



## 22-23 School Year Behavior Matrix:

Behavior Description:	Consequences:			
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<p><b>Level 1 Behavior:</b> Dress Code Violation-Not adhering to the school dress code policy (outlined in the Student &amp; Family Handbook)</p>	<ul style="list-style-type: none"> <li>• Referred to the office (Student is given loaner for the day)</li> <li>• Teacher will contact home</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to the office</li> <li>• Admin will Contact home (Parent must drop off correct uniform)</li> </ul> <p><b>**If uniform is not brought by parent, student will be put in ASP</b></p>	<ul style="list-style-type: none"> <li>• Referred to the office</li> <li>• Admin will contact home (Parent must drop off correct uniform)</li> <li>• 2 days ASP</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to the office</li> <li>• Admin will contact home (Parent pick up)</li> <li>• Parent Meeting (in-person)</li> <li>• 3 days ASP</li> </ul> <p><b>**After the 4<sup>th</sup> Offense, student could be suspended or expelled (at the principal's discretion)</b></p>
<p><b>Level 2 Behavior:</b> Cell Phones/Personal Communication Devices (This includes Earbuds)</p>	<ul style="list-style-type: none"> <li>• Cell phone is confiscated by teacher (student will pick up at the end of day)</li> <li>• Teacher will contact home</li> <li>• 1 day ASP</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to the office (Admin will confiscate cell phone)</li> <li>• Admin will contact home and parent will pick up cell phone by EOD</li> <li>• 3 days ASP</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to the office (Admin will collect cell phone)</li> <li>• Admin will contact home and parent will pick up cell phone</li> <li>• 5 days ASP</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to the office (Admin will collect cell phone)</li> <li>• Admin will contact home and parent will pick up cell phone</li> <li>• 3 days OSS</li> </ul> <p><b>**After the 4<sup>th</sup> Offense, student will be expelled</b></p>
<p><b>Level 3 Behavior:</b> Disobedient/Disruptive Behavior-Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (Examples: Inappropriate Language, Inappropriate Gestures, Profane language)</p>	<ul style="list-style-type: none"> <li>• Referred to Office- 3 days ASP</li> <li>• Teacher and Admin will contact home</li> <li>• Re-entry Meeting</li> </ul> <p><b>**Child will be picked up immediately if parent does not attend re- entry meeting</b></p>	<ul style="list-style-type: none"> <li>• Referred to Office- 5 days ASP</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to Office-3 days OSS</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to Office- 5 days OSS</li> <li>• 3 days ASP</li> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul> <p><b>**After 4<sup>th</sup> Offense, student will be expelled</b></p>

used towards staff or students, Intimidation, Fear, Passive Resistance)				
<b>Level 3 Behavior:</b> Harassment, Intimidation, or Bullying Behavior as defined in the school's Policy on Harassment, Intimidation, and Bullying	<ul style="list-style-type: none"> <li>• 5 days OSS</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 7 days OSS</li> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	N/A
<b>Level 3 Behavior:</b> Fighting/Violence-To participate in physical contact with one or more students/staff members with the intent to hurt or injure aggression towards students or teachers (Ex: Placing hands on a student/staff member, kicking, or throwing objects)	<ul style="list-style-type: none"> <li>• 5 days ASP</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days OSS</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 7 days OSS</li> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<b>Level 3 Behavior:</b> Verbal or Written Threat (towards student or staff member)	<ul style="list-style-type: none"> <li>• 5 days ASP</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 3 days OSS</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days OSS</li> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<b>Level 3 Behavior:</b> Vandalism/Damage to School or Personal Property- Purposeful destruction, misuse or defacing of school or other's property	<ul style="list-style-type: none"> <li>• 3-5 days ASP (depending on severity of damage)</li> <li>• Admin will contact home</li> <li>• Love &amp; Logic- Will "repair the harm" and will fix the damage</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 5-7 days OSS (depending on the severity of damage)</li> <li>• Admin will contact home</li> <li>• Love &amp; Logic- Will "repair the harm" and will fix the damage</li> <li>• Final Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	N/A
<b>Level 3 Behavior:</b> Eloping or Leaving Class without Permission	<ul style="list-style-type: none"> <li>• Referred to Office- 3 days ASP</li> <li>• Teacher and Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to Office- 5 days ASP</li> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to Office- 3 days OSS</li> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<b>Level 4:</b> Criminal Act Resulting in Physical Harm	<ul style="list-style-type: none"> <li>• Referred to Office- 5 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Referred to Office- 7 days OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	N/A

	<ul style="list-style-type: none"> <li>• Admin will contact home</li> <li>• Re-entry Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Admin will contact home</li> <li>• Final Re-entry Meeting</li> </ul>		
<p><b>Level 4: Safety Threat &amp; Weapons- Safety Threat:</b> Purposefully engaging in a false alarm.</p> <p><b>Weapons:</b> NO student at any time, for any reason, should possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of the school, or any school-sponsored activity away from the school property.</p>	Immediate Expulsion- 1 <sup>st</sup> Offense			
<p><b>Level 4:</b> Use, Possession, Sale or Distribution of Tobacco, Alcoholic, or Illegal Controlled Substances (includes vapes or other devices)</p>	Immediate Expulsion- 1 <sup>st</sup> Offense			

**Additional Notes:**

1. Student released from ASP (Alternative to Suspension Placement) is at the discretion of Mrs. Rausch (Principal) and Mr. Smith (Dean of Students/Behavior Specialist).
2. Students with IEP's and 504 plans will be provided all accommodations detailed in their plans.
3. When the school contacts home due to a student behavior, the family will have 1 hour to pick up the child. (time flexibility is up to the principal's discretion) The school will call each emergency contact on file when a student exhibits any of the behaviors above.

## Student Behavior & Consequences Contract

I have read and understand the expectations for student behavior as outlined in the Student Behavior Matrix. I acknowledge that if my child exhibits one or more of these behaviors, the school will follow this matrix and assign the consequence(s). If the school reaches out for parent pick-up, I will make sure to arrange pick-up immediately.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Phone Numbers: (Need a minimum of 3)

First and Last Name:	Relationship:	Emergency Pick-up (Yes or No):	Phone Number:



## SCPA at Southfield Attendance Matrix (2022-2023 School Year)

**Breakfast: 7:30-7:45 am**  
**Arrival Time: No later than 7:45 am**  
**Tardy: After 7:50 am**

**3 Unexcused Tardies= 1 Unexcused Absence**  
**25 Total Absences= On Track for Retention (Final decision will be at the principal's discretion)**

State of Ohio Attendance Threshold:	State of Ohio Attendance Coding:	Supports & Action taken by school
<ul style="list-style-type: none"> <li>• 30 Consecutive hours without a legitimate excuse</li> <li>• 42 hours in a month without a legitimate excuse</li> <li>• 72 hours within a year without a legitimate excuse</li> </ul>	Habitually Truant	<ul style="list-style-type: none"> <li>• Once a student is absent for 16 consecutive hours/ 20 hours in a month/ 30 hours in a year (without a legitimate excuse), the school will reach out to the family and will schedule an Absence Intervention Meeting.</li> <li>• School will partner with the family to offer supports to get student back on track and meet attendance expectations.</li> <li>• Family will have 60 days to make satisfactory progress. If a student does not make satisfactory progress within 60 days, the Attendance Officer at the school will file a complaint in juvenile court on the 61st calendar day.</li> </ul>
<ul style="list-style-type: none"> <li>• 38 hours in month with a non-medical excuse or without a legitimate excuse</li> <li>• 65 hours in a year with a non-medical excuse or without a legitimate excuse</li> </ul>	Excessively absent	<ul style="list-style-type: none"> <li>• Once a student is absent for 16 consecutive hours/ 20 hours in a month/ 30 hours in a year (without a legitimate excuse), the school will reach out to the family and will schedule an Absence Intervention Meeting.</li> <li>• School will partner with the family to offer supports to get student back on track and meet attendance expectations.</li> <li>• Family will have 60 days to make satisfactory progress. If a student does not make satisfactory progress within 60 days, the Attendance Officer at the school will file a complaint in juvenile court on the 61st calendar day.</li> </ul>
<ul style="list-style-type: none"> <li>• 10% of total hours in a year either excused or unexcused</li> </ul>	Chronically absent	<ul style="list-style-type: none"> <li>• Once a student is absent for 16 consecutive hours/ 20 hours in a month/ 30 hours in a year (without a legitimate excuse), the school will reach out to the family and will schedule an Absence Intervention Meeting.</li> <li>• School will partner with the family to offer supports to get student back on track and meet attendance expectations.</li> <li>• Family will have 60 days to make satisfactory progress. If a student does not make satisfactory progress within 60 days, the Attendance Officer at the school will file a complaint in juvenile court on the 61st calendar day.</li> </ul>

**Additional Notes:**

1)At SCPA, we expect that our students are on time and present each day. We know that every instructional minute counts and we must partner together to make sure that students are set up for success.

## SCPA Southfield Attendance Contract

I have read and understand the attendance expectations at South Columbus Preparatory Academy at Southfield. I acknowledge that if my child meets any of the outlined attendance thresholds, the school will follow the support and action plan stated in the matrix.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_