

Russell Elementary School Discipline Flow Chart

Developed by the Russell PBIS Team (Updated July, 2018)

| Office Managed | Teacher Managed |
|--|---|
| <ul style="list-style-type: none">• Fighting/aggression• Repeated, Intentional, Power-based Bullying/harassment• Theft (3-5)• Drugs• Weapons• Bomb Threats/Arson/False Alarms• Eloping | <ul style="list-style-type: none">• Dress Code violations• Disruption• Defiance/disrespect• Cursing• Physical Contact/horseplay• Electronic Devices• Forgery• Academic Dishonesty• Verbal threat (refer to counselor)• Theft (K – 2) |

Call for an Administrator and complete Immediate Behavior Referral form and give to an administrator immediately (access to forms on OneNote)

Verbal Warning/ Reteach expected behavior

Teacher conferences with student. Student and teacher will fill out Reflection form, parent is contacted.

After a third Reflection form is filled out for the following behaviors, an office referral can be completed if they continue:

- *Physical Contact*
- *Cursing*
- *Theft (K-2)*
- *Disruption*

Complete an office referral with the three reflection forms attached

Teacher Managed:

- Dress code ---
 - Wearing a non-uniform color
 - Wearing a patterned piece of clothing
 - Wearing open-toed shoes or shoes with flashing lights
- Disruption ---
 - Any behavior that inhibits the learning of others
 - Incessant talking
 - Yelling
 - Running/walking around the classroom
 - Destroying property
 - Inconsolable crying
 - Climbing on or under furniture
 - Pushing or throwing furniture
 - Throwing objects
- Defiance and disrespect ---
 - Refusal to follow teacher's directions (after more than one direction within 5 seconds)
 - Encouraging mutiny within the classroom
- Cursing ---
 - Using profanity, verbally or through physical gesture, toward another person
- Physical contact/horseplay
 - Rough or boisterous play that leads to unintended physical harm
- Electronic devices ---
 - Possession of electronic device on student's person without teacher permission
 - Misusing technology (e.g. visiting inappropriate websites, etc.)
 - Note that some offenses may be major/office managed (e.g. cyber bullying, visiting sexually oriented websites, etc.)
 - Upon offense, teacher keeps the device and contacts the parent to pick it up in the front office
- Forgery ---
 - Falsely representing another person on a written document

- Academic dishonesty ---
 - Plagiarism
 - Copying another student's work
 - Providing another student with assigned work
- Verbal threats ---
 - Verbal or written intent to harm self or others (immediately refer to counselor)
- Theft ---
 - Taking and knowingly keeping something that doesn't belong to you

Office Managed:

- Fighting/aggression ---
 - Physical contact using a body part or object with intent to harm
 - Physical manipulation of object that leads to harm of another
- Bullying/harassment ---
 - Instigating fights with others
 - Bullying (repeated, power based, intentional toward the same person)
 - Teasing
 - Unprovoked verbal or physical contact
- Theft ---
 - Taking and knowingly keeping something that doesn't belong to you
- Drugs ---
 - Possession or use of illegal substances
- Weapons ---
 - Possession or use of a deadly weapon
- Bomb threats/Arson/False Alarm ---
 - Verbal or written intent to cause destruction through bombs, fire, etc.
 - Actual cause of destruction
 - Falsely representing a state of emergency (e.g. fake bomb threat, pulling fire alarm, etc.)
- Eloping ---
 - Leaving a designated area without adult permission (e.g. classroom, building, café, etc.)

***For more information on office managed behaviors, use the following link:

[CCSD Student Code of Conduct](#)

One Team, One Goal, Student Success!

To Ensure High Levels of Learning for All Students!