

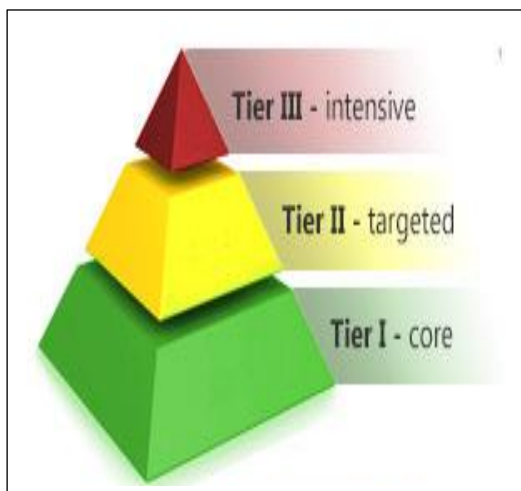
Discipline Matrix

Westminster Public Schools developed a level system to help identify and provide appropriate interventions to address student misconduct. While every attempt will be made to maximize the time that students are engaged in the learning process, schools should select interventions that support students and maintain an orderly and safe learning environment. [Related BOE Policies JA, JBA, JBB, JC, JEG, JGB, JIC, JICA, JICC, JICDA, JICEA, JICEC, JICED, JICCF, JICH, JICI, JIH, JIHB, JJA, JK, JK-2, JKA, JKBA, JKD/JKE, JKG](#)

Discipline of students with disabilities: Schools should review and be familiar with the [WPS Discipline of Students w/ Disabilities](#) and [BOE Policy JK-2](#) before undertaking discipline of students with disabilities (IEP or 504 plans). For additional guidance, please contact Student Services at 720-542-5097 or your Special Services Coordinator.

Discipline of students PK-2: Schools should make every attempt to remediate any disciplinary issues with PK-2 students in an age-appropriate and restorative manner. Suspension, while an option, should be used as a last resort and only in extreme situations. All disciplinary responses for PK-2 students should be handled at either Level 1 or 2. Any Level 3 responses must be directed to the Director of Elementary Education prior to consequences being given to students.

Note: The information below is intended to be a guide for staff members to teach and correct behavior. Lesser consequences are always permitted. Repeated acts of misconduct, more serious misconduct and/or extenuating circumstances may warrant a higher-level response. **Building Principals have the ultimate authority and discretion to determine the particular level of an offence/incident.**



Level 5 discipline infractions require a recommendation for expulsion. The school will consult with Student Services and seek a 10-day suspension. Student Services will seek to provide alternative educational services.

Level 4 violations will generally result in interventions or disciplinary responses that involve the school administration, the supervising Director and/or Student Services. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to 365 days) from the school environment, education opportunities around the behavior.

Level 3 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal (half-day up to five days) from the school environment as well as education opportunities around the behavior.

Level 2 violations will generally result in interventions or disciplinary responses that involve the school administration. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school

Level 1 violations will generally be addressed by the staff member supervising the student when the violation occurs. The staff member's response should teach the correct, alternative behavior so that the student can learn from his or her mistake and demonstrate safe and respectful behaviors in the future. Staff members are expected to use a variety of teaching and management strategies.

Violation Title	1	2	3	4	5	Infinite Campus Designation
1st, 2nd, Degree/Vehicular Assault Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be considered first degree assault, as described in section 18-3-202, C.R.S., second degree assault, as described in section 18-3-203, C.R.S., or vehicular assault, as described in section 18-3-205, C.R.S. <i>(not applicable for students under 10 years old)</i>				.	.	Code 04-1st, 2nd Degree or Vehicular Assault
3rd Degree Assault/Disorderly Conduct Commission of an act on school grounds, in a school vehicle, at a school activity or sanctioned event, that has a nexus to school, if committed by an adult, would be considered third degree assault, as described in CRS 18-3-204, or disorderly conduct, as described in CRS 18-9-106(1)(d), but not disorderly conduct involving firearms or deadly weapons, as described in CRS 18-9-106(1)(e). <i>(Not applicable for students under 10 years old)</i>				.	.	Code 13-3rd Degree Assault/Disorderly Conduct
Academic Dishonesty Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work and altering records/documents.	.	.	.			Code 12-Other Violation of Conduct Code
Alcohol Violation Use or possession of alcohol on school grounds, in a school vehicle, or at a school activity or sanctioned event. <u>BOE Policy JICH</u>			.	.		Code 02-Alcohol Violation
Bullying/Cyber-Bullying Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or of school personnel, including but not limited to incidents of bullying and other behavior that creates a threat of physical harm to the student or to other students.	.	.	.			Code 9, 9A-Detrimental Behavior
Criminal Act Directed Toward an Employee Violations against staff including incidents of assault upon, disorderly conduct toward, harassment of, knowingly making false allegations of child abuse against, or any criminal act directed toward a school employee. <i>(consideration must be given to students age and level of harm)</i>			.	.		Code 9, 9A-Detrimental Behavior
Drug Violation <i>(controlled substance, other than Marijuana)</i> Use, possession, of a drug or controlled substance, other than marijuana, on school grounds, in a school vehicle, or at a school activity or sanctioned event.			.	.		Code 01-Drug Violation (not Marijuana)
Drug/Alcohol/Marijuana Distribution or Sale <i>(other than Marijuana)</i> Use, possession, or sale of a drug or controlled substance, other than marijuana, on school grounds, in a school vehicle, or at a school activity or sanctioned event.			.	.		Code 01-Drug Violation (not Marijuana)
Counterfeiting and Forgery Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.		.	.			Code 12-Other Violation of Conduct Code
Damaging Private Property Damaging private property of others.		.	.			Code 12-Other Violation of Conduct Code
Dangerous Weapon-1 <i>(self-reported, does not meet CRS 22-33-102(4) definition)</i> Possessing a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school district.				.		Code 05-Dangerous Weapon
Dangerous Weapon <i>(meets CRS 22-33-102(4) definition)</i> Possessing a dangerous weapon on school grounds, in a school vehicle, or at a school activity or sanctioned event without the authorization of the school or the school district. Expulsion referral is mandatory for bringing or possessing a firearm at school.					.	Code 05-Dangerous Weapon
Disobedience/Defiant or Repeated Interference <i>(disruptive behavior; dress code violations)</i> Continued willful disobedience or open and persistent defiance of proper authority. Repeated interference with a school's ability to provide educational opportunities to other students. <i>(Students under 10 years old must be given age appropriate consequences at Level 1 and 2.)</i>	.	.	.			Code 8-Disobedience/Defiant or Repeated Interference,

Destruction of School Property Willful destruction or defacing of school property.					Code 10-Destruction of School Property
Detrimental Behavior (<i>bullying, verbal altercations, intimidation, minor physical altercations, harassment, discrimination</i>) Behavior on school grounds, in a school vehicle, or at a school activity or sanctioned event that is detrimental to the welfare or safety of other students or of school personnel, including but not limited to incidents of bullying and other behavior that creates a threat of physical harm to the student or to other students.					Code 9, 9A-Detrimental Behavior
Gang Activity Violation of BOE Policy JICF regarding gangs, secret societies or disruptive groups.					Code 8-Disobedience/Defiant or Repeated Interference, Code 09, 9A
False Reporting Lying or knowingly making a false accusation of illegal activity against another student or staff member, verbally, in writing, or safe-to-tell, to a staff member.					Code 8-Disobedience/Defiant or Repeated Interference, Code 9, 9A
Indecent Exposure Indecent exposure, lewd behavior, or possession of pornography (print or electronic). BOE Policies JS and JS-E . C.R.S. § 22-33-106					Code 9, 9A-Detrimental Behavior
Marijuana Violation The unlawful use, possession, or sale of marijuana on school grounds, in a school vehicle, or at a school activity or sanctioned event.					Code 14-Marijuana Violation
Other Violations to the Code of Conduct Other violations of the code of conduct and discipline that resulted in documentation of the conduct in a student's record. (<i>must be recorded in Behavior Management System</i>)					Code 12-Other Violation of Conduct Code
Posting unauthorized/inappropriate material (<i>includes all social media platforms</i>) Violation of BOE Policy KHC and JICEC regarding posting or distributing unauthorized/inappropriate materials on or off campus that has a nexus to school.					Code 12-Other Violation of Conduct Code
Profanity Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.					Code 12-Other Violation of Conduct Code
Rape or Attempted Rape Incidents of rape or attempted rape on school grounds, in a school vehicle, or at a school activity or sanctioned event. Rape refers to forced sexual intercourse (vaginal, anal, or oral penetration). This includes penetration from a foreign object. Both male and female students can be victims of rape. Rape is not defined as a physical attack or fight. C.R.S. § 22-33-106					Code 16-Rape or Attempted Rape
Robbery (<i>CRS 18-4-301</i>) Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, would be considered robbery. C.R.S. § 22-33-106; C.R.S. 18-4-301.					Code 06-Robbery
Sexual Violence/Battery (other than Rape) The number of acts of sexual violence on school grounds, in a school vehicle, or at a school activity or sanctioned event. "Sexual violence" means a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. C.R.S. § 22-33-106					Code 15-Sexual Violence/Battery (other than Rape)
Stealing/Theft Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.					Code 12-Other Violation of Conduct Code
Inappropriate use of Electronic Devices/District Technology (<i>related or not to educational process i.e., cell phone, iPod, etc.</i>). Violation of BOE Policies JS and JS-E regarding use of district technology or the internet.					Code 8-Disobedience/Defiant or Repeated Interference, Code 9, 9A-Detrimental Behavior
Tobacco Violation Use or possession of a tobacco product on school grounds, in a school vehicle, or at a school activity or sanctioned event.					Code 03-Tobacco Violation
Unsafe Operation of a Motor Vehicle Unsafe operation of a motor vehicle on school property. BOE Policy JHFD					Code 9, 9A-Detrimental Behavior
Other violations of Criminal Law/Felonies Violation of criminal law, which negatively affects the school or the general safety or welfare of students or staff. Commission of an act on school grounds, in a school vehicle, or at a school activity or sanctioned event that, if committed by an adult, is a felony.					Code 07-Other Felony

LEVELS 1-5 Intervention Strategies Quick Reference Guide

Level 1 Teaching Strategies	Level 1 Management Strategies
<ul style="list-style-type: none"> reminders and redirection verbal correction role play written reflection/apology daily progress sheet on behavior in class time-out restorative justice practices mentoring program participation contract between teacher student and parents mediation see the PBIS Support for more support 	<ul style="list-style-type: none"> seat change teacher/student conference removal from class to another supervised classroom (short-term) change in schedule loss of privileges detention parent/guardian notification/conference in-school community service classroom community service see Responsive Classroom for more support
Level 2 Teaching Strategies	Level 2 Management Strategies
<ul style="list-style-type: none"> behavioral point sheet exploration of a Functional Behavioral Analysis (FBA) Boys/Girls group referral to MTSS/RTI team/ Mental Health Interventionist consult with administration school level learning modules-BASE conference with school counselor education with School Resource Officer restorative practices 	<ul style="list-style-type: none"> referral to administration admin conference with student In School Suspension (Detention) removal from class to another supervised area (short-term) change in schedule school level learning modules-BASE school level community service daily check-in with an administrator administrator initiated parent conference district/school level safety assessments (threat assessments, ISMP)
Level 3 Teaching Strategies	Level 3 Management Strategies
<ul style="list-style-type: none"> Remedial Discipline Plan (RDP) implemented district level learning modules-BASE referral to Mental Health Interventionist 	<ul style="list-style-type: none"> Out of School Suspension (OSS) - one to three days Building level community service potential referral to law enforcement restitution consult student services and supervising director/coordinator
Level 4 Teaching Strategies	Level 4 Management Strategies
<ul style="list-style-type: none"> district level conference/hearing potential referral to TAP referral to other outside agencies 	<ul style="list-style-type: none"> Out of School Suspension (OSS) - one to five days consult with student services and supervising director/coordinator potential referral for expulsion potential referral to TAP
Level 5 Teaching Strategies	Level 5 Management Strategies
<ul style="list-style-type: none"> consultation with Student Services referral to TAP 	<ul style="list-style-type: none"> Out of School Suspension (OSS) - five days (Note: Schools must seek approval from Student Services to suspend more than five days, per superintendent policy) consultation with law enforcement and county agencies referral to ATE/PACE

