

Office Referral Decision Matrix



Green (Teacher resolves):

Minor disruptions, not turning in homework, low-level defiance, or minor peer conflicts.

Intervention: Classroom consequences, restorative chats, and parent contact.

Yellow (Teacher intervenes, then informs):

Repeated defiance, chronic disruption, or bullying.

Action: Teacher implements in-class interventions first, then documents it for the office.

"Buddy System"

where teachers swap a highly disruptive student into a neighbouring colleague's classroom for a 15-minute cool-down rather than sending them to the office.



Red (Immediate Office Send):

Physical violence, threats, possession of contraband, or severe medical emergencies.

