**IMPORTANT (Major – Level II or Above):** If student has engaged in a **Major Problem Behavior**, regardless of number of Minor Problems Behaviors, they are **immediately referred to Administrator** with a **completed Major Referral Form**.

**Last Resort:** Student is sent to Principal or Assistant Principals with completed minor and major referral

Administrator fills out “actions taken” portion of the referral form

**Next Steps:** Form is copied; referring teacher, counselor and parent are notified of final referral with actions taken.

**Out of School Suspension:** Use, Possession or Sale of Explosives; Physical Assault; Possession of Dangerous Weapons or Use of Object to Inflict harm; Use, Possession or Sale of a Controlled Substance; Fighting; Throwing Objects; blatant Defiance of Authority; Abusive Language or Gesture Directed towards Staff Member(s)

Recommendation for Expulsion to the Office of Insular Superintendent

***Classroom Expectations & Consequences***

1st Offense (Minor – Level I): Verbal Warning; Classroom Intervention & Document (Minor Form)

2nd Offense (Minor – Level I): Behavior Contract; Classroom Intervention & Document (Minor Form)

3rd Offense (Minor – Level I): Contact Caregiver and/or Detention; Classroom Intervention & Document (Minor Form)

4th Offense (Minor – Level I): Referral to Counselor/Administrator and Conference with Caregiver, Teacher and Student; Written Apology & Document: *Teacher writes “Major Form” referral with attached minor form*

Discipline Procedures for

**School**