

Crown Pointe Academy of Westminster
DISCIPLINE POLICY
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Crown Pointe Academy is committed to maintaining classrooms in which students' opportunities to learn are maximized. Student behavior that interferes with the ability of a teacher to teach effectively will not be tolerated. Each student is expected to abide by Crown Pointe's Student Code of Conduct and appropriate classroom rules of behavior established by the classroom teacher.

The staff is responsible to enforce established rules of conduct so that the school day is free from disruption and that a safe and orderly, learning environment is maintained. The conduct and discipline code shall be enforced uniformly, fairly and consistently for all students. Students and parents are responsible to make the school aware of conditions that are disruptive to the learning process.

The Director, staff and the Building Accountability Advisory committee will review classroom discipline procedures annually.

Behavior Expectations

Crown Pointe Academy students are expected to be well behaved at all times, respecting themselves, others, and property. Our philosophy toward discipline is that discipline policies and procedures should provide guidance and direction of acceptable behavior with the goal of developing a child's own sense of self discipline. Effective student discipline is a prerequisite for learning.

Crown Pointe Academy Student Code of Conduct

Students will:

1. Attend school consistently, be on time, and take responsibility for promptly making up any work when absent. Each student will bear the responsibility for his or her own conduct. Each student will respect the educational process and learning environment of others by attending class, being prepared, and arriving on time.
2. Follow directions when they are given.
3. Follow all reasonable requests made by adults on premises with a positive attitude, and show respect for others, for self, and for property. Each student is expected to cooperate with and respect staff and peers, including administrators, teachers, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words (without profanity or disrespectful tone of voice or words).
4. Follow lunchroom, playground, field trip, lab, and individual classroom rules. Each student is expected to follow school rules when participating in school-related events.
5. Follow the uniform policy.
6. Refrain from using threats or intimidation against any other person.
7. Respect the health and safety of others, follow all safety rules, and refrain from using tobacco, alcohol, or other illegal substances.
8. Walk quietly in the halls and talk in a normal tone of voice in the school building.
9. Remain in seats until dismissed. The teacher, not the bell, dismisses students.
10. No throwing or kicking snow or rocks on the playground.
11. No littering or misuse school property.
12. No leaving school or playground without permission from the adult supervisor.
13. No use electronic devices (CD players, radios, games, etc.) in school.
14. No use cell phones in the classroom.

Infractions

For purposes of handling discipline, Crown Pointe Academy will consider infractions of rules as either major or minor.

Examples of Minor Infractions include, but are not limited to the following:

- Uniform violations
- Disorderly conduct (yelling; slamming; kicking; throwing; running in halls.
- Causing minor damage to personal property (without intent to injure others).
- Losing school property.
- Disobeying-school and classroom rules.
- Clowning around in class or halls.
- Ridiculing others or using profane language or gestures.
- Verbal intimidation or threats, physical intimidation, or sexual intimidation or harassment.
- Showing disrespect to an adult through face, body, or action.
- Four unexcused tardies per semester, continual late arrivals to classes.
- Possession of electronic devices.
- Chewing gum.
- Failure to follow classroom rules.
- Loitering in the school building or on school grounds.
- Public display of affection.
- Bullying

Examples of Major Infractions include, but are not limited to the following:

- *-Any series of minor infractions or pattern of activity that is detrimental to the welfare or safety of other students or repeatedly interferes with a school's ability to provide educational opportunities to other students.
- *-Punching, shoving, biting, or physically assaulting another student.
- *-Repeated verbal intimidation or threats, physical intimidation, or sexual intimidation or harassment.
- Possession of matches or cigarette lighter (or other dangerous items).
- *-Willful destruction or defacing of school or personal property.
- Theft.
- *-Actions of continual willful disobedience or open- persistent defiance of proper authority.
- Cheating on a test or assignment plagiarism.
- Leaving the school property without-permission,
- Truancy
- Skipping a class
- Forgery
- *-Behavior on or off school property, which is detrimental to the welfare and safety of other students or school personnel.
- **--Carrying, bringing, using or possessing on school property without authorization of the school - any dangerous weapon on fireworks.
- *-Throwing objects that can cause bodily injury or damage property.
- Use or possession of tobacco products alcohol- drugs or look-alike drugs.
- Committing extortion, coercion, or blackmail
- *-Physically assaulting or causing bodily injury to an employee, a visitor or another student
- *-Disorderly conduct or criminal offense toward an employee, a visitor or another student
- *-Verbally assaulting or threatening an employee, a visitor or another student
- *-Repeated bullying.
- Membership in a gang, a secret fraternity, sorority or society which is prohibited by law.
- Gambling or engaging in a game for the purpose of gaining money or property.
- *could be considered grounds for being suspended as "habitually disruptive
- **possible grounds for immediate expulsion.

Fines

Fines will be levied to parents for vandalism or theft. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Bullying

The Director will implement a bullying prevention and education program so that at least once each semester the school reviews with all students the school's program to prevent bullying and to inform and educate students on how and where to report any instances of bullying and how to react and avoid bullying.

Search and Seizure

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right however, is balanced by the schools responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or person when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

Use of Physical intervention

It is the policy of Crown Pointe Academy that corporal punishment will not be permitted. In dealing with disruptive students, employees may, within the scope of their employment, use reasonable and appropriate physical intervention or force when it is necessary:

- To restrain a student who is engaged in or threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects from a student.
- For purposes of self defense or self-protection.
- For the protection of persons or property.
- To maintain discipline.

Any such acts shall not be construed to constitute corporal punishment within the meaning and intention of this policy.

Staff Protection

In instances of assault, disorderly conduct, harassment, alleged criminal offense or instances of damage to the personal property by a student directed toward an employee, the following shall be done.

1. The employee will file a written complaint with, the Director.
2. The Director, after receipt of the complaint and adequate proof of the charges, will suspend the student for three days.
3. The Director will initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
4. The Director will report the incident to the District attorney or the appropriate local law enforcement agency or officer who will then investigate the appropriateness Of filing criminal charges or initiating delinquency proceedings.

Communication of Disciplinary Information

The Director will communicate discipline information concerning any student to all employees who have direct contact with that student. Any employee who receives this information will maintain the confidentiality of the information and does not have authority to communicate the information to any other person.

Classroom Discipline Procedures

A student's classroom teacher will normally handle infractions. Each classroom will have a written discipline procedure outlining prohibited activities and consequences and positive reinforcement practices. This policy, the Student Code of Conduct, and Colorado Revised Statute 22-33-106 which outlines grounds for Student Suspension/Expulsion will be consulted for development of the procedure. The Director will approve classroom discipline procedures. Except for suspension, classroom teachers will assign consequences.

Depending on the nature of the offence, damage to others, and continued pattern of offenses, consequences may include detentions, service, student behavior plans, fair reimbursement, relinquishing privileges, apologies, required extra work, activity restrictions, letters home to parents, parent conferences, removal from the classroom and out of school suspension. Because of our limited facilities, in school suspension will not be used.

Parents will be notified prior to detentions being served. Detentions will be served the next detention day. Students serving a detention or suspension on the same day; as an after school activity will not be allowed to participate in the activity until the detention is served. Any change in the detention date will be at the discretion of the Classroom teacher or Director, whoever assigned the detention.

Formal Discipline Proceedings

Only the Director can assign suspensions at Crown Pointe Academy. Suspensions may be given for one to five days. Suspensions may be extended an additional 5 days by the Academy Board. A student may not be suspended for time exceeding 25 school days. Opportunities will be given for a student to make up schoolwork during suspension; however, the school will determine the amount of credit the student shall receive for this makeup work. Prior to suspension the student's parents will be notified in writing when possible. A parent conference with the Director or classroom teacher will be required before the student returns to class. The conference will develop a behavior plan for the student. Student behavior plans and suspensions will become part of a student's permanent record.

Suspensions will be noted as habitually disruptive or not as defined on page two of this policy. If a student is suspended for being habitually disruptive three times; expulsion is mandatory.

As an alternative to suspension, the director will notify the parent, guardian, or legal custodian that the parent, guardian, or legal custodian may, with the consent of the student's classroom teacher or teachers, attend class with the student for the time of suspension. If the parent, guardian, or legal custodian does not agree to attend class with the pupil or fails to attend class with the pupil; the pupil will be suspended in accordance with this policy.

First suspension

An initial suspension will occur after a major infraction or a series of minor infractions, according to the classroom discipline procedure, a behavior plan will be created for the student during the parent conference. Director participation may be requested during this parent conference. If the Director is not available, a second conference with the Director may be held as soon as possible.

Second suspension

A second suspension will occur after additional infractions follow initial suspension, according to the classroom discipline procedure. Second suspensions will be for a minimum of two days. The student's behavior plan will be updated during the parent conference. Board participation may be requested at this parent conference.

Third and additional suspensions

Additional suspensions will occur according to the classroom discipline procedure. Third and additional suspensions will be for a minimum of three days. During the parent conference, the discussion will focus on moving toward a declaration of "habitual disruption" if "habitual disruption" has not yet been addressed. The student's behavior plan will be updated during the parent conference, Board participation may be requested at this parent conference.

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Habitual Disruption

If a student is suspended for being habitually disruptive three times; expulsion is mandatory. A student may appeal the decision and obtain a hearing from the Board of Directors. According to Colorado statute, a student may be declared habitually disruptive after being suspended three times in one year on the grounds set forth C.R.S. 22-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the student, and the suspensions were made for:

- continual, willful disobedience or open and persistent defiance of proper authority;
- willful destruction or defacing of school property;
- behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel;
- serious violations in a school building or in or out of school property;
- repeated interference with a school's ability to provide educational opportunities to other students;
- and other grounds found in CRS 22-33-106(1){a),(b),(c),(d), a 1 d (e).

Expulsion

Expulsion from Crown Pointe Academy will be mandatory for the following violations:

- *carrying, bringing, using, or possessing a dangerous weapon (including a firearm or firearm facsimile, any pellet, or BB gun or other device operational or not, designed to propel projectiles by spring action or compressed air, fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife with a blade longer than three and one-half inches, any object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury;
- *the sale or possession of a drug or controlled substance;
- *or the commission of an act, which if committed by an adult would be robbery or assault other than third degree assault.
- *receiving a third suspension for being habitually disruptive.

Reports

Every month the Director will submit a detailed discipline report to the Academy Board and Building Accountability Advisory Committee with numbers of discipline incidents and the following specifics about detentions and suspensions: offense, grade, length of detention and suspension and whether the punishment is a repeat.

An annual report will be submitted to the charter authorizer and the Academy Board per the charter contract.

Adopted:	November 2, 2004
Reviewed:	August 2015
Revised:	August 2015
Rationale:	Added "Staff Protection" and "Communication of Disciplinary Information" paragraphs to align closer to District 50 policies. 2015: removed District 50's Student Code of Conduct (D50 policy JG, Student Discipline Code, and the Responsibilities and Rights Code of Conduct handbook) deleted Crown Pointe Academy will follow the District 50 student discipline policies with emphasis on the following Crown Pointe Academy Student Code of Conduct 10 thru 14 Word "Not " to "No" # 10 "throw or kick" to "throwing and kicking" #11 "litter" to "littering" #12 "Leave" to "Leaving" Classroom Discipline Procedures "This policy District 50 polices JG, Student Discipline Code, JGD/JGE – E, Grounds for Student Suspension/Expulsion, and the Student Rights and Responsibilities Handbook should be consulted for development of the procedure" to read "This policy, Student Discipline Code, Grounds for Student Suspension/Expulsion, and the Student Rights and Responsibilities Handbook should be consulted for development of the procedure." Reports remove "At the end of every school year, the Building Accountability Advisory Committee shall submit a written, discipline report to the District 50 Board of Education as required by District policy." To be aligned with Colorado Charter School Institute, new authorizer June 2015.