## CCSD MTSS Behavior Incident Decision Flowchart

### MINOR

Minor behavior incidents (MBIs) are **staff-managed** infractions that violate school or classroom rules, policies, or procedures. Four (4) MBIs must be logged into the CCSD’s MBI Tracking System in Infinite Campus (IC) prior to submitting a major behavior incident referral.

- **1st Minor Incident:**
  - L1 - Verbal warning
  - L1 - Restate/reteach expectation.
  - L1 - Notify parent, as warranted.
  - Log MBI in IC.

- **2nd Minor Incident:**
  - L1 - Restate/reteach expectation.
  - L1 - Use another L1 Resolution.
  - L1 - Notify parent.
  - Log MBI in IC.

- **3rd Minor Incident:**
  - L1 - Restate/reteach expectation.
  - L2 - Use L2 Resolution.
  - L2 - Notify parent via phone.
  - Log MBI in IC.

- **4th Minor Incident:**
  - L1 - Restate/reteach expectation.
  - L2/L3 - Use L2/L3 Resolution.
  - L2 - Notify parent via phone.
  - Log MBI in IC.

- **5th Minor Incident:**
  - GO TO NEXT COLUMN.

### MINOR → MAJOR

Behavior incidents from this category are repeated, minor, **office-managed** infractions that violate school or classroom rules, policies, or procedures requiring administrative attention.

- **1st Minor → Major Incident:**
  - (same behavior)
  - Log major incident in IC.
  - Notify office of major referral.
  - Send to office, as directed.
  - Admin chooses L3-L4 Resolution.

- **2nd Minor → Major Incident:**
  - (same behavior)
  - Log major incident in IC.
  - Notify office of major referral.
  - Send to office, as directed.
  - Admin chooses L3-L4 Resolution.

- **3rd Minor → Major Incident:**
  - (same behavior)
  - Log major incident in IC.
  - Notify office of major referral.
  - Send to office, as directed.
  - Admin chooses L3-L5 Resolution.

- **4th Minor → Major Incident:**
  - (same behavior)
  - Log major incident in IC.
  - Notify office of major referral.
  - Send to office, as directed.
  - Admin chooses L4-L5 Resolution.

### MAJOR

Major behavior incidents are **office-managed** behavior infractions that violate CCSD policy or regulation, impact student or staff safety, are subject to law enforcement involvement, and/or cause property damage requiring administrative attention.

- **1st Major Incident:**
  - Log major incident in IC.
  - Notify office of major incident.
  - Request escort, if warranted, or send to office, as directed.
  - Admin chooses L3-L5 resolution.

- **2nd Major Incident:**
  - Log major incident in IC.
  - Notify office of major incident.
  - Request escort, if warranted, or send to office, as directed.
  - Admin chooses L3-L5 resolution.

### URGENT

Urgent behavior incidents are **administrative-managed** infractions identified as either mandatory expellable offenses and sexual assault requiring administrative attention.

- **ANY Urgent Incident:**
  - Immediately notify office.
  - Request escort; secure area.
  - Log incident in IC, as directed.
  - Admin chooses resolution based on Exclusionary Decision Matrix.

### REMINDER - Staff will:

- Greet each student upon entry.
- Build positive relationships (5:1 positive to corrective ratio).
- Deliver clear and consistent expectations and rules.
- Understand your role in students' lives.
- Be fair, equitable, and honest.
- Teach with purpose.
- Be a positive role model.
- Advocate for students well-being.
- Be proactive, not reactive.
- Address the function of behavior.
- Empathize with your students.
- Always start with a clean slate.
- Communicate with parents.
- Take a personal interest in your students' lives, school community, and its stakeholders.

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- **All MBIs will reset after one (1) academic semester; see administration for clarification.** Administration will determine the appropriate resolution for each student, based on the context of each incident.

- **Incidents in this category include discretionary expellable offenses; may be subject to law enforcement involvement.** SOME incidents in this category require immediate administrative notification.

- **Incidents in this category include mandatory expellable offenses; may be subject to law enforcement involvement.** ALL incidents in this category require immediate administrative notification.