One Team, One Goal, Student Success!

Russell Elementary School Discipline Flow Chart
Developed by the Russell PBIS Team (Updated July, 2018)

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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

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**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.)

- Elopning ---
  - 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](#)

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