



OFFICE REFERRAL PROTOCOL

- Classroom Contracts signed and posted
- Classroom Rules Posted and Reviewed
- CHAMPS Posters posted and reviewed
- Behavior Expectation Chart Posted and Reviewed
- SLOs posted and reviewed each class period
- High Level Instruction Bell to Bell
- Classroom Management Plan
- Classroom Rewards and Consequences
- Opportunity for Intervention with Counselor, Social Worker, Restorative Justice, Psychologist, Special Education Teacher
- Check for SE specs and Behavior Intervention Plans for individual students; confer with SE Teacher
- Intervention Form
 - Dialogue box #1 and phone call home
 - Dialogue Box #2 and phone call home
- Office Referral with white Intervention Form stapled to it. Student NOT sent to office with referral unless emergency
- For physical emergencies, skip above steps, send form to office, and call for Team assistance.