

Documentation of Minor Incidents Only

(Please submit all forms at the end of the month)

Student Name: _____ **Homeroom:** _____ **Teacher:** _____ **Grade:** _____

Minor Problem/Behavior (Check most intrusive)		Consequence	Possible Motivation	Date/ Time :
<input type="checkbox"/>	Disrespect/ Defiance	Parent Contact	Attn: Adult/s	Location of Incident:
<input type="checkbox"/>	Disruptive Behavior	Follow-up Agreement	Attn: Peer/s	
<input type="checkbox"/>	Inappropriate Lang.	Lose/ Restrict Recess	Avoid Adult/s	Others involved (circle): No One Teacher Peer Staff
<input type="checkbox"/>	Non-Compliance	Lose Other Privilege	Avoid Peer/s	
<input type="checkbox"/>	Property Misuse	Apology Letter	Avoid Work	
<input type="checkbox"/>	Stealing	Assigned Seat	Obtain Item/s	
<input type="checkbox"/>	Physical Contact	Conference w/ student	Unknown	
<input type="checkbox"/>	Dress Code	Individualized Instruction	Other	
<input type="checkbox"/>	Lying	Other		

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<input type="checkbox"/>	Lying	Other		

___ **NO**, I do not need additional help with this child. This form is for progress monitoring for our school behavior system.

___ **YES**, I would like additional behavioral support for this student.

Prospect Park School Office Referral Form

Name: _____

Date: _____ **Time:** _____

Referring Staff: _____

Location

- Playground Hallway
 Cafeteria Bathroom – M.S.
 Classroom Other _____
 Bathroom – Lobby

Grade: 1 2 3 4 5 6 7 8

Teacher Interventions Implemented (See flow chart on back):

Date(s) of Parent Contact by Teacher: _____

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact/aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Vandalism <input type="checkbox"/> Forgery/Theft <input type="checkbox"/> Fighting <input type="checkbox"/> Physical aggression <input type="checkbox"/> Defiance/Disrespect <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Disruption <input type="checkbox"/> Technology Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Skipping class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
Administrative Decision		
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Reflection Sheet	<input type="checkbox"/> Referred to Guidance <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Detention _____ <input type="checkbox"/> Other _____	

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

Brief Description of Event:

Prospect Park Pledge

As a school community we are **POSITIVE**, **PRODUCTIVE**, and **PROUD**

Matrix

Expectations	Hallway	Bathroom	Cafeteria	Playground	Classroom
Positive	<ul style="list-style-type: none"> • Use manners • Use quiet voices • Use appropriate language 	<ul style="list-style-type: none"> • Use manners • Honor privacy of others • Quietly wait your turn 	<ul style="list-style-type: none"> • Use manners • Be patient and wait your turn • Keep hands and feet to self 	<ul style="list-style-type: none"> • Use manners • Share • Take turns • Use kind words 	<ul style="list-style-type: none"> • Use manners
Productive	<ul style="list-style-type: none"> • Walk on the right • Stay on task 	<ul style="list-style-type: none"> • Complete in a timely manner • Return promptly to class 	<ul style="list-style-type: none"> • Follow directions • Use inside voices • Eat your own food 	<ul style="list-style-type: none"> • Use equipment correctly • Keep hands and feet to self • Enjoy yourself 	
Proud	<ul style="list-style-type: none"> • Keep hands and feet to self • Pick up trash • Keep tops of lockers clear 	<ul style="list-style-type: none"> • Keep walls clean • Pick up trash • Use toilets, sinks, soap and paper towels correctly 	<ul style="list-style-type: none"> • Use kind words • Keep the table and floors clean • Stack trays 	<ul style="list-style-type: none"> • Line up at first signal • Be a good sport • Keep area clean 	

PROSPECT PARK SCHOOL GENERAL PROCEDURE FOR DEALING WITH PROBLEM BEHAVIORS

