**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** |
| * *Calling out*   **Complete Minor Incident Report (MIR)**   * *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* * *Unkind 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 to expectations, or verbal warning* * *Once written, file a copy with administrator* * *Take concrete action to correct behavior (i.e. complete behavior reflection writing, seat change)*   Adapted from example found at www.pbis.org |