

McCabe Union Elementary School District

Discipline Matrix

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of MUESD students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after Level I and Level II matrix area.

These represent the recommended guidelines in the disposition of discipline situations for the elementary school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

Level 1			
Behavior	1st Offense	2nd Offense	3rd Offense
Electronic Signaling Devices	Confiscate Return to parent Detention	Confiscate 7 days Return to parent Detention 2 days	Confiscation for 14 days Return to parent Detention 3 days
Possession of inappropriate materials (toys, electronics, explicit materials)	Confiscate Return to parent	Parent Notification Confiscate Return to parent Detention	Parent Notification Confiscation until the end of the year Detention 2-3 days
Public Displays of Affection	Parent Contact Detention 1 day	Parent Contact Detention 2 days	Parent Conference Detention 3 days or ISS
Behavioral disruption (rudeness, acting disrespectfully, dishonesty, name calling, etc.)	Parent Contact Detention 1 day	Parent Contact Detention 2 days	Parent Contact Detention 3 days Behavioral Contract
Forged (altered) Notes	Parent Contact Detention 1 days	Parent Contact Detention 2 days	Parent Contact Detention 3 days Behavioral Contract
Habitual Littering, throwing food	Parent Contact Detention 1 day	Parent Contact Detention 2 days	Parent Contact Detention 3 days
Not Cooperating with Substitute Teacher	Parent Contact Detention 1 day	Parent Contact Detention 2 days	Parent Conference Detention 3 days Behavioral Contract
Profanity (general use, written, and/or gestures)	Parent Contact Detention 1 day	Parent Contact Detention 2 days	Detention three days or ISS Parent Conference

Dress Code Violations	Warning Change into loaners	Parent Contact Detention 1 day Change into loaners	Parent Contact Detention 2 day Change into loaners
Unexcused tardy (7th and 8th grade) between periods	Warning	Parent Contact Detention 1 day	Parent Contact Detention 2 days
Level 2			
Behavior	1st Offense	2nd Offense	3rd Offense
Cheating or plagiarism	No credit for the assignment Detention 1 day Parent Contact	No credit for the assignment Detention 2 days Parent Conference	No credit for the assignment Detention 3 days Behavior Contract Parent Conference
Forgery (school documents)	Parent conference Detention 3-5 days	Parent conference 1-2 days suspension	Parent conference 3 days suspension
Ditching Class	Parent Contact Detention 2 days	Parent Contact Detention 3 days	Parent Conference Detention 5 days
Inappropriate Touch	Parent Contact Detention 2 days Participation in an intervention program Letter of apology	Parent Contact 1 Day ISS Participation in an intervention program Letter of apology	See Level 3 Ed Code
Rough Housing	Parent Contact Detention 1 day	Parent Contact Detention 2 days Behavior Contract	Parent Conference Detention 3-5 days Continue/Revise Behavior Contract
Verbal Aggression/Provoking	Parent Contact Detention 1 day	Parent Conference Detention 2 days Behavior Contract	Parent Conference Detention 3 days or 1 Day ISS Continue/Revise Behavior Contract
Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files)	Parent Contact Limited/Loss of computer privileges for up to (8) weeks as per behavior contract	Parent Conference 1-2 Days ISS/OSS and Loss of computer privileges for up to 24 weeks as per Behavior Contract See Level 3 Ed Code	Parent Notification 1 Day OSS Loss of computer privileges for entire school year as per Behavior Contract See Level 3 Ed Code

Insubordination, defiance of authority or showing disrespect	Parent Contact Detention 1-2 days Letter of apology	Parent Conference Detention 3-4 days Behavior Contract Participation in an intervention program Letter of apology	Parent Conference Detention 5 days or OSS Behavior Contract Participation in an intervention program Letter of apology See Level 3 Ed Code
Physical or Aggressive contact towards student	See Level 3 Ed Code		
Physical or Aggressive contact towards staff member	See Level 3 Ed Code		
Minor Theft	Parent Contact Detention 2 days Restitution of Stolen Item Letter of apology	Parent Conference Detention 3-5 days Restitution of Stolen Item Behavior Contract Participation in an intervention program Letter of apology	See Level 3 Ed Code
Disrupting a school activity (field trip, event, games, etc.)	Parent Contact Loss of next school activity Detention 2 days	Parent Conference Loss of next two school activities Detention 3 days	Parent Notification Loss of school activities for the remainder of the school year 1 Day OSS See Level 3 Ed Code
Misuse of or falsifying any official document or communication (including but not limited to: agenda, pass, ID, progress report, call to school to excuse an absence, parent signature, etc.)	Parent Contact Detention 2 days	Parent Conference Detention 3 days Behavior contract Participate in an intervention program	See Level 3 Ed Code
Additional Consequences for Level 1 and 2			
Behavior	4th Offense	5th Offense	6th Offense
Failure to comply with disciplinary consequences, includes multiple referrals and not	Parent Notification 1 -3 Days ISS or OSS Continue/Revise Behavior Contract	Parent Notification 1 -3 Days ISS or OSS Continue/Revise Behavior Contract	Parent Notification 3-5 Days ISS or OSS Continue/Revise Behavior Contract

necessarily for the same behavior. Ed Code 48900 (k)			
Level 3			
Behavior	1st Offense	2nd Offense	3rd Offense
Caused, attempted to cause, or threatened to cause physical injury to another person Ed Code 48900 (a)(1)	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Notify police, if appropriate 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion • Notify police, if appropriate
Willfully used force or violence upon the person of another, except in self-defense Ed Code 48900 (a)(2)	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate • Recommend Expulsion EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion • Notify police, if appropriate 	<ul style="list-style-type: none"> • Recommend Expulsion • Notify police, if appropriate
Possessed, sold or otherwise furnished any firearm, knife (brandishing at another person), explosive, or other dangerous object. Knife is defined in EC48915(g) Ed Code 48900 (b)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Suspension 5 days pending recommendation to expel <ul style="list-style-type: none"> ◦ 48915(c) violation 		
Possessed, sold or otherwise furnished any knife. Knife is defined in EC48915(g) Ed Code 48900 (b)	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion EC48915(c) • Notify police, if appropriate 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion EC48915(c) • Notify police, if appropriate

Unlawfully sold any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety code. Ed Code 48900 (c)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Suspension 5 days pending recommendation to expel <ul style="list-style-type: none"> ◦ 48915(c) violation 		
Unlawfully possessed, used, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind Listed in Chapter 2 of Division 10 of the Health and Safety code. Ed Code 48900 (c)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections Suspension 2-5 days • Participation in an intervention program • Recommendation to expel*EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections Suspension 2-5 days • Participation in an intervention program • Recommendation to expel EC48915(c) 	
Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind. Ed Code 48900 (d)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Suspension 5 days pending recommendation to expel <ul style="list-style-type: none"> ◦ 48915(c) violation 		
Committed or attempted to commit robbery or extortion. Ed Code 48900 (e)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections Suspension 1-3 days • Restitution • Recommendation to expel EC48915 (c) 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections Suspension 2-5 days • Restitution • Recommendation to expel EC48915 (c) 	
Caused or attempted to cause damage to school property or private property, including but not limited to books, computers, electronic files, databases, and emails. Ed Code 48900(f)	<ul style="list-style-type: none"> • Parent Conference • Restitution • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 1-3 days suspension • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 3-5 days suspension • Referral to police department • Other means of corrections • Recommendation to expel EC48915 (c)

<p>Stole or attempted to steal school property or private property. Ed Code 48900 (g)</p>	<ul style="list-style-type: none"> • Parent Conference • Restitution • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 1-3 days suspension • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 3-5 days suspension • Referral to police department • Other means of corrections • Recommendation to expel EC48915 (c)
<p>Possessed or used tobacco, or any products containing tobacco or nicotine products, including Salvia Ed Code 48900 (h)</p>	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)
<p>Committed an obscene act or engaged in habitual profanity or vulgarity Ed Code 48900 (i)</p>	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)
<p>Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia Ed Code 48900 (j)</p>	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)

<p>Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties</p> <p>Ed Code 48900 (k)</p>	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 1-3 days • Participation in positive behavior program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in positive behavior program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)
<p>Knowingly received stolen property</p> <p>Ed Code 48900 (l)</p>	<ul style="list-style-type: none"> • Parent Conference • Restitution • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 1-3 days suspension • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 3-5 days suspension • Referral to police department • Other means of corrections • Recommendation to expel EC48915 (c)
<p>Possessed imitation/replica firearm</p> <p>Refer to Ed Code 48900 (b)</p> <p>Ed Code 48900 (m)</p>	<ul style="list-style-type: none"> • Parent Conference • Restitution • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 1-3 days suspension • Referral to police department • Other means of corrections, including detention 	<ul style="list-style-type: none"> • Parent Conference • Restitution • 3-5 days suspension • Referral to police department • Other means of corrections • Recommendation to expel EC48915 (c)
<p>Committed or attempted to commit a sexual assault</p> <p>Ed Code 48900(n)</p>	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Suspension 5 days pending recommendation to expel <ul style="list-style-type: none"> ○ 48915(c) violation 		
<p>Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding</p> <p>Ed Code 48900 (o)</p>	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma Ed Code 48900 (p)	<ul style="list-style-type: none"> • Parent conference • Referral to police department • Suspension 5 days pending recommendation to expel <ul style="list-style-type: none"> ○ 48915(c) violation ○ Reference 48900 (c) 		
Engaged in, or attempted to engage in, hazing See Ed Code 48900 (a)(2) Ed Code 48900 (q)	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate • Recommend Expulsion EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion • Notify police, if appropriate 	<ul style="list-style-type: none"> • Recommend Expulsion • Notify police, if appropriate
Engage in an act of bullying, including, but not limited to bullying committed by means of an electronic act Ed Code 48900 (r)	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)
A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension Ed Code 48900 (t)	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program
Committed sexual harassment. Defined by EC 212.5 Only grades 4-12 Ed Code 48900.2	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program • Possible suspension 1-5 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program • Recommendation to expel 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel

	days based on severity	EC48915(c)	EC48915(c)
<p>Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Defined by EC 233 Only grades 4-12 Ed Code 48900.3</p>	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Detention 3-5 days • Participation in an intervention program • Possible suspension 1-5 days based on severity 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 1-5 days • Participation in an intervention program • Recommendation to expel EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Other Means of Corrections • Suspension 3-5 days • Participation in an intervention program • Recommendation to expel EC48915(c)
<p>Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. Only grades 4-12 Ed Code 48900.4</p>	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate • Recommend Expulsion EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion • Notify police, if appropriate 	<ul style="list-style-type: none"> • Recommend Expulsion • Notify police, if appropriate
<p>Made terroristic threats against school officials or school property, or both. Ed Code 48900.7</p>	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 1-3 days • Notify police, if appropriate • Recommend Expulsion EC48915(c) 	<ul style="list-style-type: none"> • Parent conference • Other means of correction • Suspension 2-5 days • Recommend Expulsion • Notify police, if appropriate 	<ul style="list-style-type: none"> • Recommend Expulsion • Notify police, if appropriate