

Discipline Procedure Matrix

Faculty/Staff	Faculty/Staff	Counselor	Administration
1st Minor Behavior Incident	2nd Minor Behavior Incident	3rd Minor Behavior Incident	4th + Minor Behavior or Major Behavior Incident
<p>Failure to:</p> <ul style="list-style-type: none"> Follow directions/ instructions Pay attention/Stay on task Get attention appropriately Disagree appropriately Use appropriate language Positively contribute to discussion Treat property with respect Show integrity (plagiarism/cheating on classwork/homework) Comply with electronic/ technology policy (texting in class, hidden earbuds, smartwatch use, on social media/internet in class not related to assignment) 	<p>Failure to:</p> <ul style="list-style-type: none"> Follow directions/ instructions Pay attention/Stay on task Get attention appropriately Disagree appropriately Use appropriate language Positively contribute to discussion Treat property with respect Show integrity (plagiarism/cheating on classwork/homework) Comply with electronic/ technology policy (texting in class, hidden earbuds, smartwatch use, on social media/internet in class not related to assignment) 	<p>Failure to:</p> <ul style="list-style-type: none"> Follow directions/ instructions Pay attention/Stay on task Get attention appropriately Disagree appropriately Use appropriate language Positively contribute to discussion Treat property with respect Show integrity (plagiarism/cheating on classwork/homework) Comply with electronic/ technology policy (texting in class, hidden earbuds, smartwatch use, on social media/internet in class not related to assignment) 	<p>Student Demonstrated:</p> <ul style="list-style-type: none"> Fighting/bullying other students Severe Disrespect Profanity Dress Code Violation Cheating/Plagiarism on a test (2nd offense and on) Destruction of property/ vandalism Theft/tampering with other's property Smoking/Vaping/Possession of Drugs and/or Paraphernalia Leaving class/campus without permission Inappropriate Use of Technology/Electronic Devices Habitual unsatisfactory behavior
1st Incident Faculty/Staff Intervention Response	2nd Incident Faculty/Staff Intervention Response	3rd Incident Faculty/Staff & Counselor Response	Faculty/Staff & Administration Response
<ul style="list-style-type: none"> Complete Low-Level Incident Tracking Form, and complete one or more of the following: Re-taught/practiced behavior skills Modified environment/change Student's seat Identified the possible function of misbehavior Provided a structured choice Met with team/student to identify additional supports Collaborated with other staff members Utilized buddy classroom Reflection Sheet with conference Contact parent 	<ul style="list-style-type: none"> Complete Low-Level Incident Tracking Form Contact Parent (Email, Phone Call, and/or Meeting), and complete one or more of the following, varied from 1st Intervention Response: Re-taught/practiced behavior skills Modified environment/change student's seat Identified the possible function of misbehavior Provided a structured choice Met with team/student to identify additional supports Collaborated with other staff members Utilized buddy classroom Reflection Sheet with conference 	<p>Faculty/Staff:</p> <ul style="list-style-type: none"> Complete Low-Level Incident Tracking Form Call the Counseling Office to advise student is coming up. Send Low-Level Incident Tracking Form <p>Counselor:</p> <ul style="list-style-type: none"> Student counseled Parent contacted Parent conference Referred to STEP Team Referred to Nurse Behavior Reflection Form completed Offer Chino Human Services 	<p>Faculty/Staff:</p> <ul style="list-style-type: none"> Complete Student Referral Form Call for Security to escort with Form or call Switchboard to advise student is being sent up <p>Administration:</p> <ul style="list-style-type: none"> Student counseled Parent contacted / Parent Conference Offer Chino Human Services Referred to STEP Team Referred to Nurse Saturday Work Study Alternative Learning Center At-Home Suspension In-House Suspension After School Behavior Intervention Referred to Student Attendance Review Team