**Giffen Student Behavior Management Process**

Use **Classroom** Consequence

Point Sheet/DOJO ; Timeout; Buddy Time-Out; Phone call home; Lunch Detention (teacher); Loss of Recess; Visual Cues; Mediation; Reflection Sheet; Loss of Field Trip; After-school Detention (teacher); Change of Seat

Yes

No Referral Needed

Yes

No

**Is the behavior office managed?**

Write a Referral to Office

When student falls below points the following should occur.

**1st time**-Warning, phone call home to parent/guardian

**2nd time** – Classroom Referral is Written-Student loses NO Referral Party, Phone Call Home

**3rd Time** – Classroom Referral is Written-Student Visits ISS for a Reflective Conversation. ISS staff member calls home.

**4th Time** – Classroom Referral is Written-Administrative Lunch Detention-completes a reflective sheet. Administrative/HSC Phone Call Home.

**5th Time** – Classroom Referral is Written; Administrator Holds Parent Meeting

**6th Time** – Classroom Referral is Written; Observation by Psychologist/Social Worker and Phone Call home to parent

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| **Classroom Managed** | **Office Managed** |
| * Inappropriate Language (Minor) * Minor Stealing * Physical Contact/Physical Aggression * Disrespect (Minor) * Leaving Supervision (whereabouts are still known) * Property Misuse (Minor) * Wandering (in classroom-not disruptive) * Being disruptive * Non-Compliance/Defiance/ Insubordination (Minor) * Academic Dishonesty * Dress Code Violation * Technology Violation * Throwing Objects | * Inappropriate language (Major) * Major Stealing * Fighting/physical aggression with intent * Disrespect (Major) * Leaving Grounds or Building/Supervision (whereabouts unknown) * Property misuse (Major) * Harassment/Bullying * Chronic minor infractions * Threats of physical harm with intent/false alarms * Use/Possession of Alcohol, Combustibles, Drugs, Tobacco, Weapons * Technology Violation * Inappropriate Touching |

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| **Classroom Referral Forms** |
| * Write Classroom Referral when student does not respond to intervention strategy * Once written notify parent (phone or letter) * Take concrete action to correct behavior |

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| **Side Bar on Referrals (Office or Classroom)** |
| * ***Just the facts*** - opinions, medical needs, and desires are inappropriate * ***Keep parents in the loop*** – in particular for classroom referrals * ***Establish a “timeout” buddy*** – minimize use of hallway as “break” area * ***Refer to Behavior Matrix regularly*** – establishes student responsibility * ***Whenever possible, have the corrective action(s) correspond to the behavior being corrected*** |

Administrator/HSC follows through on consequence

Administrator/HSC provides teacher feedback

Administrator/ HSC determines consequence