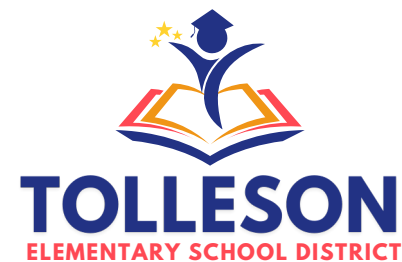


# DISCIPLINE MATRIX

TOLLESON ESD



## TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

### **Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

**Parent contact is required for office referrals and contact can be made by school administration, teacher, or staff member.**

**Discipline, suspension, or expulsion of pupils SHALL NOT be based on race, color, religion, sex, national origin, or ancestry.**

Administration will communicate with parent/guardian when referrals result in consequences. Communication may be written for, held in person, or by telephone.

The discipline matrix serves as the due process notice for Behavior/Violation standards in the Tolleson Elementary School District and is a guideline for administrative use as the situation warrants.

This matrix is a range of consequences that may be imposed for Behavior/Violations and violations of student conduct rules. Consequences for offenses are listed in the matrix, but based on severity of the Behavior/Violation, consequences may also include, but are not limited to:

- Warning and informal conference with school administrator discussing acceptable school Behavior/Violation
- Warning and formal conference with school administrator discussing acceptable school Behavior/Violation, formally documenting Behavior/Violations
- Temporary removal from class. Student will complete academic assignments during this time.
- Out of class detention
- Loss of privileges
- Individual assignment that is aligned to the offense
- In-school suspension where student is removed from class but remains on campus and under staff supervision. Students receive academic assignments to complete during this time.
- Short-term out of school suspension (1-10 days). Student is removed from school and placed in the custody of parents/guardian. A student who is out of school on short-term suspension is not allowed to attend any district functions or be on school campuses. Due process must be followed.
- Transformative justice strategies including mediation
- Removal from transportation
- Alternative placement

## TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

### Discipline Matrix

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Schools will use all available resources to support student Behavior/Violations and collaborate with parent/guardian on possible additional services. Special Education Students may not be suspended for a cumulative total of more than 10 days per year if their Behavior/Violations are a manifestation of their disability.

Revised 7/24

#### **Incident considerations:**

cultural audience	directed toward staff	student attitude	number of victims
age of victim	level of disruption	potential of danger	attendance/truancy
age of offender intent	intent	police involvement	verbal provocation
extent of damage	student safety	special needs victim	
value of item(s)	location	sale or distribution	
extent of injury	frequency	level of threat	

The ability to understand that the conduct was prohibited.

The ability of the student to understand the potential risk of misconduct to the health and/or safety of others and their property.

The ability of the student to understand the potential of the disruption of the institution.

The ability of the student to understand the potential for disciplinary consequences.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

**Interventions:** Child Study Team/RTI process, possible schedule change, referral for services, mediation, Behavior/Violation plan or Behavior/Violation plan modification, 504 considerations, change of placement and/or CSTAG (comprehensive student threat assessment guidelines) Behavioral Threat Assessment.

## TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

### Discipline Matrix

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**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Aggression</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Aggression</u> (Other)</b>	<p>Deliberate unfriendly physical Behavior/ Violation/intimidation, such as posturing to fight, pushing, checking or bumping with <b>no initial intent of injury</b>.</p> <p><b>Aggravating/Mitigating Factors:</b> Verbal provocation, age differential, directed toward staff.</p>	<p><b>K-4th:</b> Warning, conference, detention</p> <p><b>5th-8th:</b> Warning, detention, ISS (1 day)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1 day)</p> <p><b>5th-8th:</b> Detention, ISS (2 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days)</p> <p><b>5th-8th:</b> ISS (3 days), OSS (1- 2 days)</p>
<b><u>Assault</u> (Aggravated)</b>	<p>Causing serious physical injury to another using a deadly weapon or dangerous instrument; an assault knowingly committed against a teacher or employee of a school.</p> <p><b>Aggravating/Mitigating Factors:</b> Number of offenders involved, number of victims involved, extent of injury.</p> <p>Required police contact</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension / alternative placement</p>	<p><b>K-4th:</b> OSS (9 days), long-term suspension/alternative placement</p> <p><b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement</p>	<p><b>K-4th:</b> Expulsion</p> <p><b>5th-8th:</b> Expulsion</p>
<b><u>Assault</u> (Physical)</b>	<p>one or more persons intentionally or recklessly causing any physical injury to another person, placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the <b>intent to injure</b>.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent of injury, assault directed towards a staff member.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> ISS (1-2 days), OSS (1-9 days), long-term suspension / alternative placement, suspension alternative</p> <p><b>5th-8th:</b> OSS (3-9 days), possible long-term suspension / alternative placement</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement</p>	<p><b>K-4th:</b> OSS (9 days), long-term suspension/ alternative placement</p> <p><b>5th-8th:</b> OSS (9 days), long-term suspension/ alternative placement</p>

**TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE**

**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Aggression <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Disorderly or Unsafe Conduct</u></b>	<p>Any act that substantially disrupts the orderly function of the school/ educational environment or poses a threat to the safety or welfare of others. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>Engaging in fighting or violent Behavior/Violation</li> <li>Making unreasonable noise</li> <li>Uses abusive or offensive language or gestures</li> </ul> <p><b>Aggravating/Mitigating Factors:</b> Potential of danger.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Conference, detention, ISS (1 day), suspension alternative</p> <p><b>5th-8th:</b> Detention, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days),</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5), OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>
<b><u>Fighting</u></b>	<p>Two or more students engaged in physical violence towards each other, such as hitting, slapping, kicking that has the potential to cause physical harm. Verbal confrontation alone does not constitute fighting. (See Verbal Provocation)</p> <p><b>Aggravating/Mitigating Factors:</b> Number of students involved, intensity of altercation, injuries.</p>	<p><b>K-4th:</b> Mediation, suspension alternative, ISS (1-2 days) or OSS (1-2 days)</p> <p><b>5th-8th:</b> OSS (1-3 days)</p>	<p><b>K-4th:</b> Mediation, suspension alternative, ISS (3-5 days) OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (3-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (5-9 days), OSS (5-9 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>
<b><u>Recklessness</u></b>	<p>Unintentional, careless Behavior/Violations that may pose a safety risk to others. The individual knows or should have known that his or her actions were likely to cause harm.</p> <p><b>Aggravating/Mitigating Factors:</b> Potential of danger.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1 day), OSS (1 day)</p> <p><b>5th-8th:</b> Detention, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>



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**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

**Aggression cont.**

<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Verbal Provocation (instigating)</u></b>	The use of language or gestures that may incite another person or other people to fight.  <b>Aggravating/Mitigating Factors:</b> Special needs victim, extent of violence, age of students involved.	<b>K-4th:</b> Warning, detention or ISS (1 day)  <b>5th-8th:</b> Warning, ISS (1-3 days) or OSS (1 day)	<b>K-4th:</b> ISS (1-3 days), suspension alternative  <b>5th-8th:</b> ISS (1-3 days) or OSS (1-5 days)	<b>K-4th:</b> Suspension alternative, OSS (1-3 days)  <b>5th-8th:</b> OSS (1-5 days)

**Aggressive Acts, Minor**

<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Aggression, Minor</u></b>	Student engages in nonserious but inappropriate physical contact such as hitting, pulling, pushing and poking. Other Behavior/Violations such as running in the building, classroom and/or hallways, pulling a chair out from under another person, or other low-level Behavior/Violations.	<b>K-4th:</b> Mediation, Detention, suspension alternative, ISS (1 day)  <b>5th-8th:</b> Detention, ISS (1-3 days), OSS (1-3 days)	<b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)  <b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)	<b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (3-5 days)  <b>5th-8th:</b> OSS (5 days)
<b><u>Assault (Verbal)</u></b>	The use of inappropriate language directed toward anyone with the intent to cause emotional harm.	<b>K-4th:</b> Warning, suspension alternative, ISS (1-3 days), OSS (1-3 days)  <b>5th-8th:</b> Warning, ISS (1 day), OSS (1-3 days)	<b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days), OSS (1-3 days)  <b>5th-8th:</b> Detention, ISS (1-3 days), OSS (1-3 days)	<b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-2 days)  <b>5th-8th:</b> OSS (2-3 days)
<b><u>Assault (Verbal toward Staff)</u></b>	The use of inappropriate language directed toward staff members with the intent to cause emotional harm.	<b>K-4th:</b> Suspension alternative, OSS (1-3 days)  <b>5th-8th:</b> OSS (3 days)	<b>K-4th:</b> Suspension alternative, OSS (3 days)  <b>5th-8th:</b> OSS (5 days)	<b>K-4th:</b> OSS (5 days)  <b>5th-8th:</b> OSS (7 days)
<b><u>Fighting (play)</u></b>	Rough-housing or horseplay that often leads to serious fighting.	<b>K-4th:</b> Warning, detention  <b>5th-8th:</b> Warning, detention	<b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days)  <b>5th-8th:</b> ISS (1-3 days)	<b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-3 days)  <b>5th-8th:</b> OSS (1-3 days)

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**Discipline Matrix**

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<b>Alcohol, Tobacco and Other Drugs (Illegal Substances)</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Alcohol</u> Possession, Sale, Distribution, Sharing or Use</b>	<p>The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, during school sponsored events and on school sponsored transportation.</p> <p><b>Aggravating/Mitigating Factors:</b> Degree of distribution, degree of possession, degree of use, type of element.</p> <p>Possible Police contact</p>	<p><b>K-4th:</b> Detention, suspension alternative, OSS (1-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>	<p><b>K-4th:</b> OSS (5-9 days)</p> <p><b>5th-8th:</b> OSS (9 days)</p>	<p><b>K-4th:</b> Long-term suspension/alternative placement, expulsion</p> <p><b>5th-8th:</b> Long-term suspension/alternative placement, expulsion</p>
<b><u>Drugs</u> Possession, Sale, Distribution, Sharing or Use</b>	<p>The unlawful use, distribution sale, purchase, possession, or transportation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. This includes being under the influence of drugs at school, school sponsored events or school sponsored transportation. "Drug" refers to any narcotic drug, dangerous drug and/or marijuana. Paraphernalia means all devices which are used to introduce a drug into the human body. This does not include alcohol or tobacco but does include cannabis vapes.</p> <p><b>Aggravating/Mitigating Factors:</b> Brought to school, use, sale, distribution.</p> <p>Required police contact</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement, expulsion</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, expulsion</p>	<p><b>K-4th:</b> Long-term suspension/alternative placement, expulsion</p> <p><b>5th-8th:</b> Long-term suspension/ alternative placement, expulsion</p>	<p><b>K-4th:</b> Expulsion</p> <p><b>5th-8th:</b> Expulsion</p>

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<b>Alcohol, Tobacco and Other Drugs (Illegal Substances) <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Drugs</u> (over the counter) Possession, Sale, Distribution, Sharing or Use</b>	<p>The possession of over the counter (OTC) drugs with the intent to use, abuse, share, sell, harm or get high.</p> <p><b>Aggravating/Mitigating Factors:</b> Passing around to other students (becomes sale or distribution), ignorance of policy, type of medication, intent of use, distribution.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Detention, suspension alternative, OSS (1-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>	<p><b>K-4th:</b> OSS (5-9 days)</p> <p><b>5th-8th:</b> OSS (9 days)</p>	<p><b>K-4th:</b> Long-term suspension/ alternative placement, expulsion</p> <p><b>5th-8th:</b> Long-term suspension/ alternative placement, expulsion</p>
<b><u>Tobacco/Vape</u> Possession, Sale, Distribution, Sharing or Use</b>	<p>The use of or possession of tobacco or vapor products on school grounds, school sponsored events or school sponsored transportation. This includes the use, possession, distribution, sale or sharing of tobacco substances such as oil, dip, chew, snuff, or twist, or for smoking such as, but not limited to, cigarettes, nicotine vapes, e-cigarettes, cigars or pipes.</p> <p><b>Aggravating/Mitigating Factors:</b> Simple possession, extent of use, distribution.</p> <p>Required police contact</p>	<p><b>K-4th:</b> Suspension alternative, OSS (1-3 days)</p> <p><b>5th-8th:</b> OSS (1-5 days)</p>	<p><b>K-4th:</b> OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>	<p><b>K-4th:</b> OSS (9 days), possible long-term suspension/alternative placement</p> <p><b>5th-8th:</b> OSS (9 days), possible long-term suspension/ alternative placement</p>

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<b>Arson</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Arson 1</u></b>	Knowingly damaging property by knowing or attempting to cause a fire or explosion.  <b>Aggravating/Mitigating Factors:</b> Amount of damage, imminent danger, intent, age.  <i>Required fire dept. and police contact</i>	<b>K-4th:</b> OSS (3-9 days), restitution  <b>5th-8th:</b> OSS (5-9 days), restitution	<b>K-4th:</b> OSS (9 days), restitution  <b>5th-8th:</b> OSS (9 days), restitution	<b>K-4th:</b> Long-term suspension/alternative placement, restitution  <b>5th-8th:</b> Long-term suspension/alternative placement, restitution
<b><u>Arson 2 (Occupied Structure)</u></b>	Committing arson of a structure by knowingly damaging an occupied structure (by 1 or more human beings) by knowingly causing a fire or explosion.  <b>Aggravating/Mitigating Factors:</b> Age, damage, intent, imminent danger.  <i>Required fire dept. and police contact</i>	<b>K-4th:</b> OSS (5-9 days), restitution with consideration for long-term suspension/ alternative placement, expulsion  <b>5th-8th:</b> OSS (9 days), restitution with consideration for long-term suspension/ alternative placement, expulsion	<b>K-4th:</b> Restitution, Long-term suspension/ alternative placement, or expulsion  <b>5th-8th:</b> Restitution, Long-term suspension/ alternative placement, or expulsion	<b>K-4th:</b> Restitution, Expulsion  <b>5th-8th:</b> Restitution, Expulsion

<b>Attendance Policy Violation</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Leaving School Grounds without Permission</u></b>	Leaving school grounds or being in areas that are not approved of during school hours without permission. Deliberately running or hiding from authority.  <b>Aggravating/Mitigating Factors:</b> Leaving campus, frequency.  <i>Possible police contact</i>	<b>K-4th:</b> Warning, detention, suspension alternative  <b>5th-8th:</b> Detention or ISS (1 day)	<b>K-4th:</b> Detention, suspension alternative, ISS (1-2 days)  <b>5th-8th:</b> ISS (1-3 days)	<b>K-4th:</b> Suspension alternative, ISS (1-2 days) or OSS (1 day)  <b>5th-8th:</b> ISS (3-5 days) or OSS (1-3 days)

**TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE**

**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Attendance Policy Violation <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Other Attendance Violation</u></b>	Being in an unauthorized area without permission from school personnel.  <b>Aggravating/Mitigating Factors:</b> Chronic illness, documented homelessness, documented traumatic family event.	<b>K-4th:</b> Conference, Detention  <b>5th-8th:</b> ISS (1 day)	<b>K-4th:</b> Conference, Detention  <b>5th-8th:</b> ISS (1 day)	<b>K-4th:</b> Conference, Detention  <b>5th-8th:</b> ISS (1-3 days)
<b><u>Tardy</u></b>	Failure to be at a designated location at a specified time or arriving to school or class after the specified time. Being late for school or class; unexcused tardies or excessive excused tardies.  <b>Aggravating/Mitigating Factors:</b> Frequency, duration.	<b>K-4th:</b> Conference, detention  <b>5th-8th:</b> Conference, detention, loss of privileges	<b>K-4th:</b> Conference, detention  <b>5th-8th:</b> Conference, detention, loss of privileges	<b>K-4th:</b> Conference, detention  <b>5th-8th:</b> Conference, detention, loss of privileges, ISS (1-3 days)
<b><u>Truancy</u></b>	It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session. (A.R.S 15-803). "Habitually truant" is 5 or more absences within a school year and "truant" is an unexcused absence for at least one class period.  <b>Aggravating/Mitigating Factors:</b> Chronic illness, documented homelessness, documented traumatic family event.	<b>K-4th:</b> Conference, parental notification, begin CUTS process, initiate first truancy letter  <b>5th-8th:</b> Conference, parental notification, begin CUTS process, initiate first truancy letter	<b>K-4th:</b> Conference, parental notification, second truancy letter of CUTS program  <b>5th-8th:</b> Conference, parental notification, second truancy letter of CUTS	<b>K-4th:</b> Conference, parental notification, CUTS process  <b>5th-8th:</b> Conference, parental notification, CUTS process
<b><u>Unexcused Absence</u></b>	Being absent without notification from parent/legal guardian.  <b>Aggravating/Mitigating Factors:</b> Documented homelessness, documented traumatic family event.	<b>K-4th:</b> Conference, begin CUTS process, initiate first truancy letter  <b>5th-8th:</b> Conference, begin CUTS process, initiate first truancy letter	<b>K-4th:</b> Conference, parental notification, second truancy letter of CUTS program  <b>5th-8th:</b> Conference, parental notification, second truancy letter of CUTS	<b>K-4th:</b> Conference, parental notification, second truancy letter of CUTS program  <b>5th-8th:</b> Conference, parental notification, second truancy letter of CUTS

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**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Dangerous Items</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Dangerous Items</u></b>	<p>Possession of an object with the potential to cause bodily injury, threaten or intimidate another person such as air soft gun, BB gun, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas or other dangerous item.</p> <p><b>Aggravating/Mitigating Factors:</b> Property damage, intent (see assault).</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (1-3 days), OSS (1-9 days)</p>	<p><b>K-4th:</b> ISS (3-5 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (3-9 days)</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement</p>
<b><u>Explosive Device</u></b>	<p>Possession of any weapon that is designed to expel a projectile by the action of an explosive, capable of doing bodily harm or physical damage such as, but not limited to fireworks, stink bombs, smoke bombs and poppers.</p> <p><b>Aggravating/Mitigating Factors:</b> Type, extent of damage.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Confiscate item, suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> OSS (9 days) up to long-term expulsion/ alternative placement/ suspension</p>	<p><b>K-4th:</b> Confiscate item, OSS (2-5 days)</p> <p><b>5th-8th:</b> Confiscate item, OSS (5-9 days)</p>	<p><b>K-4th:</b> Long term suspension/alternative placement or expulsion</p> <p><b>5th-8th:</b> Long term suspension/alternative placement or expulsion</p>
<b><u>Simulated Firearm</u></b>	<p>Possession of any simulated firearm made of plastic, wood, metal or any other material which is a replica or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.</p> <p><b>Aggravating/Mitigating Factors:</b> Intimidating use, implied threat.</p>	<p><b>K-4th:</b> Warning, detention, suspension alternative</p> <p><b>5th-8th:</b> Warning, detention or ISS (1 day)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1 day)</p> <p><b>5th-8th:</b> ISS (1-3 days) or OSS (1 day)</p>	<p><b>K-4th:</b> OSS (1-3 days)</p> <p><b>5th-8th:</b> OSS (1-3 days)</p>

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**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Dangerous Items <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Firearms, Including Destructive Devices</u></b>	<p>Any weapon designed to expel a projectile by the action of an explosive. Includes but not limited to simulated weapons, handguns, pistols, shotgun, rifle, or starter gun. Also includes destructive devices such as bombs, grenades, firearms, or other destructive devices.</p> <p><b>Aggravating/Mitigating Factors:</b> Type, use of weapon, implied threat.</p> <p>Required police contact, threat assessment</p>	<p><b>K-4th:</b> OSS (5-9 days) up to long-term suspension/ alternative placement</p> <p><b>5th-8th:</b> OSS (9 days) up to long-term expulsion/ alternative placement/ suspension</p>	<p><b>K-4th:</b> Long-term suspension/alternative placement</p> <p><b>5th-8th:</b> Long-term suspension/ expulsion/ alternative placement</p>	<p><b>K-4th:</b> Long-term suspension /alternative placement, expulsion</p> <p><b>5th-8th:</b> Long-term suspension/ expulsion/ alternative placement</p>
<b><u>Weapon (other)</u></b>	<p>Possession of items including, but not limited to a knife with a blade length at least two and one-half inches, brass knuckles, Billy clubs or num-chuks.</p> <p><b>Aggravating/Mitigating Factors:</b> Type, size.</p> <p>Possible police contact, threat assessment.</p>	<p><b>K-4th:</b> Suspension alternative, OSS (5-9 days).</p> <p><b>5th-8th:</b> OSS (9 days) up to long-term suspension/ alternative placement.</p>	<p><b>K-4th:</b> OSS (9 days) up to long-term suspension/ alternative placement.</p> <p><b>5th-8th:</b> Long-term suspension/ alternative placement to expulsion.</p>	<p><b>K-4th:</b> Expulsion</p> <p><b>5th-8th:</b> Expulsion</p>

<b>Homicide</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>		
<b><u>Homicide</u></b>	<p>Intentionally or recklessly causing the death of another person.</p> <p>Required police contact/expulsion</p>	<p><b>K-4th:</b> Expulsion</p> <p><b>5th-8th:</b> Expulsion</p>		

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<b>Kidnapping</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Kidnapping</u></b>	<p>Unlawful taking and carrying away of a person by force or fraud, against their will. Knowingly restraining another person with harmful intent</p> <p>Required police contact</p>	<p><b>K-4<sup>th</sup>:</b> Long term suspension/expulsion</p> <p><b>5th-8th:</b> Long term suspension/expulsion</p>	<p><b>K-4<sup>th</sup>:</b> Expulsion</p> <p><b>5th-8th:</b> Expulsion</p>	

<b>Harassment, Threat, and Intimidation</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Bullying</u></b>	<p>Bullying is <b>severe, persistent repeated acts over time</b> that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal or psychological.</p> <p><b>Aggravating/Mitigating Factors:</b> Special needs victim, age difference of victim, extent-intensity of acts.</p> <p>Possible police contact</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (3-5 days)</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p>
<b><u>Threat or Intimidation</u></b>	<p>When a person indicates by word(s) or conduct the intent to cause physical injury or serious damage to a person or their property.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent of threat, threat to staff member, frequency (see bullying).</p> <p>Possible police contact</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, ISS (1-3 days) or OSS (1-2 days), threat assessment</p> <p><b>5th-8th:</b> ISS (1-3 days) or OSS (1-2 days), threat assessment</p>	<p><b>K-4<sup>th</sup>:</b> suspension alternative, OSS (1-3 days), threat assessment</p> <p><b>5th-8th:</b> OSS (3-5 days) threat assessment</p>	<p><b>K-4<sup>th</sup>:</b> Long-term suspension/alternative placement threat assessment</p> <p><b>5th-8th:</b> Long-term suspension/alternative placement, threat assessment</p>



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<b>Harassment, Threat, and Intimidation <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Harassment, Nonsexual</u></b>	<p>An individual event with the intent to harass, anonymously or otherwise communicates by verbal, electronic, mechanical, telephonic, or written means causing emotional distress.</p> <p><b>Aggravating/Mitigating Factors:</b> Frequency (see bullying).</p>	<p><b>K-4th:</b> Warning, conference, mediation, suspension alternative</p> <p><b>5th-8th:</b> Warning, mediation, detention or ISS (1 day), conference</p>	<p><b>K-4th:</b> Warning/detention, suspension alternative</p> <p><b>5th-8th:</b> Possible schedule change or movement restriction, detention/ISS (1-2 days)</p>	<p><b>K-4th:</b> ISS (1-3 days), suspension alternative, referral for services</p> <p><b>5th-8th:</b> ISS (3-5 days)</p>
<b><u>Hazing</u></b>	<p>Any intentional, knowing or reckless act committed by a student whether individually or with other persons against another student connected to an initiation or an affiliation of a membership in any organization connected to an educational institution and contributes to or causes a risk of physical injury, mental harm, or personal degradation.</p> <p><b>Aggravating/Mitigating Factors:</b> Number of students involved, intensity of incident, injury.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Suspension alternative, mediation, ISS (1 day) or OSS (1 day) depending on degree of incident</p> <p><b>5th-8th:</b> Mediation, ISS (1-3 days), OSS (1-3 days) depending on degree of incident</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1 day), OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (3-5 days)</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p>
<b><u>Hate/Racial Issue</u></b>	<p>Any act or communication that manifests malice towards others based on race, gender, ethnicity or sexual orientation. This includes but is not limited to racial slurs, hand gestures, oral or written communication that could be deemed offensive by any individual or audience.</p> <p><b>Aggravating/Mitigating Factors:</b> Intent, intensity of incident, frequency.</p>	<p><b>K-4th:</b> Warning, detention, suspension alternative</p> <p><b>5th-8th:</b> Warning, detention, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days)</p> <p><b>5th-8th:</b> OSS (1-5 days)</p>	<p><b>K-4th:</b> OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days) or alternative placement</p>

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**Discipline Matrix**

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<b>Lying, Cheating, Forgery or Plagiarism</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Cheating</u></b>	<p>Unauthorized use of materials, sources, devices or practices used when completing an assessment, classwork and/or homework. To influence or lead by deceit.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent, type of cheating, type of assignment/assessment.</p>	<p><b>K-4th:</b> Conference and redo for no credit</p> <p><b>5th-8th:</b> Conference and redo for no credit</p>	<p><b>K-4th:</b> Conference and redo for no credit</p> <p><b>5th-8th:</b> Detention and redo for no credit</p>	<p><b>K-4th:</b> Conference, detention and redo for no credit</p> <p><b>5th-8th:</b> Detention or ISS (1-3 days) and redo for no credit</p>
<b><u>Forgery</u></b>	<p>False and fraudulently making or altering a document.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent and type.</p>	<p><b>K-4th:</b> Conference, detention,</p> <p><b>5th-8th:</b> Conference, detention, loss of privilege</p>	<p><b>K-4th:</b> Conference, detention, loss of privilege</p> <p><b>5th-8th:</b> Detention, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Conference, detention, ISS (1-3 days)</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>
<b><u>Lying</u></b>	<p>Intentionally deceiving or misleading. Making untrue statements and/or creating a false or misleading impression.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent, injury.</p>	<p><b>K-4th:</b> Detention, warning, suspension alternative, ISS (1 day), OSS (1 day)</p> <p><b>5th-8th:</b> Detention, warning, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>
<b><u>Plagiarism</u></b>	<p>Intentionally using information or property of another. Stealing or using others' ideas or words as one's own.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent, type, type of assignment/assessment.</p>	<p><b>K-4th:</b> Conference and redo for no credit</p> <p><b>5th-8th:</b> Conference and redo for no credit</p>	<p><b>K-4th:</b> Conference and redo for no credit</p> <p><b>5th-8th:</b> Detention and redo for no credit</p>	<p><b>K-4th:</b> Conference, Detention and redo for no credit</p> <p><b>5th-8th:</b> Detention or ISS (1-3 days) and redo for no credit</p>

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<b>Other Violations of School Policies</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Bus Misconduct</u></b>	<p>Behavior/Violation that is detrimental to the safe operation of the school bus. Depending on the Behavior/Violation, additional violations may be added to the referral.</p> <p><b>Aggravating/Mitigating Factors:</b> Frequency, time between offenses, extent of misconduct, injury.</p>	<p><b>K-4th:</b> Conference, detention, suspension of bus riding privileges, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> Conference, detention, suspension of bus riding privileges, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Conference, detention, suspension of bus riding privileges, ISS (3-5 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> Conference, detention, suspension of bus riding privileges, ISS (3-5 days), OSS (3-5 days)</p>	<p><b>K-4th:</b> Conference, detention, suspension of bus riding privileges, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> Conference, detention, suspension of bus riding privileges, ISS (1-3 days), OSS (1-3 days)</p>
<b><u>Combustible</u></b>	<p>Possession of substance or object that is readily capable causing bodily harm or property damage i.e., matches, lighters, firecrackers, gasoline, lighter fluid, stink bombs, smoke bombs and/or poppers.</p> <p><b>Aggravating/Mitigating Factors:</b> Intent, potential danger.</p> <p>Possible Police Contact</p>	<p><b>K-4th:</b> Confiscate item, suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> Confiscate item, ISS (1-4 days), OSS (1-4 days)</p>	<p><b>K-4th:</b> Confiscate item, OSS (1-5 days)</p> <p><b>5th-8th:</b> Confiscate item, OSS (3-9 days)</p>	<p><b>K-4th:</b> Long-term suspension/alternative placement, expulsion</p> <p><b>5th-8th:</b> Long-term suspension/alternative placement, expulsion</p>
<b><u>Defiance/Disrespect/Towards Authority</u></b>	<p>Intentionally resisting or disregarding authority; includes failure to respond to a reasonable request, the refusal to identify self when requested to do so, refusal to follow directions, talking back or delivering socially rude interactions. Treating any adult with contempt or rudeness.</p> <p><b>Aggravating/Mitigating Factors:</b> Time between offenses, severity, location, audience, use of vulgarity.</p>	<p><b>K-4th:</b> Warning, detention, suspension alternative, ISS (1 day), OSS (1 day)</p> <p><b>5th-8th:</b> Warning, detention, ISS (1 day), OSS (1 day)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>

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<b>Other Violations of School Policies <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Disruption</u></b>	<p>Any act that substantially disrupts the orderly function of the school/educational environment during the school day or at a school/district sponsored event. May include but is not limited to sustained loud talking, yelling, screaming, noise with materials, horseplay, roughhousing, sustained out of seat behavior, inappropriate drawings, representations or media posts and the unauthorized sale of any goods or services on school property.</p> <p><b>Aggravating/Mitigating Factors:</b> Social media, selling items not limited to food, drinks, slime, personal items and homemade items.</p>	<p><b>K-4th:</b> Detention, warning, suspension alternative, ISS (1 day), OSS (1 day)</p> <p><b>5th-8th:</b> Detention, warning, ISS (1-3 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (3-5 days), OSS (3-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>
<b><u>Dress Code Violation</u></b>	<p>When a student violates the school dress code. Please refer to the student handbook for an explanation of the dress code, including items not allowed.</p> <p><b>Aggravating/Mitigating Factors:</b> Frequency, parental support, student needs.</p>	<p><b>K-4th:</b> Warning; provide uniform if available</p> <p><b>5th-8th:</b> Warning; provide uniform if available</p>	<p><b>K-4th:</b> Warning, contact parents for change of clothes</p> <p><b>5th-8th:</b> Warning, contact parents for change of clothes</p>	<p><b>K-4th:</b> Warning, contact parents for change of clothes, detention</p> <p><b>5th-8th:</b> Warning, contact parents for change of clothes, detention</p>
<b><u>Gambling</u></b>	<p>Risking money or something of value on the outcome of anything involving chance.</p> <p><b>Aggravating/Mitigating Factors:</b> Age, monetary value, degree of incident</p>	<p><b>K-4th:</b> Warning, detention, suspension alternative, ISS (1 day), OSS (1-3 days)</p> <p><b>5th-8th:</b> ISS (1-2 days), OSS (1-3 days)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> ISS (1-4 days) or OSS (1 day)</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion.</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion.</p>

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<b>Other Violations of School Policies <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Language, Inappropriate/Vulgarity</u></b>	<p>When a student delivers verbal or written messages that include swearing/cursing, name calling, or use of words in an inappropriate way.</p> <p><b>Aggravating/Mitigating Factors:</b> Harassment, during play, directed towards staff, intensity</p>	<p><b>K-4th:</b> Warning, detention, suspension alternative, ISS (1 day)</p> <p><b>5th-8th:</b> Warning, detention, ISS (1-2 days)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days)</p> <p><b>5th-8th:</b> ISS (1-4 days) or OSS (1 day)</p>	<p><b>K-4th:</b> Suspension alternative, OSS (1-2 days)</p> <p><b>5th-8th:</b> OSS (1-3 days)</p>
<b><u>Negative Group Affiliation</u></b>	<p>Activity of or relating to an association of three or more persons that have a common name, signs, symbols or colors, or clothing and whose members engage in violent, intimidating or illegal behavior. A group of students that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school groups or disrupt the school environment, or are harmful to the education process.</p> <p><b>Aggravating/Mitigating Factors:</b> student attitude, intent, intensity of incident.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Warning, suspension alternative ISS (1 day), OSS (up to 3 days) depending on degree of incident</p> <p><b>5th-8th:</b> ISS (up to 2 days), OSS (3 days) depending on degree of incident</p>	<p><b>K-4th:</b> ISS (up to 3 days), OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (3-5 days)</p>	<p><b>K-4th:</b> OSS (3-9 days), long-term suspension/alternative placement, possible expulsion</p> <p><b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p>
<b><u>Public Display of Affection</u></b>	<p>Holding hands, kissing, fondling, touching or other displays of affection.</p> <p><b>Aggravating/Mitigating Factors:</b> Act, location</p>	<p><b>K-4th:</b> Warning, suspension alternative</p> <p><b>5th-8th:</b> Warning, detention</p>	<p><b>K-4th:</b> Detention, suspension alternative</p> <p><b>5th-8th:</b> Detention/ISS (1-2 days)</p>	<p><b>K-4th:</b> Detention, suspension alternative, ISS (1-3 days), OSS (1 day)</p> <p><b>5th-8th:</b> ISS (1-3 days) or OSS (1 day)</p>

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**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Sexual Offenses (<i>consult with Title IX Coordinator</i>)</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Harassment, Sexual with Contact</u></b>	Unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. Unwanted physical contact of sexual body parts.  <b>Aggravating/Mitigating Factors:</b> Degree of harassment, number of students involved.  <i>Possible police contact</i>	<b>K-4th:</b> OSS (1-3 days) depending on degree of incident  <b>5th-8th:</b> OSS (3-9 days) depending on degree of incident	<b>K-4th:</b> OSS (3-5 days) and consider classroom or school relocation, alternative placement  <b>5th-8th:</b> OSS (5-9 days) and consider classroom or school relocation, alternative placement	<b>K-4th:</b> OSS (5-9 days), possible long-term suspension/alternative placement. Relocation of school, possible expulsion  <b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement, possible expulsion. Relocation of school, possible expulsion.
<b><u>Harassment, Sexual without Contact</u></b>	Unwelcome conduct of a sexual nature. Can include unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature made by one individual to another.  <b>Aggravating/Mitigating Factors:</b> Degree, number of students involved.  <i>Possible police contact</i>	<b>K-4th:</b> Suspension alternative, ISS (1 day) or OSS (1-3 days) depending on degree of incident  <b>5th-8th:</b> ISS (1-3 days), OSS (1-3 days) depending on degree of incident	<b>K-4th:</b> Suspension alternative, ISS (1-3 days), or OSS (3-5 days)  <b>5th-8th:</b> OSS (3-5 days)	<b>K-4th:</b> OSS (5-9 days), possible long-term suspension/alternative suspension.  <b>5th-8th:</b> OSS (5-9 days), long-term suspension/alternative placement, possible expulsion
<b><u>Indecent Exposure</u></b>	The exposure of genitals or anus or female exposure of the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.  <b>Aggravating/Mitigating Factors:</b> Audience, duration, degree of exposure.  <i>Possible police contact</i>	<b>K-4th:</b> Suspension alternative ISS (1 day) or OSS (1 day)  <b>5th-8th:</b> OSS (1-3 days)	<b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-3 days)  <b>5th-8th:</b> OSS (3-5 days)	<b>K-4th:</b> OSS (3-9 days)  <b>5th-8th:</b> OSS (5-9 days), possible long-term suspension/alternative placement

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<b>Sexual Offenses <i>cont.</i> (consult with Title IX Coordinator)</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Pornography</u></b>	<p>The use or possession of pictures, devices, or electronic images that are sexual in nature.</p> <p><b>Aggravating/Mitigating Factors:</b> Distribution.</p> <p>Possible police contact</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, ISS (1 day) or OSS (1 day)</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> ISS (1-3 days) or OSS (1-3 days)</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, ISS (1-3 days) or OSS (1-3 days)</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> ISS (3-5 days) or OSS (3-5 days)</p>	<p><b>K-4<sup>th</sup>:</b> Suspension alternative, ISS (3-5 days) or OSS</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> OSS (5-9 days)</p>
<b><u>Public Sexual Indecency</u></b>	<p>Intentionally or knowingly engaging in the act of sexual contact, oral sexual contact, sexual intercourse or bestiality if another person is present.</p> <p><b>Aggravating/Mitigating Factors:</b> Audience, duration, sexual act.</p> <p>Possible police contact</p>	<p><b>K-4<sup>th</sup>:</b> OSS (1-3 days)</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> OSS (3-9 days)</p>	<p><b>K-4<sup>th</sup>:</b> OSS (3-5 days)</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> OSS (5-9 days), possible long-term suspensions/alternative placement</p>	<p><b>K-4<sup>th</sup>:</b> OSS (5-9 days) or possible long-term suspension/alternative placement</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> Long-term suspension/alternative placement, expulsion</p>
<b><u>Sexual Abuse/ Sexual Conduct</u></b>	<p>Intentionally or knowingly engaging in sexual contact.</p> <p><b>Aggravating/Mitigating Factors:</b> Age, sexual act.</p> <p>Required police contact</p>	<p><b>K-4<sup>th</sup>:</b> OSS (1-3 days), possible alternative placement</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> OSS (3-9 days), possible long-term suspension/alternative placement</p>	<p><b>K-4<sup>th</sup>:</b> OSS (3-5 days), possible alternative placement</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> OSS (5-9 days), possible long-term suspension/alternative placement</p>	<p><b>K-4<sup>th</sup>:</b> OSS (5-9 days) or possible long-term suspension/alternative placement</p> <p><b>5<sup>th</sup>-8<sup>th</sup>:</b> Long-term suspension/alternative placement, possible expulsion</p>
<b><u>Sexual Assault (Rape)</u></b>	<p>Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p> <p>Required police contact</p>	<p><b>K-4<sup>th</sup>:</b> Expulsion</p> <p><b>5<sup>th</sup> – 8<sup>th</sup>:</b> Expulsion</p>		

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**Discipline Matrix**

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<b>Sexual Offenses <i>cont.</i> (consult with Title IX Coordinator)</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Sexual Child Molestation</u></b>	<p>Intentionally or knowingly engaging in or causing a person to engage in sexual contact.</p> <p><b>Aggravating/Mitigating Factors:</b> Age of victim</p> <p>Required police contact</p>	<p><b>K-4th:</b> OSS (1-3 days)</p> <p><b>5th-8th:</b> OSS (3-9 days)</p>	<p><b>K-4th:</b> OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days), possible long-term suspensions/alternative placement</p>	<p><b>K-4th:</b> OSS (5-9 days) or possible long-term suspension/alternative placement</p> <p><b>5th-8th:</b> Long-term suspension/alternative placement, possible expulsion</p>

<b>Trespassing</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Trespassing</u></b>	<p>Entering or remaining on school property without authorization and with no lawful purpose for entering. Includes unauthorized persons who enter and remain on campus or school facilities after being directed to leave by the school administration or designee.</p> <p><b>Aggravating/Mitigating Factors:</b> Possible violation of other behaviors.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> OSS (1 day), Warning, Conference</p> <p><b>5th-8th:</b> OSS (1-3 days) Warning, Conference</p>	<p><b>K-4th:</b> OSS (1-3 days)</p> <p><b>5th-8th:</b> OSS (1-5 days)</p>	<p><b>K-4th:</b> OSS (3-5 days)</p> <p><b>5th-8th:</b> OSS (5-9 days)</p>



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**Discipline Matrix**

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<b>School Threat</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Threat</u></b> <b><i>(Bomb)</i></b>	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm staff. Threatening to cause harm using a device to release destructive material, smoke, or gas.  <b>Aggravating/Mitigating Factors:</b> Extent of threat.  <b>Required police contact</b>	<b>K-4th:</b> Suspension alternative, ISS (1-3 days) or OSS (1 day), threat assessment.  <b>5th-8th:</b> OSS (1-3 days), threat assessment	<b>K-4th:</b> Suspension alternative, OSS (1-3 days) and threat assessment.  <b>5th-8th:</b> OSS (3-5 days) and threat assessment.	<b>K-4th:</b> Long-term suspension/alternative placement and threat assessment  <b>5th-8th:</b> Long-term suspension/alternative placement and threat assessment
<b><u>Threat</u></b> <b><i>(Chemical or Biological)</i></b>	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm staff. Threatening to cause harm using dangerous chemicals or biological agents.  <b>Aggravating/Mitigating Factors:</b> Extent of threat.  <b>Required police contact</b>	<b>K-4th:</b> Suspension alternative, ISS (1-3 days), threat assessment  <b>5th-8th:</b> ISS (1-3 days), threat assessment	<b>K-4th:</b> OSS (1-3 days), threat assessment  <b>5th-8th:</b> OSS (3-5 days), threat assessment	<b>K-4th:</b> Long-term suspension/alternative placement, threat assessment  <b>5th-8th:</b> Long-term suspension/alternative placement, threat assessment
<b><u>Fire Alarm Misuse</u></b> intentionally ringing of fire alarm when there is no fire or dialing 911	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property or to harm staff. Intentionally ringing the fire alarm when there is no fire.  <b>Aggravating/Mitigating Factors:</b> Number of people effected.  <b>Required police contact</b>	<b>K-4th:</b> Suspension alternative, ISS (1 day) or OSS (1 day)  <b>5th-8th:</b> OSS (3 days)	<b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (3-5 days)  <b>5th-8th:</b> OSS (5 days)	<b>K-4th:</b> OSS (5-9 days)  <b>5th-8th:</b> OSS (9 days)

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**Discipline Matrix**

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<b>School Threat <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Other School Threat</u></b>	<p>Any threat (verbal, written, or electronic) by a person causing damage to a school property or to harm staff. The incident cannot be coded in another category but did involve a school threat.</p> <p><b>Aggravating/Mitigating Factors:</b> extent of threat, threatening a staff member.</p> <p>Possible Police contact</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days) or OSS (1-2 days), threat assessment</p> <p><b>5th-8th:</b> ISS (1-3 days) or OSS (1-2 days), threat assessment</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-3 days), threat assessment</p> <p><b>5th-8th:</b> OSS (3-5 days), threat assessment</p>	<p><b>K-4th:</b> Long-term suspension/alternative placement threat assessment</p> <p><b>5th-8th:</b> Long-term suspension/alternative placement, threat assessment</p>

<b>Technology, Improper use of</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Cell Phones</u></b>	<p>The expectation is that cell phones are turned off and put away during the school day. Students should not take cell phones out of backpacks or have cell phones in the bathrooms or cafeteria.</p> <p><b>Aggravating/Mitigating Factors:</b> Frequency</p>	<p><b>K-4th:</b> Confiscate item, student pick up at the end of the day, parent/guardian notification</p> <p><b>5th-8th:</b> Confiscate item, student pick up at the end of the day, parent/guardian notification</p>	<p><b>K-4th:</b> Confiscate item, student or guardian pick up at the end of the day, parent/guardian notification</p> <p><b>5th-8th:</b> Confiscate item, student or guardian pick up at the end of the day, parent/guardian notification</p>	<p><b>K-4th:</b> Confiscate until parents come to pick up Parent/guardian meeting,</p> <p><b>5th-8th:</b> Confiscate until guardian comes to pick up Parent/guardian meeting</p>
<b><u>Telecommunication device</u></b>	<p>Any electronic item that comes out during the school day not limited to cell phones, smart watches, cameras, media players, and games.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent of misuse, possible violation of other behaviors, parental response.</p>	<p><b>K-4th:</b> Warning, confiscate item, student pick up</p> <p><b>5th-8th:</b> Warning, confiscate item, student pick up</p>	<p><b>K-4th:</b> Confiscate item, student or guardian pick up at the end of the day</p> <p><b>5th-8th:</b> Confiscate item, student or guardian pick up at the end of the day</p>	<p><b>K-4th:</b> Confiscate until parents come to pick up Parent/guardian Meeting</p> <p><b>5th-8th:</b> Confiscate until guardian comes to pick up, Parent/guardian Meeting</p>

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<b>Technology, Improper use of <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Computer, Improper Use</u></b>	<p>Failure to use electronic devices (not limited to laptops, iPads, printers), for the intended educational use, to use them in a manner that causes disruption, or to use them in a manner that causes destruction.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent of misuse, possible violation of other behaviors.</p>	<p><b>K-4th:</b> Review of policy, computer restriction from 1-3 days, restitution</p> <p><b>5th-8th:</b> Review policy, suspension from all computer use for 1 week, alternate assignments for lab work, restitution</p> <p>Use of computer for mandatory educational purposes is acceptable</p>	<p><b>K-4th:</b> Restriction from computer for 30 days, alternate assignments, restitution</p> <p><b>5th-8th:</b> ISS (1-3 days), OSS (2-3 days), Suspension from computer for 30 days, alternate assignments</p> <p>Use of computer for mandatory educational purposes is acceptable</p>	<p><b>K-4th:</b> Elimination from the computer for remainder of school year, alternative assignments, suspension alternative, OSS (1-3 days), restitution</p> <p><b>5th-8th:</b> Elimination from the computer for the remainder of the school year, alternative assignments, OSS (3-5 days), restitution</p> <p>Use of computer for mandatory educational purposes is acceptable</p>
<b><u>Network, Improper Use</u></b>	<p>Failure to use hardware, software, web pages and networks for the intended educational use, or to use them in a manner that causes disruption.</p> <p><b>Aggravating/Mitigating Factors:</b> Extent of misuse, possible violation of other behaviors, parental response.</p>	<p><b>K-4th:</b> Review of policy, computer restriction from 1-3 days, alternate assignments</p> <p><b>5th-8th:</b> Review policy, suspension from all computer use for 1 week, alternate assignments for lab work</p> <p>Use of computer for educational purposes is acceptable</p>	<p><b>K-4th:</b> Restriction from computer for 30 days warning of elimination, alternate assignments</p> <p><b>5th-8th:</b> ISS (1-3 days), OSS (2-3 days), Suspension from computer for 30 days, alternate assignments</p> <p>Use of computer for educational purposes is acceptable</p>	<p><b>K-4th:</b> Elimination from the computer for remainder of school year, suspension alternative, OSS (1-3 days)</p> <p><b>5th-8th:</b> Elimination from the computer for the remainder of the school year, alternate assignments, OSS (3-5 days)</p> <p>Use of computer for educational purposes is acceptable</p>

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<b>Theft</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Burglary</u> (1<sup>st</sup> Degree)</b>	Violating 2 <sup>nd</sup> or 3 <sup>rd</sup> degree and knowingly possessing explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. Most severe degree of burglary.  <i>Required police contact</i>	<b>K-4th:</b> OSS (5-7 days), long-term suspension/alternative placement, or expulsion  <b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement, or expulsion	<b>K-4th:</b> Long-term suspension/alternative placement, expulsion  <b>5th-8th:</b> Long-term suspension/alternative placement	<b>K-4th:</b> Expulsion  <b>5th-8th:</b> Expulsion
<b><u>Burglary or Breaking and Entering</u> (2<sup>nd</sup> or 3<sup>rd</sup> Degree)</b>	Entering or remaining unlawfully in or on a educational structure with the intent to commit any theft or any felony therein.  <i>Required police contact</i>	<b>K-4th:</b> OSS (5-7 days) and restitution  <b>5th-8th:</b> OSS (5-7 days) and restitution	<b>K-4th:</b> OSS (9 days) and restitution  <b>5th-8th:</b> OSS (9 days) and restitution	<b>K-4th:</b> Long-term suspension/alternative placement and restitution  <b>5th-8th:</b> Long-term suspension/alternative placement and restitution
<b><u>Extortion</u></b>	Taking, or attempting to take, any property from a person, against his will, using force against any person with intent to coerce, surrender of property, or to prevent a person from resisting someone taking or retaining property.  <b>Aggravating/Mitigating Factors:</b> value of objects, type of force or threat used, length of extortion, repetition.  <i>Possible police contact</i>	<b>K-4th:</b> Suspension alternative, OSS (1-3 days)  <b>5th-8th:</b> OSS (1-5 days)	<b>K-4th:</b> OSS (3-5 days)  <b>5th-8th:</b> OSS (3-7 days)	<b>K-4th:</b> OSS (7-9 days)  <b>5th-8th:</b> Possible long-term suspension or alternative placement
<b><u>Robbery</u></b>	Using force or threatening to use force to commit theft or while attempting to commit a crime.  <b>Aggravating/Mitigating Factors:</b> Value of objects, type of force or threat used, length/repetition of extortion.  <i>Possible police contact</i>	<b>K-4th:</b> OSS (1-3 days),  <b>5th-8th:</b> OSS (1-5 days),	<b>K-4th:</b> OSS (3-5 days)  <b>5th-8th:</b> OSS (3-7 days)	<b>K-4th:</b> OSS (5-9 days)  <b>5th-8th:</b> OSS (9 days)

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<b>Theft <i>cont.</i></b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Robbery, Armed</u></b>	Commits robbery using or armed with a deadly weapon or dangerous instrument.  <b>Required Police contact</b>	<b>K-4th:</b> Expulsion  <b>5th-8th:</b> Expulsion		
<b><u>Theft</u></b>	Taking property or money that belongs to another person or the school with the intent to permanently deprive the victim of his or her possessions. Theft occurs without personal confrontation, threat, violence or bodily harm. The value of anything over \$100.  <b>Aggravating/Mitigating Factors:</b> Value of property, \$250 or more is a potential felony, restitution for school property.  <b>Possible police contact</b>	<b>K-4th:</b> Detention, suspension alternative, ISS (1-2 days)  <b>5th-8th:</b> ISS (2 days) or OSS (1 day), and restitution	<b>K-4th:</b> Suspension alternative, ISS (1-2 days) or OSS (1-3 days) and restitution  <b>5th-8th:</b> ISS (1-3 days) or OSS (1-3 days) and restitution	<b>K-4th:</b> Suspension alternative, ISS (3-5 days) or OSS (3-5 days) and restitution  <b>5th-8th:</b> OSS (3-5 days) and restitution
<b><u>Theft, Petty</u></b>	Taking or attempting to take property or money that belongs to another person or the school with the intent to permanently deprive the victim of his or her possessions. Occurs without personal confrontation, threat, violence or bodily harm. Petty theft is generally considered to be theft of less than \$100 in value.  <b>Aggravating/Mitigating Factors:</b> Value of property, restitution for school property.  <b>Possible police contact</b>	<b>K-4th:</b> Detention, suspension alternative, ISS (1-2 days)  <b>5th-8th:</b> ISS (2 days) or OSS (1 day), and restitution	<b>K-4th:</b> Suspension alternative, ISS (1-2 days) or OSS (1-3 days) and restitution  <b>5th-8th:</b> ISS (1-3 days) or OSS (1-3 days) and restitution	<b>K-4th:</b> Suspension alternative, ISS (3-5 days) or OSS (3-5 days) and restitution  <b>5th-8th:</b> OSS (3-5 days) and restitution

**TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE**

**Discipline Matrix**

*This is a guideline for administrative use as the situation warrants. Based on the situation Transformative Justice strategies including mediation may be implemented.*

<b>Vandalism</b>				
<b>Behavior/Violation</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Graffiti/Tagging</u></b>	<p>Willful destruction or defacement of school or personal property. Includes but is not limited to writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces.</p> <p><b>Aggravating/Mitigating Factors:</b> Possible violation of other behaviors.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), restitution or OSS (1 day)</p> <p><b>5th-8th:</b> ISS (1-3 days), restitution or OSS (1-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-5 days), restitution</p> <p><b>5th-8th:</b> OSS (5-9 days), restitution</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/ alternative placement possible expulsion, restitution</p> <p><b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement, possible expulsion, restitution</p>
<b><u>Vandalism of Personal Property</u></b>	<p>Willful destruction or defacement of personal property.</p> <p><b>Aggravating/Mitigating Factors:</b> Possible violation of other behaviors.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), restitution or OSS (1 day)</p> <p><b>5th-8th:</b> ISS (1-3 days), restitution, OSS (1-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-5 days), restitution</p> <p><b>5th-8th:</b> OSS (5-9 days), restitution</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/ alternative placement possible expulsion, restitution</p> <p><b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement, possible expulsion, restitution</p>
<b><u>Vandalism of School Property</u></b>	<p>Willful destruction or defacement of school property including but not limited to computers, smartboards, doors, furniture, restroom fixtures and doors, fencing, playground equipment, HVAC controls, locks, walls, windows, landscaping, etc.</p> <p><b>Aggravating/Mitigating Factors:</b> Possible violation of other behaviors.</p> <p>Possible police contact</p>	<p><b>K-4th:</b> Suspension alternative, ISS (1-3 days), restitution or OSS (1 day)</p> <p><b>5th-8th:</b> ISS (1-3 days), restitution, OSS (1-5 days)</p>	<p><b>K-4th:</b> Suspension alternative, ISS (3-5 days), OSS (1-5 days), restitution</p> <p><b>5th-8th:</b> OSS (5-9 days), restitution</p>	<p><b>K-4th:</b> OSS (5-9 days), long-term suspension/ alternative placement possible expulsion, restitution</p> <p><b>5th-8th:</b> OSS (9 days), long-term suspension/alternative placement, possible expulsion, restitution</p>