**Discipline Process Flowchart**

**Bramble Middle**

Problem Behavior Occurs

Office Discipline Referral

**Office-Managed**

**Problem Behavior**

Ongoing Teaching of Behavioral Expectations and Building Relationships

**Staff-Managed**

**Problem Behavior**

*Staff-Managed Problem Behavior*

* *Lying*
* *Disrespect*
* *Physical Contact*
* *Noncompliance*
* *Disruption*
* *Property Misuse*
* *Forgery/Theft*
* *Teasing/Taunting*

Behavior

Improves

Behavior

Improves

Suggested Strategies:

* Re-direction
* Re-teaching
* Provide choice
* Conference
* Continue teaching expectations
* Continue building relationships

Suggested Strategies:

* Proximity
* Signal/Non-verbal cue
* Recognize on-task behavior
* Support for procedure
* Continue teaching expectations
* Continue building relationships

*Office-Managed Problem Behavior*

* *Abusive Language*
* *Defiance*
* *Disruption*
* *Fighting/Aggression*
* *Theft*
* *Harassment/Threats*
* *Property Damage*
* *Weapons*
* *Drugs & Alcohol*

If the problem behavior does not decrease in intensity and/or frequency, then enlist support of administrator.

Problem solve with:

* Student
* Family
* Grade level team
* Department team
* Student support team

Behavior

Improves

Office Discipline Referral



BMHS Progressive Behavior Matrix

# Minor

(teacher managed unless multiple documented occurrences)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Violation | Consequence 1 | Consequence 2 | Consequence 3 | Consequence 4 |
| Inappropriate Language |  |  |  |  |
| Physical Contact /  Physical Aggression | Verbal Warning/Redirection  Parent Contact (by reporting staff member)  Log Behavior | Minor Behavior Referral  Parent Contact (by ISS Supervisor)  ½ Day ISS | Minor Behavior Referral  Parent Contact (by ISS Supervisor)  1 Day ISS | Major Behavior Referral  Parent Conference with Administrator  1day OSS  (Habitually Disruptive) |
| Defiance / Disrespect / Non-Compliance |
| Disruption |  |  |  |  |
| Property Misuse |  |  |  |
| Dress Code Violation | Staff Member makes verbal request to correct the violation | | Minor Behavior Referral if Violation is not corrected  Parent contact (By Administrator) | Major Behavior Referral when Referrals become Habitual (4+)  Parent Conference with Administrator |
|  |  | |  | 1day OSS  (Habitually Disruptive) |
|  | Verbal Warning/Redirection | Minor Behavior Referral | Minor Behavior Referral | Major Behavior Referral  Parent Conference with Administration  Loss of Computer Privileges (remainder of school year)  OSS  (Habitually Disruptive) |
| Technology Violation (Minor) | Parent Contact (by reporting staff member)  Log Behavior | Parent Contact (by administration)  Loss of Computer Privileges  (30 Days) | Parent Contact (by administration)  Loss of Computer Privileges  (60 Days) |
| Personal Electronic Device Use Violation | Minor Behavior Referral  1 After-School Detention  Parent Contact (by ISS Supervisor) | Minor Behavior Referral  2 After-School Detentions  Parent Contact (by ISS Supervisor) | Minor Behavior Referral  ½ Day ISS Parent Contact  (by ISS Supervisor) | Minor Behavior Referral  1 Day ISS  Parent Contact (by ISS Supervisor)  Further violations will result in 1 Day OSS (habitually disruptive) |
| Tardy (Minor)  \* Per Trimester | Teacher Assigned Consequence For tardy 1-5 | | For every tardy over 5 in a class the student will receive a Referral for Thirty-minute detention  Every fifth Tardy referral the student will receive a day of ISS | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major  (office Managed) | | | | |
| Violation | Consequence 1 | Consequence 2 | Consequence 3 | Consequence 4 |
| Abusive Language  / Inappropriate Language /  Profanity |  |  |  | |
| Disruption | Major Behavior Referral  Parent Conference With Administrator | Major Behavior Referral  Parent Conference With Administrator | Major Behavior Referral Parent Conference with Administration  (habitually disruptive) | |
| Defiance / Disrespect / Insubordination / Non-Compliance |
| Gang Affiliation Display | 1-3 Day Oss  (habitually disruptive) | 3-5 Day ISS  (habitually disruptive) | OSS Pending Recommend for Expulsion | |
| Property Damage /  Vandalism | \* Involve Law Enforcement | \* Involve Law Enforcement | \* Involve Law Enforcement | |
| Forgery / Theft |  |  |  | |
| Technology  Violation (Major |  |  |  | |
|  | Minor Behavior Referral | Minor Behavior Referral | Major Behavior Referral | Major Behavior Referral |
| Lying / Cheating | Parent Contact (By Administrator) | Parent Contact (By Administrator) | Parent Conference with Administrator | Parent Conference with Administrator |
|  | Loss of Credit | Loss of Credit 1 Day ISS | Loss of Credit 1 Day OSS  (habitually disruptive) | Loss of Credit 3 Day OSS  (habitually disruptive) |
| Harassment / Bullying | Major Behavior Referral  Parent Conference With Administrator | Major Behavior Referral  Parent Conference With Administrator | Major Behavior Referral Parent Conference with Administration  (habitually disruptive) | |
| Fighting / Physical Aggression | 3 Day Oss  (habitually disruptive)  \* Involve Law Enforcement | 5 Day Oss  (habitually disruptive)  \* Involve Law Enforcement | OSS Pending Recommend for Expulsion  \* Involve Law Enforcement | |
|  | Minor Behavior Referral | Minor Behavior Referral | Minor Behavior Referral | Minor Behavior Referral |
| Skipping | Parent Contact (By ISS Supervisor) | Parent Contact (By ISS Supervisor) | Parent Contact (By ISS Supervisor) | Parent Contact (By ISS Supervisor) |
|  | Thirty-Minute Detention | Thirty-Minute Detention | ½ Day ISS | 1 Day ISS |
|  | 3 Unexcused or Truant Absent | 5 Unexcused or Truant Absent | 7 Unexcused or Truant Absent |  |
| Truancy (Major)  \*Per Trimester | Attendance Contract | Adjudication Warning Letter | Adjudication Letter  Parent Conference (with Administrator) | 8+ Unexcused or Truant Absent  Loss of Credit |
|  | Parent Contact (By ISS Supervisor ) | Parent Conference (with ISS Supervisor ) | Referral to Truancy Court |  |
| Inappropriate Display of Affection | Minor Behavior Referral  Parent Contact (By ISS Supervisor) | Minor Behavior Referral  Parent Contact (By ISS Supervisor)  ½ Day ISS | Minor Behavior Referral  Parent Contact (By ISS Supervisor)  1 Day ISS | Major Behavior Referral  Parent Contact (By Administrator)  1 Day OSS  (Habitually Disruptive) |
|  | Minor Behavior Referral | Minor Behavior Referral | Minor Behavior Referral | Major Behavior Referral |
| Inappropriate Location / Out of Bounds Area | Parent Contact (By ISS Supervisor) | Parent Contact (By ISS Supervisor) | Parent Contact (By ISS Supervisor) | Parent Contact (By Administrator) |
|  | After-School Detention | ½ Day ISS | 1 Day ISS | 1-3 Days OSS  (Habitually Disruptive) |

# Major

(Office Managed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Violation | Consequence 1 | Consequence 2 | Consequence 3 | Consequence 4 |
| Use / Possession of Tobacco | Minor Behavior Referral  Parent Contact (By ISS Supervisor) | Minor Behavior Referral  Parent Contact (By ISS Supervisor)  30 minute after- school detention | Minor Behavior Referral  Parent Contact (By ISS Supervisor)  ½ day ISS | Minor Behavior Referral  Parent Contact (By ISS Supervisor)  1 Day ISS |
|  | Major Behavior Referral | Major Behavior Referral | Major Behavior Referral | |
| Bomb Threat / False Alarm | Parent Contact (By Administrator)  1-3 Day OSS  (Habitually Disruptive) | Parent Contact (By Administrator)  3-5 Day OSS  (Habitually Disruptive) | Parent Contact (By Administrator)  5-10 Day OSS  (Habitually Disruptive) | |
|  | \* Involve Law Enforcement | \* Involve Law Enforcement | \* Involve Law Enforcement  \*\*Recommend for Expulsion | |
|  | Major Behavior Referral |  | |  |
| Use / Possession of Alcohol | Parent Conference with Administrator | Major Behavior Referral  Parent Conference with Administrator | |  |
|  | 5 Day OSS  (habitually disruptive)  \*Refer to Student Assistance Counselor  (Suspension Reduction) | 10 Day OSS  (habitually disruptive)  \*\*Recommend for Expulsion  \* Involve Law Enforcement | | Affective throughout High- School Career |
| Use / Possession of Drugs |
|  | \* Involve Law Enforcement |  | |  |
| Arson | \*\*Mandatory Recommendation for Expulsion  \*Involve Law Enforcement | | | |
| Use / Possession of Combustibles (excluding matches &  lighters) |
| Use / Possession of Weapons |

**(\*) At Administrator’s Dis**cretion **–** upon consideration of all other variables (\*\*) **–** Denotes Recommendation for Expulsion

* **The combination of any three “Habitually Disruptive Behaviors”** within a school year will result in a recommendation for expulsion.
* The combination of any two drug/alcohol abuse violations throughout a

**student’s hig**h-school career will result in recommendation for expulsion.

-Give a copy to homeroom/ Sp.Ed./Student

-Mail copy to parent

**Is this the student’s 2nd official *Minor*?**

-Schedule a conference with the caregiver (by phone or in person).

-notify administration via email about situation (keep information simple but informative)

**Is this the student’s 3rd official *Minor*? (within 3 weeks)**

- Contact support staff and set up behavior intervention meeting.

-Complete *Major* ODR form, indicating previous *Minors*

**Support Staff:**

-Guidance counselor

-Social worker

-Exceptional Ed.

-School Psychologist

Make copies then file necessary documentation

**Suspension**

**Principal** determines consequence

Problem Solve

***Office-Managed (Majors)***

***Use call button to get administrative assistance***

***Staff-Managed (Minors)***

**Is the behavior Teacher Managed (*Minor*) or Principal Managed (*Major*)?**

**Behavior stops**

**-**Positively Reinforce appropriate behavior

-Verbal

-Non-verbal

**Implement classroom**

**management plan**

-3 levels

-Document each level on behavior log and on agenda home to caregiver

-**Level 1**: Implement management strategy, i.e., move student’s location, lose 5 minutes of playtime, loss of another privilege, etc…

-**Level 2**: Provide an opportunity for student to “cool down” (if needed)

-**Level 3**: Caregiver phone call to inform caregiver of repeated behaviors. Document as an official *Minor.*

**Behavior repeats**

**Redirect the behavior**

-Verbal

-Non-verbal

**Observe problem behavior**

**Middle School**

**Discipline Process Flowchart**

Observe Problem Behavior

Redirect behavior and give warning.

Implement Classroom

Management Plan:

Implement general classroom discipline strategies (move to new seat, serve time after class, assign silent lunch, etc.) #2

Complete Major Discipline Referral Form (attach 3 minor referral forms if applicable)

Is the Behavior *Major?*\*

NO

YES

Remove student if a danger to self or others

NO

Complete Minor referral form and attach to Major Discipline Referral Form

YES

Is this the student’s 3rd minor within 4.5 weeks?

File minor referral form in appropriate place

Conference with student & Complete Minor Discipline Referral Form and determine a loss of privilege.

Administration follow-up with referral source within 3 days

Make copy of form and send original Major Discipline Referral Form to Office

Administration determines consequence

\*See *Behavior Matrix* for definitions

-3 *Minors* equal a *Major.*

-Reset at 4.5 weeks.

**Waterville Elem.**

**Discipline Process Flowchart**

Observe Problem Behavior

Implement Classroom

Management Plan:

Implement general classroom discipline strategies (move to new seat, serve time after class, assign silent lunch, phone call or note to parent etc.)

Complete Major ODR Form (attach minor referral form if applicable)

Redirect behavior and give warning.

Is the Behavior *Major?*\*

NO

YES

Remove student if a danger to self or others

YES

File minor referral form in appropriate place

No

Is this the student’s 3rd minor within 4.5 weeks? ( ((

Conference with student & Complete Minor Discipline Referral Form and determine a loss of privilege.

Administration follow-up with referral source within 3 days when needed

Complete Minor referral form and attach to a Major ODR Form

Make copy of form and send original Major ODR form to office.

Administration determines consequence

\*See *Behavior Matrix* for definitions

-3 *Minors* equal a *Major.*

-Reset minors at 4.5 weeks.

**Reactive Component: Responding to Problems**

**Observe Problem Behavior**

**Office Managed**

Physical fighting

Profanity/Abusive Language

Overt Defiance

Theft

Bullying

Repeated offenses after Teacher/Parent-based intervention

**Teacher Managed**

Teasing

Repeated disruptions

Not following

Directions

Infrequent failure to complete school work

Repeated work

Incompletion

Lying

Cheating

Struggles with Peers

Struggles with Adults

**NO** **YES**

Administrator provides feedback to teacher in a timely manner.

Administrator follows through on consequence.

Complete office discipline referral (ODR).

Use Teacher Consequence(s):

1. Redirection/Proximity

2. Conference with student

3. Take a break inside/outside classroom

4. Time off recess

5. Consult team member or previous teacher

Send student to Office, or call Office to have student removed.

If behavior is unchanged, and all consequences have been given, contact the parent to discuss the behavior.

**No** **Yes**

Write referral to the office, using an ODR form.

Continue teacher management until 3 parent contacts have been made.

**NO YES**

**DISCIPLINE FLOWCHART**



NO

YES

Does the student have **3 incident logs violating the same expectation** in a nine week period?

On the third occurrence, write office discipline referral, and attach previous incident logs

File in PBS Binder/Turn in with Lesson Plans

Administrator to determine office consequence (e.g., in- school suspension, suspension)

Implement Interventions (On Incident Log Form)

Observe Problem Behavior

***POST IN CLASSROOM FOR TEACHER***

***REFERNECE ***



NO

**Is behavior Major? (See definitions below)**

YES

Teacher to Call for immediate response or call office when sending a Major referral

Teacher to write Office Discipline Referral (major form)

Implement General Classroom Discipline Strategies



Write a Classroom Incident Log

Follow through steps: Copy Documentation to Parent/Teacher Review Data at PBS meetings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMPARISON OF DEFINITIONS MINOR VERSUS MAJOR** | | | | | |
| **EXPECTATION VIOLATED** | **Classroom Managed**  **BEHAVIOR DEFINITION** | |  | **Office Managed**  **BEHAVIOR DEFINITION** | |
| NOT CARING | Inappropriate verbal language | Low intensity instance of inappropriate language, name calling, teasing |  | Abusive language/ Bullying/threatening | Verbal messages that include swearing, name calling, bullying language or use of words in an inappropriate way. Profane/disrespectful messages (verbal or gestured) to another person that includes threats or intimidation. |
|  |
| Noncompliance/ Defiance/Disrespect | Brief or low- intensity failure to respond to adult requests, refusal to follow directions, talking back and/or socially rude interactions. |  | Open Defiance insubordination/ non-compliance | Flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority |
| NOT RESPONSIBLE | Disruption | Low- intensity, but inappropriate disruption, noise with materials; horseplay or roughhousing; |  | Disruption | Behavior causing an interruption in a class or activity; includes **sustained** loud talk, yelling, or screaming; and/or sustained out-of-seat behavior. |
| Property Misuse | Low- intensity misuse of property |  | Property Damage | Student deliberately impairs the usefulness of property. |
| NOT SAFE | Physical Contact | Non-serious, but inappropriate physical contact, scuffling |  | Fighting/ physical aggression | Actions involving serious physical contact where  **injury occurs**  (e.g., hitting, punching, hitting with an object,  kicking, hair pulling, scratching, etc.). |
|  |

**\*\*\*Vandalism, Weapons Use/Possession, Drugs, Tobacco- MUST be reported immediately to the SRO and administration for investigation.**

**Initial Teacher Response Examples Sample Office Consequences**

Loss of Privileges (e.g. Natural consequences) Loss of Privileges

Send Note Home Call Parent

Call Parent Time in Office

Reinforce others for appropriate behavior In-School suspension

Make student state expectation Suspension

Is the offense Level 1, Level 2, or Level 3?

**Level 3**

An offense that significantly disrupts the learning environment and possibly jepordizes the safety of self and/or others.

*Examples include but are not limited to:*

* Major Agrressive Behavior
* Alcohol/Drug/Tobacco Possession/Use
* Arson
* Communicating Threats
* Skipping Class
* Damaging School Poroperty/Vandalism
* Fighting
* Gang Activity
* Obscene Language/Gestures Directed at an Adult
* Possession of Pornography/Profane Material
* Sexual Offense
* Possession of Weapon/Dangerous Instrument

**Level 2**

An offense that significantly disrupts the learning environment.

*Examples include but are no limited to:*

* Argumentative with Adult
* Sustained Insubordination
* Disruptive Horseplay
* Use of Inappropriate Language Directed at an individual

**Level 1**

An offense that does not significantly disrupt the learning environment.

*Examples include but are not limited to*:

* Horseplay
* Use of inappropriate language
* Refusal to follow Adult Directions
* Picking/Teasing
* Public Display of Affection
* Throwing Objects
* Making Disruptive Noises

**Discipline referral\*:**

Student is sent to Responsibility Room with referral form, Teacher calls Responsibility Room to notifiy Choices Coordinator that Student is on his/her way

**2 Questions and a Statement**

What are you doing?

What should you be doing?

Show me.

*\*Contact office for students on BMT caseload*

**Discipline Referral\*:**

Contact office to obtain student escort

\*\*\*Referral form sent as soon as possible\*\*\*

No

Yes

Has the same offense occurred three times recently?

**Discipline referral\*:**

Student may remain in classroom, referral form given to Choices Coordinator the day it is written

**Teacher makes parent contact the day the referral is written**

Classroom Interventions



*To use this template, insert text boxes in the rectangles below.*