

Highland PBIS Student Discipline Plan Flowchart

(To be used by staff and administration as a guideline in conjunction *with* the *Behavior Matrix* for steps in the discipline process when writing major and minor discipline referrals) **Note shaded box.**

Staff Managed/ in Classroom
(Minors are **NEVER** handled in office)

Office Managed/ by Administration

Minor #1

Write minor
Discuss w student (use PPC card for guide)
Make a plan
Behavior stops **OR**

Subsequent major happens

Minor #2

Write minor
Discuss w student
Phone home
Make a plan
Behavior stops **OR**

Subsequent major happens

Minor #3

Write minor
Notify interventionist and if needed student is escorted to intervention room
Student develops a written plan w the interventionist (compliance protocol)
Interventionist will notify principal if TC to home is needed
Behavior stops **OR**

Subsequent major happens

Minor #4

Automatic major for chronic behavior.. If in school suspension, interventionist supervises student

4 minors = MAJOR

A major can be written at any point in the day that a student behaves in a way that cannot be managed in class without a significant disruption in the learning environment and/or to the safety of other students. (Refer to the Behavior Matrix)

Steps for staff:

- Notify the office quickly
- Fill out major on Infinite Campus in a timely manner when it is safe and possible to do so
- Send the student to the office or ask the office to send an escort for the student
- If unable to immediately fill out major on Infinite Campus, send a brief handwritten account with the student, the escort, or with a runner
- Some type of documentation must be in the office before student will be processed
- Send student back to office if they return to classroom without a compliance protocol sheet

Administration will:

- Process with the student and interview witnesses if needed
- Give consequence /corrective action(suspension, restitution, timeout, etc)
- If student is returned to class, have the student complete a compliance protocol as evidence of a plan.
- Notify parents/guardians ASAP by phone or in person
- Enter data and parent contact in Inf. Campus
- Notify SRO if needed
- Notify referring staff if more information is needed or if major is converted to a minor

Staff and Administration should ALWAYS

Be proactive about behavior (major or minor)
Offer preventative support
Practice **5 to 1**
Give student time to cool off
Write minor and major referrals with at least 15 min. in between when possible
Sincerely welcome students back to class

In addition:

All behavior plans (building wide or classroom) for particular students should be in written form

Interventionist and Administration should have a copy of all written behavior plans and IEP behavior goals and strategies readily accessible in the intervention room and in the administrative offices. These should be provided by the classroom teacher, counselor, special education teachers, or the team who wrote the formal plan. A copy should be available for the blue folder (at risk folder) of general education students.

If a major or minor involves bullying/harassment, the District Bullying and Harassment Protocol for investigations should be followed

Updated Behavior Matrix, Discipline Flowchart, and District Bullying Policy should be sent home at the beginning of the year or made available to all students and/or should be part of the Student Handbook that parents receive.

At Highland, the Interventionist enters all minors that number 15 or more for a student into Infinite Campus as evidence of chronic behavior. Staff write the minors on hard copy NCR forms with a copy for the parent, the interventionist, and the student. The interventionist will keep paper minors on file in the Intervention office. It is the classroom teacher's responsibility to let the interventionist know that a particular student has 15 or more minors. The interventionist, at that point, will enter all minors into the Infinite Campus system.

Administration enters all majors and resolutions to the majors in Infinite Campus. Administration phones parents/guardians about the resolution of the major(s). The simple act of sending a student to the office with a major is not the consequence or the resolution.

Administration and staff should maintain open communication about the resolution of majors and any concerns or questions should be voiced ASAP.

