

**Sonoma Charter School**

**Policy Memo 506**

Subject: Student Discipline; Policy for

Reference (a): California Education Code Section 48900-48927

Enclosures (1): Responsibilities  
(2): Procedures

1. **Purpose.** This memo sets forth our policy on student discipline.
2. **Effective Date.** January 12, 2010. This memo replaces all previous policies on this subject.
3. **Scope.** Our discipline policy includes the following elements:  
Concept, Rationale, Objectives, Necessary Conditions, Responsibilities, and Procedures.
4. **Concept.** Our mission calls for “academic excellence” and our motto comprises the three core values Truth, Growth, Respect. Excellence and growth require an environment in which students feel secure and can concentrate on learning and on developing their potential. Such an environment in turn requires respectful student behavior. Sonoma Charter School does not tolerate misbehavior in any student.
5. **Objectives.** Our disciplinary policy is designed to:
  - a. Assure the physical, emotional, and moral well being of students, teachers, and visitors.
  - b. Protect the physical assets of individuals and of the school.
  - c. Maintain peace and orderliness in the classroom and on school grounds.
  - d. Prevent recurrence of disruptive behavior.
6. **Necessary Conditions.** An effective policy on discipline requires:
  - a. Support of staff, teachers, students, and parents or guardians.
  - b. Clear communication of disciplinary objectives, responsibilities, and procedures.
  - c. Disciplinary measures appropriate to the specific incident and grade level of the student.
  - d. Adherence to California Education Code Section 48900-48927. Reference (a).
  - e. Use of Special Education services where appropriate.
  - f. Well-informed judgment calls by teachers and staff.
  - g. Assuring that disciplinary efforts support but do not overshadow our mission.
7. **Responsibilities.** Responsibility for school discipline is shared by Governing Board, Director, teachers, parents and guardians, and students. Enclosure (1).
8. **Procedures.** We recognize four broad categories of behavior and apply four types of disciplinary action, depending on the severity of misbehavior. Enclosure (2).
9. **Confidentiality:** Our discipline policy respects the privacy of each student in accordance with Family Educational Rights and Privacy Act (FERPA).
10. **Questions.** Refer any questions to Director.

Approved 1/11/2010

## Responsibilities

### **1. Governing Board**

- a. Adopt, revise, and maintain the Discipline Policy.
- b. Review the disciplinary rules to ascertain their compliance with this Policy.
- c. Hear all expulsion cases.

### **2. Director**

- a. Prepare, revise, and implement disciplinary rules compatible with this Policy.
- b. Assure communication with parents/guardians.
- c. Oversee teachers' performance in maintaining order in the classroom and on school grounds.
- d. Take suspension actions.
- e. Make expulsion recommendations to the Governing Board

### **3. Teacher**

- a. Take primary responsibility for maintaining order in the classroom.
- b. Be completely familiar with disciplinary rules.
- c. Take timely action to restore order in the classroom.
- d. Explain clearly to students and parents/guardians the reason for taking disciplinary action.
- e. Meet with Director to recommend suspension.
- f. Recommend to Director desirable modifications to the disciplinary rules.

### **4. Parent/Guardian**

- a. Cooperate with the teacher and Director in correcting misbehavior of the student.
- b. Cooperate with School and District officials if suspension or expulsion becomes necessary.
- c. Promptly inform teacher or Director if their child suffers from misbehavior of other students.
- d. Suggest improvements in the disciplinary rules.

### **5. Student**

- a. Understand and follow the disciplinary rules.
- b. Discuss with the teacher disciplinary problems found in the school.
- c. Suggest improvements in the disciplinary rules.

## Procedures

### **1. Categories of Misbehavior.**

- a. Unproductive (not directed toward others).  
*Examples: Homework not turned in, tardiness, inattention in class.*
- b. Disruptive of classroom or school activity.  
*Examples: Chatting or tossing objects, practical jokes, dress code violations.*
- c. Harmful or dangerous.  
*Examples: Injury or threat to injure, bullying, willful damage to property.*
- d. Unlawful.  
*Examples: Infractions of penal code, including misdemeanor or felony.*

### **2. Types of Disciplinary Action.** Each teacher sets rules for the classroom at the start of each school year. Rules must conform to the school's disciplinary code and be displayed in the classroom. We communicate these rules to families on or before Back-to-School Night each year.

- a. Verbal warning by teacher or staff to
  - 1) Students: for all categories of misbehavior as the initial reprimand.
  - 2) Parents/guardians: for recurring minor misbehavior and any serious misbehavior.
- b. Sent to office to meet with Director (and parents or guardians informed by phone or email) for
  - 1) Recurring misbehavior.
  - 2) Serious misbehavior, such as physical assaults or verbal assaults.
  - 3) Blue behavior form filled out by student and staff.
- c. Suspension, by Director, after communication with parents or guardians for
  - 1) Harm or danger to others or to property, or
  - 2) Persistent misbehavior.
- d. Expulsion hearing by Governing Board, after communication with parents or guardians, for
  - 1) Penal code infractions, or
  - 2) Persistent misbehavior after repeated suspensions.