

NEW LEAF PREP ACADEMY

Discipline Matrix

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which disruptions do not jeopardize learning. We believe in a fair and just disciplinary process. We focus on maintaining peace and take preventative measures to ensure students feel heard and can positively implement change without the occurrence of negative behaviors. New Leaf Prep Academy staff model positive collaborative behavior and work with students on social and emotional regulation through discussions, skits, and grace and courtesy lessons. Teachers provide students with clear studio rules and expectations and administer consequences for minor offenses. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more severe violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggestion for school administration. Other infractions not listed will be reviewed on a case-by-case basis. Students may receive other consequences not outlined in the matrix, such as removal from the classroom, missing specials, being put on good standing watch, etc. Multiple or repetitive violations of behavior rules may result in long-term suspension or expulsion. Students with IEPs or 504's may follow our developmentally appropriate Pre-Disciplinary policy prior to our Discipline Matrix. If not disclosed, items that look like weapons may be treated as firearms.

If a student is suspended, a parent meeting will be required before the student can return to school. If/when a student exhibits the same behavior multiple times, a parent meeting will be necessary, and a plan will be implemented to help that student succeed. The plan will also outline additional expectations and consequences for the behavior not listed on the matrix.

Our goal is to work as a team with your family, to provide all students with the opportunity to learn in a peaceful, collaborative environment where they feel safe and supported.

Color-Coding:

Yellow: These behaviors will be managed at a classroom level

Orange: The administration will be notified and involved in the parent meeting

Red: The administration will handle the discipline and contacting of parents

Definitions:

- Written Warning: Parents will be notified of all written warnings
- ISS: In School Suspension (Instructional days only)
- OSS: Out of School Suspension
- Long OSS: At least seven days out of school (Instructional days only, weekends not included)
- Dress Code Violations: If a child does not have clothing, a parent must drop it off. Students will be required to wait in the office until their parent arrives. Students who break modesty requirements may be sent home for the day due to the disruptive nature of the infraction.
- Good Standing Probation & Loss of Privileges: See Good Standing Policy
- Unwanted Teasing: To irritate or provoke with distractions, annoyances, or jokes. If unwanted teasing becomes repetitive, it will be considered bullying, at which point the bullying matrix will be followed.
- Bullying: A repetition of unwanted teasing or attention directed at a student or students. Bullying may include intentionally being cruel, insulting, threatening, or aggressive to another student.
- Fighting: A physical altercation between two individuals intending to harm one another.
- Rough Play: Physical play between two students that is not intending to harm anyone.
- Plagiarism/Copying: Intentionally copying someone else's work to take credit for it.
- Off Task Behavior: Behaviors that affect the student's own learning.
- Level One Defiance: A behavior that resists the given expectations. Defiance that does not affect other students will be considered level one. If the behavior does affect others, it is a level two defiance.
- Disruptive Behavior: Behaviors that do not follow the given expectations and affect students' learning around them.
- Level Two Defiance: A behavior resistant to the given expectations. Level two defiance affects the learning of other students.
- Possession of a Knife: A student brings a knife to school accidentally without the intent to have or harm anyone. Ex. The student should have remembered that they had a multi-tool in their pocket from camping over the weekend.
- School Threat: A student threatens the safety of the school, other students, or staff by words, actions, writing, or bringing in a weapon.

Primary

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
	Consequence	Consequence	Consequence	Consequence	Consequence
Level 1 Infractions					
Dress Code Violation	Written Warning & Asked to Change	Written Warning & Asked to Change	Written Warning, Asked to Change & Parent Conference		
Prohibited Items (toys, cell phones, smart watches, etc.)	Verbal Warning, Item Confiscated, Item Returned at the End of the Day	Written Warning, Parent Pick up of the Item	Parent Conference		
Dishonesty	Verbal Warning	Written Warning	Parent Conference		
Inappropriate Language & Profanity	Written Warning	Written Warning	Written Warning, Parent Conference	OSS for 2 Days with Parent Conference	OSS for 5 Days with Parent Conference
Off Task Behavior	Verbal Warning	Verbal Warning	Written Warning	Parent Conference	
Defiance	Verbal Warning	Written Warning	Written Warning	Parent Conference 1 Day ISS	
Level 2 Infractions					
Disruptive Behavior	Written Warning	Written Warning	Written Warning,	OSS for 2 Days Parent Conference	
Defiance	Written Warning	Written Warning	Parent Conference Depending on severity could result in up to a 5 day OSS	Long OSS	Expulsion
Behaviors that are unsafe to others in the room (Throwing items, etc.)	Written Warning and OSS for 1 day	Written Warning with OSS for 3 Days and Parent Meeting	OSS 5 Days and Parent Meeting	Long OSS	Expulsion

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Behaviors that are unsafe to the individual student (Running out of the classroom, etc.)	Written Warning	Written Warning and OSS for 1 day	OSS for 3 Days with Parent Meeting		
Continued refusal to comply with rules	Written Warning	Written Warning/ Parent Conference/ 1 Day OSS	Parent Conference/ 3 Day OSS	Parent Conference/ Long OSS	
Harassment/Bullying (including cyber and offsite)	Written Warning with 2 day OSS, Parent Conference	Written Warning with Parent Conference 5 days OSS	Expulsion		
Unwanted Teasing	Written Warning	Written Warning	Parent meeting		
Rough Play/Horseplay	Verbal Warning	Written Warning	Written Warning	Written Warning 1 Day OSS/Parent Meeting	
Petty Theft or Damage to Property	Restitution for theft or damage/ reimbursement	Restitution for theft or damage/ reimbursement with 1 day ISS Parent Meeting	Restitution for theft or damage/ reimbursement with 3 day OSS Parent Meeting		
Cheating	Written Warning/ Alternate Assignment	Written Warning/ Alternative Assignment/ 1 day ISS/ Parent Conference	Alternative Assignment/ 1 day OSS / Parent Conference		
Plagiarism/Copying	Written Warning/ Alternate Assignment	Written Warning/ Alternative Assignment/ 1 day ISS/ Parent Conference	Alternative Assignment/ 1 day OSS / Parent Conference		
Possession of a Knife or Similar Weapon	Written Warning/ Confiscate/Return to Parents	Written Warning/ Confiscate/Return to Parents/ OSS	Confiscation and Expulsion		

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Truancy	Written Warning	Parent Conference/ Resource Recommendations	Notification to Authorities		
Level 3 Infractions					
Fighting	Written Warning/3 Day OSS/ Parent Conference	Written Warning/5 Day OSS/ Parent Conference	Expulsion		
Possession of Tobacco or Alcohol	Written Warning/ Confiscation/Parent Conference/OSS	Parent Conference OSS	Confiscation and Expulsion and notification to Law Enforcement		
Directed Profanity	Written Warning/1 day ISS	Written Warning/ Parent Meeting/ 3 Days OSS	Long Suspension	Expulsion	
Level 4 Infractions					
Vandalism, Theft, Robbery	Parent Notified/ Parent Conference/ Restitution	Parent Notified/ 3 Day ISS/ Parent Conference/ Restitution	Expulsion/Law Enforcement Notified/ Restitution		
Level 5 Infractions					
Assault/Battery/ Harming of another student or staff member	5 Day OSS/Parent Conference/ Law Enforcement Notified	Expulsion/Law Enforcement Notified			

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Controlled Substance: Use, possession, under influence, safe, distribution, weapons, prescriptions medication not prescribed to the student	Expulsion/ Law Enforcement Notified				
School Threats	5 Day OSS/Parent Conference/ Law Enforcement Notified	Long Suspension/ Parent Conference/ Law Enforcement Notified	Law Enforcement Notified/Expulsion		
Possession of a Firearm	Expulsion/Law Enforcement Notified				

Lower Elementary

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
	Consequence	Consequence	Consequence	Consequence	Consequence
Level 1 Infractions					
Dress Code Violation	Written Warning & Asked to Change	Written Warning & Asked to Change	Asked to Change & Parent Conference		
Prohibited Items (toys, cell phones, smart watches, etc.)	Verbal Warning, Item Confiscated, Item Returned at the End of the Day	Written Warning, Parent Pick up of the Item	Parent Conference		
Dishonesty	Written Warning	Written Warning	Parent Conference/ OSS		
Inappropriate Language & Profanity	Written Warning	Written Warning with Parent Conference	2 day OSS with Parent Conference	5 day OSS with Parent Conference	
Off Task Behavior	Verbal Warning	Verbal Warning	Written Warning Plan implemented to keep student on task	Parent Conference	
Defiance	Verbal Warning	Written Warning	Written Warning	Parent Conference #5 day OSS	
Level 2 Infractions					
Disruptive Behavior	Written Warning	Written Warning	Written Warning	2 Day OSS/ Parent Conference	
Defiance	Written Warning	Written Warning	Parent Conference #5 day OSS		

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Behaviors that are unsafe to others in the room (Throwing items, etc.)	Written Warning and 1 day OSS	Written Warning/ 3 day OSS and Parent Meeting	5 day OSS and Parent Meeting		
Behaviors that are unsafe to the individual student (Running out of the classroom, etc.)	Written Warning	Written Warning and 1 day OSS	3 day OSS and Parent Meeting		
Continued refusal to comply with rules	Written Warning	Written Warning and 1 day OSS	Parent Conference/3 Day OSS	Parent Notified/Parent Conference/ Long OSS	
Harassment/Bullying (including cyber and offsite)	Written Warning with 2 day OSS, Parent Conference	Written Warning with Parent Conference 5 days OSS	Expulsion		
Unwanted Teasing	Written Warning	Written Warning	Parent meeting with loss of privileges		
Rough Play/Horseplay	Verbal Warning	Written Warning	Written Warning	1 Day OSS/Parent Meeting	
Petty Theft or Damage to Property	Restitution for theft or damage/ reimbursement	Restitution for theft or damage/ reimbursement with 1 day OSS or ISS Parent Meeting	Restitution for theft or damage/ reimbursement with 3 day OSS or ISS Parent Meeting		
Cheating	Written Warning/ Alternate Assignment/	Written Warning/ Alternative Assignment/ 1 day ISS/ Parent Conference	Alternative Assignment/ 1 day OSS/ Parent Conference		
Plagiarism/Copying	Written Warning/ Alternate Assignment/	Written Warning/ Alternative Assignment/ 1 day ISS/ Parent Conference	Alternative Assignment/ 1 day OSS/ Parent Conference		

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Possession of a knife or Similar Weapon	Written Warning/ Confiscate/Return to Parents	Written Warning/ Confiscate/Return to Parents/1OSS	Confiscation and Expulsion		
Truancy	Written Warning	Parent Conference/ Resource Recommendations	Notification to Authorities		
Level 3 Infractions					
Fighting	Parent Notified/ 3 Day OSS/ Parent Conference	Parent Notified/5 Day OSS/ Parent Conference	Parent Notified/ Expulsion		
Possession of Tobacco or Alcohol	Written Warning/ Confiscation/Parent Conference/OSS	Parent Conference/ OSS/Notification to Law Enforcement	Confiscation and Expulsion and notification to Law Enforcement		
Directed Profanity	Written Warning/ 1 ISS	Written Warning/ Parent Meeting/ 3 Days OSS	Long Suspension	Expulsion	
Level 4 Infractions					
Vandalism, Theft, Robbery	Parent Notified/ 3 Day OSS/ Parent Conference/ Restitution	Parent Notified/ Long OSS/ Parent Conference/Law Enforcement Notified/ Restitution	Expulsion/Law Enforcement Notified/ Restitution		
Level 5 Infractions					
Assault/Battery/ Harming of another student or staff member	5 Day OSS/Parent Conference/ Law Enforcement Notified	Expulsion/Law Enforcement Notified			

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Controlled Substance: Use, possession, under influence, sale, distribution, weapons, prescriptions medication not prescribed to the student	Expulsion/ Law Enforcement Notified				
School Threats	Long Suspension/ Parent Conference/ Law Enforcement Notified/Expulsion	Law Enforcement Notified/Expulsion			
Possession of a Firearm	Expulsion/Law Enforcement Notified				

Upper Elementary & Secondary

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
	Consequence	Consequence	Consequence	Consequence	Consequence
Level 1 Infractions					
Dress Code Violation	Written Warning Asked to Change	Written Warning Asked to Change	Written Warning Asked to Change & Parent Conference		
Prohibited Items (toys, cell phones, smart watches, etc.)	Verbal Warning, Item Confiscated, Item Returned at the End of the Day	Written Warning, Parent Pick up of the Item	Parent Conference		
Dishonesty	Written Warning	Written Warning	Parent Conference/ISS or OSS		
Inappropriate Language & Profanity	Written Warning	Written Warning/ Parent Conference	2 day OSS/ Parent meeting	5 Day OSS with Parent Meeting	
Off Task Behavior	Verbal Warning	Written Warning/ Parent Meeting	Written Warning/ Parent Meeting		
Defiance	Verbal Warning	Written Warning/ Parent Meeting	Written Warning/ Parent Meeting/ 3 Day OSS		
Level 2 Infractions					
Disruptive Behavior	Written Warning	Written Warning/ parent Meeting/ 1 Day ISS	Parent Conference/ 3 Day OSS		
Defiance	Written Warning	Written Warning/ parent Meeting/ 1 Day ISS	Parent Conference/ 3 Day OSS		
Behaviors that are unsafe to others in the room (Throwing items, etc.)	Written Warning/ 3 day OSS/ Parent Meeting	Written Warning/ 5 day OSS/ Parent Meeting	Expulsion		

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Behaviors that are unsafe to the individual student (Running out of the classroom, etc.)	Written parent Notification	Written Warning and 1 day OSS	5 Day OSS with Parent Meeting		
Continued refusal to comply with rules	Written Warning/ Parents Notified	Parent Conference/ 3 Day OSS	Parent Conference/ Long OSS		
Harassment/Bullying (including cyber and offsite)	Written Warning with 2 day OSS, Parent Conference	Written Warning with Parent Conference 5 days OSS	Expulsion & Possible Notification to Authorities		
Unwanted Teasing	Written Warning	Written Warning and loss of privileges	Parent meeting and loss of privileges		
Rough Play/Horseplay	Written Warning	Written Warning and loss of privileges	Written Warning and loss of privileges	1 Day OSS/Parent Meeting	
Petty Theft or Damage to Property	Restitution for theft or damage/ reimbursement	Restitution for theft or damage/ reimbursement /1 day OSS/Parent Meeting	Restitution for theft or damage/ reimbursement/3 day OSS Parent Meeting		
Cheating	Written Warning/ Alternate Assignment	Alternative Assignment/ 1 day OSS/ Parent Conference	Alternative Assignment/ 1 day OSS-Parent Conference		
Plagiarism/Copying with intent	Written Warning/ Alternate Assignment	Written Warning/ Alternative Assignment/ 1 day OSS/ Parent Conference	Alternative Assignment/ 1 day OSS/ Parent Conference		
Possession of a knife or Similar Weapon	Written Warning/ Confiscate/Return to Parents/ISS or OSS	Confiscation and Expulsion			
Truancy	Written Warning	Parent Conference/ Resource Recommendations	Notification to Authorities		

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Level 3 Infractions					
Fighting	Written Warning/ 3 Day OSS/ Parent Conference	Written Warning /5 Long OSS/ Parent Conference	Written Warning/ Expulsion		
Possession of Tobacco or Alcohol	Written Warning/ Confiscation/Parent Conference/5 day OSS	Confiscation/Parent Conference/Long OSS/Law Enforcement	Confiscation and Expulsion/ Law Enforcement Notified		
Directed Profanity	Written Warning/ Alternate Assignment	Parent Meeting/ 3 Days OSS/ISS	Long OSS	Expulsion	
Level 4 Infractions					
Vandalism, Theft, Robbery	Parent Notified/ 3 Day OSS/ Parent Conference/Law Enforcement Notified/ Restitution	Parent Notified/ Long OSS/ Parent Conference/Law Enforcement Notified/ Restitution	Expulsion/Law Enforcement Notified/ Restitution		
Level 5 Infractions					
Assault/Battery/ Harming of another student or staff member	5 Day OSS or ISS/ Parent Conference/ Law Enforcement Notified	Expulsion/Law Enforcement Notified			
Controlled Substance: Use, possession, under influence, sale, distribution, weapons, prescriptions medication not prescribed to the student	Expulsion/ Long Suspension/Parent Conference/Law Enforcement Notified	Expulsion\Law Enforcement Notified			
School Threats Possion of knives with intent	Parent Conference/ Law Enforcement Notified/Expulsion				

Violation	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Possession of a Firearm	Expulsion/Law Enforcement Notified				