



**DISCIPLINE MATRIX
AND
RELATED INTERVENTIONS
FOR
GRADES K-12**



In recent years, the adoption of researched-based alternatives to suspension within school communities has proven to help create positive school climates. We must continue to address racial disproportionality in school disciplinary practices, and also remain cautious when ensuring that campus safety does not further drive students into the school-to-prison pipeline. Although there are instances when suspension and or expulsion is warranted, “each school day is full of teachable moments but exclusionary methods of discipline – such as out-of-school suspensions and expulsions – deprive students of the chance to receive the instruction they need to grow into healthy, thriving adults.” (Public Counsel)

As you know, in the Pacific Grove Unified School District we have adopted and are implementing school-wide positive behavior interventions and supports in effort to identify positive ways of supporting students and improve behavior, which in turn enhance/while simultaneously enhancing school climate and culture. School and community based interventions are to be implemented as a proactive approach and be considered as an alternative to suspension when appropriate. Proper interventions aid in meeting the academic, social, and emotional needs of students.

Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity.

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. **The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.**

VIOLATION	CONSEQUENCE
<p>Possessed, sold or otherwise furnished a firearm Ed Code 48915 (c)(1) and 48900 (b)</p> <p>Brandished a knife at another person Ed Code 48915 (c)(2) and 48900 (b)</p> <p>Sold a controlled substance Ed Code 48195 (c)(3) and 48900 (c)</p> <p>Committed or attempted to commit a sexual assault or committed sexual battery Ed Code 48915 (c)(4) and 48900 (n)</p> <p>Possession of an explosive Ed Code 48915 (c)(5) and 48900 (b)</p>	<p>All of the following: Parent/Guardian conference</p> <p>Contact law enforcement</p> <p>5 Day Suspension</p> <p>Mandatory recommendation for expulsion</p>
<p>Caused serious physical injury to another person, except in self-defense Ed Code 48915 (a)(1) and 48900 (a2) (Assault)</p> <p>Possession of a knife, explosive, or other dangerous object of no reasonable use to the pupil Ed Code 48915 (a)(2) and 48900 (b)</p> <p>Possession and/or use of any controlled substance, except for the first offense Ed Code 48915 (a)(3) and 48900 (c)</p> <p>Robbery or Extortion Ed Code 48915 (a)(4) and 48900 (e)</p> <p>Assault or Battery or Threat of , on a school employee Ed Code 48915 (a)(5) and 48900 (a2)</p>	<p>Recommendation for expulsion expected, but <i>not mandatory</i></p> <p>1st Offense: Parent/Guardian conference, 5 Day Suspension, Recommendation for expulsion (unless principal, in writing, recommends otherwise), Contact law enforcement</p> <p>2nd Offense: Recommendation for expulsion</p> <p><i>Recommendation for Expulsion shall be based on one or both of the following:</i></p> <ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others

VIOLATION	CONSEQUENCE (Cont'd)
<p>Terroristic threats against school officials or school property Ed Code 48900 (.7)</p> <p>A two (or more)-on-one fight Ed Code 48900 (a2) Incident Type: Assault or Battery</p> <p>Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil Ed Code 48900 (o)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Outside agency/resource referral <p>1st Offense: Parent/Guardian conference, 3-5 Days of Suspension, Possible Restorative Practices, Possible referral to law enforcement</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p>
<p>Fighting, caused, attempted to cause, or threatened to cause physical injury Ed Code 48900 (a1) (Mutual Combat)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Teaching problem solving - Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-3 Day(s) of in/out of school Suspension</p> <p>2nd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, <i>Contact law enforcement if deemed necessary</i></p>
<p>Willfully used force or violence upon another person, except in self-defense Ed Code 48900 (a2) (Assault / Attack)</p> <p>Aiding or abetting the infliction or attempted infliction of physical injury to a person Ed Code 48900 (t) - Aiding/ abetting physical injury</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide conflict resolution/anger management skills ● Behavior Contract and track progress ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, 1-5 Day(s) of in/out of school Suspension, Contact law enforcement if deemed necessary</p> <p>2nd Offense: 5 Day Suspension, Possible recommendation for expulsion, Contact law enforcement</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possession of or sell of any knives Ed Code 48900 (b)</p> <p>Possession, use of or sell of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm Ed Code 48900 (m) – Possession of imitation firearm and 48900 (b) – other dangerous objects</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Mentoring or modified version of Check in check out ● Behavior Contract including ● Outside agency referral <p>1st Offense: Parent/Guardian conference, Detention, Contact law enforcement, 1-5 Day(s) of Suspension in/out of school</p> <p>2nd Offense: Suspension 3-5 days, Contact law enforcement</p> <p>3rd Offense: Recommendation for expulsion, Contact law enforcement</p>
<p>Possession or lighting of firecrackers Ed Code 48900 (b) – Possession of weapon/other dangerous object</p> <p>Starting fires or setting off fire alarms Ed Code 48900 (a1) (k) Incident Type: Causing or Attempting Injury to Another and/or Disrupted school activities/School Rules Violation</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Provide fire safety counseling <ul style="list-style-type: none"> ○ The properties of fire (what is fire, how rapidly it can spread and how is it controlled). ○ Education about fire safety hazards and the dangers of smoke inhalation. ○ Fire survival (dangers of smoke inhalation, the need for adult supervision, emergency procedures). ○ The costs of arson to the community and the legal consequences. ○ Restitution ● Behavior Contract ● Outside agency referral (MCBH) <p>1st Offense: Parent/Guardian conference, Detention, Restitution, 1-2 Day(s) of in/out of school Suspension, Report to fire and law enforcement if deemed necessary</p> <p>2nd Offense: 2-3 Days of Suspension, Report to fire department and law enforcement</p> <p>3rd Offense: 5 Day Suspension, Possible recommendation for expulsion, Report incident to fire department and law enforcement</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Possessed, used, or been under the influence of any controlled substance, alcohol, or intoxicant Ed Code 48900 (c)</p> <p>Possessed or sold “look alike” substance representing drugs or alcohol Ed Code 48900 (d)</p> <p>Possessed or sold drug paraphernalia Ed Code 48900 (j)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Parent /Guardian contact <ul style="list-style-type: none"> ○ Parent involvement/enhanced supervision and monitoring where appropriate ● Outside agency referral (i.e.: Community Human Services) ● With assistance from Family Services Specialist, provide referral to Sun Street Centers ● Mentoring ● Behavior Intervention Plan ● Behavior Contract with reward system ● Group counseling with substance abuse prevention focus ● Peer tutoring options ● Staff and parents can enhance protective factors in the life of the student, which refers to positive influences within a young person's environment such as family, school, and community connection <p>1st Offense: Parent/Guardian conference, Contact law enforcement if necessary, 2-5 Days of Suspension, Possible referral to drug intervention program not at District expense, Possible recommendation for expulsion</p> <p>2nd Offense: 5 Day Suspension, Contact law enforcement, Possible recommendation for expulsion (unless principal, in writing, recommends otherwise)</p> <p>3rd Offense: 5 Day Suspension, Recommendation for expulsion, Contact law enforcement,</p>
<p>Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail Ed Code 48900 (f) – Damage to school or private property</p> <p>Theft or attempting to, or knowingly stealing or receiving school or private property</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Parent /Guardian contact ● Campus beautification ● Counseling with focus on perspective taking and empathy ● Restitution ● Community Service ● Behavior contract with focus on respect agreement ● Mentoring ● Check in check out <p>1st Offense: Parent/Guardian conference, Detention, Possible removal from class, Restitution, Contact law enforcement if deemed necessary, 1-3 Day(s) of in/out of school Suspension</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Ed Code 48900 (g) – Stealing school or private property Ed Code 48900 (l) – Receiving stolen property</p>	<p>2nd Offense: 3-5 Days of Suspension, Possible removal from class, Restitution, Contact law enforcement, Possible recommendation for expulsion, depending on severity of incident</p> <p>3rd Offense: 5 Day Suspension, Possible removal from class, Restitution, Contact law enforcement, Recommendation for expulsion, depending on severity of incident</p>
<p>Possessed and/or used tobacco products and/or paraphernalia including lighters and matches Ed Code 48900 (h)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Provide learning opportunities with a focus on: <ul style="list-style-type: none"> ○ Comprehend the health risks ○ Analyze the influences of family, peers culture and media on usage patterns ○ Develop interpersonal skills to resist temptations and practice goal setting and decision making skills to protect against use ○ Develop goals related to reducing smoking or tobacco use (i.e., develop a quit plan) <p>1st Offense: Warning and/or detention, Parent/Guardian conference, 1-3 Days of in-school Suspension</p> <p>2nd Offense: 1-3 Day(s) of Suspension, Contact law enforcement if warranted, Possible participation in an intervention program not at District expense</p> <p>3rd Offense: 3-5 Days of Suspension, Contact law enforcement if warranted, Possible participation in an intervention program not at District expense</p>
<p>Obscenity/Profanity/Vulgarity, inappropriate language/attire and/or ethnic/racial slurs -- offensive materials on personal/school items -- Gestures - including gang signs Ed Code 48900 (i) – Obscene act, engaged in habitual profanity or vulgarity</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Acknowledge positive behavior ● Teach substitute words ● Counseling with focus on perspective taking, social skills/friendship and emotional management ● Behavior contract with focus on respect agreement ● Check in check out with specific goals related to appropriate language ● Reflection sheet <p>1st Offense: Warning and/or detention/parent/guardian conference or 1-3 Day(s) of in/out of school Suspension</p>

VIOLATION	CONSEQUENCE (Cont'd)
	<p>2nd Offense: 2 Days of In School Suspension, or 3-5 Days of Suspension</p> <p>3rd Offense: 1-2 day(s) of In-School Suspension/3-5 Day(s) of Suspension, Possible recommendation for expulsion</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel Ed Code 48900 (r)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Possible sanctions include having the student <ul style="list-style-type: none"> ○ apologize; ○ discuss the incident with the teacher, principal, and/or parents; ○ pay for damaged belongings; ○ spend time in the office or another classroom; ○ forfeit recess or other privileges. ● Weekly meetings to communicate to students clear and consistently enforced expectations and to engage them as resources in preventing bullying behavior. ● Ongoing communication with parents. ● Appropriate and serious talks with bullies and victims. ● Appropriate and serious talks with the parents of bullies and victims. ● Role playing of non-aggressive behavior with bullies. ● Role playing of assertive behavior with victims ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques <p>1st Offense: Parent/Guardian conference, Detention</p> <p>2nd Offense: 1-5 Day(s) of Suspension, Possible citation by police department</p> <p>3rd Offense: 3-5 Days of Suspension, Possible recommendation for expulsion (depending on severity), Possible citation by police department</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Sexual harassment (Grades 4-12) Ed Code 48900 (.2)</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Group or individual counseling with a focus on: <ul style="list-style-type: none"> ○ Express one's sexuality in ways that are congruent with one's values ○ Discriminate between life-enhancing sexual behaviors and those that are harmful to self and/or others ○ Express one's sexuality while respecting the rights of others ○ Seek new information to enhance one's sexuality ○ Engage in sexual relationships that are consensual, non-exploitative, honest, pleasurable, and protected ○ Appropriate ways to communicate/refrain from communicating with others about sex and sexual conduct <p>1st Offense: Parent/Guardian conference, Possible 1-5 Day(s) of in/out of school Suspension, Possible recommendation for expulsion (depends on severity), Possible citation by police department</p> <p>2nd Offense: 3-5 Day(s) of Suspension, Possible citation by police department,</p> <p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Possible citation by police department</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation Ed Code 48900 (.3)</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Peer and student mentoring: Mentoring programs allow young people to build sustained, positive relationships with older peers and adults, and motivate them to emulate positive behavior. Such interactions help reduce risk behaviors in students, and create a safe and secure atmosphere in school so that students feel comfortable talking to adults if they need to. Peer mentoring can also help to increase understanding between diverse groups, strengthen the sense of community within a school, and build the self-esteem of those participating. ● Conflict resolution and peer mediation: Comprehensive conflict resolution programs train selected students to serve as neutral third parties who will mediate disputes among their peers. Teachers and administrators are also trained to intervene in student conflicts in ways that foster team-building, problem-solving, and leadership skills. By teaching young people how to peacefully resolve their conflicts, and providing them with positive problem-solving strategies and role models, such programs foster a school climate of respect and caring. ● A strong commitment to reaching all students and staff with the message that violence, harassment, and intolerance are unacceptable in the school environment. Involving all students, staff, parents, and interested community members in learning about violence and how to prevent it. ● Eliminating barriers to communication among groups of students Involving students in violence prevention initiatives as critical and valued partners. Collaborating closely and effectively with community, media, and policing agencies. <p>1st Offense: Parent/Guardian conference, Detention, Possible suspension 1-5 Day(s) in/out of school, Possible expulsion recommendation (depends on severity), Possible referral to police department</p> <p>2nd Offense: 3-5 Days of Suspension, Possible expulsion recommendation (depends on severity), Possible referral to police department, Participation in cultural sensitivity training and/or anger management</p>

VIOLATION	CONSEQUENCE (Cont'd)
	<p>3rd Offense: 5 Day Suspension and Recommendation for expulsion, Referral to police department, Participation in cultural sensitivity training and/or anger management</p>
<p>Inappropriate use of computers</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Review the appropriate use of technology policy with student ● Student and parent/guardian sign and agree to appropriate use of technology policy terms <p>1st Offense: Parent/Guardian conference, Lose 1 week of computer usage, Possible removal from class</p> <p>2nd Offense: Lose computer privileges for rest of quarter/semester OR limit computer use to supervised classroom related activities times only.</p> <p>3rd Offense: Lose computer privileges for rest of the year</p>
<p>Cheating in classroom including plagiarism and using electronic devices</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Parent/Guardian conference and create plan of action ● Remove underlying factors that foster cheating in the first place. "Often cheating is an expression of other problems ● Arrange learning opportunities about cheating which include: <ul style="list-style-type: none"> ○ Ask children to consider where the world would be today if everybody cheated. <p>1st Offense: Parent/Guardian conference, Earn a failing grade on test or assignment</p> <p>2nd Offense: Earn a failing grade on test or assignment, Possible "U" in citizenship, Possible removal from class, Detention</p> <p>3rd Offense: 1 Day of In-school Suspension, Saturday Academy, Earn a failing grade on test or assignment, Possible removal from class</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Use of skateboards, roller skates or roller blades</p> <p>Possession or use of chains and non-approved hats/headgear on campus</p> <p>Violation of district policy for use of cameras, iPods/MP3/ players, cellular phones and other electronic devices Incident Type: School Rules Violation</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate use of technology policy with student ● Student and parent/guardian sign and agree to appropriate use of technology policy terms ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories <p>1st Offense: Warning, Confiscation of item for the day, Possible parent conference, Possible detention</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), Detention</p> <p>3rd Offense: Item to be returned at end of school year, 1-2 Day(s) of Suspension, Saturday Academy</p>
<p>Excessive unexcused tardiness and excessive absences, trancies, or class cuts Incident Type: Attendance Problem</p>	<p>Follow Truancy Abatement Program Protocol</p>
<p>Violation of school rules</p>	<p>Possible Interventions</p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories ● Reflection sheet ● Behavior plan with identified function of behavior and subsequent interventions identified ● Acknowledge and reinforce appropriate classroom and school behavior conduct ● Peer groups/interest based clubs ● Learning opportunities for... <ul style="list-style-type: none"> ○ Conflict resolution ○ Friendship/Relationship skills ○ Coping skills ○ Relaxation techniques ● Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Warning, Possible detention, Parent/Guardian conference</p> <p>2nd Offense: 1-2 Day(s) of In-school Suspension</p> <p>3rd Offense: 1-2 Day(s) of In-School Suspension, Saturday Academy</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Classroom/Campus Disruption, disobedience</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Check-in-Check-out ● Breaks are better (scheduled breaks) ● Restorative Practices ● Prompting/reminder of the behavior expectation ● Chunk assignments into small parts if suspecting academic reasons for behavioral disruption ● Establish clear routines and procedures and expectations in classroom(s) ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate use of the above categories ● Alternative Seating ● Reflection sheet ● Apology letter or "if you knew me letter" ● Acknowledge and reinforce appropriate classroom and school behavior conduct <p>1st Offense: Teacher conference, Parent/Guardian conference, Possible detention</p> <p>2nd Offense: Detention or 1-2 Day(s) of In-school Suspension, Possible removal from class</p> <p>3rd Offense: 2 Days of In-school Suspension, Saturday Academy, Removal from class</p>

VIOLATION	CONSEQUENCE (Cont'd)
<p>Dress code violation</p>	<p><u>Possible Interventions</u></p> <ul style="list-style-type: none"> ● Contact Parent/Guardian ● Behavior contract with student signature ● Review the appropriate Dress Code Policy with student ● Student and parent/guardian sign and agree to appropriate Dress Code Policy Terms ● Provide school-wide behavior expectations in classrooms and assemblies when appropriate including appropriate Dress Code use ● Acknowledge and reinforce appropriate dress code compliance <p>1st Offense: Warning, Parent/Guardian contact, Change or cover</p> <p>2nd Offense: Parent/Guardian contact, Change or cover, Possible detention, Possible 1 Day of In-School Suspension</p> <p>3rd Offense: Parent/Guardian contact, Change or cover, 1-2 Day(s) of In-school Suspension, Saturday Academy</p>