

OLM Office Referral Form

Name: _____ **Location**
Date: _____ **Time:** _____ Playground Library
Teacher: _____ Hallway Bathroom
Grade: K 1 2 3 4 5 6 7 8 Classroom Arrival/Dismissal
Referring Staff: _____ Other _____

Level One Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
Behaviors that: 1. <u>Do not</u> require administrator involvement 2. <u>Do not</u> significantly violate the rights of others 3. <u>Do not</u> appear chronic	<input type="checkbox"/> Refusing to follow directions <input type="checkbox"/> Yelling <input type="checkbox"/> Talking during class time <input type="checkbox"/> Not paying attention in class <input type="checkbox"/> Using inappropriate language <input type="checkbox"/> Making inappropriate noises <input type="checkbox"/> Incomplete Homework	1. Inform student of rule violated 2. Describe expected behavior 3. Contact parent if necessary 4. Debrief and re-teach school-wide behavioral expectation

Level Two Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
Behaviors that: 1. Require administrative involvement 2. Significantly violate the rights of others 3. Put others at risk or harm 4. Are chronic Level One behaviors	<input type="checkbox"/> Arguing with teacher/talking back <input type="checkbox"/> Physical aggression <input type="checkbox"/> Verbal aggression <input type="checkbox"/> Vandalism <input type="checkbox"/> Stealing	1. Inform student of rule violated 2. Describe expected behavior 3. Complete Office Referral Form 4. Notify buddy teacher to observe class 5. Walk student to office 6. Contact parent 7. Follow up with school/parent meeting

Administrative Decision

<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____
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Others involved in incident: None Peers Staff Teacher Substitute Other

Other comments:

Parents: Please complete this section and return the entire notice to the school promptly

I have discussed this matter with _____ and he/she is aware of the consequences of this violation

Parent Signature _____