

EDUHSD Behavior Reflection Form

Name _____	Date in office _____	Class Period _____
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1. What actions did you take that got you to the administrative office? Be specific.

2. What were you **trying to** accomplish or achieve with your actions?

3. How did those actions go against the core values of our school **include site core values here**?

4. How did those actions affect people? (e.g. other students, staff, yourself, etc.)

5. What do you think you need to do to make things right?

6. By fixing the harm done, how will you benefit?

7. What help do you need?

8. What consequences can/should staff enforce if you choose not to make things right?

Student Signature

Date

Administrator Signature

Date

STOP HERE UNTIL YOU PROCESS WITH AN ADMINISTRATOR

How and when can you reconcile what happened with the staff member who referred you?

How and when will you inform your parent/ guardian/ caretaker about the referral?

STAFF: What was the outcome of your restorative conversation with the student?

Staff Signature

Date

Parent/ Guardian/ Caretaker Signature

Date

Date to complete	Action Steps	Purpose	Person Responsible
	Hold a conversation at a mutually agreed-upon time, prior to class re-entry	Accept responsibility for causing harm	Student Initiates/ Staff Member Responds
	Create an informal re-entry plan/ strategy for success	Determine how the harm can be repaired	Student and Staff Member
	Sign the reflection form	Communicate how a relationship can be repaired	Staff Member and Guardian
	Return the reflection form to the original administrator.	Accountability and responsibility	Student

An escalation of the progressive process will be assigned if reconciliation does not occur by the indicated date.

Progressive Discipline Process	
Referral	Required Resolution/ Consequence
First	Processing and Reconciliation
Second	Processing, Reconciliation, and Lunch Detention
Third	Processing, Reconciliation, Lunch Detention, introduction to the enrollment in <u>insert mascot</u> Coaching
Fourth	Processing, Reconciliation, and enrollment in <u>insert mascot</u> Coaching
5 or more	Administrative Intervention/Follow up

Administrator Follow-Up:

Logged in Aeries

Teacher Contact Home

Teacher Communication

Administrative Intervention Completed

Administrator Signature

Date