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| **STEP 1** |
| [ ]  **Restate Expectation not met:** |  |

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| **STEP 2** |
| **Student Name (Last, First)** | **Grade** | **Date** | **Time** | **Referring Teacher** |
|  |  |  |  |  |
| **Incident Type** (*Check One*)[ ]  Brought Food to Class[ ]  Class Disruption (Talking, Singing, Shouting, Not Working, Looking on Other’s Papers, Making Distracting Noises/Movements, Horseplay [ ]  Head Down  | [ ]  Minor Disrespect/Defiance[ ]  Electronic Device/Phone in plain sight[ ]  Leaving Trash in Class[ ]  Writing on School Property[ ]  Teasing[ ]  Other Minor Violation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Incident Location** (*Check One*)**[ ]** Bathroom/Restroom [ ]  Library/Media Center[ ]  Bus Loop [ ]  Office[ ]  Cafeteria [ ]  Parking Lot[ ]  Classroom [ ]  Phys Ed/Gym [ ]  Courtyard [ ]  Spec Event/Assembly/Field Trip[ ]  Hallway/Breezeway [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Possible Motivation** *(Check One)*[ ]  Avoid Adult Attention [ ]  Obtain Adult Attention[ ]  Avoid Peer Attention [ ]  Obtain Peer Attention[ ]  Avoid Task/Activity [ ]  Obtain Items/Activities [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Others Involved**  *(Check One)***[ ]** None [ ]  Peers [ ]  Staff[ ]  Teacher [ ]  Substitute [ ]  Unknown[ ]  Others Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Incident Description:** |
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| **Intervention** (*Check One*)**[ ]** Seat Change [ ]  Time Out [ ]  Curricular Modification[ ]  Loss of Class Privilege [ ]  Student/Teacher Conference [ ]  Refer to Guidance[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Parent Contact *(Optional):*** | Phone | Letter | Conference |
| **Comments:** |  |
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| **STEP 3** | **Date** | **Time** | **Referring Teacher** |
|  |  |  |
| **Incident Location** (*Check One*)**[ ]** Bathroom/Restroom [ ]  Library/Media Center[ ]  Bus Loop [ ]  Office[ ]  Cafeteria [ ]  Parking Lot[ ]  Classroom [ ]  Phys Ed/Gym [ ]  Courtyard [ ]  Spec Event/Assembly/Field Trip[ ]  Hallway/Breezeway [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Possible Motivation** *(Check One)*[ ]  Avoid Adult Attention [ ]  Obtain Adult Attention[ ]  Avoid Peer Attention [ ]  Obtain Peer Attention[ ]  Avoid Task/Activity [ ]  Obtain Items/Activities [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Others Involved**  *(Check One)***[ ]** None [ ]  Peers [ ]  Staff[ ]  Teacher [ ]  Substitute [ ]  Unknown[ ]  Others Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Incident Description:** |
|  |
|  |
| **Intervention** (*Check One*)**[ ]** Seat Change [ ]  Time Out [ ]  Curricular Modification[ ]  Loss of Class Privilege [ ]  Student/Teacher Conference [ ]  Refer to Guidance[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Parent Contact *(Required):*** | Phone | Letter | Conference |
| **Comments:** |  |
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