

# Madison Elementary School DISCIPLINE FLOWCHART

Observe problem behavior

Be calm, consistent, brief, immediate, respectful, and specific

Incident: Negative or  
Inappropriate Behavior  
Minors vs Majors

## MINOR

**Staff/teacher managed**  
Use staff best practices  
and interventions.  
Document behaviors using  
[Behavior Check Data  
Collection Form](#).

Step 1: Verbal warning and  
restate/behavior matrix  
expectation

Step 2: Student Completes  
[PBIS Reflection Form  
1st-2nd](#) or [PBIS Reflection  
Form 3rd-6th](#)

Step 3: Parent phone call

Step 4: Implement  
additional Best Practices

Step 5: Complete incident  
form in [Referral Rhino](#) if  
documented behavior  
continues or if three or  
more similar behaviors  
occur within a month.

## Staff Best Practices Classroom and Campus Interventions

- ☐ **Prompt:** visual or  
verbal cue to signal the  
occurrence of behavior
- ☐ **Redirect:** restate the  
expected behavior
- ☐ **Reteach:** tell, show,  
practice, acknowledge  
the expected behavior
- ☐ **Provide choice:** give  
the student options of  
behaviors to do next
- ☐ **Conference:** private  
conversation to  
problem solve and plan  
how to meet  
expectations
- ☐ **Environment  
modification:** change  
seating, study carrel,  
alternate classroom
- ☐ **Supervised time out**
- ☐ **Parent phone call or  
conference**
- ☐ **Referral Rhino**

## Administrative Interventions & Consequences

- ☐ **Time out**
- ☐ **Peer Mediation**
- ☐ **Detention:  
Lunch/Recess**
- ☐ **Conference with  
Student and/or Parent**
- ☐ **Loss of Privileges:**  
recess/lunch
- ☐ **School Beautification**  
(with parent permission)
- ☐ **Parent Contact**
- ☐ **Behavior Contract**
- ☐ **Pro-Social Skill  
Development**
- ☐ **Check-In/Check-Out**
- ☐ **Conflict Resolution**
- ☐ **SST/COST**
- ☐ **Suspension**

## MAJOR

- Complete [Rhino referral](#)
- Call office
- Send student(s) to  
office

Administrative involvement

Conference with an  
administrator; if needed, an  
investigation is conducted

Administrator determines  
and assigns an intervention  
and/or consequence

Administrator provides  
teacher feedback and  
makes parent contact