



Student Name _____ Grade _____ Date _____

Teacher Name _____

Time _____

Observe Problem Behavior

Staff Managed
(Initial intervention steps taken)

Office Managed
(Initial intervention steps taken)



Verbal or Non-Verbal Reminder

Take a Break in classroom

Re-teach with modeling and practice

Take a Break in buddy class/room 116 for 10 minutes

Provide logical consequences

Parent contact at teacher discretion

Staff Managed (check all)

- Defiance, non-compliance
- Disrespect
- Disruption
- Horseplay/Physical Contact
- Throwing objects
- Inappropriate Language
- Dress Code Violation
- Technology misuse violation
- Property Misuse
- Hallway behaviors that disrupt learning
- Academic Noncompliance
- Academic Dishonesty
- Tardy to class
- Left class w/o permission
- Other _____

Office Managed (check all)

- Significant Defiance/Refusal
- Significant Disrespect
- Significant Disruption
- Fighting/Assault
- Bullying/Harassment
- Abusive, repeated, frequent, direct inappropriate Language
- Technology abuse violation
- Vandalism/Theft
- Use/possession of weapons
- Use/possession/sale of drugs alcohol/tobacco
- Threats
- Skipping class
- Truant – left school ground
- Other _____

Staff Action Taken (check all)

- Conference/Discussion
- Verbal or non-verbal reminder
- Loss of Privilege
- Mediation/Apology
- Parent notification/conference
- Time-out/Detention ____ min.
- Behavior Contract
- Reteach with modeling/practice
- Other _____

Office Action Taken (check all)

- Conference/Discussion
- Loss of Privilege
- Mediation/Apology
- Parent notification/conference
- Time-out/Detention ____ min.
- Behavior Contract
- Suspension – In or Out of school
- Reteach with modeling/practice
- Other _____

Office Referral – call x3450 & fill out whole form completely, send to room 116.

Conference with Principal or designee

Re-teach with modeling and practice

Logical consequences will be given with progressive discipline

Phone call to parents and/or note sent home

Description of Incident/Staff Recommendation:

Office Use Only

Resolution Communicated – Yes or No (Circle)

Staff Share – Yes or N/A (Circle)

Infinite Campus – Yes or N/A (Circle)