OAKVILLE PUBLIC SCHOOL
Referral Flowchart
2nd DRAFT – updated 18 Sept 2012

Observe problem behaviour

Warning/Conference with student

Does the behaviour involve drugs, weapons or extreme violence

YES

Notify Principal immediately

NO

Is behaviour MAJOR?

YES

Write hard copy MAJOR referral and enter onto STARS

Send MAJOR referral to Exec

Are there already 2 or more MAJOR referrals for current term?

YES

Exec refers to Principal

NO

Principal determines consequence

Principal provides feedback to Exec, CRT & Notifying teacher

Principal follows through consequence

NO

Exec notifies parent

Program established and set in place

Monitor and review after 2 weeks.

Is intervention program required?

YES

Refer to LST

NO

Exec notifies parent as required

Exec provides feedback to CRT and notifying teacher

Exec follows through consequence

Are there already 2 or more FOCUS referrals for current term?

YES

CRT writes hard copy FOCUS referral

NO

Send FOCUS referral to CRT

Sent FOCUS referral to CRT

Are there already 2 or more MINOR referrals for current term?

YES

CRT enters all MINOR referrals onto STARS

CRT sends all hard copy MINOR referrals to Exec

NO

CRT files referral for future reference

Send MINOR referral to CRT

Are there already 2 or more MINOR referrals in the current term?

YES

Send MINOR referral to CRT

NO

CRT writes hard copy MINOR referral

Is behaviour the current FOCUS ‘crack-down’?

YES

Complete hard copy FOCUS referral

NO

Send FOCUS referral to CRT

Is behaviour MAJOR?

YES

Write hard copy MINOR referral

NO

Send MINOR referral to CRT

Does the behaviour involve drugs, weapons or extreme violence

YES

Notify Principal immediately

NO

Refer to LST

Program established and set in place

Monitor and review after 2 weeks.

Is intervention program required?

YES

Refer to LST

NO

Exec notifies parent

Program established and set in place

Monitor and review after 2 weeks.

Is intervention program required?