

Leon County Schools



DISCIPLINE MATRIX GUIDE
FOR
SCHOOL BASED ADMINISTRATORS

Leon County Schools Discipline Matrix

The Discipline Matrix is a tool for administrators to respond appropriately when students have committed behavioral infractions, per the Student Code of Conduct. This tool is designed to offer consistency at all levels across Leon County Schools so that students are disciplined appropriately from school to school when their behavior requires punishment beyond the classroom. This Matrix provides progressive disciplinary actions to address multiple behaviors. School administrators have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances. Any suspension over five (5) days must have the approval of district administration.

DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
SEVERE CONSEQUENCES (Zero Tolerance- Class IV)					
AGGRAVATED BATTERY	An actual and intentional touching or striking where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant. (Violence carried out by a person who is NOT fighting back, must be "injury-related").	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security. Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
ARSON	To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
BATTERY ON SCHOOL BOARD EMPLOYEE OR LAW ENFORCEMENT OFFICER	An actual and intentional touching or striking of a school board employee or law enforcement officer against his or her will, or the intentional causing of bodily harm to a school board employee or law enforcement officer.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
DRUG SALE/ DISTRIBUTION (EXCLUDING ALCOHOL)	(illegal sale or distribution of drugs) The manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
HOMICIDE	(murder/manslaughter) The unjustified killing of one human being by another.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
KIDNAPPING	(abduction of an individual) Forcibly, secretly or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	

ROBBERY	(using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under confrontational circumstances and/or putting the victim in fear.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security. Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
SEXUAL ASSAULT	An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
SEXUAL BATTERY	(attempted or actual) Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
THREAT/FALSE REPORT <i>*Requires a threat assessment*</i>	Making a threat or false report, as defined by Section 790.162 and 790.163 , Florida Statutes, respectively involving school or school personnel's property, school transportation, or a school-sponsored activity..	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security	
WEAPONS POSSESSION	(possession of firearms and other instruments which can cause harm) Possession of a firearm or any instrument or object (as defined by Section 790.001(13), Florida Statutes , or district actions of conduct) that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	YES	SESIR	Zero Tolerance-Consult w/ SRD, OSS, Expulsion 10-day Suspension Report to Safety & Security *Mere possession of BB-gun, common pocketknife, or chemical propellants may be reported as a local Actions with appropriate discipline action. *If a student threatens with the aforementioned items, or instills fear or harm with it, or uses it, a SESIR Actions is used, it will become a weapon SESIR event. Contact Safety and Security if you have questions: 850-487-7157.	

Note: Zero- tolerance policies are not intended to be applied to petty acts of misconduct and misdemeanors, which are not required to be reported to a law enforcement agency. These include, but are not limited to: disorderly conduct, simple assault or battery, affray, theft of less than \$300.00, trespassing, and vandalism.

Note: Zero-Tolerance should only be marked by School Management in conjunction with final order for the expulsion with school board approval.

DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
FORMAL CONSEQUENCES (Class III)					
ALCOHOL	(possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	YES	SESIR	Options: 1-5 days OSS 3-10 days OSS, 5-10 days OSS and with possible recommendation for expulsion.	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security. Other Administrative Actions: - Parent/Guardian contacted (Mandatory) - Referral to Mental Health Services - Conference with student - Parent conference - Guidance Referral - Detention - Behavior Contract - Peer Mediation - Restorative Practices - Mentoring - Referral to MTSS or follow up as appropriate
BULLYING <i>*Requires investigative paperwork-bullying forms*</i>	Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive work environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.	YES	SESIR	Options: 1-5 days OSS 3-10 days OSS, 5-10 days OSS and with possible recommendation for expulsion.	
BURGLARY	(illegal entry into a facility) Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.	YES	SESIR	Options: 1-5 days OSS 3-10 days OSS, 5-10 days OSS and with possible recommendation for expulsion.	
DISRUPTION ON CAMPUS	(major disruption of all or significant portion of campus activities, school-sponsored events, and school bus transportation) Examples: Bomb threat, inciting a riot, initiating false fire alarm. DO NOT use for defying authority, disobeying or showing disrespect to others, or classroom disruption.	YES	SESIR	Options: 1-5 days OSS 3-10 days OSS, 5-10 days OSS and with possible recommendation for expulsion.	

DRUG USE/ POSSESSION (EXCLUDING ALCOHOL)	(illegal drug possession or use) The use or possession of any drug, narcotic, controlled substance, or any substance when used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion.	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security. Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate
FELONY CHARGES OFF SCHOOL PROPERTY	The formal charge by state attorney officials of a student for the alleged commission of a felony or delinquent act, which would be classified as a felony if committed by an adult.	YES	SESIR	SEE BELOW	
FIGHTING	(mutual combat, mutual altercation) The act of two or more persons mutually participating in use of force or physical violence that requires either: physical intervention or results in injury requiring first aid or medical attention. Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command—list them as Horseplay/Physical Aggressive Acts: Local.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible recommendation for expulsion.	
HARASSMENT <i>*Requires investigative paperwork*</i>	Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear or harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes a substantial emotional distress in such a person and serves no legitimate purpose.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible recommendation for expulsion.	
HAZING <i>Hazing Policy</i>	Any action or situation that endangers the mental or physical health or safety of a student at a school with any grades of 6- 12 for the purposes of initiation or admission into or	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible	

5516	affiliation with any school-sanctioned organization. (F.S.1006.135)			recommendation for expulsion.	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security. Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate
LARCENY/ THEFT/ CRIMINAL MISCHIEF	(>\$1000) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. <u>Incidents that fall below the \$750 threshold are not reportable in SESIR, but instead should be reported as THEFT Local.</u>	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible recommendation for expulsion.	
OTHER MAJOR	(major incidents that do not fit within the other definitions) Any serious, harmful incident resulting in the need for LE intervention not previously classified. Examples: Counterfeit money, gambling, possessing child pornography, or possessing drug paraphernalia.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible recommendation for expulsion.	
SEXUAL HARASSMENT <i>*Requires investigative paperwork*</i>	Unwanted verbal, nonverbal, or physical behavior with sexual connotations that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, caused discomfort or humiliation or unreasonably interfere with the individual's school performance or participation as defined in Rule 6A-19.008, F.A.C.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS • 5-10 days OSS and with possible recommendation for expulsion.	
SEXUAL OFFENSES (OTHER)	(lewdness, indecent exposure) Other sexual contact, including intercourse, without force or threat of force.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion.	
SIMPLE BATTERY (PHYSICAL ATTACK)	The actual and intentional touching or striking of another person against his/her will, or the intentional causing of bodily harm to an individual.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion.	

THREAT/ INTIMIDATION <i>*Requires a threat assessment*</i>	****An incident where there was no physical contact between the offender and victim(s), but the victim(s) felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm which are made in person, electronically or through any other means.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion.	SESIR Actions on this page are expected to include consultation with Law Enforcement and/or Safety & Security.
TOBACCO/ VAPE	(cigarettes or other forms of tobacco) The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion,.	Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services
TRESPASSING	(illegal entry onto campus) To enter or remain on school grounds, school transportation, or at a school-sponsored event, without authorization or invitation and with no lawful purpose for entry.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with val possible recommendation for expulsion.	• Conference with student • Parent conference • Guidance Referral • Detention
VANDALISM	(DAMAGE MUST BE \$1000 OR MORE) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it.	YES	SESIR	Options: • 1-5 days OSS • 3-10 days OSS, • 5-10 days OSS and with possible recommendation for expulsion.	• Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate

Note: SESIR definitions provided by Florida Department of Education Office of Safe Schools: <https://www.fldoe.org/safe-schools/sesir-discipline-data/> and are subject to updates with Department of Education Office of Safe Schools.

DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
INFORMAL CONSEQUENCES (CLASS II)					
DEFIANCE/ INSUBORDINATION /NON-COMPLIANCE	The act of flagrantly or willfully challenging the authority of aschool staff member, bus driver, or any other adult in authority.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS. • 10 days OSS, possible recommendation for expulsion	Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate
DISRESPECT	Conduct or behavior that lacks regard, civility, politeness,and/or courteous consideration.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	
DISRUPTION TO THE ORDERLY EDUCATIONAL PROCESS	The act of behaving inappropriately which disrupts the learning environment of multiple classrooms, inhibiting the instructor's ability to teach, or interferes with other students' ability to learn.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	

HORSEPLAY or PHYSICAL AGGRESSIVE ACTS	The act of rough or boisterous play, with no intent to harm and no injury.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate
PROFANITY DIRECTED TOWARDS STAFF	Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	
PROVIDING FALSE INFORMATION	Intentionally and/or maliciously giving a false report of an incident(s) to school administration.	NO		Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS 10 days OSS, possible recommendation for expulsion	
RESTROOM AND CHANGING FACILITIES	For K-12 facilities, any student who willfully enters, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer is subject to discipline.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	

SKIPPING – OFF/ON CAMPUS	Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.	NO	LOCAL	Options: • Student conference, parent contact • 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate
THEFT (PETTY)	(less than \$300) The unauthorized taking, carrying riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm.	NO	LOCAL	Options: • Student conference, parent contact • 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	
USE/ POSSESSION OF COMBUSTIBLES	Possession, use or sale of fireworks, matches, cigarette lighters or another destructive device. This Actions is NOT intended for vape.	NO	LOCAL	Options: • Student conference, parent contact • 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	
VIOLATION OF DETENTION/ WORK DETAIL	The act of not attending detention or work detail assigned as a disciplinary consequence.	NO	LOCAL	Options: • Student conference, parent contact • 1-3 days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	

WEAPONS POSSESSION	When a student is found in possession of a pocketknife, BB-gun or eating utensil, but there was no wielding, threat, or harm instilled.	NO	LOCAL	Options: • Student conference, parent contact • 1-3days ISS • 2-4 days ISS • 3-5 days ISS • 1-3 days OSS • 3-5 days OSS • 5-10 days OSS • 10 days OSS, possible recommendation for expulsion	
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DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
INFORMAL CONSEQUENCES (CLASS I)					
WIRELESS/ TECHNOLOGY VIOLATION	The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, e-readers and other electronic devices.	NO	LOCAL	Options: - Teacher managed with classroom behavior plan/rules. 1-2 days ISS 2-3 days ISS 3-5 days ISS, 1-3 days OSS, 3-5 Days OSS.	Other Administrative Actions: - Parent/Guardian contacted (Mandatory) - Referral to Mental Health Services - Conference with student - Parent conference - Guidance Referral - Detention - Behavior Contract - Peer Mediation - Restorative Practices - Mentoring - Referral to MTSS or follow up as appropriate
CHEATING (CHEAT/LYING)	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test.	NO	LOCAL	Options: - Teacher managed with classroom behavior plan/rules. 1-2 days ISS 2-3 days ISS 3-5 days ISS, 1-3 days OSS, 3-5 Days OSS.	
DISRUPTION CLASSROOM	The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with another students' ability to learn.	NO	LOCAL	Options: - Teacher managed with classroom behavior plan/rules. 1-2 days ISS 2-3 days ISS 3-5 days ISS, 1-3 days OSS, 3-5 Days OSS,	
DRESS CODE VIOLATION	Dress in a manner that violates the established dress code and/or in a manner that would constitute a safety hazard.	NO	LOCAL	Options: - Teacher managed with classroom behavior plan/rules. 1-2 days ISS 2-3 days ISS 3-5 days ISS, 1-3 days OSS, 3-5 Days OSS,	
EXCESSIVE TARDIES	A consistent failure to be in a place of instruction at the assigned time.	NO	LOCAL	Options: - Teacher managed with classroom behavior plan/rules. 1-2 days ISS 2-3 days ISS 3-5 days ISS,	

				• 1-3 days OSS, • 3-5 Days OSS	
INAPPR. BEHAVIOR/ LANGUAGE	Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.	NO	LOCAL	Options: • Teacher managed with classroom behavior plan/rules. • 1-2 days ISS • 2-3 days ISS • 3-5 days ISS, • 1-3 days OSS, • 3-5 Days OSS,	Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate

DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION	
DRIVING DISCIPLINE ACTIONS Administration will provide an initial warning to all students. Upon reoccurrence, admin will contact individual parents to inform them of the problem behavior(s) and seek support. Subsequent vehicle infractions will result in a referral.					Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring • Referral to MTSS or follow up as appropriate	
VEHICLE VIOLATION	Failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.	NO	LOCAL	Options: • 1-2 days ISS • 2-3 days ISS • 3-5 days ISS, • 1-3 days OSS, • 3-5 Days OSS, • Loss of Privileges (student parking pass, off campus pass, etc.)		
<i>*For IDEA-eligible students, suspension and expulsions shall follow applicable laws, School Board policies, and provisions of the Individual Education Plan (IEP). Likewise, for students determined to be disabled under Section 504 of the Rehabilitation Act of 1973, suspension, expulsion, and other disciplinary measures shall follow applicable laws, School Board policies, and provisions of the Section 504 Accommodation Plan.</i>						
<i>*Talk with director for exceptions to the any violations mentioned in the document. *</i>						

DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
OFF CAMPUS FELONIES					Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
OFF CAMPUS FELONY	1. When a student is formally charged with a felony (or with a delinquent act that would be a felony if committed by an adult) by a proper prosecuting attorney for an incident that allegedly occurred on property other than public school property, the Principal will determine if there may be an adverse impact on the educational program, discipline or welfare of the school that may warrant a suspension of the student (and assignment to an alternative educational setting) pending disposition of the charges. 2. If the student is found to have committed the felony (or delinquent act that would be a felony if committed by an adult) the student may be recommended for expulsion (and assigned to an alternative educational setting). 3. Information obtained through the criminal history database shall be disseminated only to appropriate school personnel and carry an appropriate warning regarding the reliability, confidentiality and control of further dissemination. 4. No student is to be detained after the close of the regular school day unless the student's parent(s)/guardian(s) have been contacted and informed that the student will be detained. If a parent/guardian cannot be contacted, the student should be detained on another day. 5. Any student suspended in accordance with this section will be alternatively placed in an educational setting that meets the needs of the student and protects the safety and welfare of other students and staff pending disposition of charges.	YES	Consult with School Management	<u>Notification to District</u> The arresting agency, juvenile justice or court authority is required to immediately notify the Superintendent; parent(s)/guardian(s) and adult students are required to inform the school at initial registration if a student has: a. been taken into custody for a delinquent act or violation of law that would be a felony if committed by an adult or involves a crime of violence; b. been charged with a felony or a delinquent act that would be a felony if committed by an adult; c. been adjudicated delinquent for an offense that would be a felony if committed by an adult; d. had adjudication withheld for a delinquent act that would be a felony if committed by an adult; or e. been found guilty of a felony. <u>Notification to School</u> a. Within twenty-four (24) hours after receipt of the notification, the Superintendent will notify the Principal of the student's school. b. The Principal will immediately review the charges and make an initial determination. The Principal will notify the teachers of the classes in which the student is currently enrolled; student services personnel, the school resource officer, co-curricular and other school personnel as necessary, and the student's parent(s)/guardian(s) (as set forth below) within twenty-four (24) hours of such notice from the Superintendent. c. The Principal's notification to the parent(s)/guardian(s) will be in writing and will list the specific charges against the student and of the right to an informal hearing before the Principal, on a date not less than two (2) school days nor more than five (5) school days from postmarked date, or delivery, of the notice. Pending such informal hearing, the student may be temporarily suspended by the Principal.	

OFF CAMPUS FELONY Cont.				<u>Informal Hearing</u> a. The informal hearing will be conducted by the Principal and may be attended by the student, the parent(s) or guardian(s), the student's representative or counsel, and any witnesses requested by the student, the parent(s) or guardian(s), or the Principal. b. The student may speak in his/her own defense, may present any evidence indicating his or her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student cannot be threatened with punishment or later punished for refusal to testify. c. In conducting the informal hearing, the Principal is not bound by rules of evidence or any other courtroom procedure, and no transcript of testimony is required. d. Following the informal hearing, the Principal, within five (5) school days, will provide the student and parent(s)/guardian(s) with a decision, in writing, as to whether or not the student will be suspended pending the disposition of the charges.	
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DISCIPLINE ACTIONS	DEFINITION	Report to Law Enforcement and Safety & Security	SESIR/ LOCAL	RANGE OF DISCIPLINE	ADDITIONAL INFORMATION
RECIDIVISM VIOLATIONS					Other Administrative Actions: • Parent/Guardian contacted (Mandatory) • Referral to Mental Health Services • Conference with student • Parent conference • Guidance Referral • Detention • Behavior Contract • Peer Mediation • Restorative Practices • Mentoring
ALTERNATIVE PLACEMENT VIOLATION	Where a student commits a Class III or IV offense while currently attending an alternative placement site on an expulsion or stipulation in lieu of expulsion, that student may be subject to immediate recommendation for expulsion.	YES	Consult with School Management	5-10 Day Suspension with a recommendation for expulsion	
PROBATION VIOLATION	Where a student commits a Class III or IV offense during the first semester after the conclusion of the expulsion/stipulation period, that student may be subject to immediate recommendation for expulsion.	YES	Consult with School Management	5-10 Day Suspension with a recommendation for expulsion Consult with School Management	

- Note: Includes notification to student's dual-enrolled school site.

Habitual Offenses

Students that have established a pattern of habitual offenses of the matrix code during a school year, regardless of the class of violations, may be recommended for expulsion based off of the disruption to the learning environment caused by the cumulative impact of the violations.

Suggested Behavior Interventions

1. CICO-Check In/Check Out (10 minutes per day, 5 times per week)

Designed to provide support and monitoring for students at-risk of developing serious or chronic behavior problems

Goals/expectations are developed and are monitored daily with a point card

- Instruction on expectations and social skills
- Daily check-in before school and check-out at end of the day with a positive adult mentor
- Regular check-in with teachers during the day to complete point card
- Data system to monitor student progress

Linking school and home support

- Provides opportunity for positive student/parent contact so student knows what is expected
- He/she receives attention/tangibles throughout the day for meeting these expectations
- Parents provide attention for meeting expectations
- Self-monitoring skills are developed

Best for: Students seeking adult attention, problem behavior throughout multiple settings, and mild acting out.

Fidelity: Daily fidelity log completed by the assigned CICO coordinator. Fidelity log should be uploaded to Enrich a minimum of once per 9 weeks.

Progress Monitoring: Daily, using school-wide core expectations CICO behavior report card to help identify patterns of behaviors (times, locations, groupings etc).

2. Mentoring (Should be a minimum of 30 minutes per week)

Intensive mentor program using school staff and community volunteers as mentors. Staff members volunteer and are surveyed about the type of student they would like to mentor and the amount of time they have available. Mentors are encouraged to meet with their assigned student as often as needed. This program is not a reinforcement plan. The goal of this program is to improve student behavior by providing the student with access to a caring role model. Access to the mentor should not be based upon the student's behavior. This intervention needs to be provided with fidelity for a period of time. The efficacy of this intervention should be monitored monthly.

Implementation will require:

- Training for staff and community mentors (very good PowerPoint on mentoring is available)
- Parent letter
- Form to collect information from the teacher about the student (Interest Inventory/Reinforcer Survey)
- Log or sign-in to support program fidelity

Best for: Students with more intense levels of behavior who need daily support, adult attention seeking, daily problematic behavior

Fidelity: mentor-completed fidelity log; uploaded into Enrich a minimum of every 9 weeks. *If Elevate LCS mentors do not meet with students weekly, then another person on campus will need to meet the weekly requirement.*

Progress Monitoring: Progress monitoring will be daily using a behavior report card aligned to schoolwide expectations and weekly averages will be entered into Enrich.

3. Social Skills Groups *(Should be a minimum of 30 minutes per week)*

With a full repertoire of social skills, students will have the ability to make social choices that will strengthen their interpersonal relationships and facilitate success in school. Social Skills Groups can take the form of Lunch Bunch, Monday Morning Group or any other format deemed appropriate for your student population.

- Outcomes:
 - Child resiliency in the face of future crises or other stressful life events
 - Students who seek appropriate and safe avenues for aggression and frustration
 - Children who take personal responsibility for promoting school safety
- Students with poor social skills have been shown to:
 - Experience difficulties in interpersonal relationships with parents, teachers, and peers
 - Evoke highly negative responses from others that lead to high levels of peer rejection
 - Peer rejection has been linked with school violence on several occasions
 - Show signs of depression, aggression and anxiety
 - Demonstrate poor academic performance as an indirect consequence
 - Show a higher incidence of involvement in the criminal justice system as adults
- Implementation:
 - Create groups of 3-5 students with similar skill deficits
 - Small groups give students a chance to observe others, practice with peers, and receive feedback
 - Remove obstacles to learning
 - Try to meet early in the day so kids are attentive and have the whole day to practice what they learn in the lesson

Best for: students with behavioral skill deficits

Fidelity: attendance log with lesson identification

Progress Monitoring: rating scale completed by the teacher at least weekly, the rating scale is directly related to the skills being taught in the class. Continue to collect other data as relevant such as discipline referrals, parent alerts, class discipline system data, etc.

4. MTSS *(Should be scheduled, held and documented in FOCUS in accordance to the above Matrix)*

Students should be referred to the Problem-Solving Team and initiated in the MTSS process for those infractions that violate the student code of conduct and/or any school board policies.

MTSS meetings should be held weekly at the school level with the Problem-Solving Team to help design and/or implement a plan of action for those students that may need interventions that could also lead to possible disciplinary action(s) as outlined in the student code of conduct.

- Outcomes:
 - Evidence gathering for intervention plan development
 - Moving student through Tiers if needed)
 - Data tracking (samples- incentives, points sheets, etc.)
 - Alternative Placement discussion(s)
- Implementation:
 - Create intervention plan
 - Small groups give students a chance to observe others, practice with peers, and receive feedback
 - Remove obstacles to learning and/or discipline

Best for: Students with behavioral skills deficits

Fidelity: attendance and MTSS follow up meetings (documented in focus)

Progress Monitoring: Internal and External Behavior Screeners, PBIS programs