



PACIFIC HERITAGE ACADEMY DISCIPLINE AND INTERVENTION MATRIX (draft)

The Administration shall take appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. This policy shall be administered according to the following guidelines.

Behavior/Offense	Recommended Intervention	Suspension	Referral for Expulsion	Notice to Police
Type 1 (Classroom-Managed Behaviors)				
Dress code violation	Notification to parent	No	No	No
Picking on, bothering or distracting, throwing things, loud noises, etc. (Continued disruptive behavior)	Teachers are expected to complete at least 3 pre-referral interventions.			
Technology violation (i.e. using cell phone in class without permission)	<ol style="list-style-type: none"> 1. Teach the student behaviors that promote self-control (e.g. placing hands on desk, sitting with feet on the floor, making eye contact with the person who is talking, etc.) 2. Structure the environment to limit opportunities for inappropriate behaviors (E.g. keep the student engaged in activities, have the student seated near the teacher, etc.) 3. Help the student develop an awareness of the consequences of his/he behavior by writing down or talking through problems which may occur due to disturbing others (e.g. perceived as unmannerly, avoided, etc.) 4. Have the student be the leader of a small group activities if he/she possesses mastery of skills or an interest in that 			

Use of profanity or vulgarity (not directed towards adults)	<p>area.</p> <ol style="list-style-type: none"> 5. Write a contract with the student when he/she makes unnecessary noise (e.g., the person can touch the student's arm or desk as a signal that he/she is making unnecessary noises.) 6. Have the student make a list of consequences associated with frequently occurring behaviors (e.g. by disrupting others, I will be perceived as unmannerly; by making unnecessary noises, people will avoid me.) 7. Remove the student from the group or activity until he/she can demonstrate appropriate behavior and self/control. 8. Teach "active listening" skills. Listen to what the other person is saying and respond based on information received. 9. Teach problem solving skills: <ol style="list-style-type: none"> a. Identify the problem b. Identify the goals and objectives c. Develop a strategy/plan for action d. Carry out the plan e. Evaluate the results 10. Make certain that rules and behavior expectations are consistent in the classroom and throughout the school. <p>If behavior continues, fill out referral form.</p>			
Failure to follow directions, not following re-directions (all grades)				
Cutting class, repeatedly truant, running away, hiding				
Willful disobedience/defiance				
Behavior/Offense	Recommended Intervention	Suspension	Referral for Expulsion	Notice to Police
Type II				
Repeated Type 1 offense	One or more appropriate interventions from the pre-referral list & consult with parent.	No	No	No
Repeated failure to follow directions (K-3)		No		

Repeated failure to follow directions (4-12)	<ol style="list-style-type: none"> 1. Structure the environment to reduce free or unplanned time which is likely to contribute to the student's inappropriate behavior. 2. Deliver directions in a supportive rather than a threatening manner (e.g. "Please finish your work." rather than "You had better finish your work or else!") 3. Provide the student with a place to go with he/she gets upset or angry (E.g., a quiet chair, a room, a corner, etc.) 4. Avoid those situations which are likely to stimulate the student's wearing (e.g. highly competitive activities, extreme disappointment, quarreling with other students, etc.) 	Discouraged and not permitted unless tiered interventions have been attempted and failed.			
Use of profanity toward adults					
Trespassing (disrupting other classes or entering another village)					
Bullying/Harassment Level 1 (teasing, name calling, eluding, giving dirty looks, gossiping)			Sexual Harassment Optional 1 day		
Sexual Harassment Level 1 (verbal, written, or electronic comments that are sexually offensive or degrading)					
Intentional destruction of school property including graffiti or tagging			Optional 1 day		
Behavior/Offense	Recommended Intervention	Suspension	Referral for Expulsion	Notice to Police	
Type III					

Repeated Type II	Parent consultation and one or more appropriate interventions from the PB4L	Discouraged and not permitted unless tiered interventions have been attempted and failed.		
Failure to follow directions when it causes an unsafe situation (4-12)		Case-by-case basis depending on safety issue or mitigating factors		
Bullying/Harassment Level 2 (bullying based on race, disability, sexuality, and other protected classes, or pushing, poking tripping, shoving or making threats)		Optional 1-2 days (except that K-4 students may not be suspended for harassment or sexual harassment)		

<p>Sexual Harassment Level 2 (touching that is uncomfortable, embarrassing, and or offensive but does not arise to the level of sexual battery)</p>				
<p>Stole or attempted to steal school or private property (not directly from a person but from an unattended location such as a backpack)</p>				
<p>Possessed or sold drug paraphernalia</p>				
<p>Engaging in sexual behavior on campus</p>				
<p>Caused, attempted to cause, or threatened to cause physical injury to another person, adult or teacher (not involving threats with weapons)</p>				

Fighting Level 1 (mutual combat resulting in minor injuries such as cuts, scrapes) or instigating a physical altercation				
Intoxication		Parent consultation plus referral for substance abuse assessment	In school suspension/out of school (case by case)	
Behavior/Offense	Recommended Intervention	Suspension	Referral for Expulsion	Notice to Police
Type IV				
Fighting Level 2 (one-sided fighting resulting in minor injuries such as cuts, scrapes)	Parent conference plus one or more appropriate interventions from the PB4L.	Optional; no more than 3 days (except that K-4 students may not be suspended for harassment or sexual harassment)	Expulsion permitted if secondary factors present	If force used was likely to cause great bodily injury or a deadly weapon was

<p>Bullying Level 3 (severe or pervasive conduct, including online conduct, that has a substantially detrimental effect on physical or mental health)</p>				<p>involved</p>
<p>Sexual Harassment Level 3 (severe or pervasive conduct of a sexual nature)</p>				<p>NO (but note that a sexual battery must be reported to police)</p>
<p>Possessing and/or using marijuana (with no intent to sell)</p>			<p>Expulsion not permitted for first offense of possession of on ounce of marijuana; expulsions permitted for repeated offenses if tiered interventions have failed or student poses danger</p>	

Possession of an imitation firearm such as a BB gun		Case by case basis depending on safety threat or mitigating factors.		
Committed harassment, threats, or intimidation against a student witness or adult (including gang related behavior)		Optional, up to 5 days	Expulsion discretionary	Depends on nature of threats
Threatening to cause physical injury with a weapon				No unless in possession of a weapon at the time of the threat.
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Type V (Expulsion "Expected")				

Possession of a knife, taser, stun gun, or other dangerous object (brandishing a knife and possessing firearm/explosive listed separately)	Welcome circle to develop reentry plan including referral to COST	Expected, 5 days if referring for expulsion	Expected, unless administrator determines that expulsion should not be recommended under the circumstances or an alternative means of correction would address the conduct	Yes
Caused serious physical injury to another person except in self-defense (or Fighting level 3)				If force used was likely to cause great bodily injury or a deadly weapon was involved
Committed or threatening an assault or battery on a school employee				
Committed robbery (taking property directly from someone)				Yes
Possessing and/or using a controlled substance other than marijuana				Yes
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Type VI (The “Big 5” Offenses)

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Committed or attempted sexual assault or battery	Welcome circle to develop reentry plan including referral to COST.	Mandatory, 5 days	Mandatory	Yes
Selling a controlled substance				
Possessing, selling, or furnishing a firearm				
Possession of an explosive				