

The Matrix

Observe problem behavior

Problem Solve with Student

Is the behavior
office-managed
?

NO

Use teacher
conference

YES

Write referral
to office

Teacher Managed

- Language
- Tardiness - 4+
- Preparedness - **define this in class!**
- Plagiarism/ Cheating
- Untruthfulness
- Refusing to work - **insubord.**
- Class disruptions (minor)
- Verbal disrespect to students
- Horseplay - **minor**
- Tone/attitude - **disrespect**
- Electronic devices (turn in to office) - **office supports teacher policy**

vs.

Office Managed

- Weapons
- Fighting/aggressive physical contact
- 3rd+ offense
- Aggressive language
- Threats
- Harassment
- Truancy - **skipping/out of place**
- Smoking
- Vandalism drugs/ Drugs
- Alcohol
- Gambling
- Bullying - **also notify guidance**
- Leaving class without permission
- Dress code