

## PROCEDURES AND CONSEQUENCES MATRIX

This matrix provides guidelines for the principal, assistant principal or other administrators in enforcing student discipline procedures and policies. The purposes of establishing and enforcing behavior expectations in a school are to: (1) maintain a safe and orderly learning environment in the classroom, school and off-site during activities; (2) give each student the best opportunity for success in his/her education; (3) assist the offending student to reflect upon their behavior and assume greater responsibility to make correct choices; (4) provide a basis for each student to develop a foundation of citizenship; and (5) fulfill the mission of the our district where we are “committed to igniting a passion for lifelong learning.”

In order to best accomplish these purposes, the building administrator has flexibility in applying disciplinary consequences. An administrator may administer the consequences in the manner most likely to accomplish the above purposes. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g. Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination.

| Policy #       | BEHAVIORS  | 1 <sup>st</sup> Offence   | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense   | 4 <sup>th</sup> Offense              |
|----------------|--|---|-------------------------|---|--------------------------------------|
| #503           | <b>1. ABSENCE/TARDY FROM CLASS:</b> Tardies to be addressed by classroom teacher.              |   |                         |   |                                      |
|                | Grades K-5   | Parent contact  |                         |   |                                      |
|                | Grades 6-8   | Parent contact  | Detention, make-up time | Parent contact; detention, make-up time   | Parent contact; In school suspension |
|                | Grades 9-12  | Parent contact, teacher detention   | Detention, make-up time | Parent contact; detention, make-up time   | Parent contact; In school suspension |
| #503<br>#506   | <b>2. ABSENCE FROM CLASS:</b> (unexcused/truancy - Washington County Truancy Policy enforced)  |   |                         |   |                                      |
|                | Grades K-5   | Parent contact  |                         | Parent contact; Other interventions as appropriate  |                                      |
|                | Grades 6-8   | Parent contact; Detention   |                         | Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate |                                      |
|                | Grades 9-12  | Parent contact; Detention   |                         | Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate |                                      |
| #506           | <b>3. ACADEMIC MISREPRESENTATION:</b> (cheating, plagiarism and/or falsification of records)   |   |                         |   |                                      |
|                | Grades K-12  | Consequences assigned by the teacher; Restitution; Parent contact; Possible detention or suspension; Report to building administrator to document |                         |   |                                      |
| #506           | <b>4. ARSON:</b> (intentionally setting fire with intent of causing injury or property damage) |   |                         |   |                                      |
|                | Grades K-12  | Parent contact; Police referral; Up to 10 days out of school suspension; Possible expulsion/exclusion.  |                         |   |                                      |
| #506<br>#525.1 | <b>5. ASSAULT:</b> (Physical - directed at staff)  |   |                         |   |                                      |
|                | Grades K-12  | Parent contact; Police referral; In school suspension; Out of school suspension; Possible expulsion/exclusion                                     |                         |   |                                      |

## PROCEDURES AND CONSEQUENCES MATRIX, Cont.

| Policy #       | BEHAVIORS  | 1 <sup>st</sup> Offence   | 2 <sup>nd</sup> Offense  | 3 <sup>rd</sup> Offense  | 4 <sup>th</sup> Offense |
|----------------|--|---|--|--|-------------------------|
| #506<br>#525.1 | <b>6. ASSAULT:</b> (Physical attack/fighting)  |   |  |  |                         |
|                | Grades K-5   | Parent contact; In school suspension; Possible out of school suspension; Possible police referral             | Parent contact; In school suspension; Out of school suspension; Possible police referral; Possible expulsion/exclusion |  |                         |
|                | Grades 6-12  | Parent contact; Police referral; Up to 10 days out of school suspension; possible expulsion/exclusion         |  |  |                         |
| #514           | <b>7. BULLYING:</b> Bullying means <b>repeated acts</b> (verbal and non-verbal expressions and behaviors, including written statements and electronic transmissions and/or 'cyber bullying') that are coercive and intimidating and inhibit a positive and supportive learning environment |   |  |  |                         |
|                | Grades K-5   | Parent conference with student; Parent Contact; Possible in or out of school suspension                       | Up to 5 days out of school suspension  | Possible expulsion/exclusion   |                         |
|                | Grades 6-12  | Principal conference with student; Parent contact; Possible out of school suspension                          | Parent conference; 5 days in or out of school suspension   | 10 days out of school suspension   | Expulsion/exclusion     |
| #506           | <b>8. BURGLARY, THEFT, VANDALISM</b>   |   |  |  |                         |
|                | Grades K-12  | Parent contact; Possible police referral; Up to 5 days out of school suspension; Restitution                  | Parent contact; Police referral; Up to 10 days out of school suspension; Restitution; Possible expulsion/exclusion     | Possible expulsion/exclusion   |                         |
| #506<br>#507.1 | <b>9. CHEMICAL USE/ABUSE:</b> Possession, use or distribution of illicit drugs and alcohol)  |   |  |  |                         |
|                | Grades K-12  | Parent contact; Police referral; 3 day suspension; Recommendation for alcohol/drug use evaluation/assessment; | Parent contact; Police referral; 5 days suspension; Completion of alcohol/drug use evaluation/                         | Parent contact; Police referral; Up to 10 days out of school suspension; Expulsion/exclusion; Mandatory completion of alcohol/drug use evaluation/assessment |                         |

## PROCEDURES AND CONSEQUENCES MATRIX, Cont.

| Policy #     | BEHAVIORS  | 1 <sup>st</sup> Offense  | 2 <sup>nd</sup> Offense                                     | 3 <sup>rd</sup> Offense   | 4 <sup>th</sup> Offense   |
|--------------|--|--|---|---|---|
|              |  | Possible expulsion/exclusion;  | assessment; Possible expulsion/exclusion                    |   |   |
| #524         | <b>10. COMPUTER/ TECHNOLOGY:</b> (misuse of equipment, Internet access and/or hacking)   |  |   |   |   |
|              | Grades K-12  | Parent contact; Discipline under other appropriate school district policies, including suspension or expulsion; suspension or cancellation of use or access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws |   |   |   |
| #506         | <b>11. DANGEROUS ACTIONS:</b> Endangering self; others and property  |  |   |   |   |
|              | Grades K-12  | Warning; Parent contact; Police referral; Restitution; Suspension; Possible expulsion/exclusion  |   |   |   |
| #506         | <b>12. DISRUPTION, INTERFERENCE, OBSTRUCTION:</b> (including inappropriate use of cell phone, camera, video and other electronic devices, games of chance, etc.) |  |   |   |   |
|              | Grades K-12  | Parent contact; Detention; Possible suspension; Confiscate device; Possible police referral  |   | Parent contact; Possible suspension; Possible police referral; Possible expulsion/exclusion |   |
| #504<br>#506 | <b>13. DRESS:</b> (inappropriate)  |  |   |   |   |
|              | Grades K-12  | Possible parent contact; Change of clothing  | Parent contact; Change of clothing; Restitution             | Parent conference; In or out of school suspension   |   |
| #506         | <b>14. FALSE ALARM:</b> (911 or fire call, unauthorized discharge of fire extinguisher, etc.)  |  |   |   |   |
|              | Grades K-5   | Parent contact; Call Police/Fire Dept.; Restitution  |   | Other intervention as appropriate up to expulsion/exclusion; Restitution                    |   |
|              | Grades 6-12  | Parent contact; Possible police referral; Possible suspension; Possible expulsion/exclusion; Restitution   |   |   |   |
| #506         | <b>15. FORGERY:</b> (altered note, permission slip, false call, etc.)  |  |   |   |   |
|              | Grades K-5   | Parent contact; Restitution  |   |   |   |
|              | Grades 6-8   | Parent contact; Detention  | Parent conference; Detention; Possible in school suspension | Parent conference; Up to 3 days in school or out of school suspension                       | Parent conference; Up to 5 days in school or out of school suspension |
|              | Grades 9-12  | Parent contact; Detention or 1 day suspension  | Parentcontact; Suspension up to 2 days                      | Parent contact; Suspension 3 days or more   | Parent conference; Suspension up to 5 days                            |

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| Policy #     | BEHAVIORS  | 1 <sup>st</sup> Offense   | 2 <sup>nd</sup> Offense   | 3 <sup>rd</sup> Offense                                   | 4 <sup>th</sup> Offense                       |
|--------------|--|---|---|---|---|
| #525.1       | <b>16. HARASSMENT AND VIOLENCE:</b> (Religious, racial, or sexual harassment and violence) |   |   |   |   |
|              | Grades K-12  | Principal conference with impacted students; Parent contact; Report to Human Resources; Possible police referral; Other interventions as appropriate up to expulsion/exclusion  |   |   |   |
| #526         | <b>17. HAZING</b>  |   |   |   |   |
|              | Grades K-12  | Parent contact; Up to 10 days out of school suspension; Possible police referral; Possible expulsion/exclusion  | Parent contact; Police referral; Expulsion/exclusion  |   |   |
| #506         | <b>18. IDENTIFICATION:</b> (failure to identify self)                                      |   |   |   |   |
|              | Grades K-12  | Parent contact; Possible detention; Possible in school suspension; Possible out of school suspension  |   |   |   |
| #506         | <b>19. INSUBORDINATION/ DISHONESTY:</b> (disrespect to authority)                          |   |   |   |   |
|              | Grades K-12  | Parent contact; Restitution; Possible detention; Possible in or out of school suspension  |   |   |   |
| #506<br>#527 | <b>20. PARKING VIOLATION:</b> (improper or unauthorized parking)                           |   |   |   |   |
|              | Grades 9-12  | Warning letter (car may be wheel-locked, fined and/or towed at owner's expense); Possible loss of parking privilege   | Detention; Loss of parking privilege; Warning letter (car may be wheel-locked, fined and/or towed at owner's expense) |   |   |
| #506         | <b>21. PROFANITY:</b> (cursing, obscene gestures, symbols, verbal abuse)                   |   |   |   |   |
|              | Grades K-5   | Parent contact; <i>Indirect profanity:</i> Restitution; <i>Direct profanity:</i> Restitution or in school suspension  | Parent contact; In or out of school suspension  |   |   |
|              | Grades 6-12  | <i>All indirect profanity</i> offenses: Possible detention or up to 2 days in or out of school suspension<br><i>All direct profanity</i> offenses: Parent contact; Possible detention or up to 10 days out of school suspension |   |   |   |
| #506         | <b>22. ROBBERY/EXTORTION</b>   |   |   |   |   |
|              | Grades K-5   | Parent contact; Suspension; Restitution; Possible police referral   | Parent contact; 3 day suspension; Restitution; Possible police referral   | School suspension 5 days and restitution; Police referral | Possible expulsion/exclusion; Police referral |
|              | Grades 6-12  | Parent contact; Possible police referral; Up to 5 days out of school suspension; Possible   | Parent contact; Possible police referral; Up to 10 days out of school suspension;                                     | Police referral; Expulsion/exclusion                      |   |

## PROCEDURES AND CONSEQUENCES MATRIX, Cont.

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|----------------|---|--|---|---|--|
|                |   | expulsion/<br>exclusion;<br>Restitution  | Possible<br>expulsion/exclusion;<br>Restitution   |   |  |
| #506<br>#525.2 | <b>23. TERRORISTIC THREATS:</b><br>(Examples include, but are not limited to: verbal or written threat to kill or seriously injure another, a hit list, plans to kill or seriously injure, bomb threat) |  |   |   |  |
|                | Grades K-5  | Parent contact;<br>Possible suspension or expulsion/<br>exclusion; Possible police referral;<br>Possible threat assessment   | Parent Conference;<br>School suspension;<br>Possible expulsion/<br>exclusion; Possible police referral;<br>Possible threat assessment | Expulsion/exclusion; Threat assessment                                      |  |
|                | Grades 6-12   | Parent contact; Police referral; School suspension; Possible expulsion/<br>exclusion; Threat assessment  |   | Parent contact; Expulsion/<br>exclusion; Police referral; Threat assessment |  |
| #506<br>#507.1 | <b>24. TOBACCO:</b> Use and/or possession of tobacco products, including e-cigs, (on school grounds, facilities, buses, or activities)  |  |   |   |  |
|                | Grades K-12   | Parent contact;<br>Possible detention;<br>Possible suspension; Police referral   | Parent contact; Up to 3 days suspension;<br>Police referral   | Parent contact; Up to 5 days suspension; Police referral                    |  |
| #506           | <b>25. TRESPASSING</b>  |  |   |   |  |
|                | Grades K-12   | Parent contact;<br>Trespass notice to parents, student and police  | Parent contact;<br>Possible suspension;<br>Police referral  | Up to 5 days suspension;<br>Police referral                                 | Up to 10 days suspension;<br>Possible expulsion/<br>exclusion; Police referral |
| #506<br>#527   | <b>26. VEHICLE:</b> (unauthorized use, moving violations, etc.)   |  |   |   |  |
|                | Grades 9-12   | Up to 3 days out of school suspension;<br>Possible police referral;<br>Possible loss of parking privileges   | Up to 5 days out of school suspension;<br>Police referral;<br>Loss of parking privileges  | Suspended up to 10 days; Possible expulsion/exclusion; Police referral      |  |
| #501<br>#506   | <b>27. WEAPONS</b>  |  |   |   |  |
|                | Grades K-12   | Immediate out of school suspension; Confiscation of the weapon; Immediate notification of police; Parent/guardian notification; Possible expulsion/exclusion. Discretion will be used if a look-alike item is brought to school. |   |   |  |