

Highland-Turner Elementary Discipline Flow Chart

**Teacher
Action**

Problem Behavior
Observed

**Administrator
Action**

Defiance/Disrespect/Non-Compliance
Disruption
Physical Contact
Inappropriate Language
Technology misuse
Property misuse
Name calling/pestering
Not completing work
Not prepared for class
Off task
Chewing Gum
Cell phone use
Cheating
Stealing (minor-Example pencil, scissors)

Office Discipline Referral
Physical aggression/Fighting
Ongoing disrespect
Ongoing disruption
Ongoing Inappropriate Language
Bullying/Harassment
Property damage/vandalism
Drugs/alcohol/Tobacco Use
Personal Threat
School Threat
Weapon
Stealing (major- example- electronic device)

Verbal Warning

Conference with student

Contact parent

Loss of Privilege- Recess,
programs, sports, etc.

Contact Parent/Loss of privilege/behavior
response (Reflection of behavior and ways
to improve- Writing)

Office Discipline Referral
Parent/Teacher/Student Conference

Conference with Student

Contact Parents

Verbal
Warning

Loss of
privileges/Activities

Counselor
Referral

Suspension (Bus, in-
school, out of school)

Notify authorities if necessary

