

Discipline Referral Guide

Level 1

Classroom Managed infractions
8 weeks of Tier 1 support before
Admin & MTSS meeting referral

Disrespect and Defiance

Talking back with an impolite tone
Refusal to comply with a directive
Playing on phone during class

Minor Technology Violation

Playing non-approved games
Going on You-tube etc. with inappropriate
content

Lying

Giving false information to school personnel

Cutting Class/Unauthorized location

Not being in your assigned class location
Loitering in hallway/bathroom

Eloperment from classroom (remains in building)

Leaving/Running out of the classroom
without permission

Inappropriate language

Name Calling with or without gestures
Telling jokes at another persons expense

Disruptive Behavior

Excessive noise
Engaging in reckless behaviors creating a
risk of injury on and off school premises
including transportation

Level 2

Classroom/Admin Managed infractions
6 weeks of Tier 1 & 2 support
before Admin & MTSS meeting referral

Use of offensive language and gestures (sexual orientation, racial, against a specific faith)

Cursing repeatedly, obscene language, age and gestures
sexual, gang gestures, racial slurs

Eloperment outside of School Building /Campus

Running out of the school building while ignoring staff
directives to return

Verbal altercations with staff and/or students

Aggressive intimidation extortion, coercion, or
threatening violence and/or injury to others.

Physical Aggression/Contact

Minor: poking shoving, , pushing in which a mark/bruise is
not left

Major: hitting slapping, kicking, biting, in which a
cut/bruise/mark is left on one or both parties but does not
require outside medical attention

Property Damage

low intensity reversible misuse of property that does not
result in the disfigurement of property ex: pushing a chair
down to the floor

Property Destruction

Actions resulting in the irreversible destruction of
property, breaking a screen on an I-pad, computer or smart
board, graffiti, vandalism

Stealing/Theft

Possession of, having passed on, or being responsible
for removing someone else's property without
permission

Major Technology violation

Sustained or highly inappropriate use of a cell phone or
computer. Ex: cheating, tampering with or altering records,
filming other students without their consent.

Level 3

Admin Managed infractions
Immediate Consequences as per Code of
Conduct
Immediate MTSS meeting referral

Material Incidents of Discrimination

Harassment/Bullying

A single verified incident or a series of related verified incidents
where a student is subjected to harassment, bullying and/or
discrimination by a student or employee

Cyberbullying

Defined as harassment or bullying that occurs through any form
of electronic communication

Assault

Any act committed by a person 10 years of age or older which
would constitute a felony

Weapon Possession

Any acts committed by a person 10 years or age or older which
constitute a felony

Use, Possession, or Sale of Drugs

Illegally using, possessing, or being under the influence of a
controlled substance or marijuana

Use, Possession, or Sale of Alcohol

Illegally using, possessing, or being under the influence of
alcohol

False Alarm

Causing a fire alarm or other disaster alarm to be activated
knowing there is no danger or through false reporting of a fire or
disaster

Bomb Threat

A telephoned, written or electronic message that bomb,
explosive, or chemical or biological weapon has been or will be
placed on school property

Homicide

Any intentional violent conduct that results in the death of
another person

Threat of School Violence

Other than Bomb Threat or False Alarm

Sexual Offense

Any act committed by a person 10 years of age or older which
would constitute a felony

Other Behaviors

- 1. Gambling**
- 2. Violation of the Dress Code/Wearing Inappropriate apparel**
- 3. Lateness to School/Class**
- 4. Posting or distributing material on school premises in violation of written rules**
- 5. Possessing, posting or distributing obscene, libelous, or defamatory material, literature or material containing a threat of violence, injury, or harm**
- 6. Bringing unauthorized visitors to school**

Level 1 Behavior Management Flow Chart

Classroom Managed

* If data indicates that behaviors are starting to decrease after intervention at any point before reaching 8 weeks, no referral to MTSS is required.

1 week

- Monitor repeated behaviors
- Self-assess and implement Tier 1 Classroom Management
- Implement Tier 1 Restorative Practices (RP)/SEL

2- 3 weeks

- Implement classroom management strategies increasing active supervision and behavior-specific praise
- Continue with Tier 1 restorative practices
- Notification of behavior concerns to parent/caregiver
- Begin tracking behaviors via Branching Minds (BrM) Behavior Incident Log. /Incident form

4 - 5 weeks

- Continue implementing Tier 1 Classroom Strategies and RP Practices
- Review data with school psychologists/Social Worker
- School psychologist/Social Worker will conduct an observation.
- Adjust Strategies as needed
- Continue tracking incidents via BrM/Incident Form

6 weeks

- Continue using Tier 1 Classroom Intervention/Support and RP Practices
- Collaborate with Clinical Team and Dean to determine the need for Tier 2 behavior strategies
- Dean/ Psych/SW contacts parent/caregiver for collaborative purposes
- Continue tracking incidents via BrM/ Incident Form

7 weeks

- Continue implementing Tier 1/2 strategies and RP Practices
- Implement Home-School Collaborative Strategies
- Psych/SW/ Dean may observe the fidelity of implementation of strategies
- Continue tracking incidents via BrM/Incident Form

8 + weeks

- Continue implementing Tier 1/2 strategies and RP Practices ensuring consistency and fidelity
- Data will be reviewed by Dean to determine if the intensity and/or frequency of behavior are increasing, decreasing, or staying the same
- Continue tracking behavior on BrM/Incident Form

MTSS Individual Student Success Team Meeting Referral

- If behavior is increasing in frequency and/or intensity, Dean refers a student to the MTSS team using the MTSS Intake Form - Digital/Paper
- BrM data must have a minimum of 6 data points to hold a meeting
- The MTSS team schedules a meeting within 1 week and invites district-level MTSS Behavior Interventionist.
- District-Level MTSS Behavior Interventionist will observe the student before the meeting.
- A Behavior Support Plan via Branching Minds will be created for the student during the meeting.

Level 2 Behavior Management Flow Chart Classroom-Admin Managed

* If data indicates that behaviors are starting to decrease after intervention at any point before reaching 6 weeks, no referral to MTSS is required.

1 week

- ❑ Monitor repeated behaviors
- ❑ [Self-assess](#) and [implement Tier 1 Classroom Management](#)
- ❑ [Implement Tier 1 Restorative Practices strategies](#)
- ❑ Notify Parent/Caregiver for collaborative purposes

2 weeks

- ❑ [Implement Tier 1 Classroom Intervention \(Active Supervision and Error Correction Procedures\)](#) and restorative practices with home school collaboration strategies
- ❑ Consult with School Psychologist/ Social Worker/Dean
- ❑ Implement Tier 1 and 2 Restorative Practices
- ❑ Document incidents via [Branching Minds / Incident Form](#)

3 weeks

- ❑ [Tier 1 Classroom Intervention \(preventative and response strategies\) and restorative practices](#)
- ❑ [Add Tier 2 supports](#) (check-in/check-out, individual/social skills training) in collaboration with Clinical Team
- ❑ Continue Data Collection via [Branching Minds / Incident Form](#)

4 weeks

- ❑ [Tier 1 Classroom Management and Restorative Practices](#)
- ❑ [Tier 2 Classroom Management supports implemented](#) w/ fidelity
- ❑ Psychologist/SW/Dean Support cont. support and may conduct an [observation](#) for the fidelity of implementation
- ❑ Contact MTSS Behavior Interventionist to set up an observation and provide to provide support/meet with team
- ❑ Update Parent/Caregiver regarding behavior strategies /student response to interventions
- ❑ Continue Data Collection via [Branching Minds / Incident Form](#)

5 weeks

- ❑ [Tier 1 Classroom Intervention and Restorative Practices](#)
- ❑ [Tier 2 Classroom Management Strategies](#) with support from Clinical Team/Behavior Interventionist
- ❑ Implement additions/modifications of interventions based upon team Clinical Staff and Beh Interventionist recommendations
- ❑ Continue Data Collection via [Branching Minds / Incident Form](#)

6 + weeks

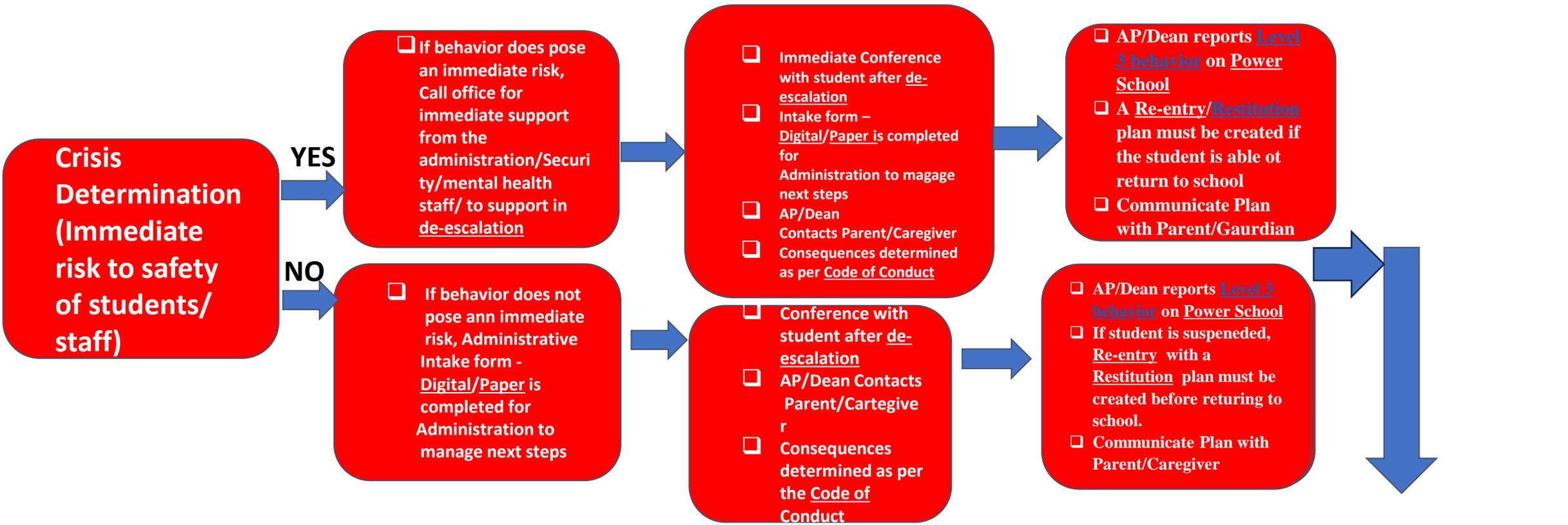
- ❑ [Tier 1 and 2 Classroom Management and Restorative Practices](#) including recommendations given by the Team (Clinical Staff/Beh Interventionist)
- ❑ Data will be reviewed by Dean/Behavior Interventionist to determine if the intensity and/or frequency of behavior ins increasing, decreasing, or staying the same
- ❑ Continue Data Collection via [Branching Minds / Incident Form](#)

MTSS Individual Student Support Team Meeting Referral

- ❑ If the behavior is increasing in frequency and/or intensity, the Dean refers the student to the MTSS team using the MTSS Intake_Form - [Digital/Paper](#)
- ❑ [BrM](#) data must have a minimum of 6 data points to hold a meeting
- ❑ *The MTSS team schedules a meeting within 1 week and invites district-level MTSS Behavior Interventionist.*
- ❑ A Behavior Support Plan via [Branching Minds](#) will be created for the student during the meeting.

Level 3 Behavior Management Flow Chart

Administration Managed



MTSS Individual Student Success Team Meeting Referral

- AP/Dean refers a student to the MTSS team if the behavior is reoccurring.
- The MTSS team schedules a meeting within 1 week and invites district-level MTSS Behavior Interventionist.
- District-Level MTSS Behavior Interventionist will observe the student before the meeting.
- A Behavior Support Plan via Branching Minds will be created for the student during the meeting.