

2024-2025 BFJH Behavior Response Matrix

	Event Type	Definition	Incident Level	Range of Responses (Teacher)	Range of Responses (Admin)		
Abusive Language	Non-directional swearing	Repeated, habitual swearing / nonverbal gesturing not directed at another person	Minor	Infinite Campus referral (please indicate in IC what action you took) Verbal warning Phone call/email home Conference with student	No admin response		
	Directional swearing	Swearing / nonverbal gesturing directed at another person including staff members	Major	Infinite Campus referral Verbal warning Phone call/email home (communicate w/ admin.) Conference with student Teacher detention	Conference with student Office detention Removal from class for 1 or more periods 1 day ISS Phone call/email home Restorative conversation		
	Non-directional inflammatory, sexual, racist, or otherwise derogatory language	Incidental use of inflammatory or derogatory language / nonverbal gesturing not directed at another person	Major	Infinite Campus referral Verbal warning Phone call/email home (communicate w/ admin) Conference with student Teacher detention	Conference with student Support / counseling Office detention Removal from class for 1 or more periods 1 day ISS Phone call/email home		
	Directional inflammatory, sexual, racist, or otherwise derogatory language	Language and nonverbal gesturing, including sexual / racist / otherwise derogatory, that does or could cause to alienate an individual related to protected class status covered under Iowa code. Could include, but is not limited to hate speech OR descriptions, slang terminology and/or labels commonly understood to be offensive, demeaning or derogatory.	Major	Infinite Campus referral Verbal warning Phone call/email home(communicate w/ admin) Conference with student	Conference with student Support / counseling 1-2 days ISS or OSS Contact law enforcement Loss of privileges / restriction Phone call/email home Change of schedule		
Possession of Alcohol / Tobacco / Drugs	In the presence of use and/or distribution of alcohol / tobacco / drugs	Student is knowingly in the presence of a peer who is using and/or distributing on school grounds and/or at school events	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	Contact legal guardian Conference with student Support / counseling (including to outside resources) Formal behavior agreement / contract Loss of privileges / restriction Schedule change 1 day ISS		
	Possession and/or use of alcohol / tobacco / drugs	Student is under the influence or in possession on school grounds and/or at school events	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	Contact legal guardian Conference with student Support / counseling (including to outside resources) Formal behavior agreement / contract Loss of privileges / restriction Good Conduct Violation Schedule change 1st Offense - Substance Abuse Course during 1-3 day ISS/OSS, Good Conduct Violation, and ticket from Polk County Sheriff 2nd Offense - 2-3 days OSS, Good Conduct Violation, and ticket from Polk County Sheriff 3rd+ Offense - 5+ days OSS requires Superintendent action, substance abuse evaluation, Good Conduct Violation, and ticket from Polk County Sheriff		
	Distribution	Student is giving out/sharing/selling to others on school grounds and/or at school events	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	Contact legal guardian Conference with student Support / counseling (including to outside resources) Formal behavior agreement / contract Loss of privileges / restriction Good Conduct Violation Long-term OSS (10+ days) requires Board action Expulsion requires Board action Contact law enforcement		

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Harrasment and Bullying	Possible Harrasment and Bullying	Teacher witnesses and/or student shares a concern about possible harrasment and bullying An investigation is needed to determine if it is peer conflict or bully/harrasment	Minor	Teacher notifies student's counselor to assist in filling out the Anti-Bullying/Harrasment Form Counselor initiates investigation	Counselor investigates --> Conference with student(s) Support / counseling services Restorative circle Phone call/email home *If believed to be founded, counselor completes Infinite Campus referral to administration who will continue investigation		
	Picking on a Student	Teacher witnesses and/or student shares a concern about possible harrasment or bullying. This category in IC is to identify a <u>founded, isolated incident</u> of a student being picked on in an incident that is not categorized as bullying or harrasment	Minor	Teacher notifies student's counselor to assist in filling out the Anti-Bullying/Harrasment Form Counselor initiates investigation	Counselor investigates --> Conference with student(s) Support / counseling services Restorative circle Phone call/email home *If believed to be founded, counselor completes Infinite Campus referral to administration who will continue investigation		
	Founded Bullying	Any* electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student where there is a real or perceived imbalance of power that is <u>repeated or has the potential to be repeated</u> and which creates an objectively hostile school environment and meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with the student's academic performance, has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.	Major	Teacher notifies student's counselor to assist in filling out the Anti-Bullying/Harrasment Form Counselor initiates investigation	Conference with student Phone call/email home Restorative circle Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action		
	Founded Harrasment	Any* electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student (related to race, color, national origin, sex, or disability) where there is a real or perceived imbalance of power that is <u>repeated or has the potential to be repeated</u> and which creates an objectively hostile school environment and meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, has the effect of substantially interfering with the student's academic performance, has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.	Major	Teacher notifies student's counselor to assist in filling out the Anti-Bullying/Harrasment Form Counselor initiates investigation	Conference with student Phone call/email home Restorative circle Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action		
Destruction of Property	Serious Destruction of Property	Damage or destruction that occurs as a result of ignoring expectations. May or may not require professional cleaning, repair or replacement. May or may not disrupt the normal operations of the building. Includes behavior that requires crisis plan to be activated.	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	ISS or OSS (up to 9 days) Restore / return environment (monetary/property restoration) Contact law enforcement Support / counseling services Removal from school or extra-curricular activity Formal behavior agreement / contract Loss of privilege / restriction Change of schedule Long-term OSS (10+ days) requires Board action Expulsion requires Board action		

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Disruption of Instruction	Disruption of Instruction - Minor	Repeated, habitual -task behaviors like loud talking, intentional loud noises, horseplay or rough-housing. Typically of shorter duration and intensity.	Minor	Verbal warning Infinite Campus referral (please indicate in IC what action you took) Phone call/email home Conference with student Removal from peers New seating arrangement Teacher proximity Teacher detention	No admin response
	Disruption of Instruction - Major	Repeated, habitual off-task behaviors that continue despite clear and consistent teacher intervention. Can also be a significant, one-time incident that substantially disrupts the learning environment.	Major	Verbal warning Infinite Campus referral Phone call/email home (communicate w/ admin) Conference with student Removal from peers New seating arrangement Teacher detention Dismissal or escort to office	Conference with student Support / counseling Office detention Removal from class for 1 or more periods 1-3 days ISS Phone call/email home
	Disruptive Student Removal for Violence or Threat of Violence - Major	Significant incident that substantially and violently disrupts the learning environment. Includes making threats of violence or causing an incident of violence that results in injury, property damage, or assault. Per Iowa Code and H.F. 604.	Major	Teacher notifies office immediately. Per H.F. 604, the student may be removed from the classroom under the supervision of the SRO or lead administrator. Phone call/email home	Per H.F. 604: *Phone call home within 24 hrs ISS or OSS (up to 9 days) Restore / return environment (monetary/property restoration) Contact law enforcement Support / counseling services Removal from school or extra-curricular activity Formal behavior agreement / contract Loss of privilege / restriction Change of schedule Long-term OSS (10+ days) requires Board action Expulsion requires Board action
Inappropriate Behavior	Inappropriate Behavior - Minor	*Inappropriate affection (e.g. hand holding, hugging, embrace) *Graffiti on school property *Rough housing or horseplay in the common areas that does not result in harm or injury	Minor	Verbal warning Infinite Campus referral (please indicate in IC what actions you took) Phone call/email home Conference with student Removal from peers	Conference with student Support / counseling Office detention 1-3 days ISS Phone call/email home
	Inappropriate Behavior - Major	*Communication of a threat in any form (e.g. verbal, non-verbal, social media, written) *Indecent exposure *Inappropriate affection *Use of technology and devices in a way that significantly disrupts the learning environment *Any communication/media that includes sending or viewing of: pornographic images (including sexting), violent images or materials that violate the rights of a protected class, unauthorized recording with or without consent (video or pictures), explicit language *Use of school technology devices and/or infrastructure to organize illegal activity, engage in illegal activity, or purchase illegal items *Arson or playing with combustible materials	Major	Verbal warning Infinite Campus referral Phone call/email home (communicate w/ admin) Conference with student Removal from peers New seating arrangement Teacher detention Dismissal or escort to office	Conference with student Phone call/email home Restorative circle Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action
	Dress Code	Clothing that is in violation of the BFJH dress code policy	Minor	Verbal warning Notify a counselor or administrator if student does not comply No Infinite Campus documentation needed	Conference with student Have student change/cover or send home to do so Phone call/email home Re-teaching outside of class time Administrator / student agreement to prevent minor behavior

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Plagiarism/Cheating	Plagiarizing work (including using work from peers, web, and AI), sharing work or other unauthorized collaboration, cheating, falsifying information	Minor	<p><u>1st Offense:</u> Phone call/email home Infinite Campus <u>Minor</u> referral (please indicate in IC what action you took) Conference with student Alternative assessment potentially under adult supervision Re-do assignment Teacher detention</p> <p><u>2nd Offense:</u> Phone call/email home Infinite Campus <u>Major</u> referral (please indicate in IC what action you took) Conference with student Parent meeting Alternative assessment or assignment Detention</p>	Contact legal guardian Conference with student Loss of privilege / restriction Office detention 1-3 days ISS or OSS
Noncompliance and Insubordination	Noncompliance and Insubordination - Minor	Minor	Verbal warning Infinite Campus referral (please indicate in IC what action you took) Phone call/email home Conference with student Removal from peers New seating arrangement Teacher proximity Teacher detention	No admin response
	Cell Phone Violation	Minor	<p><u>1st Offense:</u> Phone call home Student will pick up the phone in the office at the end of the day.</p> <p><u>2nd Offense: (Major)</u> Infinite Campus referral Parent/ guardian will pick up phone from the office at the end of day Admin will call parent</p> <p><u>3rd Offense: (Major):</u> Student will check phone in daily in main office Admin will call parent</p>	Admin assist with 2nd and 3rd Offense
	Noncompliance and Insubordination - Major	Major	Verbal warning Infinite Campus referral Phone call/email home Conference with student Removal from peers New seating arrangement Teacher detention Dismissal or escort to office	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule 1-3 days ISS or OSS
Disrespect toward an Adult - Minor	Minor but noticeable disrespect toward an adult, including words and gestures, and not necessarily in front of other students	Minor	Verbal warning Infinite Campus referral (please indicate in IC what action you took) Phone call/email home Conference with student Removal from peers New seating arrangement Teacher proximity Teacher detention	No admin response

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Disr	Overt Disrespect toward an Adult - Major	Significant and noticeable disrespect toward an adult, including words and gestures, that disrupts the learning environment	Major	Verbal warning Infinite Campus referral Phone call/email home (communicate w/admin) Conference with student Removal from peers New seating arrangement Teacher detention Dismissal or escort to office	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule 1-3 days ISS or OSS		
	Physical Aggression - Minor	Physical contact that is not serious but is inappropriate and unwelcomed	Minor	Verbal warning Infinite Campus referral (please indicate in IC what action you took) Phone call/email home Conference with student Removal from peers New seating arrangement Teacher detention	No admin response		
Physical Aggression	Physical Aggression - Major	Serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) that may result in bodily injury to any individuals involved. Also includes mutual physical fighting.	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	Conference with student Phone call/email home Restorative circle Support / counseling services Removal from school or extra-curricular activity (Good Conduct violation) Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action		
	Physical Assault	Serious physical contact (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) where either the offender(s) or victim(s) require off-site professional medical attention. Also includes sexual violence.	Major	Teacher immediately notifies an administrator and/or walks student(s) to the main office	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action		
Possession of a Weapon	Possession of a Weapon	Student possesses a weapon, firearm, or look-alike weapon on school grounds	Major	Teacher immediately notifies an administrator	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule ISS or OSS (up to 9 days) Contact law enforcement Long-term OSS (10+ days) requires Board action Expulsion requires Board action		
Theft	Theft	Taking an item that does not belong to the offender that does not exceed a \$10 value. (e.g. candy, BEST tickets, pencils)	Minor	Verbal warning Infinite Campus minor referral Phone call/email home Conference with student Removal from peers New seating arrangement Teacher detention	No admin response		

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Theft	Theft	Taking any item or money that does not belong to the offender and entering an individual's personal space (e.g. desk, bag, locker, car, etc) to take an item of value	Major	Verbal warning Infinite Campus referral Phone call/email home Conference with student Removal from peers New seating arrangement Teacher detention Dismissal or escort to office	Conference with student Phone call/email home Support / counseling services Return or restitution Removal from school or extra-curricular activity Loss of privilege / restriction Contact law enforcement Change of schedule 1-3 days ISS or OSS
Tardy	Tardy	Failure to report to class on time	Minor	*Teacher records student "tardy" in Infinite Campus	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule Office detention 1-3 days ISS or OSS
Truancy	Truancy	Failure to report to school building or leaving school building without permission. Elopement off campus.	Major	Infinite Campus referral if teacher witnessed student entering/leaving the building without permission, including the use of a side door Notify administration	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule 1-3 days ISS or OSS
Skip Class	Skip Class	Failure to report to class or elopement from class without permission.	Minor	Verbal warning Infinite Campus referral Phone call/email home Conference with student Teacher detention to make up time	Conference with student Phone call/email home Support / counseling services Removal from school or extra-curricular activity Loss of privilege / restriction Change of schedule Office detention 1-3 days ISS or OSS