**Major or Minor?**

**Major** incidents are those that administration must attend to and could require a consequence beyond the classroom. This includes acts of violence, physical contact, insubordination, and third time offenses.

**Minor** incidents are those that are handled in the classroom but need to be documented for monitoring recurring trends. This includes skipping, offensive language, technology issues, dress code, food.

-Administrators can’t move incidents from major to minor. We may have to communicate with you to get some right.

-Administrators can see minor incidences and will take these into account with working with major incidences.

**If a minor incidence occurs**

1st time - Give a warning (as teachers we need to teach behavior too)

2nd time - Use a classroom intervention (conference with student, move seat, cool down period, parent phone call ALWAYS) and document as minor incident.

*Spencer was warned about using the F word in class at the beginning of the period. He continued to use the word when speaking to his friends. I conference with Spencer about my expectations for language in the classroom and respect. I moved his seat away from his friends.*

3rd time – document major incident referral

*Spencer had a warning and classroom intervention (minor documentation) for using the F word repeatedly in class. Spencer then used the F word again for a fourth time, louder and towards the teacher.*

**When you document in Powerschool…**

* Keep only one offender per incident referral to assist with movement of the data into Powerschool.
* Write referral for only one incident at a time.  Use multiple referrals to document incidences that happened on different days.
* Stick with the facts. Try to write like the most boring book you’ve ever read.
* Be specific about the behavior and students involved. Avoid using terms and adjectives like “is not well behaved” “disrespectful” “lazy” “insubordinate”. Instead use verbs that tell exactly what the student did “cussed” “remained in the wrong seat” “did not get out a pencil”.
* We want to address all major incidences within 24 hours of their submission. The closer you write the referral to the time of the incident the faster we can respond.

**Create Rosters to See Consequences**

1. Click on the star. Give the roster a name. It is not necessary to make a separate roster for each class.

2. Add student’s names. Include students for sports you coach, teams you work with, clubs you advise, your IEP case load etc. You can add students later if needed too.

Admin must “approve your roster”. This is just a click. If it seems like we’ve over looked it email us. We’ll do it ASAP.

3. Track student’s consequences using the calendar feature.