PPS Discipline Due Process Flowchart

Observe Problem Behavior

Stage 1 Reports

Stage 1 behaviors are staff supported. Stage 1 Reports are either entered in TeacherVUE or by completing the Stage 1 Report. This should be determined in the School's Climate Plan as developed through the CR-TFI.

Follow process for student support documented in educator's Classroom Management Plan as defined by the CR-TFI.

Follow process for student support documented in the School's Climate Plan as defined by the CR-TFI. Is behavior Stage 1 or Stage 2/3?

Stage 1	Stage 2/3
Bothering/Pestering	See PPS Student Responsibilities, Rights and Discipline Handbook, pgs. 15-20 "Summary of Behavior Expectations and Consequences"
Cheating	
Damaging Property	
Excessive Talking	
Mild Cursing	
Mild Defiance	
Not Following Directions	
Play Fighting	
Pushing or Shoving	
Running	
Taking Other's Property	
Teasing/Putdowns	
Talking Too Loudly	

Stage 2/3 Office Discipline Referral (ODR)

Stage 2: Student remains in class/location

Stage 3: Staff calls for support, student goes to office

Staff initiates Stage 2/3 by completing Stage 2/3 ODR form and emails or turns into bldg. administrator.

Bldg. admin:

- a) informs parent of incident and investigation,
- b) interviews referring staff, student and others involved.

Bldg. admin. determines violation, disposition and initiates support process

After completing investigation bldg. admin. finalizes ODR by:

- 1. Same day, notifies student and parent,
- 2. Within 1-3 days:
- a) enters all ODR information in Synergy,
- b) returns completed ODR form to referring staff,
- c) notifies staff involved with student, including homeroom teacher and IEP/504 case manager

Bldg. Admin. ensures supports are developed, implemented and modified based on student intervention and fidelity of implementation data