



SYVCS Discipline Policy

Approved by the Board of Trustees February, 2020

Table of Contents

Behavior Code	1
Dress Code	1
Computer Use Policy	2
Supervision and Monitoring.....	3
Bullying	3
Definition of Bullying:.....	3
Prevention:	3
Recognition:	4
Disciplinary Actions:	4
Cell Phones and Other Electrical Devices	4
Discipline Policy	4
Discipline Notices	5
Immediate Suspension.....	5
Tiered Discipline System.....	6
Level 1 (Behavior Contract).....	6
Level 2 (SST Referral).....	6
Suspension and Expulsion	6
Suspension Procedures	6
Expulsion.....	7
Procedures to Expel a Student.....	7

SYVCS Discipline Policy

The Discipline Policy establishes the Rules of Student Conduct and related codes and procedures for SYVCS students. The goal in establishing the 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. SYVCS believes that parents are ultimately responsible for the discipline of their students.

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 staff, 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 with parental permission and/or by following school procedures.
- Report Violations of the Rules of Student Conduct

Behavior Code

The following behavioral expectations are in place:

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, keeping the school 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 will contact a staff member if they need adult intervention to solve a problem.
9. Students will refrain from chewing gum.
10. Students will not use personal electronic devices during school hours and comply with the Cell Phone and Other Electronic Devices Policy.
11. 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.
12. Students shall not bring on campus any items that discuss or portray inappropriate sexual themes or which promote discrimination, drug/alcohol use or violence.
13. Students shall follow the Computer Use Policy stated in the Student handbook.
14. Students shall conform their conduct with all provisions of this Discipline Policy.

Dress Code

The dress code is intended to enhance the academic atmosphere. All students should reflect safety and modesty in their dress. A well-maintained school dress code builds student confidence and reduces distractions.

- All students must be in compliance with the dress code policy while at school.

- If a student is not dressed appropriately and it cannot be corrected at school, a parent will be contacted to bring proper attire.
- In any matter concerning dress code, the Director or designee has the final authority.
- All clothing, backpacks, book covers, etc., must reflect appropriate subject matter (no references to alcohol, drugs, vulgarity or obscene language, etc.)
- Hats must be removed when inside except for recognized religious attire.
- Shirts must be worn at an appropriate length. Spaghetti straps, cut-out sleeves or cut-off shirts, any exposed back or midriffs are not permitted. Undergarments are not permitted to be showing.
- Pants/Shorts/Skirts/Skorts must not be ripped or torn. All skirts, shorts and skorts must be of a modest length.
- Appropriate footwear must be worn at all times with safety being the concern. Girls' heels may not exceed 1 inch. Footwear with wheels or bedroom house shoes will not be permitted unless worn for school council sanctioned events. Proper athletic shoes must be worn during P.E. classes. No flip flops or open toed shoes are allowed.
- Earrings, necklaces, and bracelets are permitted when student safety is not compromised. No oversized hoops or jewelry that may cause injury.

Computer Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. For the purposes of this policy, the word "computer" is used to describe any technological device used for the purposes of education. Adherence to the following policy is necessary for continued access to the school's technological resources. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Students must:

1. Respect and protect the privacy/property of others.
 - a. Use only assigned accounts.
 - b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Not distribute private information about others or themselves.
 - d. Not infringe copyrights or plagiarize.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Report security risks or violations to a teacher or network administrator.
 - c. Not destroy or damage resources or data.
3. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials to a teacher.
 - c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct or that is illegal.
 - d. Not send spam, chain letters, or other mass unsolicited mailings.
 - e. Not buy, sell, advertise, or otherwise conduct business, unless as a school project.

Students may, if in accord with the policy above and with a teacher's express permission:

1. Design and post web pages and other material from school resources.
2. Install or download software, if also in conformity with laws and licenses.
3. Use the resources for any educational purpose.

Computer Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Bullying

Santa Ynez Valley Charter School believes that all students have a right to a safe and healthy school environment. The staff, students, parents and school community have an obligation to promote mutual respect, tolerance, and acceptance. In accordance with California Education Code Sections 200, 220, 233, and 48900, the following policies are in place.

Definition of Bullying:

Bullying is defined as any physical, verbal or written harassment, sexual harassment, threats, intimidation or cyber-bullying. It can include causing bodily harm or committing hate violence against any student or school personnel. Cyber-bullying includes the transmission of harassing communications, direct threats or other harmful texts, sounds or images on the Internet, social media or other technologies such as a telephone, computer or any wireless communication device. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Prevention:

The best way to deal with bullying is prevention. All students, staff, parents, and the school community must work together to create a positive and collaborative school climate that prevents bullying from happening. The school community can take the following steps to prevent bullying at Santa Ynez Valley Charter School and all school sanctioned events:

- Be friendly, kind, and courteous in all actions and interactions
- Demonstrate through our actions that we are worthy of mutual trust
- Have the courage to speak out when any student or staff member is anything other than courteous, kind, and friendly in words or in actions
- Be a positive role model -- demonstrate through your actions that you are committed to a positive and welcoming culture for all students, staff, parents, and community members
- All staff will periodically review the definition of bullying and remind students of these steps to prevent bullying. Parents and students should also review this information
- The school will support all students with appropriate ways to communicate effectively, resolve conflicts, and interact positively in social situations. This will include, but not limited to, ways to show respect for individual and cultural differences, as well as appropriate positive behavior strategies

- Be alert for any signs of bullying as outlined above in the definition of bullying and report any bullying behaviors immediately to a responsible adult

Recognition:

It is the responsibility of all students and staff to be aware of and recognize bullying behaviors. Should any bullying behaviors be observed on campus or during any school-sanctioned activity, SYVCS:

- Expects students and/or staff to immediately report incidents of bullying to the appropriate staff member, school Director or designee.
- Students may submit an anonymous note to a staff member concerning bullying.
- Staff who witness such acts will take immediate steps to intervene.
- The Director or designee will promptly investigate each complaint of bullying within a reasonable amount of time.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential. As appropriate, the Director or designee may notify parents/guardians of victims and perpetrators as well as involve counselors, mental health professionals or law enforcement.

Disciplinary Actions:

Any student who engages in bullying on campus, during any school sanctioned activity, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, is in violation of this policy and are subject to disciplinary action, in accordance with school policies and procedures, up to and including suspension and expulsion.

Cell Phones and Other Electrical Devices

Cellular phones and other electrical devices on campus can create a great distraction to the learning environment. All electronic devices must be turned off and placed in a student's backpack between the hours of 7:55am and 3pm, unless otherwise authorized by school staff. If cell phones or other electrical devices are used during regular school hours, without specific permission by school staff, including recess, lunch, and passing periods, they will be confiscated. Parents may pick up these items in the office during regular school hours.

Discipline Policy

Teachers and other staff members at SYVCS will intervene when a student's behavior is inappropriate to the learning environment. The purpose of interventions is to help the student learn appropriate behavior and maintain the safety of the school environment. In most cases teachers will attempt to redirect a student using an initial verbal warning. Continued infractions will result in the issuance of a written **Discipline Notice**. All **Discipline Notices** will be issued with consideration for the age of the student and the age-appropriateness of the behavior.

- For minor disagreements and disputes, students have the option of resolving the issue mediated by a teacher or staff member.
- For dress code infractions, students have the option of calling home for a change of clothing or may wear other clothing available at school.
- For situations that may require a change in environment, students may be asked to go to the office or to another supervised classroom.

All consequences of misconduct will be reset at the beginning of each new school year and students shall start a new school year with a clean slate. All discipline actions taken by the school are considered private and may not be disclosed to other parties.

Discipline Notices

Teachers and other SYVCS staff will issue Discipline Notices to students engaging in behavior that detracts from a safe and orderly school environment. Receipt of a Discipline Notice may also result in detention, community service or other consequences at the sole discretion of the Director.

The following behaviors include, but are not limited to, those for which a student may be issued a Discipline Notice:

1. classroom disruption
2. inappropriate physical contact
3. unsafe behavior
4. disregard/disrespect towards other students and adults
5. teasing/bullying/harassing
6. inappropriate language
7. disregard for playground rules
8. misuse/abuse of school or personal property
9. using cell phones during regular school hours including lunch, recess and passing periods
10. cheating, plagiarism
11. other violations of the Rules of Student Conduct

When a student is issued a Discipline Notice, a copy will be:

- sent to the office to be logged into the Student Information System;
- sent home with the student for parent signature and returned to the school office the following day;
- retained by the student's homeroom teacher.

Immediate Suspension

Serious violations of the Discipline Policy will result in the student being suspended from school. These violations include, but are not limited to:

1. Using force or violence on another person; causing or attempting to cause or threatening to cause physical injury
2. Possession of a firearm, knife, explosive, or other dangerous object
3. Using or possessing drugs or any drug paraphernalia
4. Stealing or destroying property or possessions, including graffiti and/or vandalism
5. Robbery or extortion, or knowingly receiving stolen property
6. Displaying or participating in hate violence

Serious violations **MUST** be submitted by a teacher or other responsible adult in writing. Any suspension issued due to a serious violation of this Policy will result in the

student immediately being placed at a Level 1 on the Tiered Discipline System. If the student is already at a Level 1, a serious violation under this provision will result in the student being moved to a Level 2.

Tiered Discipline System

Level 1 (Behavior Contract)

The accumulation of THREE Discipline Notices will result in a Level I Discipline Plan. The Director will convene a meeting with the student, parents and teacher/staff member to establish a Behavior Contract. At the discretion of the teacher and Director, the student MAY not be eligible to participate in field trips or other school-sponsored extracurricular activities.

Level 2 (SST Referral)

If the student is issued TWO Discipline Notices while on a Level 1, it will result in a Level 2 Discipline Plan. The Director will convene a Student Support Team meeting with the parents, teacher/staff member and school psychologist to discuss interventions and develop a Behavior Plan. The student will not be eligible to participate in field trips or other school-sponsored extracurricular activities.

Suspension and Expulsion

The issuance of ONE Discipline Notice while on a Level 2 will result in a suspension with the following exceptions:

Pursuant to California Education Code 48901.1, no student in grades K-8 shall be suspended or expelled on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

While on a Level 2, if a student receives ONE Discipline Notice the student will be suspended for a length of time deemed appropriate by the Director (First Suspension).

Following a First Suspension, the issuance of a single new Discipline Notice or Serious Violation will result in a Second Suspension and the Director recommending the student for expulsion to the Board of Directors.

Suspension Procedures

The Director shall have ultimate authority of the terms of any suspension, including the length thereof. The following procedures will take place for each suspension issued:

- Parent Notification – A meeting will take place between the administrator and the parent(s).
- 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, and under the guidance of a teacher or administrator, the student will be allowed to compensate anyone who has been affected by the student's misconduct. Restitution may take the form of apology, replacement of private property, etc.
- Field Trip Restrictions – The student will not be eligible to participate in field trips or other school-sponsored extracurricular activities.

Expulsion

In addition to expulsions being recommended pursuant to the Tiered Discipline System, expulsions may or shall be recommended pursuant to the following:

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, or
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 Director **MAY** recommend and the Board of Directors **MAY expel** any student who commits any of the following acts at school or at a school activity off school grounds unless the Director or Board of Directors determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (C) Possession of a controlled substance without a prescription
- (D) Robbery or extortion.
- (E) Assault or battery on any school employee.

The Director **shall immediately suspend and shall recommend expulsion** if a student has committed any of the following acts at school or at a school activity off school grounds:

- (A) Possessing, selling, or furnishing a firearm, not a replica.
- (B) Brandishing a knife at another person.
- (C) Selling a controlled substance.
- (D) Committing or attempting to commit a sexual assault or sexual battery as defined in Education Code 48900(n).
- (E) Possession of an explosive.

Procedures to Expel a Student

- a. Step One: When a student is determined by the Director to meet the criteria to be recommended for expulsion a meeting is held with the parents/guardians to initiate an extended period of suspension pending a Board meeting. If the student has committed an offense that requires a mandatory expulsion recommendation, this is discussed so that it is understood by all parties.

- b. Step Two: The School shall send a letter to the student and parent/guardian regarding the expulsion hearing. The expulsion hearing shall be held no later than 30 school days of the date that expulsion is recommended. The letter shall notify the student and parent/guardian when and where the expulsion hearing will take place and the rights of the student with respect to the hearing, including:
- The date and place of the expulsion hearing;
 - A statement of the facts, charges and offenses upon which the proposed expulsion is based;
 - A copy of the School's disciplinary rules relating to the alleged violation;
 - Notification of the student's or parent/guardian's obligation to provide information about the student's status at the School to any other school district or school to which the student seeks enrollment;
 - The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel or an advocate;
 - The right to inspect and obtain copies of all documents to be used at the hearing;
 - The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.
- c. Step Three: The Director shall maintain documents that may be used at the hearing and make them available for review by the student and/or his/her parent/guardian. These papers may include, but are not limited to, the following: A record of the student's attendance and grades, a record of previous infractions, a statement of the facts surrounding the case made by a Director or teacher; a statement of the facts surrounding the case made by a witness, a law enforcement agency's report and any other relevant matter.
- d. Step Four: An expulsion hearing shall be held before the Board of Directors at a regularly scheduled meeting. A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and a complete written transcription of the proceedings can be made.

A recommendation by the Board of Directors to expel must be supported by substantial evidence that the student committed an expellable offense per the Discipline Policy.

Findings of fact shall be based solely on evidence produced at the hearing. No decision to expel shall be based solely on hearsay evidence, although sworn declarations may be admitted as testimony from witnesses who are determined by the Board of Directors that disclosure of their identity or live testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held in open session, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

- e. Step Five: The decision by the Board of Directors shall be made within 10 days following the conclusion of the hearing. If the Board of Directors decides not to recommend expulsion, the pupil shall be reinstated and permitted to return to classroom programs. The decision not to recommend expulsion shall be final.

- f. Step Six: The Director or designee, following a decision to expel a student, shall send written notice of the decision to expel, including the findings of fact, to the student or parent/guardian. The notice shall include the following:
 - Notice of the specific offense committed by the student;
 - Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status within the charter school.

Within 30 days of the decision to expel, the Director shall send written notice of the decision to expel to the student's district of residence, the County Office of Education and the charter-granting district (if different than the student's district of residence). This notice shall include the student's name and the specific expellable offense committed by the student.