



Westside

ELEMENTARY SCHOOL



REFERRAL PROCESS QUICK REFERENCE

A simple overview of how behavior concerns may be addressed at school.

1 Minor Behavior Concerns

Minor concerns are typically handled by the classroom teacher using the classroom discipline plan. Students are taught school and classroom expectations and are reminded of them throughout the year. Positive supports and progressive discipline are used to help limit misbehavior.

Examples may include:

- Talking without permission
- Getting out of seat without permission
- Playing with toys, games, or cell phones
- Lying to staff members
- Refusing to participate in class
- Not following procedures during transition
- Profanity
- Making noises
- Running in the building
- Not attempting to complete work
- Minor lunchroom behavior
- Playing in the restroom
- Name calling
- Cell phone violation
- Other minor incidents

Possible minor consequences:

- Loss of privilege
- Time-out (in another classroom)
- Minor Infraction Report (MIR) with consequence
- Conference with the Principal or Assistant Principal
- Excluded from school activities/functions
- Parent conference
- In-School Suspension (ISS)



Think Zone

Think Zone is a brief pause inside the classroom. After repeated redirection, a student may take a break from classroom activities for up to 10 minutes. Once the student is ready, the teacher reviews the desired behavior and helps the student practice making a better choice.



2 Major Behavior Concerns

Major school offenses may result in an immediate office referral. Consequences are determined based on the severity and circumstances of the behavior.

Examples may include:

- Fighting or extreme physical aggression
- Extreme disrespect or active defiance
- Inappropriate touching
- Possession or sale of a harmful substance
- Violation of Houston County weapons policy
- Sexual comments, actions, or gestures
- Leaving an assigned area or the school campus without permission
- Possession of an inappropriate item
- Profanity (written, verbal, or gestures)
- Biting and spitting
- Stealing or theft
- Threats to do bodily harm
- Bullying
- Other major incidents

Possible office consequences:

- Parent conference
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Bus suspension
- Alternative placement

3 Suspension Guidelines



- A chronic discipline concern may include **five office referrals**.
- If behavior appears to be leading toward home suspension, parents may be notified by mail, phone, in person, or by home visit.
- The school may request that at least one parent attend a conference to create a disciplinary and behavioral correction plan.

4 When a Student Returns

For a student returning from a suspension or long-term disciplinary placement, the school may:



- 1 Request a parent conference upon the student's return to school.
- 2 Review expectations and create a plan of action
- 3 Document the conference and finalize the referral process.
- 4 Ensure the student makes up missed classwork and/or tests.



This flyer is a quick reference summary. Consequences may vary based on the severity, frequency, and circumstances of the incident.

