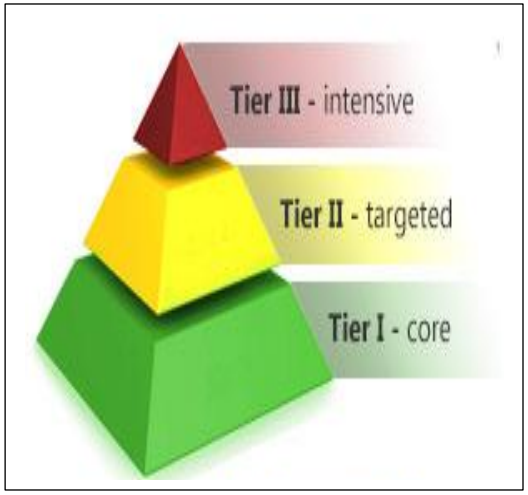
Discipline Matrix

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, JICJ

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 Director of Student Services. These actions aim to correct behavior by stressing the seriousness of the behavior and may result in removal from the school environment, education opportunities (suspension/expulsion) 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 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. *(not applicable for students under 10 years old)*						***Code 04-**1st, 2nd Degree or Vehicular Assault*
3rd Degree Assault/Disorderly Conduct Commission of an act on school grounds that, if committed by an adult would be considered third degree assault, as described below in section 18-3-204, C.R.S., or Disorderly Conduct, as described below in section 18-9-106 (1) (d), C.R.S. referring to fights *(Not applicable for students under 10 years old)*						***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, possession or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events. BOE Policy JICH						***Code 02-**Alcohol Violation*
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 *(consideration must be given to students age and level of harm.)*						***Code 9-**Detrimental Behavior*
Drug Violation *(controlled substance, other than Marijuana)* Use, possession, or sale of a drug or controlled substance other than marijuana on school grounds, in school vehicles, or at school activities or sanctioned events.						***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 *(meets CRS 22-33-102(4) definition)* Carrying, bringing, using or possessing a dangerous weapon on school grounds, in school vehicles, or at school activities or sanctioned events without the authorization of the school or the school district. A firearm, whether loaded or unloaded, any pellet or BB gun or other device, whether operational or not designed to propel projectiles by spring action or compressed air; a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.						***Code 05-**Dangerous Weapon*
Disobedience/Defiant or Repeated Interference *(disruptive behavior; dress code violations, Personal communication device-Cell Phone violations)* Being willfully disobedient or openly and persistently defiant or repeatedly interfering with the school's ability to provide educational opportunities to and a safe environment for other students (*Students under 10 years old must be given age appropriate consequences at Level 1 and 2.)*						***Code 8-**Disodedience/Defiant or Repeated Interference*
Violation of School/District Safety Protocols Being willfully disobedient or openly and persistently defiant and disrespectful or repeatedly interfering with the school's ability to provide a safe and secure environment for other students and staff.						***Code 8-**Disodedience/Defiant or Repeated Interference,* ***Code 9-**Detrimental Behavior*
Destruction of School Property Willful destruction or defacing of school property.						***Code 10-**Destruction of School Property*

Detrimental Behavior *(verbal altercations, intimidation, minor physical altercations, harassment, discrimination)* 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 of school personnel, including but not limited other behavior that creates a threat of physical harm to the student or to other students.						***Code 9-****Detrimental Behavior*
Bullying/Harassment "Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating.						***Code 11(A-F)-*** *Bullying/Harassment*
Threats of Physical Attack(w/ or w/o a Weapon)** Includes displaying, brandishing, or discharging a weapon, but with no actual physical contact of any person. A threat is made in person. Threats made over the telephone or threatening letters are excluded.						***Code 17, 17A-****Threats of Physical (w/ or w/o a Weapon)*
Physical Attack or Fight (w/ or w/o a Weapon) Taking aggressive action or taking part in a violent struggle involving the exchange of physical blows or the use of a weapon.						***Code 9A, 9B-****Physical Attack or Fight (w/ or w/o Weapon)*
Allegations of harassment or bullying on the basis of sex** An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying on the basis of sex, and the harasser or bully and the victim can be of the same sex. Bullying on the basis of sex constitutes sexual harassment.						***Code 18-*** *Allegations of harassment or bullying on the basis of sex***
Allegations of harassment or bullying on the basis of race, color or national origin** An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of race, color, or national origin constitutes racial harassment.						***Code 19-*** *Allegations of harassment or bullying on the basis of race, color or national-origin***
Allegations of harassment or bullying on the basis of disability** An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of disability refers to intimidation or abusive behavior toward a student based on actual or perceived disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of disability constitutes disability harassment.						***Code 20-*** *Allegations of harassment or bullying on the basis of disability***
Allegations of harassment or bullying on the basis of sexual orientation** An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of sexual orientation refers to intimidation or abusive behavior toward a student based on actual or perceived sexual orientation. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and nonemployee third parties. Bullying on the basis of sexual orientation constitutes sexual orientation harassment.						***Code 21-*** *Allegations of harassment or bullying on the basis of sexual orientation***

Allegations of harassment or bullying on the basis of religion** An allegation is a claim or assertion that someone has done something wrong or illegal, typically made without proof. Harassment or bullying on the basis of religion refers to intimidation or abusive behavior toward a student based on actual or perceived religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying on the basis of religion constitutes religious harassment.						***Code 22-*** *Allegations of harassment or bullying on the basis of sex*********
Gang Activity Violation of BOE Policy JICF regarding gangs, secret societies or disruptive groups.						***Code 8-*** *Disodedience/Defiant or Repeated Interference****,*** ***Code 9-****Detrimental Behavior*
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-*** *Disodedience/Defiant or Repeated Interference****,*** ***Code 9-*** *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 Local Board of Education's code of conduct that resulted in suspensions, expulsions or resulting referrals to law enforcement, not already reported in above categories. These violations may or may not be documented in a student's record (22-32-109(1) (2) (B)						***Code 12-****Other Violation of Conduct Code*
Posting Unauthorized/Inappropriate Material *(includes all social media platforms)* 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 (w/ or w/o a Weapon) *(CRS 18-4-301)* Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony. **C.R.S. § 22-33-106; C.R.S. 18-4-301.**						***Code 6, 6A-****Robbery*
Sexual Violence/Battery (other than Rape) 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. Incidents of sexual violence/battery (other than rape) - An incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Both male and female students can be victims of sexual battery. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).						***Code 15-****Sexual Violence/Battery (other than Rape)*
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-****Detrimental Behavior*
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 *(related or not to educational process i.e., cell phone, iPod, etc.).* Violation of BOE Policies JS and JS-E regarding use of district technology or the internet.						***Code 8-*** *Disodedience/Defiant or Repeated Interference*, ***Code 9-*** *Detrimental Behavior*
Tobacco Violation Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.						***Code 03-****Tobacco Violation*
Unsafe Operation of a Motor Vehicle Unsafe operation of a motor vehicle on school property. BOE Policy JHFD						***Code 9-****Detrimental Behavior*
Other violations of Criminal Law/Felonies 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
• SEL Topic Toolkit • Universal practices in place for enhancing relationships; ensure proactive TIER I supports for students to feel SAFE, SIGNIFICANT, RESPECTED, RELATED (consult with trauma team) • Rethink Ed SEL lesson • kindness videos to teach positive social behavior • 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	• Trauma responsive classroom practices in place • 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 • **Positive Behavioral Interventions & Support**
Level 2 Teaching Strategies	**Level 2 Management Strategies**
• Trauma responsive student support plan • Student self-care toolkit • 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	• A.C.T. Q.U.I.C.K. Crisis support (consult with trauma team) • Emotional regulation, thinking tools, and sensory tools to resist re-traumatization • 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**
• Remedial Discipline Plan (RDP) implemented • district level learning modules-**BASE** • referral to Mental Health Interventionist • mental health safety planning • trauma responsive student support plan	• **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**
• district level conference/hearing • potential referral to TAP • referral to other outside agencies	• **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**

• consultation with Student Services • referral to TAP	• 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