



# Chatfield High School Discipline Matrix Home of the Gophers!

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## Discipline Matrices

1. The extreme nature of any infraction may warrant the most severe discipline. The definitions listed below are guidelines to assist with interpretation of the infraction. Please refer to the Building Principal for further clarification.
2. The building administrators may recommend alternate intervention as they see fit. Alternate intervention may include but is not limited to Teen Court and placement in an alternative program, work detail, or appropriate loss of privileges.
3. Students refusing to serve In School Suspension may be suspended out of school for the number of days of ISS. Any additional violations that occur during ISS will result in additional consequences.
4. Discipline of handicapped students will be administered in accordance to the “Pupil Fair Dismissal Act” and the students individualized education plan that includes behavior interventions and modifications.
5. The Principal may make a referral to the Alternative Learning Center as part of the violation procedure or as an alternative setting until the expulsion hearing procedures can take place.

### Definitions

**Arson** - the willful and malicious burning of any part of a building or its contents

**Assault on an employee** - the intentional, unlawful threat by words, symbols, acronyms or language, whether oral or written or act to do violence to the person of another coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent

**Battery upon an employee** - the actual unlawful and intentional/unintentional touching or striking of an employee against his/her will, or the intentional/unintentional causing of bodily harm

**Battery upon a student** - the actual intentional/unintentional pushing or striking of another student against the will of the other, or intentionally causing bodily harm to an individual

**Bomb threat** - any such communication(s) that have the intent to threaten the safety of staff and students which has the effect of interrupting the educational environment

**Bullying** – Systematically and chronically inflicting physical hurt or psychological distress on one or more students that is severe and pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. This can be done by words, symbols, acronyms or language, whether oral or written

**Bus misconduct** - student behavior that affects, hinders, or otherwise impairs the driver's concentration and which jeopardizes the safety, health, and welfare of the student or other bused students, or persons or property in the bus area.

**Bus misconduct Level II**- student behaviors that violate one or more of the other major violations such as fights, assaults, bullying, and sexual harassment and will be addressed under those violation guidelines.

**Disrespectful, inappropriate or offensive speech/action** – disrespectful speech or action, discourteous, rude, non-verbal or verbal forms of disrespect, disregard for authority, uncontrolled behavior, and negative performing of conduct, intentionally violating another student's or staff member's space, swearing during a conversation or expressing him/herself but not indirectly or directly towards another student or staff member. This can be done through words, symbols, acronyms or language, whether oral or written

**Disruptive behavior** - student behavior that hinders the teaching process, the learning process, the school's safety, climate, property, and well being

**Drugs/alcohol** - any substance used as or in a medicine, a narcotic, alcohol, or controlled substance, such as cannabis, or manufactured substance

**Possession, use, sale** - the possession, administration, dispensing, distribution, or delivery of the above items

**Failure to follow classroom rules** - misconduct dealing with the classroom rules as determined by the teacher while student is in said classroom, including turning in someone else's work, intentionally submitting someone else's written information and claiming as their own, and/or plagiarism when defined inappropriate by the teacher.

**Fighting** - to take part in a physical struggle; to struggle against opposition; to oppose physically as with fist; to actually and intentionally strike another against the will of the other; intentionally causing bodily harm to an individual

**Fight instigation** - a third person instigating, inciting, or encouraging a fight or confrontation between two other individuals

**Forgery** - whoever falsely makes, alters, forges, or counterfeits a record, or a certificate; the act of forging documents, signatures, etc. to deceive

**Falsification Forged Note or Pass or Lying**- the forging of a parent note, of a staff member's signature, and/or creating a hall pass to inappropriately deceive or gain unwarranted privileges by falsification or lying. Lying to a person in authority for personal gain or not being truthful during an investigation of a possible school violation.

**Gambling/playing games of chance with cards** - the act of competing for money more than pennies, participating in competition with cards that are used in games of chance

**Harassment** – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, symbols, acronyms or language or physical conduct that places a student or school employee in reasonable fear of 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 substantial emotional distress in such a person and serves no legitimate purpose

**Insubordinate** - not submitting to authority; disobedient; failure to follow reasonable request by teachers or staff; not telling the truth when requested by a teacher or staff

**Items not appropriate at school** - the bringing of items that are not appropriate or beneficial to the learning environment of the school.

**Leaving school without authority** - a pupil who leaves school without proper authority

**MSHSL**- Minnesota State High School League violation as stated in the MSHSL Handbook regarding code of ethics, drugs/alcohol/tobacco, harassment and other violations as stated in handbook and student handbook.

**Other infractions** - other forms, types of unacceptable behaviors which are not defined or identified by other definitions

**Participating in riotous disorder** - leading encouraging or assisting in (major) disruptions which result in destruction or damage of private property or personal injury to participants or others, which could be by the use of words symbols, acronyms or language, whether oral or written and through social media or other mass technology forms of communication.

**Profanity, foul language, obscene material** - indecent, extremely "dirty" language or material; disgustingly "filthy" language or material whether oral or written, which could include social media or other mass technology forms of communication.

**Sexual Harassment** - (undesired sexual behavior towards another) Unwanted or repeated verbal or physical sexual behavior that is offensive and objectionable to the recipient, causes discomfort or humiliation or creates a hostile environment.

**Sexual Offenses** - (lewd behavior, indecent exposure) Sexual contact, including intercourse, without force or threat of force and where victim is capable of giving consent. Exposing an individual to lewd, sexual behavior or actions which also could use words, symbols, acronyms or language, whether oral or written

**Sexual Battery** - (attempted or forcible penetration) Forced oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

**Skipping class(es)** - staying away from a specific class(es), for a partial or full period, without permission

**Stealing** - obtaining property by fraud; taking dishonestly

**Threat/Intimidation** - (instilling fear in others) Must have all three elements to be considered a threat: (1) intent; (2) fear; and (3) capability. To unlawfully place another person, either another student or a staff member, in fear of harm (emotional or physical) with or without the use of a weapon.

**Tobacco products:** possession, use, sale - cigarettes, tobacco-related devices, electronic cigarettes, “vapes” or “vape” cartridges, cigars, snuff, dipping and chewing tobacco, etc.; leaves prepared for smoking, chewing, or snuffing

**Truancy** - the complete disregard of attendance regulations as described under Minnesota Statute, which is 7 or more unexcused classroom periods of the same period and/or unexcused days.

**Vandalism** - malicious destruction of property; to destroy or damage property of the school, school grounds or private individual’s property while on the school grounds.

**Violation of any motor vehicle regulation including parking** – parking in marked areas that are not designated for students, or areas that are not designated for students as stated in the student handbook. Inappropriately driving on school grounds or not yielding to pedestrians or other motor vehicles that have the right away. Any violations that threaten the safety of others limit other student’s access to the school facilities or items on, in or toed by the motor vehicle that is offensive, causes a disruption or interferes with the educational process or normal operation of the school may also be considered under other violations of the discipline matrix.

**Weapon** - any weapon including knives with blades longer than 2.5 inches which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas; any weapon which will, or may be readily converted to, expel a projectile by the action

of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Other definitions are stated in school district policies, student handbook or MSHSL handbook.

### Proper Procedures for Processing Violations

**The below maroon listed violations go directly to administration for investigation and consequences.**

**The below blue listed violations are those that might be a combination of teacher/bus driver/staff intervention and administrative intervention. Consulting with the administration is advised for proper consequences.**

**The below green violations are where teachers/staff are mostly involved. Before violations are turned over to administration for failure to follow classroom rules, disruptive behavior in the classroom, study hall, SST or other areas classroom/monitoring situations., the teacher must have completed the following steps:**

- 1. Assigned at least ½ hour of detention served with the teacher**
- 2. Contacted the parents/guardians of the inappropriate behavior and informing them that the next step is a referral to the Principal.**
- 3. Referral to the Principal**

Offense	Secondary Grades 7-12	Elementary Grades 4-6	Elementary Grades 1-3
<b>Arson</b>	1. 10 days suspension w/ recommendation for expulsion. Loss of trip privileges MSHSL		
<b>Assault and/or battery against a staff member</b>	1. 10 days suspension w/ recommendation for expulsion (accidental or intentional) Loss of trip privileges MSHSL		
<b>Bomb threats</b>	1. 5 days suspension w/ recommendation for expulsion; law enforcement notified MSHSL Loss of trip privileges 2. 10 days suspension w/ recommendation for expulsion; law enforcement notified MSHSL		
<b>Breach of school computer/digital security</b>	1. 1 day of ISS to 3 days suspension; expulsion may be recommended No after school activities and MSHSL 2. 5 days suspension; expulsion may be recommended MSHSL Loss of trip privileges 3. 10 days suspension; expulsion may be recommended MSHSL		
<b>Bullying &amp; Harassment Threat/ Intimidation</b>	1. 1 day of ISS to 3 days of OSS. MSHSL 2. 3-5 days suspension MSHSL 3. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of trip privileges.		

<p><b>Bus misconduct Level 1</b></p>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. 3 day bus suspension</li> <li>3. 4-5 day bus suspension</li> <li>4. 20 day bus suspension</li> <li>5. Off remainder of year</li> </ol> <p>Greater severity may lead to a higher level of consequence.</p> <p><b>Bus Level II will also be dealt with under regular school rules/procedures MSHSL</b></p>		
<p><b>Cheating/ copying; using crib notes or any other unauthorized information source during a test</b></p>	<ol style="list-style-type: none"> <li>1. Zero on Test and referral.</li> <li>2. Zero on Test, referral, one day of ISS.</li> <li>3. Zero on Test, referral, two days of OSS and MSHSL violation.</li> </ol>		
<p><b>Defacing school property</b></p>	<ol style="list-style-type: none"> <li>1. 3 days suspension MSHSL</li> <li>2. 5 days suspension MSHSL Loss of trip privileges</li> <li>3. 10 days suspension with recommendation for expulsion MSHSL</li> </ol>		
<p><b>Disorderly Conduct (Disruptive behavior that poses a serious threat to the learning environment, health, or welfare of others)</b></p>	<ol style="list-style-type: none"> <li>1. 5 days suspension w/recommendation for expulsion. MSHSL Loss of trip privileges</li> <li>2. 10 days suspension w/recommendation for expulsion. MSHSL Loss of trip privileges</li> </ol>		



<p><b>Disrespectful, inappropriate, or offensive speech/action</b></p>	<p>1. 2 hours of detention to 1 day of ISS No after school activities.  2. 2 day suspension MSHSL  3. 3 day suspension MSHSL Loss of Trip privilege.</p>		
<p><b>Disruptive behavior</b></p>	<p>1. 2 hours detention  2. 1 day ISS No after school activities.  3. 3 day suspension MSHSL</p>		
<p><b>Disruptive behavior during SST</b></p>	<p>1. 1 day removal from SST &amp; Lunch detention  2. 1 day ISS No after school activities.  3. 3 day suspension MSHSL</p>		
<p><b>Drugs and alcohol - possession, use, or sale or drug paraphernalia</b></p>	<p>1. 3 days suspension MSHSL Loss of trip privileges  2. 5 days suspension MSHSL Loss of trip privileges  3. 10 days suspension with recommendation for expulsion MSHSL Loss of trip privileges</p>		
<p><b>Electronic telephone pagers/ Cellular telephones use of during instructional activities</b></p>	<p>1. Confiscate: student may pick up after 3:30.  2. Confiscate: parent/guardian must pick up.  3. Confiscated: Not allowed in the building for one week or must be turn into the office. Repeat offender will be considered insubordinate.</p>		
<p><b>Electronics such as Radios, Headphones, pagers, CD players, iPods</b></p>	<p>1. Confiscated parent or guardian will need to pick up.  2. student may receive 1-2 hours detention for being insubordinate</p>		

<p><b>Failure to follow classroom/school rules</b></p>	<p>1. 2 hours detention 2. 1 day ISS No after school activities. 3. 3 day suspension MSHSL</p>		
<p><b>Fighting or battery/Assault Fight instigation</b></p>	<p>1. 3 days suspension MSHSL may be reported to police 2. 5 days suspension MSHSL Loss of trip privileges may be reported to police 3. 10 days suspension w/ recommendation for expulsion MSHSL Loss of trip privileges may be reported to police</p>		
<p><b>Fire Works/ Incendiary devices</b></p>	<p>1. 2-3 day suspension MSHSL Loss of trip privileges Possible Report to police 2. 5 days suspension MSHSL Loss of trip privileges Report to police 3. 10 days suspension with recommendation for expulsion MSHSL Loss of trip privileges Report to the police Any significant injury to others will go automatically to step 3.</p>		
<p><b>Forgery</b></p>	<p>1. 2-3 days suspension MSHSL 2. 5 days suspension MSHSL 3. 10 days suspension MSHSL</p>		
<p><b>Falsification (Forgery of a note, signature or money, Lying)</b></p>	<p>1. ISS for 1 day and no after school activities. 2. 2 days of OSS and MSHSL Violation 3. 5 days of OSS and MSHSL Violation and No Overnight trips for one year.</p>		

<p><b>Gambling/ games of chance w/ cards</b></p>	<p>1. 1 hour detention confiscation of cards 2. 2 hours of detention confiscation of cards 3. 1 day ISS and confiscation of cards</p>		
<p><b>Homicide, sexual battery, armed robbery, or aggravated battery</b></p>	<p>10 days suspension w/ recommended expulsion, law enforcement notified MSHSL Loss of Trip Privileges.</p>		
<p><b>Horseplay, pushing, running</b></p>	<p>1. 1-2 hours detention 2. 1 day ISS No after school activities. 3. 1 day suspension MSHSL</p>		
<p><b>Inappropriate dress, wearing symbols not adhering to dress code</b></p>	<p>1. Warning Change of clothing 2. 1 hour detention change of clothing 3. 1 day of ISS MSHSL no after school activities 4. 2 day suspension MSHSL Severe violations may start with ISS or Suspension.</p>		
<p><b>Inappropriate display of affection</b></p>	<p>1. Warning 2. 1-3 hours of detention 3. 1 day ISS no after school activities 4. 2 day suspension MSHSL 5. 3 day suspension MSHSL</p>		

<b>Insubordination</b>	1. 2 hours of detention 2. 1 day of ISS no after school activities 3. 3 days suspension MSHSL 4. 5 days suspension MSHSL Loss of trip		
<b>Items not appropriate at school</b>	1. 1 hour detention 2. 3 hours detention 3. 1 day suspension MSHSL  *All items will be confiscated – refusal relinquish item will result in automatic suspension from school		
<b>Possession of a knife that is not considered a weapon and not exposed to other students</b>	1. 2 hours detention 2. 1 day suspension 3. 3 days suspension MSHSL		
<b>Leaving school without authorization</b>	1. 2 hours of detention, unexcused absence for each period and additional hour for each period 2. 1 day of ISS, in addition to the UA 3. 1 day suspension MSHSL, in addition to the UA 4. 3 days suspension (Parent contact w/ mandatory conference after 2 <sup>nd</sup> offense)		

<p><b>Parking in unauthorized area</b></p>	<p>1. Move vehicle Warning 2. Lose parking privilege for 1 week 3. Lose parking privilege for 6 weeks 4. Lose parking privilege for the rest of the year.</p>		
<p><b>Participating in riotous disorder</b></p>	<p>1. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of Trip 2. 10 day suspension w/ recommendation for expulsion MSHSL Loss of Trip</p>		
<p><b>Possession and/or use of “Vapes” e-cigarettes tobacco products, refill cartridges or its paraphernalia</b></p>	<p>1. 2-3 day suspension MSHSL Loss of trip privileges 2. 5 days suspension MSHSL Loss of trip privileges 3. 6-10 days suspension with recommendation for expulsion MSHSL Loss of trip privileges</p>		
<p><b>Profanity, foul language, obscene materials or gestures</b></p>	<p>1. 1 day of ISS to 3 days of OSS. If ISS than loss of after school activities. If OSS then MSHSL. 2. 3-5 day suspension MSHSL 3. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of trip privileges.</p>		

<b>Sexual Harassment or Violation of photo free zones</b>	1. 1 day of ISS to 3 days of OSS. MSHSL 2. 3-5 day suspension MSHSL 3. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of trip privileges.		
<b>Sexual Offenses</b>	1. 3-5 days suspension w/ recommendation for expulsion; law enforcement notified MSHSL Possible loss of trip privileges 2. 10 days suspension w/ recommendation for expulsion; law enforcement notified MSHSL		
<b>Sexual battery</b>	1 5-10 days suspension w/ recommended expulsion, law enforcement notified MSHSL Loss of Trip Privileges. 2. 10 day suspension w/ recommended expulsion, law enforcement notified MSHSL		
<b>Skipping Detention</b>	1. Warning (only one warning per semester) 2. 1 additional hour of detention. 3. 1 day of in-school suspension, no after school activities 4. 3 day Suspension MSHSL		
<b>Stealing/possession of a test or duplication or distribution of copies of a test</b>	3 day suspension, MSHSL Zero on Test		

<p><b>Skipping class(es), school, and/or leaving class without permission</b></p>	<p>1. Unexcused absence and detention for each period no after/before school activities  2. Unexcused absence for each period, 1 day of ISS, detention for each period up to 6 hours, no after/before school activities  3. Unexcused absence for each period, 2 day suspension, 3 hours detention, MSHSL</p>		
<p><b>Stealing</b></p>	<p>1. 1 day of ISS to 3 days of OSS. MSHSL  2. 3-5 day suspension MSHSL possible loss of trip privileges.  3. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of trip privileges.</p>		
<p><b>Tardy</b></p>	<p>1. Warning  2. ½ hour detention  3. 1 hour detention  4. After 6 1 hour detention and unexcused absence for that period MSHSL</p>	<p>5 days suspension and zero on test</p>	<p>1. Student withdrawn from program</p>
<p><b>Truancy</b></p>	<p>Referral to either Olmsted or Fillmore County according to their residence for Truancy after 7 unexcused absences for students 11 to 16 years 11 months old.</p>		
<p><b>Unauthorized entry into/use of school facilities</b></p>	<p>1. 1-2 hours detention  2. 1 day ISS No after school activities.  3. 3 day suspension MSHSL  If any damage or hardship it may go directly to level 2 or 3.</p>		

<b>Unauthorized sale at school</b>	<ol style="list-style-type: none"> <li>1. 1-2 hours detention</li> <li>2. 1 day ISS No after school activities.</li> <li>3. 3 day suspension MSHSL</li> </ol>		
<b>Vandalism</b>	<ol style="list-style-type: none"> <li>1. 1 day of ISS to 3 days of OSS. MSHSL</li> <li>2. 3-5 day suspension MSHSL possible loss of trip privileges.</li> <li>3. 5-10 day suspension w/ recommendation for expulsion MSHSL Loss of trip privileges.</li> </ol>		
<b>Violation of any motor vehicle regulations, including parking</b>	<ol style="list-style-type: none"> <li>1. Move vehicle and warning.</li> <li>2. Loss of parking privileges for one week</li> <li>3. Loss parking privileges for six weeks</li> </ol>		
<b>Weapons - Possession</b>	3-10 days suspension w/ recommended expulsion, law enforcement notified MSHSL Loss of Trip Privileges.		
<b>Weapons – Gun</b>	10 days suspension w/ recommended expulsion, law enforcement notified MSHSL Loss of Trip Privileges. Report to authorities.		