

CS Porter Classroom Managed vs. Office Managed Behaviors

Observe Problem Behavior

Problem solve with students

Determine if behavior is classroom managed or office managed?

Call for Admin

Level 1 Strategies

Redirection for Student

- Restate Expectation
- Ask Student to fix it and disengage
- Continue Instruction

Provide a win/win option to the student

- Restate the Expectation and give an option to do it another way or with support
- Ask student to fix it and disengage
- Continue Instruction

Administration determines a consequence. Teachers calls parent/guardian to explain classroom removal within 24 hours

Classroom Managed vs Office Managed

- Lack of supplies
- Sleeping in class
- Refusal to work
- Profanity
- Dress Code
- Excessive teasing
- Out of seat
- Not Following teacher directive
- Throwing things
- Late to class
- Cheating
- Eating in class
- Phone/music use

- Physical Aggression
- Verbal Aggression
- Drugs
- Weapons
- Threats
- Stealing
- Fights
- Smoking
- Sexual Harassment
- Vandalism
- Gang activity
- Truancy
- Illegal activity
- Leaving Campus
- Walking out of class
- Chronic minor infractions

Administration follows up with teacher(s) and family if necessary.

Level 2 Strategies

Select 3 – 5 classroom management techniques to implement from the list on the back of this page. If these strategies fail to work, fill out an ODR

Level 3 Strategies

Use additional strategies to implement in your classroom. If you have tried all of the listed strategies and feel that the matter still needs attention, complete an ODR form

Chronic Minor Infractions

Chronic minor infractions are defined as Fourth DOCUMENTED minor. Minors must meet the following criteria:

- All infractions must be for the same behavior
- All infractions must be documented in SWIS
- All infractions cannot take place on the same day/class period
- Three different intervention strategies must be implemented

CLASSROOM MANAGED BEHAVIOR	POSSIBLE TEACHER STRATEGY
Lack of Supplies	<ul style="list-style-type: none"> - Reminder of the Expectation (always) - Providing supplies (trading for supplies, etc.)
Walking Out of Class	<ul style="list-style-type: none"> - Behavior Contract - One-on-One Conference
Sleeping in Class	<ul style="list-style-type: none"> - Proximity Control - Parent Contact - One-on-One Conference - Ask student reason for sleeping - Offer lunch pass to sleep
Refusal to Work / Consistent Defiance	<ul style="list-style-type: none"> - Meet & Greet - Parent Contact - One-on-One Conference - Behavior Contract - Building Relationship with Student
Profanity	<ul style="list-style-type: none"> - Planned Ignoring - Redirection - Secret Signal - One-on-One Conference
Dress Code	<ul style="list-style-type: none"> - Reminder of Dress Code (always) - Consultation with main office or social workers regarding a change of clothes
Excessive Teasing of Others	<ul style="list-style-type: none"> - Secret Signal - Parent Contact - One-on-One Conference
Not Following Teacher Directions	<ul style="list-style-type: none"> - Broken Record - One-on-One Conference - Building Relationship with Student
Cell Phone Use / Music Use	<ul style="list-style-type: none"> - Reminder of the Expectation (always) - Proximity Control - Secret Signal - Praise 3
Talking During Instruction	<ul style="list-style-type: none"> - Proximity Control - Moving Seat - Secret Signal
Tardy	<ul style="list-style-type: none"> - Meet & Greet - Acknowledgement - One-on-One Conference
Eating/Drinking During Class	<ul style="list-style-type: none"> - Meet & Greet - Redirection

STRATEGY DEFINITIONS:

Planned Ignoring: Staff member does not pay attention or acknowledge minor irritants. It also requires the staff member to determine which behaviors will stop on their own and which behaviors need interventions.

Redirection: Simply provide the student with a quick reminder of what the expectations are/what they should be doing (no more than two sentences). Provide redirection – state what they are supposed to be doing – and move on. Reframe your statements positively.

Secret Signal: Nonverbal communication towards a specific student that is used to remind the student to correct their behavior in a way that no other students in the classroom know (i.e., scratching your nose to remind the student to stop talking to their neighbor).

One on One Conference: Speaking with the student on the side while the rest of class is engaged in an educational experience. Speaking with student about ways they can improve their behavior. Address the behavior, but focus on positive changes.

Meet and Greet: Meeting all students at the door when class begins and welcoming them with a smile. Staff member attempts to check in with a few students that they know need an additional push to feel welcome in class.

Proximity Control: Standing or sitting near the student.

Move Seat: Having the student sit in a location in the classroom that is removed from the negative stimulus.

Acknowledgement: Utilizing our school-wide acknowledgement system.

Praise 3: Verbally acknowledge three students who are meeting the expectations and exhibiting the behaviors you want to see, and then waiting to see the behaviors in other students.

Building Relationships: Get to know your students and allow them to get to know you, as a way to build mutual trust and respect.

Broken Record: Avoid engaging in an argument, and be prepared to repeat your direction up to three times (use the exact same wording) before raising the level of your response.

Porter School Office Referral Definitions

Minor Infraction	Definition
Disrespect	Verbal or non-verbal displays of rudeness or discourtesy. For example, inappropriate gestures, arguing, mocking, yelling, heavy sighing, rolling eyes.
Defiance	Continuous blatant refusal to comply with directions. For example, talking back or refusal to sit when repeatedly requested.
non-compliance	Passive failure or refusal to comply with requests or directions. For example, not coming in a lunch to make up work.
Dress Code	Wearing clothing that is not within the guidelines as defined by the school/district. Clothing with inappropriate slogans or logos, midriff shirts, spaghetti straps, hats, etc.
Disruption	Inappropriate disruption, distracting sounds or behavior.
Physical Contact	Non-serious, but inappropriate physical contact. Shoving a person out of frustration or competitiveness, kissing, hugging, tripping, pushing, even in play.
Inappropriate Language	Inappropriate language not directed at others. Saying “this is stupid,” “this sucks,” swearing, etc.
Property Misuse	Use of school property that could be unsafe or inappropriate. Sniffing markers, using rulers as swords or bats, throwing rocks or pinecones, etc.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.
Tardy	Student has had 4 or more tardy violations in a quarter.
Major Infraction	Definition
Defiance/ Disrespect	Continual refusal to follow requests or directions. Talking back, arguing, socially rude interactions, ignoring authority, leaving school grounds.
Physical Aggression	Inappropriate serious physical contact including anger that may result in injury. Intent to hurt another: hitting, punching, scratching, spitting, kicking, biting, etc.)
Disruption	Student engages in behavior causing an interruption in a class or activity. Sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Abusive/ Threatening Language	Inappropriate language directed at others. Verbal or gestural messages that include threats, intimidations, pictures or written notes with the intent to harm or upset another.
Harassment	Disrespectful behavior (verbal or gestural) toward another student which is intended to disturb or upset including negative comments based on age, gender, race, religion, ethnicity, disabilities, sexual orientation or other personal matters.
Bullying	Harassment that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
Difference between harassment and bullying: Harassment is an action that is deliberately intended to cause pain or discomfort to the victim. Bullying is when a student socially degrades another student either for the purpose of increasing their own social standing or personal sense of power.	
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Tardy	Student is excessively late to class or the start-up of the school day
Skip Class	Student leaves or misses class without permission
Truancy	Student receives an “unexcused” absence for the entire class period.
Forgery/Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Dress Code Violation	Student wears clothing that does not fit with the school dress code. Repeat violation.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Technology Violation	Student engages in inappropriate use of cell phone, music/video players, camera, and/or computer.- per district tech agreement.
Fighting	Inappropriate serious physical contact, including anger between two or more students that may result in injury.
Property Damage/ Vandalism	Deliberately Destroying School property or property of another