

Is it office managed or classroom managed?

Office Managed

Step 1

- Verbal Warning
- Restate expectation or rule

Step 2

- Restate expectation or rule AND
- Classroom discipline step(s) according to individual classroom rules

Step 3

- Restate expectation or rule AND
- Mark in computer AND
- Note in agenda (Parent contact)

Step 4

 Non-crisis Referral

Classroom Managed Behaviors

- Talking
- Out of seat
- Not Completing work
- Chewing gum
- Disruption

Any behavior that can be handled within the classroom setting.

Crisis Behaviors

- Active Fighting
- Weapon
- Drugs
- Physical aggression
- Refusal to comply with directions in a high risk situation
- Running away
- Physical restraint needed

A situation requiring immediate removal of a student by an administrator.

Crisis

Admin. Assistance needed immediately

- Call for assistance
- Escort student to office

Non-Crisis Behaviors

- Extreme
 Inappropriate
 language
- Habitual rule violations

Occurs when rules have been broken habitually and classroom management is no longer effective.

Non-Crisis

Step 1

- Teacher completes Infinite Campus referral AND sends an email to Admin.
- SWIS Referral
- Wait for student to be called/ send SWIS form with student

Step 2

- Admin. determines course of action
- Completes SWIS

Step 3

- Copy of referral sent to parent
- School retains copies
- Copy of SWIS sent to data clerk
- Jones will enter SWIS information in less than 5 days