

Student Displays Behavior Error

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Is The Behavior
Teacher Managed
or Office Managed

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Teacher Managed Referral	Office Managed Referral
<p>Physical Contact/Aggression</p> <p>Disrespect:</p> <ul style="list-style-type: none"> • Name calling • Lying <p>Defiance:</p> <ul style="list-style-type: none"> • Wandering • Work refusal • Not following directions • Poor attitude • Cheating <p>Disruption</p> <ul style="list-style-type: none"> • Interrupting; blurting out • Tattling <p>Inappropriate Language</p> <p>Property Misuse</p> <p>Dress Code Violation</p> <p>Technology Violation</p> <p>Other:</p> <ul style="list-style-type: none"> • Food or gum chewing • Homework incomplection • Sleeping • Stealing 	<ul style="list-style-type: none"> • Repeated bullying or Harassment • Illegal act, examples include: <ul style="list-style-type: none"> ○ Arson ○ Bomb Threat ○ Theft above \$20 • Abusive Language • Defiance/Disrespect • Insubordination/Noncompliance • Excessive disruption • Dress code violation • Excessive wandering • Fleeing school property • Physical Aggression • Inappropriate touching • Property destruction

Please Note:

- All teacher and office referral behavior errors should be reported to classroom teacher.
- At any time during the process, it is acceptable to make an office referral at the discretion of the teacher.
- After 2 office referrals or 10 teacher referrals within a month, Tier 2 interventions will be considered.
- Call secretaries when office support is needed or let them know if a student is coming to the office for a referral.
- For crisis support, call a secretary and they will call the "Student Response Team" via radio immediately.
- Should a student reach 3 Office Managed Referrals in a 2 month period, a parent/referring teacher/student/SST member problem-solving session will be scheduled.
- The purpose of an Office Discipline Referral is to provide additional support to the student and staff when a behavior error occurs that requires support beyond the classroom disciplinary procedures.

What happens when a behavior error occurs

Teacher Referral

Re-teach with rehearsal of behavior changes/use of peer modeling

Conference with student & problem-solve.
Consequence will be on a case-by-case basis:

- Completion of a problem-solving sheet
- Restitution/restorative justice
- Time out in classroom or buddy classroom
- Write what was learned
- Apology (notes/in person)
- Student writes note to parents
- Contract/Check in plan
- Recess practice
- Loss of privilege
- Restorative Questions

Optional: Log incident in Powerschool under teacher referral

Optional: Teacher communicates with parent: note sent home, phone call, or meeting.

Office Referral

Call office/send student

Conference with student & problem-solve.
Consequences will be on a case-by-case basis:
(examples can include)

- Problem-solving sheet
- Restitution
- Teach replacement behavior
- Re-teach/practice
- Suspension
- Loss of privilege
- Restorative Questions

Witnessing staff complete ODR in Powerschool (certified staff) or paper (EAs)

EAs give ODR form to office if necessary

SST (Student Services Team) member connects with teacher to determine who calls home to inform family of the incident and results.

SST member completes admin actions for ODR in PowerSchool and info shared with teacher/staff via email.

Please Note:

- These are not meant to be linear; rather they are suggestions for re-teaching necessary skills and engaging in the problem solving process