

WOODLAND PARK MIDDLE SCHOOL

STUDENT & FAMILY HANDBOOK

Woodland Park School District

2024-2025

We
R.O.A.R.!



Respect

Ownership

Achievement

Relationships



- The District is mandated by law to provide each student the availability to view School District policies. Current policies are posted on the [School District website](#).

- **Title IX/Non-Discrimination**
 - In compliance with Title VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado Law, the Woodland Park School District Re-2 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

 - **The following individual has been named as the Title IX Coordinator for Woodland Park School District Re-2:**
 - Mr. Tim Petruna
155 Panther Way

Woodland Park, Colorado 80866

(719) 686-2000

tpetruna@wpsdk12.org



Principal

Dr. Tory Richey



Assistant Principals

Ms. Cindy Gannon

Ms. Michelle Eastman

151 Panther Way

Woodland Park, CO 80863

(719) 686-2200

www.wpsdk12.org

Supervised Hours: 7:55 AM – 3:30 PM

School Hours: 8:15 AM – 3:30 PM



Athletics/Activities Director

Melissa Yeryar

OUR SHARED BELIEFS	4
Our Vision	4
Mission Statement	4
OUR GUIDING PRINCIPLES	4
BEHAVIORAL SUPPORT	5
Philosophy	5
Discipline	5
Bullying Prevention	6
Social and Emotional Support	6
GRADING AND REPORTING	7
Purpose of Grades	7
Terminology	7
Homework Policy	7
Core Grading Practice	7
Late Work and Redos	8
PROTOCOLS AND REFERENCE MATERIALS	9
WPSD Parent Information and Students' Rights & Responsibility	9
Dress Code	9
Attendance	9
Advance Notice of Absence	10
Make-Up Work	10
Lockers	10
Personal Property	10
Personal Cell Phones and Electronics	10
Chromebook Usage	11
Academic Integrity	11
Extracurricular Academic Eligibility	12
Responsibilities	12
Caring Active Parents (CAP)	13
School Accountability Committee	13
Parent Information/Communication	13
Student WPMS Website Log-Ins	14
Discipline Matrix	15

OUR SHARED BELIEFS

Our Vision

We strive to inspire every student to learn, empower them to grow, and prepare them to succeed for the future.

Mission Statement

Woodland Park Middle School works to inspire learning and empower growth in each student as a whole. Woodland Park schools promote the academic, social, and exploratory growth of every student. As professionals, we will accomplish this through best instructional practices and looking through the lens of the whole student. We believe that by looking at student needs through that lens and evaluating current practices, instruction will be more effective. We will use the student-focused approach of “I am...I can...I will...” as our guidance and direction. As a staff we will challenge ourselves and each other to uphold these principles.

Our community is committed to...

Mentorship, Consistent Practices, and a Research Based Instructional Approach.

Our Guiding Principles—

- Students are at the heart of our actions and decisions
- Educators strive to inspire, empower and connect with students
- We seek to build relationships that are positive, productive and collaborative
- Families and community are partners in learning
- We strive to build environments that are safe, welcoming and supportive

For our parents—

We believe that parents and the school community are partners in our childrens' education.

We strive to engage our parents as active members of this process and encourage them to stay connected through a variety of methods:

- Talking with your students about their academic progress, needs, and goals.
- Participating in school activities along with your students.
- Helping the school foster active two-way communication with families so you are aware of what is happening at school, and the school is aware of any changing needs that students may have.
- Encouraging your students to have good habits, both academically and socially, so that they are making progress in school and in life.

BEHAVIORAL SUPPORT

Philosophy

Establish and maintain a safe and effective school environment that promotes the academic achievement and appropriate social behaviors of all learners. We believe that discipline encompasses the modeling and teaching of skills and strategies necessary for students to be successful members of the learning community. It is the responsibility of the school and staff to work together to:

- Establish positive relationships/connections with students
- Establish clear, consistent and attainable expectations and procedures
- Utilize multiple strategies to proactively promote positive student behavior
- Individualize rewards and consequences
- Utilize established department, grade-level, and building procedures and policies

We believe that students' behavior strongly relates to their sense of belonging to the school community and the quality of the relationships with adults within that community. As a result, it is vital that staff work to establish positive relationships and a sense of belonging for all students.

Discipline

Respectful behavior is essential to a safe environment conducive to learning. The following policies, procedures, and expectations are designed to make all students aware of the impact of their behavior. To achieve this goal, students, families, teachers, counselors and administrators must work together.

Woodland Park School District believes it is important to address all discipline issues consistently and to treat students fairly. The District Students' Rights and Responsibilities handbook describes specific rules and regulations regarding student conduct, including a student's right of due process. This document is posted on the district website. The following is a summary of these procedures.

While the categories of behavioral infractions below do not represent an all-inclusive list, they do provide a summary of the District handbook. If a student's misconduct is repeated, disciplinary consequences will increase in severity. Additionally, the administration has the responsibility to enforce the discipline code and apply appropriate consequences as deemed necessary for the infraction. Parents are expected to support

school officials in their effort to maintain a safe learning environment. Students are responsible for their actions; this includes taking responsibility for their learning. The basic rules of our community are expected to be followed in school and at all school-sponsored activities.

Bullying Prevention

Woodland Park Middle School promotes a safe, secure, and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Prohibited behavior includes

- Bullying
- Retaliation against those reporting bullying and/or other behaviors prohibited by this policy
- Making knowingly false accusations of bullying behavior

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture.

Retaliation is an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False Accusations of bullying are those made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

We believe that the first step in addressing bullying is by creating a safe school climate. Capturing Kids' Hearts is our adopted social-emotional curriculum that is taught within Advisory classes. Students learn ways to cultivate productive relationships, to access support structures, and to advocate for their needs. When relationship issues arise, students are taught to utilize proactive social skills or to seek assistance from a trusted adult. Staff members assist students by affirming the student's feelings, asking questions to gather information, assessing what the student has tried to deal with the situation, and assisting the student in determining the next steps. Next steps often include trying new strategies, mediating concerns directly with a counselor, or involving administration. In all cases, staff will respect the confidentiality and wishes of each student. Continued concerns should be brought to the attention of school administration or law enforcement. Additionally, parents or students can make reports through the Safe2Tell system by calling 1-877-542-SAFE. Throughout middle school, students learn how to build healthy relationships and positive problem-solving skills.

Social & Emotional Support

Counseling services are available to all students in efforts to help them reach their academic potential. Students are encouraged to seek assistance from teachers, school counselors, and administrators when these problems arise. Appointments can be made in the counseling office..

Grading & Reporting

Purpose of Grades

To communicate student achievement according to the Colorado State Standards. It is essential for parents/guardians to be kept fully informed of their student's progress in school. You can use your student's login to access the Gradient Learning Platform. Grades will always be available in Infinite Campus and are updated weekly starting the third week of each quarter.

Terminology

What is Gradient?

WPMS utilizes a student learning platform to empower teachers to customize instruction and meet students' unique needs. It helps students connect their long term goals to their daily actions. Teachers will use Gradient to house curriculum, give student feedback, and keep open communication with families and students.

What is Mentoring?

During Advisory class periods, teachers work with students to develop strong relationships that help them make a plan for success in WPMS, high school, college, career, and life. Mentors assist students in setting weekly academic goals while reflecting on their progress in personalized learning and project time. Students set and track their own personalized short-term academic goals.

Grading Policy

Grade Calculations

Students will be assessed on their demonstration of mastery of assigned Cognitive Skills and Content Standards. Students will be assessed a minimum of two times for each Skill & Standard being taught per semester. All skills and standards will be graded on a 4 point scale. The final grade for the course will be calculated by averaging all scores together.

Grades will be based solely on demonstrations of learning and will not include scores for behavior. Therefore, no homework will be graded and no extra credit will be given.

Scores for individual standards will be based on demonstrations of learning that could include tests, quizzes, projects, or even based on a conversation with a student.

To determine the final course grade, the mean of all standards and skills will be calculated and translated into a letter grade.

Standards scores (content knowledge and transferable skills = Cognitive Skills) will be recorded on a .5 scale from 0-4 (4 being the best) (4, 3.5, 3, 2.5, 2, etc.).

- **A = 3.0 – 4.0**
- **B = 2.5 – 2.9**

Updated: 10/27/23

- **C = 2.0 – 2.4**
- **Not Yet = 0-1.9**
- Demonstrations of learning that are missing will receive a missing “M” score in the grade book until it is complete. Students can complete this demonstration of learning up to two weeks late with no grade penalty. Demonstrations of learning submitted after that two week window will not be scored.
- Students will have at least two opportunities to show their learning in each standard.

How to Proceed if You are Struggling

- Turn work in on time to get feedback while we are learning
- All notes and resources are kept in Gradient
- After School Tutoring is readily available weekly with tutors
- Ask a friend to study with you
- Talk with your counselor about arranging for a student tutor
- Work with your mentor teacher to set goals and check in on your progress
- Set up a private appointment with me to talk through a strategy

Proficiency Scales

Score	Definition
4 (A)	<i>In addition to exhibiting level 3 performance, in-depth inferences and applications that go beyond what was taught in class</i>
3.5 (A)	<i>In addition to exhibiting level 3 performance, partial success at in-depth inferences and applications that go beyond what was taught in class</i>
3 (A)	<i>No major errors or omissions regarding any of the information and/or processes (SIMPLE OR COMPLEX) that were explicitly taught</i>
2.5 (B)	<i>No major errors or omissions regarding any of the simpler information and/or processes and partial knowledge of the more complex information and processes</i>
2 (C)	<i>No major errors or omissions regarding the simpler details and processes BUT major errors or omissions regarding the more complex ideas and processes</i>
1.5 (NY)	<i>Partial knowledge of the simpler details and processes, but major errors or omissions regarding the more complex ideas and processes</i>
1 (NY)	<i>With help, a partial knowledge of some of the simpler and complex details and processes</i>
0.5 (NY)	<i>With help, a partial knowledge of some of the simpler details and processes but not of the more complex ideas and processes</i>
0 (NY)	<i>Even with help, no understanding or skill demonstrated</i>

Late Work, Retakes and Redos

Work is expected to be turned in on time. Students will have two weeks to turn in late work. Any work submitted more than two weeks past the due date will not be scored. When needed, students will be offered retakes or redos on demonstrations of learning that have been submitted on time. This could be retaking content quizzes, editing a project, or creating another way to show what you know. In most cases, additional work will be required by the student. Retake and redo scores will replace the previous demonstration of learning (not averaged with it). Work turned in late will not have the opportunity for a retake/redo. Students will have two weeks to redo/retake an assignment after it is graded.

Protocols & Reference Materials

WPSD Parent Information and Students' Rights & Responsibility

Found here: <https://wpsdk12.org/uploads/forms/Parent-Info-Student-Rights-2021-22.pdf> Policies are subject to change without notice and kept up to date on our website. The District encourages parents and students to read and become familiar with these district policies, rules, and regulations.

Dress Code

Our student Dress Code is intended to provide students with a framework for how they will be expected to dress in the real world for their job or for higher education.

Students are expected to dress in a manner that fosters a respectful, positive, and academically focused environment. Students should exercise good judgment and be appropriately attired for the classroom. Any clothing, accessories, or body adornments that interfere with or distract from the educational environment are unacceptable. In addition, any clothing that shows images or text about controlled substances, marijuana, weapons, or alcohol are not acceptable.

In general, clothing must not be too revealing, undergarments must be covered, shoes must be worn at all times, tops must cover the student's entire torso, and shorts and skirts/kilts should be mid-thigh length or longer.

Attendance

One criteria of a student's success in school is regular and punctual attendance. Frequent absences or tardiness may lead to poor academic work, lack of social development and/or possible academic failure. Consistent attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. Regular school attendance is mandated and regulated by Colorado State Law. Excessive absences or tardiness to school will result in administrative actions, including legal actions.

In case of injury, illness, extreme weather or extenuating circumstances, it is the responsibility of the parent to notify the school attendance office when a student is absent and the reason for the absence. If a parent or guardian does not contact the school, and a student fails to report on a regularly scheduled school day, school personnel shall make a reasonable effort to notify the parent. Students must check-in with the attendance office if they arrive late to school or upon return from any absence.

If a student must leave school during the day, please call the attendance office in advance. **Only authorized persons will be allowed to sign-out students and will be required to present a photo I.D.** Upon his/her return to school, the student must sign back into school with the office. Otherwise, once a student is on school grounds, he/she is not to leave for any reason without permission from the office.

In cases of emergency at school, it is imperative that the school has complete and current contact information on file. Please update contact and emergency information when appropriate.

Advance Notice of Absence

If you know your child will be absent in advance, please call the Attendance Secretary or send a note with your student at least three days prior to the absence for a pre-excused absence form. Work assigned prior to leaving will be due upon return. Students missing class for a school-sponsored event must obtain work for classes that will be missed prior to leaving. Additionally, all work will be due on time for these classes; deadlines for work will not be changed.

Make-Up Work

When a student returns from an absence, it is his/her responsibility to go to the teachers to collect any missed work. The make-up work will be due the next day that the class meets. If a student misses more than two days, teachers will assign due dates for missed work. In the case of long-term assignments assigned prior to a student's absences, the due date will not change.

Lockers

Lockers are to be kept neat and clean (inside and out). Remember, they are the property of the school and subject to inspection at any time. Students assume responsibility for their assigned locker and its contents. Sharing locker combinations and/or lockers compromises student security. Additionally, vandalism or abuse of lockers may result in loss of locker privileges and/or fines. Backpacks and coats must be stored in lockers during the school day. Backpacks are not permitted in classrooms, small cinch sacks for carrying your chromebook and water bottle is recommended. Students may decorate lockers with school appropriate content. No stickers, contact paper, or tape is allowed. The use of magnets is encouraged.

Personal Property

Bringing personal property to school involves risk. We strongly advise that students and parents discuss these risks and make decisions based on the level of responsibility and ability to keep the item secure. In addition, we suggest that students **label all personal property clearly with a permanent marker, label, or engraver**. The school assumes no responsibility for lost or stolen items and may not investigate theft or loss. Personal property distracting to the learning process may be confiscated by staff or administrators and may result in further consequences, loss of privileges, and/or parent pick-up of property.

Cell Phone Policy

Students will not be permitted to access cell phones during instructional time. Students will turn their phones into the designated area at the beginning of each class period and will retrieve their phones at the end of each class. Students will be able to access their phones during passing periods and lunch time. This will allow our students to continue to communicate with their families during the school day and will help them to focus on their academics during instructional time. As always, our front office is staffed and ready to help families get in touch with students should they need to do so in case of an emergency or during instruction. Smart watches may be worn unless they become a distraction.

Please note—Woodland Park Middle School, its staff, and the Woodland Park School District are not responsible in any way for any personal electronic devices that are brought to school. Any loss or theft of, or damage to, these devices is completely the responsibility of the student and Woodland Park Middle School will not repair, replace, or reimburse the cost of any personal electronic devices.

Updated: 10/27/23

11

Chromebook Usage

Receiving and Returning the Chromebook:

- Prior to receiving the device, the student and parent/guardian must read and agree to [Student Responsible Use of Technology Policy](#).
- Students will have a Chromebook assigned to them for the school year.
- The Chromebook remains the property of the Woodland Park School District. Students are responsible for the care of their assigned Chromebook. Any damage or malfunction should be reported immediately to the Library Media Center. All repairs and maintenance must be done through the LMC. Students may be responsible for the cost to repair the Chromebook and intentional damage will result in discipline.

Care and Handling:

- Students are expected to be responsible for securing their device, maintaining good working order of the Chromebook, and reporting any issues promptly.
- Students are responsible for devices from the time it is checked out and the time it is checked back in.
- Students will only use the Chromebook assigned to them.
- Each device has been labeled. If you notice this label is wearing off or removed, report to the librarian.
- If the device is damaged, lost or stolen you must report it to your mentor teacher or an administrator immediately.
- If you misuse this device, it can be taken by a teacher or administrator.

Responsible Use of the Chromebook:

- Students are expected to follow district usage policy, use the Chromebook responsibly and to only use it for academic work assigned by school staff and administrators.
- Students must not attempt to unlock or disable any of the security features on the Chromebook, or to download any material.
- You must respect any limits, restrictions or filters placed on your device and not attempt to reset, bypass, or remove any security settings.
- The device assigned to you is the property of Woodland Park Middle School, and is therefore subject to inspection at any time upon request.
- You may face disciplinary actions if you do not follow these policies or guidelines.

Academic Integrity

At Woodland Park Middle School students are expected to demonstrate a high level of academic integrity. Academic integrity is defined as completing and submitting work that is entirely your own, including words, thoughts, ideas, concepts, images, and data and properly giving credit to other's work. Teachers may use a variety of web-based systems to screen student papers for originality and plagiarism.

Extracurricular Academic Eligibility

Students are expected to maintain a high level of academic achievement. For students to be eligible to participate in extracurricular activities or events, they must meet academic and attendance standards. In order for a student to be eligible to participate in an afternoon or evening activity, he/she must have been in attendance at school for at least half of the day on the day of the activity. Students with appointments that prohibit the minimum attendance time will be considered on an individual basis. Students with a NY in two or more classes will be ineligible to participate in any extracurricular competition that week.

Responsibilities

Students succeed by:

- Setting goals in the learning platform
- Writing down assignments in an academic planner
- Understanding all assignments; asking questions if necessary
- Setting aside a regular time and area for studying
- Working on work independently whenever possible, so that it reflects students' ability
- Producing quality work
- Completing assignments on time
- Managing demands and activities to allow sufficient time for work completion

Parents help by:

- Setting a regular, uninterrupted study time and area each day
- Monitoring student's organization and daily list of assignments in their agenda
- Assisting, but not doing the actual work
- Supporting students if they get frustrated with difficult assignments
- Contacting teachers to stay well informed about the student's learning process
- Accessing Gradient Learning & Infinite Campus regularly to help monitor their child's progress.
- Set goals and celebrate with your student as he or she develops good learning and study habits.

Staff support by:

- Assigning relevant and meaningful work that reinforces classroom learning
- Giving clear instructions and making sure students understand the purpose
- Providing timely and specific feedback
- Communicating with other teachers to manage student workload
- Involving parents and contacting them if a pattern of late or incomplete work habits develop
- Regularly giving student feedback to communicate student progress

Caring Active Parents (CAP)

The Secondary Campus parent group aims to enrich the learning environment through the enhancement and promotion of parent and community involvement. The group provides multiple avenues for parents to become involved in their student's experience at Woodland Park Middle School and Woodland Park High School. Members of the CAP steering committee meet monthly to outline upcoming volunteer opportunities and requests for assistance.

School Accountability Committee (SAC)

The WPMS school accountability team consists of the school administration, at least one classroom teacher, at least three parents, and a representative of our community. This committee is charged with making *recommendations* to the school principal on such decisions as spending money and school improvement planning. The team meets at least quarterly to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the school's performance and improvement.

Parent Information/Communication

WPMS utilizes several platforms on which we communicate important announcements, upcoming events, and messages from our administrative team.

Email/Phone: Email and phone are our main method of communication, especially for important announcements and notifications. Emails will come to you from "messenger@wpsdk12.org". We encourage you to ensure current phone numbers and email addresses are included on your Infinite Campus portal and to set up your notifications settings by following these steps:

1. Log in to your Infinite Campus portal:
<https://woodlandparkco.infinitecampus.org/campus/portal/woodlandpark.jsp>
2. Click the person icon in the upper right corner of your screen
3. Click "Settings"
4. Click "Contact Preferences"
5. Check that your phone numbers are current and correct (you can update these by following the directions below)
6. Check each box beside the type of communication you wish to receive via phone
7. Click the "Email" tab
8. Check that your email addresses are current and correct (you can update these by following the directions below)
9. Check each box beside the type of communication you wish to receive via email
10. Click "Save"

To update your phone numbers or email addresses:

1. Log in to your Infinite Campus portal:
2. <https://woodlandparkco.infinitecampus.org/campus/portal/woodlandpark.jsp>
3. Click "More" on the menu on the left hand side
4. Click "Family Information"
5. Click "Update" next to the information you want to update, make your changes, click "Save"

Newsletters: emailed to families monthly via Infinite Campus Messenger from teachers and administration,

Updated: 10/27/23

14

contains grade-specific news and updates

WPMS Website: Updated several times a week with detailed information on upcoming events, news, links, and forms; event calendar; athletics schedules; handbooks; meal menus; staff directory; etc. We encourage you to bookmark our website and check it often. <https://www.wpsdk12.org/o/wpms>

Facebook and Instagram: Updated several times a week with photos and school happenings - follow us!
<https://www.facebook.com/WPSDWoodlandParkMiddleSchool/>,
https://www.instagram.com/wpsd_wpmiddleschool/

Parent Teacher Conferences: An opportunity for you to meet with your child's teachers to discuss academic performance. Occurs once in October and once in February (dates and links for scheduling will be posted in the school-wide email at those times)

Student WPMS Website Log-Ins

Student Google Log-In:

username: *<first initial><middle initial><last name>*
password: *student ID number*

Student Gradient Learning Log-In:

username: *<first initial><middle initial><last name>@wpsdk12.org*
password: *student ID number*

Student Infinite Campus: woodlandparkco.infinitecampus.org/campus/portal/woodlandpark.jsp

username: *student ID number*
password: *<first initial> <last initial><6 digit date of birth> (month/day/year)*
example: Mary Smith January 1, 2002 = ms010102

To contact your child's teachers and/or staff members by email, use the following address:

First letter of first name
Last name
@ wpsdk12.org
Example for Michelle Eastman: meastman@wpsdk12.org

Woodland Park School District Re-2 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth; is also prohibited in accordance with state and/or federal law.

WP Secondary Campus Discipline Matrix - School District Re-2 (10/9/2024)

Offense	WP Secondary Campus
Absences/Excessive Truancy	Refer to district attendance policy
Academic Misconduct - Utilizing an inappropriate or unethical manner for completion or submission of academic work; including, but not limited to, plagiarism, claiming another student's work, cheating, improper use of technology to gain an advantage.	1) Student meeting - resubmit work. 2) Student meeting-resubmit with highest possible score of C for work. 3) Student meeting-no credit for work.
*Arson (state reported) - the act of deliberately setting fire to property	1) 10 day OSS-recommendation for expulsion
*Assault and/or battery - the intent to cause serious bodily injury, or causes serious bodily injury with a weapon)	1) 10 day OSS– recommendation for expulsion
Behavior & Safety Plan Infraction - continued violation	1) 1-3 OSS with parent meeting/threat assessment 2) 3-10 OSS with parent meeting/threat assessment 3) Recommendation for expulsion/threat assessment
*Bomb Threats (state reported) - a message that a bomb/explosive device is located in a specific place, with the intent to cause injury, death, or property damage.	1) 10 day OSS-recommendation for expulsion
** Bullying, threatening, harassment, or intimidation - behavior by a student or group of students, aimed at tormenting, embarrassing, or confusing, by continual/persistent attacks, questions, or pestering another student or group of students	1) 1-3 day ISD 2) Student meeting – 1-3 day OSS 3) Meeting – 3 day OSS 4) 4-10 day OSS– possible expulsion
Bus Misconduct - any behavior that interferes with the bus driver's ability to safely operate the bus, or that disrupts the orderly conduct of other passengers.	1) Assigned seat 2) 1 week suspension of privilege 3) Quarter-Semester suspension of privilege

Contraband - possession of anything (which slanders, defames, harms another or is obscene) that may cause a disruption to the educational environment	1) 1 day of ISD and confiscation of items 2) 1-3 days of ISD and confiscation of items 3) 1-3 days OSS
Defacing School Property - damage to school property or the personal property of a district employee on school grounds, at school events, or off school property where the behavior is detrimental to the welfare of safety of the school, students, or school personnel.	1) Student meeting/1 -4 day ISD & restitution 2) Student meeting 1-3 day OSS 3) Student meeting 3-5 day OSS & recommendation for expulsion

Updated: 10/27/23

17

** Discrimination based on race, color, sex, religion or gender	1) Student meeting – 1 day OSS 2) Formal student/parent meeting & 3 day OSS 3) Meeting & 5 day OSS/ expulsion recommendation
Disruptive behavior - behavior that poses a threat to the learning environment, health, or welfare of others including disrespectful speech, and/or inappropriate language.	1) Student meeting – 1 day ISD 2) 1-3 day ISD 3) 1-5 day OSS 4) Continued habitual behavior – 5-10 day OSS & possible expulsion
* Drugs and/or alcohol possession or use - the possession, purchase, use of substances that contain any amount of alcohol on school grounds, or school sponsored events.	1) Student/parent meeting 1- 3 day OSS 2) 5 day OSS 3) 10 day OSS & recommendation for expulsion
*Drugs and/or alcohol sale or distribution - the possession, purchase, use, and distribution of substances that contain any amount of drug/alcohol on school grounds, or school sponsored events.	1) 10 day OSS/ recommendation for expulsion

Extortion and/or threatening another student for property	1) Student meeting/ 1 day OSS/ restitution if necessary 2) 3 day OSS 3) 5 day OSS
False accusation/reporting- Making accusations or reporting of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials/personnel.	1) 1-3 OSS / Expulsion 2) 3-10 OSS / Expulsion
* Fighting and/or battery fight instigation -	1) Student meeting 1 -3 day OSS 2) Meeting/ 3- 5 day OSS 3) Meeting/5-10 day OSS possible expulsion
Felony charges as reported by the police/district attorney to include but not limited to robbery, sexual assault, aggravated, vehicular assault, battery etc.	1) Student meeting – determination of danger to school, school culture, school personnel and students. Possible suspension and recommendation for expulsion The district will inform the school of the felony charge when it becomes available.
Gambling - participation in games or activities for the exchange of money or other valuables	1) ISD (confiscation of items) 2) 2-4 Day ISD 3) 1-3 Day OSS
Habitually Disruptive - continued wilful disobedience or open and persistent defiance of proper authority	1) 1-3 day ISD with parent meeting 2) 3-5 Day OSS

Inappropriate dress/not following the dress code	1) Warning/parent notification and change clothes 2) 1 day ISD/and change clothes 3) 1 day OSS 4) 3-5 day OSS
Insubordination - refusing a reasonable request/consequence of a staff member.	1) Lunch Detention 2) 2 Days Lunch Detention 3) 1 Day ISD 4) 3-5 In School Detention - and possible OSS
Improper use of cellular phones and other electronic devices	1) Confiscation and warning 2) Confiscation and 1 day ISD 3) Confiscation and 1-3 day ISD and parent pick up 4) Loss of cell phone privilege at school
Inappropriate display of affection	1) Warning/parent notification 2) Lunch Detention/ parent conference 3) 1 day ISD 4) 1-3 day OSS
Menacing - threats that are malignant and hostile	1) 1-3 Days of OSS/threat assessment 2) 3-5 Day OSS/threat assessment 3) 5-10 Day OSS / Expulsion
Misconduct - behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel	1) 1-5 day ISD 2) 1-5 day OSS 3) 5-10 day OSS / Expulsion
Skipping - leaving class/school without permission	1) 1-3 day lunch detention 2) 1 day ISD/parent notification 3) 1-3 day ISD/parent conference 4) 1-3 day OSS

Physical Altercation - physical contact between two or more students that does not result in serious injury	1) 1 day ISD 2) 1- 3 day ISD 3) 1-3 day OSS
Physical Harm to Another Student - the physical mistreatment, causing physical harm, to another person or another student on school grounds, or school sponsored events that does not warrant assault, fighting, or other acts prohibited by last	1) 1-3 Day OSS/threat assessment 2) 3-5 Day OSS/threat assessment 3) 5-10 Day OSS, recommendation for expulsion/threat assessment
Profanity, foul language, obscene materials or gestures	1) 1 day ISD 2) 1-3 day OSS 3) 1 day OSS 4) 1-5 day OSS

Updated: 10/27/23

19

Robbery - the commission of an act that would be robbery if committed by an adult	1) 1-3 OSS / Expulsion/threat assessment 2) 3-10 OSS / Expulsion/threat assessment
** Sexual harassment - Sexual offenses - Bullying or coercion of a sexual nature, or unwelcome or inappropriate promise or rewards in exchange of sexual behaviors	1) 3 day OSS/law enforcement option 2) 5 day OSS 3) 10 day OSS/ recommendation for expulsion
* Stealing / Theft - wilfully taking the property of another without permission	1) 1 day OSS/ refer to Law Enforcement/ restitution 2) 3-5 day OSS/refer to Law Enforcement/restitution 3) 5-10 day OSS/ recommendation for expulsion
Tardy/Excessive	1) 3 Tardies = 1 day lunch detention 2) 3 lunch detentions = 1 day ISD 3) Potential Attendance Contract/Family Meeting Refer to district attendance policy
Technology - violation of Technology Responsible Use Agreement / Breach of Internet security	1) 5 day OSS 2) Expulsion may be recommended
Threats (weapon) - Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property or school sponsored event	1) 1-3 OSS / Expulsion 2) 3-10 OSS / Expulsion
Tobacco -Possession and/or use of tobacco products or paraphernalia- the unlawful possession or use of tobacco or nicotine delivery devices or simulations on school property and/or school sponsored events	1) 1 day ISD 2) 3-5 day ISD 3) 1-3 day OSS

* Vandalism	1) 1 day OSS/ repair, clean compensation 2) Repair, clean compensation and 3 day OSS 3) Repair, clean compensation – 3- 5 day OSS/possible expulsion
* Weapons – any device used to harm others or self that do not meet state requirements for mandatory expulsion	4) Student meeting / 1 day OSS 5) 3-5 day OSS 6) 5-10 day suspension/ possible recommendation for expulsion
* Weapons-Dangerous weapons (use or threats with) as used in this policy “dangerous weapon” means: 1. A firearm whether loaded or unloaded 2. A fixed blade knife that measures longer than 3 inches in length or a non-fixed knife with a blade longer than 3 and 1/2 inches 3. Any object, device, instrument, or substance used to inflict bodily injury.	1) 10 day OSS, law enforcement notification and recommendation for expulsion

Updated: 10/27/23

20

Student Discipline Matrix (SDM) – Woodland Park School District Re-2

GENERAL GUIDELINES/ RECOMMENDATIONS:

1. These are general guidelines for consequences that provide a common frame of reference for administrators adjudicating conduct and discipline incidents district-wide; however, an administrator may give sanctions that are more or less severe if they document and submit their justification for review by the Chief Academic Officer. A student's/family's individual circumstances may warrant other considerations; therefore, administrators may recommend
2. Any student that has an IEP and is brought forward for an expulsion hearing must first have a manifestation hearing to determine if their behavior/offense was a manifestation of their disability. This is conducted and initiated by the building caseworker for that student.
3. Any habitually disruptive student needs to have interventions put into place at the school level before being brought for an expulsion hearing as a "habitually disruptive" student. This should include a habitually disruptive behavior plan that is part of a mandatory parent/student meeting. Conferencing with the student and family should be pursued as a means to address harm and mitigate future behavior.
4. The transportation department should work in partnership with the schools on appropriate consequences for misbehavior on district-operated transportation. The determination of consequences for transportation-related incidents will be made under the jurisdiction of the transportation department, utilizing their discipline protocol.
5. WPSD's goal is a relational culture, which builds the growth mindset of students and communities by providing meaningful interpersonal interactions; the goal is to address the harm caused by disruptive behavior in an environment of accountability and caring. Therefore, it is critical to have a fair process that makes interventions transparent by documenting every aspect of the incident and investigation. Hence a consistent rubric for due process must be followed for every incident to facilitate a transparent, caring, accountable, and respectful outcome. The incident behavior must be documented in the Student Information System (SIS) with appropriate code from the Discipline Matrix. Additionally, all Threat Assessments must be filed within 24 hours and communicated to the Chief Academic Officer to ensure that the student receives the appropriate level of social-emotional support.