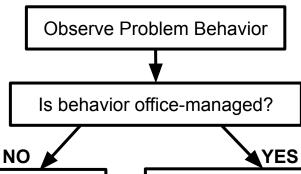


HERMOSA DRIVE SCHOOL

Have Respect • Act Responsibly • Work Together • Keep Safe



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:

- 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

I Office Referral Form Copies:

- 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