

PHMS Progressive Discipline Matrix (01.01.16)

Offense:	Dispositions:
<p>Student Identification Badges Worn every day without question</p>	<p>Not-Lost:</p> <ul style="list-style-type: none"> • 1st :Student will receive a paper ID • 2nd :Get a paper ID and speak with Dr. Grainger <p>Lost:</p> <ul style="list-style-type: none"> • 1st :Student will receive a paper ID at no charge • 2nd: Student will be sent to Mrs. Sailor to purchase a new identification card for 50 cents • As the student is escorted down to lunch by their teacher they are delivered to ISS for non-compliance with the student site ID policy
<p>Hall Passes</p>	<ul style="list-style-type: none"> • When students visit the restroom they must wear the bright orange classroom bathroom vest to and from the restroom.
<p>Academic Dishonesty level 1 /Teacher</p>	<ul style="list-style-type: none"> • Teacher Level / Grade of Zero • Teacher Contact Parent (Teacher contacts the parent and places notes in Synergy to memorialize the contact with parent)
<p>General Classroom Misconduct (level 'A' infractions)</p> <ul style="list-style-type: none"> • Gum • Food • Candy • Truancy • Not bringing materials on multiple days, even after teacher has provided them 	<ul style="list-style-type: none"> • 1st same period ISS (teacher initiated- note in Synergy) • 2nd parent contact by Admin (Referral from teacher) • 3rd Parent/student/teacher/admin conference to develop a relationship building plan (Restorative justice) • 4th Referral to administration- written by the teacher.
<p>Use of Tobacco, Lighters and or Matches</p>	<ul style="list-style-type: none"> • 1st-Health and safety check and item confiscated plus 1 day in ISS (Teacher writes the referral and provides to admin) • 2nd- Parent/Admin Conference plus 1 day in ISS (Teacher writes the referral and provides to admin)
<p>Dress Code Violations</p>	<ul style="list-style-type: none"> • 1st and 2nd -sent to health office to change the item and wear a Loaner Shirt • 3rd- Grade level Administration/Parent /Student conference
<p>Horseplay (i.e. pushing, shoving, slap fighting) (Automatic Office Referral)</p>	<ul style="list-style-type: none"> • 1st Same period ISS- (teacher contacts the parent and places a note in Synergy) • 2nd teacher initiated referral • 3rd Parent/Student/Administrator conference
<p>Hallway: Tardy, without permission or without pass and tardy sweeps</p>	<ul style="list-style-type: none"> • Teacher marks the student tardy for every period that they are late. • Security and admin sweeps the hallways and ensures that students are in classrooms at the bell. Teachers do not write referrals for tardy student. • Students caught in tardy sweeps are sent to ISS and consequences are assigned by admin.

Lunchroom/Restroom Misconduct	<ul style="list-style-type: none"> • 1st Same period ISS (admin or security assigns) • 2nd Parent Contact by Admin • 3rd Parent/ Student/Administrator Conference
Inappropriate Public Display of Affection	<ul style="list-style-type: none"> • 1st Admin warning: teacher writes the referral; if the student is not assigned to the teacher then security writes the referral. • 2nd Phone call to parent (teacher writes the referral)
Ditching Class	<ul style="list-style-type: none"> • 1st Admin warning/Call home- student sent back to class • 2nd Parent/student/admin meeting- student sent back to class • 3rd- Assignment to Saturday school.
Refusing To Work on Assignments	<ul style="list-style-type: none"> • Teacher Level; teacher redirects the student and encourages on-task behavior • Teacher contacts parent and memorializes the conversation in Synergy.
Use of Electronic Device in the classroom	<ul style="list-style-type: none"> • Red/Green Card used by teachers • Security will bring electronic device to Admin • Admin confiscation/parent pick-up • If student refuses, then they will be brought to the office by security officer
Bullying and/or threats/Cyber Bullying	<ul style="list-style-type: none"> • Admin referral written by the teacher • Admin contacts parent • ISS/Suspension /Expulsion – depends on severity (determined by admin)
Computer Vandalism/Violation of Technology Policy (Automatic Office Referral)	<ul style="list-style-type: none"> • Admin referral written by teacher • Restitution • ISS/Suspension/expulsion
Direct Disobedience and Refusal to Carry Out Instructions of Staff Member (Two warnings first)	<ul style="list-style-type: none"> • 1st Same period ISS- teacher contacts the parent and logs the call in Synergy. Teacher calls for security students must be escorted to ISS by security. • 2nd Parent contact by Admin (teacher written referral) • 3rd Parent/student/teacher/admin conference (teacher written referral)
Discharging Fire Extinguisher and/or Pulling a Fire Alarm (Automatic Office Referral)	<ul style="list-style-type: none"> • 1st referral to admin. No written referral necessary. Teacher provides written details via email • 2nd referral to admin-assignment to ISS or OSS. No written referral necessary. Witnessing teacher provides details via email.
Fighting or Inciting a fight (Automatic Office Referral)	<ul style="list-style-type: none"> • 1st 1-3 days suspension (No referral necessary. Teacher provides written details of the incident via email to admin) • 2nd 1- 5 days • Expulsion recommendation
Gang-Related Behavior or Activity, Writing or Flashing Gang Signs(Automatic Office Referral) Intimidation	<ul style="list-style-type: none"> • Admin will determine severity • Admin/SRO/ YAT/Parent Conference

Misbehaving in ISS	<ul style="list-style-type: none"> • Admin/Parent Conference • Suspension if needed- remainder of day
Assault or Threat Toward Staff Member (Automatic Office Referral)	<ul style="list-style-type: none"> • Admin referral • Parent Call • School Resource Officer (SRO) • Suspension to Expulsion – depends on severity
Possession or Use of Drugs or Alcohol (Automatic Office Referral)	Admin /School Resource Officer (SRO)/Police <ul style="list-style-type: none"> • 1st 5 days suspension plus INSIGHT referral • 2nd 5 days suspension • YAT/ Behavior Contract • Expulsion recommendation
Profanity or Vulgarity (Automatic Office Referral)	Indirect: <ul style="list-style-type: none"> • 1st Teacher warning and logs warning in Synergy • 2nd Teacher calls home and logs call in synergy • 3rd referral to admin written by teacher Direct: <ul style="list-style-type: none"> • Referral to admin written by teacher
Sexual Harassment	<ul style="list-style-type: none"> • Admin referral • Parent Conference • Chronic harassment -suspension from school
Trespassing	<ul style="list-style-type: none"> • Police Notified • Letter • Restraining order if needed
Vandalism (Automatic Office Referral)	<ul style="list-style-type: none"> • Teacher written Referral to Admin- students stays in the classroom • Parent Conference • Suspension if school property • Restitution
Weapons/Dangerous Object/ Possession or use on school property Brandishing	<ul style="list-style-type: none"> • Admin/SRO • Parent Conference • Suspension or expulsion if warrants • Alert Jane Mills or Don Slusser
Student coming off expulsion	<ul style="list-style-type: none"> • Admin/Parent Conference • Behavior Contract

*ISS is in room 1104