

2026-2027 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, horseplaying, playing with toys
- Personal grooming
- Cell phone warning – put away/ teacher discretion (confiscate).

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 the 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 time out is needed, please use the buddy system to send the student to another classroom. If a parent-teacher conference is warranted, please schedule a time for you to meet with the parent/guardian.

Level 2 – Office Discipline Referral written and parent/ guardian contact made

- 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.
- Bullying of any kind observed

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 along with a mandatory parent-teacher meeting. Teachers must provide work for the student to complete while out of the class (EC 49000).

Level 3 – Major Infractions: Fighting, drugs, Etc. Call Office immediately

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