**OBSERVE PROBLEM BEHAVIOR**

**What type of behavior is it?**

**COMPLETE OFFICE REFERRAL**

* Conference with Student
* Notify Parent

**ADMINISTER APPROPRIATE CLASSROOM BASED CONSEQUENCES**

**TEACHER MANAGED**

* Calling Out
* Dress Code
* Electronic Devices
* Food/Drink
* Language
* Lateness
* Minor Dishonesty
* Preparedness
* Put Down
* Throwing
* Tone/Attitude
* Touching
* Work Refusal

**OFFICE MANAGED**

* Aggressive Behavior
* Bullying/Harassment
* Chronic/Repetitive Minor Infractions
* Drugs/Alcohol
* Fighting
* Gambling
* Major Dishonesty
* Physical Aggression/Contact
* Truancy
* Vandalism
* Weapons

**PROBLEM SOLVE WITH STUDENT**

**Did behavior resolve?**

**NO**

**WRITE MIR**

* Conference with Student
* Notify Parent
* Reinforce Expectations
* Track Behavior

**YES**

* Refer to ‘Office Managed Behaviors’

**Have there been ≥3 MIR’s for similar behavior?**

**NO**

**YES**

* Document interventions
* Reinforce Expectations

**ADMINSTRATIVE RESPONSE**

* Administrator investigates written report.
* Student conduct record is consulted
* Administrator determines consequence.
* Administrative staff provides feedback to staff.

**MINOR INCIDENT REPORTS**

* Used only after classroom interventions have not met with success.
* Take concrete action to correct behavior (e.g detention, reflective writing, etc.)
* Corrective actions correspond to demonstrated behavior where possible.
* Administered with student knowledge.