

**DALHART JR HIGH
DISCIPLINE
REFERRAL PROCESS**

OBSERVE PROBLEM BEHAVIOR

**Is the behavior classroom or office managed?
(see below)**

STEP 1
Verbal Warning to Student

STEP 2
Contact Parent/Guardian

Step 3
Parent Conference w/Detention

STEP 4
Discipline Referral Form

STEP 5
Counselor Referral

**CLASSROOM MANAGED
PROGRESSIVE DISCIPLINE**

- Preparedness
- Calling Out
- Classroom Disruptions
- Put Downs
- Food/Drinks/Gum
- Dress Code Violation
- Cheating
- Sleeping
- Tardiness
- Unauthorized Use of Cell Phone or other Electronic

NOTE: Teachers must utilize **Progressive Discipline** with all student behaviors not listed as Mandatory Office Referral.

**OFFICE MANAGED
MANDATORY OFFICE
REFERRAL**

- Alcohol/Drugs Possession or Use
- Assault/Battery
- Fighting
- Weapons Possession/Use
- Smoking
- Vandalism/Theft
- Gambling
- Sexual Harassment or Battery
- Profanity towards School Personnel
- Serious Threats against School Personnel
- Gang Related Activities
- Leaving Campus without Permission

Write a Discipline Referral Form

Administrator Determines Consequences Based On DISD Code of Conduct

Administrator Contacts Parent regarding Student's Behavior and Consequences

Administrator Provides Feedback to Teacher