

NATCHEZ-ADAMS SCHOOL DISTRICT



(6-12) Secondary School Discipline Matrix

**Morgantown Middle School
Robert Lewis Magnet School
Natchez Freshman Academy
Natchez Early College
Fallin Career Technical Center
Natchez High School**

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; Gambling; 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:	1-3 Days ISS Parent Contact	3-5 Days ISS Parent Contact	3-5 Day OSS	3-5 Days OSS	5+ Days OSS
A3	Disturbing Class: Out of seat, beating on desk, excessive talking	1-3 Days ISS Parent Contact	3-5 Days ISS Parent Contact	3-5 Day OSS	3-5 Days OSS	5+ Days OSS
A4	Dress Code Violation: Out of uniform	Notify Parent to Bring Change or 1 Day ISS	3 Days ISS or 2 Days OSS	5 Days ISS or 3 Days OSS	3-5 Days OSS	Alternative Placement 30 Days
A5	Leaving, Walking Out Class w/o Permission, In Restricted Area or Unsupervised Area	1-3 Days ISS Parent Contact	3-5 Days ISS Parent Contact	3-5 Day OSS	5+ Days OSS Recommendation for Alternative Placement 45 Days to Calendar Year	
A6	Excessive Tardy to School or Class	(3 Tardies) 1 Day ISS	(5 Tardies) 3 Days ISS	(8 Tardies) 3 Days OSS	9 or More Recommendation for Alternative Placement 30-45 Days	
A7	Unauthorized Electronic Devices, including smart watches	Refer to Handbook				

Level A	Offense/Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
A8	Computer: Any Violation	Loss of Computer Privileges Restitution, if warranted	Loss of Computer Privileges 1-3 Days, ISS Restitution, if warranted	Loss of Computer Privileges 3-5 Days, ISS or OSS Restitution, if warranted	Loss of Computer Privileges 3-5 Days, OSS Restitution, if warranted	Loss of Computer Privileges 5+ Days, ISS or OSS Restitution, if warranted
A9	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 Alternative Placement 45 Days to Calendar Year or Possible Recommendation of Expulsion	
A10	Gambling	1-3 Days ISS Parent Contact Guidance Referral	3-5 Days ISS Parent Contact Behavior Contract	3-5 Day OSS Review Behavior Contract	5+ Days OSS Recommendation for Alternative Placement 45 Days to Calendar Year	

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	Insubordination	Notify Parent 1-3 Days OSS Guidance Referral	3-5 Days OSS Parent Conference - BIP	5-10 Days OSS Parent Conference Revisit BIP	5-10 Days OSS Possible Recommendation for Alternative Placement or Long-Term Suspension (15-20 Days)	
B2	Hits/Touched: Horseplaying	Notify Parent Warning	Parent Conference 1-3 Days ISS Guidance Referral	Parent Conference 1-3 Days OSS Behavioral Contract	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 Safety Supervisor Notification 3-5 Days OSS	Parent Notification 5-10 Days OSS Safety Supervisor Notification Possible Recommendation for Alternative Placement Calendar Year or Expulsion		
B4	Engaged in Habitual Profanity or Vulgarity.	2-3 Days OSS Parent Conference	3-5 Days OSS Parent Conference Behavior Contract	5 Days OSS	5-10 Days OSS Possible Recommendation for Alternative Placement 45-90 Days	
B5	Hate Motivated Behavior: Racial Slurs, Homophobic Statements, Etc.	3-5 Days OSS Parent Conference Behavior Contract		5-10 Days OSS Recommendation to Expel		
B6	Fighting: Physically aggressive behavior (Mutual Combat w/o Injury)	3-5 Days ISS; 1 OSS Parent Conference	5-9 Days OSS Behavior Plan	5-10 Days OSS Possible Recommendation for Alternative Placement 90 Days to Calendar Year or Expulsion		

Level B (cont):

Level B	Offense Description of Offense	1st Referral	2nd Referral	3rd Referral	Level 3 4th Referral	5th Referral
B7	Instigating, Provoking a Fight Running To and Recording/Taking Pictures of a Fight Continued Presence at a Fight	Warning, 1-5 Days OSS	1-5 Days OSS Parent Conference Behavior Plan	3-5 Days OSS Parent Conference Revisit behavior plan	5-10 Days OSS Possible Recommendation for Alternative Placement 45 Days –Calendar Year or Expulsion	
B8	Verbal Altercation with no injury; Threatening Bodily Harm	Notify Parent Site Consequence	Parent Conference 1-5 Days ISS Behavioral Contract	3-5 Days OSS Parent Conference Revisit BIP	Possible Recommendation for Alternative Placement 45 Days –Calendar Year or Expulsion	
B9	Fighting: Physically aggressive behavior (Mutual Combat w/ Injury) Assault, Unprovoked	5-10 Days OSS Possible Recommendation for Alternative Placement 90 Days Possible Recommendation for Expulsion				
B10	Group Fight (3 or more students)	5-10 Days OSS Possible Recommendation for Alternative Placement 90 Days Possible Recommendation for Expulsion Recommendation for Long-Term Suspension(15-20 Days)				
B11	Inappropriate Sexual Activity on School Campus or School-Related Even	1-5 Days OSS	5-10 Days OSS Possible Recommendation for Alternative Placement 90 Days			

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, 1-3 Days OSS Police Notice	Parent/student conference, 5-10 Days Suspension Police Notice			
C2	Caused or Attempted to Cause Damage to School Property or Private Property	Student conference, 1-3 Days OSS Police Notice	Parent/student conference, 5-10 Days Suspension Police Notice			
C3	Stolen or Attempted to Steal School Property or Private Property.	Student conference, 1-3 Days OSS Police Notice	Parent/student conference, 5-10 Days Suspension Police Notice			
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 1-5 DaysOSS Restitution Guidance Referral	Parent/student conference 3-5 DaysOSS Restitution Guidance Referral	Parent/student conference 5-9 DaysOSS Restitution; Possible Police Notice Possible Recommendation for Alternative Placement 90 Days to Calendar Year		

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 3 Days ISS or OSS Parent/Student Conference Guidance Referral	Confiscation 5 Days ISS or OSS Behavior Contract	Confiscation 5 Days ISS or OSS Behavior Contract	5 Days OSS Possible Recommendation of Alternative Placement 45 Days	
D2	Lighters and Matches	Confiscation 3 Days ISS or OSS Parent/Student Conference Guidance Referral	Confiscation 5 Days ISS or OSS Behavior Contract	Confiscation 5 Days ISS or OSS Behavior Contract	5 Days OSS Possible Recommendation of Alternative Placement 45 Days	

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 Another Person.	Parent Conference Guidance Referral 1-3 Days OSS	Parent Conference 3-5 Days OSS BIP	5-10 Days OSS	5+ Days OSS Notify Police Possible Recommendation for Long-Term Suspension (15-45 days); Possible Recommendation of Expulsion	
E2	Committed or Attempted to Commit Robbery or Extortion	3-5 Days OSS	5-10 Days OSS Possible Police Notice; Recommendation for Expulsion			
E3	Ammunition with harmful intent	Notify Police, 5-9 Days OSS, Recommendation of Expulsion				
E4	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 Security Supervisor; Notify Police 5-10 Days OSS Recommendation of Expulsion				
E5	Bomb threat	Notify Security Supervisor; Notify Police 5-10 Days OSS Recommendation of Expulsion				

Level E	Offense Description of Offense	1st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
E6	Explosives possession or detonation	Notify Police 5-10 Days OSS Recommendation of Expulsion				
E7	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	
E8	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				
E9	Sexual Harassment or Indecent Exposure; Inappropriate Sexual Activity	1-3 Day OSS, Guidance referral Parent Conference	5-10 Days OSS Possible Recommendation for Long Term Suspension (15-45 days) Possible Recommendation of Alternative Placement 45 Days to Calendar Year Possible Recommendation to Expel			

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 Recommendation of Alternative Placement 45-Calendar Year or Expulsion				