**Folkston Elementary Behavior Flow Chart**

**Is the behavior classroom or office managed?**

**Step 1:**1. Staff member completes SWIS form and Infinite Campus Referral and send student to the office.

**Office  
Managed** (Level 3 and Level 4 Violations)

* Breaking recess rules
* Breaking cafeteria rules
* Breaking bathroom rules
* Breaking classroom rules
* Breaking hallway rules
* Breaking media center rules
* Breaking assembly rules
* Breaking bus pickup area rules
* Cheating/Not being truthful
* Off-task behavior
* Out of seat
* Disruptive
* Not paying attention
* Refusing to complete classwork
* Not following directions
* Indirect inappropriate language/gestures
* Name-calling
* Noise-making
* Arguing/Talking back to an adult
* Being unkind to others
* Minor physical aggression (pushing, shoving, hitting, biting, pinching, kicking, etc.)
* Minor Theft (pencil, eraser; use teacher discretion/age appropriateness)

**Classroom  
Managed** (Level 1 and Level 2 Violations)

**Step 3 (Level 2):**

1. Make personal/direct parent contact
2. Document on contact log in Infinite Campus
3. Send home a copy of classroom discipline note to be signed
4. Complete SWIS form electronically and send to secretary (do **not** send student)

* Bullying/Harassment
* Major Theft (money, property of others; teacher discretion/age appropriateness)
* Direct Inappropriate language/gestures
* Major physical aggression with intent to harm (pushing, shoving, hitting, biting, pinching, kicking, intentional spitting, etc.)
* Property misuse, damage, or destruction
* Overt defiance (blatant)
* Weapon use/possession
* Drug use/Possession
* Arson
* Assault/threats
* Internet Misuse/Cyber Bullying
* Reference in conversation, writing, or pictures to weapons, acts of violence, or sex

**Step 3 (Administrator):**

Administrative Action

**Step 2 (Level 1):**

1. Mark Chart
2. Loss of privilege and/or classroom interventions

**Step 4 (Administrator):**

Administrator follows up with parent and referring staff member

**Step 2 (Administrator):**

Administrative conference with student

**Step 1 (Level 1):**

1. Re-teach your classroom behavior expectations
2. Give the student a verbal warning/ mark chart