

Canyon Crest Academy

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Discipline Policy

San Dieguito Union High School District Board of Trustees

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Canyon Crest Academy – Discipline Policy

All CCA students and parents are required to sign a Discipline Policy Notification Form that is submitted during Readiness Days and certifies that students are familiar with key school rules and are aware of the discipline policy as a whole.

• General School Rules

- Students will follow the SDUHSD Academic Honesty Policy. (See below for more details)
- Students will treat peers and all school staff with respect.
- Students will not use profanity and/or commit vulgar or obscene acts or make inappropriate displays of affection or be in possession of obscene, or vulgar material.
- Willful defiance of authority or disruption of academic, athletic, or activity programs is not acceptable.
- Students will not harass or intimidate students or staff.
- Students will not engage in conduct constituting sexual harassment and or sexual assault.
- Students will not fight.
- Students will not possess, sell, or furnish controlled substances (drugs or alcohol).
- Students will not possess or be under the influence of alcohol, drugs, or paraphernalia at school or at school events.
- Students will not steal, deface, or vandalize school property.
- CCA is a **closed campus** for Freshman and Sophomores. NO guest passes during school hours.
- Mobile devices such as Smart Phones, Laptops, Netbooks, Tablets and other similar devices are allowed at school and may be used to support learning. The use of this technology is at the discretion and supervision of each classroom teacher.
- Skateboarding on school grounds is prohibited.
 - **Consequences for Breaking School Rules** (*one or more of the following may occur*)
 - Warning, Parent contact/conference, Detention, Saturday School, School/Class Suspension, Alternative School Placement, Expulsion

• Dress Code

- Students will wear shoes at all times. Prescribed clothing must be worn for Physical Education. No bare midriff tops, bathing suits, or other revealing clothing that might interfere with the educational process. Pants must fit at the waist & underwear must not show. No clothing or jewelry displaying alcohol, sex, controlled substances or the promotion of gangs or violence. No chains or spiked apparel.
- **Consequences for Dress Code Violation**
 - Students dressed inappropriately are subject to school discipline procedures as listed under “consequences for breaking school rules”. In addition, the student may be sent to Assistant Principal’s office and /or sent home to change.

• SDUHSD Academic Honesty Policy

- Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere. Specific types of academic dishonesty, which will not be tolerated, are defined below:
 - Cheating on Tests - Any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student’s paper, sharing answers, or copying another student’s paper.

- Fabrication - any intentional falsification or invention of data, citation, or other authority in an academic exercise.
- Unauthorized Collaboration - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- Plagiarism - Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
- Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library materials.
- Forgery - any unauthorized signing of another person's name to school related documents.
- Theft - any theft of materials.
- Transfer of Unauthorized Materials - any giving or selling of unauthorized materials.
- Consequences for Academic Dishonesty
 - Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with Board policy. Depending on the severity of the offense *one or more* of the following consequences may occur:
 - Referral to the assistant principal and the parent/guardian will be contacted.
 - Loss of all credit for the assignment or test with no makeup permitted.
 - Placement on probation with a contract (in the class of the infraction) for the remainder of that class.
 - Receipt of a "U" in citizenship for the current grading period.
 - Violation on a school administered national or state examination will result in a district code of conduct violation.
 - Dropped from the class with no credit.
 - Suspension from school.
 - Removal from all elected or appointed leadership positions for the remainder of the school year.

- **Attendance**

- If your child is going to be late a parent or legal guardian must email, send a signed note or call attendance office.
- Arriving more than 30 minutes late without an email, note or parent/legal guardian phone call constitutes a truancy.
- Students will remain on campus during the school day unless they have an off-campus pass. The off campus pass must be issued *prior to the student leaving campus* by the attendance office or an Assistant Principal. Off Campus Passes will not be delivered by the attendance office to students in the classroom.
- Absences must be cleared through the attendance office by email, phone, medical note or note from a parent/legal guardian within 2 days.
- Re-admit slips will be issued when students arrive late to school even if it is during break or lunch.
- Students will not leave class during the period without a pass and teacher permission. Students in Video, Leadership, Yearbook, Journalism, teacher or office aide must have a pass or badge identifying them.

- Students will carry their CCA ID cards during the regular school day and at all school sponsored events and activities.
- Tardies
 - Students must be in class when final bell rings or they are considered tardy. A written pass from a staff member, attendance office or an administrator may excuse a tardy within 48 hours.
 - Consequences for Tardies
 - 1st Offense— Verbal Warning
 - 2nd Offense— Teacher Contacts Parent
 - 3rd Offense— Teacher refers student to a 4-hour Saturday School Assignment
 - 4th Offense—Teacher refers student to the alpha Assistant Principal
- **Saturday School**
 - Saturday School is held from 8:15am until 10:15am. Students are scheduled for a specific date and receive notification of where to report.
 - Students that have been assigned Saturday School must be on time and bring schoolwork or reading material. “No Show” students will receive further disciplinary action.
- **Nondiscrimination**
 - It shall be the policy of the San Dieguito Union High School District to prohibit discrimination on the basis of sex, disability, race, color, national origin, religious creed, age, marital status, or sexual orientation in the educational programs and activities which it operates.
- **Intentional Harassment and Hate Violence**
 - Intentional harassment is defined as threats or intimidation directed against a student or group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students.
 - Hate violence is defined as any act punishable under California Statutes that interferes with the exercise of an individual’s civil rights, defacing or damaging personal property or felonies against persons because of the victim’s race, color, religion, nationality, or ancestry. (Penal Code Sections 442.6, 442.7, and 442.7.75.)
 - Students are subject to suspension and/or expulsion for harassment and/or hate violence when other means of correction have failed to bring about proper conduct or if the student’s presence causes a continuing danger to physical safety or threaten to disrupt the educational process.
- **Sexual Harassment**
 - Definition: “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any person from or in the work or educational setting under any of the following conditions:
 - Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs, or activities available at or through the educational institution.
- As it relates to students, subjects any pupil to discrimination on the basis of sex, including sexual harassment, in any district program or activity.
- Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:
 - Unwelcome leering, sexual flirtations or propositions.
 - Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 - Graphic verbal comments about an individual's body or overly personal conversation.
 - Sexual jokes, stories, drawings, pictures or gestures.
 - Spreading sexual rumors.
 - Teasing or sexual remarks about students enrolled in a predominately single-sex class.
 - Touching an individual's body or clothes in a sexual way.
 - Purposefully limiting a student's access to educational tools.
 - Cornering or blocking of normal movements.
 - Displaying sexually suggestive objects in the educational environment.
 - Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
 - Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.
- School consequences for any instances of sexual harassment will be strictly imposed.

- **Tobacco Free Facility**

- In the best interest of students, employees and the general public, the Board of Education prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any school or school sponsored activities or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district. Tobacco products are prohibited from use or possession by students on campus or within 1,000 feet of campus boundaries.

- **Safe School**

- Students and staff members are entitled under the California State Constitution to attend schools that are safe, secure, and peaceful. The presence of weapons or replicas contribute to a climate of fear and disrupts the learning environment of the school. Replicas of weapons whether they be toy firearms, theatrical props, cap guns, starter pistols or replicas of other deadly weapons, have no place in the school environment.
 - Weapons

- Students utilizing any dangerous or deadly weapon (including replicas) in a threatening manner or to incite fear, inflict injury, or disrupt the educational process are subject to suspension/expulsion.
- Any SDUHSD employee or district contracted transportation service representative may remove from the possession of any student any firearm, knife (including Swiss army, pocket, etc.), explosive or other dangerous objects, while the student is on school premises or engaged in any school sponsored activity or going to or returning from school or otherwise under the authority of the school.
- This act shall be reported to the principal/designee. The student will surrender all dangerous objects or be subject to disciplinary action for such refusal. Parents and appropriate law enforcement officials shall be notified by the principal/designee of the taking of weapons and the disciplinary action followed. Students are subject to suspension or expulsion for possessing illegal weapons upon a first offense. Illegal weapons will be turned over to the police department as evidence. Other items may be returned to parents and/or guardians.
- Search and Seizure
 - To maintain order on school premises, it may be necessary at times to conduct searches of vehicles or require students to submit to searches for weapons, drugs, or contraband.
- Technology and Network Access
 - SDUHSD provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the district curriculum. All technology and network usage must be consistent with these purposes, the Acceptable Use Policy, and all provisions of law governing the actions of the user. Students are expected to use any district technology equipment, software, and network services only for assignments/projects that are assigned by their classroom teachers. Some examples of inappropriate use include playing games; installing, downloading, copying, or deleting files; and attempting to access or use anyone else's account or password.
 - Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include conference, loss of computer/technology access, suspension and/or expulsion.
- Student Parking
 - Student parking is available in the student parking lot only and all students must have valid parking permit to utilize the lot. Parking permits may be obtained through the ASB office. Per SDUHSD policy, students must attend a Start Smart class before they are eligible to obtain a permit. Cars parked in the incorrect lot or without a permit may receive a San Diego police department parking ticket. Students under age 18 **must** be accompanied by a parent/guardian or other person specified by law when transporting passengers under 20 years of age, at any time for the **first twelve months** of obtaining a driver's license.

For any questions regarding the CCA Discipline Policy, please contact the CCA Assistant Principal's office at 858-350-0253, ext. 4003.