

BEHAVIOR REPORTS PROCEDURES

ELEMENTARY

*** If another student is targeted, then a *Target Report* needs to be completed and attached to the *Office Discipline Referral***

Major Reports

1. Write the referral and be sure to include the Teacher Response
2. Give the referral to Katy Rossell
3. Katy Rossell or Mark will contact the parents as needed (phone call and/or a copy of the report sent home as appropriate)
4. The referral will be passed to Dede Dufresne for data entry
5. Dede will return a copy to the homeroom teacher and case manager

Non-homeroom teachers and staff:

Major Reports

1. Write the report
2. Give the report to Katy Rossell
3. Katy Rossell or Mark will contact the parents (phone call and/or a copy of the report sent home as appropriate)
4. The referral will be passed to Dede Dufresne for data entry
5. Dede will return a copy to the homeroom teacher, case manager, and any other relevant staff

BEHAVIOR REPORTS PROCEDURES

SECONDARY

*** If another student is targeted, then a *Target Report* needs to be completed and attached to the *Office Discipline Referral***

Major Reports

1. Write the referral and be sure to include the Teacher Response
2. Give the referral to Bob Gulardo
3. Katy Rossell or Bob will contact the parents (phone call and/or a copy of the report sent home as appropriate)
4. The referral will be passed to Dede Dufresne for data entry
5. Dede will return a copy to the TA, case manager, and other relevant staff

Non-TA teachers (not the student's TA) and staff:

Major Reports

1. Write the referral
2. Give the referral to Bob Gulardo
3. Katy Rossell (if Katy is out, Bob Gulardo) will contact the parents (phone call and/or a copy of the report sent home as appropriate)
4. The referral will be passed to Dede Dufresne for data entry
5. Dede will return a copy to the homeroom teacher, case manager, and any other relevant staff