

Crown Pointe Academy Middle School

Discipline Matrix and Procedures

At Crown Pointe Academy, we believe that being proactive is the best approach to providing a positive learning environment free from discipline issues and classroom distractions. We encourage students to display appropriate behavior with special recognition incentives. Research has proven that a school wide consistent approach to discipline is very important in the middle years. Such a system empowers teachers to more effectively control student behavior and teaches students there are outcomes and consequences for both positive and negative actions.

Middle School has implemented a uniform classroom discipline procedure that will be utilized to address classroom disruptions. These steps will be taken prior to the CPA discipline matrix. Please take your time to familiarize yourself with the procedure attached beneath the discipline matrix.

The discipline matrix is composed of six levels. It lists the normal consequences students will face if and when their behavior falls within one of the given levels. The matrix is an attempt to be fair, concise, and all-inclusive. We want students to respect the rights of others, to learn to become responsible for their own behavior, and to have the opportunity to turn themselves around if they get off track.

General Overview

1. The extreme nature of any infraction may warrant the most severe disciplinary action.
2. CPA administrators may recommend alternative interventions as they see fit. Alternative interventions may include, but are not limited to, mediation and appropriate loss of privileges.
3. CPA administrators will assign consequences for any other infractions not listed on this matrix to ensure the safety of students and staff and protect the right for all students to an education free from disruption.
4. Students suspended out of school may request make-up work during the days missed. It is at the discretion of the teachers to provide or not provide the make-up work requested during those days. If the work is provided, it will be due upon returning to school. If the work is not provided, regular make-up procedures (two days allotted for each missed day) will apply. The student is responsible to get assigned work upon returning to school.
5. Students on IEPs will follow all items on this matrix UNLESS a particular item would go against an IEP exception. Exceptions to the matrix will be written into the IEP at the annual staffing.

Where School Rules Apply

1. While on school premises
2. While engaged in any school-sponsored activity including field trips, social events, extra-curricular activities.

A system of progressive discipline uses several levels of consequences. Each one is more significant than the one that comes before it. As a student moves from level to level, the disciplinary action taken by the school becomes more severe.

This discipline matrix was developed in accordance with the Crown Pointe Academy Discipline Policy and Colorado State Law.

Offense	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction	5th Infraction
Minor Infraction: Uniform Violations; Unprepared marks in any one class; Chewing Gum; Classroom Tardies **Each infraction is 2 violations in a single category in a single class (5 violations per category for each minor infraction).	30 Minute Lunch Detention	30 Minute Lunch Detention	30 Minute Lunch Detention	30 Minute Lunch Detention	30 Minute Lunch Detention— then students will move to Level 2 for Repeated Insubordination.
Level One: Minor Disruption/Disorderly Conduct; Loitering; Possession/Use of Electronic Device; Use of Perfume/Body Spray at School; Chronic Tardiness	One 30 Minute Detention	One 60 Minute Detention	Two 60 Minute Detentions, Mandatory Parent Conference	Mandatory Parent Conference; 1 day ISS or parent attendance at school.	Mandatory Parent Conference; 2-3 days ISS or Parent Attendance at School
Level Two: Repeated Insubordination; Harassment/Bullying (minor); Major Disruption/Disorderly Conduct; Dishonest with School Staff; Disrespect to Staff or Students; Profanity/Vulgarity/Inappropriate Gestures; Failure to Serve Consequences; Ditching a single period of classes; Disobeying a Staff Request; Public Displays of Affection	One 60 minute Detention	Two 60 Minute Detentions; Mandatory Parent Conference; Creation of Behavior Plan	*Mandatory Parent Conference; 1 day ISS or Parent Attendance at School.	*Mandatory Parent Conference; 2-3 days ISS/OSS or Parent Attendance at School	*Mandatory Parent Conference; 3-5 days ISS/OSS or Parent Attendance at School
Level Three: Academic Dishonesty; Possession/Creation of Indecent Materials; Leaving School without Permission; Truancy; Forgery; Minor Theft; Possession of Fireworks; Gambling	Two 60 Minute Detentions; Mandatory Parent Conference; Creation of Behavior Plan	*Mandatory Parent Conference; 1 day OSS or Parent Attendance at School.	*Mandatory Parent Conference; 2-3 days OSS or Parent Attendance at School	*Mandatory Parent Conference; 3-5 days OSS or Parent Attendance at School	*Refer to and follow Colorado Revised Statute 22-33-106 for expulsion.
Level Four: Tampering with or Altering School Records or Documents; Harassment/Intimidation/Bullying (major); Major Theft; Physical Assault; False Fire Alarm; Threat of and/or Assault of Another Student	*Mandatory Parent Conference; 1 day OSS or Parent Attendance at School.	*Mandatory Parent Conference; 2-3 days OSS or Parent Attendance at School	*Mandatory Parent Conference; 3-5 days OSS or Parent Attendance at School	*Refer to and follow Colorado Revised Statute 22-33-106 for expulsion.	
Level Five: Attending School Under the Influence of Controlled Substances;	*Mandatory Parent Conference; 2-3 days OSS	*Mandatory Parent Conference; 3-5 days OSS	*Refer to and follow Colorado Revised		

Extortion/Blackmail; Threat of Harm to School Employees/Visitors; Major Vandalism; Arson; Use or Possession of Tobacco Products/Controlled Substances/Alcohol; Bomb Threat	or Parent Attendance at School	or Parent Attendance at School	Statute 22-33-106 for expulsion.		
Level Six: Distribution, Trade, Exchange, Sale, or Intent to Distribute Controlled Substances; Carrying, Bringing, Using, or Possessing on School Property Any Dangerous Weapon.	*Refer to and follow Colorado Revised Statute 22-33-106 for expulsion.				

*Crown Pointe Academy will refer to and follow Colorado Revised Statute 22-33-106 for infractions warranting suspension or expulsion.

Classroom Discipline Procedure for Disruptive Behavior

Classroom discipline procedures for minor disruptive behavior will be determined by the middle school staff and will be thoroughly communicated to the students and parents at the beginning of the school year.

Definition of Terms in Discipline Matrix

Term	Definition
Academic Dishonesty:	Acting dishonestly or unfairly to gain an advantage. This includes copying another student's work, plagiarism, and talking during tests.
Arson:	The willful and malicious burning of any part of a building or its contents.
Bomb Threat:	Any such communication directed at a school setting which has the effect of interrupting the learning process.
Bullying:	The act of troubling, worrying, or tormenting as with careless or repeated words, actions, or attacks.
Chewing Gum:	The act of chewing gum or candy in class without permission or failing to throw out gum or candy after requested to do so by a staff member.
Chronic Tardiness:	Any student who has received five or more tardies in one class period.
Uniform Violations:	Any five uniform violations as recorded on the Uniform Violation spreadsheet.
Disruption/Disorderly Conduct (Minor):	Any negative action that affects the overall climate of the educational environment. This includes running in the halls, yelling, and general horseplay.
Unprepared Marks:	Failure to bring required materials to class at least five times in any single class period.
Dangerous Weapons:	Carrying, bringing, using or possessing a dangerous weapon without the authorization of the school. Dangerous weapons include but are not limited to: a firearm, whether loaded or unloaded or a firearm facsimile that could reasonably be mistaken for an actual firearm; any pellet or B-B gun or any 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; any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury, including but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.
Dishonesty:	Failure to give honest and truthful information to staff members.
Disrespect to Students and Staff:	Lacking proper speech, discourteous, rude, non-verbal, controlled behavior toward other students or staff members.

Disruption/Disorderly Conduct (Major):	Any negative action that greatly affects the overall climate of the educational environment. This includes throwing objects, slamming in the halls/lockers, etc.
Ditching a Class Period:	Absence from a specific assigned class without permission.
Drugs/Alcohol:	Any substance used as or in a medicine, a narcotic, alcohol, or controlled substance. Possession or Sale as defined in C.R.S. § 12-22-303.
Extortion/Blackmail:	Obtaining money or other rewards by violence, threats, or written communication.
Failure to Serve Consequences:	Failure to appear for assigned consequences including detentions without notifying supervising staff.
False Fire Alarm:	The act of setting off the fire alarm system causing the evacuation of the school and the disruption of the school day.
Forgery:	Falsely making, altering, or counterfeiting a record or document with the intent to deceive.
Gambling:	Betting or playing games for money on school grounds during the school day.
Harassment:	Comments, gossip, gestures, and actions of physical or verbal nature are harassment. This includes any behavior that causes mental or physical distress for another, although the original intent may have been in jest.
Leaving School Without Permission:	Leaving school grounds without school staff and parental knowledge or permission.
Loitering:	Being away from class or place assigned without a pass. This includes lunchtime, before and after school, passing period, & library.
OSS:	Out of School Suspension; Parents may elect to attend school with their student in the event of a suspension. Parents must attend all classes and may not use the time for volunteer time.
Perfume/Body Spray:	Use of perfume, body spray, or other highly scented product during the hours of 8:00-3:30.
Physical Assault:	Taking part in a physical struggle; to actually and intentionally strike another against the will of the other; intentionally causing bodily harm to an individual. <i>If a conflict appears to be likely, the student is expected to make all possible efforts to avoid the conflict including leaving the scene or seeking help of a teacher, administrator, assistant, or other school employee.</i>
Possession/Use of Electronic Device:	Use or possession of electronic device during the hours of 8:00-3:30 p.m. This includes but is not limited to cell phones, iPods, mp3 players, laser pointers, etc.

Possession of Fireworks:	Possession or use of fireworks on school grounds including sparklers, snap caps, etc.
Possession of Latex Products:	Bringing items to school that violate the Latex Free Policy including balloons, rubber bands, etc.
Possession of Tobacco Products:	Possession, use, or sale of cigarettes, cigars, snuff, dipping and chewing tobacco.
Profanity/Vulgarity/ Inappropriate Gestures:	The use of language that is crude, offensive, vulgar, or insulting. Use of coarse words to show contempt or disrespect and swearing. This includes words that are intended to be a “sounds like” and are disruptive to the classroom experience.
Public Display of Affection:	Any inappropriate display of romantic affection between students.
Repeated Insubordination:	Repeatedly acting in a disobedient nature; failure to follow a reasonable request from a staff member, not telling the truth when requested to do so by a staff member.
Tampering with/Altering School Records:	Changing or altering any school records without permission.
Theft:	Obtaining property dishonestly or without proper authorization.
Threat/Intimidation:	Instilling fear in others by using three elements: intent, fear, and capability. To unlawfully place another person in fear of emotional or physical harm.
Truancy:	The complete disregard of attendance regulations as outlined by the State of Colorado.
Vandalism:	The willful defacing or destruction of school property (including books, supplies, and furniture) or the property of school employees or other students.