

# SVJH Discipline Matrix

## 2020-2021 Guidelines for Student Behavior

### DISCIPLINARY ACTIONS

*Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. The action taken will be according to Board Policies and State Law.*

	<p><b>INFORMAL TALK</b> - A school official (teacher, administrator or counselor) will talk with the student to discuss student behavior. The discussion will be recorded in the student discipline record. Multiple informal talks will result in a formal parent conference.</p>
	<p><b>DETENTION</b> - Will be served at lunchtime in a designated room. Students <u>must</u> bring work with them (any student sent to the office for disciplinary reasons will receive an automatic detention unless otherwise noted in AERIES by the teacher).</p>
	<p><b>CONFERENCE</b> - A formal conference is held between the student/parent and one or more school officials. During this conference, the student must agree to correct his/her behavior. A conference may result in an academic/behavior contract and/or involuntary alternate placement. All actions will be recorded in the student discipline record.</p>
	<p><b>SARB</b> - School Attendance Review Board.</p>
	<p><b>REMOVAL FROM CLASSES</b> - When a student is removed from one or more classes for disciplinary reasons, he/she remains in the office during these class periods. Consequences for removal from class: 1) one or more detentions 2) may include privileges suspended 3) may include removal from class for grading period (results in F for semester) 4) may include alternate placement. All actions will be recorded in the student discipline record.</p>
	<p><b>IN-SCHOOL RETENTION</b> - A student may be assigned to an in-school suspension program at the discretion of a school official for offenses for which suspension is permitted.</p>
	<p><b>SUSPENSION</b> - The student is informed that he/she is subject to suspension (5 days or less). The student is also informed regarding the due process procedure. The student's parent/guardian is notified that the student is subject to suspension. Notification to the parent/guardian must include clear instructions regarding the due process. Recorded in the student discipline record.</p>
	<p><b>TRANSFER TO CONTINUATION / COMMUNITY DAY/ INDEPENDENT STUDENT PROGRAM (I.S.P.)</b> - A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents/students have an opportunity to appeal per Board Policy.</p>
	<p><b>EXPULSION</b> - The student is informed that he/she is subject to expulsion. The student is also informed regarding their due process. The student's parent/guardian is notified by certified letter that the student is subject to expulsion. Notification to the parent/guardian must include clear instructions regarding the due process. The school administration will recommend to the Board of Education that the student be expelled. Board will take action. Recorded in the student discipline record.</p>
	<p><b>COMMUNITY SERVICE PROGRAM</b> - Students that are suspended or have their expulsion stayed may be allowed to maintain their attendance at School while entering a mutually agreed upon Community Service program. If the student violates the written contract, he/she is automatically suspended/expelled.</p>

Behavior	Actions to be taken (actions are recorded in the student discipline record)		
	1st Offense	2nd Offense	3rd Offense
<b>Misuse of any Electronic Devices</b> (such as computer, cell phone, MP3 player, iPod, and camera)	<ul style="list-style-type: none"> <li>Loss of property for the day</li> </ul>	<ul style="list-style-type: none"> <li>Loss of property for the day</li> <li>Parent must pick up property</li> </ul>	<ul style="list-style-type: none"> <li>Parent must pick up property</li> <li>Student will not be allowed to bring device to school for remainder of the year</li> </ul>
<b>Dress Code Violation</b> Policy posted in classrooms	<ul style="list-style-type: none"> <li>Warning</li> <li>Change of clothes</li> </ul>	<ul style="list-style-type: none"> <li>Parent notified</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Parent conference</li> <li>1 day in-school suspension</li> <li>Behavior contract</li> </ul>
<b>Defiance of Authority</b> Willfully refusing to do what someone in (valid) authority: supervisors, teachers, or administrator, tells you to do..	<ul style="list-style-type: none"> <li>Detention- Any student sent to the office for disciplinary reason will receive an automatic detention unless</li> <li>Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>1 day Behavior Intervention Activity</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>3 day Behavior Intervention Activity</li> <li>Parent conference</li> <li>Behavior contract, possible involuntary transfer</li> </ul>
<b>Disruption of Classroom Routine</b> Willfully acting in a manner that disrupts the learning environment of others,	<ul style="list-style-type: none"> <li>Detention- Any student sent to the office for disciplinary reasons will receive an automatic detention</li> <li>Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>1 day Behavior Intervention Activity</li> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Parent conference</li> <li>Behavior contract, possible involuntary transfer</li> </ul>
<b>Defiance of Safety Rules</b>	<ul style="list-style-type: none"> <li>Pupil warning</li> <li>notify parent</li> <li>Detention</li> <li>Possible removal from class</li> </ul>	<ul style="list-style-type: none"> <li>1 day Behavior Intervention Activity</li> <li>Removal from class</li> <li>Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>3-5 day suspension</li> <li>Possible involuntary transfer</li> </ul>
<b>Inappropriate Display of Affection</b>	<ul style="list-style-type: none"> <li>Student warning</li> </ul>	<ul style="list-style-type: none"> <li>Notify parent</li> <li>detention</li> </ul>	<ul style="list-style-type: none"> <li>Parent conference</li> <li>1-3 day in-school suspension</li> <li>Behavior contract</li> </ul>

	1st Offense	2nd Offense	3rd Offense
<b>Forgery, Lying, Misrepresentation, Cheating, Plagiarism**</b>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Detention</li> <li>• 1 day Behavior Intervention activity</li> <li>• "0" assigned to the project</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• 1 day in-school suspension</li> <li>• parent conference</li> </ul>	<p><b>3<sup>rd</sup> Offense:</b></p> <ul style="list-style-type: none"> <li>• 1-3 day suspension</li> </ul> <p><b>4<sup>th</sup> Offense:</b></p> <ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Academic/behavior Contract, possible involuntary transfer</li> </ul>
<b>Misconduct on a bicycle, skateboard, scooter, or other means of transportation, on or about campus</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Notify parent</li> </ul>	<ul style="list-style-type: none"> <li>• Lose privilege of storing item for 10 days</li> </ul>	<ul style="list-style-type: none"> <li>• Lose privilege of storing item for remainder of school year</li> <li>• Notify law enforcement</li> </ul>
<p><b>Tardiness:</b> Tardies are looked at school wide, across all classes, each quarter.</p> <p><b>*Note: If the student misses detention, student will be placed on the No-Go list until they make up the detention. No participation in any extracurricular activities (including practice).</b></p>	<p><b>Tardies 1-4:</b> Individual Teacher policy</p>		
	<p><b>5<sup>th</sup> Tardy</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Policy mailed home to parents</li> <li>• Policy given to student</li> </ul>	<p><b>7<sup>th</sup> Tardy</b></p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Parent called</li> <li>• Student conference with counselor</li> </ul>	<p><b>10<sup>th</sup> Tardy</b></p> <ul style="list-style-type: none"> <li>• In-school or out of school suspension</li> <li>• Parent meeting with counselor</li> <li>• Academic/behavior Contract, possible involuntary transfer</li> </ul>
<b>Truancy</b>	<ul style="list-style-type: none"> <li>• Detention issued for class cut.</li> <li>• After the 3<sup>rd</sup> truancy, student will be entered into the SARB process and parents will be sent the 1<sup>st</sup> SARB notice.</li> </ul>	<ul style="list-style-type: none"> <li>• The next truant after the previous offense will result in the 2<sup>nd</sup> SARB notice being sent to parents, as well as communication with the truancy officer.</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Subsequent truantries will result in the 3<sup>rd</sup> SARB letter being sent to parents requesting their presence at a SARB hearing with the county SARB board and truancy officer.</li> </ul>

	1st Offense	2nd Offense	3rd Offense
<b>Tobacco Use/Possession**</b> Including e-cigarettes, vaping, etc.	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 1 day Behavior Intervention activity</li> <li>• Tobacco education program</li> </ul>	<ul style="list-style-type: none"> <li>• Notify parent</li> <li>• 2 days in-school suspension</li> <li>• Tobacco Education Program</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day out of school suspension</li> <li>• Parent conference</li> <li>• Notification of law enforcement</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<b>Profanity/Obscenity*</b>	<ul style="list-style-type: none"> <li>• Notify Parent</li> <li>• Detention or Behavior Intervention Activity</li> </ul>	<ul style="list-style-type: none"> <li>• 2-5 day Suspension</li> <li>• Behavior Contract</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<b>Profanity Directed at Another Person (Staff member or student)**</b> (Including Electronic/Social Media)	<ul style="list-style-type: none"> <li>• 1-3 day suspension</li> <li>• Behavior Intervention activity</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Parent conference</li> <li>• Notify law enforcement</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<b>*Theft**</b> School property or personal property on school grounds	<ul style="list-style-type: none"> <li>• Detention or 1-3 day in-school suspension</li> <li>• Possible notification of law enforcement</li> <li>• Parent conference</li> <li>• Possible Expulsion recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Notification of law enforcement</li> <li>• Parent conference</li> <li>• Possible Expulsion recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Expulsion recommendation</li> <li>• Notification of law enforcement.</li> </ul>
<b>Under the Influence of Alcohol/Controlled Substance**</b>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Notification of law enforcement</li> <li>• Parent conference</li> <li>• Counseling if available</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of law enforcement.</li> <li>• Expulsion Recommendation</li> </ul>	

	1st Offense	2nd Offense	3rd Offense
<p><b>*Possession of knife</b> (Threatening someone with or brandishing a knife automatically goes to 3<sup>rd</sup> offense consequences.)</p>	<ul style="list-style-type: none"> <li>• Confiscate property</li> <li>• Parent notification and retrieval of object</li> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate property</li> <li>• Parent notification and retrieval of object</li> <li>• 1-3 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate property</li> <li>• Parent notification and retrieval of object</li> <li>• 3-5 day suspension</li> <li>• Notify law enforcement</li> <li>• Expulsion recommendation</li> </ul>
<p><b>Possession of Other Dangerous Objects**(+)</b> (Threatening someone with or brandishing a dangerous object automatically goes to 3<sup>rd</sup> offense consequences.)</p>	<ul style="list-style-type: none"> <li>• Confiscate property</li> <li>• Parent notification and retrieval of object</li> <li>• Notification of law enforcement</li> <li>• Detention or 1-3 day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Notify law enforcement</li> <li>• Parent conference and retrieval of object.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• Parent conference</li> <li>• Notify law enforcement</li> <li>• Expulsion recommendation</li> </ul>
<p><b>Hate Crimes, Gang Affiliation/Tagging:*</b> * Behaviors or statements that degrade on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical attributes, religious beliefs or practices. (Includes Electronic/ Social Media)</p>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Detention or 1 -3 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Contact law enforcement</li> <li>• 3-5 day suspension</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• 5 day suspension</li> <li>• Contact law enforcement</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<p><b>Harassment: Hazing, Sexual, Bullying, Cyber-Bullying, and/or Threatening**</b> Actions reported, impacting the educational process of a student, inclusive of Electronic/ Social Media (E.C. 48900a).</p>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Written Assignment</li> <li>• 1-3 days Behavior Intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 3-5 day suspension</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>

	1st Offense	2nd Offense	3rd Offense
<p><b>Fighting**</b> Any physical confrontation involving students. Inclusive of Students recording, antagonizing or other means of supporting the incident in any way</p>	<ul style="list-style-type: none"> <li>• 1-5 day suspension</li> <li>• Counseling</li> <li>• Notification of parents/guardian</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 day suspension</li> <li>• counseling</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<p><b>*Assault/Battery**</b> Physical attack of one person, or of a group of persons, upon another person. Verbal assault is the threat of physical attack.</p>	<ul style="list-style-type: none"> <li>• 1-5 day suspension</li> <li>• Parent notification</li> <li>• Notification of law enforcement</li> <li>• Possible Expulsion recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Notification of law enforcement</li> <li>• Parent conference</li> <li>• counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of law enforcement</li> <li>• Notify parent</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<p><b>Destroy and/or Deface Property**</b> School property or personal property on school grounds. School property means anything belonging to the school; such as desks, books, tables, walls, or floors (E.C. 48900f).**</p>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 1-3 day suspension</li> <li>• Repair and restitution</li> <li>• Possible law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Parent conference</li> <li>• Notification of law enforcement</li> <li>• Repair and restitution</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Parent conference</li> <li>• Repair and restitution</li> <li>• Notification of law enforcement</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<p><b>Possession of Drug Paraphernalia 48900 (e) (j)**</b> Possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</p>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• 3 day suspension</li> <li>• <u>Notification of law enforcement</u></li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Parent conference</li> <li>• <u>Notification of law enforcement</u></li> </ul>	<ul style="list-style-type: none"> <li>• 5 day suspension</li> <li>• Parent conference</li> <li>• <u>Notification of law enforcement</u></li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>

	1st Offense
<p><b>*Sales/Possession/Use of Controlled Substances, Alcohol or Look-A-Likes**</b> Transferring controlled substances to another, holding in/on person/personal belongings/clothing, being caught in the act of consuming controlled substance.</p>	<ul style="list-style-type: none"> <li>• <b><u>Notification of law enforcement</u></b></li> <li>• Notify parent</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>
<p><b>*Arson, bomb Threat, False Fire Alarm, Possession and/or Furnishing Firearm**</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Notification of law enforcement</u></b></li> <li>• Notify Parent</li> <li>• Expulsion recommendation or involuntary transfer</li> </ul>

**\*Expulsion may occur on first offense.**

**\*\*Offenses are cumulative throughout school career.**

**DANGEROUS OBJECTS (+)** - Such as but not limited to knife with blade longer than 2.5 inches, any locking blade knife, switchblade knife, razor with unguarded blade, dirk, dagger, taser, stun gun, nun chuck, any explosive device or materials, tear gas, pepper gas, drug paraphernalia, imitation firearm, laser pointer any other objects deemed to be a danger to the safety of the students or staff of the school.

**YOUR RIGHTS - DUE PROCESS Suspensions and Expulsions** - The school principal or designee has the right to suspend a student for a period up to five days. In cases of this type, an informal hearing between the principal, student and other appropriate persons will be conducted, if possible. After the hearing is completed, the principal/designee will decide if a suspension is necessary. Parents will be notified. A written notice will be sent home.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, a hearing will be conducted at the school district central office before the Board hearing.

When the school principal recommends to the district superintendent that a student should be expelled, the hearing will be conducted before the Board of Education. If a student has violated a school rule or is subject to a suspension or transfer to continuation/home school/I.S.P./community day or expulsion, the student and his/her parents, guardians will be formally notified. Part of the notification process will include instructions regarding the due process procedure.