# Common Language for Incident Codes in NextPath

The purpose of this document is to guide educators for accurate documentation of behavior incidents into NextPath.

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MCPASD emphasizes the expectation that our staff hold the mindset that

1. all people have levels of culture, which influences how they perceive and define the behavior of others,
2. students, like adults, make mistakes and learning from these cannot exist without pre-existing, meaningful relationships, &
3. youth do well if they can; therefore the root cause is typically due to lagging skills or lack of their needs being met (e.g. safety, competence, autonomy, relationships, fun).

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|---|---|
| Level 1 | *Primarily* **Teacher-supported**. Least serious incidents that interfere with the orderly operation of the environment. Family collaboration/communication is encouraged, not required, and completed by the teacher. |
| Level 2 | **Teacher and/or Admin-supported**. These incidents are repeated occurrences of Level 1 coded behavior or different behaviors due to their frequency or intensity. Communication/collaboration with family and caregivers is expected. |
| Level 3<br>Level 4 | **Admin-supported**. These infractions are serious offenses and potentially jeopardize the health and/or safety of self or others. Use your building's designated system on how to request assistance for these behaviors in the moment and how to document the incident appropriately in NextPath. Communication/collaboration with family and caregivers is required. |

## Typical Codes Commonly Managed by Teachers (Level 1 & 2)

| Incident Code | **Description of Levels** (more thorough descriptions in Code of Conduct) |
|---|---|
| **Academic Dishonesty** | Level 1 \| Level 2 \| Level 3<br>Intentionally cheating on an assignment or assessment: L1- formative measure, L2- summative assessment, (L3: collaborative effort w/ others). |
| **Assigned Location/Passes** | Level 1 \| Level 2 \| Level 3<br>L1: Unexpectedly out of assigned location, L2: Repeated and/or Disruptive, (L3: Fleeing) |
| **Destruction or Violation of Property/Theft** | Level 2 \| Level 3 \| Level 4<br>Breaking, destroying, or taking property: L2- destruction <$100, (L3- destruction >$100, L4- destruction >$100 + substantial disruption). |
| **Disrupting School Community / Learning**<br>(*check sub-category box*) | Level 1 \| Level 2 \| Level 3<br>Causing a disruption with words or actions: L1- impacts others and resolved quickly with redirection, L2- repeated L1s or higher intensity (impact, refusal, intent), (L3- creating hostile environment for others).<br>☐ **Inappropriate Actions** - Harmful gestures towards another; using body to intimidate / influence others; distracting actions.<br>☐ **Inappropriate Words/Sounds** - Profanity and/or harmful words toward another; distracting language or noises (e.g. talking out of turn, off-task conversations).<br>☐ **Misuse of Objects** - Using objects, materials and/or furniture in inappropriate ways.<br>☐ **Refusals**- Repeated redirection attempts met with outright refusal / intentional ignoring. |
| **Dress** | Level 1 \| Level 2<br>L1- Failure to follow dress code as referenced in MCPASD Policy 5511, L2- Repeated L1s. |
| **Inappropriate Display of Affection** | Level 1<br>Acts of physical intimacy (varies with respect to culture and context). |

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|---|---|---|---|---|
| **Inappropriate Physical Contact** | Level 1 | Level 2 | Level 3 | Level 4 |
| | Physical contact against other student(s), not in self-defense: L1- physical contact resolved quickly without injury, L2- repeated/deliberate, (L3- potential for injury / disruptive, L4- causes injury / large response needed to deescalate). | | | |
| **Inappropriate Use of Technology** | Level 1 | Level 2 | Level 3 | |
| | L1- use device without permission or internet violation, L2- disruptive, destructive or repeated or film/photograph other(s) without permission, (L3- illegal distribution, issuing threats, record rest-/locker room). | | | |
| **Physical Force Against a Staff Member** | Level 1 | Level 2 | Level 3 | Level 4 |
| | Physical contact with a staff member: L1- accidental without injury, L2- intentional, no injury, (L3- significant physical force causing harm, L4- repeated, premeditated, intentional). | | | |

## Less Commonly Used or Need Support of Admin

| Incident Code | **Description of Levels** (more thorough descriptions in Code of Conduct) | | | |
|---|---|---|---|---|
| **Bullying** | | Level 2 | Level 3 | Level 4 |
| | L2- Intentional words/actions to cause fear/intimidation that is repeated and includes an imbalance of power which negatively impacts another's educational, physical, or emotional well-being, L3- L2s are repeated or hazing, L4- increase in seriousness from L3. | | | |
| **Harassment / Hate Speech** | | Level 2 | Level 3 | Level 4 |
| | L2- Unwanted, abusive behavior (nonverbal, verbal, written or physical) directed at protected class (e.g. race/color, religion, sex, age, disability, nationality, gender, sexuality, etc.), L3- repeated L2s, L4- violent act. | | | |
| **Profiting at the Expense of Others** | Level 1 | Level 2 | Level 3 | Level 4 |
| | L1- play/sell goods for money, L2- repeated L1s, L3- selling personal info of others, L4- significant profit. | | | |
| **Prohibited Substances and Paraphernalia** | Level 1 | Level 2 | Level 3 | Level 4 |
| | L1- surrender for safety, L2- possession or under influence, L3- repeated/disruptive, L4- selling | | | |
| **School Safety/Security** | | Level 2 | Level 3 | Level 4 |
| | L2- behavior that poses threat to self/others (bypass safety protocols, harmless threat, false alarm, etc.), L3- harmless arson, threat to school safety, intentional false alarm, trespassing, & more, L4- arson that puts others at risk, bomb or terrorist threat. | | | |
| **Sexual Harassment** | | Level 2 | Level 3 | |
| | L2- Consensual inappropriate touch or exposing self, L3- Non-consensual touch or sexting or sexual act or possession/sharing materials with imagery. | | | |
| **Sexual Harassment Under Title IX** Must be addressed through the district's Title IX grievance process | | | | Level 4 |
| | L4- Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity. *Must involve district Title IX Coordinator.* | | | |
| **Weapons/Look-Alikes** | Level 1 | Level 2 | Level 3 | Level 4 |
| | L1- surrender for safety, L2- toy weapon or real knife not used to threaten, L3- toy weapon or real knife used to threaten, possession of non-firearm weapon, or use of object to cause injury, L4- possession of deadly weapon/firearm of any kind. | | | |