

Discipline Matrix

Adams 12 Five Star 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.

Discipline of students with disabilities: Schools should review and be familiar with the district's [Students with Disabilities Reference](#) before undertaking discipline of students with disabilities (IEP or 504 plans). For additional guidance please contact Intervention Services at 720-972-4146 or Student Support Services at 720-972-4774.

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.

Violation	Level 1	Level 2	Level 3	Level 4	Level 5	Superintendent Policy / Infinite Campus
Academic Dishonesty Scholastic dishonesty, including but not limited to cheating, plagiarism or unauthorized collaboration with another person in preparing academic work.	•	•	•			Supt. Policy: 5000: 3.29 IC Code Reference: 12-A
Assault The commission of an act that if committed by an adult would be assault according to Colorado statute.			•	•		Supt. Policy: 5000: 3.20 IC Code Reference: 4-A, 4-B, or 10-A,
Bomb Threat, False Alarm Intentionally causing or participating in a bomb threat, false alarm, or other false notice that disrupts the school environment.			•	•		Supt. Policy: 5000: 3.11 IC Code Reference: 11-A
Cell Phone Violation Violation of Superintendent Policy 5030 regarding cell phones or electronic devices.	•	•	•			Supt. Policy: 5000: 3.34 & 5030 IC Code Reference: 12-C
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.			•	•		Supt. Policy: 5000: 3.21 IC Code Reference: 4-A, 4-B, 10-A, 10-B, or 10-C,
Controlled Substance Violation of Superintendent Policy 5040 regarding controlled substances.			•	•		Supt. Policy: 5000: 3.25 & 5040 IC Code Reference: 1-A, B, C, D, E, F, G, H, 2-A, B, C, D, E or 3-B
Counterfeiting and Forgery Using, making or reproducing another person's signature for deceptive purposes, including counterfeiting documents or currency.		•	•	•		Supt. Policy: 5000: 3.31 IC Code Reference: 15-A
Damaging Private Property Damaging private property of others.		•	•	•		Supt. Policy: 5000: 3.36 IC Code Reference: 7-C
Dangerous Items Violation of Superintendent Policy 5100 regarding dangerous items.		•	•	•		Supt. Policy: 5000: 3.22 & 5100 IC Code Reference: 5-B or 6-B
Dangerous Weapon Violation of Superintendent Policy 5100 regarding firearms or dangerous weapons. Expulsion referral is mandatory for bringing or possessing a firearm at school.					•	Supt. Policy: 5000: 3.23 & 5100 IC Code Reference: 6-A

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Defiance Continued willful disobedience or open and persistent defiance of proper authority.	•	•	•	•		Supt. Policy: 5000: 3.2 IC Code Reference: 08-A
Destruction of School Property Willful destruction or defacing of school property.		•	•	•		Supt. Policy: 5000: 3.37 IC Code Reference: 7-C
Detrimental Behavior Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel, including behavior which creates a threat of physical harm to the student or to other students. This may include behavior which recklessly endangers students, staff or others.	•	•	•	•		Supt. Policy: 5000: 3.12 IC Code Reference: 11-A
Discrimination and Harassment Violation of Superintendent Policies 5110 or 8400 regarding discrimination or harassment, including sexual harassment.	•	•	•	•		Supt Policy: 5000: 3.16 , 5110 & 8400 IC Code Reference: 10-A or 10-B
Disruption Behavior which disrupts or is intended to disrupt the educational process.	•	•				Supt. Policy: 5000: 3.6 IC Code Reference: 09-A
Dress Code Violation Violation of Superintendent Policy 5060 regarding dress code.	•	•	•			Supt. Policy: 5000: 3.33 & 5060 IC Code Reference: 12-D
Failure to Report Failure to report a Condition that puts students or staff at risk of imminent harm.	•	•	•			Supt. Policy: 5000: 3.32 IC Code Reference: 8-A or 8-B
Fighting Violations of Superintendent Policy 5070 regarding violence, fighting, and other aggressive behavior.		•	•	•		Supt. Policy: 5000: 3.17 & 5070 IC Code Reference: 4-C
Gambling Gambling or wagering items of value.		•	•			Supt. Policy: 5000: 3.27 IC Code Reference: 16-A
Gang Activity Violation of Superintendent Policy 5080 regarding gangs, secret societies or disruptive groups.	•	•	•	•		Supt. Policy: 5000: 3.8 & 5080 IC Code Reference: 11-B
Giving False Information Lying or knowingly giving false information verbally or in writing to a staff member.	•	•	•			Supt. Policy: 5000: 3.28 IC Code Reference: 8-A
Habitually Disruptive Declaration as a habitually disruptive student according to Superintendent Policy 5090.	•	•	•	•		Supt. Policy: 5000: 3.7 & 5090 IC Code Reference: 09-A
Harassment Violation of Superintendent Policy 5110 regarding bullying, harassment, hazing or threats.	•	•	•	•		Supt. Policy: 5000: 3.15 & 5110 IC Code Reference: 10-A
Immunization Violation Failure to comply with Colorado law regarding immunization requirements in violation of Superintendent Policy 5410. Any suspension or expulsion for failure to comply with immunization requirements will not be documented as a disciplinary action but will be documented along with the student's immunization record and an explanation in the student's cumulative file.			•	•		Supt. Policy: 5000: 3.38 & 5410 IC Code Reference: 16-A
Indecent Exposure Indecent exposure, lewd behavior, or possession of pornography (print or electronic).		•	•			Supt Policy: 5000: 3.9 IC Code Reference: 10-B
Off Campus Behavior Violation of Superintendent Policy 5120 regarding off-campus behavior.	•	•	•	•		Supt. Policy: 5000: 3.39 & 5120 IC Code Reference: 11-A or 17-A

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Violation	Level 1	Level 2	Level 3	Level 4	Level 5	Superintendent Policy / Infinite Campus
Posting unauthorized material Violation of Superintendent Policy 5650 regarding posting or distributing unauthorized materials on campus.	•	•	•	•		Supt. Policy: 5000: 3.26 & 5650 IC Code Reference: 8-A, 8-B, 9-A, or 16-A
Profanity Using or otherwise directing profanity, vulgar language, or obscene gestures toward others.	•	•	•			Supt. Policy: 5000: 3.1 IC Code Reference: 09-C
Repeated Defiance of Authority Repeated or substantial disrespect to or defiance of school staff.	•	•				Supt. Policy: 5000: 3.4 IC Code Reference: 08-B
Repeated Interference Repeated interference with a school's ability to provide educational opportunities to other students.	•	•	•			Supt. Policy: 5000: 3.3 IC Code Reference: 08-B
Rioting Rioting, unlawful protests, illegal disruptive demonstrations or other expression that violates the rights of others on any district property.	•	•	•	•		Supt. Policy: 5000: 3.10 IC Code Reference: 11-A
Robbery The commission of an act that if committed by an adult would be robbery according to Colorado statute.			•	•		Supt. Policy: 5000: 3.19 IC Code Reference: 7-A
Slander and Libel Intentionally possessing, distributing, and/or communicating slanderous or libelous material.	•	•				Supt. Policy: 5000: 3.5 IC Code Reference: 16-A
Stealing Stealing, attempting to steal, borrowing or possessing without authorization property from another student, school employee or from the school itself.	•	•	•	•		Supt. Policy: 5000: 3.30 IC Code Reference: 7-B
Technology Violation Violation of Superintendent Policies 5035 and 8200 regarding use of district technology or the internet.	•	•	•			Supt. Policy: 5000: 3.35 & 5035 & 8200 IC Code Reference: 12-B
Throwing Objects Throwing objects, unless otherwise part of a supervised activity, which might cause bodily injury or damage property.	•	•				Supt. Policy 5000: 3.13 IC Code Reference: 10-C, 11-A
Tobacco Violation Violation of Superintendent Policy 5050 regarding tobacco.	•	•	•			Supt. Policy: 5000: 3.24 & 5050 IC Code Reference: 3-A or 3-B
Unlisted Code of Conduct Violation Violation of superintendent policies or building regulations not otherwise referenced in this policy.	•	•	•	•		Supt. Policy: 5000: 3.40 IC Code Reference: 16-A
Unsafe Operation of a Motor Vehicle Unsafe operation of a motor vehicle on school property.		•	•			Supt. Policy: 5000: 3.14 IC Code Referenc: 13-B
Violation of Criminal Law Violation of criminal law which negatively impacts the school or the general safety or welfare of students or staff.			•	•		Supt. Policy: 5000: 3.18 IC Code Reference: 4-A, 7-A, 11-A, or 15-A

Discipline Matrix

LEVEL 1

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 some of which may include:

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• restitution• restorative Justice Practices• mentoring Program participation• contract between teacher student and parents• mediation• referral to Student Family Outreach• see the Resource Guide for more information	<ul style="list-style-type: none">• seat change• teacher/student conference• removal from class to another supervised classroom (short-term)• change in schedule (elementary)• loss of privileges• detention• parent/guardian notification• parent/guardian conference• parent/guardian accompanying student to school• in-school community service• classroom work detail

Discipline Matrix

LEVEL 2

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 2 Teaching Strategies	Level 2 Management Strategies
<ul style="list-style-type: none">• behavioral point sheet• exploration of a Functional Behavioral Analysis• Boys/Girls group• MTSS/RTI Referral• referral to Counselor/SW/Social Emotional Supports• consult with Intervention Services• school level learning modules• meeting with school counselor• education with School Resource Officer	<ul style="list-style-type: none">• referral to administration,• admin conference with student• In School Suspension (not to exceed two days)• removal from class to another supervised area (short-term) change in schedule• school level Alternative to Suspension (ATS)• school level work detail• daily check-in with an administrator• administrator initiated parent escort• district/school level safety assessments (threat assessments, ISMP, Care and Concern, and behavior)• other management strategies identified by school administrator

Discipline Matrix

LEVEL 3

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.

Alternative to Suspension (ATS) classes may be appropriate for Level 3 infractions, please see the [Alternative to Suspension](#) site for a list of classes offered. Generally, one or two days of suspension are taken off when students take advantage of ATS classes.

Learning modules are also an effective alternative for suspension. If you are interested in using a learning module, contact Intervention Services at ext. 4146. Generally, suspension time can be reduced when students are assigned a learning module.

Level 3 infractions can potentially be placed on a Remedial Discipline Plan (RTP) if their behavior rises to a level of being dismissed from school more than three days.

Level 3 Teaching Strategies	Level 3 Management Strategies
<ul style="list-style-type: none">• Remedial Discipline Plan (RDP) implemented• district level Alternative to Suspension (ATS) classes• district level learning module as an Alternative to Suspension	<ul style="list-style-type: none">• Out of School Suspension (OSS) - one to five days• outside community service• potential referral to law enforcement

Discipline Matrix

LEVEL 4

Level 4 violations will generally result in interventions or disciplinary responses that involve the school administration and/or Intervention 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 and/or district level behavior interventions.

Alternative to Expulsion (ATE) consultation with Intervention Services will occur prior to referring a student for expulsion or placing them on an ATE.

Expulsions can range from one day to 365 days.

Level 4 Teaching Strategies	Level 4 Management Strategies
<ul style="list-style-type: none">• consultation with Intervention Services• district level Options Meeting• Alternative to Expulsion• referral to other outside agencies	<ul style="list-style-type: none">• potential referral for expulsion• potential Administrative Transfer to another school

LEVEL 5

Level 5 discipline infractions require a referral for expulsion. The school will consult with Intervention Services and seek a 10-day suspension and refer the student for expulsion. Intervention Services will seek to provide wrap-around services for the student and his or her family. A case-manager will connect the student with services at Vista View.

Level 5 Teaching Strategies	Level 5 Management Strategies
<ul style="list-style-type: none">• consultation with Intervention Services• alternative educational options and or placement in a facility	<ul style="list-style-type: none">• mandatory referral for expulsion (Note: Schools must seek approval from Intervention Services to suspend more than five days, per superintendent policy)• consultation with law enforcement and county agencies

Discipline Matrix

LEVELS 1-5

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 • restitution • restorative Justice Practices • mentoring Program participation • contract between teacher student and parents • mediation • referral to Student Family Outreach • see the Resource Guide for more information 	<ul style="list-style-type: none"> • seat change • teacher/student conference • removal from class to another supervised classroom (short-term) • change in schedule (elementary) • loss of privileges • detention • parent/guardian notification • parent/guardian conference • parent/guardian accompanying student to school • in-school community service • classroom work detail
Level 2 Teaching Strategies	Level 2 Management Strategies
<ul style="list-style-type: none"> • behavioral point sheet • exploration of a Functional Behavioral Analysis • Boys/Girls group • MTSS/RTI Referral • referral to Counselor/SW/Social Emotional Supports • consult with Intervention Services • school level learning modules • meeting with school counselor • education with School Resource Officer 	<ul style="list-style-type: none"> • referral to administration, • admin conference with student • In School Suspension (not to exceed two days) • removal from class to another supervised area (short-term) change in schedule • school level Alternative to Suspension (ATS) • school level work detail • daily check-in with an administrator • administrator initiated parent escort • district/school level safety assessments (threat assessments, ISMP, Care and Concern, and behavior) • other management strategies identified by school administrator
Level 3 Teaching Strategies	Level 3 Management Strategies
<ul style="list-style-type: none"> • Remedial Discipline Plan (RDP) implemented • district level Alternative to Suspension (ATS) classes • district level learning module as an Alternative to Suspension 	<ul style="list-style-type: none"> • Out of School Suspension (OSS) - one to five days • outside community service • potential referral to law enforcement
Level 4 Teaching Strategies	Level 4 Management Strategies
<ul style="list-style-type: none"> • consultation with Intervention Services • district level Options Meeting • Alternative to Expulsion • referral to other outside agencies 	<ul style="list-style-type: none"> • potential referral for expulsion • potential Administrative Transfer to another school
Level 5 Teaching Strategies	Level 5 Management Strategies
<ul style="list-style-type: none"> • consultation with Intervention Services • alternative educational options and or placement in a facility 	<ul style="list-style-type: none"> • mandatory referral for expulsion (Note: Schools must seek approval from Intervention Services to suspend more than five days, per superintendent policy) • consultation with law enforcement and county agencies