

General Information

ADMINISTRATIVE STAFF

James Wallis..... Principal

Dawn ReigAssistant Principal

COMMUNICATION

All telephone calls to Community Unit School District 300 (Central Office) go through the main switchboard. The number is (847) 551-8300. The District 300 Transportation Department number is (847)658-3262.

The telephone number to Hampshire Middle School is (847)683-2522.

MISSION

In collaboration with the entire Hampshire school community, our mission is to provide, through an effective and innovative staff, positive experiences for every student in a safe, diverse and supportive environment. The effect of these experiences will optimize achievement, will promote life long learning, and will allow our students to become productive, literate, and contributing members in a global society.

GOALS

- To provide instruction for learning with a focus on reading comprehension, math reasoning, individual academic achievement, and the development of high-level thinking and creativity with practical application.
- To integrate technology into the curricula in order to prepare students for their role in a changing world.
- To promote personal growth and accountability in the areas of conduct, social skills, and citizenship.
- To provide instruction and support for faculty and staff in order that they better meet the needs of students.
- To enhance school improvement by fostering effective communication among students, staff, parents, business, and community.
- To foster school/community pride by developing and maintaining an attractive school campus.

HISTORY OF D-300

Community Unit School District 300 was formed in 1948. The district includes the towns of Algonquin, Carpentersville, East Dundee, Gilberts, Hampshire, Lake-in-the-Hills, Pingree Grove, Sleepy Hollow, and West Dundee. The total area of the district, lying in Kane, McHenry, Cook, and DeKalb counties, is approximately 118 square miles.

ABSENCES

Illness

Use SmartFind. You may contact SmartFind by phone **847 428-1012** or through your computer on the web <http://subcall.d300.kane.k12.il.us>. You will need to know your pin number (employee I.D. number) in order to report the need for a substitute. See information on SmartFind in the appendix.

Conferences

Appropriate forms to attend conferences, clinics, workshops must be completed a minimum of two weeks prior to the requested absence. Funding for participation (including substitute costs) must be D300 and or Grant supported.

Personal Business Days

Submit the proper form to the Principal 48 hours prior to the requested day of absence.

Internal Substitute Request

Teachers are expected to find their own internal substitutes when possible. Internal substitutes should be used for one-block of teaching instruction only. See Jim Wallis or Dawn Reig regarding internal substitutes.

ACCIDENT REPORT- FACULTY

If you are injured on the job, notify the school nurse at once. If an injury occurs after normal school hours, notify the nurse first thing the next morning. Workman's Compensation Insurance does not cover injuries that are not reported and claimed within three days.

ACCIDENT REPORT – STUDENT

When a student is injured, no matter how slight the injury, a *Student School Accident Report* must be completed. Accident forms are available in the Nurse's Office. Sports related injuries must also be reported on these forms.

ALARMS

1. Security Alarms

The school is "set" on alarms. If you have a need to enter the building after normal school hours you must sign-in and turn the alarms off when entering the building. You must sign-out and turn the alarm back on when leaving the building.

2. Crisis Response

Should a crisis situation be present, you will be notified through the building PA system. You will be told whether it is a Lockdown situation – in which you will close and lock your doors and continue teaching or a Code Red Lockdown – in which your safety and your students' safety is of the utmost concern.

3. Disaster Alarm

The signal for a disaster drill is a series of short intermittent rings of the dismissal bells. This may be followed by an announcement over the public address system.

4. Fire Alarms

The fire alarm system is a long, intermittent blast of the fire alarm horns. Upon hearing the alarm, follow the designated evacuation route posted in your classroom.

ATTENDANCE PROCEDURES

Using Infinite Campus, attendance must be taken at the beginning of each period. No student should be allowed into first period class without a tardy pass. The attendance secretary will know when a first period student is marked absent because students arriving late to first period report to the office for a tardy pass. Infinite Campus does not allow teachers to go into the system and make changes. Once a student has been entered as absent only the attendance secretary can change the absence to a tardy. The secretary will not know a student who is marked absent arrived late in periods 2 through 8 unless the teacher notifies the attendance secretary! If you do not notify the attendance secretary - the student remains absent in the system.

AUDIO VISUAL PROCEDURES

The Librarian/Media Specialist is in charge of all audio-visual equipment and all other library and media procedures. You must make arrangements with the Librarian/Media Aide for the use of equipment and return these items

CALENDAR – SCHOOL

Principal Jim Wallis is in charge of the school calendar for all events. **All events during or after school must be cleared through the principal's office so there are no conflicts or overlapping events scheduled.**

CONTACT WITH STUDENTS

With the exception of breaking up an altercation between students staff members should not touch students. If a student is not following a reasonable request identify the student to an administrator. Disciplinary measures may result if a staff member has contact with a student.

COPY MACHINES

The school is allowed a limited number of copies each school year. As a result, all staff members are encouraged to be conservative and responsible regarding the amounts and types of things they copy. Each staff member is assigned an individual, confidential copy code number that allows the school to track copy use. Each staff member is responsible for making his or her own copies. The administration will track each staff member's copies and will notify those staff members with excessive copy amounts.

CRISIS RESPONSE

Every staff member is issued a Crisis Management booklet. It is your responsibility to be familiar with the procedures in the booklet. This booklet is for staff eyes only – do not leave it where students may see it.

DEPARTMENT/TEAM LEADERS

Each team and some subject areas have a Team Leader or Department Head. Specific tasks include but are not limited to: organization of team/department meetings, dealing with parent and student concerns, departmental scheduling and budgeting, curriculum revision and adoption, communication with administration on team/department issues.

DETENTIONS

Faculty member may assign detentions. The teacher will arrange the detention time, date and place with the student. **If the detention is to be served before or after school, the student must be given at least 24 hours notice before the detention is to be served and parents must be notified.** If a student fails to serve the detention, the student is to be referred to an administrator.

According to the D300 Parent/Student Handbook: **“Each teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) which is appropriate and in accordance with the policies and rules on student discipline.”**

DISCIPLINE/PBIS

Hampshire Middle School implements the PBIS system. PBIS stands for Positive Behavior Interventions and Support. It is a proactive approach using individualized strategies for teaching important social and learning behaviors. Rather than dealing with problem behaviors on a case by case basis, Hampshire Middle School is focusing on becoming proactive and teaching proper behaviors and expected social reactions. Particularly, students should be respecting **PAWS**:

Peers

Academics

World

Self

For a list of PBIS expectations refer to the Behavior Matrix in the appendix of this handbook. If these expectations are met on a regular basis, students will receive rewards and incentives. If any of these expectations are not met, after three interventions for a minor behavior the student will receive an office referral. After one incidence of a major behavior, an office referral will be automatically given. For a list of minor and major behaviors and their definitions, please see the appendix of this handbook.

Also located in the appendix is an example of the referral form. On one side of the referral form is the behavior chart. When a student first displays a particular behavior, start a form for the student. The chart lists minor behaviors and cross-references them with possible interventions. Simply fill in the appropriate box for the behavior and intervention with the date of the incident. There is enough room to record multiple dates if needed. This form should be a running record throughout the school year.

Students are on a 3 strike system for minor behavior.

Strike one = warning

Strike two = remove from situation by changing seats or briefly placing student in hallway

*Students should not be placed in hallway for more than a few minutes for discipline

Strike three = office referral

When addressing the student who is misbehaving, refer to each time they misbehave as a “strike.” Once the third strike is made, the teacher should fill out the referral form on the other side of the sheet with the behavior chart and send this with the student as their pass to the office. After the student completes the reflection section of the form, a copy will be made and put into the team mailbox. The form will then be returned to the referring teacher to continue documenting behaviors and interventions. If a couple of office referrals have been made and the behaviors haven’t improved, other interventions such as detentions and contacting parents should be done.

It is also important to include rewards and incentives for positive behaviors. Whippur bucks are used as the school-wide incentive. Whippur bucks may be traded in at the school store for various prizes. Students may receive one Whippur buck in each of the following situations:

- Passed out each week by individual teachers for no missing/late work for the week
- Passed out each Friday by advisory teachers for having assignment notebook completed correctly every day that week
- Passed out each Friday by lunchroom supervisors to students wearing Hampshire spirit wear
- Passed out by teachers/staff when students are displaying positive behavior and respecting PAWS.

Tardies

Tardies are addressed differently than the other behaviors. As student **must** be marked tardy if he or she is not in their seat by the time the bell rings. The consequences for tardies are as follows:

- 3 tardies: the team leader will receive an email notification and a team member will need to contact the parent or guardian. The student will also receive an office referral (team leaders should keep blank referral forms on hand for this)
- 6 tardies: the student will spend a day in in-school intervention
 - During ***In-School Intervention***, students will work with either the counselor or social worker as well as an administrator to discuss the reasons for the behavior and work out a plan to change the targeted behavior. Students will be out of classes the entire day, but will be in the school building.
- 12 tardies: out of school suspension

A special incentive is a PAW which will be passed out on Thursdays by advisory teachers to students who have no tardies in any of their classes for the week. Paws are worth 5 Whippur bucks and can either be used at the school store or put into a quarterly drawing for a large reward. Students may also use 5 Whippur bucks to buy a PAW at the school store.

DRESS CODE

Faculty and staff members are expected to dress in a professional and appropriate manner. Wear clothing considered business casual with no jeans or shorts. The expectation is that jeans may be worn on Fridays when "purple spirit wear" is worn and on Thursdays when there is no school on Friday. Exceptions for subjects like art and physical education are understood. If you have a question regarding what is appropriate for the subject you teach ask an administrator.

ELIGIBILITY

Students involved in extra curricular activities cannot receive an F or two D's in any given week. Eligibility is checked through Infinite Campus. As a result it is important that all teachers keep their grades posted and up to date on IC

E-MAIL

In order to effectively facilitate communication among building staff, district schools, central office, and parents in the community, each staff member has been provided with a District 300 email account. Teachers are expected to check and respond to their email at least three times each day.

EVALUATIONS/TEACHERS

Non-tenured teachers are observed a minimum of three times each year and are evaluated annually until they receive tenure. Non-tenured teachers receive summative evaluations each year until tenured. Tenured teachers will be evaluated according to the guidelines adopted in the current contract and the new state guidelines. Tenured teachers will receive a summative evaluation every other year and will complete a one year professional growth plan on the year they are not being evaluated.

FACULTY FUND/SUNSHINE CLUB

Each staff member is asked to contribute to the **Sunshine Fund**. The money is used for recognition of staff birthdays, births, etc. as well as used to send flowers to faculty/staff members who are ill or have experienced a death in their immediate family.

FAX MACHINE

A fax machine is available for staff members to use. It is located in the Main Office.

FIELD TRIPS

Prior to a fieldtrip, teachers must fill out the appropriate approval form. Once approved, teachers who have arranged for a fieldtrip must fill out a roster of all the students who are attending the fieldtrip. The teacher sponsoring the fieldtrip must give the attendance office an accurate list of the students who are going on the fieldtrip before the students leave the school. In addition, teachers taking a fieldtrip must contact the Assistant Principal to secure a substitute if one is needed, have worthwhile work and supervision planned for students not attending the fieldtrip, and make sure a list of the students taking the fieldtrip is sent to all staff via e-mail.

FORMS

Forms such as dental and health insurance, mileage reimbursements, fieldtrip requests, transportation requests, absence requests, etc. are located in a file cabinet in the Main Office.

FUND RAISING ACTIVITIES

All fund raising activities must be cleared through the Principal.

GRADE BOOKS

All teachers must enter their grades on the Infinite Campus grade book. Teachers who choose to keep a conventional hard copy grade book must update their grades on IC on a weekly basis since parents expect to see their children's updated grades on the Infinite Campus parent portal.

GRADES and MID TERM STATUS REPORTS

Students receive a nine week report card for all courses. Report cards are normally issued one to two weeks following the end of the term. All middle school students will receive a mid-term status report from each classroom teacher at the 4 and ½ week mark of each nine week term. Teachers will give nine week report cards and mid-term reports directly to the students. Students will receive two copies of the report cards and midterm reports. One copy will be for the student/parent to keep and one copy to have their parents sign and

return to their teacher.

GRADING

Letter grades are determined based upon a point percentage.

The established grading percentage scale is as follows:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69

Homework may count for no more than 25% of a student's grade. All grade level teams must determine and use the same grading structure. **Teachers must provide a typed syllabus or course outline to students and post the syllabus on the school's website.**

GUEST SPEAKERS

Permission from the Principal must be obtained for teachers to bring guest speakers into the school. Teachers are to be fully aware of subject matter in order to avoid inappropriate topics being discussed.

HOMEBOUND TUTORING

When a student is placed on "homebound", teachers **must** provide assignments for the tutor. Teachers should keep a file for students on homebound and put work in the file as it is done in the classroom. Work will be picked up in the office by the homebound tutor. Homebound tutoring is provided so students who are ill or injured can keep up with schoolwork through the use of a tutor provided by D300. Special circumstances may dictate that homebound students receive additional time to complete assignments and tests.

HONOR ROLL

A = 4 points	3.75	Super Honor Roll
B = 3 points	3.5	Honor Roll
C = 2 points	3.0	Honorable Mention
D = 1 point		
F = 0 points		

To be eligible for the Honor Roll and Honorable Mention all grades must be at least a C

KEYS

Teachers/staff are responsible for all keys issued to them by the building manager. The building manager issues all keys at the beginning of each school year. Keys are to be turned back into the building manager at the end of the year.

LESSON PLANS

Teachers are required to have lesson plans. First and second year teachers must turn in weekly lesson plans to the Principal on Monday morning before 8:45am. All teachers must keep weekly lesson plans in a place on their desk where they are easily accessible by a substitute teacher. **All teachers must have emergency lesson plans written and on file with the secretary.**

LIABILITY FOR NON-SCHOOL SPONSORED ACTIVITIES

District 300 employees who participate in non-school sponsored activities involving students do so outside the protection of the District's liability insurance. Teachers have the duty to make all participants aware that involvement in one of these activities is in no way associated with District 300

OBLIGATIONS – STUDENT

Each student is expected to return the textbook assigned to him/her at the end of each class. If a book has been lost-or has suffered from more than "normal wear," a fee is assessed. A student obligation form is to be signed by the student who is being charged before it is given to the Main Office secretary. Teachers should turn in student obligations in a timely manner so that the office has sufficient time to collect fees.

PASSES

Once the bell rings, Students should not be in the hallways without a pass. **No exceptions.**

PAYCHECKS

Paychecks arrive every two weeks. Paychecks may be picked up in the main office mailbox. Supervision paychecks are issued once per month. All other extra curricular assignments like student counsel, freshman class advisor, department chairs, etc. are distributed over three months and six paychecks determined by the teacher. Coaching paychecks are distributed over three months and six paychecks determined by the sport season.

PHONE NUMBERS

Phone numbers of all District 300 schools and offices and home phone numbers of all students and Hampshire personnel are available in the main office. **Please remember that home phone numbers of staff and students are confidential.**

REFERRALS

If a staff member has a serious concern regarding a student's behavior the student may be sent to the main office. Teachers sending students to the office must fill out a referral form on IC as soon after the incident has occurred as possible. **Teachers must fill out the behavioral form on IC on the same day the incident occurs.**

REQUIRED NOTICES

A school staff member shall immediately notify the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency

SCHEDULE

Classes begin at 8:45 AM and end at 3:30PM. According to the LEAD 300 contract, middle school teachers are expected to "be on site 30 minutes before and 20 minutes after the student attendance day". In addition, use of the plan period shall be restricted to the performance of professional duties connected with the teaching assignment. Teachers may leave the building during their plan period only with administration approval.

SEXUAL HARASSMENT

According to Board Policy 1.31, the purpose of the policy is to prohibit employees from sexually harassing other employees or students:

A. Sexual harassment of an employee by another employee means any:

1. Unwelcome sexual advances, or
2. Requests for sexual favors, or
3. Any conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or,
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Sexual harassment of a student by an employee means:

1. Any sexual advance by an employee toward a student, or
2. Any request by an employee to a student for sexual favors, or
3. Any acceptance by an employee of a sexual advance or request for sexual favors from a student, or
4. Any conduct of a sexual nature by an employee directed toward a student when submission to or rejection of such conduct has the effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment for the student.
5. Any act of instigating other students or employees to harass a student as set forth in section 2A-2D.

C. Any employee or student who has personal knowledge or an instance of sexual harassment shall report the incident in writing to their supervisor, unless that supervisor is the harasser in which case the matter should be reported to a supervisor at a higher level.

D. Complaints of violation of this policy shall be handled as set forth in Board Policy.

TRAVEL

District 300 employees who use their personal cars for school business are entitled to mileage reimbursement. The appropriate forms are available in the Main Office or on the District 300 web site. Teachers may not transport students without approval of the principal. Proof of insurance is required when transporting students.

APPENDICES

Fire Alarm Procedure
SmartFind Quick Reference Guide
Personal Day Request Form
Video/Movie Request Form
HMS Field Trip Request Form
D300 Student Field Trip Permission Form
D300 Activity/Field Trip Procedures for Renting Bus
D300 Bus Request Form
D300 Van Request Form
D300 Authorization to Drive Student Form
2009-2010 Bell Schedule
2009-2010 Early Release Bell Schedule
2009-2010 Character Counts Bell Schedule
2009-2010 HMS Calendar
2009-2010 Staff List
2009-2010 Staff School Phone Numbers
School Map
HMS Behavior Matrix
HMS Behavior Definitions Chart
HMS Behavior Chart
HMS Referral Form

Hampshire Middle School Behavior Expectations

PAWS	<i>Classroom</i>	<i>Cafeteria</i>	<i>Hallways</i>	<i>Assemblies</i>	<i>LMC/labs</i>	<i>Restroom</i>	<i>Locker Room</i>	<i>Bus</i>	<i>Extra-Curricular</i>
<u>P</u>eers	<ul style="list-style-type: none"> • Listen when others are speaking • Support and encourage classmates • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Food and Drink in cafeteria only • Use appropriate language • Use conversational voices • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Use passing time efficiently • Stay right • Keep your hands to yourself 	<ul style="list-style-type: none"> • Allow speaker to be heard • Show enthusiasm with applause only • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Respect personal space • Use conversational voices • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Respect other's privacy • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Respect property • Keep lock combination confidential • Keep hands and feet to self 	<ul style="list-style-type: none"> • Use conversational voices • Respect the space of others • Follow directions of the driver • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Use appropriate language • Show school spirit • Show good sportsmanship
<u>A</u>cademics	<ul style="list-style-type: none"> • Be Seated when bell rings • Come prepared • Do your own work • Stay on task 	<ul style="list-style-type: none"> • Make healthy food choices 	<ul style="list-style-type: none"> • Get appropriate materials • Keep locker organized 	<ul style="list-style-type: none"> • Follow staff direction • Participate appropriately in activities 	<ul style="list-style-type: none"> • Use appropriate websites • Respect due dates 	<ul style="list-style-type: none"> • Use time efficiently 	<ul style="list-style-type: none"> • Practice proper hygiene 	<ul style="list-style-type: none"> • Follow bus rules 	<ul style="list-style-type: none"> • Remain eligible
<u>W</u>orld	<ul style="list-style-type: none"> • Keep food/drink in cafeteria • Leave classroom with a pass • Maintain a clean work area • Sit properly on chairs 	<ul style="list-style-type: none"> • Throw away your trash • Sit in seats 	<ul style="list-style-type: none"> • Clean up after yourself • Close locker carefully • Use your own locker only • Use your locker appropriately 	<ul style="list-style-type: none"> • Enter & exit safely • Leave materials in classroom or lockers 	<ul style="list-style-type: none"> • Use equipment and materials appropriately • Leave the room the way you found it 	<ul style="list-style-type: none"> • Keep the bathroom clean 	<ul style="list-style-type: none"> • Keep your area clean • Use equipment appropriately 	<ul style="list-style-type: none"> • Keep aisle clear • Keep bus clean • Report any damage 	<ul style="list-style-type: none"> • Keep areas clean • Remain in supervised areas • Respect other schools' property
<u>S</u>elf	<ul style="list-style-type: none"> • Follow the dress code • Leave backpack in locker • Complete your work 	<ul style="list-style-type: none"> • Be responsible for your actions • Display manners 	<ul style="list-style-type: none"> • Use hall pass • Use appropriate language & tone 	<ul style="list-style-type: none"> • Listen and watch • Stay seated 	<ul style="list-style-type: none"> • Use safe internet practices 	<ul style="list-style-type: none"> • Practice good hygiene 	<ul style="list-style-type: none"> • Lock up personal items • Use your own locker & lock 	<ul style="list-style-type: none"> • Remain seated 	<ul style="list-style-type: none"> • Manage time efficiently • Represent your school and team with Whip-pur Pride • Wear appropriate clothing

Hampshire Middle School Behavior Definitions

Behavior	Definitions	
	Minor (teacher managed)	Major (office referral)
Defiance/Disrespect/Noncompliance	Brief or low-intensity failure to respond to adult requests	Refusal to follow directions, talks back and/or delivers socially rude interactions
Disruption	Low-intensity, but inappropriate disruption	Causes an interruption in a class or activity; includes sustained loud talk, yelling/screaming, noise with materials, horseplay or roughhousing, or sustained out of seat behavior
Inappropriate Language/Profanity	Low-intensity instance of inappropriate language	Swearing, name calling, or use of words in an inappropriate way directed at a person and/or repeated several times
Physical Contact/Aggression	Non-serious but inappropriate physical contact	Serious physical contact where injury may occur (hitting, punching, kicking, hitting with object)
Property Damage/Misuse	Low-intensity misuse of property	Activity that results in destruction or disfigurement of property
Technology Violation	Non-serious but inappropriate use of cell phone, music/video players, camera, and/or computer	Use of inappropriate websites and misuse of technology instruments
Tardy	Student is not in seat when the bell rings	3 tardies in one class
Academic Dishonesty	Cheating/plagiarism and/or copying another student's work	
Gum chewing/eating/drinking	Chewing gum, eating food, and/or drinking a beverage	
Dress Code Violation		Wearing clothing that does not fit within the dress code guidelines practiced by the school
Forgery/Theft		In possession of, having passed on, or being responsible for removing someone else's property or signing another person's name
Gang Affiliation Display		Gestures, dresses, and/or speaks to display affiliation with a gang
Harrassment/Bullying		Delivers disrespectful messages (verbal/gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matter
Inappropriate Display of Affection		Engages in inappropriate (as defined by the school) verbal and/or physical gestures/contact of a sexual nature to another student/adult, either consensual or nonconsensual
Skip Class/Truancy		Student leaves class/school without permission or stays out of class/school without permission
Other	Minor problem behaviors that do not fall within the above categories	Inappropriate serious behavior defined by the school/district handbook

Student Name: _____ Team: 6A 6B
 Teacher: _____ 7A 7B
 Date: _____ Time: _____ 8A 8B

<p><u>Repeated Minor Behavior</u></p> <p>Defiance/Disrespect/Noncompliance Disruption Inappropriate Language Physical Contact/Physical Aggression Property Misuse Tardy Technology Violation Academic Dishonesty Gum Chewing/Eating/Drinking Other: _____ _____</p>	<p><u>Major Behavior</u></p> <p>Defiance/Disrespect/Insubordination/Noncompliance Disruption Abusive/Inappropriate language Fighting/Physical Aggression Property Damage/Vandalism Skip class/truancy Technology Violation Forgery/theft Harassment/Bullying Dress Code Violation Gang Affiliation Display Other: _____ _____</p>									
<p><u>Possible Motivation</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Obtain Peer Attention</td> <td style="width: 33%;">Avoid Peer(s)</td> <td style="width: 33%;">Don't Know</td> </tr> <tr> <td>Obtain Adult Attention</td> <td>Avoid Adult</td> <td>Other: _____</td> </tr> <tr> <td>Obtain items/activities</td> <td>Avoid Task or Activity</td> <td>_____</td> </tr> </table>		Obtain Peer Attention	Avoid Peer(s)	Don't Know	Obtain Adult Attention	Avoid Adult	Other: _____	Obtain items/activities	Avoid Task or Activity	_____
Obtain Peer Attention	Avoid Peer(s)	Don't Know								
Obtain Adult Attention	Avoid Adult	Other: _____								
Obtain items/activities	Avoid Task or Activity	_____								

Student Reflection: Explain the reason for the referral and the motivation behind your actions.

Which part(s) of **PAWS** did you disrespect and how?

Peers _____
 Academics _____
 World _____

Self
