**Observe Problem Behavior**

**Warning/Conference with Student**

**Use classroom consequence & problem solving conversation**

**Yes**

**No**

**Is behavior office managed?**

**Write referral to office**

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| **Classroom Managed** | **Office Managed** |
| * *Preparedness*

**Complete Minor Incident Report*** *Calling out*
* *Classroom disruption*
* *Refusal to follow a reasonable request (insubordination)*
* *Failure to serve a detention*

**Does student have 3 MIR slips for the same behavior in the same quarter?*** *Put downs*
* *Refusing to work*
* *Inappropriate*
* *Tone/attitude*
* *Electronic devices*
* *Inappropriate comments*
* *Food or drink*

**Write the student a REFERRAL to the main office** | * *Weapons*

**Administrator determines consequence & problem solving conversation*** *Fighting or aggressive physical contact*
* *Chronic minor infractions*
* *Aggressive language*
* *Threats*
* *Harassment of student or teacher*

**Administrator follows through on consequence*** *Truancy/cut class*
* *Smoking*
* *Vandalism*
* *Alcohol*
* *Drugs*
* *Gambling*
* *Dress code*
* *Cheating*

**Administrator provides teacher feedback*** *Not with class during emergency*
* *Leaving school grounds*
* *Foul language at student/staff*
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| SIDE BAR on Minor Incident Reports |
| * *Issue slip when student does not respond to pre-correction, re-direction, or verbal warning*
* *Once written, file a copy with administrator*
* *Take concrete action to correct behavior (i.e. assign detention, complete behavior reflection writing, seat change)*

Adapted from example found at www.pbis.org |