



## ARCHDIOCESE OF MIAMI OFFICE OF CATHOLIC SCHOOLS Matrix of Infractions, Supports and Consequences

The *Matrix of Infractions, Supports and Consequences* lists examples of non-productive student behavior and the range of consequences that may be imposed for each infraction. While this document is intended to provide guidance, school administrators retain discretion to impose disciplinary consequences based on particular circumstances within the parameters set forth by Archdiocesan Educational Policy. When assigning a consequence, supports, or a combination of consequences and supports for non-productive behavior, the Principal or the Principal's designee should give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists in that particular school. The Principal or the Principal's designee should carefully implement appropriate procedures regarding response to behavior of students with disabilities. The *Matrix of Infractions, Supports and Consequences* shall apply to all students. **The matrix designates recommended responses to non-productive student behavior in several categories and should be used as a guide to decision making. Please note areas that require consultation with the Superintendent are highlighted in red.**

**As with all matters, it is important that school leaders also consider their own local policies (as set forth in the Student/Parent Handbook) as well as Archdiocesan Educational Policy, when determining responses to student behavior.**

Schools are encouraged to implement Positive Behavior Interventions and Supports by establishing developmentally appropriate school-wide behavior expectations. These expectations should be taught, modeled, practiced and reinforced throughout the school year in efforts to reduce the necessity for implementation of corrective measures. Expectations should be clarified to students with respect to behavior in classrooms and non-classroom settings such as those listed in the matrix. Clarifying expected behavior and teaching students in a positive way establishes a common language throughout the school.

**Example: The matrix includes additional areas that may be included based on local needs and expectations.**

	<b>P</b>	<b>O</b>	<b>W</b>	<b>E</b>	<b>R</b>
	<b>Pride</b>	<b>Ownership</b>	<b>Working Together</b>	<b>Empathy</b>	<b>Responsibility</b>
<b>Bus</b>	Listen to driver and remain seated.	Follow bus rules.	Encourage friends to do follow rules.	Treat others with kindness.	Keep hands and belongings to yourself.
<b>Cafeteria</b>	Clean up after yourself.	Demonstrate courtesy toward others.	Invite others to share your table.	Be considerate of others.	Help others and model good behavior.
<b>Classroom</b>	Be respectful of self and others.	Follow all classroom rules.	Work cooperatively with your peers.	Accept differences in your classmates.	Come to class prepared each day.
<b>Gymnasium</b>	Come with all of your materials and appropriate attire.	Listen and follow the rules of the teacher or coach.	Follow PLACT expectations; play fair	Respect and support others.	Demonstrate self-management. Play fair.
<b>Hallways</b>	Keep hallways and lockers clean and clear.	Help to keep the halls clean. Use the trash cans.	Be considerate of your peers who need additional space as classes change.	Be courteous to others.	Demonstrate responsibility for your belongings.
<b>Office</b>					
<b>Playground</b>					
<b>Restrooms</b>					

# THE 4 B's

Example: This format is an example of a matrix that a school can use to specify local expectations.

	Classroom	Hallways	Cafeteria	Playground	Events
<b>Be respectful</b>					
<b>Be responsible</b>					
<b>Be safe</b>					
<b>Be a role model</b>					

**OFFICE OF CATHOLIC SCHOOLS**

**Repertoire of Possible Administrative Interventions**

**Grades 6-8**

<b>A.</b>	Documentation: Student, teacher, administrator
<b>B.</b>	Parent notification
<b>C.</b>	<b>Contact Superintendent before action</b>
<b>D.</b>	Student conference with teacher and/or administrator (warning)
<b>E.</b>	Parent conference with teacher and/or administrator
<b>F.</b>	Moderated parent-to-parent conference
<b>G.</b>	Parent conference with administrator
<b>H.</b>	Assigned reading, reflection, discussion
<b>I.</b>	Individual Intervention plan
<b>J.</b>	Restorative plan
<b>K.</b>	Assigned Family Activity
<b>L.</b>	Complete Assigned Project
<b>M.</b>	Lunch detention
<b>N.</b>	Single detention
<b>O.</b>	Multiple detentions
<b>P.</b>	Saturday School
<b>Q.</b>	Referral to Counselor
<b>R.</b>	Community Service
<b>S.</b>	School Service
<b>T.</b>	Confiscation
<b>U.</b>	Restitution
<b>V.</b>	Internal Suspension
<b>W.</b>	External Suspension
<b>X.</b>	Exclusion from activity
<b>Y.</b>	Letter of Apology
<b>Z.</b>	Loss of privileges
<b>AA.</b>	Behavior Agreement
<b>BB.</b>	Referral for professions services
<b>CC.</b>	Probation
<b>DD.</b>	Referral to Law Enforcement/DCF
<b>EE.</b>	Administrative Withdrawal
<b>FF.</b>	Referral to Chaplain/Campus Minister
<b>GG.</b>	Personal Reflection
<b>HH.</b>	Directed Reflection
<b>II.</b>	Locally assigned intervention
<b>JJ.</b>	OCS specified intervention

**Grades 6-8**

Administrative Withdrawal	EE
Assigned Family Activity	K
Assigned reading, reflection, discussion	H
Behavior Agreement	AA
Community Service	R
Complete Assigned Project	L
Confiscation	T
<b>Contact Superintendent before action</b>	<b>C</b>
Directed Reflection	HH
Documentation: Student, teacher, administrator	A
Exclusion from activity	X
External Suspension	W
Individual Intervention plan	I
Internal Suspension	V
Letter of Apology	Y
Locally assigned intervention	II
Loss of privileges	Z
Lunch detention	M
Moderated parent-to-parent conference	F
Multiple detentions	O
OCS specified intervention	JJ
Parent conference with administrator	G
Parent conference with teacher and/or administrator	E
Parent notification	B
Personal Reflection	GG
Probation	CC
Referral for professions services	BB
Referral to Chaplain/Campus Minister	FF
Referral to Counselor	Q
Referral to Law Enforcement/DCF	DD
Restitution	U
Restorative plan	J
Saturday School	P
School Service	S
Single detention	N
Student conference with teacher and/or administrator (warning)	D

Incident	Response 1	Response 2	Response 3
<u>Attendance</u>			
1. Cutting Class	A, B, D, N	O	P, Z, E
2. Excessive Absences	A, B	D, E	BB
3. Out of assigned area	A, B	D, E, Q, N	E, V
4. Tardiness	A, B	D, N, Q, Z	AA, II
5. Truancy	A, B	Z, BB	<b>C</b>
6. Leaving the campus	A, B	E, BB	<b>C</b>

Incident	Response 1	Response 2	Response 3
<u>Rule Violation</u>			
7. Cell Phone	A, B, T	T, N	II
8. Cheating	A, B, N	V	V, Z, AA
9. Disrespect toward religious item/ritual	A, B, E	D, N, FF, GG	II
10. Distribution/sale of unauthorized materials	<b>C</b> , A, B	<b>C</b>	<b>C</b>
11. Dress Code/Uniform	A, B	D, N	II
12. Forgery	A, B	G, Q, O	P, AA, II
13. Medication Policy Violation	A, B	G, H, Q	II, <b>C</b>
14. Misuse of Electronic Devices	A, B	T, Z, V	II
15. Possession of inappropriate/illegal substances	<b>C</b> , A, B	<b>C</b>	<b>C</b>
16. Vaping	A, B, V, Q	CC, AA	II

Incident	Response 1	Response 2	Response 3
<u>Disruptive Behavior</u>			
17. Confrontation	A, B, Q, V, E, D, GG	<b>C</b> , EE	N/A
18. Defiance of Authority	A, B see above		
19. Destruction of property	A, B, U, D, GG,	U, D, G CC, AA	EE
20. Gang Activity	A, B, G, AA, V	G, EE	N/A
21. Horseplay	A, B, D, GG	Z, HH, N, II	Q, D, O, P, AA
22. Inappropriate argumentation	A, B, D, D, N	GG, O, L, K	Q, BB, CC
23. Profanity among peers	A, B, HH, N,	GG, Q, FF, Y,	V, X, CC, II
24. Profanity toward faculty/staff	A, B, D, Q, EE	N/A	N/A

Incident	Response 1	Response 2	Response 3
<u>Property</u>			
25. Arson	C, A, B, DD, EE	NA	NA
26. Burglary	C, A, B, DD	C	NA
27. Inappropriate use of technology	A, B, II	II	II
28. Larceny/Theft	C, A, B, DD	C	C
29. Vandalism	C, A, B, U, CC	C	C

Incident	Response 1	Response 2	Response 3
<u>Person to Person</u>			
30. Bullying	A, B, D, E, H, GG, Y	V, G, J, L, P, CC	II
31. Fighting	A, B, D, G, V, Y, F	G, D, CC, P, FF, HH, J, Q	D, AA, X
32. Harassment	A, B, D, J, F, N	O, CC, Y, AA	II, BB, EE
33. Hazing	A, B, D, E, G, Y, CC, L, HH, N	AA, CC, HH, Q, O/P	BB, EE
34. Sexual Harassment	C, A, B, G, Q, BB	EE	N/A
35. Sexual Offenses (misconduct)	C, A, B, Q, BB	EE	N/A
36. Gross Disrespect of a person or group	C, A, B, G, Q, FF, BB, AA	EE	N/A

Incident	Response 1	Response 2	Response 3
<u>Cyber Activity</u>			
37. Bullying	A, B, D, Q, HH, II	F, J, CC, FF, BB	Q, FF, EE
38. Misuse of School Technology	A, B, D, U, N, GG	E, G, Z, CC, P, X, U, AA	II
39. Posting inappropriate material	A, B, D, G, Z, N, HH, DD	X, Y, P, Q, CC, AA, DD	EE
40. Posting of Violent Images	A, B, Q, GG, N	Q, O, HH, Z, X, G	Q, BB, CC, AA
41. Sexting	C, E, G, Q, DD, EE	N/A	N/A
42. Threats	C, A, B, (EE)	N/A	N/A

## DEFINITIONS OF ACTIONS TO BE TAKEN IN RESPONSE TO STUDENT BEHAVIOR

**Administrative Withdrawal** – withdrawal of a student implemented by the administration; requires authorization from the Superintendent; is usually preceded by a conference between the principal and the parent(s) and an invitation for the family to withdraw the student.

**Assigned Family Activity** – recommended activities involving a student(s) and the family focused on productive response to non-productive behavior (reading activities, a family field trip, family discussion, survey of family members regarding a specific issue, interviews, etc.); should follow a conference between the parent(s) and student(s) and should involve follow up dialogue, written response or other appropriate post-activity follow up.

**Assigned reading, reflection, discussion** – assignment of appropriate reading material to stimulate and support reflection on behavior; should involve a written response, dialogue, discussion with professionals or other response to the reading following personal reflection; could include selections from Sacred Scripture, literature, guidance materials, other appropriate material related to the issue at hand.

**Behavior Agreement** – following consultation with the Superintendent, execution of official agreement provided by the archdiocese that specifies future expectations and/or consequences of non-compliance.

**Confiscation** – collection of inappropriate items/materials from student(s); in most instances, parents will be required to retrieve items from the school office; signature of the parent/guardian receiving the item on forms provided by the school should be required and filed.

**Directed Reflection** – following discussion with a professional educator, the student engages in guided reflection as specified; could include games, surveys, questionnaires, self-reflection, etc.; an appropriate action-response should be required (a written response, dialogue with other student(s) or adults, post-reflection discourse or other appropriate response should be required).

**External Suspension** – suspension of the student from school away from the campus; should involve assignment of appropriate activities to facilitate growth of the student and his/her understanding of the error made and consequences of the error. Supervision of the student by a responsible adult during the course of suspension should be discussed with the parent/guardian. Specific expectations upon return to school should be clarified for the student(s) and parent(s)/guardian(s).

**Individual Intervention plan** – development of a plan to address a specific behavior response issue; should involve administrative, instructional, counseling personnel, parents and external professionals as appropriate.

**Internal Suspension** – suspension of a student from class attendance; student works in a supervised area and is permitted supervised breaks at alternative times to other students; follows consultation with parents and, as appropriate, the Superintendent.

**Locally assigned intervention** – implementation of local school policy in response to a student's behavior

**Moderated parent-to-parent conference** – conference, led by an administrator or counselor, that involves parents/guardians of students involved in a behavior incident, the intent of which is to engage



parties in discourse, exploration of problem-solving strategies, conflict resolution and means for resolving inter-student or inter-family conflict.

**OCS specified intervention** – intervention strategies recommended or mandated by the Superintendent

**Personal Reflection** – a period of reflection provided to a student or students during which time, students are encouraged to reflect on personal behavior, responses made to others, the mission of the school in relation to personal behavior, school rules and regulations, etc.; may include a visit to the school chapel under the supervision of adult professionals or separation of the student from the instructional group for a specified period of time.

**Referral for professional services** – Request that an external medical or psychological practitioner review the behavior of the student and recommend steps for treatment/intervention.

**Restorative plan** – implementation of restorative justice strategies involving students who participated in a conflicting situation.

**Saturday School** – assignment of students to attend a Saturday session under the supervision of assigned professional staff, during which time experiences are provided that are designed to assist the students in developing productive self-management strategies; could include written assignments, video instruction, personal response activities, etc.

## DEFINITIONS OF INFRACTIONS AND MISCONDUCT

Examples of misconduct that violates school policy is herein described. When a student commits an infraction, the misbehavior should be classified according to the applicable definition. School personnel should use the matrix to identify possible sanctions that may be imposed.

**Arson** – (intentionally setting a fire on/with school property) to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.

**Bullying** – the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teaching intimidating or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student’s act of bullying.

**Cell phone violation** – Use of a cell phone in violation of the published school rule for use of the phone during the instructional date.

**Cheating** – inappropriate or illegal possession, use or distribution of information related to assignments or assessments including, but not limited to computer files or folders, electronic devices, oral or written notes, materials or work of another person used in the completion of an academic examination, test or assignment.

**Confrontation** – display of behavior that provokes, promotes, or encourages hostility toward authority or disruption.

**Contraband** – the possession, exchange or storage of items that are prohibited at school, including, but not limited to explosive devices, ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, laser pointers, light pens, or other similar items or devices.

**Cutting Class** – Unexcused absence from an assigned class.

**Defiance** – Intentional and direct disregard for rules or directives from school personnel

**Destruction of Property** – to maliciously injure, break or destroy — or attempt to maliciously injure, break or destroy – real or personal property of another person or a school.

**Directed Reflection** – assigned reflective activity focused on the student’s incident - - - may include video presentation(s), scripture reflection and response, personal journaling or other personal written response, etc.

**Disrespect toward religious item/ritual** – personal action that demonstrates a lack of respect for sacred items or participation during religious event.

**Disruptive Behavior** – abusive, unruly behavior that threatens or intimidates others; behaviors that include, but are not limited to foul, profane, obscene, threatening, defiant or abusive language or action toward others; defiance, ridicule or verbal attacks; willful acts of disobedience of the school’s rules, regulations and expectations.

**Disruption on Campus** – disruption of all or significant portion of campus activities, school-sponsored events, a classroom, other portions of a school or school facility, and school bus transportation that poses a serious threat to the learning environment, health, safety, or welfare of others. Also to include the intentional activation, without valid cause, of an alarm system, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

**Dress Code Violation** – failure to comply with the established uniform/dress code policy.

**Electronic Device Misuse** – disruptive and inappropriate exposure/use of cell phones, iPads, text messaging, web access, mp3 players, digital cameras and like communication devices during the instructional day. School Administration has the option of permitting wireless/electronic devices for instructional purposes and/or in common areas during the school day.

The use of a computer/calculator to do the following is unauthorized and prohibited including, but not limited to: violating the Acceptable Use Policy, hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

**Fighting** (mutual combat, mutual altercation) – when two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention (does not include verbal confrontations, pushing, or minor confrontations).

Note: Self Defense – a student has the right to protect self from uninvited physical harm or injury. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to decline or escape the conflict, that the student did not say or do anything for the purpose of provoking another student, and that the student used reasonable force and restraint in protecting him/herself. Retaliation is not self-defense.

**Forgery** – making a false or misleading written communication to a school staff member with either the intent to deceive or under circumstances which would reasonably be calculated to deceive the staff member, or producing or possessing any false document, item, or record represented to be an authentic school document, item, or record.

**Gang-Related Activity** – engaging in any verbal, written, or physical act which is associated with becoming a member of a gang, being a member of a gang, or participating in gang identified rituals or behaviors on a school campus or at a school sponsored program or activity.

**Gross Disrespect of a person or group of people** – Disrespect (by word or deed) demonstrated toward a person, a person’s family, religious affiliation, physical appearance, race, ethnicity, etc.

**Harassment** – (aggressive pressure or intimidation) threatening, insulting or dehumanizing gesture placing another in reasonable fear of harm to his/her person or damage to his/her property;

substantially interfering with a student's educational performance, opportunities, or benefits; substantially disrupting the orderly operation of a school or any school or school corporation activity.

**Hazing** – participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with a group organization, team, club, or a school sponsored program or activity.

**Horseplay** – engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.

**Inappropriate or Obscene Act** – the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or unsuitable for a Catholic educational setting.

**Inciting Disturbance** - causing a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning, outside of general classroom disruption, such as a riot.

**Larceny/Theft** – knowingly obtaining (stealing), possessing, selling, using, disposing of or attempting to obtain, possess, sell, use or dispose of the property of another with intent to either temporarily or permanently deprive the other person of their property or benefit from the property or appropriate the property to his or her own use or to the use of any person not entitled to the use of the property without the permission or consent of the owner or person lawfully in possession of the property.

**Leaving Campus** – exiting the campus during the instructional day without permission.

**Lying/Misrepresentation** – intentionally providing false or misleading information to, or withholding valid information from, a school staff member or any other adult in authority at school.

**Medication Policy Violation** – use of prescribed or over-the-counter medication in a manner that is inconsistent with school policy; inappropriate, illegal distribution of medication on the school campus or at a school-sponsored activity.

**Misuse of School Technology** - accessing inappropriate websites; unauthorized use of games, social media, personal sites; use of technology for illegal activity; abuse of the equipment, etc.

**Out of Assigned Area** – absence from an area to which the student has been assigned during the instructional day; presence in an area to which the student has not been assigned at a specific time during the instructional day without permission of a teacher or administrator.

**Profanity** – the use of abusive, vulgar, or irreverent language.

**Sexting** – the electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity.

**Sexual Battery** – a sexual act perpetrated against another person forcibly or against that person's will, or against a victim who is not capable of giving consent.

**Sexual Harassment** – (undesired sexual behavior) unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or

unreasonably interfere with the individual's school performance or participation; an incident that involves one person demanding a sexual favors from another under the threat of physical harm or adverse consequence.

**Sexual Offenses** – engaging in a consensual sex act or physical conduct of a sexual nature, other sexual contact, including intercourse, without force or threat of force, and subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.

**Threats** – statements of intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intentions may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

**Vandalism** - deliberate destruction of or to defacement of school property.

**Vaping Devices** – possessing, using, selling, storing or distributing vaping devices or products to be used in vaping devices (Vape Pens, Juules, e-pipes, Hookah Pens, e-cigars, nicotine products for use with vaping devices, marijuana, e-liquids, etc.).

**Weapons Violation/Possession** – possessing, using, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to: fixed blade knives, folding knives, switch blade knives, common pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchucks, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electrical weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, "look-alike" weapons, any firearm muffler or firearm silencer, or any destructive device. Includes firearms of any kind (operable or inoperable; loaded or unloaded), including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, or flare guns.