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Corrections Handbook



OFFICE MANAGED VERSUS STAFF MANAGED BEHAVIOR

Office Managed Behavior: Serious misbehavior that endangers the safety or well-being or makes normal classroom activities difficult or impossible.

Office managed behavior does not always warrant a referral.

Staff Managed Behaviors: Failure to follow school or classroom rules and expectations.

Staff managed behavior does not always warrant an Uh Oh slip.



Uh-Oh! Slips

WHAT ARE THEY?

Uh-Oh slips are a teacher-monitored system for tracking and documenting behavior. They allow staff to:

- Look at antecedents that may be triggering behavior.
- Look for patterns of behavior.
- Track different consequences. What works? What doesn't?
- Keep parents informed of behaviors at school.

HOW DO THEY WORK?

Level 2 chronic behavior has occurred and an Uh-Oh needs to be given.

Step 1: Talk to all students involved before writing an Uh-Oh to confirm what happened and to inform students they are getting an Uh-Oh (Due Process).

Step 2: Write the Uh-Oh slip with a clear explanation of behavior.

- Be brief, use an extra piece of paper if needed, use the back of the white portion of the Uh-Oh, or give a verbal explanation to the teacher when you check in.

Step 3: Bring the Uh-Oh slip to the student's teacher IN PERSON to explain who, what, why, when, and where. It is the teacher's responsibility at this time to ask any questions to clarify.

- If it is not a good time for the teacher to talk, please try to make time. You will be the one following up with the parents if necessary.

Step 4: White slip is sent home with student and the teacher keeps the yellow copy on file in a way that meets their needs.

Step 5: Follow up.

Discipline Referral

WHAT ARE THEY?

Discipline referrals are an office-managed system for tracking and documenting behavior.

WHEN ARE DISCIPLINE REFERRALS USED?

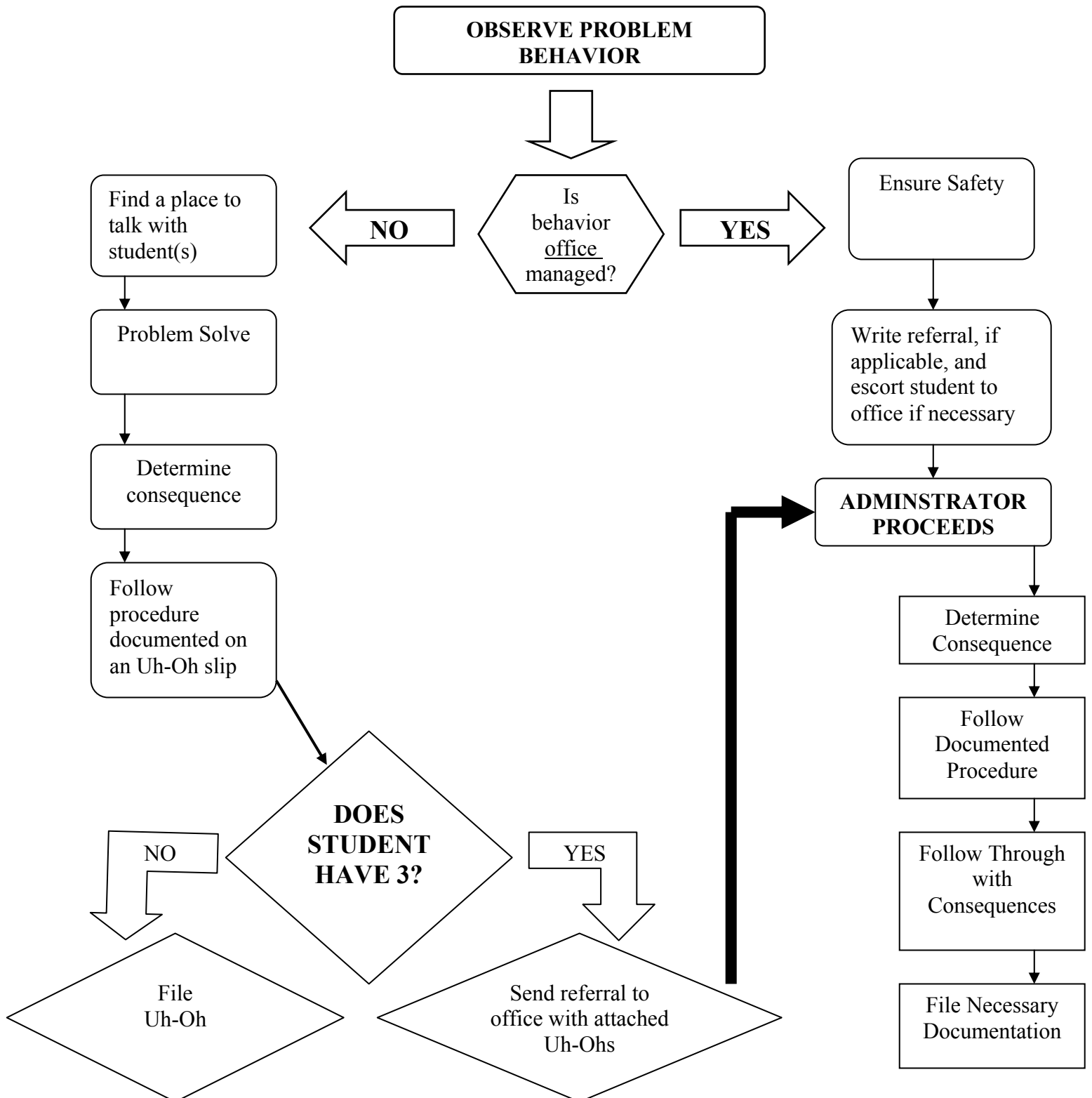
Discipline referrals are completed when:

- A student has accumulated 3 Uh-Oh's for the same behavior within a trimester
OR
- A student exhibits an office-managed behavior.

Follow Up with Parent (Teacher)	Follow Up with Student (Teacher or Classified)
<p>Did the slip come back signed?</p> <ul style="list-style-type: none"> • If YES, white slip stays at school. ALL DONE 😊 • If NO, teacher call parent. ALL DONE 😊 <p><i>FOLLOW UP WITH PARENT IS DONE AT TEACHER'S DISCRETION BASED ON STUDENT NEEDS.</i></p>	<p>Person who wrote the Uh-Oh slip will process the behavior with the student.</p> <ul style="list-style-type: none"> • Was an apology written? • Were consequences given? • Was student asked what a better choice would have been? • Always end with the positive behavior stated. <p>ALL DONE 😊</p> <p><i>REMEMBER TO REWARD OR ACKNOWLEDGE THE POSITIVE BEHAVIORS THAT THE STUDENT SHOWS AFTER AN UH-OH HAS BEEN GIVEN THAT RELATES TO THE OFFENSE.</i></p>

REMINDER: *It takes 3 Uh-Oh slips of the same offense in a trimester to warrant a discipline referral. On the fourth offense of the same behavior, the 3 Uh-Oh slips are then attached to a discipline referral before putting it in the principal's box.*

Procedure for Dealing with Problem Behavior



A MENU OF IDEAS FOR RESPONDING TO MISBEHAVIOR

BEHAVIORS	RESPONSES/CONSEQUENCES
<p style="text-align: center;"><u>Level 1</u></p> <ul style="list-style-type: none"> • Talk outs • Off task • Failing to follow rules/directions • Interrupting instruction • Inappropriate voice level • Disruptive • Inappropriate language/comments • Put downs/low level teasing • Hands/feet/objects on others • Note passing • Out of assigned area • Unsafe play/inappropriate use of equipment • Late coming in from playground • Spitting • Running in halls • Not walking wheels on school grounds • Littering 	<p style="text-align: center;"><u>First Minor Offense</u></p> <ul style="list-style-type: none"> • Ask student which school rule was broken • Teach appropriate behavior • Remind, redirect, reinforce • Additional practice of the correct behavior • Closer monitoring/proximity • Ignore/acknowledge appropriate behavior • Use humor • Complete paperwork (Uh-Oh) for minor behavior if necessary • Contact parent (as necessary)
<p style="text-align: center;"><u>Level 2</u></p> <ul style="list-style-type: none"> • Repeated level 1 behavior • Unexcused tardy/absence • Cheating • Defiance • Intimidation/threats • Inappropriate displays of affection • Electronic equipment at school 	<p style="text-align: center;"><u>Repeated Level 1 Offense or Level 2 Behavior</u></p> <ul style="list-style-type: none"> • Re-teach appropriate behavior with student practice • Complete necessary paperwork • Mild consequences (natural, logical consequences are optimal): <ul style="list-style-type: none"> -- Loss of a privilege (recess, computer time, etc.) -- Time out -- Write letter or a plan for change -- Clean up duty -- Contact parent -- Restitution -- Detention -- Consult with student -- Conference with student and parent • Consult with colleagues, behavior specialist in school • Develop a plan of support

Menlo Park Elementary

PBS Levels

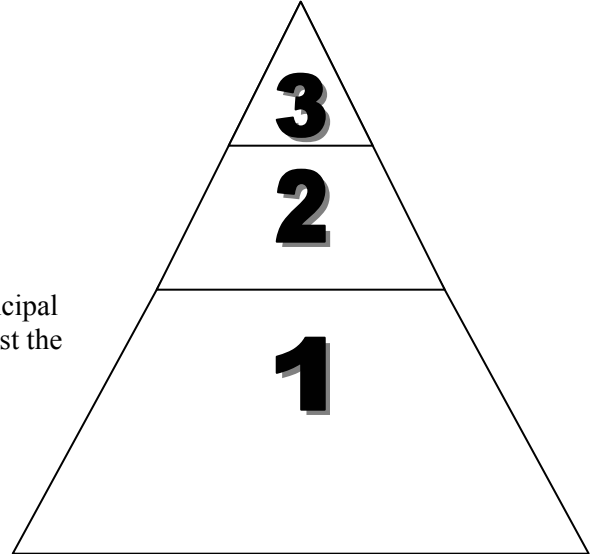
Level 3 (1-5% of students fit this category)

Who deals with level 3 behaviors?

Principal or Vice Principal

After consulting with the appropriate team members, the principal will issue a consequence or corrective action designed to assist the student to improve his/her behavior.

Level 3 behaviors include but are not limited to: *chronic Level 2 behaviors, vandalism, theft, fighting, harassment, threat of violence, etc.*



Level 2 (5-15% of students fit this category)

Who deals with level 2 behaviors?

Classroom teacher or referring staff member

Students in this category are at risk for problem behavior. They require specialized group intervention. Level 2 behaviors will be documented in writing (Uh-Oh slip) and parents sign the slip.

Level 2 behaviors include but are not limited to: *chronic level 1 behavior, cheating, teasing, disrespect to adult, inappropriate physical behavior, etc.*

Level 1 (80% of students fit this category)

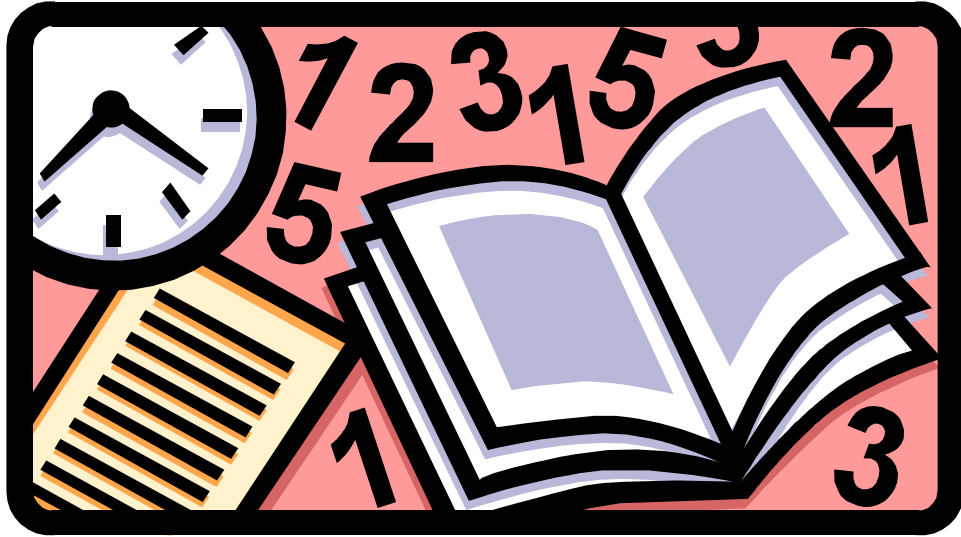
Who deals with level 1 behavior?

Adult in charge at the place the violation occurred

Students in this category follow the rules and expectations with universal interventions or the general teaching we do in our classrooms and during our PBS parade. They occasionally display behaviors that are minor rule violations. Usually talking to the student will result in desired change.

Level 1 behavior includes but is not limited to: *play fighting, littering, chewing gum, lying, failure to follow school rules, uncooperative behavior, etc*

OFFICE MANAGED PROBLEM BEHAVIORS



DEFINITIONS

AND

EXAMPLES

Office Managed Problem Behaviors	Definition	Examples
Abusive/Inappropriate Language	Verbal messages that include swearing, name calling or use of words in an inappropriate way.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Use of racial slurs and other discriminatory words (retard, gay, lesbian, ‘n’ word) • Encouraging others to use words in an inappropriate way (teaching SLPA student bad word) • A student types the word “sex” on computer or does a search for inappropriate content <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Saying disrespectful words or put downs (stupid, dummy, fatso, dork, 4-eyes) • Put another students work down (making fun of teacher’s drawings) • Stubbing toe and saying a bad word
Alcohol	Student is in possession of or is using alcohol.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • If caught in possession, this immediately is an office issue (on breath or in possession) <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Take mouthwash and spray away from student
Arson	Student plans and/or participates in malicious burning of property.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Kids playing with matches/lighter on the playground • You hear a student saying they are planning to bring matches to school to burn down the building • You find a picture of Menlo Park burning down and people on fire in a student’s desk <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Trying to burn insects at recess with a magnifying glass • You hear a student saying they are going to bring matches to school • A student brags to another student that he plans on burning his report card
Firecracker/Explosives	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Flaunting firecracker//explosive for attention • Threatening use or using any above mentioned item • Lighting fire in trash <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student accidentally brings matches or lighter to school and brings it to staff member • Student is unaware of item in backpack and another student sees it and tells

Office Managed Problem Behaviors	Definition	Examples
Roughhousing/ Physical Contact	Actions involving physical contact where injury may not occur (e.g., wrestling, pushing, play fighting, etc.).	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Age? • Individual? • Intent? <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Pushing another student • Grabbing or pulling another student • Roughhousing/ (too physical) Play Fighting
Cheating/Plagiarism	Copying your own work from another source.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Repeated cheating or plagiarizing in class • A student copies text or artwork from a published source for a contest or any assignment • Report copying of state test to office <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • “Using an idea” from another group during a task in class • Copying from a book or other student and turning it in as own work • Cheating on a test
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Threat of harm with real or pretend (finger guns, fake, drawing) weapons • Bringing and showing weapon to kids • Anything used as a weapon <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • “Pretend” play with “weapons” (finger gun, drawing picture of guns) • Student uses rubber bands, paper clips to mess with other students • Student unintentionally brings knife and brings it to staff member
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student refuses to work after warnings, then refuses to go to buddy class for time out • Student throws an object out of anger (chair, scissors, etc.) • During clean up a student is injured when two students play ‘Smack Down’ <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student refuses to work after warnings • Student throws class work on the floor, refuses to work • Two students push each other to get a front row seat on the carpet

Office Managed Problem Behaviors	Definition	Examples
Insubordination	Refusal to follow adult directions, talking back and/or socially rude interaction	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • After being told to do something, student replies with profanity “F--- You!” • Running away, outside building or classroom • Refusal to work with other students due to race, gender, culture, religion, etc. <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Acting out for peer attention (goofing off, calling out during instruction, “class clown”, screaming) • Talking back (“You’re not the boss of me” “You can’t make me”) • Noncompliance in non-violent/non-verbal way (daydreaming, ignoring, doing nothing, other activities)
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Clothing that has inappropriate language, put downs, vendors, or pictures • Direct violations of announced dress code (spaghetti straps, flip flops, short shorts, halter tops) • Chronic failure to respond to staff requests (see list below) <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Take hats off in the building-hoods too! • Shirts long enough that bottoms are covered, when they sit down • Shoes need to stay on feet
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property or has signed a person’s name without that person’s permission	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student forges name of parent on school documents (referral, uh-oh, permission slip) • Student removes (or tries) an object from the classroom that does not belong to them • Student knowingly is in possession of stolen goods <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Primary student takes candy (teaching moment) • Student borrows a textbook from an absent student without asking • Signs name on reading log for parent
Vandalism/Property Damage	Student deliberately impairs the usefulness of property	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <p>Student tags portable</p> <ul style="list-style-type: none"> • Student snips computer cord intentionally • Student clogs toilet <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student writes on desk • Student breaks pencil • Student unscrew desk legs

Office Managed Problem Behaviors	Definition	Examples
Skipping Class/Truancy	Student leaves class/school without permission or stays out of class/school without permission	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Runs out of building without permission and won't return • Student refuses to go with group • "Come" to school, but does not attend <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • At school on time but late to class • Lingers in the bathroom • In the hallway without a pass
Harassment/Teasing/ Taunting	Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, unwanted physical contact, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on origin, disabilities or personal matters.	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • On student says "I'm going to kill you" to another student or staff member • Non-verbal/unwanted sexual gestures directed at another student • One student writes a note to another student describing someone as a 'nigger' <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • One student makes a non-verbal threat by punching his own hand or "fake" punching • SLPA student is yelling in hall, another student laughs or makes fun • Non-verbal sexual gestures among friends in cafeteria or recess
Tobacco	Student is in possession of or is using tobacco	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student is "smoking in the boys' room" • Student has cigarettes in backpack • Student uses peer pressure to get another student to smoke <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student imitates smoking • Student finds and plays with cigarette • Student is bragging about smoking

Office Managed Problem Behaviors	Definition	Examples
Lying/Dishonesty	Student delivers message that is untrue and/or deliberately violates rule	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Knowledge of weapon and not sharing information with adult • Denying involvement in a fight when they actually were involved • False stories about serious issues (abuse, threats) <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Watching students engage in shoving and student denies it when questioned • Dealing with minor theft (candy, pencils, stickers, toys) • Playing adults against each other (duty teacher, assistants, subs)
Drugs	Student is in possession of or is using illegal drugs/substances or imitations	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student brings paraphernalia • Student comes to school drunk • Student brings “crack” to school <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student pretends to sniff sugar • Student has a bottle of aspirin or prescription drug in backpack • Student brings dried herbs to school
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student punches another in face or body • Throwing item at someone with the intent to hurt (throwing a chair across the room) • Spitting in someone’s face/biting through the skin <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Student kicks student in line (mild) • Throws stuffed animal at someone • Student throw elbow at another student he/she is upset with
Other	Problem behavior causing this referral is not listed. Staff using this area will specify the problem behavior observed	<p style="text-align: center;"><u>OFFICE MANAGED</u></p> <ul style="list-style-type: none"> • Student exposes genitals to another student • Student moons another student • Student pants’ another student <p style="text-align: center;"><u>STAFF MANAGED</u></p> <ul style="list-style-type: none"> • Accidental exposure • Student with disability or young child fondling themselves