

Ephrata School District- Procedure 3241 Discipline Matrix

Behavior Level Violation & Severity Level

Type 1

Repeated Type 1 violations may result in the behavior being categorized as a Type 2 violation.

- Type 1 violations are low-intensity, minor infractions that are not intended to have classroom exclusionary consequences for any student
- Initially, Type 1 violations are intended to be resolved by the classroom teacher or supervisory staff (playground, common area, lunch room, etc)
- This list is not inclusive of all low-intensity, minor behavior infractions

Disruptive Conduct I

Refers to behavioral violations involving low-intensity actions that may briefly interrupt learning activities in violation of district policies.

Dress Code

Refers to behavioral violations involving a student wearing clothing that is not within the dress code guidelines defined by the district. Dress code and grooming policies may not discriminate on the basis of a protected class under chapters [28A.640](#) or [28A.642](#) RCW, including sex, race, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, and disability. Dress codes and grooming policies should be based on educationally relevant considerations, apply consistently to all students, include consistent discipline for violations, and make reasonable accommodations when the situation requires an exception. Dress codes should be gender-neutral to avoid discrimination on the basis of sex, gender identity, or gender expression. A school district may not discriminate against students who have hairstyles or hair texture that is historically associated or perceived to be associated with race, including “protective hairstyles” such as afros, braids, locks, and twists.

Physical Contact

Refers to behavioral violations involving innocuous and non-threatening but inappropriate physical conduct in violation of district policy.

Defiance

Refers to behavioral violations involving brief or harmless failure to follow reasonable and lawful directions or requests by school personnel in violation of district policy.

Disrespect

Refers to behavioral violations involving minor dismissive or rude acts or expressions, whether verbal or nonverbal, in violation of district policy.

Academic Dishonesty/Plagiarism

Refers to behavioral violations involving knowingly submitting the work of others as one’s own or assisting another student in doing so or using unauthorized sources in violation of district policy.

Property Misuse

Refers to behavioral violations involving brief or low-intensity misuse of district property or property of others in violation of district policy.

Inappropriate Language

Refers to behavioral violations involving non-threatening or unintentional use of inappropriate language in violation of district policy.

Other I

Refers to behavioral violations not amounting to a Type Two behavioral violation but that cannot be categorized under any other Type One behavioral violations.

This includes, but is not limited to, forgery, failure to pursue a course of study, inappropriate use of a cell phone or electronic device, inappropriate displays of affection, motor vehicle infractions, excessive tardies, and truancy.

School administration has the latitude...

- **to utilize restorative justice practices.**
- **to modify/adjust responses for Type 2 violations.**
- **to utilize Emergency Removal when it is believed the student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing risk of substantial disruption of the educational process.**

Behavior Level Violation & Severity Level

Type 2

Repeated Type 2 violations may result in the behavior being categorized as a Type 3 violation.

Range of Potential Exclusionary Responses Based on Conditions & Limitations

Destruction of Property

Refers to behavioral violations involving intentional damage of school property or the property of others that meet the definition of violations under RCW 28A.635.060 .

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No K-4: Yes 5-12
Expulsion	No K-4: Yes 5-12

Physical Aggression

Refers to behavioral violations involving a student engaging in physical contact where a minor injury may occur (e.g., hitting, kicking, slapping, hair pulling, scratching, etc.).

Classroom Exclusion	Yes
ISS	Yes
OSS Short	No
OSS Long	No
Expulsion	No

Tobacco Possession or Use

Refers to behavioral violations involving the possession or consumption of tobacco products in violation of district policy, including violations of the district's policy prohibiting the use of tobacco products on school property adopted in accordance with RCW 28A.210.310 . This may involve the possession or use of tobacco products, paraphernalia, electronic cigarettes, or vaping products.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No
Expulsion	No

Failure to Cooperate

Refers to behavioral violations involving repeated failure to comply with or follow reasonable and lawful directions or requests by school staff. Aggravating factors which may elevate violation to a higher severity: (Type 3 Other III)

- Causes a major disruption of the educational environment
- Supervisory/safety concern
- Ongoing and escalation of failure to cooperate

Classroom Exclusion	Yes
ISS	No
OSS Short	No
OSS Long	No
Expulsion	No

<p><u>Sexually Inappropriate Conduct</u> Refers to behavioral violations involving obscene acts or expressions, whether verbal or non-verbal.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<p><u>Disruptive Conduct II</u> Refers to behavioral violations involving actions that materially and substantially interfere with the educational process. Aggravating factors which may elevate violation to a higher severity: (Type 3 Other III)</p> <ul style="list-style-type: none"> • Causes a major disruption of the educational environment • Supervisory/safety concern • Ongoing and escalation of failure to cooperate 	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes No No No No
<p><u>Other II</u> Refers to behavioral violations not amounting to a Type Three behavioral violation that may cause a major disruption to the educational environment but cannot be categorized under any other Type Two behavioral violations.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes No No No No

School administration has the latitude...

- **to utilize restorative justice practices.**
- **to modify/adjust responses for Type 3 violations.**
- **to utilize Emergency Removal when it is believed the student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing risk of substantial disruption of the educational process.**

Behavior Level Violation & Severity Level

Type 3

Repeated Type 3 violations may result in the behavior being categorized as a Type 4 violation.

Range of Potential Exclusionary Responses Based on Conditions & Limitations

Bullying

"Bullying" refers to behavioral violations constituting intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time, and (3) meets the criteria under RCW [28A.600.477](#)(5)(b)(i)—excluding Type Four behavioral violations that constitute sexual harassment, discriminatory harassment, or malicious harassment.

This involves behavioral violations constituting intentional, unwanted, repeated (or highly likely to be repeated) aggressive behavior that involves an observed or perceived power imbalance. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social or educational harm or by damaging the student's property. Bullying substantially interferes with a student's education and is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment. Bullying may have the effect of substantially disrupting the orderly operation of the school.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No
Expulsion	No

Fighting without Major Injury

"Fighting without major injury" refers to behavioral violations involving mutual participation in physical violence where there is no injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110](#)(4).

"Substantial bodily harm" means bodily injury that involves a temporary but substantial disfigurement or that causes a temporary but substantial loss or impairment of the function of any bodily part or organ or that causes a fracture of any bodily part.

"Great bodily harm" means bodily injury that creates a probability of death or that causes significant serious permanent disfigurement or that causes a significant permanent loss or impairment of the function of any bodily part or organ.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No
Expulsion	No

Illicit Drug Possession or Use

Refers to behavioral violations that meet the definition of possession or use of controlled substances—excluding hemp, marijuana, and CBD oils—under Chapter [69.50](#) RCW and to possession of drug paraphernalia. Examples of controlled substances include, but are not limited to, opiates, stimulants, depressants, and narcotics.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No K-4: Yes 5-12

	Expulsion	No K-4: Yes 5-12
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<u>Marijuana Possession or Use</u> Refers to behavioral violations involving the possession or consumption of marijuana in violation of district policy.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Alcohol Possession or Use</u> Refers to behavioral violations involving the possession or consumption of alcohol in violation of district policy. <i>Repeated violations may be considered Type 4, Safety I.</i>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Tobacco Distribution</u> Refers to behavioral violations involving the transportation, distribution, or delivery of tobacco products in violation of district policy, including violations of the district's policy prohibiting the use of tobacco products on school property adopted in accordance with RCW 28A.210.310 .	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Theft</u> Refers to behavioral violations involving the taking or knowingly possessing stolen district property or property of others without permission.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Other III</u> Behavioral violations not amounting to a Type Four behavioral violation that may cause a major disruption to the educational environment but cannot be categorized under any other Type Three behavioral violations.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No

School administration has the latitude...

- **to utilize restorative justice practices.**
- **to modify/adjust responses for Type 4 violations.**
- **to utilize Emergency Removal when it is believed the student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing risk of substantial disruption of the educational process.**

Behavior Level Violation & Severity Level

Type 4

Repeated Type 4 violations may result in the behavior being categorized as a Type 5 violation.

Range of Potential Exclusionary Responses Based on Conditions & Limitations

Assault I

Refers to behavioral violations involving an assault upon another person that do not meet the definition of an offense under RCW [9A.36.011](#) or RCW [9A.36.021](#).

This could involve, but isn't limited to an attempt, with unlawful force, to inflict bodily injury upon another; an unlawful touching with criminal intent; or putting another in apprehension of harm whether or not the actor actually intends to inflict or is incapable of inflicting that harm.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No
Expulsion	No

Fighting with Major Injury

"Fighting with major injury" refers to behavioral violations involving mutual participation in physical violence where there is injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110](#)(4)—which may include behavioral violations under WAC [392-172A-05149](#)(1)(c) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

"Substantial bodily harm" means bodily injury that involves a temporary but substantial disfigurement or that causes a temporary but substantial loss or impairment of the function of any bodily part or organ or that causes a fracture of any bodily part.

"Great bodily harm" means bodily injury that creates a probability of death or that causes significant serious permanent disfigurement or that causes a significant permanent loss or impairment of the function of any bodily part or organ.

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No K-4: Yes 5-12
Expulsion	No K-4: Yes 5-12

Sexual Harassment

Refers to behavioral violations that meet the definition of an offense under RCW [28A.640.020](#)(2)(f) and WAC [392-190-056](#).

This involves unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if that conduct or

Classroom Exclusion	Yes
ISS	Yes
OSS Short	Yes
OSS Long	No

communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment. Sexual harassment may include conduct or communication that involves student to adult, student to student.	Expulsion	No
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<u>Discriminatory Harassment</u> Refers to behavioral violations constituting conduct or communication that is intended to be harmful, humiliating, or physically threatening, and shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Malicious Harassment</u> Refers to behavioral violations that meet the definition of an offense under RCW 9A.46.020 (1). This involves a person knowingly threatening to cause bodily injury immediately or in the future, causing physical damage to personal property, confining or restraining the person, or intending to harm the threatened person's physical safety or mental health safety. The person threatened has a reasonable belief that the threat will be carried out. Threats may be communicated in any way, including electronically.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No
<u>Arson</u> Refers to behavioral violations that meet the definition of an offense under RCW 9A.48.020 or RCW 9A.48.030 . This includes, but is not limited to, a person knowingly and maliciously causing a fire or explosion that causes damage to a building.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<u>Marijuana Distribution</u> Refers to behavioral violations that meet the definition of delivery of marijuana-related controlled substances under chapter 69.50 RCW.	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<u>Alcohol Distribution</u> Refers to behavioral violations involving the transportation, delivery or distribution of alcohol in violation of district policy. <i>Repeated violations may be considered Type 4, Safety I.</i>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No No

<p><u>Gang Intimidation or Activity</u></p> <p>Refers to behavioral violations that meet the definition of an offense under RCW 9A.46.120 or RCW 28A.600.455.</p> <p>A person commits the offense of criminal gang intimidation if the person threatens another person with bodily injury because the other person refuses to join or has attempted to withdraw from a gang.</p> <p>“Gang” means a group that: (a) consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.</p>	<p>Classroom Exclusion</p> <p>ISS</p> <p>OSS Short</p> <p>OSS Long</p> <p>Expulsion</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No K-4: Yes 5-12</p> <p>No K-4: Yes 5-12</p>
<p><u>Safety I</u></p> <p>Refers to behavioral violations that meet the definition of “Behavior that adversely impacts the health or safety of other students or educational staff” under RCW 28A.600.015(6)(d) and meets the criteria for administering long-term suspension under subsections (a) and (b)(ii) of WAC 392-400-440(2).</p> <p>These violations will compare in severity as other Type 4 behaviors but do not fit into any categories above.</p> <p>These violations could include, but are not limited to, bringing a dangerous object to school, making a false bomb threat, causing a false fire alarm, having multiple fights with no injury, promoting fighting, abusing staff members, or physically or verbally threatening staff members.</p>	<p>Classroom Exclusion</p> <p>ISS</p> <p>OSS Short</p> <p>OSS Long</p> <p>Expulsion</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No K-4: Yes 5-12</p> <p>No</p>

School administration has the latitude...

- ***to utilize restorative justice practices.***
- ***to modify/adjust responses for Type 2 violations.***
- ***to utilize Emergency Removal when it is believed the student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing risk of substantial disruption of the educational process.***

Behavior Level Violation & Severity Level Type 5	Range of Potential Exclusionary Responses Based on Conditions & Limitations	
<p><u>Assault II</u> Refers to behavioral violations that meet the definition of an offense under RCW 9A.36.011 or RCW 9A.36.021 — which may include behavioral violations under WAC 392-172A-05149 (1)(c) involving “serious bodily injury” as defined under Section 1365 (h)(3) of Title 18, U.S.C.</p> <p>This includes, but is not limited to, intentionally assaulting another with the intent to inflict great bodily harm, assaulting another with a firearm or deadly weapon, assaulting another and inflicting great bodily harm, and intentionally assaulting and thereby recklessly inflicting substantial bodily harm.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<p><u>Sexual Assault</u> Sexual assault refers to behavioral violations that meet the definition of certain sex offenses under RCW 9.94A.030 (47).</p> <p>Examples of sexual assault include, but are not limited to, rape, child molestation, sexual misconduct with a minor, indecent liberties, or voyeurism.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12

<p><u>Illicit Drug Distribution</u> Refers to behavioral violations that meet the definition of delivery of controlled substances—excluding hemp, marijuana, or CBD oils—under chapter 69.50 RCW.</p> <p>Examples of controlled substances include, but are not limited to, opiates, stimulants, depressants, and narcotics.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<p><u>Possession of a Weapon</u> Refers to behavioral violations that meet the definition of an offense under RCW 9.41.280.</p> <p>This involves knowingly carrying onto or possessing one of the following on school premises, school-provided transportation, areas of facilities while being used exclusively by the school, or areas of facilities while being used for official meetings of the school board: firearm, slungshot, sand club, dirk, spring blade knife, nun-chu-ka stick, throwing star, air gun (compressed air or gas), taser, brass knuckles, or concealed dagger.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<p><u>Robbery</u> Refers to behavioral violations that meet the definition of an offense under RCW 9A.56.190 and RCW 9A.56.200 or RCW 9A.56.210.</p> <p>A person commits robbery when they unlawfully take the personal property of another against their will with the use of or threatened use of force, violence, or fear of injury.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<p><u>Assault of Teacher</u> Refers to behavioral violations that meet the definition of an offense directed toward a teacher under WAC 392-400-810(1) and RCW 28A.600.460(2)—which may include behavioral violations under WAC 392-172A-05149(1)(c) involving “serious bodily injury” as defined under Section 1365 (h)(3) of Title 18, U.S.C.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12
<p><u>Safety II</u> Refers to behavioral violations that meet the definition of “Behavior that adversely impacts the health or safety of other students or educational staff” under RCW 28A.600.015(6)(d) and meets the criteria for administering expulsion under WAC 392-400-445(2).</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	Yes Yes Yes No K-4: Yes 5-12 No K-4: Yes 5-12

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Behavior Level Violation & Severity Level Type 6	Range of Potential Exclusionary Responses Based on Conditions & Limitations	
<p><u>Firearm</u> Refers to behavioral violations that meet the definition of offenses requiring a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); RCW 28A.600.420(1).</p> <p>This includes carrying a firearm onto or possessing a firearm on public elementary or secondary school premises, public school-transportation, or areas of facilities while being used exclusively by public schools.</p> <p>A "firearm" means a weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder.</p>	Classroom Exclusion ISS OSS Short OSS Long Expulsion	N/A N/A N/A N/A Mandatory

Guidance for Potential Exclusionary Responses:

Classroom Exclusion:

A classroom exclusion occurs when school personnel remove a student from an instructional opportunity in response to behavior. School personnel utilizing restorative practices that are brief in duration are not considered a classroom exclusion.

In School Suspension (ISS):

In-school suspension always occurs within school and consists of a minimum of one half day. An In-school suspension is an in school exclusionary discipline action.

Short Out of School Suspension:

A short-term suspension occurs when a school district excludes a student from school for any subject/class or full schedule of subjects/classes in response to a behavioral violation for up to ten consecutive school days. A short-term suspension is an out-of-school exclusionary discipline action.

Long Out of School Suspension:

A long-term suspension occurs when a school district excludes a student from school for any subject/class or full schedule of subjects/classes in response to a behavioral violation for longer than ten consecutive school days. A long-term suspension is an out-of-school exclusionary discipline action.

Expulsion:

An expulsion occurs when a school district denies a student attendance at the student's current school placement in response to a behavioral violation. An expulsion is an out-of school exclusionary discipline action.

Behavioral violation" refers to a student's behavior that violates Example District's discipline policy. In accordance with WAC [392-400-110](#) (1)(a), Example District's policies and procedures must clearly state the types of behaviors for which discipline—including other forms of discipline, classroom exclusion, suspension, and expulsion—may be administered. Note: The information and definitions for behavioral violations in this matrix that indicate long-term suspension or expulsion may be an option correspond with provisions under RCW [28A.600.015](#) (6) as well as grade-level conditions and limitations under WAC [392-400-440](#) (4) and WAC [392-400-445](#) (4) regarding the types of behavioral violations for which a district may consider administering long-term suspension or expulsion. The information and definitions for behavioral violations in this matrix that indicate long-term suspension or expulsion is not an option are consistent with provisions under RCW [28A.600.015](#) (6) as well as conditions and limitations under [chapter 392-400](#) WAC and also include recommendations for when a district's discipline policies and procedures may permit or prohibit the use of classroom exclusion, in-school suspension, or short-term suspension. While the information in this matrix is consistent with federal and state laws, districts must ensure the district's discipline policies and procedures, including clearly defined behavioral violations, are developed with the participation of school personnel, students, parents, families, and the community consistent with WSSDA policy 3241 and WAC [392-400-110](#) (2). State laws establish the minimum substantive and procedural due process requirements for student discipline in schools, but districts may adopt policies and procedures setting forth conditions and limitations that provide additional substantive and procedural protections for students.

The information under this column represents a limited list of school referrals or protocols that may be required under corresponding district policies and is not to be interpreted as comprehensive.

"School-based threat assessment referral" refers to policies and procedures under WSSDA policies 3225 and 3225P.

"Title IX Coordinator referral" refers to the school district personnel designated to coordinate the district's compliance with [Title IX of the Education Amendments of 1972](#), as well as state civil rights requirements regarding sex discrimination and sexual harassment under chapters [28A.640](#) RCW and [392-190](#) WAC.

"Prevention/intervention referral" refers to substance use prevention and intervention personnel or services available to the district, which may also include Student Assistance Program or other behavioral health supports at the district or community level.

RCW [28A.600.460](#) (2) provides that a student who commits an offense under that statutory provision "when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned."

"Civil Rights Coordinator referral" refers to the school district personnel designated to be responsible for monitoring and coordinating the district's compliance with state nondiscrimination laws under chapters [28A.640](#) and [28A.642](#) RCW, and chapter [392-190](#) WAC.

"HIB Compliance Officer referral" refers to the school district personnel designated as the primary contact for harassment, intimidation, and bullying (HIB) policies and procedures in accordance with RCW [29A.600.477](#)—which may coincide with other responses such as a school-based threat assessment referral.