

24-25 Elementary School Student Intervention Guidelines

This matrix serves as a guideline of considerations for administrators when considering disciplinary consequences based on student misconduct. Discipline punitive consequences should be combined with restorative actions. These restorative actions may include but are not limited to, counseling, connecting the student and parent with resources, parent meetings, and activities to improve school culture and build a more positive school climate.

Teachers are directed to address issues occurring within the classroom and/or their supervision by utilizing the following Positive Behavioral Intervention and Supports (“PBIS”) continuum. Minor offenses will be handled within the classroom.

LEVELS OF DISCIPLINARY INTERVENTIONS

The level of disciplinary consequence is determined by the specific infraction.

- Level 1 – Warning and re-teaching of expectations/restitution
- Level 2 – Staff assigned consequence/behavior reflection/restitution
- Level 3 – Conference/loss of privilege/parent notification/behavior reflection/other means of correction/restitution
- Level 4 – Possible counselor referral/conference with administrator, and all Level 3 interventions
- Level 5 – Counselor referral/possible Student Success Team (“SST”) process initiation/conflict mediation/other means of correction and all Level 4 interventions
- Level 6 – Suspension (1-5 days) and parent conference/in-house suspension and all Level 5 interventions
- Level 7 – Suspension (1-5 days)/possible involuntary school transfer (parent may appeal).
- Level 8 – Recommend expulsion/involuntary school transfer (parent appeal per Board Policy 5152)

OTHER MEANS OF CORRECTION

Other means of correction may include, but are not limited to:

- Conference with student’s parents, SST meetings, and other behavioral intervention groups
- Referrals to a psychologist or other school support service personnel
- Development and implementation of a behavior plan
- Enrollment in a restorative practices, **emotional regulation, or prosocial behavior program**
- Referral for a comprehensive assessment, including for purposes of creating an Individual Education Plan (“IEP”) or Section 504 plan
- Positive behavior support with tiered interventions occurring during the school day

DOCUMENTING DISCIPLINE AND DETERMINING INTERVENTIONS

Problem Behavior	Education Code (if applicable) or Aeries Description	Aeries Code	Definition	Guidance re: Consequence Unless otherwise noted, depending on the severity of the incident, intervention should begin at Level 1 of the PBIS intervention continuum for the first violation.
Misuse of Chromebook	Technology Violation	C7	Intentional unauthorized access of blocked websites, such as a proxy site, that willfully bypasses the District filtering. Intentional damage of Chromebooks (removal of keys, display cover, etc.) and/or accessories may result in disciplinary consequences and is a violation of law. (Ed. Code § 48900(f).)	The minimum consequence for the first incident is placement at Level 3 depending on the severity. Progressive discipline aligned with other means of correction as needed. <ul style="list-style-type: none"> Restitution may be required for damaged or lost devices.
Cheating/Academic Dishonesty/Forgery/Plagiarism	Cheating Fraud Phone Call Fraud Written Material	DB DG DH	Copying another student’s homework Copying another student’s answers on a test Using an unauthorized prompt sheet Using unauthorized technology (including a calculator) Using technology in an unauthorized way Making homework available to another student so the student may copy the answers Plagiarizing another author’s work Cutting and pasting passages from the Internet into an assignment without notation for the author Forged notes (student signing parents’ name)	Students cannot be suspended for this violation. Depending on the severity, should begin at Level 3 of the PBIS intervention continuum for the first violation. There will likely also be a grade consequence related to the specific assignment or activity.
Defiance/Insubordination/Non-Compliance	Disruption/Defiance 48900(k)	EQ	Student engages in refusal to follow directions or talks back.	Students cannot be suspended from school for this violation. Depending on the severity, should begin at Level 3 of the PBIS intervention continuum for the first violation.
Detention/Intervention Defiance	Detention Defiance Consequence Defiance	DD DI	Students who fail to serve assigned detention may receive additional consequences.	Students cannot be suspended for this violation. Depending on the severity, should begin at Level 4 of the

				PBIS intervention continuum for the first violation.
Disrespect	Disrespect	2	Student delivers socially rude or dismissive messages to adults or students.	Students cannot be suspended for this violation. Depending on the severity, should begin at Level 3 of the PBIS intervention continuum for the first violation.
Disruption	Disruption/Defiance 48900(k)	EQ	Student engages in behavior causing an interruption in a class or activity. Disruption includes: sustained loud talk, yelling, or screaming; noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.	An elementary student may not be school suspended for this behavior but may be suspended from a single class period if this behavior is repetitive and significantly disruptive after attempts at intervention. Staff must use “other means of correction” and, depending on the severity, should begin at Level 3 of the PBIS intervention continuum.
Dress Code Violation	Dress Code Violation	DE	Student wears clothing that does not comply within the dress code guidelines practiced by the school/district. More specific guidelines are listed in Administrative Regulation 5132.	Unless the violation is “gang related” or has a different violation, students cannot be suspended for this violation. Depending on the severity, should begin at Level 3 of the PBIS intervention continuum for the first violation.
Electronic Devices	Electronic Device Use	DT	Electronic devices include, but are not limited to: phones, calculators, wearable technology, and cameras. While students may bring electronic devices on campus, these devices must be turned off during class time unless approved by the teacher (including tutorial).	Depending on the severity, should begin at Level 3 of the PBIS intervention continuum for the first violation.
Inappropriate Display of Affection	Obscene Behavior	DP	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum

				for the first violation.
Inappropriate Location/ Out of Bounds Area	Left Campus w/o Permission	DN	Student is in an area that is outside of school boundaries (as defined by school).	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Lying	Defiance of Authority	1	Student delivers message that is untrue and/or deliberately violates rules.	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Skip class	Truancy	D2	Student leaves or misses class without permission.	Depending on the severity, should begin at Level 4 of the PBIS intervention continuum for the first violation.
Tardy	Tardy	DY	Student is late (as defined by the school) to class or the start of the school day	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Play Fighting/ Horse Playing	Play Fighting/ Horse Playing	D4	Student engages in non-serious, but inappropriate physical contact.	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Physical Contact	Physical Contact	P0	Direct or indirect physical interaction that takes place between two entities including interactions that take place through touching or by means of any object.	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Technology	Technology Violation	C7	All students will follow all rules, regulations, and guidelines in the <u>Student Acceptable Use of Technology AR 6163.5</u> which can be found on the district webpage.	Depending on the severity, should begin at Level 1 of the PBIS intervention continuum for the first violation.
Major Problem Behavior	Education Code (if applicable) or Aeries Description	Aeries Code	Definition	Consequence Prior to engaging in out of school suspension, the school must use other means of correction unless otherwise noted
Bullying/ Cyberbullying	48900(r)	E1	Bullying and Cyberbullying shall mean unwelcome, pervasive, and/or severe verbal, written, or physical conduct, through any means (including social media, texting, etc.) which is directed at a student or staff member by a student or staff member that has the effect of any or all of the following:	Staff must use “other means of correction” and should begin at Level 5 of the PBIS intervention continuum. If the bullying or cyberbullying is so extreme

			<ul style="list-style-type: none"> • Creating an intimidating and/or hostile environment that substantially interferes with a student's educational opportunities, or the ability of a staff member to perform their duties • Damaging, extorting, or taking a student or a staff member's personal property • Placing a student or staff member in reasonable fear of physical, emotional, or mental harm • Placing a student or staff member in reasonable fear of damage to, or loss of, personal property 	that students' behavior causes a danger to persons, the student may be suspended for a first violation.
Drug or Alcohol Use/Possession including Imitations	48900(c)	EI	Students are prohibited from possessing, using, or being under the influence of a legal/illegal/controlled substance, alcohol, intoxicant, and/or being in the possession of any such paraphernalia/containers/devices/substances. Substances listed in Chapter 2 (Section 11053) of Division 10 of the Health and Safety Code.	Staff must use "other means of correction" and should begin between Levels 3 and 6 of the PBIS intervention continuum. A student may be suspended for a first violation or if the student's behavior causes a danger to persons.
Drug Selling/ Furnishing including Imitations	Sus. - 49800(c) or (d) Exp. - 48915(c)(3)	EJ EC	Sales and/or furnishing of drugs, including but not limited to any form of alcohol, controlled substance, THC products, imitation drugs, or prescription drugs.	Student would be recommended for expulsion, per Level 8 of the PBIS interventions.
Extortion	Sus. - 48900(e) Exp. - 48915(a)(4)	EK F1	Any attempt to seize personal property, information, images (photo or video) or money from another person by threat or force	Staff must use "other means of correction" and should begin at Level 3 of the PBIS intervention continuum. A student may be suspended for a first violation or if the student's behavior causes a danger to persons.
False Fire Alarm	Disruptive Activity (non-classroom)	D7	Tampering, destroying or disrupting the fire protection system on campus.	Staff must use "other means of correction" and should begin at Level 4 of the PBIS intervention continuum.
Fireworks/Incendiary Devices/Matches/ Lighters, Etc.	Possession Incendiary Device Dangerous Object	DU C3	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).	Staff must use "other means of correction" and should begin at Level 4 of the PBIS intervention continuum.
Gang Related Activity	Gang Involvement	DK	Student uses gesture, dress, and/or speech to display	The minimum consequence of

			affiliation with a gang.	the first incident is placement at Level 4
Harassment	48900.4	EY	A student's actions may be considered harassment or intimidation when actions are taken against another person which make that individual feel uncomfortable, threatened or fearful.	For students in grade 4 and above, staff must use "other means of correction" and should begin at Level 3 of the PBIS intervention continuum.
Witness Harassment	48900(o)	EU	Harass, threaten, or intimidate a pupil who is a complainant or witness in a school discipline action for purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. Such intimidation//threat/harassment can occur in person, via a surrogate and/or cyberspace.	For students younger than grade 4, staff must use "other means of correction" and should begin at or around Level 3 of the PBIS intervention continuum.
Hate Violence	48900.3	EX	Physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group. *Applicable to 4th-12th grade only.	Staff must use "other means of correction" and should begin at or around Level 5 of the PBIS intervention continuum. A student may be suspended for a first violation or if the student's behavior causes a danger to persons.
Promoting/ Encouraging/ Planning/Video- Posting	48900(t)	E8	Partake in the planning, encouraging, "cheering on", arriving at a predetermined place, videoing, posting on social media and/or any other means of acting in the manner of an irresponsible bystander.	Staff must use "other means of correction" and should begin at or about Level 2 of the PBIS intervention continuum.
Profanity/Vulgarity/ Obscene Acts	48900(i)	EO	Committing an obscene act or engaging in <i>habitual</i> profanity or vulgarity. This includes words, deeds, actions, possession of photos, pictures, drawings, videos, recordings and/or any other materials deemed by CUSD Administration to be vulgar, profane or obscene.	Staff must use "other means of correction" and should begin at or about Level 3 of the PBIS intervention continuum.
Property Damage	48900(f)	EL	Engaging in activities that result in severe property damage (e.g., arson, vandalism). Students are expected to participate in keeping the campus clean and free from any type of graffiti. Any student involved in the defacing, destroying or damaging of school or personal property, directly or indirectly, is considered to be vandalizing. Any	Staff must use "other means of correction" and should begin at or about Level 3 of the PBIS intervention continuum. The severity of the damage or incident may result in higher levels.

			damage incurred will be considered vandalism and subject to restitution.	
Property Damage: Vandalism Tools	Vandalism Tools	11	Students must not bring or have in possession any item that would aid in the vandalism of school property. These items include: permanent felt tip markers, paint, etching tools, burglary tools, etc. Some tools may be used for academic use under adult supervision.	Staff must use “other means of correction” and should begin at or about Level 1 of the PBIS intervention continuum.
Racism	Racism - C5 Cultural Insensitivity - CI	C5 or CI	<p>Examples of racism include but are not limited to:</p> <ul style="list-style-type: none"> • Racial slurs and derogatory language • Name calling related to race or ethnicity • Verbal/nonverbal or written hate language • Displaying racist symbols • Derogatory social media posts related to race or ethnicity • Racially insensitive/inflammatory material • Physical violence on the basis of race or other listed category hate violence 	<p>For a first violation, depending on the severity of the incident, acts of racism may result in disciplinary action at or about level 3 on the PBIS continuum. In some instances, such an act may result in possible law enforcement notification. Discipline levels will be progressive as it aligns with the California Education Code where other means of correction have failed to bring about appropriate conduct.</p> <p>Discipline should also be paired with restorative actions, counseling, parent resources, and parent meetings to improve school culture and build a positive school climate</p>
Sexual Harassment	48900.2	EW	<p>Prohibited sexual harassment includes, but is not limited to, unwelcome advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting.</p> <p>Students will not have possession of or solicit pornographic photos/pictures or videos, including photos/pictures or videos on cell phones or electronic devices. This includes photos generated through Artificial Intelligence (AI).</p>	<p>Staff must use “other means of correction” and should begin at or about Level 5 of the PBIS intervention continuum. The severity of the incident may result in higher levels.</p> <p>A student may not be suspended for sexual harassment unless the student is in grades 4 and above.</p>

				*Staff should always contact the Title IX Coordinator when there is suspected Sexual Harassment.
Threats	48900(a)(1) Major - 48900(a)(2) Terroristic - 48900.7	EF EG EZ	Bomb Threat – False Alarm: Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Threats of Physical Harm: Any attempt, threat, arriving at a place predetermined to be the place where a fight may occur, and/or direct or indirect involvement of an act of physical aggression. Any threat to cause or willfully use force or violence on another person, except in self-defense.	Staff must use “other means of correction” and should begin at or about Level 4 of the PBIS intervention continuum. The severity of the incident may result in higher levels. A student may be suspended for a first violation or if the student’s behavior causes a danger to persons.
Theft	Minor - Non Suspension Major - 48900(g)	DZ EM	The intentional taking of property that does not belong to the student. The student does not have the intent to return the property.	Staff must use “other means of correction” and should begin at or about Level 3 of the PBIS intervention continuum. The severity of the incident may result in higher levels.
Use of Force	48900(a)(2)	EF	When more than two people are involved in a physical altercation, it will be considered a group fight. This includes fights that are in progress. Regardless of whether or not the student is an aggressor, students who engage in physical contact may be considered mutual combatants and may receive disciplinary consequences. Any participation considered to be significantly aggressive or egregious or involving a weapon or threat of a weapon could be considered for recommendation for expulsion per Ed Code 48915.	Staff must use “other means of correction” and should begin at or about Level 4 of the PBIS intervention continuum. The severity of the incident may result in higher levels. A student may be suspended for a first violation or if the student’s behavior causes a danger to persons.
Use of Force: Caused harm	48900(a)(1)	EF	Same as above	Same as above
Vaping/Tobacco/ E-Cigarettes/Any Materials Related	Tobacco Vaping 48900(h)	D1 D9 EN	Possession/using tobacco/nicotine or in possession of paraphernalia including vape devices, vape batteries, vape juice, etc.	Staff must use “other means of correction” and should begin at or about Level 3 of the PBIS intervention continuum. The severity of

				the incident may result in higher levels.
Weapons	Minor -Dangerous Object Major-48900(b)	C3 EH	Including toys, imitations or any object that could be reasonably used in the fashion of a weapon, even without the intent of injuring self or others.	Staff must use “other means of correction” and should begin at or about Level 2 of the PBIS intervention continuum. The severity of the incident may result in higher levels. A student may be suspended for a first violation or if the student’s behavior causes a danger to persons.

Internal Document

DOCUMENTING DISCIPLINE PROCESS AND CONSEQUENCE

Action Taken	Definition
Action Pending	Consequence for referral is pending. Referral will be modified when “action taken” is determined.
Additional Attendance/ Saturday School	Consequence for referral results in student attending classes on a Saturday.
Alternative Placement	Consequence for referral results in student being placed in a different educational setting
Bus Suspension	Consequence for referral results in 1-3 day period when students are not allowed on the bus.
Community Service	Consequence for referral results in involvement in community service activities or projects.
Conference with Student	Consequence for referral results in student meeting with administrator, teacher, and/or parent (in any combination).
Expulsion	Consequence for referral results in student being dismissed from school for one or more days.
In-School Suspension	Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.
Individualized Instruction	Consequence for referral results in student receiving individualized instruction specifically related to the student’s problem behaviors.
Loss of Privilege	Consequence for referral results in student being unable to participate in some type of privilege.
Other Action Taken	Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.
Out-of-School Suspension	Consequence for referral results in a 1-5 day period when student is not allowed on campus.
Parent Contact	Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.
Restitution/Community Service	Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services.
Time in Office	Consequence for referral results in student spending time in the office away from scheduled activities/classes.
Time Out/Detention	Consequence for referral results in student spending time in a specified area away from scheduled activities/classes.

LEGAL REFERENCES

EDUCATION CODE SECTION 48900

Suspension shall be imposed only when other means of correction fall to bring about proper conduct. However, suspension on the first offense is authorized for 48900 (a) through (e) offenses and/or when the pupil's presence causes a danger to persons. (EC §48900.5) Discretion may be used to provide alternatives to suspension or expulsion that are age appropriate and **designed to address the specific misbehavior** (EC §48900 (v)).

- a.1. Caused, attempted to cause, or threatened to cause physical injury.
- a.2. Willfully used force or violence on another person, except in self-defense.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant
- d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance.
- e. Attempted or committed robbery or extortion.

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- f. Attempted or caused damage to school or private property.
- g. Attempted or stole school or private property.
- h. Possessed, or used a tobacco product.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or defied school personnel. (Grades 4-12, suspension only)
- l. Knowingly received stolen school or private property.
- m. Possessed an imitation firearm.
- n. Attempted or committed sexual assault or committed a sexual battery.
- o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in an act of bullying, including cyberbullying and *cyber sexual bullying*.
- t. Aided or abetted in the attempted or infliction of physical injury to another. Expel only when connected to (a)
- .2 Committed sexual harassment. (Grades 4-12)
- .3 Attempted, threatened, caused, or participated in hate violence. (Grades 4-12)
- .4 Harassment, threats or intimidation creating an intimidating or hostile educational environment. (Grades 4-12)
- .7 Made terroristic threats against school officials or property.

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- s. Act must be related to a school activity or school attendance occurring within a school under the jurisdiction of a district, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period on or off campus; or 4) during or while going to or from a school sponsored activity.
 - u. School property includes electronic files and databases.
 - w. Alternatives to suspension/expulsion should be applied to students who are truant, tardy or absent from school.

EDUCATION CODE SECTION 48915 -Expulsion

•• Report all offenses in §48900 for jurisdiction consideration••

Principal or Superintendent shall recommend expulsion for offenses which **occur at school or at a school activity off school grounds**, unless it should not be under the circumstances or an alternative means of correction would address the conduct:

- a.1. (A) Causing serious injury to another person, except in self-defense.
- a.1. (B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.
- a.1.(C) Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois (by weight) ounce of marijuana, other than concentrated cannabis.
- a.1.(D) Robbery or extortion.
- a.1.(E) Assault or battery on any school employee.

For expulsion under §48915 (a) or §48900 (a) through (r) or §48900.2, .3, or .7, there must be a finding of either of the following (§48915(b) or (e)):

- (1) That other means of correction are not feasible or have repeatedly failed to bring about the proper conduct.
- (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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The following offenses require suspension and recommendation for expulsion:

- c.1. Sale, possession or furnishing a firearm. (Exception for imitation firearm)
- c.2. Brandishing a knife at another person. (See also EC§ 48915(g))
- c.3. Selling a controlled substance.
- c.4. Attempted or committed sexual assault or committed sexual battery.
- c.5. Possession of an explosive.