

2025-2026 Student Discipline Flowchart Guidelines and Procedures

Level 1 – Teacher – Handled in the Classroom

- Minor classroom annoyance or disruption
- Eating in class
- Lack of materials or textbook
- Homework problems
- Passing notes
- Not following instructions/off task/not working
- Profanity (not habitual)
- Minor off-task talking
- Making noises, horse playing, playing with toys
- Personal grooming
- Cell phone warning – put away in backpack

These infractions should be **handled first** by the teacher within their **classroom management plan** by discussing it with students, calling parents/guardians, **and speaking** with parent/guardian to inform them of the issue. You may issue lunch time/after school detentions to be held in your classroom. ** If a consequence is given to the student and the student does not respond or attend after three (3) reminders, send the student to the office with a discipline referral. If a parent-teacher conference is warranted, please schedule a time for you to meet with the parent/guardian. Class suspension (1 or 2 days) **REQUIRES** a phone call home and a conversation with the parent/guardian specifying why the student is being suspended as well as the duration. Teachers must provide work for the student to complete while out of the class (EC 49000).

Level 2 – Office Discipline Referral

- Extreme, habitual and constant defiance/disrespect – requires a teacher phone call home
- Habitual use of profanity/vulgarity – **more** than a simple outburst - requires a teacher phone call home*
- Cheating/academic integrity – requires a teacher phone call home*
- Non-compliant cell phone policy – send phone to office, complete property receipt, if possible, and complete cell phone violation form – send yellow to office, pink (student), white (teacher). Please indicate if the student is to pick up or if parent/guardian (2nd+ noncompliance) - the SMS cell phone policy should be posted in all classrooms.

Level 3 – Assistant Principal – possible suspension or other major consequence

- Fighting or Assault
- Possession or use of drugs or alcohol or drug paraphernalia
- Weapons of any kind/type
- Explosives
- Threats or Bullying
- Arson
- Theft
- Vandalism

*Phone calls may be made at the end of the school day. Please send an email to Imelda Berumen (AP Secretary) with the student name and student ID # indicating the call has been made (for that incident) and with whom you spoke or if you left a message. Please provide any additional information that we should be made aware of.