



Observe Problem Behavior

Determine Level of Infraction



Here are the steps staff take!

**Step 1:** Name the problem behavior and state the expectation

**Step 2:** Re-teach or model the desired behavior

**Step 3:** If student complies, give positive verbal acknowledgement.  
-Process ends if student complies-

**Step 4:** If non-compliant, document infraction, consequence, and parent contact into appropriate area of the referral form.

- See Teacher Toolkit for intervention/consequence ideas
- Remember: **CONSEQUENCE=CALL HOME**

**Step 5:** After 4 documented minor infractions, issue may be escalated to a major incident. Fill out appropriate area on referral and send to the correct administrator

	MINOR—STAFF MANAGED	MAJOR—ADMIN MANAGED
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Talking during instruction</li> <li>Arguing with peers</li> <li>Eating/chewing gum in class</li> <li>Inappropriate language</li> <li>Electronic use in class</li> <li>Class disruption</li> </ul>	<ul style="list-style-type: none"> <li><b>4th repeated violation of a minor offense</b></li> </ul> <p><b>Suspendable Offenses:</b></p> <ul style="list-style-type: none"> <li>Fighting/Assault</li> <li>Stealing/Possession of stolen property</li> </ul>
<b>Re Responsible</b>	<ul style="list-style-type: none"> <li>Not following instructions</li> <li>Off task</li> <li>Tardiness</li> <li>Unprepared for class</li> <li>Misuse of hall pass</li> <li>Cheating</li> <li>Wandering around class/out of designated space</li> </ul>	<ul style="list-style-type: none"> <li>Drug/Alcohol use or possession</li> <li>Weapons</li> <li>Bullying/Harassment of ANY kind</li> <li>Racial/Sexual/Cultural discriminatory language that violates Ed. Code</li> <li>Threats</li> <li>Vandalism</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Horseplay</li> <li>Throwing objects</li> <li>Dress code</li> </ul>	<ul style="list-style-type: none"> <li>Destruction of school property</li> <li>Obscene acts</li> <li>Profanity directed towards an adult or peer</li> </ul>
	<b>Or any other small behaviors which do not meet school or Ed. Code expectations</b>	<ul style="list-style-type: none"> <li>Use of obscene websites</li> <li>Other violations of Ed. Code</li> </ul>

What needs to be done by staff BEFORE admin intervention:

**Submit Office Referral**

- If minor infractions have been documented, the major referral can be completed on the same form
- Previous interventions, consequences, and parent contact all needs to be documented. Attach copies of interventions, if applicable.
- Include any witness names, if necessary

**Alternatives to Suspension**

- On Campus Intervention (OCI)
- Student Support Team (SST)
- Loss of privileges/activities
- Parent classes
- Counseling/Group referral
- Community service
- Restorative Practices, including: Conflict Resolution, Restorative Reflection, Peer Mediation, Reintroduction circles

- All minor infractions should be addressed in the classroom, with interventions, consequences, and any parent contact thoroughly documented.
- Discipline needs to be progressive so students have the opportunity to learn from their mistakes .
- Recognize positive behaviors often. Nationwide PBIS standards look for 5 positives to every 1 negative.
- Every day starts with a clean slate! Work with students to help them improve and meet the expected behaviors.

**And remember...**

