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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:
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| **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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