K-5 DISCIPLINE MATRIX

OVERVIEW & LEVELS

The K-5 Discipline Matrix sets forth the guidelines for assessing consequences of district policy violations that occur at school, on school property, or at school sponsored events. School Principal/Director and the Office of PK-12 and Educational Programs have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix, if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior and build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. It is designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to discipline and that the previous disciplinary history of the student and all other relevant factors will be considered. Repeated instances of the same behavior may result in more severe consequences.

Action Legend – Consequences/Intervention

Documentation in FOCUS and parent contact is required for all violations requiring administrative action. Discipline for ESE/504 students with disabilities shall be in accordance with state and federal laws and district policies.

M = Mandatory Consequences

P = Possible Consequences

■ = Consequence is not related to the infraction

INCIDENT CODE	CONSEQUENCES	Report to law enforcement (see SESIR reporting guidelines)	Conference with student and contact parent	Conference with parent	Assignment of reflective work, work detail and/or restitution	Detention (Lunch or after school)	Loss of privileges	Peer mediation	Daily or weekly report to parents	Referral to school support staff, school counselor community agency or SRO	Out-of -School Suspension (1-2 days)	Out-of -School Suspension (3-5 days)	Out-of-School Suspension (6-9 days)	Out-of-School Suspension (10 days)	Last Chance Agreement (Behavior or Academic)	Threat assessment	Functional behavior assessment/ behavior intervention plan	Confiscation of items or devices	Recommendation for dismissal from program
	LEVEL ONE (TEACHER MANAGED REFERRALS – 2ND INFRACTION MAY ESCALATE TO LEVEL II)																		
	Academic dishonesty, cheating, plagiarism, violation of copyright laws or similar acts		M	P	P	P	P												
	Disobedience/insubordination		M	P	P	P	P			P									
	Disruptive (unruly) play: Students playing around without malice (multiple students)		M	P	P	P	P	P	P	P									
	Disruptive (unruly) behavior: Student behavior that creates a disturbance (one student)		M	P	P	P	P	P	P	P									
	Failure to comply with classroom, school or bus rules		M	P	P	P	P	P	P	P									
	Inappropriate public display of affection		M	P	P	P	P	P	P	P									
	Running, tripping, pushing, hitting or similar aggressive acts		M	P	P	P	P	P	P	P									
	Tardiness		M	P	P	P	P			P									
	Unauthorized location (Out of assigned area)		M	P	P	P	P			P									
	Unauthorized use of Electronic Devices (including cell phones, ear buds, headphones, iPad)		M	P	P	P	P			P								M	
	Unsubstantiated bullying (**UBL**) – no discipline referral		M	P	P	P	P	P	P	P									
	Violation of dress code (includes ID)		M	P	P		P			P									
	Violation of pedestrian, bus or bicycle regulations		M	P	P	P	P			P									
	LEVEL TWO																		
	Academic dishonesty, cheating, plagiarism, violation of copyright laws or similar acts – 2nd Offense		M	M			M			M	P	P	P	P	P	P	P	P	P
	Bullying – Low Level		M	M			M			M	P	P	P	P	P	P	P	P	P
	Defacing and/or destroying school or personal property resulting in damages of less than $1000		M	M			M			M	P	P	P	P	P	P	P	P	M
	Disobedience/Insubordination - repetitive		M	M			M			M	P	P	P	P	P	P	P	P	P
	Disruptive Play - repetitive		M	M			M			M	P	P	P	P	P	P	P	P	P
	Disruptive Behavior - repetitive		M	M			M			M	P	P	P	P	P	P	P	P	P
	Distribution of objects, literature, or materials that are obscene or inappropriate for an educational setting		M	M			M			M	P	P	P	P	P	P	P	P	M
	Failure to comply or complete previously assigned intervention strategies		M	M			M			M	P	P	P	P	P	P	P	P	P
	Fighting (Non-SESIR) or physical confrontation (verbal confrontation)		M	M			M			M	P	P	P	P	P	P	P	P	M
	Having a toy/imitation weapon		M	M			M			M	P	P	P	P	P	P	P	M	M
	Having or using (matches, lighters, fireworks, smoke/stink bombs, laser pens, over-the-counter drugs or other unauthorized items)		M	M			M			M	P	P	P	P	P	P	P	M	M
	Harassment – Low Level		M	M			M			M	P	P	P	P	P	P	P	P	M
	Inappropriate/Unsolicited Touching (unwanted, unwelcome grabbing, touching, groping of another student		M	M			M			M	P	P	P	P	P	P	P	P	P
	Leaving school grounds without permission		M	M			M			M	P	P	P	P	P	P	P	P	M
	Misrepresentation/Falsification (lying, forgery, failure to disclose information)		M	M			M			M	P	P	P	P	P	P	P	P	P
	Profane, obscene or provocative language or gestures towards another student		M	M			M			M	P	P	P	P	P	P	P	P	M
	Profane, obscene or provocative language or gestures towards a staff member		M	M			M							M		P	P		M
	Skipping or leaving class without permission		M	M			M			M	P	P	P	P	P	P	P	P	P
	Technology – Inappropriate Use (computers and networks)		M	M			M			M	P	P	P	P	P	P	P	P	P
	Technology – Illegal Use (computers and networks)																		M
	Theft - Petty or accessory to theft of property worth less than $750		M	M			M			M	P	P	P	P	P	P	P	P	P
	Truancy		M	M			M			M	P	P	P	P	P	P	P	P	P
	Vandalism/Damage to Property < $1000		M	M			M			M	P	P	P	P	P	P	P	P	P
	Verbal altercation, instigating a fight, harassment (Non-SESIR) or unwanted teasing or taunting of others		M	M			M			M	P	P	P	P	P	P	P	P	P
	Violation of campus safety rules or bus safety		M	M			M			M	P	P	P	P	P	P	P	P	P
	LEVEL THREE (SESIR)																		
ALC	**Alcohol** (possession, use, or sale) Possession, sale, purchase, or use of alcoholic beverages. Use means the person is caught in the act of using, admits to using or is discovered to have used in the course of an investigation.	M	M	M										M		P	P	M	M
ARS	**Arson** (intentionally setting a fire on school property) To damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents.	M	M	M										M		P	P		M

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BAT	**Battery** (physical attack/harm) The physical use of force or violence by an individual against another. The attack must be serious enough to warrant consulting law enforcement and result in more serious bodily injury. (To distinguish from Fighting, report an incident as Battery only when the force or violence is carried out against a person who is not fighting back.)	M	M	M										M		M	P		M
BUL	**Bullying** (intimidating behaviors) Systematically and chronically inflicting physical hurt or psychological distress on one or more students that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. (Encompass but are not limited to sex, race, color, religion, national origin, age, disability (physical, mental, or educational), socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.	M	M	M										M		M	P		M
DOC	**Disruption on Campus - Major** (major disruption of all or a significant portion of campus activities, school-sponsored events, and school bus transportation) Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Example: Bomb threat, inciting a riot, initiating a false fire alarm.	M	M	M										M		M	P		M
FIT	**Fighting** (mutual combat, mutual altercation) When two or more persons mutually participate in use of force or physical violence that requires either 1) physical restraint or 2) results in injury requiring first aid or medical attention. (Do not report to SESIR lower level fights such as pushing, shoving, or altercations that stop upon verbal command. Use local codes.)	M	M	M										M		P	P		M
HAR	**Harassment** (insulting behaviors) Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.	M	M	M										M		M	P		M
HAZ	**Hazing, Harassment** Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. "Hazing" includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.	M	M	M										M		M	P		M
OMC	**Other Major (SESIR)** Making or sharing disparaging statements (verbal or written) on the basis of race, color, national origin, gender, age, religion, disability, or any other basis prohibited by law.	M	M	M										M		M	P		M
PHA	**Physical Attack** Actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.	M	M	M										M		P	P		M
ROB	**Robbery** (using force to take something from another) The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.	M	M	M										M		P	P		M
STL	**Larceny/Theft-Grand** (taking of property from a person, building, or a vehicle) The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. (The item(s) value must be $750 or more to report in SESIR.)	M	M	M										M		P	P		M
TRE	**Threat / Intimidation** (instilling fear in others) A threat to cause physical harm to another person with or without the use of a weapon that includes all of the following elements: 1) intent - an intention that the threat is heard or seen by the person who is the object of the threat; 2) fear - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out; and 3) capability - the ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can easily be obtained.	M	M	M										M		M	P		M
TRP	**Trespassing** (illegal entry onto campus) To enter or remain on school grounds/campus, school transportation, or at a school-sponsored event/off campus, without authorization or invitation and with no lawful purpose for entry.	M	M	M										M		P	P		M
TBC	**Tobacco/Vaping Products/Unprescribed Mood Altering Substances** (cigarettes or other forms of tobacco, nicotine, or other mood-altering substances) The possession, use, distribution, or sale of tobacco, nicotine products, or unauthorized mood-altering substances on school grounds, at school-sponsored events, or on school transportation by any person under the age of 18.	M	M	M										M		P	P		M
VAN	**Vandalism** (destruction, damage, or defacement of school or personal property) The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. (Damage must be $1000 or more to report in SESIR.)	M	M	M										M		M	P		M
WPO	**Weapons Possession/Use/Transmittal** (possession of firearms and other instruments which can cause harm) Possession of any instrument or object, as defined by Section 790.001, Florida Statutes, that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm.	M	M	M										M		M	P	M	M