



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)