

# Delphi Community Elementary School Discipline/Referral Levels

Level 1 – Incidental Violations (Non-referred/Non-recorded)	Level 2 – Minor Violations (Non-referred/Minor Incident Form Completed)	Level 3 – Major Violations (Referred/Major Violation Form Completed )	Level 4 – Illegal Violations (Referred/Major Violation Form
<ul style="list-style-type: none"> <li>▪ Running</li> <li>▪ Loud voices/yelling</li> <li>▪ Off-task behavior</li> <li>▪ Noise making</li> <li>▪ Out of seat</li> <li>▪ Missing or late work</li> <li>▪ Incomplete week</li> <li>▪ Inappropriate behavior in the bathroom</li> <li>▪ Chewing gum or eating Candy except by teacher Permission</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disrespect to Authority</li> <li>▪ Lying/cheating</li> <li>▪ Inappropriate dress</li> <li>▪ Name calling</li> <li>▪ Non directed profanity</li> <li>▪ Throwing small objects</li> <li>▪ Not following playground or cafeteria rules</li> <li>▪ Talking out/disrupting class</li> <li>▪ Refusal to work</li> <li>▪ Inappropriate language between students</li> <li>▪ Electronic device violation</li> <li>▪ Not keeping hands to themselves</li> <li>▪ Other:</li> </ul>	<ul style="list-style-type: none"> <li>▪ Direct, inappropriate language/gestures to adults</li> <li>▪ Fighting/physical aggression to cause harm</li> <li>▪ Spitting, biting, throwing/turning over objects</li> <li>▪ Overt defiance (refusal to follow direction of adult)</li> <li>▪ Property destruction/misuse</li> <li>▪ Reference in conversation, writing or pictures to weapons of acts of violence</li> <li>▪ Harassment/bullying (repeated intentional putdowns)</li> <li>▪ Lying/cheating (second offense)</li> <li>▪ Severe internet misuse/cyberbullying</li> <li>▪ Forgery/Theft</li> <li>▪ Fourth Level 2 Offense</li> <li>▪ Other:</li> </ul>	<ul style="list-style-type: none"> <li>▪ Drug use/Possession</li> <li>▪ Weapon use/possession</li> <li>▪ Bombthreat</li> <li>▪ Combustibles</li> <li>▪ Extreme property damage/vandalism</li> <li>▪ Assault/threats (verbal/physical)</li> <li>▪ Other:</li> </ul>
<p><b>Documented in communication log so parents are aware of behavior.</b></p>	<p>1<sup>st</sup> Minor Offense- - Minor Incident Report                  2<sup>nd</sup> Minor Offense- Minor Incident Report                  3<sup>rd</sup> Minor Offense- Minor Incident Report  <b>4<sup>th</sup> Minor Offense – 1<sup>st</sup> Major Offense and office referral</b></p>	<p>1<sup>st</sup> Major Offense - Office Referral                  2<sup>nd</sup> Major Offense – Office referral/Principal referral to Counselor  <b>3<sup>rd</sup> Major Offense – Office Referral/ Student remains in office remainder of day</b></p>	<p><b>1<sup>st</sup> Offense - Immediate Office Referral</b></p>

# Delphi Community Elementary School Discipline Process

	Level 1 Incidental Violations	Level 2 Minor Violations	Level 3 Major Violations	Level 4 Illegal Violations
<b>Address the Behavior</b>	<p><b>Teacher-handled</b> The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> <li>▪ Redirect the correct behavior</li> <li>▪ Proximity control</li> <li>▪ Nonverbal cue to correct behavior</li> <li>▪ Private conference with student (in classroom or hallway)</li> <li>▪ In-class modified seating</li> <li>▪ In-class time out</li> <li>▪ Re-teach the behavior</li> <li>▪ Model correct behavior</li> </ul>	<p><b>Teacher-handled</b> The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> <li>▪ Redirect the correct behavior</li> <li>▪ Student/Teacher conference</li> <li>▪ Out of class time with another teacher/team member</li> <li>▪ Recess detention with classroom teacher</li> <li>▪ Loss of Privilege</li> <li>▪ Re-teach the behavior</li> <li>▪ Model correct behavior</li> </ul>	<p><b>Office Referral- Principal handled</b></p> <p><b>Office Referral</b> Notify the office a student is being sent down. Send the student with the referral</p> <p>If the principal/vice principal is unavailable, the student will remain in the office until behavior is addressed.</p>	<p><b>Office Referral - Principal handled</b> Immediately send the student to the office where the principal will address the behavior.</p>
<b>Forms</b>	Student reflection sheet	1 <sup>st</sup> Minor Offense- Incident Report 2 <sup>nd</sup> Minor Offense – Incident Report 3 <sup>rd</sup> Minor Offense- Incident Report 4 <sup>th</sup> Minor Offense – Office Referral Form	1 <sup>st</sup> Major Offense- Office Referral Form 2 <sup>nd</sup> Major Offense- Office Referral Form/Principal will refer to Counselor 3 <sup>rd</sup> Major Offense – Office Referral Form	1 <sup>st</sup> Offense- Office Referral Form
<b>Steps</b>	<p><b>Teacher-handled</b> Record in student communication log and contact parents regarding repeated inappropriate behavior.</p> <p><u>Record parent contact in Harmony.</u></p>	<p><b>Teacher-handled</b> Fill out a minor incident report form and send it home with the student to be signed. <u>Place incident into Harmony.</u> Keep signed incident report form in your classroom for documentation.</p> <p>Place on Minor Violation Log</p> <p>4<sup>th</sup> Minor Offense – Fill out office referral form and send to office. Follow steps for major violation.</p> <p>*After office visit student will get a clean slate and start with 0 incidents.</p>	<p><b>Office Referral</b> Notify the office if a student is being sent down. Send the student with office referral to the office. The principal /assistant principal will finish filling out the form and send it home.</p> <ul style="list-style-type: none"> <li>▪ Principal will send a copy home with the student to notify parents.</li> <li>▪ Principal will distribute a copy to the teacher that completed the office referral.</li> <li>▪ Principal/Vice Principal <u>will enter incident into Harmony.</u></li> <li>▪ The student will remain in the office until the principal addresses the behavior.</li> <li>▪ Principal will contact parent about the office referral.</li> <li>▪ Behavior plan will be created by counselor and teacher after 2<sup>nd</sup> major offense.</li> </ul> <p>*Student starts with clean slate and starts with 0 incidents.</p>	<p><b>Office Referral</b> Send the student with office referral and self - assessment to the PBIS Team Member who will send the student to the principal.</p> <p>The principal will finish filling out the form and send it home.</p> <ul style="list-style-type: none"> <li>▪ Principal will send a copy home with the student to notify parents.</li> <li>▪ Principal will distribute a copy to the teacher that completed the office referral.</li> <li>▪ Principal/Vice Principal <u>will enter incident into Harmony.</u></li> <li>▪ The student will remain in the office until the principal addresses the behavior.</li> <li>▪ Principal will contact parent about the office referral.</li> </ul>

