**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***
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Administrator/HSC follows through on consequence

Administrator/HSC provides teacher feedback

Administrator/ HSC determines consequence