

## Protocol for Problem Behavior Reports

### When to fill out form?

A Form needs be filled out every time a student is off level.

A Form may be filled out for chronic behaviors.

### Purpose of Forms:

The form is documentation of the incident, restraint documentation, and parent contact documentation.

The form is a data collection system to determine functions of a behavior.

The form provides communication between the classroom and administration.

Administration determines whether the Problem Behavior Form should be processed further into a district discipline referral.

### How to fill out the form:

1. Fill in name of student, date, and who is recording information. ( the initial person on the scene of the incident should record the information)
2. Circle incident type.

3. Circle who was involved in incident.

### ABC Data Part

4. Complete ABC data. **A=Antecedent B=Behavior C=Consequence**
  - Example: Johnny was handed a sheet of 50 multiplication problems. 10 seconds later Johnny threw his chair against the classroom wall. The teachers yelled “stop that Johnny”. The teacher then redirected Johnny to pick up his chair and start working. Johnny complied with picking up his chair and sat in it. Johnny then sat at his desk completing no work. The teacher ignored Johnny.
  - Record **what happened before the behavior**. (Johnny was handed a sheet of 50 multiplication problems.
  - Record **student’s behavior**. (Johnny threw a chair at the classroom wall)
  - **What happened after?** What did the student and teacher do after? (The teachers yelled “stop that Johnny” and redirect Johnny to pick up chair.)
  - The teacher comment which was a Consequence in the above behavior (behavior 1) is now an Antecedent to the next behavior (behavior 2). (Redirecting Johnny to pick up his chair and begin his work would be in the initial C [consequence] column and in behavior 2’s A [antecedent] column.) It is helpful if you number the behaviors occurring.
  - Behavior 2 is Johnny not complying with work.

- What happen after: (the teacher ignored Johnny)

### **Emergency Procedure Part**

Complete emergency Procedure form if restraint was used.

5. Write who lead procedure. (who talked student through restraint)
6. Write what technique was used.
7. Write duration of restraint.
8. Number the preventative procedures used.
9. Have all staff involved in restraint sign form.

### **Parent Notification Part**

All parents must be notified if an Off Level behavior occurred.

If unable to reach a parent document attempted notification.

10. Check whether parent was notified.
11. Write who notified parent.
12. Write time parent was notified.
13. Write outcome of parent notification.

### **What to do with forms after complete:**

Turn forms into the Dean for administrative approval.