



# HERMOSA DRIVE SCHOOL

Have Respect • Act Responsibly • Work Together • Keep Safe

Observe Problem Behavior

Is behavior office-managed?

NO

YES

- Examples of Minor Incidents:**
- Talking during independent work time
  - Poor attitude/complaining/eye rolling
  - Non-permanent destruction of property
  - Passing notes
  - Playing around
  - Touching other people's property
  - Name calling
  - Off task technology use
  - Out of seat
  - Not prepared for class
  - Playing after the bell rings
  - Running in inappropriate areas
  - Bringing items/toys to school that shouldn't be at school (exception: share time)
  - Inappropriate use of ramps/railings/bike racks
  - Inappropriate use of restrooms
  - Not following playground rules
  - Lying
  - Profanity

**First Minor Incident:**

- Pre-correction
- Re-direction
- Verbal warning

**Second Minor Incident:**

1. Use classroom consequences.
2. Send home *Parent Notification Form*.

**Third Minor Incident:**

1. Complete *Office Referral Form (ORF)* and send copy home for parent signature.
2. Contact parent regarding *ORF*.
3. Input incident into "Submit Log Entry" in PowerSchool.
4. Receive signed *ORF*.

**Fourth Minor Incident:**

- Follow steps for major incident.

**Major Incident:**

1. Write *Office Referral Form (ORF)* and give it to the Principal. Attach 2nd Minor Incident Parent Notification Form and 3rd Minor Incident *ORF*.
2. Talk to student to gather important details.
3. Administrator determines consequences/interventions.
4. Administrator/Parent Conference

**Office Referral Form Copies:**

1. Send white and yellow copies home for parent signature. Keep pink form for teacher reference until signed copies are returned. Yellow copy stays with parent.
2. White copy goes to office.
3. Pink copy goes to PBIS Data Entry folder.
4. Once PBIS Data Entry person enters ORF data, teacher will receive pink form back.

- Examples of Major Incidents:**
- Permanent destruction of property
  - Threatened or caused physical injury or harm
  - Harassment
  - Abusive Language
  - Hate speech/racist language
  - Inappropriate content technology use
  - Talking back/defiant
  - Academic dishonesty
  - Bullying or cyberbullying
  - Possession of weapons
  - Possession of or intent to sell drugs/controlled substances
  - Stealing or extortion
  - Disrupted school activities or willfully defied authority