



# **HOME TECH CHARTER SCHOOL**

*Aspire*



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## **SCHOOL DISCIPLINE PROCEDURES**

### **A. School Policy Statement**

1. One of HomeTech Charter School's major goals is to help students develop and maintain responsible behavior in order to perform at their highest academic level in school. The school staff works very hard with those students who have difficulties. Frequent contacts are made with parents, so they may be aware of and help with any potential difficulties. The ultimate goal of the staff and principal is to assist in teaching our students responsibility and to assure the necessary instruction/behavior modification is taking place to effectively and positively change a student's inappropriate behavior.

### **Every student is expected to fulfill the following responsibilities:**

- a) Students will be responsible for understanding and following the rules and regulations for the classroom, and the school.
- b) Students will respect the valid authority of any member of the school staff and volunteers.
- c) Students will come prepared for class and will respect the rights of the other pupils to learn. Failing to do so, he/she will be disciplined in accordance with the California law, charter policy and the rules and regulations of the school.
- d) Students will pursue the required course of study in which he/she is enrolled in a satisfactory manner.
- e) Students will obey the authority of the school at all school functions whenever and wherever held.
- f) Students will maintain consistent, regular and prompt attendance.

## **B. Disciplinary Actions**

1. At school, teachers are the primary agents in encouraging positive student behavior and in utilizing corrective measures to remedy negative behavior. Teachers and the principal will administer depending on the nature of an offense and the level of its severity, the following disciplinary alternatives, not inclusive or necessarily in this order. Discipline is progressive in nature.
  - a) Counseling/verbal warning
  - b) Loss of privileges/implement interventions
  - c) Parent notification
  - d) Parent/teacher conference
  - e) Assignment of special tasks (writing prompts)
  - f) Suspension from classroom by the teacher
2. Referral to the principal for action may be necessary when classroom teachers have not been successful in correcting the student's actions. Parents of students who have been referred to the principal for this reason will be called.
  - a) The principal will determine the severity of the disciplinary incident by examining the student's past behavioral history and the nature of the offense. Disciplinary action will be applied according to California law, HomeTech Charter School policy and the rules and regulations of the school
  - b) Principal actions are as follows: (*Generally several steps would be followed, the principal will determine the disciplinary action necessary according to the severity of the offense*)
    1. Counseling
    2. Parent notification/conference
    3. Placement on school discipline steps/parent contacted
    4. Probation (school restriction from student activities and extracurricular activities)
    5. School suspension

### **C. Disciplinary Step System**

1. A student is placed on Step 1 of the discipline system when referred to the principal because of repeated or less serious offenses (e.g. excessive violations for disruptive behavior). A teacher counsels the student and this action necessitates a call to the parent by the principal.
2. A student is placed directly on Step 2 of the discipline system for serious offenses (fighting, lying, cheating, truancy, forgery, defiance, damaging property, stealing, disruption, etc.) or if he/she has continued the type of behavior for which he/she was previously placed on Step 1. This action necessitates a conference with the parent/ student/ principal.
3. A student is placed on Step 3 for continued misbehavior. This action necessitates a call and an additional conference with the parents.
4. A student is placed on Step 4 for continued misbehavior or for a further serious offense. In a situation where a student commits an act serious enough to warrant disenrollment and/or negative behavior continues, the student will be disenrolled and referred back to his/her home school.
5. The step system is progressive for a school year (i.e. a student who has been placed on Step 1, a further offense would place him on Step 2, 3, or 4 depending upon the seriousness of the offense). A student cannot be on the same discipline step twice within one school year.
6. Students on Step 3 or 4 at the close of school will be on disciplinary probation the following year.

## **Education Code 48900**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the HSD, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the HSC, 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, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil or his or her own prescription 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, as defined in Section 11014.5 of the HSC.
- 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. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the PC or committed a sexual battery as defined in Section 243.4 of the PC.
- 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) Made terroristic threats against school officials or school property, or both.