

Directions for Using Matrix	
Behaviors	Every behavior has a rule number associated with it and a corresponding definition for schools to select the appropriate behavior when completing Office Discipline Referrals (ODR) in SIS. Please read each definition fully to ensure the student's behavior matches the code of conduct behavior description.
Immediate Actions	For specific behaviors, immediate actions are steps that schools need to take before proceeding with discipline.
Intervention and Response Levels	The responses that may be warranted depending on the severity of the behavior.
Intervention and Response Level Considerations	Guidance that should be read for each specific behavior. The corresponding discipline guide should be utilized as a resource on interventions.
Grade Levels (K-12, 3-12, 6-12)	The grade levels indicate what interventions/response that CAN be implemented per grade. For example, only grades 3-12 can receive out of school suspensions. However, just because a behavior CAN reach a level 4 or 5, does not mean a school should move to that level. Schools are expected to utilize in-school interventions and take into consideration multiple factors before proceeding with exclusion.
Does Not Apply (X)	This means that the response level does not apply to the behavior.
Reporting Instructions	
Philadelphia Police Department	<p>Philadelphia Police Department/School District of Philadelphia Memorandum of Understanding</p> <p>In schools with a School Safety Officer (SSO), when there is an incident which may be a crime, the administrator should notify the SSO prior to making any police referral for the potential arrest of a student. <u>The SSO will contact the PPD Diversion Program at 215-400-5526 / 215-400-5530 to determine if the offense is eligible.</u> Offenses not eligible for diversion will be referred to the Philadelphia Police Department.</p> <p>Schools without a safety officer are directed to contact the PPD and their School Safety Area Manager.</p>
ChildLine	<p>Report Electronically (must create account first)</p> <p>ChildLine Hotline: 1-800-832-0313</p> <p>DHS local line: 215-683-6100 (after making electronic report and/or call to ChildLine hotline)</p>
Behavioral Health Emergency	<p>Contact your P&I Liaison</p> <p>Behavioral Health Emergency Protocols</p>
Threat Assessment	<p>SDP School Safety Radio Dispatch: 215-400-6000</p> <p>Threat Assessment Desk Reference</p>

SDP Serious Incident Desk	Incident Desk: 215-400-6100 Enter ODR in SIS and select report to incident control unit as a resolution before calling incident desk. Serious Incident Desk Procedures
School-Based Investigation	Stepper
BOE Related Policies	LINK
Student Searches	CLICK HERE
Weapons	CLICK HERE
Bullying/Cyberbullying	CLICK HERE
Student Harassment/Discrimination	CLICK HERE
Suspension/Expulsion	CLICK HERE
Discipline	CLICK HERE
Discipline of Students with Disabilities	CLICK HERE