

# ***Discipline Policy and Code of Conduct***

## ***Philosophy***

“It is hard to find a successful school that lacks firm discipline.” ~ Dr. William Bennett

Academic success and good student behavior go hand in hand; therefore the administration of Carbon Valley Academy will implement a solid discipline plan which will have high behavioral expectations for all students. The origins of the word “discipline” lie in the Latin word *disciplina*, which means “teaching” or “learning.” To discipline is to instruct. At Carbon Valley Academy Teachers and Administrators know that discipline is an essential component of academic achievement. The ultimate goal of CVA’s discipline plan is to help students become people who behave well on their own – not just when under the direct supervision of adults.

## ***Character Traits***

The Founding Board of CVA set a vision for the learning environment that is centered on the following character traits:

- |                 |                   |                 |
|-----------------|-------------------|-----------------|
| 1. Respect      | 2. Responsibility | 3. Work (ethic) |
| 4. Compassion   | 5. Friendship     | 6. Courage      |
| 7. Perseverance | 8. Honesty        | 9. Patriotism   |

These character virtues are reflected in our discipline code. Each month, one trait will be highlighted in classroom teaching and in school newsletters through stories, poetry, etc. Individual student conduct reflecting these traits will be rewarded with special privileges, recognition and awards.

Further, at Carbon Valley Academy, a high priority is placed upon appropriate student conduct. No student at CVA is permitted to disrupt the educational process and thereby infringe upon another student’s right to learn or the teacher’s right to teach. Behavior that disrupts or obstructs instruction is not tolerated. All students have the right to attend school free from verbal, physical or sexual harassment.

## ***Discipline Code***

### ***Respect/Self Discipline***

- Students must show respect for their school by helping to keep the school clean and picking up litter.
- Students must properly use the designated student bathrooms and help keep them clean.
- Students should use their manners and say “please” and “thank you.”
- Students should address staff members and volunteers by Miss, Ms., Mrs. or Mr. and their last name, or by “ma’am” and “sir.”
- Students must be respectful of CVA staff members, volunteers and fellow students as well as the rights, needs, differences and property of others.
- Students must be respectful of school and community property.
- Students must be honest and tell the truth.
- Willful defiance of authority or disruption of academic, athletic, or activity programs will not be tolerated.
- Gum is not permitted on school grounds.
- Students must use appropriate school language. Swearing will not be tolerated.
- Walkmans, cell phones, radios, MP3 players, and pagers are not permitted on school grounds. If students carry them during transportation times to and from school, they must be dropped off in the front office for the duration of school time.

- Verbal and/or sexual harassment is not permitted.
- Committing an obscene act or engaging in profanity or vulgarity is not permitted, including possessing or distributing obscene, slanderous or libelous material on school grounds or at a school activity.
- Students should display modest behavior.
- Public Displays of Affection (PDA) are not permitted.

***Responsibility:***

- CVA students must come to class on time.
- Students must sign in at the office if they are late.
- Students will dress in accordance with the school uniform policy.
- Students will be accountable for their own actions.
- All students must sign out attend the office when leaving school grounds during the school day with a designated adult.
- Students should discuss after-school plans with their parents/guardians before they arrive in the morning. The office telephone is available only for emergencies.
- Students will attend all of their classes and have a valid written pass when out of class.

***Friendship/Compassion***

- CVA students must be respectful of themselves and others. They must avoid negative remarks, name-calling, hurtful gestures and behaviors, and bullying.
- Playground games are open to all students who are interested in participating.
- Clubs are not allowed at school unless sponsored by school staff.
- No fighting, students will not cause, attempt to cause or threaten to cause physical injury to another person.
- Party invitations are not to be distributed at school.

***Honesty***

- Theft or extortion is not permitted.
- Cheating or any student manipulation of the online assessment system is not permitted

***Perseverance/Work***

- Students should come to school with a desire to learn.
- Students should engage fully in the educational process and school citizenship

***Patriotism***

- The Pledge of Allegiance will be said each day. Objectors may stand in silence.
- Patriotic songs, including those that refer to our nation's religious history may be taught and sung. Objectors may stand in silence.

***Safety Issues***

- Students must walk in the hallways and buildings and stay on the pathways and out of planted areas.
- Before school students should stay out of the hallways, except during bad weather.
- During lunch, only students who need to use the bathrooms should be inside the hallways.
- Students must obey the playground rules.
- Weapons or facsimile weapons (look-alike or toy guns and knives) are not allowed at school.
- Toys, collections or items that are distracting to the learning process are not to be played with during school hours.
- Students will not use, be under the influence of, or possess or sell drugs, alcohol or tobacco at school, at school events, or while traveling to or from school. Over-the-counter and prescription medications shall be taken immediately to the front office for deposit.
- No skateboard, roller blades or scooters are allowed at school. No bicycle riding on campus. Bicycles must be walked on the school grounds and parked in the designated bike rack and may not be visited during the school day. All riders must wear appropriate head gear.

- Bats and hardballs may not be brought to school.
- Students must never leave school without permission.
- Students must ask permission before leaving the room.

## ***Disciplinary Process***

The following continuum will serve as the basic protocol for confronting negative behaviors. At every stage, the student will be instructed on positive redirection.

Level 1: Habitual disruptions (CRS §22-33-106) and/or physical violence and/or behavior that is detrimental to the welfare or safety of other pupils.

1. Communication with parent, student, and the principal.
2. Level 1 sheet completed.
3. Behavior management plan is developed and shared with parents.

Level 2: Repeat offender.

If student has an IEP – an appropriate meeting will be held.

1. Consequence(s) as required by behavior management plan delivered
2. Level 2 sheet is complete.
3. Meeting with parent, student, and principal held to communicate consequences (in school, out of school suspension)
4. Notification of process to Executive Director.

Level 3: Expulsion

1. Level 3 sheet is completed.
2. Notice: the Executive Director will cause written notice of such proposed action to be delivered to the student and their parent/guardian.
3. Emergency Notice: if an emergency exists requiring a shorter period of notice, the period of notice may be shortened providing that the student or the student's parent/guardian have actual notice of the hearing prior to the time it is held.
4. Contents of notice:
  - a. A statement of the alleged reasons for the expulsion.
  - b. A statement that a hearing will be held, including date, time and place.
  - c. A statement of the proceedings to take place.
  - d. A statement of who must and may attend.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
5. Conduct of hearing: The hearing will be conducted by the Executive Director or designee.
6. Appeal: The student or their parent/guardian will have the right to appeal the decision of the Executive Director to the Board provided that the Executive Director is given written notice of such appeal within 10 school days of the Executive Director's decision.

## ***Suspensions***

In cases of extreme or repeated infractions of the discipline policy, a student may be suspended. Parents or emergency contact will be notified immediately.

### ***In-School Suspension:***

Students are restricted in their movement through the school, and are closely supervised while they complete their assigned work.

### ***Full Suspension:***

Full suspensions will be given for three days on first suspension, five for second, upon activity that adheres to grounds for another suspension within one year, the student will be required to go home and will be recommended for an expulsion hearing. In situations where there is extreme behavior or where the safety of others in the school community is threatened, a student will be suspended from school, and be required to go home with a possibility of an expulsion hearing within the suspension time. As required by law, students will be immediately suspended for fighting, or possession of a weapon, drugs or alcohol. The proper authorities will be notified in cases of illegal activity.

### ***Grounds for Suspension, Expulsion or Denial of Admission:***

In addition to state law 22-33-106 we also include:

1. Repeated infractions of CVA discipline policy
2. Repeated conduct or a pattern of behavior which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school's ability to provide educational opportunities to other students.
3. Theft, willful or grossly negligent damage, vandalism or destruction of school property or private property on school grounds or at a school activity.
4. Designation of a student who is "habitually truant" in accordance with policy/procedure student attendance policy.
5. Assault, physical or verbal abuse, or any form of intimidation or hazing another student or deny other person on school grounds or at a school activity.
6. Behavior off school property which is detrimental to the welfare of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
7. Knowingly making a false accusation of, or intentionally giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code when on school grounds; at a school activity, or under circumstances having a substantial affect on school programs or activities.
8. Carrying, bringing, using or possessing a dangerous or deadly weapon, or using any other objects so as to render them dangerous to the user or to others, without authorization from the school or the school district on school grounds or at a school activity or under any other circumstance that has a substantial effect on school programs or activities.
9. Activities and actions reasonably considered to be gang related which occur in the school on school grounds or at a school activity.
10. Manufacture, use, possession, sale, transfer or distribution of alcoholic substances or illegal drugs, or being in an impaired state apparently caused by the use of alcohol or illegal drugs at the school. For purposes of this procedure "illegal drugs" shall be defined as: Narcotic, drugs, and controlled substances, excepting drugs where there is a valid medical prescription in effect, or which are sold over-the-counter when said drug is (1) for the purpose for which it was prescribed or sold over the counter; (2) at the dosage prescribed and authorized and (3) is consistent with a student's attendance at, and participation in, school classes and activities.
11. Cheating, forgery, or any student manipulation of any assessment system will result in a recommendation for suspension.

### ***Expulsions***

The board will hear expulsions within four (4) school days of a recommendation by the principal for said meeting. Expulsion hearings will be attended by parent and designee, principal and designee, and teacher. The case will be heard, facilitated by the principal. Expulsion will be enforced. Appeals may be made to the CVA board. The board will be immediately informed of expulsion cases, no later than the next regularly scheduled board meeting.

LEGAL REFS.: C.R.S. 12-22-303 (7) Definition of controlled substance

C.R.S. 18-3-202 et seq. Offenses against person

C.R.S. 18-4-301 et seq. Offenses against property

C.R.S. 18-9-124(2)(a) Prohibition of hazing

C.R.S. 22-12-105 (3) Authority to suspend or expel for false accusations

C.R.S. 22-32-109.1 (2)(a)(I) Duty to adopt policies on student conduct, safety, and welfare

C.R.S. 22-32-109.1 (2)(a)(II) Policy required as part of safe schools plan

C.R.S. 22-32-109.1 (9) Immunity provisions in safe schools law

C.R.S. 22-33-106 (1)(a-e) Grounds for suspension, expulsion, denial of admission

CROSS REFERENCE: JICG, JICG-R, JICDE, JICF, JICG, JICG-R, JICH, JICH-R, JICI