



## Malow Junior High School Discipline Policy Procedures



1. Teacher documents and collects evidence of student behaviors using Student Incident Report (**SIR forms**).
2. \*After numerous teacher interventions along with parent communication, teacher completes **Office Referral form** and sends student to office. Teacher will include all **SIR forms as well as any additional documentation of student interventions.**
3. Student will be asked to write out a statement detailing their version of events in the main office.
4. Administrator will discuss behavior with student including a possible **Student Conferencing form**. **Note: Conferencing forms may also be used by teachers or other applicable staff members.**
5. Administrator will begin investigation.
6. All parties will be interviewed (if applicable).
7. Discipline will be administered.
8. Parents/guardians will be informed.
9. Appropriate staff will be informed of actions taken by administrator including all relevant disciplinary action taken.

**\*Applies only to behaviors that disrupt the learning environment of the classroom. Does not include incidents in hallways, cafeteria, on bus or before or after school events or field trips.**