Rivera Elementary School

Referral Flow Chart

Observe Problems Behavior

Re-teach
Re-direct
Re-inforce
Expected Behavior

MINOR

Re-teach expectation, begin classroom intervention, contact parent

Contact a peer, support staff, or admin. for further intervention/suggestions

Write Minor Office Discipline Referral (ODR)

At least 6 or more MINOR ODR in same trimester write MAJOR ODR.

Intervention/Staff Best Practice (MINOR)

- Visibility
- Private conversation
- Seat change
- Contact
- Nonverbal/visual cues
- Think time
- Sensory movement/break
- Role play
- Redirecting
- Staff proximity
- Incentive/privilege
- Contact parent
- Modified assignment
- 5:1 positive feedback
- Self-monitoring

Intervention/Administrator Best Practice (MAJOR)

- Student reflection
- Student role play
- Loss of privilege
- Conference with parent
- Alternative activities schedule
- In-house suspension
- Contact authorities
- Collect data
- Relationship building
- Positive feedback
- Check for progress

MAJOR

Write Major Office Discipline Referral (ODR) and send student to office

Administrator or designee determines action

Administrator follows through on action with student

Administrator provides teacher feedback; family contact

Document all MINOR and MAJOR offences and turn in ODR forms to office. (Make copy for your own records before turning it in to office.)

**Student are sent to the office only for MAJOR offences.**