



Howard Cattle Elementary School

Behavior Referral Process

Revised 1/2025

Behavior is managed in the...

Classroom

Minor Discipline/Citation

Use at least three classroom interventions

If interventions are not effective, then write up a Classroom Incident Log (CIL)

Does the student have 4 or more incidents in the same trimester and you have made parent contact?

Write an ODR and send student to the office during non-instructional time

Classroom Interventions

- ☐ 5:1 positive praise
- ☐ Reteach expected behavior
- ☐ Practice expected behaviors
- ☐ Tangible recognition
- ☐ Modified assignments
- ☐ Seat change
- ☐ Student conference
- ☐ Redirection
- ☐ Proximity
- ☐ Loss of privilege
- ☐ Verbal and non-verbal prompt
- ☐ Contact Parent via phone, email, or app
- ☐ Parent conference
- ☐ Extra assistance
- ☐ Self-monitoring
- ☐ Provide a structured choice
- ☐ Rethinking letter
- ☐ Buddy classroom timeout
- ☐ Restrict use of messaging apps

Administrator Interventions

- ☐ Positive corrective feedback
- ☐ Reteach expected behavior
- ☐ Conference with student in-person
- ☐ Check for progress
- ☐ Remove obstacles for student
- ☐ Collect student data
- ☐ Behavior groups
- ☐ Parent phone call
- ☐ Parent conference
- ☐ Behavior Multi-flow reflection
- ☐ Loss of privilege
- ☐ Behavior contract
- ☐ Counseling referral in-person or virtual
- ☐ STEP referral
- ☐ In-house suspension
- ☐ Suspension
- ☐ Check-in/Check-out

Office

Office Discipline Referral (ODR)

Write ODR & send with student to administrator

Administrator determines intervention

Administrator follows through on intervention

Administrator provides teacher feedback & family is contacted

Teacher Managed Behavior

- ☐ Inappropriate language
- ☐ Physical contact
- ☐ Defiance/disruption
- ☐ Property misuse
- ☐ Minor dress code
- ☐ Minor peer conflict
- ☐ Minor technology violation
- ☐ Other

Administrator Managed Behavior

- ☐ Inappropriate/abusive language
- ☐ Physical aggression/fighting
- ☐ Defiance/disrespect
- ☐ Destruction of school property
- ☐ Severe dress code
- ☐ Harassment/bullying
- ☐ Severe electronic violation
- ☐ 4th Classroom Incident
- ☐ Other