APPENDIX VI – 17
Process Presentation

Academic Leadership
Presentation to Principals

Purpose
- The following presentation is designed to support the implementation of school discipline policies. The purpose is to enhance student behavior and decrease incidents of discipline violations. The discipline referral process includes several steps, such as identifying the need, conducting an investigation, and imposing appropriate consequences. The goal is to create a positive school environment where students feel safe and supported.

Behavior Referral Process
- Identify the issue: The first step is to identify the behavior that needs to be addressed. This can be done through observations, reports, or feedback from students, staff, or parents.
- Gather evidence: Collect as much evidence as possible to support the referral. This may include witness statements, video recordings, or other relevant documentation.
- Make a referral: Complete the referral form and submit it to the appropriate personnel, which could be a counselor, principal, or a designated discipline committee.

Violation Levels and Possible Actions
- Level 1: Violation of the Code of Conduct
  - Possible Actions: Warning, Counseling, or Suspension for a specific period of time.
- Level 2: Major Violation
  - Possible Actions: Expulsion, Suspension without the option of return, or other serious consequences.
- Level 3: Repeated Offense
  - Possible Actions: Further disciplinary action, including possible expulsion.

Scenarios
- There are three scenarios that you will review: A student who is consistently late to class, a student who is disruptive during class, and a student who is involved in a physical altercation.
- Each scenario is designed to test your understanding of the referral process and the appropriate actions to take.

Questions
- Please review the scenarios and prepare your answers before the discussion.