Title: Procedure for Behavior Referrals

Control Information

<table>
<thead>
<tr>
<th>Control Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner/Curator</td>
<td>Melissa Harris</td>
</tr>
<tr>
<td>Document #</td>
<td>ProcedureST00023</td>
</tr>
<tr>
<td>Supersedes</td>
<td>None</td>
</tr>
<tr>
<td>File Location</td>
<td><a href="http://www.muddycreekcharterschool.org">www.muddycreekcharterschool.org</a></td>
</tr>
<tr>
<td>Board Approval Date</td>
<td>October 8, 2013</td>
</tr>
<tr>
<td>Consult and Notify</td>
<td>ICP, ED, HT, AA, All Staff</td>
</tr>
</tbody>
</table>

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Revision Description</th>
<th>Originator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10/8/13</td>
<td>Initial Release</td>
<td>Melissa Harris</td>
</tr>
<tr>
<td>B</td>
<td>9/11/14</td>
<td>Numbering and format revision</td>
<td>Melissa Harris</td>
</tr>
</tbody>
</table>
1. Procedure for Behavior Referrals

1.1. Objective:
The objective of this policy is the following
   1. Define the procedure for referring behavior issues in the care of the classroom teacher.
   2. Define the procedure for referring behavior issues at recess.

1.2. Behavior Referrals for Students in the Care of the Classroom Teacher or Playground Staff

While the most behavior issues can be managed successfully in the classroom or playground setting, referrals may be necessary for the following reasons:

1. A student does not respond to correction from a teacher or other staff member.
2. A student repeatedly makes behavior choices that interfere with classroom instruction or the well being of other students.
3. Referral form will include: Name of staff member reporting the incident, date and time, location, and a brief description of the incident.
Classroom Discipline Plan

Teacher sets classroom expectations and implements classroom behavior interventions

Student does not meet behavior expectations

Is student does not meet behavior expectations

Yes

Send child to office with referral

No

Is student engaging in serious misconduct? *

Yes

Is student’s behavior negatively affecting the learning environment? *

Yes

Has School Counselor/ED been notified?

Yes

Refer to behavior plan procedures/CARE team protocol and notify ED/School Counselor

No

Consider additional services such as a behavior plan, referral for CARE team or parent meeting

Is student receiving school counseling services?

Yes

Is student on a behavior plan or a CARE team student?

Yes

Refer to behavior plan procedures/CARE team protocol and notify ED/School Counselor

No

Make recommendation for school counseling services

Is student not receiving school counseling services?

Yes

Write referral and request consultation with School Counselor/ED

No

Refer to behavior plan procedures/CARE team protocol and notify ED/School Counselor

Notify family
* Please refer to the Student Code of Conduct (Policy 00035 subsection 1.3.5) to determine what behaviors constitute “serious misconduct” and/or “disruptive conduct”.
1.3. Behavior Plan or Contract

A behavior plan or contract defines the expectations for the student, teacher, appropriate school staff and parents in carrying out the plan. A behavior plan or contract will be based on a variety of information including parent and teacher reports, classroom observation and, when appropriate, student contribution. A behavior plan/contract may need to be modified based on the changing needs of the student and/or teacher.