

Appendix – A
Administrative Discipline Matrix – Secondary

Note: 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.

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

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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. PROMISE Eligible Incident		UU. Loss of the Specific School-Sanctioned Activity for 1 Year
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Disruptive Incidents							
	SB	Disruptive (Unruly) Behavior	A, Q	A, B, H, V	A, B, H, W	→	
	UP	Disruptive (Unruly) Play	A, J	A, K	→	→	
	01	Disobedience/Insubordination	A, Q	A, B, H, V	A, B, H, W	A, B, H, X	→
	ZW	Defiance of Authority-Habitual	A, B, X	A, B, Z	A, B, BB, NN	A, B, II, KK	→
	02	Profanity – Use of Insulting/Obscene Language	A, Q	A, B, V	→	→	
	ZX	Profanity Directed Towards a Staff Member	A, X	A, B, Z	→	→	
S	SG	Gambling	A, D, J, LL	A, B, D, K, LL	A, B, D, M, LL	A, B, D, V, LL, MM	→
	Z1	Inciting a Disturbance	A, V	A, W	A, Z	→	
S	SF	Passing/Producing Counterfeit Money	A, D, X, LL, MM	A, B, D, Z, LL, MM	→	→	
	ZH	Falsification/Misrepresentation (lying, forgery of signature)	A, L	A, B, V	A, B, Z	→	
	ZC	Prohibited/Distracting Items – Possession/Use	A, D, J	A, B, D, K	A, B, D, V	→	
	ZJ	Distribution/Sale of Unauthorized Materials (non-criminal)	A, D, J	A, B, D, K	A, B, D, M	→	
S	Z2	Laser Device – Inappropriate Use	A, D, Z, LL	A, B, D, BB, NN, LL	A, B, D, II, KK, LL	→	
S	G1	Gang Activity	A, C, Z, LL, MM	A, B, C, BB, NN, LL, MM	A, B, C, II, KK, LL, MM	→	
	XA	Disruption on Campus – Minor	A, H, L	A, B, M	A, B, V	→	
S	D0	Disruption on Campus – Major	P, A, B, DD, LL	P, A, B, FF, LL, MM	P, A, B, GG, NN, LL, MM	P, A, B, HH, KK, LL, MM	→
S	66	Trespassing	A, H, LL	P, A, B, DD, LL	P, A, B, FF, LL	P, A, B, FF, LL, MM	→
S	F9	False Fire Alarm/911 Call	A, H, Z, LL, MM	A, B, Z, LL, MM	A, B, BB, LL, MM	A, B, II, KK, LL, MM	→

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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
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L. Multiple Detentions (4-5)	BB. Out-of-School Suspension: 6-9 Days (Offer AES)	QQ. Bus – 3 Days Bus School Suspension
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Substance Abuse/Drug Incidents							
	Z4	Over-the-Counter Medication – Unauthorized Use/Possession	A, D, I	A, D, I	A, D, F, J	—————→	
	OC	Over-the-Counter Medication – Sale/Attempted Sale/Transmittal	A, D, W	A, B, D, F, X	A, B, D, F, Z	—————→	
S	TU	Tobacco – Use/Possession/Sale/Transmittal	A, D, F, V, LL	A, B, D, F, W, LL	—————→	—————→	
S	A1	Alcohol – Use/Possession/Under the Influence	P, A, B, D, F, FF, LL	P, A, B, D, F, HH, KK, OO, LL	P, A, B, D, F, HH, KK, LL	P, A, B, D, F, HH, KK, LL, MM	—————→
S	D5	Drug – Possession/Use/Under the Influence	P, A, B, D, F, FF, LL	P, A, B, D, F, HH, KK, OO, LL	P, A, B, D, F, HH, KK, LL	P, A, B, D, F, HH, KK, LL, MM	—————→
S	DF	Drug – Possession of Unauthorized Substance	A, D, F, II, KK, LL, MM	A, B, D, F, II, KK, LL, MM	—————→	—————→	
S	A3	Alcohol Sale/Attempted Sale/Transmittal	P, A, B, D, F, HH, KK, LL	P, A, B, D, F, HH, KK, LL, MM	—————→	—————→	
S	D7	Drug Sale/Attempted Sale/Transmittal	A, D, F, II, KK, LL, MM	A, B, D, F, II, KK, LL, MM	—————→	—————→	
S	DP	Drug Paraphernalia - Possession	A, D, F, W, LL	P, A, B, D, F, DD, LL	P, A, B, D, F, FF, LL	P, A, B, D, F, GG, NN, LL, MM	P, A, B, D, F, HH, KK, LL, MM

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I. Verbal Warning	Y. Out-of-School Suspension: 2 Days (Offer AES)	NN. Alternative to Probationary Contract required
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Administrative Discipline Matrix - Secondary

Type of Incident			1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Acts Against Persons							
S	ZA	Bullying	P, A, B, C, DD, LL	P, A, B, C, FF, LL	P, A, B, C, GG, LL		→
S	HA	Harassment	P, A, B, C, DD, LL	P, A, B, C, FF, LL	P, A, B, C, GG, 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 or provide no consequence.</i>							
S	F1	Fighting – Major (Mutual Combat)*	P, A, B, DD, LL, MM	P, A, B, FF, LL, MM	P, A, B, GG, LL, MM		→
	F2	Fighting – Medium*	A, G, X	A, B, H, Z	A, B, O, Z	A, B, O, BB, JJ	→
	ZL	Fighting – Minor Altercation/Confrontation*	A, Q	A, B, V	A, B, W	A, B, H, X	→
S	ZT	Hazing	A, B, C, Z, UU, LL, MM	A, B, C, BB, VV, NN, LL, MM	A, B, C, II, KK, LL, MM		
S	SS	False Accusation Against School Staff	P, A, B, DD, LL	P, A, B, FF, LL	P, A, B, GG, LL	P, A, B, GG, 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, B, G, X, LL, MM	A, B, G, Z, LL, MM	A, B, G, BB, LL, MM		→
S	50	Sexual Harassment	A, B, G, W, LL, MM	A, B, G, X, LL, MM	A, B, G, Z, LL, MM	A, B, G, BB, LL, MM	→
	ZN	Assault (Verbal)/Threat (Low level, non-criminal)	A, C, V	A, B, C, W	A, B, C, X		→
S	A5	Assault/Threat (no harm or injury) – Medium Level	P, A, B, C, DD, LL	P, A, B, C, FF, LL	P, A, B, C, GG, NN, LL	P, A, B, C, HH, KK, LL, MM	→
S	A6	Assault/Threat – High	A, B, C, II, KK, LL, MM				→
S	A7	Assault/Threat - Serious	A, B, C, D, II, KK, LL, MM				
S	S2	Sexual Assault - Threat	A, B, C, G, II, KK, LL, MM				
	22	Battery	A, Z, LL, MM	A, B, BB, NN, LL, MM	A, B, II, KK, LL, MM		→
S	PH	Physical Attack	A, B, BB, NN, LL, MM	A, B, II, KK, LL, MM			
S	26	Battery on SBBC Employee/Law Enforcement Officer	A, B, II, KK, LL, MM				→
S	23	Battery - Serious	A, B, II, KK, LL, MM				→

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I. Verbal Warning	Y. Out-of-School Suspension: 2 Days (Offer AES)	NN. Alternative to Probationary Contract required
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Property Incidents						
	T5	Theft – Petty <\$300	A, B, D, E, V, LL	A, B, D, E, W, LL	P, A, B, D, E, DD, LL	P, A, B, D, E, FF, LL, MM
S	T6	Theft – Grand > \$300	A, D, E, BB, NN, LL, MM	A, B, D, E, II, KK, LL, MM	—————→	—————→
S	80	Theft/Motor Vehicle	A, D, II, KK, LL, MM	A, B, D, II, KK, LL, MM	—————→	—————→
	V4	Vandalism/Damage to Property < \$1000	P, A, B, D, E, DD, LL	P, A, B, D, E, FF, LL, MM	P, A, B, D, E, GG, NN, LL, MM	P, A, B, D, E, HH, KK, LL, MM
S	V5	Vandalism/Damage to Property > \$1000	A, D, E, BB, NN, LL, MM	A, B, D, E, II, KK, LL, MM	—————→	—————→
	Z3	Technology – Inappropriate Use (computers or networks)	A, V	A, B, W	—————→	—————→
S	ST	Technology – Illegal Use (computers or networks)	A, BB, LL, MM	A, B, BB, NN, LL, MM	A, B, II, KK, LL, MM	—————→
S	13	Arson	A, E, G, II, KK, LL, MM	A, B, E, II, KK, LL, MM	—————→	—————→
	FS	Fire – Starting a Fire on Campus	A, E, G, Z, LL, MM	A, B, E, BB, NN, LL, MM	A, B, E, II, KK, LL, MM	—————→
S	36	Burglary – Unlawful breaking/entering into a school facility or property	A, E, Z, LL, MM	A, B, E, BB, NN, LL, MM	A, B, E, II, KK, LL, MM	—————→

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Other Criminal Incidents							
S	OS	Other Serious Incident/Delinquent Act	A, G, BB, NN, LL, MM	A, B, II, KK, LL, MM	=====	=====	=====
S	WA	Weapons – Class A (Possession/Use/Transmittal)	A, B, C, D, II, KK, LL, MM	=====	=====	=====	=====
S	WB	Weapons – Class B (Possession/Use/Transmittal)	A, B, D, BB, NN, LL, MM	A, B, D, II, KK, LL, MM	=====	=====	=====
S	R2	Robbery or Attempted Robbery	A, B, D, II, KK, LL, MM	=====	=====	=====	=====
S	R4	Robbery (Armed) or Attempted Armed Robbery	A, B, D, II, KK, LL, MM	=====	=====	=====	=====
S	S1	Sexual Battery/Rape (Actual or Attempted)	A, B, II, KK, LL, MM	=====	=====	=====	=====
S	K1	Kidnapping or Abduction	A, B, II, KK, LL, MM	=====	=====	=====	=====
S	42	Homicide	A, B, II, KK, LL, MM	=====	=====	=====	=====
S	SE	Extortion	A, B, C, II, KK, 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	=====	=====	=====	=====

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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. PROMISE Eligible Incident		UU. Loss of the Specific School-Sanctioned Activity for 1 Year
		VV. Loss of All School-Sanctioned Activities for 1 Year

Administrative Discipline Matrix - Secondary

Type of Incident		1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence	Subsequent Consequence
Bus Behavior Incidents						
Z7	Level One Violation: Eating/Drinking on bus. Failure to sit as assigned by bus driver	PP	A	A, QQ	A, TT	
Z8	Level Two Violation: 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	Level Three Violation: 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

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.

<ul style="list-style-type: none"> A. Parent Contact/Conference (Required for each offense) B. Collaborative Problem Solving Team (RtI) Referral C. Threat Assessment Protocol D. Confiscation (when applicable) E. Restitution (when applicable) F. Referral to Substance Abuse Case Manager G. Referral to Social Worker/Guidance H. Attendance/Behavior Contract I. Verbal Warning J. Detention (1) K. Multiple Detentions (2-3) L. Multiple Detentions (4-5) M. Saturday Detentions/School or Community Service Work N. School Specific Consequence O. Loss of Privilege P. PROMISE Eligible Incident 	<ul style="list-style-type: none"> Q. In-School Suspension (less than a day) R. Additional Interventions S. Incident codes reported to the State T. In-School Suspension (1-3 days) & Loss of Extra Curricular Activities (1-30 days) U. Loss of Extra Curricular Activities (Up to 5 days) V. In-School Suspension: 1-2 Days W. In-School Suspension: 3-5 Days X. Out-of-School Suspension: 1-2 Days (Offer AES) Y. Out-of-School Suspension: 2 Days (Offer AES) Z. Out-of-School Suspension: 3-5 Days (Offer AES) AA. Out-of-School Suspension: 4 Days (Offer AES) BB. Out-of-School Suspension: 6-9 Days (Offer AES) CC. Out-of-School Suspension: 2 Days (PROMISE AES Mandatory) DD. Out-of-School Suspension: 3 Days (PROMISE AES Mandatory) EE. Out-of-School Suspension: 4 Days (PROMISE AES Mandatory) 	<ul style="list-style-type: none"> FF. Out-of-School Suspension: 6 Days (PROMISE AES Mandatory) GG. Out-of-School Suspension: 9 Days (PROMISE AES Mandatory) HH. Out-of-School Suspension: 10 Days (PROMISE AES Mandatory) II. Out-Of-School Suspension: 10 Days (Offer AES) JJ. Recommendation for Behavior Intervention Program KK. Mandatory Recommendation for Expulsion LL. Complete Immediate Notification Form (BDSP) MM. Consultation With Law Enforcement NN. Alternative to Probationary Contract required OO. Probationary Substance Contract required PP. Bus – Verbal or Written Reprimand QQ. Bus – 3 Days Bus School Suspension RR. Bus – 1 to 10 Days School Bus Suspension SS. Bus - 10 Days School Bus/School Suspension TT. Bus – Expulsion from School Bus for Remainder of School Year UU. Loss of the Specific School-Sanctioned Activity for 1 Year VV. Loss of All School-Sanctioned Activities for 1 Year
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