

When a child's behavior disrupts learning, interferes with socio-emotional development, or puts the child or others at risk of physical injury, our staff will begin the behavior review process. This behavior review process may also be initiated as a result of concerns expressed by parents or staff members.

Sample Behavior Review Process

Step #1

After the 3rd incident or after significant behavioral concerns are expressed by parent(s) or staff, teachers and supervising staff will initiate the Behavior Review Process. The teachers will speak with the parent(s) to explain the Behavior Review Process and will give them a copy of this form and the **Consent Form (blue)** to sign. If the parent(s) do not want to sign the consent, staff will meet to discuss possible interventions in the classroom. The supervising staff will coordinate the observations done by administrative staff. If the behavior is severe and requires immediate action, staff will proceed to Step #3. In this case, the parent(s) will be required to sign the **Consent Form** and a conference with the parents will be scheduled within 24 hours. All forms will need to be completed before the conference. (See Appendix A for behavior classifications)

Step #2a

Teachers will observe the child for two weeks and will complete the **Behavior Checklist (pink)** to document the frequency of the behaviors.

Step #2b

Teachers may fill out the **Behavior Observation Worksheet (pale gold)**. Teachers & supervisors will meet to determine if the behavior review process should continue.

Step #3a

Parents will be given the ASQ-SE & the **Parent Survey (blue)** to fill out. Teachers will schedule a conference with parents (in advance for Step #5).

Step #3b

Teachers will complete the **Behavior Observation Worksheet (pale gold)**

Step #3c

Teachers will complete the **Strategies Worksheet (lilac purple)**.

Step #3d

Administrative staff will observe the child & classroom environment

Step #4

Teachers and pertinent administrative staff will meet to discuss observations and to plan a meeting with the parents of the child.

Step #5

Teachers, an administrative staff member, and parents will meet within 2 days of the staff conference to discuss the behavior, analyze the function of the behavior, and propose interventions to be used in the future.

Step #6

Behavior review staff members will complete the behavior plan within one week of meeting with parent and will give the parents a copy.

Step #7

Teachers, an administrative staff member, and parents will meet again every 4 weeks to review progress using the **Re-Evaluation Form (goldenrod)**. Parents will be given a copy.