

OUTCOME OF OFFICE SUPPORT REFERRAL SAMPLE FORM

Student Name/ID #: Tom Jones Date and Time of behavior: 11/15/2009 10:00 AM

Teacher: Ms. Mills Subject: Math Period: 3rd

Administrator or Designee providing Office Support: Diana Browning Wright, Designee

Student subgroup membership? Af/Am Hispanic ELL Special Education 504

Specific Behavior Resulting in Support Referral

Described by: teacher student both

Behavior looked like: Tom stated in a very low voice, however heard by the teacher and two peers: "I am not going to do another fXXXing worksheet and you can't make me!"

Discipline category? No Yes If yes, category: Insubordination

Severity of behavior: Mild Moderate Extreme Why: Did not intend disruption, continued to stay in seat quietly

Previous history of same or similar referral? No Yes Number of times: 1

Purpose Summary

Hypothesis of what the student wanted to gain or wanted removed that resulted in this unskillful behavior

Get something unskillfully:

Avoid or reject or protest something unskillfully Tom stated he just couldn't do another written assignment and felt all they ever did in the class was worksheets.

Summary: Why did the student select this behavior for this purpose?

Skill deficit?: Doesn't know how to handle situation with skillful means

Performance deficit?: Knows how, but did not choose a behavior that would have been more appropriate because:

Determination based on: previous interaction with student discussion & demonstration now

Why did the teacher select Office Support Referral as a consequence of this behavior?

Student agitation that could have risen to unsafe behavior requiring debriefing

Intolerable continuing behavior that failed to respond to supportive teacher/student interaction

Does the teacher need further assistance/coaching in interaction methods that prevent this problem behavior? No Yes If yes, referral for help to: school behavior team to address: deescalation of agitated state and negotiation skills

Content or Consequence of this Office Support Referral (select all that apply)

Discussed an alternative Teacher to be informed No need to inform teacher

Practiced an alternative Teacher to be informed to cue alternative No need to inform

Taught relaxation technique Teacher to be informed to cue use No need to inform

Assigned student completion of an apology letter to be delivered to: teacher

Completed a Problem Solving Process (e.g., My Inappropriate Behavior) with the student

Contribution plan developed

Further replacement behavior training assigned to: school counselor

Mediation between peers assigned to counselor or other staff:

Joint session with teacher and student to address an issue

Parent contacted for partnership activity

Punitive discipline consequence required followed this support referral process due to the severity or frequency of the behavior

Selected punitive: Duration: Location:

INFORMATION GIVEN BY STUDENT

Student Name/ID#: Tom Jones Date:

Academic Link

Subject matter or assignment or task requirement or teaching method reported by student to be difficult? No Yes If yes, follow up required? No Yes
If so, what follow up? [Review teaching methods with teacher](#)

Interactions Link

Peer interactions at time of behavior problematic for the student? No Yes
If yes, why?

Teacher interaction with student was difficult for him or her? No Yes
If yes, why? [Student feels disrespected and unable to do the work and that teacher is unavailable to help](#)

Bullying?

Behavior a result of being a victim of bullying? Yes No
Follow up activity required? Yes No
Behavior was a bullying of others? Yes No
Follow up activity required? Yes No
Behavior followed a "put-down" that was not bullying? Yes No
Follow up activity required? Yes No

Behavior Violated Which Rule Category

Behavior was unsafe? True False Why?
Behavior was disrespectful? True False Why? [Profanity in classroom, task refusal without attempt to negotiate](#)
Student believes someone else was disrespecting him/her? Yes No Who?
Why does student believe it was disrespecting him/her?
Behavior was not responsible? Yes No Why?