

Carmel Unified School District  
**CARMEL RIVER SCHOOL DISCIPLINE PLAN**

**PHILOSOPHY**

We believe that good discipline provides a climate that promotes a pattern of positive, wholesome pupil behavior in the school as a whole, as well as in the individual classrooms. The goals of our discipline plan are to do the following:

- develop the habits of good character represented by the six pillars of...  
**Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.**
- provide and promote instructional time that is free from disruption.
- ensure a learning environment that is safe, both physically and emotionally.
- encourage positive self-esteem that comes with good character.

**STANDARDS OF GOOD CHARACTER**

**Respect** - treating others the way you want to be treated, accepting differences, being polite and courteous to everyone. Respectful people solve conflicts peacefully.

**Responsibility** - working hard and doing what you are supposed to do. Responsible people take care of their own things. They also do what they say they are going to do, so people can count on them.

**Trustworthiness** - being honest, telling the truth, keeping promises, and being loyal so people can trust you. Trustworthy people don't lie, cheat, or steal. They also have the courage to stand up for what is right.

**Caring** - being kind, helpful, and generous. Caring people are not selfish. They care about others' feelings, and are forgiving.

**Fairness** - playing by the rules, taking turns, and sharing. Fair people are open-minded, do not blame others, and listen to both sides before making a decision.

**Citizenship** - cooperating with others, obeying the rules and laws, and respecting the authority of parents, teachers, and other adults. Good citizens do their share. They work to protect the environment and make their school and community a better place.

**PETS**

River School focuses on promoting manners that, in addition to the character pillars, support a school goal of fostering civility and respect.

P- please

E- excuse me

T- thank you

S- sorry

**RECOGNITION**

Students will receive recognition for academic achievement, good citizenship, and special service to the school.

- Classroom teachers and specialists offer a variety of incentives, awards, and privileges to students for both academic and social accomplishments.
- Student of the Month, Otter Bucks and Positive Citizenship Coupons will be given to students to promote character education goals.

**DRESS CODE FOR ALL STUDENTS**

- Students are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Tops must have wide straps that go over the shoulder. Shorts must be worn under short skirts.
- Clothing and accessories may not display "uncaring" words (dumb, stupid, idiot, etc.) or present images that are crude, sexually suggestive, violent, use profanity, express prejudice, or refer to drugs, alcohol or tobacco.
- No open toe, high-heeled, or roller shoes are allowed. On PE days, students must wear sturdy athletic shoes that allow for safe and comfortable running.
- Consequences for not conforming to the dress code may include wearing a school-provided t-shirt for the remainder of the day or until parent contact is made and appropriate clothing is brought to school.

**SCHOOL RULES**

Students will demonstrate the following behaviors:

1. Show respect for adults and other children.
2. Refrain from bullying and harassment.
3. Use appropriate language, no profanity.
4. Ask permission before leaving the classroom or playground and carry hall passes where appropriate.
5. Refrain from chewing gum.
6. Use school computers and the internet appropriately (as described in the Acceptable Use Agreement signed by all parents).
7. Follow the Dress Code.
8. Cell phones, iPods and other musical devices will be kept in backpacks and not used between the start and end of the school day, 8:25 to 3:00.
9. Hats, caps, bandanas and other similar headwear shall not be worn indoors.
10. Follow CUSD Bus Rules.

11. Refrain from bringing the following items to school:
- toys, games, action figures, etc. With teacher permission these items may be brought to school for a special event (e.g. sharing) but must be left in the classroom.
  - pets of any kind (without prior teacher approval).
  - dangerous implements such as pocketknives, matches, fireworks, toy or real guns, any controlled substance (including products containing tobacco or alcohol, etc.).
  - skateboards, skates or roller blades, roller shoes. (skateboards may not be brought to school, however, they may be ridden at River School after 4:00 pm on the playground).
  - more than a small amount of pocket money.
  - after-school equipment may be brought to school (with teacher permission) and left in the classroom. All equipment should be visibly marked with student's name.
  - trading food at snack or lunchtime is not permissible.

**PLAYGROUND RULES - ALL GRADE LEVELS**

The primary purpose of recess is to take care of personal needs such as restroom, water, snack and to play games.

1. Students use all play equipment in a safe, orderly, cooperative manner. Yard supervisor will stop activity if it is unsafe. All games are to remain "open."
2. No "ball tag" allowed.
3. Students may play touch football only, no tackling. This game may not be allowed if rules are not followed.
4. All games must be played by "school rules."
5. No tennis balls may be played with at recess.
6. Soft balls may be brought to school for play but must be approved by yard duty supervisors prior to play.
7. Snacks for mid-morning recess are to be eaten at the picnic tables. Trash is to be put in the proper receptacles.

**CONSEQUENCES & DOCUMENTATION**

**Tardy Policy**

The tardy policy is designed to promote student and family responsibility for timely arrival. In addition, the enforcement of the tardy policy is instrumental in minimizing interruptions to the learning environment that occur when students arrive late to class.

- Students are considered tardy after the 8 :40 bell has rung and the teacher's classroom door has closed, please note there is a difference in the time it takes for different teachers to close their doors.
- Students are given three "free and without consequence" tardies during each trimester.
- After accruing three tardies in a trimester - with the exception of a legally defined excuse - students will be assigned to a recess detention for 15 minutes with each successive tardy logged during the trimester.

**"Time Out pass"**

Are issued to second through fifth grade students for inappropriate recess behavior and/or violation of classroom standard for behavior. Students are required to take a "time out" and a recess period is revoked.

**"Write-up" citation**

A write-up is used to inform a teacher and parent of a student's minor misbehavior/infraction.

- 1<sup>st</sup> citation- parent and teacher notified, classroom consequence may be issued by teacher.
- 2<sup>nd</sup> citation - parent and teacher notified, classroom consequence may be issued by teacher.
- 3<sup>rd</sup> citation (within a two month period from a previous citation) - referral to the principal and consequence.
- Parents are expected to sign and return, or have their child return, the write-up to the teacher or the school office.

**"Referral"**

A Discipline Referral is used to inform the principal of serious or chronic misbehavior.

- 1<sup>st</sup> referral - meeting with principal and recess and/or lunch detention.
- 2<sup>nd</sup> referral - meeting with principal and recess and/or lunch detention.
- 3<sup>rd</sup> referral (within a two month period from the previous referral) - SST scheduled to develop a behavior improvement plan, recess and/or lunch detention for up to five days, and possible suspension.

**Note: Participation in assemblies and field trips is contingent upon acceptable attendance and behavior.**

**BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment will not be tolerated. Bullying occurs when a student is

intimidated by verbal or physical conduct or actions. Intimidation refers to actions that may cause fear, humiliation or injury. Harassment is verbal or physical conduct directed at someone's personal characteristics.

Students engaging in bullying, intimidation, or harassment will be referred to the principal immediately. Depending on the seriousness of the offense, students may be suspended from school or recommended for expulsion from the district. At the minimum, a student who bullies, intimidates, or harasses others will be subject to the following:

- 1<sup>st</sup> offense: meeting with principal, warning issued unless offense/behavior warrants immediate consequence.
- 2<sup>nd</sup> offense: meeting with principal, parent contact and recess and/or lunch detention for up to five days.
- 3<sup>rd</sup> offense: intervention meeting with parents and student, behavior plan will be developed, recess and/or lunch detention for up to five days, and possible suspension.
- Subsequent offenses: suspension from one to five days.
- Serious repeat offenders will be recommended for expulsion from Carmel Unified School District.

### SUSPENSION AND EXPULSION

By State law the following offenses by a student are grounds for suspension or expulsion under Education Code, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school sponsored activity, or while going to or coming from a school sponsored activity:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. 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.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit a sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Aided or abetted the infliction or attempted infliction of physical injury to another person.
- q. Committed sexual harassment.
- r. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- s. Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils.
- t. Made terroristic threats against school officials or school property, or both.

*Nondiscrimination Notice: Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or gender in federally financed education programs or activities. District programs shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital status, physical or mental disability, sexual orientation, or the perception of one or more such characteristics. The board is committed to a workplace free of discrimination and/or gender bias and shall promote programs to ensure that discriminatory practices are eliminated in all District activities. Any concerns regarding non-compliance should be directed to the Director of Pupil Services, Mr. Paul Behan, at 831-624-1546, extension 2041.*