

# Horizon Academy West

## Elementary Discipline Matrix

The following elementary school code of conduct has been developed to foster respect and create a safe learning environment at Horizon Academy West.

This Matrix represents the recommended guidelines in the disposition of discipline. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation. Additionally, other behavior plans may need to be developed to assist a student with behaviors when they are persistent.

*In all cases administrative discretion will be exercised.*

## Discipline Matrix

| <i>Level 1</i>  |  |  |  |
|---|--|--|--|
| <i>Behavior</i>   | <i>1<sup>st</sup> offense</i>  | <i>2<sup>nd</sup> offense</i>  | <i>3<sup>rd</sup> offense</i>  |
| <b>Behavioral disruption</b><br>(Profanity, rudeness, acting disrespectfully, dishonesty, name calling, etc.) | 1 Loss of Recess/Refocus   | 2 Loss of Recess<br>Parent Notification<br>Referral                                | Parent Notification:<br>Referral and/or<br>Behavior Contract<br>Possible ½ Day ISS     |
| <b>Dress Code Violation</b>   | Parent Contact and Warning Options:<br>-Change into other clothing -may have clothing provided by school OR<br>call home for clothes | Parent Contact and Referral:<br>Change to acceptable clothing, same as 1st offense | Parent Notification ½ Day ISS:<br>Change to acceptable clothing<br>Same as 1st offense |

| <b>Level 2</b>   |  |   |   |
|--|--|---|---|
| <b>Behavior</b>  | <b>1<sup>st</sup> offense</b>  | <b>2<sup>nd</sup> offense</b>   | <b>3<sup>rd</sup> offense</b>   |
| <b>Electronic Devices</b>  | Confiscate and student may pick-up at the end of the day. Parent Notification              | Parent Notification<br>Confiscate and parent must pick-up in the office<br>Referral                       | Parent Notification<br>Confiscate and parent must pick-up in office<br><br>Behavior Contract    |
| <b>Cheating or plagiarism</b>  | Redo Assignment<br>Parent Notification   | Loss of Assignment<br>Credit 1 Recess<br>Detention Parent Notification Behavior Contract                  | Loss of Assignment<br>Credit ½ Day ISS Parent Notification                                      |
| <b>Rough Housing</b>   | 1 Recess Detention   | 2 Recess Detentions<br>Parent Notification<br>Referral  | 1 Day ISS Parent Notification<br>Behavior Contract  |
| <b>Verbal Aggression/Provoking</b>   | 1 Day Recess Detention<br>Parent Notification  | 2 Days Recess Detention Parent Notification<br>Referral   | 1 Day ISS Parent Notification<br>Behavior Contract  |
| <b>Inappropriate possession or use of technology</b><br>(unauthorized access to software, telephones, accounts or files) | Loss of computer privileges for up to twelve (12) weeks<br>Parent Notification<br>Referral | 1-2 Days ISS and Loss of computer privileges for up to 24 weeks<br>Parent Notification<br>Referral        | 1 Day OSS Loss of computer privileges for entire school year<br>Parent Notification<br>Referral |
| <b>Insubordination, defiance of authority or showing disrespect</b>  | 1-2 Recess Detention(s)<br>Parent Notification   | 1-4 Days Recess Detention(s) (allowed up to 1 recess at approved time)<br>Parent Notification<br>Referral | ½ Day to 1 Day ISS<br>Parent Notification<br>Referral<br>Behavior Contract                      |
| <b>Physical or Aggressive contact towards student</b><br>(Reactive)  | ½ - 2 Days ISS Parent Notification, Referral and/or Behavior Contract                      | 1-3 Day(s) OSS Parent Notification  | 3-5 Days OSS Parent Notification  |

|  |  |   |  |
|--|--|---|--|
| <b>Physical or Aggressive contact towards staff member</b><br>(Reactive)   | ½ - 2 Days ISS Parent Notification, counseling, Behavior Contract and/or Referral  | 1-3 Day(s) OSS Parent Notification  | 3-5 Days OSS Parent Notification   |
| <b>Inappropriate Touch</b><br>May be level 3 depending on situation  | 2 Days Recess Detention Parent Notification, counseling APD may be contacted   | 1 Day ISS, counseling Parent Notification Behavior Contract APD may be contacted                    | 1 Day OSS Parent Notification Review Behavior Contract APD may be contacted                  |
| <b>Theft</b>   | 1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Referral  | 1 Day ISS Restitution of Stolen Item Parent Notification  | 1-3 Days OSS Restitution of Stolen Item Parent Notification                                  |
| <b>Disrupting a school activity</b> (field trip, event, game, etc.)  | Loss of next school activity Parent Notification   | Loss of next two school activities 1 Day ISS Parent Notification                                    | Loss of school activities for the remainder of the school year 1 Day OSS Parent Notification |
| <b>Misuse of or falsifying any official document or communication</b><br>(including but not limited to: agenda, pass, ID, progress report, call to excuse absence, parent signature, etc.) | 1 -2 Days Recess Detention, possible loss of grade or credit, Parent Notification  | 2 -4 Days Recess Detention, possible loss of grade or credit, Parent Notification Behavior contract | 1 Day ISS Parent Notification APD may be contacted   |
| <b>Possession of inappropriate materials</b> (toys, electronics, explicit materials)   | Confiscate and student may pick-up minor items at the end of the day – explicit materials picked up by parents Possible referral | Parent Notification Confiscate and parent must pick up in the office Referral                       | Parent Notification Confiscate and hold until end of the school year                         |
| <b>Possession/use of tobacco, rolling papers, electronic tobacco products or incendiary paraphernalia at school or school sponsored event.</b>   | ½ Day ISS Parent Notification, possible counseling, Behavior Contract, Referral  | 1 Day ISS Parent Notification, counseling, APD may be contacted                                     | 1 Day OSS Parent Notification APD will be contacted  |

| <i>Additional Consequences after Level I and Level II</i>  |   |  |   |
|--|---|--|---|
| <i>Behavior</i>  | <i>4<sup>th</sup> offense</i>   | <i>5<sup>th</sup> offense</i>  | <i>6<sup>th</sup> offense</i>                                       |
| <b>Failure to comply with disciplinary consequences includes multiple referrals and not necessarily for the same behavior.</b> | Twice the previous consequences Parent Notification Behavior Contract or Review | 1 -3 Days ISS or OSS Parent Notification Behavior Contract or Review | 3-5 Days ISS or OSS Parent Notification Behavior Contract or Review |

| <i>Level 3 -APD referral may be filed on all Level III All offenses with Referral</i>                                     |   |  |   |
|---|---|--|---|
| <i>Behavior</i>   | <i>1<sup>st</sup> offense</i>   | <i>2<sup>nd</sup> offense</i>                                  | <i>3<sup>rd</sup> offense</i>                               |
| <b>Arson</b>  | 10 Days OSS or expulsion pending hearing Parent Notification          |  |   |
| <b>Assault/Battery of a staff member or student</b>   | 3-5 Days OSS Parent Notification Behavior Contract                    | 5-10 Days OSS or expulsion pending hearing Parent Notification |   |
| <b>Bomb Threats/False Alarms/Explosives</b>   | 10 Days OSS or expulsion Pending hearing Parent Notification Referral |  |   |
| <b>Gang Related Activity</b>  | 1 Day ISS Parent Notification Referral                                | 3 Days OSS Parent Notification Behavior Contract Referral      | 10 Days OSS pending hearing Parent Notification Referral    |
| <b>Habitually Disruptive</b>  | Referral to SAT Possible FBA/BIP                                      |  |   |
| <b>Harassment/Bullying</b><br>(Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.) | 1/2-2 Days ISS Parent Notification, counseling                        | 1-3 Days OSS Parent Notification                               | 3-5 Days OSS Parent Notification                            |
| <b>Making a false 911 call or pulling a fire alarm</b><br><i>Grades 3-5</i>   | 1-3 Days ISS or OSS Parent Notification Referral                      | 4-10 Days OSS Possible Hearing Parent Notification             | <i>Grades PreK-2 will be dealt with on individual basis</i> |

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| <b>Personal substance abuse</b> (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-alikes, ecigarettes or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia) | 5 Days OSS Parent Notification, counseling, Behavior Contract               | 10 Days OSS pending hearing Parent Notification                     |  |
| <b>Selling or distributing alcohol, drugs, look-alikes, or other controlled substances including OTC drugs and prescription drugs</b>  | 4-10 Days OSS pending hearing Parent Notification                           |   |  |
| <b>Sexual Harassment</b>   | ½ - 2 Days ISS, counseling Parent Notification Behavior Contract            | 3-5 Days OSS Parent Notification APD may be contacted               | 5-10 Days OSS pending hearing Parent Notification                                  |
| <b>Sexual Misconduct</b>   | 5-10 Days OSS pending hearing Parent Notification                           |   |  |
| <b>Theft/Extortion</b>   | 3 Days ISS S.R.O. Contact Parent Notification Restitution Behavior Contract | 2-5 Days OSS Parent Notification Restitution                        | 10 Days OSS pending hearing Parent Notification Restitution                        |
| <b>Vandalism</b> (involved in altering, defacing or destroying school or private property, including technology)   | 1-5 Days OSS Loss of privileges and restitution Parent Notification         | 6-9 Days OSS Parent Notification Loss of privileges and restitution | 10 Days OSS pending hearing Parent Notification Restitution and loss of privileges |
| <b>Possession of Weapons or Look-A-likes</b>   | 1-10 Days OSS pending hearing Parent Notification APD may be contacted      |   |  |