



Office Referral Guidelines



Grades 3-5

Classroom Management	Possible Office Referral	Always Office Referral
Talking/Disrespect	Persistent Talking/Disrespectful Misbehavior (3-5 documented instances)	Chronic Talking/Disrespectful misbehavior, unless on a Tier Behavior Plan & Must be followed.
Prohibited articles (toys, candy, etc)		Prohibited articles (weapons, etc)
		Harassment (Sexual/Racial/Hazing/Bullying/ Cyber Bullying)
Cheating	Cheating (after 1 st time offense)	Cheating persistently
Inappropriate speech/profanity	Continued inappropriate/offensive language	Overt and repeated refusal to follow directions (follow Tier 2 or Tier 3 plan guidelines for referral)
		Offensive/Racial language
		Threat to self or Terroristic Threat
Horseplay/scuffle/minor physical and/or verbal altercations	Fighting that is physical and/or repeated offenses	Fighting (physical attack that results in injury or loss of instructional time).
Refusal to complete work	Any behavior that stops learning in which instruction cannot continue	Any behavior that is documented as an office referral through Tier 2 or Tier 3 behavior contract
Inappropriate Touch	Inappropriate physical activity that is persistent	Physical/sexual activity that is persistent (repeated and unprovoked)
Inappropriate use of technology (includes cell phones/smart watches)	Repeated occurrences	Persistent occurrence and/or material is sexual in nature and/or threatening to self or others
Throwing things	Multiple occurrences of throwing things	Throwing things that are persistent or cause damage/harm to others
Theft	Minor items	Major items of value
Dress Code Violation	Repeated occurrences	
		Vandalism/littering/throwing food
		Skipping Class
Not following directions	Persistently does not follow directions	Noncompliance when safety is a concern
Noise	Persistently disruptive	Disrupts/interferes with instruction
Outburst		Disrupts/interferes with instruction
No/Incomplete Homework		

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Excessive bathroom use		
Not getting planner/folder signed		
Off-task behaviors		
Poor attitude		
Gum Chewing		
ACTION:	ACTION:	ACTION:
Handled in the classroom and documented as required for campus procedures.	Enforced by classroom management plan and documented.	These are automatic Office Referrals and need to be put in Skyward Immediately. Teachers will call the administrator or use CENTEGIX to alert administration based upon the level of severity.
	<i>Teacher will complete the student concern form through intervention and administration will set up an SST for Behavioral Concerns.</i>	<i>An Administrator will notify parents that a referral has been made.</i>
	<i>Together the teacher and SST committee will discuss the next level of support that is needed (behavior contract, counseling, observation from discipline committee member for classroom recommendations, tier of intervention, etc.)</i>	<i>The administrator will document and follow protocol according to BISD's <u>consequence guidelines</u>.</i>
Interventions <ul style="list-style-type: none"> • Warnings • Restorative conversations • Teachable moments • Nonverbal/visual cues • Social Contract • Attention Signal 	Interventions <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Restorative conversations • Check-ins • Lunch detention • Sensory Room breaks • Laps • Social Stories • Restorative character class • Friendship groups • Walk and talk • Loss of Dojo points 	Interventions <ul style="list-style-type: none"> • Parent contact • Loss of privileges • Restorative conversation • Public apology • Lunch detention • Laps at recess • Restorative workshop • Community service • Alternative placement
Procedures <ul style="list-style-type: none"> • Teacher will contact parent/guardian 	Procedures <ul style="list-style-type: none"> • Contact parent/guardian • Document • Consult behavior specialist • Consult counselor • Documented in Skyward 	Procedures <ul style="list-style-type: none"> • Administrator intervention • Use Centegix alert • Put referral in Skyward immediately • Consult behavior specialist

This consequence chart is not all inclusive and the administrator makes the final determination in assigning disciplinary consequences. Additional information on standards for student conduct can be found

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in BISD Student Code of Conduct.