

DDSD BEHAVIOR INCIDENT RESPONSE PROCEDURE

Classroom Environment and Teacher Strategies

1. Establish Classroom Expectations **and Treatment Agreements**
2. Teach Expectations
3. Reinforce Positive Behaviors & Problem Solve with Student(s)
4. Continue Building Relationship(s)
5. Elicit Caregiver's Help

**Observe behavior,
PAUSE...assess and evaluate the situation**

MINOR
(Classroom Managed)

No
↓

Is the behavior major?

Yes
↓

MAJOR
(Office Managed)

- Examples Include:
- Disruptive Conduct
 - Failing to follow expectations/treatment agreement
 - Interrupting instruction
 - Inappropriate voice level
 - Off task
 - Note passing
 - Tardy
 - Inappropriate Language/Comments
 - Physical Contact
 - Hands/feet/objects on others
 - Unsafe Play/ Inappropriate use of equipment
 - Spitting
 - Technology Violation
 - Other
 - Out of assigned area
 - Running in halls
 - Not walking wheels on school grounds

- Examples Include:
- Bullying
 - Plagiarism
 - Chronic minor behavior (3 minors of the same problem behavior will result in a referral, at this point it becomes office managed)
 - Disruption- serious
 - Fighting/ Assault/ Physical Aggression
 - Danger to others with intent to hurt
 - Harassment
 - Inappropriate touching
 - Theft
 - Threats
 - Use/Possession/Distribution of Alcohol or Drugs
 - Vandalism
 - Weapons

1. Fill out **minor section of Behavior Incident Response Form** with student when student is ready.
 2. **Responsive Action** is administered by reporting person. Admin or **Teacher (building decision)** will confer if written by classified staff.
 3. Teacher communicates with caregiver (sends home incident form for signature, email or phone).
- *The third "minor" of the same problem behavior is a **major Behavior Incident Response Form (BIRF)**. (Building will determine the time frame in which the student receiving the minors needs to occur by in order for the major to be written.)
- ***Caregiver** contact of any minor before it becomes an **BIRF** is required.

1. Fill out Behavior **Incident Response** Form (online or paper).
 2. Turn into office. (If using online **entry form** and incident is a safety concern and needs immediate attention, please contact office staff to let know of online entry.)
 3. Administrator **meets with student and determines responsive action** and communicates back to referring staff member and classroom teacher the outcome.
- **If a teacher needs a student removed from class, call office and an administrator, or designee, will come to classroom to get the student. Documentation on incident form is completed as soon as possible.

1. Behavior responsive action will follow any DDSD protocols.
 2. **Caregiver** contact will be made by teacher and administrator, as needed.
 3. Copy of **Behavior Incident Response Form (BIRF)** will be given to referring staff member, online submissions will be followed up with an email.
 4. Follow-up with student, as needed. Students receiving more than 3 major **BIRFs**, will be discussed at an IPBIS meeting for support.
- ** Any student removed by an administrator will result in a communication to the reporting teacher prior to the student returning to class.

Secondary Response Matrix for Major Behaviors

	For all behaviors		Loss of Student Activity	Detention (Lunch or Afterschool)	Restitution	Screening / Counseling / Treatment	Restorative Response	In School Suspension	Out of School Suspension	Suspension Pending Expulsion
	Conference with Student	Caregiver Contact								
Alcohol	•	•				•	•	•	•	•
Arson	•	•			•		•	•	•	•
Cheating/Plagiarism	•	•					•			
Chronic Minor Behavior	•	•	•				•	•		
Closed Campus Violation	•	•	•				•	•		
Computer/Internet Abuse	•	•	•		•		•	•		
Disruptive Conduct	•	•	•				•	•		
Drugs	•	•				•	•	•	•	•
Fighting	•	•					•	•	•	•
Harassment: intimidation/sexual/racial/bullying	•	•					•	•	•	•
Inappropriate Touching	•	•	•				•	•		
Insubordination	•	•	•				•	•		
Physical Aggression	•	•					•	•	•	•
Profanity	•	•	•				•	•		
Theft	•	•			•		•	•	•	
Threat of violence to individuals	•	•				•	•	•	•	•
Threat to school	•	•				•	•	•	•	•
Tobacco/Vaping	•	•			•	•	•	•	•	•
Truancy/Skipping/Leaving	•	•	•				•	•		
Vandalism	•	•			•		•	•		
Weapons	•	•					•	•	•	•

Note:

1. • Signifies the range of consequences for violations to the maximum.
2. The District will report any illegal activity to the proper authorities.