

Discipline Matrix

This is a guideline for administrative use as the situation warrants. Based on the situation Restorative Justice strategies including mediation may be implemented.

Tolleson Elementary



School District

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Parent contact is required for office referrals and contact can be made by school administration, teacher, or staff member.

Discipline, suspension, or expulsion of pupils SHALL NOT be based on race, color, religion, sex, national origin, or ancestry.

Administration will communicate with parent/guardian when referrals result in consequences. Communication may be written for, held in person, or by telephone.

The discipline matrix serves as the due process notice for behavioral standards in the Tolleson Elementary School District and is a guideline for administrative use as the situation warrants.

This matrix is a range of consequences that may be imposed for behaviors and violations of student conduct rules. Consequences for offenses are listed in the matrix, but based on severity of the behavior, consequences may also include, but are not limited to:

- Warning and informal conference with school administrator discussing acceptable school behavior
- Warning and formal conference with school administrator discussing acceptable school behavior, formally documenting behaviors
- Temporary removal from class. Student will complete academic assignments during this time.
- Out of class detention
- Loss of privileges
- Individual assignment that is aligned to the offense
- In-school suspension where student is removed from class but remains on campus and under staff supervision. Students receive academic assignments to complete during this time.
- Short-term out of school suspension (1-10 days). Student is removed from school and placed in the custody of parents/guardian. A student who is out of school on short-term suspension is not allowed to attend any district functions or be on school campuses. Due process must be followed.
- Restorative justice strategies including mediation
- Removal from transportation
- Alternative placement

Schools will use all available resources to support student behaviors and collaborate with parent/guardian on possible additional services.

Special Education Students may not be suspended for a cumulative total of more than 10 days per year if their behaviors are a manifestation of their disability.

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Incident considerations:

cultural audience	value of item(s)	extent of injury	directed toward staff	level of disruption	intent
age of victim	special needs victim	location	frequency	student attitude	
age of offender intent	potential of danger	police involvement	sale or distribution	student safetyf	
extent of damage	level of threat	number of victims	attendance/truancy	verbal provocation	

The ability to understand that the conduct was prohibited.

The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.

The ability of the student to understand the potential of the disruption of the institution.

The ability of the student to understand the potential for disciplinary consequences.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

Interventions: Child Study Team/RTI process, possible schedule change, referral for services, mediation, behavior plan or behavior plan modification, 504 considerations, change of placement.

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Aggression				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Aggression (Other) deliberate unfriendly physical behavior/intimidation, such as posturing to fight, pushing, checking or bumping with no initial intent of injury; biting</p>	<p>K-4th: Warning, conference, detention</p> <p>5th-8th: Warning, detention, ISS (1 day)</p>	<p>K-4th: Detention, suspension alternative, ISS (1 day)</p> <p>5th-8th: Detention, ISS (2 days)</p>	<p>K-4th: Suspension alternative, ISS (1-3 days)</p> <p>5th-8th: ISS (3 days), OSS (1- 2 days)</p>	<ul style="list-style-type: none"> • Verbal provocation • Age differential • Directed toward staff
<p>Assault (Aggravated) causes serious physical injury to another using a deadly weapon or dangerous instrument; an assault knowingly committed against a teacher or employee of a school</p>	<p>K-4th: OSS (5-9 days), long-term suspension/alternative placement</p> <p>5th-8th: OSS (5-9 days), long-term suspension/alternative placement Required police contact</p>	<p>K-4th: OSS (9 days), long-term suspension/alternative placement</p> <p>5th-8th: OSS (9 days), long-term suspension/alternative placement Required police contact</p>	<p>K-4th: Expulsion</p> <p>5th-8th: Expulsion Required police contact</p>	<ul style="list-style-type: none"> • Number of offenders involved • Number of victims involved • Extent of injury
<p>Assault (Physical) one or more persons intentionally or recklessly causing any physical injury to another person, placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure</p>	<p>K-4th: ISS (1-2 days), OSS (1-9 days), long term suspension/alternative placement, suspension alternative</p> <p>5th-8th: OSS (3-9 days), possible long-term suspension/alternative placement Possible police contact</p>	<p>K-4th: OSS (5-9 days), long-term suspension/alternative placement</p> <p>5th-8th: OSS (5-9 days), long-term suspension/alternative placement Possible police contact</p>	<p>K-4th: OSS (9 days), long-term suspension/ alternative placement</p> <p>5th-8th: OSS (9 days), long-term suspension/ alternative placement Possible police contact</p>	<ul style="list-style-type: none"> • Extent of injury • Assault directed towards a staff member
<p>Disorderly or Unsafe Conduct any act that substantially disrupts the orderly function of the school/educational environment or poses a threat to the safety or welfare of others</p>	<p>K-4th: Conference, detention, ISS (1 day), suspension alternative</p> <p>5th-8th: Detention, ISS (1-3 days), OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (1-3 days),</p> <p>5th-8th: ISS (3-5 days), OSS (3-5 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5), OSS (3-5 days)</p> <p>5th-8th: OSS (5-9 days) Possible police contact</p>	<ul style="list-style-type: none"> • Potential of danger

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Fighting</u> two or more students engaged in violence towards each other, such as hitting, slapping, kicking that has the potential to cause physical harm. (See instigating)</p>	<p>K-4th: Mediation, suspension alternative, ISS (1-2 days) or OSS (1-2 days) 5th-8th: OSS (1-3 days)</p>	<p>K-4th: Mediation, suspension alternative, ISS (3-5 days) OSS (3-5 days) 5th-8th: OSS (3-5 days)</p>	<p>K-4th: Suspension alternative, ISS (5-9 days), OSS (5-9 days) 5th-8th: OSS (5-9 days)</p>	<ul style="list-style-type: none"> • Number of students involved • Intensity of altercation • Injuries
<p><u>Recklessness</u> the person knew (or should have known) that his or her action were likely to cause harm</p>	<p>K-4th: Detention, suspension alternative, ISS (1 day), OSS (1 day) 5th-8th: Detention, ISS (1-3 days), OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: ISS (3-5 days), OSS (3-5 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), OSS (3-5 days) 5th-8th: OSS (5-9 days) Possible police contact</p>	<ul style="list-style-type: none"> • Potential of danger
<p><u>Verbal Provocation (instigating)</u> use of language or gestures that may incite another person or other people to fight</p>	<p>K-4th: Warning, detention or ISS (1 day) 5th-8th: Warning, ISS (1-3 days) or OSS (1 day)</p>	<p>K-4th: ISS (1-3 days), suspension alternative 5th-8th: ISS (1-3 days) or OSS (1-5 days)</p>	<p>K-4th: Suspension alternative, OSS (1-3 days) 5th-8th: OSS (1-5 days)</p>	<ul style="list-style-type: none"> • Special needs victim • Extent of violence • Age of students involved

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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<u>Aggressive Acts, Minor</u>				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<u>Assault (Verbal)</u> inappropriate language directed toward anyone with the intent to cause emotional harm	K-4th: Warning, suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: Warning, ISS (1 day), OSS (1-3 days)	K-4th: Detention, suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: Detention, ISS (1-3 days), OSS (1-3 days)	K-4th: Suspension alternative, ISS (3-5 days), OSS (1-2 days) 5th-8th: OSS (2-3 days)	
<u>Assault (Verbal toward Staff)</u> inappropriate language directed toward staff members with the intent to cause emotional harm	K-4th: Suspension alternative, OSS (1-3 days) 5th-8th: OSS (3 days)	K-4th: Suspension alternative, OSS (3 days) 5th-8th: OSS (5 days)	K-4th: OSS (5 days) 5th-8th: OSS (7 days)	
<u>Fighting (play)</u> rough-housing or horseplay that often leads to serious fighting	K-4th: Warning, detention 5th-8th: Warning, detention	K-4th: Detention, suspension alternative, ISS (1-3 days) 5th-8th: ISS (1-3 days)	K-4th: Suspension alternative, ISS (3-5 days), OSS (1-3 days) 5th-8th: OSS (1-3 days)	

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Alcohol, Tobacco and Other Drugs (Illegal Substances)				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Alcohol any intoxicating element use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled narcotic substance or equipment or devices used for preparing, transporting</p>	<p>K-4th: Detention, suspension alternative, OSS (1-5 days) 5th-8th: OSS (5-9 days) Required Police contact</p>	<p>K-4th: OSS (5-9 days) 5th-8th: OSS (9 days) Required olice contact</p>	<p>K-4th: Long-term suspension/alternative placement, expulsion 5th-8th: Long-term suspension/alternative placement, expulsion Required police contact</p>	<ul style="list-style-type: none"> • Degree of Distribution • Degree of Possession • Degree of Use • Type of Element
<p>Drugs use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled narcotic substance or equipment or devices used for preparing, transporting, or taking narcotics</p>	<p>K-4th: OSS (5-9 days), long-term suspension/alternative placement, expulsion 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, expulsion Required police contact</p>	<p>K-4th: Long-term suspension/ alternative placement, expulsion 5th-8th: Long-term suspension/ alternative placement, expulsion Required police contact</p>	<p>K-4th: Expulsion 5th-8th: Expulsion Required police contact</p>	<ul style="list-style-type: none"> • Brought to school • Use • Distribution
<p>Drugs (over-the-counter) possession of OTC drugs only, including sale or intent to harm or get high</p>	<p>K-4th: Detention, suspension alternative, OSS (1-5 days) 5th-8th: OSS (5-9 days) Required police contact</p>	<p>K-4th: OSS (5-9 days) 5th-8th: OSS (9 days) Required police contact</p>	<p>K-4th: Long-term suspension/alternative placement, expulsion 5th-8th: Long-term suspension/alternative placement, expulsion Required police contact</p>	<ul style="list-style-type: none"> • Passing around to other students (becomes sale or distribution) • Ignorance of policy • Type of medication • Intent of use • Distribution
<p>Tobacco use or possession of tobacco substances such as oil, dip, chew, snuff, or twist, or for smoking such as, but not limited to, cigarettes, vape pens, e-cigarettes, cigars or pipes</p>	<p>K-4th: Suspension alternative, OSS (1-3 days) 5th-8th: OSS (1-5 days) Required police contact</p>	<p>K-4th: OSS (3-5 days) 5th-8th: OSS (5-9 days) Required police contact</p>	<p>K-4th: OSS (9 days), possible long-term suspension/alternative placement 5th-8th: OSS (9 days), possible long-term suspension/ alternative placement Required police contact</p>	<ul style="list-style-type: none"> • Simple Possession • Extent of use • Distribution

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Arson				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Arson 1 knowingly damaging property by knowing or attempting to cause a fire or explosion</p>	<p>K-4th: OSS (3-9 days), restitution 5th-8th: OSS (5-9 days), restitution Required fire dept. and police contact</p>	<p>K-4th: OSS (9 days), restitution 5th-8th: OSS (9 days), restitution Required fire dept. and police contact</p>	<p>K-4th: Long-term suspension/alternative placement, restitution 5th-8th: Long-term suspension/alternative placement, restitution Required fire dept. and police contact</p>	<ul style="list-style-type: none"> • Amount of damage • Imminent Danger • Intent • Age
<p>Arson 2 knowingly damaging an occupied structure by knowingly causing a fire or explosion</p>	<p>K-4th: OSS (5-9 days), restitution, with consideration for long-term suspension/alternative placement, or expulsion 5th-8th: OSS (9 days), restitution, with consideration for long-term suspension/alternative placement, or expulsion Required fire dept. and police contact</p>	<p>K-4th: Restitution, Long-term suspension/ alternative placement, or expulsion 5th-8th: Restitution, Long-term suspension/ alternative placement, or expulsion Required fire dept. and police contact</p>	<p>K-4th: Restitution, Expulsion 5th-8th: Restitution, Expulsion Required fire dept. and police contact</p>	<ul style="list-style-type: none"> • Age • Amount of Danger • Intent • Imminent Danger

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Attendance Policy Violation				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Running From/Evading Authority (AZ SAFE: Leaving School Grounds without Permission)</u> deliberately running or hiding from authority</p>	<p>K-4th: Warning, detention, suspension alternative</p> <p>5th-8th: Detention or ISS (1 day) Possible police contact</p>	<p>K-4th: Detention, suspension alternative, ISS (1-2 days)</p> <p>5th-8th: ISS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (1-2 days) or OSS (1 day)</p> <p>5th-8th: ISS (1-3 days) or OSS (1 day) Possible police contact</p>	<ul style="list-style-type: none"> • Leaving campus • Frequency
<p><u>Other Attendance Violation</u></p>	<p>K-4th: Begin CUTS process, initiate first truancy letter</p> <p>5th-8th: Begin CUTS process, initiate first truancy letter</p>	<p>K-4th: Second truancy letter of CUTS program</p> <p>5th-8th: Second truancy letter of CUTS</p>	<p>K-4th: CUTS referral</p> <p>5th-8th: CUTS referral</p>	<ul style="list-style-type: none"> • Chronic Illness • Documented homelessness • Documented traumatic family event
<p><u>Truancy</u> being absent from class or school as defined by CUTS program</p>	<p>K-4th: Begin CUTS process, initiate first truancy letter</p> <p>5th-8th: Begin CUTS process, initiate first truancy letter</p>	<p>K-4th: Second truancy letter of CUTS program</p> <p>5th-8th: Second truancy letter of CUTS</p>	<p>K-4th: CUTS referral</p> <p>5th-8th: CUTS referral</p>	<ul style="list-style-type: none"> • Chronic Illness • Documented homelessness • Documented traumatic family event
<p><u>Unexcused Absence</u> Without notification from parent/legal guardian, absences will be considered unexcused</p>	<p>K-4th: Begin CUTS process, initiate first truancy letter</p> <p>5th-8th: Begin CUTS process, initiate first truancy letter</p>	<p>K-4th: Second truancy letter of CUTS program</p> <p>5th-8th: Second truancy letter of CUTS</p>	<p>K-4th: CUTS referral</p> <p>5th-8th: CUTS referral</p>	<ul style="list-style-type: none"> • Documented homelessness • Documented traumatic family event

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Dangerous Items				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Dangerous Items</u> an object with the potential to cause bodily injury, threaten or intimidate another person such as air soft gun, BB gun, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas or other dangerous item; See also Explosive Device</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (1-3 days)</p> <p>5th-8th: ISS (1-3 days), OSS (1-9 days) Possible police contact</p>	<p>K-4th: ISS (3-5 days), OSS (3-5 days)</p> <p>5th-8th: OSS (3-9 days) Possible police contact</p>	<p>K-4th: OSS (5-9 days), long-term suspension/ alternative placement</p> <p>5th-8th: OSS (5-9 days), long-term suspension/ alternative placement Possible police contact</p>	<ul style="list-style-type: none"> • Property damage • Intent (if used see assault)
<p><u>Explosive Device</u> Possession of any weapon that is designed to expel a projectile by the action of an explosive, capable of doing bodily harm or physical damage such as, but not limited to, fireworks, stink bombs, smoke bombs, and poppers</p>	<p>K-4th: Confiscate item, suspension alternative, ISS (1-3 days) or OSS (1-3 days)</p> <p>5th-8th: Confiscate item, ISS (1-3 days) or OSS (1-3 days) Possible police contact</p>	<p>K-4th: Confiscate item, OSS (2-5 days)</p> <p>5th-8th: Confiscate item, OSS (5-9 days) Possible police contact</p>	<p>K-4th: Long-term suspension/alternative placement or expulsion</p> <p>5th-8th: Long-term suspension/alternative placement or expulsion Possible police contact</p>	

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Firearms Including Destructive Devices</u> any weapon designed to expel a projectile by the action of an explosive and includes simulated weapons i.e., handgun or pistol, shotgun or rifle, or starter gun or pistol, destructive device including bombs or grenade, other firearm or destructive device</p>	<p>K-4th: OSS (5-9 days) up to long-term suspension/alternative placement</p> <p>5th-8th: OSS (9 days) up to long-term expulsion/alternative placement/suspension Required police contact, threat assessment.</p>	<p>K-4th: Long-term suspension/alternative placement</p> <p>5th-8th: Long-term suspension/expulsion/alternative placement Required police contact, threat assessment.</p>	<p>K-4th: Long-term suspension/alternative placement, expulsion</p> <p>5th-8th: Long-term suspension/expulsion/alternative placement Required police contact, threat assessment.</p>	<ul style="list-style-type: none"> • Use of weapon • Implied threats
<p><u>Other Firearm (Simulated)</u> any simulated firearm made of plastic, wood, metal or any other material which is a replica facsimile or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm</p>	<p>K-4th: Warning, detention, suspension alternative</p> <p>5th-8th: Warning, detention or ISS (1 day)</p>	<p>K-4th: Detention, suspension alternative, ISS (1 day)</p> <p>5th-8th: ISS (1-3 days) or OSS (1 day)</p>	<p>K-4th: OSS (1-3 days)</p> <p>5th-8th: OSS (1-3 days)</p>	<ul style="list-style-type: none"> • Intimidating use/implied threat
<p><u>Weapon (other)</u> includes, but is not limited to a knife with a blade length at least two and one-half inches, brass knuckles, Billy clubs or num-chuks</p>	<p>K-4th: Suspension alternative, OSS (5-9 days).</p> <p>5th-8th: OSS (9 days) up to long-term suspension/alternative placement. Possible police contact, threat assessment.</p>	<p>K-4th: OSS (9 days) up to long-term suspension/alternative placement.</p> <p>5th-8th: Long-term suspension/alternative placement to expulsion. Possible police contact, threat assessment.</p>	<p>K-4th: Expulsion</p> <p>5th-8th: Expulsion Possible police contact, threat assessment</p>	

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Harassment, Threat, and Intimidation				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Bullying repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: ISS (1-3 days), OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, OSS (3-5 days) 5th-8th: OSS (3-5 days) Possible police contact</p>	<p>K-4th: Suspension alternative, OSS (5-9 days), long-term suspension/alternative placement, possible expulsion 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion Possible police contact</p>	<ul style="list-style-type: none"> • Special needs victim • Age difference of victim • Extent-intensity of acts
<p>Harassment, Nonsexual individual event with the intent to harass, anonymously or otherwise communicates by verbal, electronic, mechanical, telephonic, or written means causing emotional distress</p>	<p>K-4th: Warning, conference, suspension alternative 5th-8th: Warning, detention or ISS (1 day), conference</p>	<p>K-4th: Warning/detention, suspension alternative 5th-8th: Possible schedule change or movement restriction, detention/ISS (1-2 days)</p>	<p>K-4th: ISS (1-3 days), suspension alternative, referral for services 5th-8th: ISS (3-5 days)</p>	<ul style="list-style-type: none"> • Frequency (See Bullying)
<p>Hate/Racial Issue any act or communication that manifests malice towards others based on race, gender, ethnicity or sexual orientation</p>	<p>K-4th: Warning, detention, suspension alternative 5th-8th: Warning, detention</p>	<p>K-4th: Detention, suspension alternative, ISS (1-3 days) 5th-8th: OSS (1-5 days)</p>	<p>K-4th: OSS (3-5 days) 5th-8th: OSS (5-9 days) or alternative placement</p>	<ul style="list-style-type: none"> • Intent • Intensity of incident • Frequency
<p>Hazing intentional, knowing or reckless act committed by a student whether individually or in concert with other persons against another student connected to an initiation or an affiliation of a membership in any organization connected to an educational institution</p>	<p>K-4th: Suspension alternative, ISS (1 day) or OSS (1 day) depending on degree of incident 5th-8th: ISS (1-3 days), OSS (1-3 days) depending on degree of incident Possible police contact to enter student into gang ID databank</p>	<p>K-4th: Suspension alternative, ISS (1 day), OSS (3-5 days) 5th-8th: OSS (3-5 days) Required police contact to enter student into gang ID databank</p>	<p>K-4th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion Required police contact to enter student into gang ID databank</p>	<ul style="list-style-type: none"> • Number of students involved • Intensity of incident • Injury

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

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Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Threat or Intimidation</u> when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property</p>	<p>K-4th: Suspension alternative, ISS (1-3 days) or OSS (1-2 days), threat assessment 5th-8th: ISS (1-3 days) or OSS (1-2 days), threat assessment Possible police contact</p>	<p>K-4th: suspension alternative, OSS (1-3 days), threat assessment 5th-8th: OSS (3-5 days) threat assessment Possible police contact</p>	<p>K-4th: Long-term suspension/alternative placement threat assessment 5th-8th: Long-term suspension/alternative placement, threat assessment Possible police contact</p>	<ul style="list-style-type: none"> • Extent of threat • Threat to a teacher • Frequency (See Bullying)
Homicide				
<p><u>Homicide</u> intentionally or recklessly causing the death of another person</p>	<p>Required police contact/expulsion</p>	<p>Required police contact/expulsion</p>	<p>Required police contact/expulsion</p>	
Kidnapping				
<p><u>Kidnapping</u> knowingly restraining another person with harmful intent</p>	<p>Required police contact/long-term suspension/expulsion</p>	<p>Required police contact/long-term suspension/expulsion</p>	<p>Required police contact/long-term suspension/expulsion</p>	
Lying, Cheating, Forgery or Plagiarism				
<p><u>Forgery, Lying, Plagiarism</u> intentionally using information or property of another, sharing academic information without permission to gain an unfair advantage (includes forgery, plagiarism or altering of a document). Intentionally deceiving or misleading (lying)</p>	<p>K-4th: Suspension alternative, Warning, detention 5th-8th: Warning, detention, ISS (1 day)</p>	<p>K-4th: Suspension alternative, Detention, ISS (1 day) 5th-8th: ISS (1-2 days), OSS (1 -2 days) Loss of Credit on assignment</p>	<p>K-4th: Suspension alternative, ISS (2-3 days), OSS (1-2 days) Loss of Credit on assignment 5th-8th: OSS (3-5 days) Loss of Credit on assignment</p>	<ul style="list-style-type: none"> • Assessments • Extent of cheating

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Other Violations of School Policies				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Combustible</u> possession of substance or object that is readily capable causing bodily harm or property damage i.e., matches, lighters, firecrackers, gasoline, lighter fluid and poppers</p>	<p>K-4th: Confiscate item, suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: Confiscate item, ISS (1-4 days), OSS (1-4 days)</p>	<p>K-4th: Confiscate item, OSS (1-5 days) 5th-8th: Confiscate item, OSS (3-9 days)</p>	<p>K-4th: Long-term suspension/alternative placement, expulsion 5th-8th: Long-term suspension/alternative placement, expulsion</p>	<ul style="list-style-type: none"> • Intent • Potential Danger
<p><u>Defiance/Disrespect/Insubordination</u> intentionally resisting or disregarding authority; includes failure to respond to a reasonable request, or the refusal to identify self when requested to do so. Treating any adult with contempt or rudeness.</p>	<p>K-4th: Warning, detention, suspension alternative, ISS (1 day), OSS (1 day) 5th-8th: Warning, detention, ISS (1 day), OSS (1 day)</p>	<p>K-4th: Detention, suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: ISS (1-3 days), OSS (1-3 days)</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), OSS (3-5 days) 5th-8th: ISS (3-5 days), OSS (3-5 days)</p>	<ul style="list-style-type: none"> • Time between offenses • Severity • Location • Audience • Use of vulgarity
<p><u>Disruption</u> any act that substantially disrupts the orderly function of the school/educational environment</p>	<p>K-4th: Detention, Warning, suspension alternative, ISS (1 day), OSS (1 day) 5th-8th: Detention, Warning, ISS (1-3 days), OSS (1-3 days)</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (1-3 days) 5th-8th: ISS (3-5 days), OSS (3-5 days)</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), (3-5 days) 5th-8th: OSS (5-9 days)</p>	<ul style="list-style-type: none"> • Social Media • Selling items not limited to food, drinks, slime, personal items, and homemade items.
<p><u>Dress Code Violation</u></p>	<p>K-4th: Warning; provide uniform if available 5th-8th: Warning; provide uniform if available</p>	<p>K-4th: Warning, contact parents for change of clothes 5th-8th: Warning, contact parents for change of clothes</p>	<p>K-4th: Warning, contact parents for change of clothes, detention 5th-8th: Warning, contact parents for change of clothes, detention</p>	<ul style="list-style-type: none"> • Frequency • Parent support • Student needs

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Other Violations of School Policies				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Gambling</u> risking money or something of value on the outcome of anything involving chance</p>	<p>K-4th: Suspension alternative, ISS (1 day), OSS (1-3 days) 5th-8th: ISS (1-2 days), OSS (1-3 days)</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), OSS (3-5 days) 5th-8th: OSS (3-5 days)</p>	<p>K-4th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion</p>	<ul style="list-style-type: none"> • Age • Monetary value • Degree of incident
<p><u>Public Display of Affection</u> kissing, hugging, fondling or touching in public</p>	<p>K-4th: Warning, suspension alternative 5th-8th: Warning, detention</p>	<p>K-4th: Detention, suspension alternative 5th-8th: Detention/ISS (1-2 days)</p>	<p>K-4th: Detention, suspension alternative, ISS (1-3 days), OSS (1 day) 5th-8th: ISS (1-3 days) or OSS (1 day)</p>	
<u>Language, Inappropriate</u>				
<p><u>Vulgarity (Language Inappropriate)</u> crude or inappropriate language, cursing in public aloud so others can hear</p>	<p>K-4th: Warning, detention, suspension alternative, ISS (1 day) 5th-8th: Warning, detention, ISS (1-2 days)</p>	<p>K-4th: Detention, suspension alternative, ISS (1-3 days) 5th-8th: ISS (1-4 days) or OSS (1 day)</p>	<p>K-4th: suspension alternative, OSS (1-2 days) 5th-8th: OSS (1-3 days)</p>	<ul style="list-style-type: none"> • Harassment • During play • Directed toward staff • Intensity
<u>Negative Group Affiliation</u>				
<p><u>Gang Related</u> activity of or relating to an association of three or more persons that have a common name, signs, symbols or colors, or clothing and whose members engage in violent, intimidating or illegal behavior</p>	<p>K-4th: Warning, suspension alternative ISS (1 day), OSS (up to 3 days) depending on degree of incident 5th-8th: ISS (up to 2 days), OSS (3 days) depending on degree of incident Required police contact to enter student into gang ID databank.</p>	<p>K-4th: ISS (up to 3 days), OSS (3-5 days) 5th-8th: OSS (3-5 days) Required police contact to enter student into gang ID databank.</p>	<p>K-4th: OSS (3-9 days), long-term suspension/alternative placement, possible expulsion 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion Required police contact to enter student into gang ID databank.</p>	<ul style="list-style-type: none"> • Student attitude • Intent • Intensity of incident

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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School Threat				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Threat (Bomb) threatening to cause harm using a device to release destructive material, smoke, or gas</p>	<p>K-4th: suspension alternative, ISS (1-3 days) or OSS (1 day), threat assessment.</p> <p>5th-8th: OSS (1-3 days), threat assessment, Possible police contact</p>	<p>K-4th: suspension alternative, OSS (1-3 days) and threat assessment.</p> <p>5th-8th: OSS (3-5 days) and threat assessment. Possible police contact</p>	<p>K-4th: Long-term suspension/alternative placement and threat assessment</p> <p>5th-8th: Long-term suspension/alternative placement and threat assessment Possible police contact</p>	<ul style="list-style-type: none"> • Extent of threat
<p>Threat (Chemical or Biological) threatening to cause harm using dangerous chemicals or biological agents</p>	<p>K-4th: suspension alternative, ISS (1-3 days), threat assessment</p> <p>5th-8th: ISS (1-3 days), threat assessment Possible police contact</p>	<p>K-4th: OSS (1-3 days), threat assessment</p> <p>5th-8th: OSS (3-5 days), threat assessment Possible police contact</p>	<p>K-4th: Long-term suspension/alternative placement, threat assessment</p> <p>5th-8th: Long-term suspension/alternative placement, threat assessment Possible police contact</p>	<ul style="list-style-type: none"> • Extent of threat
<p>Fire Alarm Misuse intentionally ringing of fire alarm when there is no fire or dialing 911</p>	<p>K-4th: suspension alternative, ISS (1 day) or OSS (1 day)</p> <p>5th-8th: OSS (3 days)</p>	<p>K-4th: suspension alternative, ISS (3-5 days), OSS (3-5 days)</p> <p>5th-8th: OSS (5 days)</p>	<p>K-4th: OSS (5-9 days)</p> <p>5th-8th: OSS (9 days)</p>	<ul style="list-style-type: none"> • Number of people effected
<p>Other School Threat the incident cannot be coded in another category, but did involve a school threat</p>	<p>K-4th: suspension alternative, ISS (1-3 days) or OSS (1-2 days), threat assessment</p> <p>5th-8th: ISS (1-3 days) or OSS (1-2 days), threat assessment</p>	<p>K-4th: suspension alternative, ISS (3-5 days), OSS (1-3 days), threat assessment</p> <p>5th-8th: OSS (3-5 days) threat assessment</p>	<p>K-4th: Long-term suspension/alternative placement threat assessment</p> <p>5th-8th: Long-term suspension/alternative placement, threat assessment</p>	<ul style="list-style-type: none"> • Extent of threat • Threat to a teacher

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Sexual Offenses				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Sexual Harassment</u> unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another</p>	<p>K-4th: Suspension alternative, ISS (1 day) or OSS (1-3 days) depending on degree of incident. 5th-8th: ISS (1-3 days), OSS (1-3 days) depending on degree of incident. Possible police contact for report</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), or OSS (3-5 days) 5th-8th: OSS (3-5 days) Possible police contact</p>	<p>K-4th: OSS (5-9 days), possible long-term suspension/alternative suspension. 5th-8th: OSS (5-9 days), long-term suspension/alternative placement, possible expulsion. Required police contact</p>	<ul style="list-style-type: none"> • Degree of harassment • Number of students involved
<p><u>Sexual Harassment with Contact</u> unwanted physical contact of sexual body parts</p>	<p>K-4th: OSS (1-3 days) depending on degree of incident. 5th-8th: OSS (3-9 days) depending on degree of incident. Possible police contact</p>	<p>K-4th: OSS (3-5 days) and consider classroom or school relocation, alternative placement. 5th-8th: OSS (5-9 days) and consider classroom or school relocation, alternative placement. Possible police contact for report and victim discretion.</p>	<p>K-4th: OSS (5-9 days), possible long-term suspension/alternative placement. Relocation of school, possible expulsion. 5th-8th: OSS (9 days), long-term suspension/alternative placement, possible expulsion. Relocation of school, possible expulsion. Required police contact for report and victim discretion.</p>	<ul style="list-style-type: none"> • Degree of harassment • Number of students involved
<p><u>Indecent Exposure</u> a person commits indecent exposure if he she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act</p>	<p>K-4th: Suspension alternative ISS (1 day) or OSS (1 day) 5th-8th: OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), OSS (1-3 days) 5th-8th: OSS (3-5 days) Possible police contact</p>	<p>K-4th: OSS (3-9 days) 5th-8th: OSS (5-9 days), possible long-term suspension/alternative placement Possible police contact</p>	<ul style="list-style-type: none"> • Audience • Duration • Degree of exposure

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Sexual Offenses				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Pornography</u> use or possession of pictures, devices, or electronic images that are sexual in nature, and offends or disturbs the educational environment</p>	<p>K-4th: Suspension alternative, ISS (1 day) or OSS (1 day) 5th-8th: ISS (1-3 days) or OSS (1-3 days) <i>Possible police contact</i></p>	<p>K-4th: Suspension alternative, ISS (1-3 days) or OSS (1-3 days) 5th-8th: ISS (3-5 days) or OSS (3-5 days) <i>Possible police contact</i></p>	<p>K-4th: Suspension alternative, ISS (3-5 days) or OSS 5th-8th: OSS (5-9 days) <i>Possible police contact</i></p>	<ul style="list-style-type: none"> • Distribution
<p><u>Sexual Conduct with a Minor</u> intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person under 18 years of age</p>	<p>K-4th: OSS (1-3 days), <i>Required police contact</i> 5th-8th: OSS (3-9 days), <i>Required police contact</i></p>	<p>K-4th: OSS (3-5 days), <i>Required police contact</i> 5th-8th: OSS (5-9 days), possible long-term suspensions/alternative placement, <i>Required police contact</i></p>	<p>K-4th: OSS (5-9 days) or possible long-term suspension/alternative placement, <i>Required police contact</i> 5th-8th: Long-term suspension/alternative placement, expulsion, <i>Required police contact</i></p>	<ul style="list-style-type: none"> • Age of victim
<p><u>Sexual Assault (Rape)</u> intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person</p>	<p>Expulsion <i>Required police contact</i></p>	<p>Expulsion <i>Required police contact</i></p>	<p>Expulsion <i>Required police contact</i></p>	
<p><u>Sexual Abuse</u> intentionally or knowingly engaging in sexual contact</p>	<p>K-4th: OSS (1-3 days), <i>Required police contact</i> 5th-8th: OSS (2-5 days), <i>Required police contact</i></p>	<p>K-4th: OSS (3-5 days), <i>Required police contact</i> 5th-8th: OSS (5-9 days), possible long-term suspension/alternative placement, <i>Required police contact</i></p>	<p>K-4th: OSS (5-9 days) or possible long-term suspension/alternative placement, <i>Required police contact</i> 5th-8th: Long-term suspension/alternative placement, possible expulsion, <i>Required police contact</i></p>	

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Sexual Offenses				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Sexual Child Molestation</u> Intentionally or knowingly engaging in or causing a person to engage in sexual contact</p>	<p>K-4th: OSS (1-3 days), Required police contact</p> <p>5th-8th: OSS (3-9 days), Required police contact</p>	<p>K-4th: OSS (3-5 days), Required police contact</p> <p>5th-8th: OSS (5-9 days), possible long-term suspensions/alternative placement, Required police contact</p>	<p>K-4th: OSS (5-9 days) or possible long-term suspension/alternative placement, Required police contact</p> <p>5th-8th: Long-term suspension/alternative placement, possible expulsion, Required police contact</p>	<ul style="list-style-type: none"> • Age of victim

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Technology, Improper use of				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Cell Phones Expectation is that cell phones are turned off and put away during the school day.</p>	<p>K-4th: Confiscate item, student pick up at the end of the day 5th-8th: Confiscate item, student pick up at the end of the day</p>	<p>K-4th: Confiscate item, student or guardian pick up at the end of the day 5th-8th: Confiscate item, student or guardian pick up at the end of the day</p>	<p>K-4th: Confiscate until parents come to pick up Parent/guardian Meeting 5th-8th: Confiscate until guardian comes to pick up Parent/guardian Meeting</p>	
<p>Computer the failure to use hardware, software, electronic devices, web pages and networks for the intended educational use, or to use them in a manner that causes disruption</p>	<p>K-4th: Review of policy, computer restriction from 1-3 days 5th-8th: Review policy, suspension from all computer use for 1 week period, alternate assignments for lab work Use of computer for educational purposes is acceptable</p>	<p>K-4th: Restriction from computer for 30 days warning of elimination 5th-8th: ISS (1-3 days), OSS (2-3 days), Suspension from computer for 30 days Use of computer for educational purposes is acceptable</p>	<p>K-4th: Elimination from the computer for remainder of school year, suspension alternative, OSS (1-3 days) 5th-8th: Elimination from the computer for the remainder of the school year. OSS (3-5 days) Use of computer for educational purposes is acceptable</p>	<ul style="list-style-type: none"> • Extent of misuse • Possible violation of other Behaviors
<p>Network Behavior the failure to use hardware, software, electronic devices, web pages and networks for the intended educational use, or to use them in a manner that causes disruption</p>	<p>K-4th: Review of policy, computer restriction from 1-3 days 5th-8th: Review policy, suspension from all computer use for 1 week period, alternate assignments for lab work Use of computer for educational purposes is acceptable</p>	<p>K-4th: Restriction from computer for 30 days warning of elimination 5th-8th: ISS (1-3 days), OSS (2-3 days), Suspension from computer for 30 days Use of computer for educational purposes is acceptable</p>	<p>K-4th: Elimination from the computer for remainder of school year, suspension alternative, OSS (1-3 days) 5th-8th: Elimination from the computer for the remainder of the school year. OSS (3-5 days) Use of computer for educational purposes is acceptable</p>	<ul style="list-style-type: none"> • Parental response
<p>Telecommunication device any electronic item that comes out during the school day not limited to, cameras, media players, games</p>	<p>K-4th: Warning, confiscate item, student pick up 5th-8th: Warning, confiscate item, student pick up</p>	<p>K-4th: Confiscate item, student or guardian pick up at the end of the day 5th-8th: Confiscate item, student or guardian pick up at the end of the day</p>	<p>K-4th: Confiscate until parents come to pick up Parent/guardian Meeting 5th-8th: Confiscate until guardian comes to pick up Parent/guardian Meeting</p>	<ul style="list-style-type: none"> • Parental response

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Theft				
Behavior	1 st Offense	2 nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p><u>Robbery, Armed</u> commits robbery using or armed with a deadly weapon or dangerous instrument</p>	<p>Required police contact/expulsion</p>	<p>Required police contact/expulsion</p>	<p>Required police contact/expulsion</p>	
<p><u>Burglary (1st Degree)</u> violating 2nd or 3rd degree and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony</p>	<p>K-4th: OSS (3-7 days), long-term suspension/alternative placement, or expulsion 5th-8th: OSS (9 days), long-term suspension/alternative placement, or expulsion Required police contact</p>	<p>K-4th: Long-term suspension/alternative placement, expulsion 5th-8th: Long-term suspension/alternative placement Required police contact</p>	<p>K-4th: Expulsion 5th-8th: Expulsion Required police contact</p>	
<p><u>Burglary or Breaking and Entering (2nd or 3rd Degree)</u> entering or remaining unlawfully in or on a educational structure with the intent to commit any theft or any felony therein</p>	<p>K-4th: OSS (5-7 days) and restitution 5th-8th: OSS (5-7 days) and restitution Required police contact</p>	<p>K-4th: OSS (9 days) and restitution 5th-8th: OSS (9 days) and restitution Required police contact</p>	<p>K-4th: Long-term suspension/alternative placement and restitution 5th-8th: Long-term suspension/alternative placement and restitution Required police contact</p>	
<p><u>Extortion</u> taking, or attempting to take, any property of another from a person, against his will – using force against any person with intent to coerce, surrender of property, or to prevent such a person from resisting someone taking or retaining property</p>	<p>K-4th: Suspension alternative, OSS (1-3 days) 5th-8th: OSS (1-5 days) Possible police contact</p>	<p>K-4th: OSS (3-5 days) 5th-8th: OSS (3-7 days) Required police contact</p>	<p>K-4th: OSS (7-9 days) 5th-8th: Possible long-term suspension or alternative placement Required police contact</p>	<ul style="list-style-type: none"> • Value of objects • Type of force or threat used • Length of extortion • Repetition of extortion

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Theft				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Petty Theft taking property that belongs to another without personal confrontation, threat, violence or bodily harm</p>	<p>K-4th: Detention, suspension alternative, ISS (1-2 days) 5th-8th: ISS (2 days) or OSS (1 day), and restitution Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (1-2 days) or OSS (1-3 days) and restitution 5th-8th: ISS (1-3 days) or OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days) or OSS (3-5 days) and restitution 5th-8th: OSS (3-5 days) Possible police contact</p>	<ul style="list-style-type: none"> • A value of property \$250 or more is a potential felony • Restitution for school property
<p>Robbery using force or threatening to use force to commit a theft or while attempting to commit a crime</p>	<p>K-4th: OSS (1-3 days), Possible police contact 5th-8th: OSS (1-5 days), Possible police contact</p>	<p>K-4th: OSS (3-5 days), Required police contact 5th-8th: OSS (3-7 days), Required police contact</p>	<p>K-4th: OSS (5-9 days), Required police contact 5th-8th: OSS (9 days), Required police contact</p>	<ul style="list-style-type: none"> • Value of objects • Type of force or threat used • Length/repetition of extortion
<p>Theft taking property that belongs to another without personal confrontation, threat, violence or bodily harm</p>	<p>K-4th: Detention, suspension alternative, ISS (1-2 days) 5th-8th: ISS (2 days) or OSS (1 day), and restitution Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (1-2 days) or OSS (1-3 days) and restitution 5th-8th: ISS (1-3 days) or OSS (1-3 days) Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days) or OSS (3-5 days) and restitution 5th-8th: OSS (3-5 days) Possible police contact</p>	<ul style="list-style-type: none"> • A value of property \$250 or more is a potential felony • Restitution for school property
Trespassing				
Behavior	1st Offense	2nd Offense	Repeated Offense	Aggravating/Mitigating Factors
<p>Trespassing to enter school property without legal justification of the implied or actual permission of the administration or refusal to leave district property upon request of school authorities</p>	<p>K-4th: OSS (1 day), Warning, Conference 5th-8th: OSS (1-3 days) Warning, Conference Required police contact</p>	<p>K-4th: OSS (1-3 days) 5th-8th: OSS (1-5 days) Required police contact</p>	<p>K-4th: OSS (3-5 days) 5th-8th: OSS (5-9 days) Required police contact</p>	<ul style="list-style-type: none"> • Possible violation of other Behaviors

TOLLESON ELEMENTARY SCHOOL DISTRICT NO. 17 ADMINISTRATOR'S GUIDE

Discipline Matrix

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Vandalism				
<p><u>Graffiti or tagging</u> writing or drawings scribbled, scratched, sprayed illicitly on a wall or other surface in a public place.</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), restitution or OSS (1 day)</p> <p>5th-8th: ISS (1-3 days), restitution or OSS (1-5 days), Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), OSS (1-5 days), restitution</p> <p>5th-8th: OSS (5-9 days), restitution, Possible police contact</p>	<p>K-4th: OSS (5-9 days), long-term suspension/ alternative placement possible expulsion, restitution</p> <p>5th-8th: OSS (9 days), long-term suspension/alternative placement, possible expulsion, restitution, Possible police contact</p>	<ul style="list-style-type: none"> • Extent of damage • Inconvenience to school/students/staff • Community
<p><u>Vandalism of Personal Property</u> willful destruction or defacement of personal property</p>	<p>K-4th: Suspension alternative, ISS (1-3 days), restitution or OSS (1 day)</p> <p>5th-8th: ISS (1-3 days), restitution or OSS (1-5 days), Possible police contact</p>	<p>K-4th: Suspension alternative, ISS (3-5 days), OSS (1-5 days), restitution</p> <p>5th-8th: OSS (5-9 days), restitution, Possible police contact</p>	<p>K-4th: OSS (5-9 days), long-term suspension/ alternative placement possible expulsion, restitution</p> <p>5th-8th: OSS (9 days), long-term suspension/alternative placement, possible expulsion, restitution, Possible police contact</p>	<ul style="list-style-type: none"> • Extent of damage • Inconvenience to school/students/staff • Community