

## **CARMEL UNIFIED SCHOOL DISTRICT**

### **Captain Cooper School Discipline Plan**

#### **PHILOSOPHY**

Captain Cooper School creates a positive, caring environment where students have the opportunity to thrive. Everyone has a right to learn and be safe from physical and emotional harm. Appropriate behavior is the responsibility of each student. Parents and staff members cooperate to help students meet that responsibility.

#### **STANDARDS OF GOOD CHARACTER**

Students will strive to demonstrate the following character traits:

**Caring:** Being kind, helpful, and generous; show concern for others

**Citizenship:** Do your share to help your family and to make your community a better place; cooperate with others; obey rules and laws.

**Trustworthiness:** Be honest, reliable and loyal; keep promises.

**Respect:** Be polite and courteous to everyone; use peaceful ways to resolve conflicts; treat others the way you would like to be treated.

**Responsibility:** Work hard and do your best; use self-control; accept the consequences of your choices.

**Fairness:** Play by the rules; take turns; share & listen; treat others equally.

#### **RECOGNITION**

1. Students will receive recognition for academic achievement, good citizenship, and special service to the school
2. provide recognition for Character and Scholarship whenever appropriate.
3. Students may attend field trips as a reward for meeting class and school rules.

#### **SCHOOL RULES and CONSEQUENCES**

Students will

1. Treat themselves and others with respect and consideration.
2. Treat the property of others and the school with respect.
3. Keep hands, feet and objects to oneself.
4. Use appropriate language.
5. Walk in rooms, corridors, and on ramps.
6. Play safely.
7. Leave toys, CD players, Game Boys, cell phones, and other electronic devices at home.
8. Not bring weapons, knives, matches and lighters to school.
9. Arrive to school on time.

10. Go directly to their classrooms upon arrival at school.
11. Follow clear classroom standards as established by their teachers
12. Do their best on assignments and homework.
13. Follow the directions of the adult in charge.
14. Dress appropriately, following the school dress code.
15. Use school computers and the Internet appropriately.
16. Not engage in bullying, harassment and intimidation of any kind.
17. Not bring gum or soda to school and limit sweet treats.
18. Be picked up promptly upon school dismissal if not riding the bus.

### **PLAYGROUND BOUNDARIES**

Play areas are limited to the open and visible flat area. The bank east of the playground is out of bounds. No one is to be west of the school building, including in the school garden, without teacher permission.

### **PLAYGROUND SUPERVISION**

Playground supervision is provided by school staff during recesses. Parents are encouraged to report any concerns they have regarding playground issues to the principal or designee.

### **PLAYGROUND STANDARDS (Recess)**

1. Play by game rules. Games are open to all children. Some games will have alternate days for different age and ability groups.
2. All equipment is to be shared. Students will put away the equipment they took out and/or used.
3. Jump ropes are for jumping only.
4. Tag games on grass field only.
5. Tackling, wrestling, and play fighting are prohibited.
6. Swings are for swinging only:
  - Swing straight; one child at a time on swing; stop the swing before getting off.
7. Slide is for sliding only:
  - One child at a time, feet first, sitting down; Use stairs only to reach to top;
  - No climbing from bottom of the slide to reach the top; Slide all the way down
8. Do not pick up lizards, newts, etc. Report all snakes to the playground supervisor immediately.
9. Respect Nature. Do not climb trees or pick flowers and shrubs. Do not hang or swing from limbs. Stay out of flower beds.
10. Pick up all garbage when finished with lunch. Use appropriate waste containers for compost, recycling, and garbage.

11. Stop playing and walk to assigned areas after the bell rings.
12. Get permission from the playground supervisor before leaving the playground.

### **BUS SAFETY**

- Help your child get ready on time so there is not a frantic rush to reach the bus stop before the bus arrives
- When meeting your child at the bus stop, please be there on time. If you are not there on time, your child will remain on the bus for the entire route and be brought back to Captain Cooper School.
- Please go over the bus safety rules so your child understands what they are and why they are important to follow.
- The bus driver will issue citations to any rider who disobeys safety and behavior rules.

The following rules are to ensure a safe and enjoyable ride for your child.

1. The "danger zone" is 10 feet around the bus in every direction. While waiting at the bus stop, students must stand in line as far back from the road as possible.
2. While on the bus, students must remain seated with their feet on the floor in front of them, not in the aisle.
3. Sit in your own seat and remain with seatbelt buckled at all times.
4. Do not shout or gesture at passing vehicles or pedestrians from the bus.
5. Wait until the bus comes to a complete stop before standing to exit.
6. Eating or drinking is not permitted on the bus, unless specific permission is given by the bus driver.

### **DRESS CODE AR 5132(a)**

Sun-protective clothing, including hats, is allowed for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. High-heeled shoes, flip-flops, backless shoes or sandals are not acceptable.

Appropriate shoes will be worn for P.E. classes, recess, and running activities.

2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.

3. Hats, caps and other head coverings shall not be worn indoors, except for religious observation.

4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Hair shall not obstruct the student's vision.

## **PHYSICAL EDUCATION**

Coaches and teachers may require more stringent dress requirements to accommodate the special safety needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

## **EXTRA-CURRICULAR ACTIVITIES**

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

### **Gang-Related Apparel**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

## **CONSEQUENCES when School Rules are not followed**

1. Students will receive a "notice of concern", which is a referral to the teacher or principal. A Character Education Pillar form will be filled out by the student with the teacher, counselor, or principal.
2. Parents will be notified when a student has received two referrals.
3. Bullying, harassment or intimidation will result in an immediate referral to the principal and call home.
4. Playground:

- a. Student will receive one warning.
- b. Student will be denied the use of equipment.
- c. Student will lose recess time.

### **REFERRAL TO THE PRINCIPAL**

If a student is sent to the principal with a referral or notice of concern from either the playground or classroom, the following procedures will be followed.

1. First referral: meet with principal
2. Second referral: meet with principal; phone call home.
3. Third referral: meeting will be held with student, teacher, parent, and principal in attendance. Written plan for success will be developed.
4. Fourth referral: suspension review will be held by the principal and the student's teacher.

### **BULLYING, HARASSMENT AND/OR INTIMIDATION**

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. Depending on the seriousness of the offense, students may be suspended and/or recommended for expulsion from school.

At a minimum, incidents of bullying and harassment will receive the following consequences as are developmentally appropriate.

1<sup>st</sup> offense: parent contact and recess and lunch detention for up to two days.

2<sup>nd</sup> offense: parent contact and recess and 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 lunch detention for up to five days, and possible suspension.

Subsequent Offenses: suspension, one to five days. Serious repeat offenders shall be recommended for expulsion from Carmel Unified School District.

### **SUSPENSION AND EXPULSION By State law the following offenses by student are grounds for suspension or expulsion, 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 of either preventing 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 terrorist threats against school officials or school property, or both.

## **TRUANCY**

California Education Code Section 48260 defines truancy as: "absent from school without 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." Students are unexcused from school until their parents have called the attendance secretary to report an excused absence. **Excused absences are: student illness, medical appointments, family funerals, and mandatory court appearances. Family vacations are best scheduled during our many break**

**times and are not excused. Please report all excused absences directly to the school secretary. If your child will have one or more unexcused absences for any reason, you are asked to meet with the school principal before or soon after the absence. Before is preferable!**

As a result of excessive trancies, students will, in some cases, receive a lower or failing academic grade in a class. In accordance with Monterey County Truancy Laws and Ed. Code, **Captain Cooper School** has instituted the following policies and procedures for dealing with the cumulative total of trancies:

**Of course we would like to avoid all consequences and ask that parents respectfully abide by state mandate as it pertains to student attendance.**

**To summarize Monterey County Truancy Abatement Program and Ed. Code:**

**Step 1. Three unexcused absences or days tardy in a school year:**

Parents are notified by mail of the student's truancy and a meeting or phone call with a school official is required. Copies of truancy letters are sent to the Superintendent and kept on file. Monterey County District Attorney's office Letter #1 is mailed home. *(If a parent receives the first letter and the attendance record already shows that more than three unexcused absences have been accrued, it is still considered "step one" in the process, for the process begins when the parent has been notified).*

**Step 2. A fourth unexcused absence:**

Parents are contacted by phone and notified of the student's truancy and a second meeting and/or phone call is required. Monterey County District Attorney's office Letter #2 is mailed home. Copies of truancy letters are sent to the Superintendent and kept on file.

**Step 3. A fifth unexcused absence:**

Student may be declared a "Habitual Truant" by the County. Monterey County District Attorney's Letter #3 will be mailed home and kept on file. The District Attorney's Office will contract you regarding this situation.

NOTE: Continuing truancy will result in further progressive disciplinary action. Board Policy gives a teacher the right to lower a student's grade for excessive trancies.

## **TARDINESS**

Parents are required to park and come into the office to sign in when their students are tardy.

Students reporting to class more than 30 minutes after the scheduled starting time will be marked tardy. Students who arrive late due to severe weather or road conditions will be excused for arriving late.