

## EFFECTIVE PROCEDURES FOR HANDLING DISCIPLINE

### TFI Features 1.6 & 1.7

School has clear definitions for behaviors that interfere with academic and social success and a **clear policy/procedure for addressing office-managed versus staff-managed problems**. School policies and procedures describe and emphasize proactive, instructive, and/or restorative approaches to student behavior that are implemented consistently.

Possible Sources: Staff handbook, student handbook, school policy, discipline guide, discipline policy, and code of conduct

**Provide matrix or written examples that clearly define staff managed vs. office managed: Does the staff know what is an appropriate incident to write a referral for verses what should be handled in the classroom?**