



CLASSROOM DISCIPLINE PROCEDURES

- All teachers will follow the Classroom Discipline Procedure & document using the Discipline Documentation form.

CLASSROOM DISCIPLINE PROCEDURE

1. Intervention/verbal warning/counsel by teacher & documentation
 2. Parent contact and teacher d-hall & documentation
 3. Additional parent contact and teacher d-hall & documentation
 4. Office referral for continued misbehavior or progression of misbehavior after all previous steps taken
- Teachers/departments will hold their own d-hall from. Please verify student's attendance before writing the discipline slip for missing D-Hall.
 - D-hall forms will be provided for you to complete. You will give to the student and retain copy for your documentation.
 - All disciplinary actions must be documented on the Discipline Documentation form which is provided. Once an office referral is made, the discipline form is your documentation of actions taken to correct the behavior of that student.
 - Office referral document will be re-designed to allow for more room to write up offense and to document what actions have been taken up to that point.

Some behaviors have been identified that require an automatic office referral. In these cases, teachers should fill out an office referral form without needing to go through the steps of the classroom discipline procedure. It is the discretion of the teacher if the student is sent to the office immediately or the referral is submitted after class. These behaviors are our common discipline issues but this list is not all inclusive. Obviously, if a student commits a serious offense (see student Code of Conduct) an automatic office referral is necessary. These will be posted in every classroom.

BEHAVIORS REQUIRING AUTOMATIC OFFICE REFERRAL

- Cheating
- Skipping class
- Uncorrectable or consistent dress code violation
- Fighting or confrontational behavior
- Profanity/Racial Slurs in class
- Refusing to surrender electronic devices
- Vandalism or defacing school property
- Non-compliance/defiance
- Refusal to attend teacher d-hall
- Public displays of affection

**Zero tolerance is supported for misbehavior with any substitute teacher, custodian, cafeteria worker, or secretary. In other words, these staff members do not need to follow the classroom discipline procedures before referring a student to the office.