

# 2011-2012 HMK Elementary Disciplinary Referral Flowchart

## Kindergarten – 3<sup>rd</sup> Grade

Verbal Request	TAG Teacher Assistance Given	Office Referral	
		Non- Severe	Severe
Ask for Compliance	Written Warning		
Use Natural Consequences	<b>1<sup>st</sup> TAG</b> 15 minutes in Skills with Written Processing	<b>1<sup>st</sup> Office Referral</b> Principal contacts parent *15-35 min. in Skills with written processing during social time.	<b>Severe behaviors resulting in suspension as follows:</b>  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 possession: Up to 3 days  <b>Possible severe behaviors:</b> Theft, gang behavior, bullying, intimidating, provoking fight, willful disobedience, obscene or vulgar acts.  <b>All Suspensions Require Re-entry Meeting Principal/student/parent Conference with Skills Processing.</b>
	<b>2<sup>nd</sup> TAG</b> 30 minutes in Skills with Written Processing <b>Teacher calls Parent(s)</b>	<b>2<sup>nd</sup> Office Referral</b> Principal contacts parent *35-60 min. in skills with written processing during social time. Possible behavior contract.	
	<b>3<sup>rd</sup> TAG</b> 60 minutes in Skills (lunch, lunch recess + morning recess)	<b>3<sup>rd</sup> Office Referral</b> Principal, Parent conference to review behavior. * 1day ISS in skills with written processing	
	<b>4<sup>th</sup> TAG = Office Referral(OR)</b> After the 1 <sup>st</sup> OR for TAGs, each TAG= 60 min. ISS and every 3 TAGs = additional OR *Rescind all TAGs with each New trimester	2 page essay due to principal (3-6 grades) Required behavior contract Principal, Parent	
		<b>4<sup>th</sup> Office Referral</b> Principal, Parent Conference to review behavior. *Student suspended until SAT or appropriate staff convened to create behavior Plan	

<p><b>Examples of TAGs</b></p> <ul style="list-style-type: none"> <li>Distracting behaviors</li> <li>Disrupting class</li> <li>Failure to listen</li> <li>Harassment</li> <li>Inappropriate Language (disrespectful slang)</li> <li>KYHFOOTY</li> <li>Lack of consideration</li> <li>Loud voice</li> <li>Moderate rudeness</li> <li>No Hall Pass</li> <li>Not following directions</li> <li>Pestering/ Harassment</li> <li>Playing in Halls</li> <li>Playing in Restroom</li> <li>Repeated talking</li> <li>Rough Play</li> <li>Rude</li> <li>Running in the Building</li> <li>Silliness</li> </ul>	<p><b>Examples of Office Referral:</b></p> <ul style="list-style-type: none"> <li>Antisocial behavior</li> <li>Blatant Disrespect/Defiance</li> <li>Bullying</li> <li>Destruction of property</li> <li>Extreme Disruption</li> <li>Fighting/Physical Aggression</li> <li>Forgery/ Cheating/Lying</li> <li>Inappropriate action or touch</li> <li>Playing on bridge, railing, or stairs</li> <li>Sexually inappropriate behavior</li> <li>Stealing, cheating or lying</li> <li>Vulgar/Foul Language/Action</li> <li>Throwing objects, rocks, woodchips or snowballs</li> <li>Truancy from class or school</li> <li><b>Violation of School Safety Rules</b></li> <li>Death Threat</li> <li>Possession of a weapon, lighter, pocketknife, or illegal substances</li> </ul>
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**Please Call for Additional Assistance**

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