skip Class/Truancy	
Forgery/Theft	
Lying/Cheating	
Other _____	

**Others involved in incident:** None    Peers    Staff    Teacher    Substitute    Unknown    Other

**Other comments:**

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**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

All minors are filed with classroom teacher and sent to office daily.  
All majors require administrator consequence parent contact and signature.

