Responding to Challenging Behavior Resources





Responding to Challenging Behavior Resource Pack

Purpose of the Responding to Challenging Behavior Resource Pack

One of the essential components of RTI²-A + RTI²-B, Instruction and Intervention, includes establishing an environment for learning that ensures all learners can access and benefit from high-quality educational programming. The *Responding to Challenging Behavior Resource Pack* materials include resources that are meant to support schools and districts as they systematically develop schoolwide resources respond to challenging student behavior. The Behavior Definition Examples include definitions, examples, and non-examples of challenging behavior organized by which staff would address the behavior. These behaviors are organized by school-staff versus office-managed challenging behavior. The Discipline Process Flowchart Examples show visual examples of the steps school staff and administrators could take when students exhibit challenging behavior. The Office Discipline Referrals Form Examples provide templates that school staff could use to document a student's challenging behavior and seek support from school administrators. These materials can be used as a template to create materials to be used within a school's tiered support systems.

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Behavior Definitions — Example Resource #1

	Violation	Definition	Examples	Non-Examples
Staff-Managed Behavior Definitions	Lying/ Cheating	Lying – making a statement that one knows to be untrue Cheating – using dishonest methods to gain academic advantage	Using notes during a test without teacher permission Copying work of another student without teacher permission Purposefully providing a false account	Teacher approved cooperative learning, sharing, and projects
	Inappropriate Language or Gestures	Using unkind or impolite language or gestures in a non-discriminatory way	Shut up, sucks, freakin', stupid (in reference to a thing or activity), eye rolling	 Swearing or cursing, flipping the middle finger Sexual or discriminatory language (Office-managed behavior)
	Physical Contact	Making low-intensity, purposeful bodily contact with another student in a manner that does not result in injury or is unlikely to result in injury	Pushing ahead of a peer in line	Punching, hitting, kicking, hair pulling, pinching, scratching (Office-managed behavior)
	Refusal to Follow Directions	Momentarily or briefly refusing to respond to or follow a teacher or staff member's direction Challenging authority or engaging in power struggles	 Talking back Not following the direction of a teacher or staff member's first request but the following direction after the request is repeated 	 Yelling at the teacher Leaving class without permission (Office-managed behavior)
	Disruption	Briefly disturbing or interfering with instruction (for ≤ minutes) without causing serious property damage or physical harm to others	Talking without permission, repeating noises, blurting out, out of seat, passing gas, burping	 Yelling ≥ minutes Turning over furniture (Office-managed behavior)
	Property Misuse	Using materials in an unintended or potentially harmful way without causing serious property damage or physical harm to others	Kicking furniture, throwing a book on the ground, breaking crayons, or pencils	 Throwing desks, chairs, computers Tearing or destroying instructional materials (Office-managed behavior)
	Forgery/Theft	Forgery – providing a false signature Theft – taking the property of someone else that is valued at ≤ \$without permission	Signing a parent's name permission form or report card Taking a peer's pencil without asking	Stealing someone's clothing, backpack, phone, computer, or purse (Office-managed behavior)



Violation	Definition	Examples	Non-Examples
Teasing/ Taunting	Inappropriate comments and/or unwanted verbal, physical, or emotional advances.	Making faces, shooting a bird, calling other student's names, using sexual, racial, or intellectual slurs, without the receiver feeling unsafe, intimidated, or excluded.	Bullying, repeated verbal abuse, inappropriate touching, inappropriate gestures, pictures, or notes. (Office-managed behavior)

Note: For students with an IEP, adhere to the FBA/BIP and Safety Plan before completing an Office Discipline Referral



Behavior Definitions — Example Resource #1 (continued)

	Violation	Definition	Examples	Non-Examples
	Discriminatory or Obscene Language or Content	Discriminatory - using language, gestures, or symbols or sharing content that disparages, belittles, or excludes someone or a group of people based on race, religion, sex (including gender identity and sexual orientation), or disability. Obscene - using lewd language, gestures, or symbols or sharing content that contains lewd language, gestures, or symbols	Saying a racial slur Making sexual advances or sharing lewd material Saying, yelling, or singing expletives Making fun of a peer's disability, sex, race, or religion	Shut-up, sucks, freakin', stupid, in reference to an activity (Staff-managed behavior)
Office-Managed Behavior Definitions	Defiance	Prolongedly (over minutes) or repeatedly refusing to follow directions (after redirects)	Continuing to engage in a more preferred activity after repeated redirects Refusing to go to the office	Eye rolling, mumbling disrespectful statements under breath, initially refusing but completing work after a redirect (Staff-managed behavior)
	Significant Disruption	Prolongedly (over minutes) or repeatedly (occurrences in a lesson) interrupting or interfering with instruction	Prolonged yelling, turning over furniture, escalated confrontation between students, emptying a desk, knocking all materials off a table	Talking, tapping pencils, repeated noises, yelling for under a minute. (Staff-managed behavior)
	Fighting/Physical Aggression	Purposeful bodily contact with someone else that resulted in injury or likely could have resulted in injury	Punching, hitting, kicking	Pushing ahead of someone in line (Staff-managed behavior)
	Theft	Taking the property of someone else that is valued at ≥ \$without permission	Stealing a clothing article, backpack, phone, computer, calculator, purse, or instructional materials	Taking a peer's pencil, markers, or crayons (Staff-managed behavior)
	Harassment/Threat	Making repeated or unwelcomed statements, gestures, or actions that make the receiver feel unsafe, intimidated, or excluded.	You better watch yourself! Repeated sexual advances Repeatedly humiliating a peer, bullying	Displaying a middle- finger, cursing, rude comments (Staff-managed behavior)
	Property Damage	Purposeful and significant destruction of property belonging to the student or others	Breaking chairs, destroying textbooks, defacing building structures, damaging instructional materials or displays	Kicking furniture, breaking pencils, knocking over chairs (Staff-managed behavior)



Violation	Definition	Examples	Non-Examples
Weapon Possession	Possessing a weapon or weapon look-alike, openly or concealed, on or in school property; includes real and pretend knives, guns, water guns, cigarette lighters	 Possessing a real knife in a backpack or pocket Possessing a watergun in a locker or desk Possessing a cigarette lighter on a school bus 	Possessing pencils, scissors
Drug or Alcohol Possession	Possessing drugs, alcohol, tobacco products, or vaping products on or in school property; includes over-the-counter prescriptions, and illegal products	 Possessing cough syrup in a backpack Possessing Tylenol in a locker or desk Possessing a vape pen on a bus 	Retrieving medication with parent permission from the office and taking it under the supervision of an authorized adult

Note: For students with an IEP, adhere to the FBA/BIP and Safety Plan before completing an Office Discipline Referral



Behavior Definitions Example Resource #2

Staff-Managed Behavior

Violation:	Examples:	Non-Examples:	Definition:
Inappropriate Language	 Saying: stupid, shut-up, sucks, freakin' Rolling eyes Mumbling disrespectful statements under breath Saying an expletive Teasing 	NOT: • Saying, yep or yeah, instead of yes ma'am • Screaming for longer than 15 seconds • Discriminatory language	Student uses disrespectful words or body language toward others.
Physical Contact	Pushing/shovingHorseplay	NOT: • Punching/hitting • Kicking • Intentional spitting	Student engages in non- serious, intentional contact with another student using the hands or feet that does not result in injury.
Refusal	Talking back/arguingNot following directions	NOT: • Yelling at the teacher • Leaving class without permission	Student briefly (5 minutes or less) refuses to obey an adult, challenges or resists authority, or engages in a power struggle with an authority figure.
Disruption	 Repeated noises Blurting/calling out Out of seat Intentional body noises Stomping 	NOT: • Yelling • Turning over furniture	Student disrupts, disturbs, or interferes with a learning opportunity in a way that does not cause physical harm or injury.
Property Misuse	 Kicking furniture Breaking utensils Breaking pencils/crayons 	NOT: • Breaking and/or destroying furniture, textbooks, or technology • Throwing desks, chairs, or computers	Student uses school property in ways other than directed by an adult, not resulting in major damage or destruction (less than \$10) or injury.
Lying/Cheating	Cheating on testsCopying workLying to an adult	NOT: • Cooperative Learning	Lying: Student does not tell the truth. Cheating: Student uses dishonest methods to gain academic advantage.
Forgery	 Signing a parent, guardian, or teacher's name Altering an assignment grade 	NOT: • Correcting an assignment at the request of a teacher	Student produces a copy of a false signature or document.



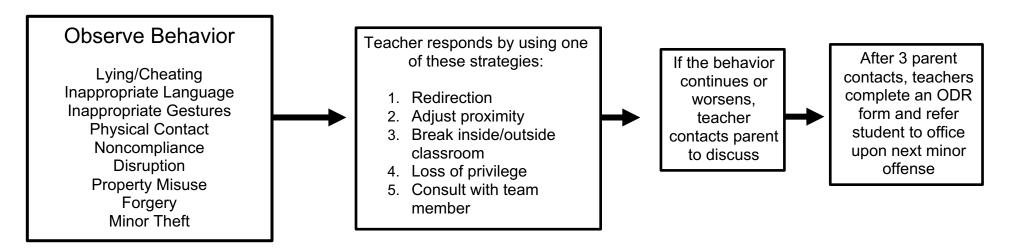
Behavior Definitions Example Resource #2 (continued)

Office-Managed Behavior

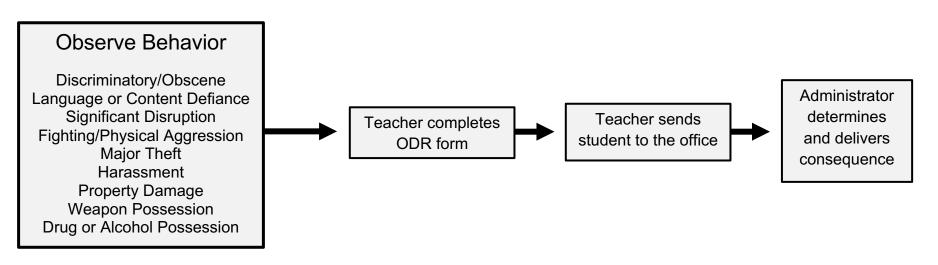
Violation:	Examples:	Non-Examples:	Definition:
Verbal Aggression	 Using expletives Flipping the bird Repeated name calling Making a disparaging statement about another's race, sex, religion, or disability 	 NOT: Saying: shut-up, sucks, stupid, Rolling eyes Mumbling a disrespectful statement under breath 	Prolonged (more than 15 seconds) or repeated (at least three consecutive) occurrences of disrespectful language; includes any occurrence of discriminatory, obscene, or threatening language.
Physical Aggression/Fighting	Punching/hittingIntentional spittingBucking	NOT: • Pushing/shoving • Horseplay • Stomping • Table banging	Student engages in an intentional action involving serious physical contact where injury may occur; includes attempts.
Defiance	 Refusing to follow directions after teacher attempted re- directs lasting 6 minutes Running out of the classroom Yelling at an adult 3 times in the same day 	NOT: • Isolated events that are corrected immediately	Student refuses to follow directions, disrupts learning, or challenges adult authority repeatedly (3 consecutive occurrences) or for a prolonged period (more than 5 minutes); includes fleeing the classroom.
Harassment/ Bullying	 Threatening to injure another student Accessing, using, or threatening to use personal communications to embarrass someone else 	NOT: • Isolated name calling • Flipping the bird	Student engages in behavior that causes another student emotional distress or communicates an intent to harm, threaten, intimidate, coerce, or alarm someone else; intent may be based on frequency or means of communication.
Property Damage	 Drawing on bathroom walls Ripping or tearing pages in textbooks Turning over or throwing furniture Intentionally breaking a school item 	NOT: • Drawing on desks • Drawing on personal property • Breaking pencils or rulers	Student breaks and/or destroys school items with a value of more than \$10; student breaks and/or destroys the items of another student.
Stealing	 Taking snack without paying Hiding items that have been taken Going into other's desk or backpack to take an item 	 NOT: Using a pencil found on the ground Playing with a peer's personal item 	Student knowingly takes school or others' property with the intent to keep.



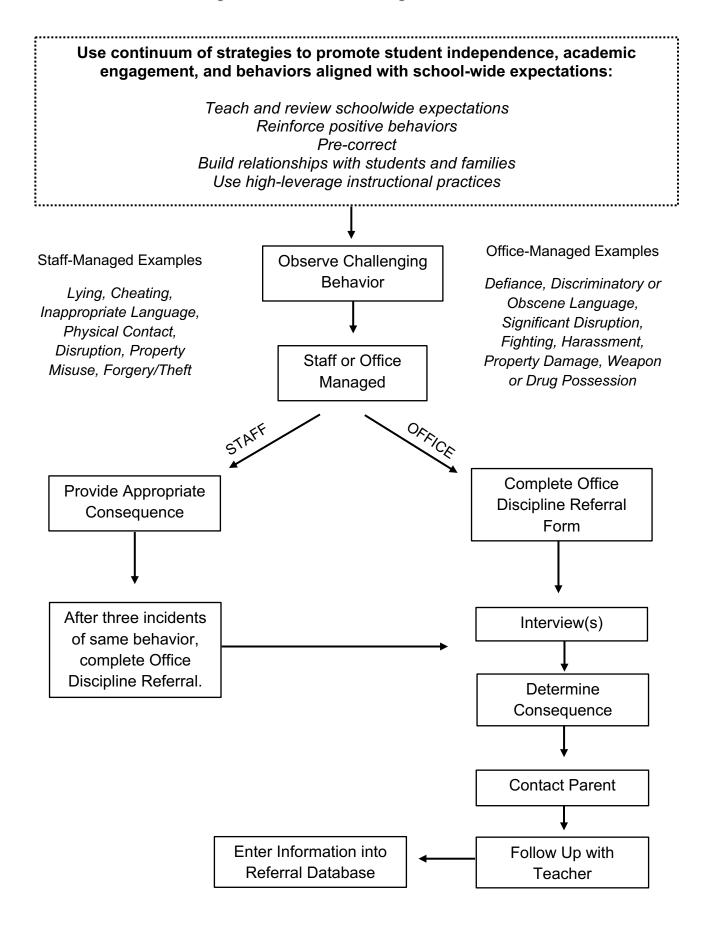
Staff-Managed Behavior



Office-Managed Behavior







Is the behavior a Level 1, Level 2, or Level 3 offense?

Level 1

An offense that minimally disrupts learning or the environment.

Examples:
Horseplay
Inappropriate Language
Teasing
Property Misuse
Off-Task Behavior

Address the behavior with 3 statements and a question:

What are you doing? What should you be doing? Show me.

If the behavior continues, complete an Office
Discipline Referral form.
Give it to Choices
Coordinator the day it is written.

Level 2

An offense that moderately disrupts learning or the learning environment.

Examples:
Refusal to Follow Directions
Cursing
Physical Contact
Disruption
Skipping Class

- 1. Complete an office discipline referral form.
- 2. Notify the Responsibility Room that the student is on the way.
- **3. Send** the student to the Responsibility Room with the form.

Level 3

An offense that significantly disrupts learning or the learning environment.

Examples:
Fighting
Property Destruction
Weapon Possession
Drug/Alcohol Possession
Harassment/Threat

- Complete an office discipline referral form.
- **2. Contact** the office for a student escort.
- **3. Send** the student and form to the office with the escort.



Office Discipline Referral Form — Example Resource #1

Office Discipline Referral Form					
Name:	Time:	Location Playground Cafeteria Hallway Classroom Bathroom Arrival/Dismissal Other:			
Activity the student was engage ☐ Whole group instruction ☐ Working with peers ☐ Alone	ed in when the event took place: ☐ Small group instruction ☐ One-to-one instruction ☐ Individual work	☐ Interacting with peers ☐ Other:			
Staff-Managed Behavior	Office-Managed Behavior	Possible Motivation			
□ Inappropriate Language □ Physical Contact □ Defiance □ Disruption □ Dress Code □ Property Misuse □ Tardy □ Electronic Violation □ Other:	 □ Profane Language □ Fighting/Physical Aggression □ Defiance/Disrespect □ Harassment/Bullying □ Dress Code □ Inapprop. Display of Affection □ Electronic Violation □ Lying/Cheating □ Skipping Class □ Other: 	 □ Obtain Peer Attention □ Obtain Adult Attention □ Obtain Item/Activity □ Avoid Peer(s) □ Avoid Adult □ Avoid Task/Activity □ Don't Know □ Nurse □ School Counselor □ Other: 			
Administrative Decision		Other Comments			
 □ Loss of privilege □ Time in office □ Conference with student □ Parent Contact □ Individualized instruction Parent Signature:	☐ In-school suspension (hours/days) ☐ Out of school suspension (hours/days) ☐ Other: D.	ate:			



Office Discipline Referral Form – Example Resource #2

Student	Student #			Grade	
Others Involved					
Referring Staff	Date_		Time	Period	
LOCATION					
Bus	Classroom (•	on Area	
Bus Loading Zone	Media Cente	er	Restro	om	
Cafeteria	Office		Hallwa	•	
			Other:		
BEHAVIOR					
Office-Managed Behavior					
Profane Language	Missed Dete	ention	Haras	sment/Theft	
Defiance	Truancy		Propei	ty Damage	
Significant Disruption	Cheating/Int	egrity	Weapo	on Possession	
Fighting/Physical Aggression	False Alarm		Drug c	Drug or Alcohol Possession	
Theft	Vandalism	Vandalism		Other:	
Staff-Managed Behavior					
Inappropriate Language	Property Mis	suse	Physic	al Contact	
Dress Code Violation	Disrespect		Other:	Other:	
Not Prepared for Class	Disruption				
POSSIBLE MOTIVATION					
Obtain Peer Attention	Avoid Peer	Attention	Unkno	wn	
Obtain Adult Attention	Avoid Adult Attention		Other:	· -	
Obtain Item/Activity	Avoid Item/Activity			 	
ADMINISTRATIVE RESPONSE					
Administrator Action		Adminis	trator Signat	ure	
Parent Contact		Principal:			
In-School Suspension		Assistant Principal:			
Out-of-School Suspension		Counselor:			
Temporary Removal from Class (min.)	Other:		 	
Loss of privilege:	····				
Other:					

encourage you to discuss this incident with your student so they may learn to conduct themselves appropriately in the school environment. Should you have any questions, please contact _____ at _____.



Office Discipline Referral Form – Example Resource #3

Student:		Date of Incident:		
Grade: K 1 2 3 4 5 6 7	8 9 10 11 12	Time of Incident:		
Referring Staff:		IEP: Yes No Unknown		
	l			
Location				
Art	Cafeteria	Hallway	Office	
Bathroom	Classroom	Library	Playground	
Bus	Gym	Music	Other:	
Staff-Managed Behavior (,		
Inappropriate lang.	Physical contact	Refusal	Interruption	
Property misuse	Lying/cheating	Forgery/theft	Teasing/taunting	
Invasion of personal space		Other:		
Note: Staff-Managed behavio	ors must occur within a	day to 'count' as an office-m	anaged behavior	
Office-Managed Behavior	(refer to behavior defin	nitions sheet)		
Verbal aggression	Physical aggressio	n False emergency	Stealing	
Harassment/bullying	Fighting	Property damage	Disruption	
Inappropriate touch	Elopement	Other:	<u>'</u>	
Motivation				
Obtain peer attention	Obtain adult attenti		Unknown	
Avoid peer attention	Avoid adult attentio	n Avoid item/activity	Other:	
Others Involved		1	0.11	
Peers	Substitute	Unknown	Other:	
Teacher				
What have you tried?				
	Loss of privilege	Call home	'Chill-out' in	
Reinforcing replacement behavior	'Cool down' at desk		another room	
Student/teacher	School counseling	Moved seat	Other:	
conference				
Administrative Decision				
Parent conference	Alternative placeme		Other:	
Parent phone call	School counseling	suspension		
Loss of privilege	Lunch detention	Out-of-school		
Other Information / Adv. 1	tuation Natara	suspension		
Other Information/Adminis	trative Notes:			

