

NATCHEZ-ADAMS SCHOOL DISTRICT



(K-5) Elementary School Discipline Matrix

Discipline Matrix

The Natchez-Adams School District Discipline Matrix has been designed to provide discipline *guidelines* for school administrators. These guidelines should be used to assist in determining appropriate consequences for specific disciplinary infractions. The Matrix provides progressive disciplinary actions to address multiple behaviors. When used with fidelity, the Discipline Matrix will assure that discipline measures are consistent throughout the district.

Due Process. With the requirements of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following shall constitute the minimum due process procedures to be followed in the detention, suspension, and expulsion of students:

1. The student shall be given written notice of the charges against him/her.
2. If he/she denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of what occurred.
3. The student shall be informed of the conditions of the disciplinary action.
4. In the case of a suspension of more than 10 days or the case of an expulsion:
 - a. The officer, committee, or school board which hears the case must be impartial; and
 - b. The disciplinary decision must be based on evidence presented at the hearing in the presence of both parties. If the student and parent(s)/legal guardian(s) fail to appear, the hearing may be held in their absence.
5. If the principal or his/her designee determines that the student's presence at school creates a continuing danger to persons or property or an ongoing threat of disruption, the student may be removed from school immediately.

Mandatory Expulsion. Any student committing any of the following offenses while on school property or at school-sponsored or related activities, shall be automatically recommended by the principal to the superintendent for expulsion of at least one calendar year and, when appropriate, referred for criminal prosecution. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects the educational environment.

1. Arson or attempted arson
2. Assault and battery on an employee or student
3. Possession, use or sale of a firearm or dangerous weapon
4. Use, possession, being under the influence of, selling, bringing, giving, distributing or passing to another individual or possessing with intent to sell, give, or distribute alcohol, marijuana, controlled substances or imitation controlled substances, and inhalants
5. Extortion, attempted extortion, robbery, burglary, motor vehicle theft, and/or larceny
6. Sex Offenses: sexual battery, inappropriate sexual behavior, obscene phone calls, and sexual assault
7. Hazing: initiation of another student into a club, group, or any other organization through abuse and humiliation so as to cause bodily injury
8. Kidnapping or other serious criminal violations
9. Possession, use, distribution, sale, lighting or discharge of explosive devices
10. Homicide
11. Malicious wounding of an employee or student
12. And other good and just causes as determined by the superintendent

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The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Level A: Classroom Violations; Electronic Devices

Level A	Offense/Description of Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A1	Cheating : Cheating on Assignments	“Zero” on assignment/ Notify Parent	“0” on assignment/ Notify Parent/ I Day ISS	“0” on assignment/ Notify Parent/ I Day OSS	“0” on assignment/ Notify Parent/ I Day OSS	“0” on assignment/ Notify Parent/ I Day OSS
A2	Dishonesty: Lying to School Official Caught Stealing from another student of school official	Parent Contact	Parent Conference Referral to Guidance Behavior Contract 1-2 ISS	3-5 Day ISS	2-3 days OSS	3+ days OSS BIP
A3	Disturbing Class: Out of seat, beating on desk, excessive talking	Notify Parent Guidance conference	Notify Parent Guidance Conference	Notify Parent 1-2 Day ISS Behavior Contract	Notify Parent 1-3 Day ISS	3 days OSS BIP
A4	Dress Code Violation: Out of uniform	Change into uniform/ Notify parent	Change into uniform Notify parent Formal policy letter	Inform Parent Administrative conference	1 Day OSS	1 Day OSS/ Parent Admin conference
A5	Leaving, Walking Out Class w/o Permission, Off limit area	Call parent, guidance referral and administrative detention	Notify Parent & conference 1 Day OSS	1 Day OSS Notify parent Behavioral Contract	1-2 Days OSS Parent Conference Revisit Behavioral plan	3 Day OSS Parent Conference
A6	Profanity: Bad language, swearing or cursing	Notify Parent CS	Notify Parent Guidance referral	1 Day OSS Notify Parent Behavior contract	1-2 Days OSS Notify Parent Revisit Behavioral Contract	1-3 Days OSS Parent Conference Administration Discretion
A7	Tardy to school	Notify Attendance Clerk Notify Parent	Notify Parent with policy letter	Parent Conference Conditional Suspension	Parent Conference Conditional Suspension	Parent Conference Conditional Suspension

Level A	Offense/Description of Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
A8	Unauthorized Device(s): Cell phones, iPods, Radios, CD Players, etc.	Notify Parent and Confiscate until the end of day	Fine or Confiscation (Refer to Handbook)	→	→	→
A9	Computer: Any Violation	Notify Parent Loss of Computer Privileges Restitution, if warranted	Parent-Student Conference Loss of Computer Privileges 1-3 Days, ISS Restitution, if warranted	Parent-Student Conference Loss of Computer Privileges 3-5 Days, ISS or OSS Restitution, if warranted	Parent-Student Conference Loss of Computer Privileges 3-5 Days, OSS Restitution, if warranted	Parent-Student Conference Loss of Computer Privileges 5+ Days, ISS or OSS Restitution, if warranted
A10	Dress Code Violations	Notify Parent	Parent Conference Must Bring Child a Change of Clothes or Site	1-3 Days, ISS or OSS	→	→
A11	False Fire Alarms	Parent contact Site consequence possible suspension	1 day suspension, parent conference	3 day suspension, parent conference	5-10 day suspension Possible Recommendation for Expulsion	

Level B: Disrespect; Defiance; Fighting; Physical or Verbal Harassment

Level B	Offense Description of Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
B1	Disrespect: Any School Official; Obscene Act or Verbal Assault towards School Official	Notify Parent 1-5 Days ISS Guidance Referral	1-3 Days OSS Parent Conference Behavioral Contract	3-5 Days OSS Parent Conference BIP	3-5 Days OSS Parent Conference Revisit BIP	5-10 Days OSS Possible Recommendation for Expulsion
B2	Hits/Touched: Student slaps or otherwise touches a student and then immediately withdraws	Notify Parent Site Consequence	Parent Conference Site Consequence Guidance Referral	Parent Conference 1-5 Days ISS Behavioral Contract	1-3 Days OSS Parent Conference BIP	3-5 Days OSS Parent Conference Revisit BIP
B3	Intimidation: Bullying of other Students/ depending on severity and duration of incident	Notify Parent / Refer to guidance Administrative Warning	Parent Conference Student Contract 1-5 Days ISS; 3-5 Days OSS	Parent Conference 3-5 Days OSS Behavior Plan	5-10 Days OSS Possible Recommendation for Expulsion	→
B4	Refusal to Obey: Willful refusal to obey directives of any school official; Disruption of School Activities	Notify parent	Parent Conference 1-5 Days ISS Guidance Referral	2 Days OSS Parent Conference Behavior Contract	3 Days OSS Parent Conference Behavior Plan	5+ Days OSS Parent Conference
B5	Engaged in Habitual Profanity or Vulgarity.	1-5 Days ISS 2-3 Days OSS Parent Conference Student Apology Guidance referral	3-5 Days OSS Parent Conference Student Apology Behavior Contract	5 Days OSS Parent Conference	5-10 Days OSS Possible Recommendation to Expel	5-10 Days OSS Possible Recommendation to Expel
B6	Sexual Harassment or Indecent Exposure	1-3 Day OSS, Guidance referral Parent Conference	3-5 Days OSS Parent Conference Student Apology Behavior Contract	5 Days OSS Parent Conference	5-10 Days OSS Recommendation to Expel	→

Level B (cont):

Level B	Offense Description of Offense	1st Referral	2nd Referral	3rd Referral	Level 3 4th Referral	5th Referral
B7	Hate Motivated Behavior: Racial Slurs, Homophobic Statements, Etc.	1-5 Days ISS 2-3 Days OSS Parent Conference Student Apology Guidance referral	3-5 Days OSS Parent Conference Student Apology Behavior Contract	5 Days OSS Parent Conference	5-10 Days OSS Recommendation to Expel	→
B8	Fighting: Physically aggressive behavior (Mutual Combat w/o Injury)	Warning, Site Consequence 3-5 Days ISS; 1 OSS Parent Conference	2 Days OSS Parent Conference Behavior Plan	3-5 Days OSS Parent Conference Revisit behavior plan	5-10 Days OSS Possible Recommendation for Expulsion	→
B9	Instigating, Provoking a Fight Running To and Recording/Taking Pictures of a Fight Continued Presence at a Fight Verbal Encouragement of a Fight	Warning, Site Consequence 3-5 Days ISS; 1 OSS	2 Days OSS Parent Conference Behavior Plan	3-5 Days OSS Parent Conference Revisit behavior plan	5-10 Days OSS Possible Recommendation for Expulsion	→
B10	Verbal Altercation with no injury; Threatening Bodily Harm	Notify Parent Site Consequence	Parent Conference Site Consequence Guidance Referral	Parent Conference 1-5 Days ISS Behavioral Contract	1-3 Days OSS Parent Conference BIP	3-5 Days OSS Parent Conference Revisit BIP
B11	Fighting: Physically aggressive behavior (Mutual Combat w/ Injury) Assault, Unprovoked	1-2 Days, OSS Possible Police Notice Parent Conference	3-5 Days, OSS Parent Conference Possible Police Note Behavior Plan	5+ Days OSS Parent Conference Revisit behavior plan	5-10 Days OSS Possible Recommendation for Expulsion	→

Level C: Property Damage, Theft

Level C	Offense Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
C1	Knowingly Received Stolen School Property or Private Property.	Student conference, Apology, 1-3 Days, ISS Guidance Referral	Apology, Parent/student conference, 1 day suspension	Apology, Parent/student conference, 2 day suspension	Apology, Parent/student conference, 3-5 days suspension	→
C2	Caused or Attempted to Cause Damage to School Property or Private Property	Parent/student conference 1-3 DaysISS Restitution Guidance Referral	Parent/student conference 3 day suspension Restitution	Parent/student conference 5 day suspension Restitution	Parent/student conference 5-10 day suspension Possible Police Notice Restitution	→
C3	Stolen or Attempted to Steal School Property or Private Property.	Parent/student conference 1-3 DaysISS Restitution Guidance Referral	Parent/student conference 3 day suspension Restitution	Parent/student conference 5 day suspension Restitution	Parent/student conference 5-10 day suspension Possible Police Notice Restitution	→
C4	Arson	Parent/student conference 5-10 day suspension Police Notice Possible Recommendation for Expulsion Restitution		→	→	→
C5	Theft, Petty (less than \$500)	Parent/student conference 1-3 DaysOSS Restitution Guidance Referral		Parent/student conference 3-5 DaysOSS Restitution Possible Police Notice		Parent/student conference 5+ DaysOSS Restitution Possible Police Notice
C6	Theft, Grand (over \$500)	Parent/student conference 1-2 DaysOSS Restitution Guidance Referral	Parent/student conference 3 DaysOSS Restitution Guidance Referral	Parent/student conference 3-5 DaysOSS Restitution Possible Police Notice		Parent/student conference 5+ DaysOSS Restitution Possible Police Notice

Level D: Tobacco Products

Level D	Offense Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
D1	Possessed or Used Tobacco, or Any Products Containing Tobacco or Nicotine, including e-cigs.	Confiscation Site Consequence Parent/Student Conference Guidance Referral	Confiscation Parent Conference 1-2 Days ISS Behavior Contract	Confiscation Parent Conference 3-5 Days ISS	Confiscation Parent Conference 1-3 Days OSS BIP	Confiscation Parent Conference 3+ Days OSS
D2	Lighters and Matches	Confiscation Site Consequence Parent/Student Conference	Confiscation Parent Conference 1-2 Days ISS Guidance Referral	Confiscation Parent Conference 1-2 Days ISS Behavior Contract	→	→

Level E: Violent or Terroristic Acts; Pornography

Level E	Offense Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
E1	Caused, Attempted, Aided/Abetted or Threatened to Cause Physical Injury to	Parent Conference Guidance Referral 1-3 Days OSS	Parent Conference 3-5 Days OSS BIP	3+ Days OSS	5+ Days OSS Notify Police Recommendation for	→
E2	Willfully Used Force or Violence Upon the Person of Another Except in Self-Defense	Parent Conference Notify Police, 5+ Days OSS BIP	5+ Days OSS Notify Police Recommendation for Expulsion	→	→	→
E3	Committed or Attempted to Commit Robbery or Extortion	5-10 Days OSS Possible Police Notice Recommendation for Expulsion		→	→	→
E4	Ammunition with harmful intent Ammunition with harmful intent	Notify Police, 5 Days OSS, Refer to Office of Student Placement		→	→	→
E5	Arson To unlawfully and intentionally damage, or attempt to damage property by fire	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→
E6	Aggravated assault Criminal) an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers obvious severe or aggravated bodily injury	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→

Level E	Offense Description of Offense	1st Referral	2nd Referral	3rd Referral	4th Referral	5th Referral
E7	Bomb threat	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→
E8	Explosives possession or detonation	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→
E9	Simple Assault : Hit student or staff member aggressively to cause bodily harm	Parent Conference 3-5 Days OSS Guidance Referral BIP	Parent Conference 5-10 Days OSS Possible Police Notice Possible Recommendation for Expulsion		→	→
E10	Pornography: Possession or distribution of obscene material	Confiscate Notify parent 1-3 Days OSS Guidance Referral Possible Safety Supervisor/Police Notice		3-5 Days OSS BIP	3-5 Days OSS Revisit Behavior Plan	5-10 Days OSS Possible Recommendation for 45-90 Day Alternative Placement
E11	Hazing: initiation of another student into a club, group, or any other organization through abuse and humiliation so as to cause bodily injury	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→
E12	Kidnapping or Other Violent Offense	Notify Police 5-10 Days OSS Recommendation of Expulsion		→	→	→

Level F: Weapons, Drugs, Alcohol and Tobacco Products

Level F	Offense Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
F1	Weapons / Fake Imitation Firearms, knives, dirks, razors, metal knuckles, slingshot, bludgeons, or any other type of devise or object which may be used to inflict bodily harm	Confiscation Possible Police Notice 1-10 days OSS Recommendation to Expel		→	→	→
F2	Possessed, Sold, Used, Furnished or Under the Influence of Any Controlled Substance, Alcohol or Anything Represented as Such	Confiscation Police/CPS Notice 10 days OSS Recommendation to Expel		→	→	→
F3	Possessed, Offered, Arranged, Negotiated to Sell Any Drug Paraphernalia	Confiscation Police/CPS Notice 10 days OSS Recommendation to Expel		→	→	→
F4	Possessed an Imitation/Replica Firearm Substantially Similar to a Real Firearm.	Confiscation Possible Police Notice 1-10 days OSS Recommendation to Expel				
F5	Mace/Mace-like Devices: Pepper gas/spray, mace, chemical stink bomb, or similar substances	Confiscation Possible Police Notice 1-10 days OSS				