

St Pauls Elementary School

Referral System Process

Problem Behaviors Defined

Behaviors are categorized in 3 levels. There are minor behaviors, major behaviors and serious behaviors. This document should help you identify which behaviors require immediate attention and which ones do not.

[SPES Behavior Problem Definitions](#)

Immediate Response Strategies

- **Reinforce Expectations** *(Remind the student what he should be doing)*
 - **Proximity Control**
(Stand near the student to subtly redirect behavior)
 - **Administer Warning**
(Use your behavior system to send a message)
 - **Take a Break / Time Out / Cool Down Session**
(Isolate the student from distraction, send them to time-out or a cool down corner. Place student with a colleague with work for up to 15 minutes)
 - **Student Conference**
(Brief, private conversation to address behavior and expectations)
 - **Counselor Visit** *(If unusual behaviors persist or social-emotional issue is suspected)*
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Parental and Environmental Strategies

- **Parental Phone Call**
(Communicate concerns and work collaboratively with families)
- **Move Seat**
(Change student's physical location to reduce distractions or conflicts)
- **Assignment Modification**
(Adjust workload or format to better meet student needs)
- **Lunch Detention**
*(Only assign **after** parent communication has taken place)*
- **Limit Free time**
(Reduce the amount of free time the student receive)

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Creative Approaches to Behavior Support

I want to encourage you to think creatively. Think of the psychology of a child. Make a professional analysis of the situation. Get creative with approaches to minimize behaviors. Examples include:

- Leadership roles (line leader, materials manager)
 - Behavior incentives (stickers, choice time)
 - Peer buddy system
 - Visual reminders and cues
 - [Additional Examples](#)
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Identify Environmental Factors

This document may also help teachers understand students: [Contributing Factors to Misbehavior in Elementary Students](#)

Optional Intervention Documentation Form Resources

- [Time Out / Reflection Sheet](#)
 - [Parental Call Log](#)
 - [PBIS World Link](#)
 - **Data Notebook Tools:**
 - [PDF Data Notebook Dividers 1](#) - [Editable Data Notebook Cover Page & Dividers 2](#)
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Minor Problem Behavior Interventions

*Implement and document all interventions. After multiple attempts at addressing the behavior reach out for support by submitting an **Office Discipline Referral's** using the [ODR Google Form](#).*



Major Problem Behavior & Interventions Exhausted

Use **only after** 3–4 minor interventions have been tried and documented.

- Submit incident via the **Office Discipline Referral Google Form**.
 - Examples: repeated defiance, ongoing disruption, bullying, etc.
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Serious Problem Behavior Interventions

Immediate response required—do not delay or attempt to handle it alone.

- **Contact Administration Immediately** (Phone or Walkie) for:
 - Fights or physical aggression
 - Possession of drugs
 - Possession of a weapon
 - Submit behavior as a **major referral** via the **PBIS Rewards app ASAP**
 - **Never leave the class unattended**
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SPES Referral System Process QR Code

