

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of May 22, 2018

ITEM: ALBANY HIGH SCHOOL BEHAVIOR MATRIX

PREPARED BY: CARRIE NERHEIM, DIRECTOR, STUDENT SERVICES

TYPE OF ITEM: CONSENT

PURPOSE: to approve the revision of the Albany High School Behavior Matrix

BACKGROUND INFORMATION:

Albany Unified School District Administrative Regulation 5144 outlines a process for the development of site-level disciplinary rules. In developing the guidelines, the school must solicit the participation, views and advice of a representative group composed of parents/guardians, teachers, site administration, school security personnel and students.

Once developed, the final version of the rules “shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school.”

The Governing Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law.

DETAILS: This was presented at the [May 8, 2018 Board meeting](#) and is coming back with the suggested changes for Board approval.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: APPROVE THE ALBANY HIGH SCHOOL BEHAVIOR MATRIX

The following guidelines are provided to be used as options and at the staff's discretion depending on the infraction.

Level 1	Level 2	Level 3
- Minor behavioral OR first reported incident.	- Moderate behavioral OR second reported incident.	- Severe behavioral OR continued incidents.

All actions within a box may be used for each student action unless the student is unwilling to engage in the restorative actions. If a student is unwilling to engage in restorative practices, potentially more severe consequences may be issued.

When specified, teachers will be notified first via e-mail and then in person to provide further details.

For each 2 days of suspension, a student can replace 1 day with 5 hours of community service. The community service hours must be approved by administration and be completed within 3 weeks of the incident.

If a student is suspended, there will be a pre-suspension conference and a reintegration conference that will include guardian, student, an administrator and where appropriate, any additional staff members. When a student is suspended, teachers are automatically notified of the incident and suspension.

Conflict resolution – A meeting between 2-3 individuals that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program may be made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

Restorative circle – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.

Behavior	1st Incident/Level	2nd Incident/Level	3rd Incident/Level
Absences	<ul style="list-style-type: none"> 1st truancy letter at 3 unexcused absences 	<ul style="list-style-type: none"> 2nd truancy letter at 5 unexcused absences SART meeting (Truancy Mediation) with family, teacher and counselor if necessary Teacher notification of process 	<ul style="list-style-type: none"> 3rd truancy letter at 7 unexcused absences SARB (Truancy Mediation) meeting at 9 unexcused absences Teacher notification of results
Arson	<ul style="list-style-type: none"> 5 day suspension Guardian + student conference Restorative circles* Counselor referral 5 hrs. community service Police report Possibility of expulsion recom. 	<ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Restorative circles* 10 hrs. community service Police report 	
Assault/Battery/Fighting			
- Self-defense	<ul style="list-style-type: none"> Guardian contact Conflict resolution or circle* 	<ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle* 	<ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle*

	<ul style="list-style-type: none"> • Counselor referral 	<ul style="list-style-type: none"> • Counselor referral 	<ul style="list-style-type: none"> • Counselor follow-up
- Caused minor injury	<ul style="list-style-type: none"> • After-school detention • Guardian + student conference • Conflict resolution or circle* • Research/reflection 	<ul style="list-style-type: none"> • 1-2 day in-school suspension • Guardian + student conference • Conflict resolution or circle* • Counselor referral 	<ul style="list-style-type: none"> • 1-5 day suspension • Guardian + student conference • Conflict resolution or circle* • Counselor follow-up
- Caused serious injury (not mutual combat)	<ul style="list-style-type: none"> • 1-2 days in-school suspension • Guardian + student conference • Conflict resolution or circle* • Counselor referral • Research/reflection 	<ul style="list-style-type: none"> • 1-2 day suspension • Guardian + student conference • Conflict resolution or circle* • Counselor follow-up 	<ul style="list-style-type: none"> • 1-5 day suspension • Possibility of expulsion recommendation • Guardian + student conference • Conflict resolution or circle* • Counselor follow-up
- Mutual combat/fighting	<ul style="list-style-type: none"> • 1-3 day suspension • Guardian + student conference • Conflict resolution or circle* • Research/reflection 	<ul style="list-style-type: none"> • 2-4 day suspension • Guardian + student conference • Conflict resolution or circle* • Counselor referral 	<ul style="list-style-type: none"> • 3-5 day suspension • Guardian + student conference • Conflict resolution or circle* • Counselor follow-up
- Willfully caused serious injury, except in self-defense - Physical assault/battery - Sexual assault – aggressive and unwanted sexual/intimate contact (Ed. Code required)	<ul style="list-style-type: none"> • Suspension pending expulsion process • Expulsion recommended • Police report • Guardian, student, counselor and admin conference • Research/reflection 		
Cutting Class (15 min + of class)			
- On Campus without permission	<ul style="list-style-type: none"> • Guardian + teacher notified 	<ul style="list-style-type: none"> • After-school detention of double the time cut with a cap of 2 detentions • Guardian + student conference • Counselor referral • Teacher notified 	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian, student, teacher and counselor conference • Counselor follow-up • Possible referral to SART/SARB • Teacher notified
- Off campus/leaving without permission	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • After-school detention of double the time cut with a cap of 2 • Guardian + student conference • Guardian + teacher notified 	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • 1 day in-school suspension • Guardian + student conference • Counselor referral • Teacher notified 	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • 2 day in-school suspension • Guardian, student, teacher, and counselor conference • Counselor follow-up • Possible referral to SART/SARB • Teacher notified
Defiance or Disruption			
- Minor: Student does not follow repeated directions or requests from staff; action momentarily interrupts instruction, event or program	<ul style="list-style-type: none"> • Restorative action • Guardian contact 	<ul style="list-style-type: none"> • Restorative action • 1 day class suspension possible • Restorative conference with student, teacher, and admin • Guardian contact 	<ul style="list-style-type: none"> • 1-2 day In-school suspension • Restorative action • Restorative conference with student, guardian, teacher, and admin • Counselor referral
- Major or repetitive: Student does not follow repeated directions or requests from staff; action interrupts or stops instruction, event or program; administrator or supervisor support required	<ul style="list-style-type: none"> • After-school detention • 1 day class suspension • Restorative circle* • Guardian + student conference 	<ul style="list-style-type: none"> • 1 day in-school suspension • Restorative circle* • Guardian + student reintegration conference • Counselor referral 	<ul style="list-style-type: none"> • Possible 1-3 day suspension • Guardian + student conference • Conflict circle* • Counselor follow-up

Drugs, and Controlled Substances			
- Selling, buying, distributing	<ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Police report • Guardian, student, counselor and admin conference • Restorative research/reflection 		
- Possession	<ul style="list-style-type: none"> • 1 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor referral 	<ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up 	<ul style="list-style-type: none"> • 3-5 day suspension • Possible expulsion recommendation • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up
- Under the influence	<ul style="list-style-type: none"> • 2-3 day in-school suspension • Guardian + student conference • Restorative circle* • Counselor referral 	<ul style="list-style-type: none"> • 3-5 day in or out of school suspension • Guardian + student conference • Restorative circle* • Counselor follow-up • Random bag checks possible 	<ul style="list-style-type: none"> • 5 day suspension • Possible expulsion recommended • Counselor follow-up • Random bag checks possible
Drug Paraphernalia			
- Possession	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor referral 	<ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up • Random bag checks possible 	<ul style="list-style-type: none"> • 3-5 day suspension • Guardian + student conference • Item turned over to police • Random bag checks possible
- Sale	<ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor referral 	<ul style="list-style-type: none"> • 3-5 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up 	<ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Guardian, student + counselor conference • Item turned over to police
Electronics			
-Possession or use without permission: Phones, Bluetooth speakers,	<ul style="list-style-type: none"> • Device taken and logged in the office. 	<ul style="list-style-type: none"> • Device taken and logged in the office, guardian phone call or conference to release 	<ul style="list-style-type: none"> • Device taken and logged in the office one week, guardian pick up
-Recording a fight to post on social media.	<ul style="list-style-type: none"> • 3 hours of community service • Reflection assignment • Guardian contact 	<ul style="list-style-type: none"> • 6 hours of community service • Reflection assignment • Guardian contact 	<ul style="list-style-type: none"> • 9 hours of community service • Reflection assignment • Guardian contact
Falsifying Records Plagiarism/Cheating	<ul style="list-style-type: none"> • Guardian + student conference • Reflective assignment 	<ul style="list-style-type: none"> • Guardian + student conference • Reflective assignment 	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Reflective assignment
- Falsely representing yourself, other people or facts on school documents which includes all academic assignments and exams.	<ul style="list-style-type: none"> • Warning of or loss of privilege related to falsification/plagiarism including grades. 	<ul style="list-style-type: none"> • Loss of privilege related to falsification/plagiarism including grades. 	<ul style="list-style-type: none"> • Loss of privilege related to falsification/plagiarism including grades.
Fire Alarms	<ul style="list-style-type: none"> • 1-2 day in-school suspension • Community service • Reflective assignment • Restorative circle 	<ul style="list-style-type: none"> • 2 day suspension • Community service • Reflective assignment • Restorative circle 	<ul style="list-style-type: none"> • 3-5 day suspension • Community service • Reflective assignment • Restorative circle
- Pulling			
Gambling	<ul style="list-style-type: none"> • 3 days community service 	<ul style="list-style-type: none"> • After-school detention 	<ul style="list-style-type: none"> • 1+ day in-school suspension

	<ul style="list-style-type: none"> Confiscation of equipment for guardian pick-up Restorative circle 	<ul style="list-style-type: none"> Confiscation of equipment Guardian + student conference Restorative circle Counselor referral Community service 	<ul style="list-style-type: none"> Confiscation of equipment Guardian + student conference Restorative circle Counselor referral Community service
Harassment & Bullying - Unwelcome comments [spoken, written, electronic] or acts, which are ongoing, one-sided and make the recipient feel powerless and/or creates a hostile environment	<ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Harassment contract Counselor referral 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Counselor follow-up Possible schedule change
Hate Acts - Harmful action against someone for their real or perceived identity.	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech
Hate Speech/Messaging - Slur or derogatory comment/message about one's real or perceived identity. This includes body size, disability, gender, nationality, race, religion, or sexual orientation.	<ul style="list-style-type: none"> Guardian contact Research and written reflection about the specific area of hate Restorative circle* Make amends with group impacted Counselor referral 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor referral 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor follow-up
Incendiary Devices (matches, lighters, etc.)			
- Possession	<ul style="list-style-type: none"> Community service Guardian contact Confiscation of Item Restorative circle 	<ul style="list-style-type: none"> Community service Guardian contact Confiscation of Item Restorative circle 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Confiscation of Item Restorative circle Random bag checks in morning
- Use (lightning something on fire)	<ul style="list-style-type: none"> 1 day suspension Guardian contact Confiscation of Item Restorative circle 	<ul style="list-style-type: none"> 2 day suspension Guardian contact Confiscation of Item Restorative circle 	<ul style="list-style-type: none"> 3 day suspension Guardian + student conference Confiscation of Item Restorative circle Random bag checks in morning
Offensive Comment - Harmful or offensive comment that is not about a person's identity.	<ul style="list-style-type: none"> Behavior reflection form Conflict resolution Guardian contact 	<ul style="list-style-type: none"> Community service Behavior reflection form Conflict resolution Guardian contact 	<ul style="list-style-type: none"> Community service Behavior reflection form Conflict resolution Guardian contact Counselor referral
Retaliation - Harming someone because they have caused or reported harm	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: Guardian contact Restorative circle* Counselor referral 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1 day in-school suspension Guardian + student conference Restorative circle* Counselor referral Retaliation contract 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1-5 day suspension Guardian + student conference Restorative circle* Counselor follow-up Retaliation contract
Roughhousing (not fighting)	<ul style="list-style-type: none"> Verbal warning Teacher notifies asst. principal 2 days trash duty Help students find activity 	<ul style="list-style-type: none"> After-school detention Guardian contact Conflict resolution Counselor referral Help students find activity 	<ul style="list-style-type: none"> 1 + day in or out-of-school suspension Guardian + student conference Conflict resolution Counselor follow-up
Selling, Buying, or Trading Items with the intent of intimidation or bullying.	<ul style="list-style-type: none"> 2 days community service Items, or \$ earned, are returned to original owner 	<ul style="list-style-type: none"> After-school detention Items, or \$ earned, are returned to original owner 	<ul style="list-style-type: none"> 1 day in-school suspension Items, or \$ earned, are returned to original owner and guardian

	<ul style="list-style-type: none"> Guardian contact 	<ul style="list-style-type: none"> Guardian contact 	<ul style="list-style-type: none"> to pick up Guardian + student conference
Sexual Harassment - Verbal/visual (creating or displaying pictures, signs, gestures, inappropriate material or verbal statement) - Physical contact (of another in the act of harassment), includes pantsing - Continual verbal, visual, or physical sexual harassment	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Restorative circle* Counselor referral 	<ul style="list-style-type: none"> 1-3 day suspension Conference with student, guardian, and counselor Restorative circle* Restorative project or training Counselor referral Harassment contract 	<ul style="list-style-type: none"> 3-5 day suspension Conference with student, guardian, and counselor Restorative circle* Restorative project or training Possible schedule change Counselor follow-up
Tardy	<ul style="list-style-type: none"> 1st - 3rd warning via auto-dialer 4th - 5th lunch clean up 	<ul style="list-style-type: none"> 6th after-school detention 7th warning via auto-dialer 8th - 9th lunch clean up 	<ul style="list-style-type: none"> 10+ after-school detention
Theft/Possession of Stolen Property	<ul style="list-style-type: none"> After school detention Restitution to individual(s) and community Guardian + student conference Restorative circle* Counselor referral 	<ul style="list-style-type: none"> 1-2 day in-school suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative circle* Counselor follow-up 	<ul style="list-style-type: none"> 3+ day in-school suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative circle* Counselor follow-up
Threats (student) - Witness intimidation using harassment and/or threat - Threat of death or grave bodily injury	<ul style="list-style-type: none"> 1 day suspension in or out-of-school Guardian + student conference Conflict resolution or restorative circle* Counselor referral Police report possible 	<ul style="list-style-type: none"> 2-3 day suspension Guardian + student conference Conflict resolution or restorative circle* Counselor follow-up Police report possible 	<ul style="list-style-type: none"> 3-5 day suspension Expulsion recommendation possible Guardian + student conference Conflict resolution or restorative circle* Counselor follow-up Possible report possible
Threats (staff) - Threat of death or grave bodily injury against school official, or against school property	<ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Police report Restorative conference* Counselor referral Consider class change 	<ul style="list-style-type: none"> 2-3 day suspension Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change 	<ul style="list-style-type: none"> 3-5 day suspension Expulsion recommendation possible Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change
Vandalism, Graffiti, Destruction of Property - Destruction or harm to school or personal property requiring clean up or resulting in financial loss	<ul style="list-style-type: none"> 1-2 day in-school suspension Restitution, clean up Guardian + student conference Research/reflection Police report possible 	<ul style="list-style-type: none"> 2 day in-school suspension Restitution, clean up Guardian + student conference Police report 	<ul style="list-style-type: none"> 3 day in-school suspension Restitution, clean up Guardian + student conference Police report
Verbal Abuse of a Staff Member	<ul style="list-style-type: none"> Possible 1 day class suspension Restorative conference including guardian 	<ul style="list-style-type: none"> Possible 2-3 day class or in-school suspension Restorative conference including guardian Counselor referral 	<ul style="list-style-type: none"> Possible 3-5 day class or out of school suspension Restorative conference including guardian Counselor follow-up
Weapons, Explosives, Dangerous Objects, Imitation Firearms - Possession of a knife or blade, real or imitation	<ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Counseling referral 	<ul style="list-style-type: none"> 3-5 day suspension Guardian + student conference Counseling follow-up Possibility of expulsion 	<ul style="list-style-type: none"> Suspension pending expulsion Expulsion recommended Guardian + student

		recommended	<ul style="list-style-type: none"> conference Counseling follow-up
<ul style="list-style-type: none"> - Possession or use of weapons, explosives, dangerous objects or imitation firearms - Brandishing a knife 			<ul style="list-style-type: none"> Suspension pending expulsion (Ed. Code required) Expulsion recommended Police called Guardian and student conference

*Note that school staff reserve the right to shift the nature of suspensions from in-school to out of school and vice versa when appropriate or necessary.

***Conflict resolution** – A meeting between 2-3 individuals that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program may be made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

***Restorative circle** – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.

[Fix School Discipline Tool Kit](#)

[Mindfulness for Students](#)

[Psychology Today- Understanding Myths about Mistakes](#)

[Mind Tools- How Good is Your Decision Making?](#)

[Ted Talk- Why I keep speaking when people mock my accent.](#)

[You Tube: Alcohol's Effect on the Teenage Brain](#)

Possible headers “Ourselves, others, environment”

Use “I and we” language”