

CLASSROOM BEHAVIOR FLOW CHART

All behaviors not listed on the "Admin Level Offenses" document will be handled by classroom teachers (Master Agreement 11.2) **Document on FOCUS starting with step 3.** Remember, each day is a fresh start!

STEP 1

Verbal Warning - Ask the student to stop the undesired activity. Consult Student Support Resources.

STEP 2

Privately conference with student to address the issue.

STEP 3

Contact parent, assign out of class restorative reflection, and document in FOCUS. (See Step 5 for failure to appear.)

STEP 4

Accrual of 2 reflections results in a parent teacher conference (Instructional Coach (DC) may be present).

STEP 5

If student fails to appear for reflection OR accumulates 4 reflections, this results in an administrative referral.

LATENESS FLOW CHART

FIRST OCCURRENCE

Verbal Warning - Private conference with student about why they are late.

SECOND OCCURRENCE

Contact home and communicate that the next lateness will result in a reflection session. Consult Student Support Resources. Document in FOCUS.

THIRD OCCURRENCE

Contact parent, assign out of class restorative reflection, Consult Student Support Resources. Document in FOCUS. (Failure to appear for reflection results in administrative referral)

FOURTH OCCURRENCE

Once a student reaches their fourth occurrence refer to administration.

This flowchart is for addressing unexcused lateness. Each unexcused lateness counts as an occurrence.

Process resets after the fourth occurrence OR at the end of the marking period.

CLASS CUTTING FLOW CHART

FIRST OCCURENCE

Contact parent, assign out of class restorative reflection, and document in FOCUS. **Failure to appear results in administrative referral.**

SECOND OCCURENCE

Repeat steps for first occurrence. Consult Student Support Resources.

THIRD OCCURENCE

Refer the student to administration.

4+ OCCURRENCES

Refer the student to administration for each additional occurrence.

This flowchart is for addressing class cutting (in FOCUS this will be documented as an unexcused tardy if it happens at the beginning of the period). Class cutting means a student missed more than 20 unexcused minutes of class (at any point in the period).

Admin Level Offenses

These offenses result in immediate referral of the student to the administration.

- Substance (drugs, alcohol, etc.) related offenses
- Weapons
- Physical Aggression with injury (fighting)
- Sexually Based Infraction
- Theft
- Vandalism
- Persistent verbal aggression

Student Counselor Referral

Social Emotional Concerns

- A student is going through a traumatic experience (i.e. divorce, death in the family, etc.).**
- A student exhibits signs of depression and/or withdrawal.**
- A student's grades suddenly dropped or there is a drastic change in behavior.**
- A student cries often, gets sick daily, or expresses anger/frustration regularly.**
- A student has difficulty functioning in the classroom (i.e. behavioral issues such as insubordination, aggression, uncooperativeness, etc.).**

Student Counselor Referral

Academic Concerns

- **What are the exact issues the student has that lead me to believe additional supports are appropriate?**
- **What evidence or artifacts can I produce that support my belief?**
- **What documented steps of intervention have I taken to try to help the student improve before making this referral?**
- **Have I already discussed my concerns with the child's parents and gained insight into the child's history?**