

2011-2012 HMK Elementary Disciplinary Referral Flowchart

4th – 6th Grade

Verbal Request	TAG Teacher Assistance Given	Office Referral	
		Non- Severe	Severe
Ask for Compliance	Written Warning		
Use Natural Consequences	1st TAG 15 minutes in Skills with Written Processing	1st Office Referral Principal and student contact parent. Student spends 30 minutes in Skills Processing during social time.	Severe behaviors resulting in suspension as follows: Safe Schools Violation: up to 10 days (or more) Illegal Substances: up to 10 days (or more) Upbraiding Staff: up to 3 days Hitting/Fighting: up to 3 days Slap/Kick: up to 3 days Push/Trip: 1 day Lighter, matches, pocketknife other, possession: Up to 3 days Possible severe behaviors: Theft, gang behavior, bullying, intimidating, provoking fight, willful disobedience, obscene or vulgar acts.
	2nd TAG 30 minutes in Skills with Written Processing Teacher calls Parent(s)	2nd Office Referral Principal and student contact parent. Student spends ½ day in Skills with written processing. Possible Behavior Contract	
	3rd TAG = Office Referral (OR) After the 1 st OR for TAGs, each TAG= 60 min. ISS and every 3 TAGs = additional OR *Rescind all TAGs with each New trimester	3rd Office Referral Principal, Student, Parent Conference to review behavior. 1 day OSS with 1 page essay due to the principal upon return. Possible Behavior Contract. Possible 30 minutes after school.	
		Additional Office Referrals Principal, Student Parent Conference to review behavior. 1 day OSS with 2 page essay due to principal required behavior contract. Possible 1 hour after school. Possible Juvenile Court referral for habitually disruptive behavior	All Suspensions Require Re-entry Meeting Principal/student/parent Conference with Skills Processing.

Examples of TAGs Distracting behaviors Disrupting class Failure to listen Harassment Inappropriate Language (disrespectful slang) KYHFOOTY Lack of consideration Loud voice Moderate rudeness No Hall Pass Not following directions Pestering/ Harassment Playing in Halls Playing in Restroom Repeated talking Rough Play Rude Running in the Building Silliness	Examples of Office Referral: Antisocial behavior Blatant Disrespect/Defiance Bullying Destruction of property Extreme Disruption Fighting/Physical Aggression Forgery/ Cheating/Lying Inappropriate action or touch Playing on bridge, railing, or stairs Sexually inappropriate behavior Stealing, cheating or lying Vulgar/Foul Language/Action Throwing objects, rocks, woodchips or snowballs Truancy from class or school Violation of School Safety Rules Death Threat Possession of a weapon, lighter, pocketknife, or illegal substances
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Please Call for Additional Assistance

K-3rd Grade Principal; Sherrie Buckingham 719- 4828
 4th – 6th Grade Principal; Taryn Kay 719- 4829
 Skills Room 719- 4823