

# EL Rincon STEM Elementary School

## Character Violation-Office Referral

Parent contact must be made by referring party

"Character is doing the right thing even when no one is watching."

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Teacher \_\_\_\_\_

### Pyramid of Interventions:

**Step 1:** In-class interventions – progressive steps – listed below

**Step 2:** A seat in another classroom, just long enough to calm (3-5 min). Not for make-up work or counseling.

**Step 3:** Principal referral for consequences; may involve the Responsibility Center (Counselor/Family Center) or another form of consequences. The goal is to get the student back to learning.

**Step 4:** Recovery Room for duration of the day – principal assists.

**Step 5:** Parent conference with student, administrator/counselor, and teacher.

**Step 6:** Office referral culminating in an out of school suspension. A student can end up here either through a progression or directly due to unsafe behaviors. Referral to SST. Expulsions fall under a different set of guidelines.

**Progressive Steps/Prior Interventions:** *Please indicate the interventions you have used by listing them. Ensure that the interventions follow a progression. Feel free to utilize other interventions not listed below.*

	Discussion with teacher focused on correction/Redirection		Parent Contact (mandatory if sent to office)
	Classroom point system		After school classroom time
	Loss of Privilege Loss of recess (portion or all)		Model of desired behavior (by teacher or student helper)/Reteach
	Seat Change/Proximity to Teacher		Student phone call - supervised by teacher
	Character Center - Think About It Form		Take a Break Buddy Classroom for out of class Take a Break (3-5 mins.)
	Special responsibility (peer tutoring, line leading, center organizer, etc.)		Removal from event or special activity
	Teacher-student contract with Parent Shadow Day		Referred to Family Center/Counselor

### Referred for the following character trait violation:

<input type="checkbox"/> <b>Trustworthiness</b> Cheating/lying Breaking a promise No pass Other: _____	<input type="checkbox"/> <b>Respect</b> Hitting Running in a walk-only area Disrupting class Inappropriate language Other: _____	<input type="checkbox"/> <b>Responsibility</b> Bringing personal items to school Not returning: _____ Not following directions Not bringing: _____ Other: _____
<input type="checkbox"/> <b>Fairness</b> Playing rough Not following game rules	<input type="checkbox"/> <b>Caring</b> Pushing Throwing things	<input type="checkbox"/> <b>Citizenship</b> Littering Yelling in a quiet area

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Copying Other: _____	Teasing or name-calling Bullying Other: _____	Vandalizing other's property Other: _____
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**Principles to keep in mind while working with students:**

1. *Maintain dignity (both teacher and student)*
2. *Share the thinking*
3. *Share the control-give lots of little choices-save the big ones for you*
4. *Maintain an empathetic attitude while establishing consequences*

Staff comments on the problem:

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Teacher Signature: \_\_\_\_\_

Counselor/Administrative Action:

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-OR-

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_