BOT/Office Referral Form
SOUTHWICK SCHOOL
8/26/05

☐ Entered into SWIS

Referring Staff: _____

Others involved:
☐ None ☐ Peers ☐ Teacher ☐ Para ☐ Substitute ☐ Unknown ☐ Other: _____

Student Name: _____

Date: _____ **Time:** _____

Grade: 3 4 5

ClassroomTeacher: _____

Location of Incident:
__Classroom
__Specialist
A PE M C Lib
__Cafeteria
__Hallway
__Bathroom
__Special Event
__Arrival/Dismissal
__Playground
__Bus
__Other

The student was not: ____Acting Responsibly ____Being Respectful ____Choosing Safety

MINOR BEHAVIOR	MAJOR BEHAVIOR*	POSSIBLE MOTIVATION
__Inappropriate verbal language __Physical Contact __Defiance __Disrespect __Noncompliance __Disruption __Property Misuse __Other: _____	__Abusive language/Inappropriate language __Fighting/Physical Aggression __Defiance __Disrespect __Noncompliance __Lying/Cheating __Harassment __Disruption __Tardy __Property Damage __Forgery/Theft __Three (3) Minors __Other: _____	__Avoid Adult __Avoid Peer(s) __Avoid Task or Activity __Obtain Adult Attention __Obtain items/activities __Obtain Peer Attention

*All ORFs for MAJOR BEHAVIORS require a "write-up". The staff making the referral is responsible for submitting the write up
.Please describe the MAJOR BEHAVIOR incident: _____

Follow-Up Information on the reverse side.

MAJORS ONLY:
Administrator Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Comments: _____