

Lester Elementary Discipline/Referral Levels

Level 1 – Incidental Violations (Non-referred/Non-recorded)	Level 2 – Minor Violations (Non-referred/Self Assessment Form)	Level 3 – Major Violations (Referred/Recorded)	Level 4 – Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> ▪ Running ▪ Loud voices/yelling ▪ Off-task behavior ▪ Name calling ▪ Noise making ▪ Out of seat ▪ Refusal to complete Class Assignments ▪ Disruptive ▪ Breaking cafeteria rules ▪ Breaking playground rules ▪ Inappropriate behavior in the bathrooms 	<ul style="list-style-type: none"> ▪ Lying/cheating ▪ Indirect, inappropriate language/gestures to other students or teachers ▪ Inappropriate dress ▪ Forgery ▪ Theft ▪ Harassment/bullying ▪ Internet misuse/ cyber-bullying ▪ Unauthorized websites ▪ Third Level 1 Offense ▪ Other: 	<ul style="list-style-type: none"> ▪ Direct, inappropriate language/gestures to adults ▪ Fighting/physical aggression to cause harm ▪ Overt defiance (refusal to leave classroom when told by adult) ▪ Property destruction/misuse ▪ Skipping class/Leaving the school campus ▪ Reference in conversation, writing or pictures to weapons or acts of violence/sexual connotations or lewd acts ▪ Severe harassment/bullying ▪ Severe internet misuse/cyber-bullying ▪ Spitting ▪ Refusal to wear mask ▪ Deliberate Non-social distancing ▪ Third Level 2 Offense ▪ Other: 	<ul style="list-style-type: none"> ▪ Drug use/possession ▪ Weapon use/possession ▪ Truancy ▪ Arson ▪ Bomb threat ▪ Extreme property damage/vandalism ▪ Combustibles ▪ Assault/threats ▪ Other:
Teacher Handled Behaviors	1 st Minor Offense- Self Assessment (ABE Lesson) 2 nd Minor Offense- PBIS Team Member Conference 3 rd Minor Offense- Office Referral	1 st Major Offense - Office Referral 2 nd Major Offense - Office Referral/Principal referral to Counselor	

Lester Elementary Discipline Process

	Level 1- Incidental Violations	Level 2- Minor Violations	Level 3- Major Violations	Level 4- Illegal Violations
Addressing the Behavior	<p>Teacher-handled The teacher addresses the behavior using classroom management strategies such as:</p> <ul style="list-style-type: none"> ▪ Redirect the correct behavior ▪ Proximity control ▪ Nonverbal cue to correct behavior ▪ Private conference with student (in classroom or hallway) ▪ In-class modified seating ▪ In –class time out ▪ Review Lesson Plans ▪ Review Teaching Matrix ▪ Parent Contact 	<p>Teacher-handled The teacher addresses the behavior using logical consequences such as:</p> <ul style="list-style-type: none"> ▪ Redirect the correct behavior ▪ Student/Teacher conference ▪ Out of class time with another teacher/team member ▪ Phone call/ other correspondence to parent/guardian ▪ Recess detention with classroom teacher ▪ Silent lunch ▪ Loss of Privilege 	<p>Teacher –handled Teacher should contact the parent as soon as possible to follow up with office referral.</p> <p>Office Referral ABE referral and notify office staff, If immediate removal is required.</p>	<p>Office Referral Send the student to the office where the principal will address the behavior.</p>
Steps	<p>Third Level 1 Offense-Self Assessment BIP/IEP/504</p> <ol style="list-style-type: none"> 1. Private conference with student to determine the child’s needs or wants and avoid escalation of behavior 2. Allow time out/time in another teacher’s class (not hallway) 3. Refer to school counselors 	<p>1st Minor Offense- Self Assessment 2nd Minor Offense- PBIS Team Member Conference 3rd Minor Offense- Office Referral</p> <p>BIP/IEP/504 Follow level 1 steps for 1st Minor Offense. If “the same” behavior continues, follow normal PBIS discipline matrix procedures.</p>	<p>1st Major Offense- Office Referral 2nd Major Offense- Office Referral/Principal will refer to Counselor</p> <p>BIP/IEP/504 Refer to student’s BIP’s before completing an office referral for Level 3. If crisis, please call for assistance immediately.</p>	
Forms	<p>A teacher generated form is created by the teacher to informally track behavior, or to communicate with PBIS Team.</p> <p>Self Assessment</p>	<p>Student Self Assessment Fill out a self assessment form and send it home with the student to be signed. Make a copy of the self assessment form before sending it home with the student. <u>Keep this in your classroom for documentation.</u></p>	<p>Office Referral- 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>	<p>Office Referral 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>

<p>Additional Alternative Plan</p>	<ul style="list-style-type: none"> ▪ Record in student agenda ▪ Reteach the behavior in the setting. ▪ Model the correct behavior for the student(s). 	<ul style="list-style-type: none"> ▪ Reteach the behavior in the setting. ▪ Teacher should contact the parent later in the day to follow-up with the self- assessment form that was given to the student. <p>If the behavior continues, the student is referred to PBIS Team member for conferencing after student self assessment has been completed and signed by parent.</p>	<ul style="list-style-type: none"> ▪ The student will remain in the office until the principal addresses the behavior. ▪ Principal may contact parent about the office referral. 	<ul style="list-style-type: none"> ▪ Principal will contact District Office to communicate office referral. ▪ The student will remain in the office until the principal addresses the behavior. ▪ Principal will contact parent to notify about the office referral.
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