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| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name/ID: | | | | Referring Staff: | | | |
| Grade: | Date: | | Period/Time: | | Location: | | Others Involved: |
| **Indicate Which Office Level Criteria Was Met** | | | | | | | |
| \_\_\_ Failure to respond to reasonable redirections by staff to engage in school work or to cease the misconduct  \_\_\_ Verbal, Written/Drawn, or Gestures Message that is directed at another student or adult  \_\_\_ Misconduct or refusal poses a safety risk or refusal interferes with staff member’s ability to manage environment, disrupts other students from following the routine | | | | | | | |
| **Actions Taken by Staff Prior to Office Referral** | | | | | | | |
| * Modeled expectations, self-regulation, and/or other related skills * Re-stated the expectation to the class * Praised students modeling the expectation * Re-stated the expectation privately * Praised effort to meet the expectation * Asked if the student was okay | | | | * Asked the student to contribute a solution * Offered assistance to get started * Offered an adjustment to task or provided two work options * Offered a break * Paraphrased or mirrored statements * Other: | | | |
| **Provide a Description of What Happened** | | | | | | | |
| **What was happening in the class/area just before the behavior occurred?** | | **What did the student do?**  **Remember verbs instead of adjectives** | | | | **How did you (or others) respond (what did you say and do)?** | |
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