

Appendix – A  
Administrative Discipline Matrix  
Elementary

Type of Incident			1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Attendance Incidents</b>							
ZL	Class Cut (Skipping)		A, I	A, N	A, B, O		→
ZM	Tardiness, Habitual (5 in a marking period)		A	A, B, G, H			→
ZV	Truancy		A	A, B, G, H			→
ZG	Leaving Campus Without Permission		A, N	A, B, N			→
ZU	Out of Assigned Area		A, I	A, N	A, B, N		→
<b>Rule Violation Incidents</b>							
ZE	Dress Code Violation		A, I	A, U	A, T		→
ZB	Cheating Major		A, V	A, H, W	A, B, X		→
ZP	Detention – Unserved		A, N	A, N	A, O		→
ZS	Unserved Saturday Detention		A, N	A, N	A, O		→
S	ED Electronic Devices (offensive/unlawful use or publication)		A, D, G, H, N, LL, MM	A, B, D, X, LL, MM			→
ZY	Cell Phone Violation (punitive action begin on 2 <sup>nd</sup> offense)		A, I	A, D	A, D, N		→

**Action Legend  
Administrative Consequences/Interventions**

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Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.

A. Parent Contact/Conference (Required for each offense)	Q. In-School Suspension (less than a day)	FF. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
B. Collaborative Problem Solving Team (Rtl) Referral	R. Additional Interventions	GG. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
C. Threat Assessment Protocol	S. Incident codes reported to the State	HH. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
D. Confiscation (when applicable)	T. In-School Suspension (1-3 days) & Loss of Extra Curricular Activities (1-30 days)	II. Out-Of-School Suspension: 10 Days (Offer AES)
E. Restitution (when applicable)	U. Loss of Extra Curricular Activities (Up to 5 days)	JJ. Recommendation for Behavior Intervention Program
F. Referral to Substance Abuse Case Manager	V. In-School Suspension: 1-2 Days	KK. Mandatory Recommendation for Expulsion
G. Referral to Social Worker/Guidance	W. In-School Suspension: 3-5 Days	LL. Complete Immediate Notification Form (BDSP)
H. Attendance/Behavior Contract	X. Out-of-School Suspension: 1-2 Days (Offer AES)	MM. Consultation With Law Enforcement
I. Verbal Warning	Y. Out-of-School Suspension: 2 Days (Offer AES)	NN. Alternative to Probationary Contract required
J. Detention (1)	Z. Out-of-School Suspension: 3-5 Days (Offer AES)	OO. Probationary Substance Contract required
K. Multiple Detentions (2-3)	AA. Out-of-School Suspension: 4 Days (Offer AES)	PP. Bus – Verbal or Written Reprimand
L. Multiple Detentions (4-5)	BB. Out-of-School Suspension: 6-9 Days (Offer AES)	QQ. Bus – 3 Days Bus School Suspension
M. Saturday Detentions/School or Community Service Work	CC. Out-of School Suspension: 2 Days (PROMISE AES Mandatory)	RR. Bus – 1 to 10 Days School Bus Suspension
N. School Specific Consequence	DD. Out-of School Suspension: 3 Days (PROMISE AES Mandatory)	SS. Bus - 10 Days School Bus/School Suspension
O. Loss of Privilege	EE. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)	TT. Bus – Expulsion from School Bus for Remainder of School Year
P. <b>PROMISE Eligible Incident</b>		

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.  
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<b>Disruptive Incidents</b>						
	SB	Disruptive (Unruly) Behavior	A, I, G	A, G, H, Q	A, G, V	→
	UP	Disruptive (Unruly) Play	A, I, G	A, G, N	A, Q	→
	01	Disobedience/Insubordination	A, I, J	A, G, H, J	A, B, Q	→
	ZW	Defiance of Authority-Habitual	A, V	A, B, V	A, B, X	→
	02	Profanity – Use of Insulting/Obscene Language	A, J	A, N	→	→
	ZX	Profanity Directed Towards a Staff Member	A, G, Q	A, B, H, V	A, B, X	→
S	SG	Gambling	A, D, I, G, LL	A, B, D, J, LL	A, B, N, LL	A, B, V, LL, MM
	Z1	Inciting a Disturbance	A, I, G	A, N	→	→
S	SF	Passing/Producing Counterfeit Money	A, D, I, LL, MM	A, D, N, LL, MM	→	→
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, N	A, J	A, Q	→
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, I	A, D, N	→	→
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, I	A, D, N	→	→
S	Z2	Laser Device – Inappropriate Use	A, D, Q, LL	A, B, D, H, X, LL	A, B, D, Z, LL	A, B, D, BB, NN, LL
S	G1	Gang Activity	A, C, Q, LL, MM	A, B, C, H, X, LL, MM	A, B, C, Z, LL, MM	A, B, C, BB, NN, LL, MM
	XA	Disruption on Campus – Minor	A, G, I	A, G, H, Q	A, B, N	→
S	D0	Disruption on Campus – Major	A, H, Q, LL	P, A, B, CC, LL, MM	P, A, B, EE, LL, MM	P, A, B, FF, NN, LL, MM
S	66	Trespassing	A, I, LL	A, G, LL	A, B, H, LL	A, B, N, LL, MM
S	F9	False Fire Alarm/911 Call	A, H, V, LL, MM	A, B, Y, LL, MM	A, B, AA, LL, MM	→

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<b>Substance Abuse/Drug Incidents</b>							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, I	A, D, I	A, D, F, N	—————→	—————→
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, Q	A, B, D, F, V	A, B, D, F, X	—————→	—————→
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, G, J, LL	A, D, F, Q, LL	A, B, D, F, V, LL	A, B, D, F, X, LL	—————→
S	A1	Alcohol – Use/Possession/Under the Influence	P, A, B, D, F, EE, LL	P, A, B, D, F, HH, JJ, OO, LL	P, A, B, D, F, HH, JJ, LL	P, A, B, D, F, HH, JJ, LL, MM	—————→
S	D5	Drug – Possession/Use/Under the Influence	P, A, B, D, F, EE, LL	P, A, B, D, F, HH, JJ, OO, LL	P, A, B, D, F, HH, JJ, LL	P, A, B, D, F, HH, JJ, LL, MM	—————→
S	DF	Drug – Possession of Unauthorized Substance	A, D, F, HH, JJ, LL, MM	A, B, D, F, HH, JJ, LL, MM	—————→	—————→	—————→
S	A3	Alcohol Sale/Attempted Sale/Transmittal	A, D, F, R, X, LL	P, A, B, D, F, R, CC, LL, MM	P, A, B, D, F, R, EE, LL, MM	—————→	—————→
S	D7	Drug Sale/Attempted Sale/Transmittal	A, D, F, R, Y, LL, MM	A, B, D, F, R, Z, LL, MM	A, B, D, F, R, II, JJ, LL, MM	—————→	—————→
S	DP	Drug Paraphernalia - Possession	A, D, F, N, LL	P, A, B, D, F, CC, LL	P, A, B, D, EE, LL	P, A, B, D, HH, NN, LL, MM	P, A, B, D, F, HH, JJ, LL, MM

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<b>Acts Against Persons</b>							
S	ZA	Bullying	P, A, B, CC, LL	P, A, B, EE, LL	P, A, B, FF, LL		→
S	HA	Harassment	P, A, B, CC, LL	P, A, B, EE, LL	P, A, B, FF, LL		→
<i>*When deciding what disciplinary action should be taken for Fighting, the Administrator may consequence the involuntary mutual combatant differently based upon the results of the investigation</i>							
S	F1	Fighting –Major (Mutual Combat)*	P, A, CC, LL, MM,	P, A, B, EE, LL, MM	P, A, B, FF, LL, MM		→
	ZI	Fighting – Minor Altercation/Confrontation*	A, I	A, N	A, Q		→
	ZT	Hazing	A, G, H, V, MM	A, B, H, X, MM	A, B, Z, MM		→
S	SS	False Accusation Against School Staff	A, H, Q, LL	A, B, V, LL	P, A, B, CC, LL	P, A, B, EE, LL, MM	→
<i>**When deciding what disciplinary action should be taken, the Administrator may consider the severity of the offense and may impose a more severe consequence.</i>							
S	56	Sexual Misconduct &/or Indecent Exposure**	A, G, H, I, LL, MM	A, B, G, H, Q, LL, MM	A, B, G, V, LL, MM	A, B, G, X, LL, MM	→
S	50	Sexual Harassment	A, B, H, V, LL, MM	A, B, H, X, LL, MM	A, B, H, Z, LL, MM	A, B, BB, LL, MM	→
	ZN	Assault/Threat (Low level, non-criminal)	A, C, N	A, B, C, Q	A, B, C, V		→
S	A5	Assault/Threat(no harm or injury) – medium level	P, A, B, C, CC, LL	P, A, B, C, H, EE, LL	P, A, B, C, FF, LL	P, A, B, C, FF, LL, MM	→
S	A6	Assault/Threat – High/(Serious) Level	A, B, C, X, LL, MM	A, B, C, H, Z, LL, MM	A, B, C, BB, LL, MM	A, B, C, II, JJ, LL, MM	→
	22	Battery	A, G, V, LL, MM	A, B, H, X, LL, MM	A, B, Z, LL, MM		→
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, G, Z, JJ, LL, MM	A, B, H, Z, JJ, LL, MM	A, B, BB, JJ, LL, MM	A, B, BB, JJ, LL, MM	A, B, II, JJ, LL, MM
S	23	Battery - Serious	A, B, G, Z, JJ, LL, MM	A, B, H, Z, JJ, LL, MM	A, B, BB, JJ, LL, MM	A, B, BB, JJ, LL, MM	A, B, II, JJ, LL, MM

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<b>Property Incidents</b>							
	<b>T5</b>	<b>Theft – Petty &lt;\$300</b>	<b>A, D, E, N, LL</b>	<b>A, B, D, E, V, LL</b>	<b>P, A, B, D, E, CC, LL</b>	<b>P, A, B, D, E, EE, LL, MM</b>	<b>P, A, B, D, E, FF, LL, MM</b>
<b>S</b>	<b>T6</b>	<b>Theft – Grand &gt; \$300</b>	A, D, E, G, V, LL, MM	A, B, D, E, G, X, LL, MM	A, B, D, E, G, R, Y, LL, MM	A, B, D, E, G, R, Z, LL, MM	A, B, D, E, G, R, II, JJ, LL, MM
<b>S</b>	<b>80</b>	<b>Theft/Motor Vehicle</b>	A, D, E, G, X, LL, MM	A, B, D, E, G, Y, LL, MM	A, B, D, E, G, R, Z, LL, MM	A, B, D, E, G, R, BB, LL, MM	A, B, D, E, G, R, II, JJ, LL, MM
	<b>V4</b>	<b>Vandalism/Damage to Property &lt; \$1000</b>	<b>P, A, B, D, E, CC, LL</b>	<b>P, A, B, D, E, EE, LL, MM</b>	<b>P, A, B, D, E, FF, NN, LL, MM</b>	<b>P, A, B, D, E, HH, JJ, LL, MM</b>	→
<b>S</b>	<b>V5</b>	<b>Vandalism/Damage to Property &gt; \$1000</b>	A, D, E, G, R, V, LL, MM	A, B, D, E, G, Y, LL, MM	A, B, D, E, G, Z, LL, MM	A, B, D, E, G, BB, LL, MM	A, B, D, E, G, II, JJ, LL, MM
	<b>Z3</b>	<b>Technology – Inappropriate Use (computers or networks)</b>	A, I, O, R	A, N, R	A, J, R	A, R, Q	A, R, V
<b>S</b>	<b>ST</b>	<b>Technology – Illegal Use (computers or networks)</b>	A, Y, LL, MM	A, B, AA, LL, MM	A, B, BB, NN, LL, MM	A, B, II, JJ, LL, MM	→
<b>S</b>	<b>13</b>	<b>Arson</b>	A, B, E, G, BB, JJ, LL, MM	A, B, E, G, II, JJ, LL, MM	→		
	<b>FS</b>	<b>Fire – Starting a Fire on Campus</b>	A, D, E, G, R, W, LL, MM	A, B, D, E, G, W, LL, MM	A, B, D, E, G, X, LL, MM	→	
<b>S</b>	<b>36</b>	<b>Burglary – Unlawful breaking/entering into a school facility or property</b>	A, B, E, G, X, LL, MM	A, B, E, G, X, LL, MM	A, B, E, G, Z, LL, MM	→	

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Elementary

Type of Incident			1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Other Criminal Incidents</b>							
S	OS	Other Serious Incident/Delinquent Act	A, B, H, X, LL, MM	A, B, BB, NN, LL, MM	A, B, II, JJ, LL, MM	→	→
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, D, II, KK, MM, LL	→	→	→	→
S	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, X, LL, MM	A, B, D, Y, LL, MM	A, B, D, AA, LL, MM	A, B, D, BB, NN, LL, MM	A, B, D, II, KK, LL, MM
S	R2	Robbery or Attempted Robbery	A, B, D, E, Y, LL, MM	A, B, D, E, Z, LL, MM	A, B, D, E, BB, LL, MM	A, B, D, E, II, JJ, LL, MM	→
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, D, E, G, BB, JJ, LL, MM	A, B, D, E, G, II, JJ, LL, MM	→	→	→
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, BB, JJ, LL, MM	A, B, G, II, JJ, LL, MM	→	→	→
S	K1	Kidnapping or Abduction	A, B, BB, JJ, LL, MM	A, B, G, II, JJ, LL, MM	→	→	→
S	42	Homicide	A, B, II, JJ, LL, MM	→	→	→	→
S	SE	Extortion	A, B, Z, LL, MM	A, B, BB, JJ, LL, MM	A, B, II, JJ, LL, MM	→	→
S	B3	Bomb Threat (Placing)	A, B, II, KK, LL, MM	→	→	→	→
S	B4	Bomb Threat (False Reporting)	A, B, II, KK, LL, MM	→	→	→	→

**Action Legend**  
**Administrative Consequences/Interventions**

Documentation in DMS and parent contact is required for all violations requiring administrative action. Identified schools will document on TERMS C26 Panel.  
Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and School Board policies.

A. Parent Contact/Conference (Required for each offense)	Q. In-School Suspension (less than a day)	FF. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory)
B. Collaborative Problem Solving Team (RtI) Referral	R. Additional Interventions	GG. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory)
C. Threat Assessment Protocol	S. Incident codes reported to the State	HH. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory)
D. Confiscation (when applicable)	T. In-School Suspension (1-3 days) & Loss of Extra Curricular Activities (1-30 days)	II. Out-Of-School Suspension: 10 Days (Offer AES)
E. Restitution (when applicable)	U. Loss of Extra Curricular Activities (Up to 5 days)	JJ. Recommendation for Behavior Intervention Program
F. Referral to Substance Abuse Case Manager	V. In-School Suspension: 1-2 Days	KK. Mandatory Recommendation for Expulsion
G. Referral to Social Worker/Guidance	W. In-School Suspension: 3-5 Days	LL. Complete Immediate Notification Form (BDSP)
H. Attendance/Behavior Contract	X. Out-of-School Suspension: 1-2 Days (Offer AES)	MM. Consultation With Law Enforcement
I. Verbal Warning	Y. Out-of-School Suspension: 2 Days (Offer AES)	NN. Alternative to Probationary Contract required
J. Detention (1)	Z. Out-of-School Suspension: 3-5 Days (Offer AES)	OO. Probationary Substance Contract required
K. Multiple Detentions (2-3)	AA. Out-of-School Suspension: 4 Days (Offer AES)	PP. Bus – Verbal or Written Reprimand
L. Multiple Detentions (4-5)	BB. Out-of-School Suspension: 6-9 Days (Offer AES)	QQ. Bus – 3 Days Bus School Suspension
M. Saturday Detentions/School or Community Service Work	CC. Out-of School Suspension: 2 Days (PROMISE AES Mandatory)	RR. Bus – 1 to 10 Days School Bus Suspension
N. School Specific Consequence	DD. Out-of School Suspension: 3 Days (PROMISE AES Mandatory)	SS. Bus - 10 Days School Bus/School Suspension
O. Loss of Privilege	EE. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory)	TT. Bus – Expulsion from School Bus for Remainder of School Year
P. <b>PROMISE Eligible Incident</b>		

The Discipline Matrix sets forth the guidelines for assessing consequences for violations of School Board policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.  
A Recommendation for the Behavior Intervention Program applies when the student commits an offense for which a secondary student would receive a mandatory expulsion under School Board Policy 5006.

Appendix – A  
Administrative Discipline Matrix  
Elementary

Type of Incident		1 <sup>st</sup> Consequence	2 <sup>nd</sup> Consequence	3 <sup>rd</sup> Consequence	4 <sup>th</sup> Consequence	Subsequent Consequence
<b>Bus Behavior incidents</b>						
Z7	<b>Level One Violation:</b> Eating/Drinking on bus. Failure to sit as assigned by bus driver	PP	A	A, QQ	A, TT	
Z8	<b>Level Two Violation:</b> Disrupting, distracting, disobeying the bus operator. Failure to utilize required safety equipment on the bus. Getting out of seat while bus is in motion. Loud talking, inappropriate remarks or spitting out of bus window at students, pedestrians, motorists	PP	A, RR	A, TT		
Z9	<b>Level Three Violation:</b> Placing head, arms and legs outside of window. Opening the emergency door while the bus is in motion. Opening or exiting emergency door when the bus is stopped unless directed by the bus operator. Threats against the bus operator, attendant or passengers on the bus. Profanity directed at the bus operator or bus attendant. Fighting or smoking on the bus. Throwing objects out of the bus window or at the bus. Vandalism of seats or other bus equipment. Boarding or attempting to board (also attempting to leave) a bus other than the student's assigned route or stop	A, RR	A, SS	A, TT		

**Action Legend  
Administrative Consequences/Interventions**

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