

# Renaissance Recognition

## Idea #106: Positive Principal Referral



### OVERVIEW

Teachers and staff refer students to the office for positive behavior. Give students positive one-on-one time with administrators and reward them for good behavior. Administrators get a chance to have positive individual conversations with more students.

### INSTRUCTIONS

1. Teacher observes student doing something right. This can be significant academic progress or excellence, or a good deed in the classroom or hallway.
2. Teacher completes and turns in the form. Have them fill out the Positive Office Referral form and turn it in to the office without the student's knowledge. That form can be found with this PDF in the Idea Exchange ([www.jostensrenaissance.com/referral](http://www.jostensrenaissance.com/referral)).
3. Administrator reviews form and selects the student. The Dean, Assistant principal or other administrator reviews all the forms received, writes additional personal comments, and selects a student to be called to the office at a convenient time.
4. Student is called to the office immediately. The office sends a standard office pass to the student's class, which may cause apprehension and teasing as the student thinks he or she may be in trouble.
5. Student meets with administrator. The student arrives at the administrator's office and is given the form, with a handshake and personal thanks from the administration for the action, as well as a tangible reward (i.e.. goodie bags, meal coupons, school store discounts, etc.).

### ADDITIONAL OPPORTUNITIES

Remind teachers and staff to include students who aren't often recognized, or are showing great improvement. To incentivize teachers to submit the forms, have office staff enter a ticket with the teacher's name into a drawing for prizes each time a form is submitted.

Have the students who received referrals stand up at your next assembly or rally.

**School type:** Middle School, High School

**Activity goal:** Encourage positive behavior

**Prep Time:** None

**People required:** Principal and staff

**Space requirements:** None

**Timing:** Monthly

**Materials:** Positive Office Referral certificate  
(Found at [www.JostensRenaissance.com/referral](http://www.JostensRenaissance.com/referral))

**Cost:** \$0-\$10/student depending on what tangible reward you give to the students with referrals

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