

Santa Ynez Valley Charter School

Discipline Policy

Approved at the August 8, 2001 Meeting of the Board of Directors
Revised August 2007

Mission Statement

Santa Ynez Valley Charter School (SYVCS) is founded to work collaboratively to create a supportive, innovative, and academically challenging educational environment that nurtures its students and prepares them for high school and beyond through strong curricular articulation. Santa Ynez Valley Charter School will also emphasize preparation of its students for a successful and rewarding future by developing both academic and nonacademic skills.

In keeping with its mission statement, Santa Ynez Valley Charter School is committed to educate students and families about its policies, and to teach the skills necessary for each student's future success in education and beyond. The Discipline Policy establishes the Rules of Student Conduct and related codes and procedures for SYVCS students. The goal in establishing the Discipline Policy is to provide a safe environment in which students can develop responsibility, healthy self-concepts, independence, self-reliance and the skills and knowledge necessary to succeed.

In general, SYVCS students are expected to:

- Attend school and all classes punctually and regularly.
- Comply with all of the rules and regulations of the district and school.
- Obey the reasonable directions and demands of the teachers, and director.
- Dress in a manner and in attire that will not disrupt school activities or compromise safety.
- Remain on the school premises during school hours; leave school grounds only by following school procedures.
- Maintain good personal health and safety standards.

Rules of Student Conduct

1. Students will arrive on time to school and to all classes.
2. Students will use appropriate language; profanity is not permitted.
3. Students will demonstrate respect for all persons, including their rights and feelings.
4. Students will demonstrate respect for school property and grounds, keeping the school neat, clean and safe.
5. Students will play in designated areas only.
6. Students will follow directions of all school personnel promptly and politely.
7. Students will wear clothing that conforms to the school dress code.
8. Students may use Conflict Resolution procedures to resolve conflicts other than those listed as suspendable behavior in the California Education Code 48900.
9. Students will contact a teacher or other staff member if they need adult intervention to solve a problem.
10. Students will refrain from chewing gum on campus.
11. Students will not have personal electronic devices on the school campus unless previous authorization is granted by the director.
12. In compliance with state law, helmets will be worn and fastened appropriately when bicycling to or from SYVCS and all school events. Skating, roller-blading, bicycling or skateboarding on school grounds is not allowed.
13. Students shall not bring on campus any personal items, including without limitation books, magazines, photographs, compact discs or computer files that discuss or portray inappropriate sexual themes or which promote or advocate discrimination, drug use or violence.
14. Students shall not use any school property, in particular its computers or telephone facilities, for any improper purpose, including without limitation transmitting obscene, harassing or otherwise offensive messages; accessing Internet sites with sexual or other offensive content, or displaying, downloading or distributing offensive material.
15. A student can be suspended or expelled for committing the following: (Education Code 48900)
Fighting; including participating, threatening, encouraging, intimidating, and harassing
Possession of dangerous objects or anything that looks like a dangerous object
Using, possessing, or selling drugs or any drug paraphernalia
 - 15.4 Stealing or destroying property or possessions
 - 15.5 Consistently interrupting school or classroom activities
 - 15.6 Sexually harassing other students or name-calling
 - 15.7 Continuously displaying profanity or using vulgar language
 - 15.8 Robbery or extortion, or receiving stolen property
 - 15.9 Truancy or excessive tardiness

15.10 Displaying or participating in hate violence

Such provisions, mandated by statute, shall not prevent SYVCS from suspending or expelling students for violation of other SYVCS rules where appropriate.

16. Students recognized for outstanding campus conduct will:

Be recognized with Good Citizenship Notices

Be recognized with other positive reward incentives

SYVCS Dress and Grooming Code

1. Clothing will be modest and appropriate for school wear.
2. Hats, headgear (such as visors and bandanas) or sunglasses will not be worn in the classroom.
3. Clothing will be an appropriate size, not oversized, baggy, too short, too long or too low.
4. Underwear will be covered by outerwear clothing.
5. Clothing and personal items with logos, slogans and graphics will be appropriate for school. Clothing and personal items with inappropriate sayings, innuendos, promotion of drug or alcohol use, or the promotion of hate and violence are not permitted on campus.
6. Shoes will be worn on campus. Sandals must have a back or strap. Low-heel shoes such as athletic shoes are to be worn during physical education. Flip flops are inappropriate footwear on campus. All footwear must have a back or strap across the heel.
7. Shorts with an inseam at least 3 inches long may be worn at school.
8. The following may not be worn at school:
 - beach attire
 - short skirts or dresses
 - crop tops
 - belly shirts
 - tube tops
 - halter tops
 - spaghetti straps (acceptable only for students in grades K-3)
 - clothing suggestive of gang attire

Cell Phones and Other Electrical Devices

Cellular phones and other electrical devices on campus create a great distraction to the learning environment. If cell phones or other electrical devices are used during regular school hours, including recess, lunch, and passing periods, they will be confiscated. Parents may pick up these items in the office during regular school hours.

Conflict Resolution/Peer Mediation

This interactive process works at school, in the home and in the workplace with adults and children alike. At SYVCS it is used on the playground and in the classroom. Students are trained in the mediation process, then help resolve conflicts erupting at school. The process involves identifying the needs and feelings of the disputants and working toward an appropriate solution. Steps in the mediation process include the following:

1. Introduction
 - Explain the purpose of mediation
 - Ask if disputants are willing to participate in the process
2. Listen
 - Disputants take turns speaking.
 - Mediator(s) uses Active Listening techniques and repeats what is said for clarification.
3. Defining the Main Issues
 - 3.1 Disputants talk to each other about their concerns. Disputants use Active Listening and “I-messages.”
 - 3.2 After listening to the disputants, the mediator makes a list of the most important points.
 - 3.3 Mediator(s) review the list with the disputants.
 - 3.4 Disputants continue dialogue if necessary.
4. Solution
 - 4.1 Ask each disputant what s/he can do to solve the problem.
 - 4.2 Ask both disputants what each could do differently if the problem arises again.
 - 4.3 Help disputants find a solution that both think is good.
 - 4.4 Write the agreement and have all participants sign it.
 - 4.5 Congratulate the disputants on their work and thank them for coming to mediation.

Good Citizenship Notices

The Santa Ynez Valley Charter School recognizes the importance of encouraging and rewarding good behavior. The seven pillars of Character Counts are emphasized in the classroom and on the playground student will be issued a “Good Citizenship Notice” when s/he demonstrates age appropriate outstanding academic and social behavior throughout the school day. These notices will entitle the students to participate in special drawings, attend class or school-wide parties, and/or earn prizes. Some behaviors for which a student may be given a “Good Citizenship Notice” include:

- Demonstrating helpful behavior in the classroom and/or on the playground on a regular basis.
- Consistently following school and classroom rules and demonstrating a high level of responsibility, sportsmanship, good behavior and/or citizenship.
- Demonstrating a correction of negative behavior and thereafter consistently choosing positive behavior.
- Consistently attending school each month without absences or tardies.

Disciplinary Notices

All Disciplinary Notices will be issued with consideration for the age of the student and the age-appropriateness of the behavior. For all but the most serious infractions, a warning may be given first. The accumulation of one to three written warnings per trimester may result in a Level I Disciplinary Notice. A student will begin a new trimester with a “clean slate”. Nevertheless, all disciplinary notices will be entered into the Student Information System.

Level 1 Disciplinary Notices will be issued to students engaging in behavior that is unacceptable on the Santa Ynez Valley Charter School Campus. Three Level 1 Disciplinary Notices per trimester may result in a suspension. Receipt of a Level 1 Disciplinary Notice will result in detention, community service or other consequences stated in section “Consequences of Student Misconduct,” page 10. The following behaviors include, but are not limited to, those for which a student may be issued a Level 1 Disciplinary Notice.

1. chewing gum
2. minor classroom disruption
3. tardies
4. unsafe behavior on campus (running, throwing objects, etc.)
5. disrespect towards other students and adults
6. inappropriate physical contact
7. teasing/bullying/harassing
8. eating in class without permission
9. horseplay (pushing, wrestling, etc.)
10. inappropriate language
11. disregard for playground rules
12. misuse/abuse of school or personal property
13. using cell phones during regular school hours including lunch, recess and passing periods
14. other violations of the Rules of Student Conduct

All Disciplinary Notices will be signed by the teacher or school staff member who issues it. When a student is issued a Disciplinary Notice, the following notice distribution will result:

- A copy will be sent to the office to be logged into the Student Information System;
- A copy will be sent home with the student for parent signature and returned to the school office the following day;
- The teacher will retain a copy.

Tardy and Absence Policy

Tardies:

CA Education Code 48260. Any pupil ...who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Attendance is taken immediately at the beginning of the school day. Students are expected to be in the classroom when the school day begins at 8:00 a.m. It is the parent's responsibility to ensure his/her child attends school regularly and arrives on time.

If a student arrives at school after 8:00 a.m. and the teacher has taken role, the student must report to the office to acquire a late pass. No student will be admitted late to class without a late pass from the office. If the child does not report in to the office, he/she may be counted absent for the entire day.

Tardiness is excused if a student has a medical, dental, or legal appointment. All excused tardies require appropriate documentation, i.e., note from the doctor or medical facility, court documents, signed note from the parent/guardian, etc. All tardies, excused and unexcused, will be entered into the Student Information System.

Parents will be notified of any unexcused tardy.

Tardy Policy and Consequence Table

Unexcused Tardies Per Trimester	Consequences
3	<ul style="list-style-type: none">• Parent Notification• Written Warning• 15 minute Detention (lunch or recess)
4-6	<ul style="list-style-type: none">• Parent Notification• Tardiness-Intervention conference with Student, Teacher, Parent/Guardian, Director• Level 1 Disciplinary Notice• 30 minute Detention (lunch or recess)
7-10	<ul style="list-style-type: none">• Parent Notification• One-day in-house suspension• Student Success Team meeting with Student, Teacher, Parent/Guardian, Director
>10	<ul style="list-style-type: none">• Parent Notification• Student referred to the School Attendance Review Board (SARB)

Absences

Student academic achievement is closely tied to student attendance according to educational research. It is important that students attend school on a daily basis to assure continuity and building of skills and learning.

**** It is important to understand that the Santa Ynez Valley Charter School will not receive funding from the State of California for pupils who are absent from school. This includes all absences, including those related to illness, medical, and bereavement.****

If your child is absent, please call the office before 8:00 a.m. that morning to verify the absence.

Please send a written excuse for the absence when your child returns to school. Absences are excused for reasons of illness, death in the family, doctor/dentist appointment and religious observance. Students and parents will work with the teacher to determine a reasonable period of time within which to make up missed assignments. Students will make up missed assignments within the agreed time frame.

Absence Policy and Consequence Table:

Unexcused Absences Per Trimester	Consequences
1	<ul style="list-style-type: none">• Written Warning• Parent Notification• 15 minute Detention (lunch or recess)
2	<ul style="list-style-type: none">• Parent Notification• Level 1 Disciplinary Notice• 30 minute Detention (after school)
3-5	<ul style="list-style-type: none">• Parent Notification• One-day in-house suspension• Student Success Team meeting with Student, Teacher, Parent/Guardian, Director
>3	<ul style="list-style-type: none">• Parent Notification• Student referred to the School Attendance Review Board (SARB)

Santa Ynez Valley Schools SARB

SYVCS is a member of the Santa Ynez Valley Schools Attendance Review Board. The intent of SARB is to make parents and students aware of the importance of school attendance. Students who are chronically absent, whether excused or unexcused, miss valuable days of instruction and hamper their educational experiences. Parents are responsible for ensuring that their child regularly attends school. Every effort should be made by the school to notify parents when their child has accumulated excessive absences. If a student has 10 excused or unexcused absences or a combination of both a conference with the Director will be held. If the parent does not attend the conference, an immediate referral is made to SARB. If a student is absent 2 or more times, excused or unexcused absences or a combination a referral is made to SARB.

Consequence of Misconduct

Teachers and other authorities at Santa Ynez Valley Charter School (SYVCS) will make appropriate interventions when a student's behavior is disruptive or dangerous. The purpose of interventions is to help the student learn appropriate behavior. For minor violations, a student will receive an initial warning. Additional violations will result in the issuance of Discipline Notices.

- For minor disagreements and disputes, students have the option of using Peer Mediation or speaking with a teacher.
- For dress code violations, students have the option of calling home for a change of clothing or may wear other clothing available at school.
- Change in location – A student may be required to go to the office or to another class for a specified period of time for various misconducts.

Following the issuance of a **Level 1 Discipline Notice**, the following procedures will be followed:

- Parent Notification – Parent(s) will be notified of student misconduct beyond minor disagreements and disputes.
- Detention – The student may be assigned detention. The student's parent(s)/guardian will receive at least one day's notice, and must sign and return the notice to school acknowledging receipt.
- Community Service on School Grounds – The student may receive community service on school grounds during lunch or recess.
- Student will be restricted from all fieldtrips for 3 weeks following the issuance of a Level 1 Disciplinary Notice

Following the issuance of a **Suspension**, the following procedures will be followed:

- Parent Notification – Parent(s) will be notified of student misconduct beyond minor disagreements and disputes.
- Parent/Teacher/Student Conference – At the discretion of SYVCS, a conference with the student, parent(s), teacher and/or director will be scheduled to discuss the student's progress, problem behaviors, or other issues that have not been resolved at school. The following may result from the conference:
 - Behavior Contract – Student, parent(s) and teacher will create a behavior contract in which the student, with parental consent, agrees to specified behavior.
 - Restitution – When possible, the student will be allowed to compensate anyone who has been affected by the student's misconduct. Restitution may take the form of replacement of private property or personal service.
 - Community Service on School Grounds – The student may receive community service on school grounds during lunch, after school hours, or on Saturday.
 - Field Trip Restrictions – A student will be restricted from all fieldtrips for 3 weeks following a suspension.

Any student who has received a Level 1 Disciplinary Notice or has been suspended, within three weeks prior to a fieldtrip, will not be able to attend that fieldtrip. There is no guarantee that reimbursement for the fieldtrip will be given.

Serious Violations

“Zero Tolerance” Policy

Santa Ynez Valley Charter School has a “Zero Tolerance” policy for weapons and drugs/alcohol. It requires the help of all students, staff and parents to maintain a safe and orderly campus/learning environment. SYVCS expects all parents to encourage their son or daughter to report weapons or drug violations to a staff member. All information will be dealt with in strict confidence. By working together as a school community, we can support a positive learning environment.

Suspension

(CA Education Code 48900-48926)

Repeated serious violations of the Education Code will result in the student being suspended from school. These violations include:

1. Fighting; including participating, threatening, encouraging, intimidating, and harassing
2. Possession of dangerous objects or anything that looks like a dangerous object
3. Using, possessing, or selling drugs or any drug paraphernalia
4. Stealing or destroying property or possessions, including graffiti and/or vandalism
5. Consistently interrupting school or classroom activities
6. Sexually harassing other students or name-calling
7. Continuously displaying profanity or using vulgar language
8. Robbery or extortion, or receiving stolen property
9. Truancy or excessive tardiness
10. Displaying or participating in hate violence

When all attempts at correcting a student’s behavior have proven unsuccessful, and/or after repeated offenses resulting in student suspensions, or in cases of extreme, unsafe behavior as addressed in the California Education Code, a student may be recommended for expulsion from SYVCS.

Expulsion

(CA Education Code 48900-48926)

A decision to expel shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

The administrators of Santa Ynez Valley Charter School are required by law to suspend from school, and shall recommend expulsion from the school for the following offenses:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife, weapon, explosive, or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance
4. Robbery or extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee
6. Possessing, selling, or otherwise furnishing a firearm
7. Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade
8. Unlawfully selling a controlled substance
9. Committing or attempting to commit a sexual assault

Please sign and return this page to school by the first day of the school year

Discipline Policy Agreement

Student Section

Student's Name: _____
Please Print

The Santa Ynez Valley Charter School is committed to educate students and families about its policies and to teach the skills necessary for each student's future success in education and beyond.

My signature below certifies that I have read the Santa Ynez Valley Charter School's Rules of Student Conduct and Discipline Policy, and that I agree to follow the rules and procedures which it describes.

_____ Date: _____
Student's Signature

Parent/Guardian Section

My signature below certifies that I have read the Santa Ynez Valley Charter School's Rules of Student Conduct and Discipline Policy, and that I will help my student follow the rules and procedures which it describes.

_____ Date: _____
Parent/Guardian Signature

_____ Date: _____
Parent/Guardian Signature

Date: _____
(Office Use)