



The following procedures are put in place to prepare our students to be productive members of the college community. Thus, the goal is to:

1. Reduce, prevent, and improve problem behavior
2. Repair harm and restore positive relationships
3. Resolve conflict, hold individuals and groups accountable
4. Not to punish, but to restore

SKIRBALL DISCIPLINE MATRIX

LEVEL 1

Teacher

Behavior	Examples	Consequences
<i>Classroom disruption</i>	Calling out, leaving seat without permission, throwing a non-threatening object, talking to a friend in class	<ol style="list-style-type: none"> 1. Clear verbal warning from the teacher 2. Point(s) Deductions from Scholar Dollars 3. 1:1 talk with teacher during or after class, intervention provided, parent contacted 4. Formal nutrition or lunch meeting with the teacher (& personal call home from teacher to follow up with parent) 5. Classroom Lunch/Nutrition Detention held by the teacher (& parent notification by Dean of Students) *Teacher Conversation, Make Up/ Lost/Wasted Instructional Time, Apology Letter, Written Reflection, Restitution 6. Parent conference between teacher, student, & parent <p>*Prohibited food will be confiscated by an adult and given to the Dean of Students.</p> <p>*Interventions- Change of Seat, Isolated seat</p> <p>*Loss of Privileges - Technology, Leadership Role, School Activities</p> <p>*1st offense: Cell phone will be confiscated by an adult and given to the Dean of Students. Phone will be returned at the end of the day. 2nd offense: Cell phone will be confiscated and given to the Dean of Students. The parent will have to pick up the phone after school.</p>
<i>Not staying on task</i>	Distracting others, off-topic conversations, listening to music, playing a video game, laughing, excessive use of the restroom	
<i>Gum chewing or having prohibited food on campus</i>	Chewing gum in class or somewhere on campus Hot potato chips (i.e. Takis, hot cheetos) in class or somewhere on campus	
<i>Negative comments towards others</i>	Name calling, teasing, putdowns	
<i>Cell phone and/or Social media use during the school day</i>	Phone rings, use of Facebook, Instagram, Google+, text messages, inappropriate email use.	
<i>Horseplay</i>	Play fighting, hitting, shoving	
<i>School-wide Disruption</i>	Yelling, pushing, being out line, not walking forward, going to the restroom without permission	
<i>Invasion of Personal Space</i>	Inappropriate and/or unwelcome touching	



		3rd offense: Cell phone will be confiscated and given to the Dean of Students. Parent will be able to pick up the phone after a 24 hour hold.
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LEVEL 2
Dean Of Students -- Moderate

Behavior	Examples	Consequences
<i>Uniform violation</i>	Out of uniform shirt, pants, or sweater	<ol style="list-style-type: none"> 1. Immediate referral to Dean of Students (teacher must complete google referral form online). 2. Point(s) Deductions from Scholar Dollars. 3. Loaner article provided in the front office. 4. Uniform violations documented in PowerSchool. 5. Parent contacted (1st offense) 6. Parent conference between Dean of Students, student, & parent (2nd offense) 7. Parent conference and loss of free dress privileges (3rd offense) 8. Additional possible consequences to be determined by Dean of Students: <ul style="list-style-type: none"> • Wednesday detention (multiple, depending on the incident) • Parent asked to sit in on classes with the student • Loss of privileges such as enrichment, theme days, extended lunch, etc. • Behavior contract • Community services
	Untucked shirts	<p>*Student will not be allowed in class until uniform shirt is tucked in.</p> <ol style="list-style-type: none"> 1. 1st offense - Clear verbal warning from teacher/supervision staff member. 2. 2nd offense - Point(s) Deductions from Scholar Dollar.



		<p>*Further shirt violations will be documented in PowerSchool and Scholar Dollars will be deducted each time.</p> <ol style="list-style-type: none"> 3. 3rd offense - Wednesday Detention and parent will be contacted. 4. 4th offense - Conference between Dean of Students and student. 5. 5th offense - Parent conference between Dean of Students, student, & parent. <p>* Additional possible consequences to be determined by Dean of Students:</p> <ul style="list-style-type: none"> ● Loss of free dress privileges ● Loss of privileges such as enrichment, theme days, extended lunch, etc.
<i>Public display of affection</i>	Holding hands, hugs, Kissing, inappropriate texts	<p>*Immediate referral to Dean of Students (teacher to complete referral form & send a message to the office).</p> <p>*Point(s) Deductions from Scholar Dollars during each offense.</p>
<i>Defiance of authority, showing disrespect</i>	Refusing to follow directions, disrespectful language to a staff member, mocking or teasing staff	<ol style="list-style-type: none"> 1. 1st offense - Conference between Dean of Students and student. 2. 2nd offense - Wednesday Detention and parent will be contacted. 3. 3rd offense - Parent conference between Dean of Students, student, & parent. Student will be assigned to Saturday School Detention (3 hours).. 4. 4th offense - Parent will shadow student in all classes. 5. 5th offense - Placed on Behavioral Contract by the Dean of Students. <p>*Check in/check out with Dean of Students, daily parent signature require</p> <p>* Additional possible consequences to be determined by Dean of Students:</p> <ul style="list-style-type: none"> ● Loss of free dress privileges ● Loss of privileges such as enrichment, theme days, extended lunch, etc. ● Trash pick up in eating area ● Saturday School "Detention" (reflection assignment provided (3 hours)
<i>Misconduct in eating area or outside play area</i>	Throwing food, cutting in line, leaving trash	
<i>Academic Dishonesty</i>	Use of cell phone, technology, or other electronic device during school hours for purposes of academic dishonesty, distributing assessment information to others	



		* Academic Dishonesty - Student(s) receive a 1 on the assessment, no opportunity to retake it (based on teacher discretion)
<i>Habitual misconduct and repeated disruptive behavior</i>	Pattern of defiance, bullying, academic dishonesty, disrespect, physical altercations	*Point(s) Deductions from Scholar Dollars during each offense. <ol style="list-style-type: none"> 1. Behavior Contract - Check in/check out with Dean of Students, daily parent signature required 2. Parent will shadow student in all classes. 3. Loss of privileges such as enrichment, theme days, extended lunch, etc. 4. Begin SST process.
<i>Tardies</i>	Advisory Tardies in the morning and/or tardies during passing periods	*Point(s) Deductions from Scholar Dollars during each offense. <u>Morning Tardies:</u> 1 st Tardy, warning & parent notification by front office 2 nd Tardy, warning & parent notification by front office 3 rd Tardy, 5:30am wake up call, student conference with Dean of Students & parent notification 4 th Tardy, Wednesday detention assigned by Dean of Students and parent notification 5 th Tardy, Parent conference w/Dean of Students, Saturday detention (3 hours) 6 th Tardy, Administration Intervention Support

LEVEL 3	
<i>Dean of Students/Administration – Severe</i>	
Behavior Examples	Consequences
<i>Vandalism of school or private property</i>	Any of the consequences stated for Level 2 offense <ol style="list-style-type: none"> 1. Community service 2. In--school or out--of--school suspension as decided upon by the Administration team 3. Behavior/rehabilitation contract and possible identification as a student of
<i>Verbal/physical aggression toward students/staff</i>	
<i>Misuse of or falsifying school documentation/communication</i>	
<i>Violation of Honor Code (severe)</i>	



<i>Commit/attempt to commit theft, robbery or extortion</i>	concern by school Administration Team 4. Recommendation to counseling resources, if appropriate 5. Begin SST process if appropriate
<i>Possess, furnish, or sale of a knife or other dangerous object.</i>	
<i>Committed an obscene act, profanity or vulgarity</i>	
<i>Bullying of any kind</i>	
<i>Possession or use of drugs, drug paraphernalia tobacco, or alcohol</i>	

Behavior	Consequences
<i>Possessing, selling, or furnishing a firearm, as defined below. E.C. 48915(c)(1); 48900(b)</i>	Per LAUSD Discipline Policy, in all of these cases, the Principal will automatically recommend the student for expulsion from the district.
<i>Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)</i>	
<i>Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)</i>	
<i>Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in the enumerated offenses, above. (as defined in 488900[n]). E.C. 488915(c)(4); 48900(c)</i>	
<i>Possession of an explosive, firearm, or destructive device. E.C. 48915(c)(5); 48900(b)</i>	