**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| At your school, is there a clear distinction between Teacher-Managed versus Office-Managed problem behaviors? | | **Yes** | **No** |
|  | Have you completed these activities with staff:   * 4373 Behaviors to Sort Activity * Teacher vs Office Managed Activity | **Yes** | **No** |
| Is the distinction between Teacher-Managed versus Office-Managed problem behaviors documented and available for staff reference? | | **Yes** | **No** |
| Is there a set of definitions that clearly define all behavior categories on the Office-Managed Discipline form? | | **Yes** | **No** |
|  | Have you completed these activities with staff:  4373 Problem Behavior Categories & Definitions Activity | **Yes** | **No** |
| Does your school’s Office-Managed Referral form include the following categories? | | **Yes** | **No** |
|  | Student’s Name | **Yes** | **No** |
|  | Student’s Grade Level | **Yes** | **No** |
|  | Referring Staff | **Yes** | **No** |
|  | Date | **Yes** | **No** |
|  | Time of Incident | **Yes** | **No** |
|  | Location of the Incident | **Yes** | **No** |
|  | Problem Behavior | **Yes** | **No** |
|  | Incident Description/Additional Notes | **Yes** | **No** |
|  | Possible Motivation | **Yes** | **No** |
|  | Previous Action by Staff | **Yes** | **No** |
|  | Others Involved | **Yes** | **No** |
|  | Administrative Decision | **Yes** | **No** |