

# Hamilton Progressive Discipline Matrix

## Green: Misconduct that Requires Classroom Supports

Student Behavior	Intervention	Possible Consequences	Additional Information
Classroom Disruption (e.g. speaking out of turn, out of seat, dancing/singing, profanity, property misuse)	Contact parent* Review rules, discussion, discuss at SLC meetings, etc.	Nutrition/Lunch detention with teacher, Classroom/Campus Beautification, Send student to SLC Teacher Partner	Document frequency, intervention and outcome
Non-compliance with classroom rules (e.g. no materials, non-suits, not turning in assignments, food in class/chewing gum, technology violation)	Contact parent* Review rules, discussion, discuss at SLC meetings, etc.	Nutrition/Lunch detention with teacher, Classroom/Campus Beautification, Send student to SLC Teacher Partner	Classroom rules MUST be consistent with "Yankee Code of Conduct" Document frequency, intervention and outcome
Non-compliance with school rules/dress code (e.g. cell phones, electronic devices, hats, etc.)	Review rules, discussion, discuss at SLC meetings, etc.	Refer to procedures for confiscating items	Document frequency, intervention and outcome SSP Level I
2 or more unexcused absences/tardies in a one week period	Contact parent* Review rules, discussion, discuss at SLC meetings, etc.	Nutrition/Lunch detention with teacher, Classroom/Campus Beautification; Send student to SLC Teacher Partner	Document frequency, intervention and outcome SSP Level I
Family problems, emotional distress, relational issues, etc.	Note/email sent to counselor for later summons.		SSP Level I
Non-disciplinary referral, sending issues with students	Note/email sent to counselor for later summons.		SSP Level I

SSP=Student Support Plan

Rev. 2/28/2012hrl

Documentation must be shown at each level prior to referral to higher level disciplinary consequence/intervention.

\*Contact parent: email, phone calls, meetings/conferences, school mail district forms (available in Main Office, SLC Work Areas and Magnet Offices)

# Hamilton Progressive Discipline Matrix

<b>Yellow: Misconduct that Requires a Collaborative Team</b>			
<b>Student Behavior</b>	<b>Support Team</b>	<b>Possible Consequences/ Interventions</b>	<b>Additional Information</b>
Frequent (4) classroom disruption (e.g. speaking out of turn, out of seat)	Counselor/SLC Director/Student Meeting, Contract	Campus Beautification, Detention, Suspension, Saturday Work	SSP Level II
Frequent (4) non-compliance with classroom rules (e.g. no materials, non-suits, not turning in assignments, chewing gum)	Counselor/SLC Director/Student Meeting, Contract	Campus Beautification, Detention, Suspension, Saturday Work	SSP Level II
Frequent (4) non-compliance with school rules/dress code (e.g. cell phones, electronic devices, hats, etc.)	Counselor/SLC Director/Student Meeting, Contract	Campus Beautification, Detention, Suspension, Saturday Work	SSP Level II
4 or more unexcused absences/tardies in a 5 week period	Counselor/SLC Director/Student Meeting, Contract, Dailies, Weeklies	Contact Parent* Detention, Truancy Tickets (School Police/LAPD)	Also refer to PSA Counselor if 7 or more absences/tardies in a grading period.
Cheating/plagiarism	Contact Parent* Counselor/SLC Director/Student Meeting, Contract	1 <sup>st</sup> and 2 <sup>nd</sup> offense-student fails assignment or test and referral sent to counselor. 3 <sup>rd</sup> offense-sent to Dean	Document frequency, intervention and outcome
Walking out of class without permission	Mark in ISIS time out (time student left class).	Send note/email to Dean.	Document frequency, intervention and outcome
Observation of graffiti on notebook or materials	Contact Parent*	Send note/email to Dean for later summons.	Document frequency, intervention and outcome

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# Hamilton Progressive Discipline Matrix

## Red: Serious Offenses with Almost No Administrative Discretion

Student Behavior	Teacher's response	Consequences/ Interventions	Additional Information
Possession/Suspected Possession of Weapons or Dangerous Objects	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Possession/Suspected Possession of Drugs	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Fighting—Verbal or Physical	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Bullying, Harrassment, Threats, Electronic Threats	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Vandalism/Graffiti	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Theft/Robbery	Immediate referral to Dean	As per Deans' discretion	Police Involvement as needed/required by law
Repeated profanity directed at a person in a defiant and/or threatening manner	Immediate referral to Dean	As per Deans' discretion	Police Involvement as needed/required by law
Involvement/possible involvement in gang activity	Immediate referral to Dean.	As per Deans' discretion	Police Involvement as needed/required by law
Suspected Child Abuse			Teacher (mandatory reporter) must call in report to LAPD at (213) 486-0530 <u>OR</u> DCFS Child Abuse Hotline at (800) 540-4000
<p><u>Review BUL – 1347.1</u></p> <p>1) Call LAPD or the Department of Children and Family Services (DCFS) IMMEDIATELY, or as soon as practically possible, <u>AND</u></p> <p>2) Submit the written report to the agency called within 36 hours of receiving the information</p>			
Suicidal Ideations/Self-harm	Immediate referral to Counselor		Possible referral to Department of Mental Health PMRT
Grief-related Issues	Immediate referral to Counselor		
Potential Harm to Others	Immediate referral to Counselor <b>and</b> Dean.		Police Involvement as needed/required by law
Unauthorized sales on campus	Immediate referral to Dean.	As per Deans' discretion	
Other issues in which Green and Yellow interventions have not been successful	Send note to Dean for later summons.		Must provide documentation of prior Green and Yellow interventions

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