

# Denham Oaks ELEMENTARY SCHOOL BEHAVIOR FLOW CHART

← **Managed in Classroom or Office?** →

## Classroom Managed: Minor Incidents

1. Classroom disruption/calling out
2. Disrespect
3. Defiance/noncompliance/off-task behavior
4. Dishonesty
5. Property misuse
6. Electronic device misuse
7. Teasing/taunting/insulting
8. Cafeteria safety
9. Playground/PE safety
10. Dress Code

## Office Managed: Major Incidents

1. Repeat minor incidents: after a minimum of 1 parent contact; referral at teacher discretion
2. Profane/inappropriate language/gesture
3. Aggressive language or threats
4. Bullying, such as pattern of teasing, insults, or taunting
5. Fighting or aggressive physical contact
6. Defacing/destroying school/staff property
7. Intimidating staff
8. Leaving classroom/area without permission
9. Stealing (major incident)
10. Cheating
11. Weapons (toy/imitation/real)

**Verbal Remind**  
• Re-state Expectations  
• Manage with behavior system

**Referral**  
• Teacher writes referral  
• Escort student to office

**Parent/Guardian Contact**  
*(after a minimum of 1 verbal reminder)*  
• Contact parent/guardian through planner or phone call/email  
• Determine consequence and request additional assistance if needed (such as guidance referral)

**Administrator**  
• Conferences with student & investigates further if needed  
• Considers teacher input, discipline history, & student age  
• Determines action/consequence  
• Notifies parent/guardian  
• Distributes copies to classroom teacher, referring staff member, parent/guardian, and office

**Referral for Repeat Minor Incidents**  
*(after a minimum of 1 parent contact)*  
• Follow Major Incident Procedure (see right)  
• Document through TBIT if appropriate