

NEWMAN ELEMENTARY DISCIPLINE PROCEDURE FLOW CHART



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OBSERVE PROBLEM BEHAVIOR

What type of behavior is it?

TEACHER MANAGED

- Calling out
- Dress Code
- Electronic Devices
- Food/Drink
- Language
- Late
- Minor Dishonesty
- Preparedness
- Put Down
- Throwing
- Tone/Attitude
- Self-Control
- Work Refusal

OFFICE MANAGED

- Aggressive behavior
- Bullying/harassment
- Chronic/Repetitive Minor Infractions
- Drugs/Alcohol
- Fighting
- Major Dishonesty
- Physical Aggression/Contact
- Threats
- Truancy
- Vandalism
- Weapons

PROBLEM
SOLVE
WITH THE
STUDENT

ADMINISTER APPROPRIATE
CLASSROOM BASED CONSEQUENCES

COMPLETE OFFICE REFERRAL

- Conference with student
- Notify parent and teacher

Did behavior
resolve?

NO

YES

- Document Interventions
- Reinforce expectations

Have you written at least
three Classroom Incident
Log (CIL) entries?

NO- WRITE CIL

- Conference with student
- Notify parents
- Reinforce expectations

YES

- Refer to Office Managed Behaviors

ADMINISTRATIVE RESPONSE

- Administrator investigates written report.
- Student conduct record is consulted
- Administrator determines consequence.
- Administrator provides feedback to the staff