



Arena Union Elementary School
Post Office Box 45
Point Arena, CA 95468
(707) 882-2131

BEHAVIOR COMMUNICATION REFERRAL PROCESS

The following referral process is used when a student breaks the School Rules and Expectations, and/or the classroom rules. It is used in conjunction with the referral form. It is a progressive discipline system. Which culminates with a student-parent administrator consultation.

STEP 1: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher reminds student of positive behavior expectations.

STEP 2: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher issues warning and reminds student of positive behavior expectations
- C. Teacher completes referral form and submits to behavior support person or principal.

STEP 3: Issue of concern (Example: Defiance/Disrespect)

- A. Teacher models desired behavior and prompts student to comply.
- B. Teacher imposes intervention and reminds student of positive behavior expectations.
- C. Teacher completes referral form and submits to behavior support person or principal.
- D. Behavior support or principal contacts parents and requests conference.

STEP 4: Administrative Consequences:

- A. Teacher sends student and referral form to administrator.
- B. Administrator imposes consequence (such as detention, community service, loss of privilege).
- C. Administrator contacts parent to attend mandatory conference prior to restoration of the loss of privilege.

In addition to the above, continued problems may result in any or all of the following interventions, depending upon the number and/or severity of the violation: behavior contract, referral to counseling services, referral to Student Success Team, in-school suspension, continued loss of privileges, home suspension, law enforcement notification, recommendation for expulsion.