**Discipline Referral Process**  
G. B. Dealey Montessori and International Academy  
2018-2019

**Classroom Minor Infractions**: Level I Offenses

**Examples**: Classroom Disruption, Dress and grooming/Uniform violation, Uncooperative Behavior, Cheating or copying the work of another, Scuffling, Cell phone

**Handled by**:  
School personnel in charge of the setting in which problem behavior occurs.

**Procedure**:
1) Conference with student and reteach behavioral expectations.
2) Contact parent/guardian to explain the behavioral problem and the discipline consequence(s) if problem continues.
3) Student receives a 3rd minor infraction consequence.
4) Office referral (*Teacher Action Taken section on referral must be completed*).

**Major Infractions**:
4th minor classroom offense or major offense (see GBD Campus Infraction Chart)

**Examples**: Fighting, Stealing, Property Damage, Profanity/obscene gestures toward personnel, Threats, Alcohol, Drugs

**Handled by**:  
Administration

**Procedure**:
1) Identify problem
2) Gather more information/Interview witnesses
3) Discuss appropriate behavioral expectations
4) Determine appropriate corrective action.
5) Student Behavior Contract
6) Parent Contact either verbally and/or written.

*Corrective action will be based on the student’s developmental level, past history, as well as the frequency and severity of their behavior.

**Consequences**: See Student Code of Conduct
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- **Observe the behavioral problem**
  - **Is the behavior a major offense?**
    - **NO**
      - Address as a minor infraction. Is this the 4th minor classroom infraction?
    - **YES**
      - Write up infraction on a major referral form and document actions taken by teacher.

- **Are prior minor infractions documented?**
  - **YES**
    - Determine consequence and document minor infraction.
  - **NO**
    - Are prior minor infractions documented?

- **Write a referral and send student to the office with referral.**
  - (Complete Teacher Action taken on referral)

- **Administration will follow-up with course of action and/or consequences.**

- **Teacher will be informed of consequence.**