

NICASIO SCHOOL DISTRICT

Board Policy

Series 5000: Students

BP 5144

DISCIPLINE POLICY

It is expected that Nicasio School students will be honest in academics and respectful in their relationships with peers, teachers, and school staff. Students are expected to listen to and follow directions, think before speaking, and show common courtesy. Students of all ages must use self-control, avoid physical contact and fighting, and respect personal and school property. Students must follow school rules on campus, on field trips, and during school functions; students must stay on campus during the school day unless checked out by an authorized adult through the office; and students must obey the laws of the state and country.

When the above expectations are not met, the teacher's ability to manage the class and students' ability to learn are both undermined. As outlined in Ed Code 48900 subdivisions (a) through (q), inappropriate student behaviors may include, but are not limited to, the following examples:

Minor Infractions

- Classroom interruptions
- Not following class or school rules
- Academic misconduct
- Using profanity
- Speaking or acting disrespectfully towards adults or other students
- Repeated tardiness
- Failure to complete homework

Major Infractions

- Acting in a manner that affects the safety of self, another student, or an adult
- Causing injury or harm to another student or adult
- Defiance of authority
- Bullying or harassing another student or adult
- Breaking any state or federal law

Referral Process for Disciplinary Action

When a student commits an infraction, the staff member who witnessed the incident is expected to submit an Incident Report to the principal within 24 hours (or one school day) of the incident. The principal will review the Incident Report, meet with the student named in the report, and provide the student with an opportunity to explain his/her version of the incident. The Incident Report will initially include the following two (2) sections:

- A description of the incident as reported by a staff member
- The student's explanation of the incident

Disciplinary Action

If, after meeting with the student, the principal determines disciplinary action is appropriate, the Incident Report will include the completion of the additional four (4) sections:

- The student's explanation of what he/she should have done differently
- The student's description of what his/her next step(s) will be
- A description of the disciplinary action taken by the principal
- Comment section for parents or guardian

Disciplinary Action for Minor Infractions

A minor infraction will result in a student meeting with the principal. During this meeting, the student will receive a warning and an explanation about consequences for repeated infractions. A student may also receive a recess or lunch detention. The student will also be sent home with the Incident Report to share with his/her parents or guardian. The parents or guardian are expected to review the report with the student, sign it, and return it to the school the next day. If there is more than one minor infraction, or if the student does not return a signed report the day after it is sent home, the principal will hold a conference with the parents or guardian. The occurrence of three (3) or more minor infractions may, at the principal's discretion, be considered a Major Infraction.

Disciplinary Action for Major Infractions

At a minimum, a major infraction will result in a conference with the parents or guardian. A major infraction may also result in recess or lunch detention. At the discretion of the principal, the student may also receive a one to five-day school suspension, suspension from field trips and/or suspension from other school-related activities. A completed Incident Report shall accompany a formal letter of suspension.

A completed Incident Report will be attached to the Discipline Policy; both documents will be sent home to the parents or guardian for review. The Incident Report must be signed by the student, his/her parents or guardian, the principal, and appropriate staff member(s).

Expulsion

Expulsion shall be at the sole discretion of the Board of Trustees.