

Norwood Public Schools Behavior Matrix

Guidelines for Students, Staff, and Parents

Setting	Respect <i>Acting in a way that shows you care about yourself, others and your school.</i>	Responsibility <i>Be dependable and hold yourself accountable for your actions.</i>	Readiness <i>Be ready to learn by being prepared and managing your time.</i>	Safety <i>Keep yourself, others, your things, and your school safe by being aware of your surroundings and reporting any unsafe activities.</i>
Campus Guidelines	<ul style="list-style-type: none"> ● Be courteous to all. ● Respect others' choices. ● Listen to others. ● Use appropriate language. 	<ul style="list-style-type: none"> ● Use public property appropriately. ● Follow school codes of conduct. 	<ul style="list-style-type: none"> ● Be on time. ● Have all materials necessary to learn. 	<ul style="list-style-type: none"> ● Keep all chair legs on the floor. ● Keep walkways clear. ● Keep body and belongings to self.
Playground	<ul style="list-style-type: none"> ● Use only kind words. ● Practice teamwork and inclusion. 	<ul style="list-style-type: none"> ● Follow teachers' directions. ● Take care of your belongings and playground equipment. 	<ul style="list-style-type: none"> ● Be prepared with outdoor gear and clothing. ● Line up quickly and quietly 	<ul style="list-style-type: none"> ● Walk to and from the playground ● Use playground equipment appropriately ● Report all injuries immediately
Assemblies, Athletic and Community Events	<ul style="list-style-type: none"> ● Listen when others speak and perform. ● Display good sportsmanship as a participant and audience. ● Cheer for your team, not against the opposing team. 	<ul style="list-style-type: none"> ● Honor your commitments. ● Leave bleachers, hallways, and other areas clean. 	<ul style="list-style-type: none"> ● Remain in your own space. ● Have all necessary equipment and clothing. 	<ul style="list-style-type: none"> ● Be where you're supposed to be. ● Only talk to people you know and trust. ● Be aware of your surroundings.
Classroom	<ul style="list-style-type: none"> ● Use appropriate language and inside voices. ● Give respect to get respect. ● Use respectful and engaging body language (SLANT*). ● Talk only at the appropriate time. ● Be supportive of peers. 	<ul style="list-style-type: none"> ● Always do your best. ● Turn in work complete and on time. ● Quickly find out what you need to make up when absent. ● Be a self-advocate – speak up when you “don't get it”. 	<ul style="list-style-type: none"> ● Keep distractions to a minimum. ● Be on time. ● Have all materials necessary to learn. ● Keep personal and desk space clean. 	<ul style="list-style-type: none"> ● Use materials appropriately. ● Follow the teacher's instructions.
Hallways	<ul style="list-style-type: none"> ● Stow personal belongings in lockers (middle and high school). ● Walk in a straight quiet line (elementary). ● Keep hallways clear of property and bodies. 	<ul style="list-style-type: none"> ● Keep hallways free of litter. ● Keep lockers locked and report problems immediately. 	<ul style="list-style-type: none"> ● Quickly attend to locker needs and go quickly to class (middle and high school). 	<ul style="list-style-type: none"> ● Keep locker locked and combinations secret. ● Stow personal belongings in locker. ● Keep hallways clear. ● Obtain teacher permission to be in the hallways.

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Bus/ Bus Line	<ul style="list-style-type: none"> Listen to driver and other adults. Use inside voice. Keep body and belongings to self. 	<ul style="list-style-type: none"> Keep bus clear of food, drink, and trash. Be a positive role model. Provide a note if you destination is different than usual. 	<ul style="list-style-type: none"> Be on time to the bus. Check for all belongings before getting on or off the bus. 	<ul style="list-style-type: none"> Use the main front doors to go to the busses. Elementary students use the front seats only. Stay in your seat until the bus has completely stopped.
Bathroom/ Locker Room	<ul style="list-style-type: none"> Honor others' privacy. Keep body and belongings to self. 	<ul style="list-style-type: none"> Clean up after yourself. Keep personal belongings organized. 	<ul style="list-style-type: none"> Use time wisely. Return to seat or activity quickly and directly without disturbing others. 	<ul style="list-style-type: none"> Keep locker locked and combinations secret. Only one person per stall at a time. Always flush and wash your hands.

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Cafeteria	<ul style="list-style-type: none"> Wait patiently in line. Ask politely for food requests. Remain seated until you have permission to leave. Use inside voices. 	<ul style="list-style-type: none"> Check with lunch clerk before going to your seat. Sit in designated areas. Take only what you will eat. 	<ul style="list-style-type: none"> Before leaving, gather all personal belongings. 	<ul style="list-style-type: none"> Walk to cafeteria. Watch where you're walking. Chew food carefully. Clean up after yourself.
Computer Labs	<ul style="list-style-type: none"> Make good choices regarding use of computers. Treat computers and equipment with respect. 	<ul style="list-style-type: none"> Use computers in a responsible manner. Follow school Internet agreement. Keep passwords private. 	<ul style="list-style-type: none"> Log on and log off in a timely manner. Remember your passwords. 	<ul style="list-style-type: none"> Keep passwords private. Keep labs free of food or drink. Push in chairs after use. Log off of your account after using the computer. Keep away from cords and outlets.
Library	<ul style="list-style-type: none"> Use inside voice. Find materials quickly. Respect all materials. 	<ul style="list-style-type: none"> Check out books in the correct manner. Ask for help when needed. 	<ul style="list-style-type: none"> Return or renew library materials on time. 	<ul style="list-style-type: none"> If you can't reach something as for help.

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After School	<ul style="list-style-type: none"> ● Report to and remain at designated area in a timely fashion. 	<ul style="list-style-type: none"> ● Make sure to take all homework and belongings with you. 	<ul style="list-style-type: none"> ● Plan ahead, make after school arrangements in advance. 	<ul style="list-style-type: none"> ● Follow all traffic safety rules. ● Only talk to people you know. ● Stay in well-lit areas at night. ● Ask permission before touching stray or unfamiliar animals. ● Be aware of your surroundings.
Gym	<ul style="list-style-type: none"> ● Share space with others. ● Wear shoes dedicated to indoors. ● Always display good sportsmanship. 	<ul style="list-style-type: none"> ● Return all P.E. equipment to its correct location. 	<ul style="list-style-type: none"> ● Have your P.E. attire and shoes clean and ready. 	<ul style="list-style-type: none"> ● Wear appropriate shoes and clothing. ● Use all equipment correctly. ● Report all injuries immediately.
Parking Lots	<ul style="list-style-type: none"> ● Park in designated spaces between lines. 	<ul style="list-style-type: none"> ● Keep parking lots free of litter. ● Do not leave valuables in your vehicle. 	<ul style="list-style-type: none"> ● Bring all necessary items into school when you leave your vehicle. 	<ul style="list-style-type: none"> ● Lock your vehicle. ● Follow all traffic laws. ● Watch for pedestrians, animals, and other vehicles. ● Drive slowly in school zone and parking lot. ● Be aware of snow and ice.
Off-Campus Lunch	<ul style="list-style-type: none"> ● Be polite to other shoppers. ● Dispose trash in appropriate receptacles. 	<ul style="list-style-type: none"> ● Represent our school in a positive manner. 	<ul style="list-style-type: none"> ● Return to school on time. 	<ul style="list-style-type: none"> ● Follow all traffic safety rules. ● Be aware of your surroundings.

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Behavior Reflection and Parent Partnership Form

My Name: _____ Date and Time: _____

Describe your behavior as it relates to the 3RS.

What were the reasons for your behavior?

How did your behavior affect your learning and the learning of others?

How did this behavior make you feel?

How did this behavior make your teacher or school staff member feel?

What strategies will we use to change your behavior?

Parents - we ask that you have a conversation with your child about their behavior and how we, as a team, can collectively support your child. If you'd like to write a note back to your child's teacher please use the space below.

Student Signature

Teacher/Staff Member Signature

Parent/Guardian Signature

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Minor vs. Major Behavior Clarification and Examples of Escalation

Behavior Identified in SWIS as MINORS	Minor Staff Managed	Major Office Managed <i>State Reported</i>
Defiance, Non-Compliance, or Insubordination	<ul style="list-style-type: none"> ● Not working/Unfinished work ● Not participating in group work ● Arguing-Inappropriate response to teacher request ● Cheating/Lying 	<p><i>Disobedience/Defiant or Repeated Interference</i></p> <ul style="list-style-type: none"> ● Blatant refusal to move ● Leaving class without permission ● Plagiarism ● Forgery
Disrespect	<ul style="list-style-type: none"> ● Making faces/rolling eyes ● Huffing, sighing etc. ● Mumbling under breath 	<p><i>Disobedience/Defiant or Repeated Interference</i></p> <ul style="list-style-type: none"> ● Inappropriate gestures ● Yelling at teacher
Disruption	<ul style="list-style-type: none"> ● Making noises ● Talking out of turn/Side Conversations ● Out of seat ● Not listening 	<p><i>Detrimental Behavior</i></p> <ul style="list-style-type: none"> ● Screaming/yelling at peers ● Throwing chairs/desks ● Out of control behavior that requires CPI restraint or seclusion ● Striking teacher
Technology and Electronic Devices	<ul style="list-style-type: none"> ● Texting/Social Media ● Earphones ● Instant messaging on school platforms ● Accessing non-academic websites (gaming, websites, chat rooms, etc) 	<p><i>Disobedience/Defiant or Repeated Interference</i></p> <ul style="list-style-type: none"> ● Blatant refusal to give up device
Inappropriate Language	<ul style="list-style-type: none"> ● Negative talk (shut up) ● Name calling (stupid) ● Offensive (butt) 	<p><i>Detrimental Behavior</i></p> <ul style="list-style-type: none"> ● Blatant swearing (obscene, profane, or vulgar language)
Dress Code	<ul style="list-style-type: none"> ● Exposed torso ● Short skirt or shorts ● Low cut top 	<p><i>Disobedience/Defiant or Repeated Interference</i></p> <ul style="list-style-type: none"> ● Refusal to change clothing
Physical Contact or Aggression	<ul style="list-style-type: none"> ● Poking ● Bumping into another ● Inappropriate displays of affection 	<p><i>Assault/Disorderly Conduct</i></p> <ul style="list-style-type: none"> ● Spitting or biting ● Fighting or punching ● Pushing or shoving
Property Misuse	<ul style="list-style-type: none"> ● Minor vandalism (writing on desk) ● Stealing minor items (value is less than \$25) 	<p><i>Destruction of School Property and Robbery</i></p> <ul style="list-style-type: none"> ● Vandalism (breakage) ● Property damage ● Defacing property ● Stealing major items (value over \$25)
Peer Interactions Minor Category = Disrespect	<ul style="list-style-type: none"> ● <u>Peer Conflict</u>: students may hang out together, have equal power, are equally upset, interested in the outcome, and able to work things out with an adult ● <u>Mean Behavior</u>: not planned, spontaneous, aimed at ANY child nearby, and child may feel badly about it 	<p><i>Detrimental Behavior</i></p> <ul style="list-style-type: none"> ● <u>Bullying</u>: power imbalance, intention to harm, repeated overtime, serious or implied threat that it will get worse ● <u>Harassment</u>: bullying based on gender, sexual orientation, religion, race, color, disability, country of origin

Norwood Public Schools
Minor vs. Major Behavior Clarification and Examples of Escalation

Other Major Behaviors – State Reported

Substance Violation: Drug, Alcohol, Marijuana, and Tobacco

Dangerous Weapons - weapons, firearms or explosives

Sexual Violence/Battery

Rape or Attempted Rape

Gang Affiliation

Norwood Public School Office Discipline Referral Form

Student Name: _____ Reported By: _____

Date: _____ Time of Incident: _____ Location: _____

Grade: P K 1 2 3 4 5 6 7 8 9 10 11 12

Major Problem Behavior/State Reported – Refer to MAJOR Behavior Definitions and Clarifications (MARK ONE):

Disobedience/Defiant or Repeated Interference

- Defiance/Insubordination/Non-Compliance
- Disrespect
- Technology/Electronic Device
- Dress Code
- Plagiarism
- Forgery

Detrimental Behavior

- Bullying Harassment
- Disruption
- Inappropriate/Abusive Language

Assault/Disorderly Conduct

- Physical Aggression/Contact
- Fighting

Substance Violation

- Drug Alcohol Tobacco Marijuana

Destruction of School Property & Robbery

- Vandalism/Property Damage/Defacing
- Stealing

Dangerous Weapons

- Weapon Firearm or Explosive Device

Other State Reported Behaviors: _____

Details of Behavior (do not identify other students by name):

Action Taken (MARK UP TO TWO):

- Alternative Placement Time out/Detention Conference with Student In-School Suspension
- Loss of Privilege Out of School Suspension Parent Contact Time in Office Individualized Instruction
- Additional Attendance/Saturday School Bus Suspension Restitution Community Service
- Expulsion Action Pending Other Action Taken: _____

Administrative Comments:

Student Signature Date

Parent/Guardian Signature Date

Teacher Signature Date

Administrator Signature Date

Entered into SIS by Administrator

Entered into SWIS by Administrator

**Norwood Public Schools
Office Referral Definitions**

MAJOR Problem Behavior	Definition
Disobedience/Defiant or Repeated Interference	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.
Detrimental Behavior Examples include but are not limited to physical aggression, bullying, harassment, etc.	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 to incidents of bullying and other behavior that creates a threat of physical harm to the student or to other students. "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.
Drug Violation	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
Alcohol Violation	Use, possession or sale of alcohol on school grounds, in school vehicles, or at school activities or sanctioned events.
Tobacco Violation	Use or possession of tobacco products on school grounds, in school vehicles, or at school activities or sanctioned events.
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
Dangerous Weapons	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.
Other Violation of 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))
Destruction of School Property	Willful destruction or defacement of school property.
1st, 2nd Degree or 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.
Robbery	Commission of an act on school grounds that, if committed by an adult, would be considered robbery. Robbery is a class four felony
Other Felony	Commission of an act on school grounds that, if committed by an adult, would be considered a felony.
3rd Degree Assault/Disorderly Conduct Example: fighting	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
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).
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