



OAK HILL HIGH SCHOOL

OBSERVANT. ACCOUNTABLE. KIND.

OAK STRONG

DISCIPLINE FLOWCHART CLASSROOM vs. OFFICE



STUDENT BEHAVIOR OCCURS

IS THE BEHAVIOR DANGEROUS, ILLEGAL,
OR A MAJOR DISRUPTION?

YES

OFFICE MANAGED

Contact Office Immediately

- > Administrator Responds
- > Investigates
- > Determines Consequences
- > Parent Contact
- > Documentation
- > Follow Up & Support

NO

CLASSROOM MANAGED

Teacher Intervenes Using
Classroom Strategies

- > Redirect Student
- > Proximity
- > Verbal Reminder
- > Private Conference
- > Seat Change
- > Reteach Expectations
- > Classroom Consequence
- > Parent Contact
- > Document Behavior

DID THE BEHAVIOR IMPROVE?

YES

Continue Instruction
Reinforce Positive
Behavior

NO

Multiple interventions
attempted and
documented?
**MUST HAVE THREE
DOCUMENTED INTERVENTIONS
PRIOR TO REFERRAL.**

NO

Continue Classroom
Interventions

YES

Submit Office Referral
with Documentation

BEFORE REFERRING TO THE OFFICE (WHEN APPROPRIATE)

TEACHERS SHOULD HAVE DOCUMENTED:

- > Expectations Taught
- > Student Redirected
- > Private Conference
- > Classroom Consequence
- > Parent Contact (when appropriate)
- > Behavior Documented
- > Multiple Interventions Attempted

Unless the behavior is a major safety concern,
teachers should attempt classroom interventions
before submitting an office referral.

CLASSROOM-MANAGED BEHAVIORS

Teachers should address these first
using classroom management strategies.

- > Off-task behavior
- > Talking out of turn
- > Minor classroom disruption
- > Refusing to participate (non-defiant)
- > Dress code (minor)
- > Tardiness to class
- > Cell phone violations (first offense, per school policy)
- > Minor inappropriate language (not directed at someone)
- > Not following classroom procedures
- > Horseplay (minor)
- > Sleeping in class
- > Failure to bring materials
- > Minor academic dishonesty (teacher discretion)

SUGGESTED TEACHER RESPONSES

Non-verbal Cue | Redirect | Reteach Expectations
Student Conference | Seat Change | Reflection Form
Parent Contact | Lunch Detention (if applicable)
Classroom Consequence | Document Interventions

OFFICE-MANAGED BEHAVIORS

These behaviors require
administrative involvement.

- > Fighting
- > Physical aggression
- > Threats or intimidation
- > Bullying/Harassment
- > Sexual harassment
- > Weapons
- > Drugs, alcohol, or vaping
- > Theft
- > Vandalism
- > Major defiance or insubordination
- > Leaving campus without permission
- > Repeated classroom disruption after documented interventions
- > Repeated profanity directed toward staff
- > Assault
- > Extortion
- > Serious technology misuse
- > Major cheating/plagiarism requiring administrative review
- > Any behavior creating an unsafe environment



OBSERVANT

ACCOUNTABLE

KIND