

Behavior Tracking Activity

Guidelines

The purpose of this activity is to gather baseline data, for the TIERS Initiative, regarding situations where outside assistance is requested or when students are sent from the classroom due to behavior that interrupts instruction or the learning of others. In each of these cases, data will be gathered from three sources. One form will be completed by the person requesting the assistance or sending the student from the room, one by the person who responds to the request and one by the student.

All incidents from April 20, 2015 through May 1, 2015 must be recorded using the protocol below. The forms will be emailed to you to be saved on your desktops and used for the duration of the activity. This will take the place of the usual Infinite Campus entry for the length of this activity only.

Person Requesting Assistance (Classroom teacher, specialist, paraprofessional)	Person Responding to the Request for assistance (Behavior Intervention Specialist, Principal, Social Worker, Counselor, School Psychologist)	Student
<ol style="list-style-type: none"> 1. To be completed each time a student is sent from the room for behavior to another location (hall, office, BIS office, Social Worker office, Psychologist office, another classroom), or when one of the above individuals is called to the classroom to redirect or deescalate a student. 2. Fill out the <u>Request for Behavioral Assistance</u> form on the computer within 10 minutes of the incident. 3. Email the completed form to the Building Principal before the end of the school day. 	<ol style="list-style-type: none"> 1. To be completed each time you are called to a classroom to refocus or deescalate a student or when a student is sent to you from the classroom due to behavior that interrupts instruction or the learning of others. 2. Fill out the <u>Behavioral Referral Outcome</u> form on the computer within 4 hours of the incident. 3. Email the completed form to the Building Principal before the end of the school day. 	<ol style="list-style-type: none"> 1. To be completed by the student, if possible, prior to leaving school. 2. The Principal, Social Worker, School Psychologist or Behavior Intervention Specialist will process the incident with the student. 3. When deescalated, the student will complete the <u>Thinking About My Inappropriate Behavior</u> form on the computer with assistance from one of the above if necessary. 4. Email the completed form to the Building Principal before the end of the school day.

The Building Principal will review the form, record the information, complete the Infinite Campus entry and forward the form, via email, to the Special Services office to be recorded.