



## **2023-24 Student Discipline & Behavior Expectations**

At Springs Charter Schools, we believe that students have unique needs and that expectations should be positive and must be taught. Just as academic skills are taught on an individual basis, we believe that students must be taught how to be successful. Within the Springs' community, all members are expected to teach, model, and display mastery of respectful, responsible, and safe behaviors.

*Our focus for all students is I CAN! Be Respectful,  
I CAN! Be Responsible, and I CAN! Be Safe.*

Student expectations are clearly communicated to all students and apply to the following settings 1) within the classroom, 2) while on school grounds, 3) during home-study days, at school sponsored enrichment activities, and lunch periods, whether the student is on or off the school campus, and 4) during, going to, or coming from a school sponsored activity.

### **Classroom Expectations**

Springs classrooms are designed to support our personalized learning instructional model. Each teacher designs a classroom environment that is unique to the educational needs of the students. Teachers set student expectations for their classroom that ensure a safe and orderly environment that supports teaching and reinforces positive student interactions and behavior. Students that do not positively respond to classroom expectations through a variety of intervention strategies, or whose behavior is disruptive to the learning environment, may be removed from the classroom with a referral to the office.

### **Office Referrals / Home Contacts**

In some cases, student behaviors do not get corrected, or are so severe that they do not allow for a safe and purposeful learning environment. By referring a student to the office, the teacher is seeking additional resources to assist in the correction of the behavior. At this point parents and school administration join the teacher in attempts to meet the behavioral needs of the student.

### **Incident / Complaint Process**

Springs Charter Schools rely on all members of the community to work together to ensure a safe school setting for all students and adults. School administration and staff take all student and parent concerns seriously. Parents who would like to report an incident that occurred on campus or during school hours, or would like to file a complaint may fill out the Incident Complaint Form. Forms may be picked up at the front office on any campus. Administrative staff will address the complaint through the appropriate Springs process and notify each student's parent/ guardian of the outcome of their findings.

### **Confidentiality of Information**

Due to federal and state confidentiality laws, unless otherwise determined by law, staff may only report specific information to the parent/guardian in regards to their own student.



## Appeal Process

Parents/guardians who do not agree with the findings of the administrative staff may appeal the decision to either the campus principal or Temecula office administration.

## Harassment, Bullying, Cyberbullying, and Sexual Misconduct

In order to ensure the safety and well-being of all students and persons within the Springs' community, administrative staff take all allegations seriously. Investigative proceedings are conducted in compliance with state and federal law and school policy. Students that are found to have engaged in any form of misconduct will be subject to the school's discipline policy.

### Harassment

Students are occasionally the victim of harassing behaviors. While common in any school setting, such behaviors are not acceptable and will not be tolerated at any function of our school community. Harassment is defined as the act of annoying or bothering others in a constant or repeated manner.

### Bullying

At Springs Charter Schools, we want each of our students to be safe, respected, and enjoy a positive environment at school. We are proactive in preventing unlawful behavior, including providing preventative education for our students and staff, offering a quick response to reports of bullying and harassment, making available school counseling to any students involved, and initiating appropriate school investigative and disciplinary actions as state law directs. We define bullying as any severe or pervasive physical or verbal act or conduct that is directed toward one or more pupils and causes a reasonable pupil to fear harm for themselves or their property, to have a substantially detrimental effect on his or her physical or mental health, or to cause substantial interference with their academic performance.

### Cyberbullying

Cyberbullying is bullying through any electronic medium, such as emailing, texting, imaging, or social networking. We are committed to working with parents, law enforcement officers and school officials to discourage cyberbullying and to provide a quick response should such behavior occur. Our policies strictly prohibit any form of bullying, and we expect our students and anyone else affiliated with the school to comply with these policies.

We ask our parents to help us to prevent cyberbullying. If you observe this behavior and believe it constitutes a crime, please report it to the police immediately. Be aware of what your child is doing online during non-school hours, and establish appropriate rules about your child's use of technology. For more information about how to prevent and respond to cyberbullying, please go to [www.stopbullying.gov](http://www.stopbullying.gov).

### Sexual Misconduct

Springs Charter Schools take all sexual misconduct incidents and complaints seriously. Sexual misconduct



is defined as any conduct that is sexual in nature including sexual harassment, sexual assault, dating violence, sexual exploitation and human trafficking, stalking, intimidation, and child sexual abuse.

## Consequences and Interventions

At Springs Charter Schools, we believe that consequences and interventions to violations of student expectations are most effective when they are progressive, and are made in response to some sort of student behavior incident. Not only are these situations complex, but understanding that consequences and interventions may represent “teachable moments” is fundamental to a positive approach to discipline. Progressive consequences seek accountability and behavioral change. Except for single acts of a grave nature or multiple offenses, suspension or expulsion is used only when other means of correction have failed to bring about proper conduct or the student’s presence causes a continuing danger to self or others.

## Levels of Discipline

When students are disruptive or act inappropriately, school administrative staff shall determine the level of consequence and interventions needed to assist the student in bringing about expected conduct. Levels of response to student misconduct include the following:

### Level 1: Classroom Managed Responses

These consequences and interventions aim to teach correct behavior so students may learn and demonstrate safe, respectful, and responsible behavior. Teachers and school staff will try a variety of teaching and classroom management strategies, as appropriate.

### Level 2: Administrative Responses

Consequences and interventions used in response to an office referral aim to correct student misconduct by stressing the seriousness of the behaviors while keeping the student in school. Interventions often involve support staff and aim to engage the student’s support system to ensure successful learning, consistency, and changes in conditions that contribute to the student’s inappropriate or disruptive behaviors.

### Level 3: Administrative Removal Responses

Consequences and interventions at this level involve short-term removal of a student from the school environment due to the severity of the behaviors or because Level 1 and Level 2 responses have failed to bring about proper conduct.

### Level 4: Administrative Removal Responses

Level 4 responses involve the removal of the student from the school environment due to the severity of the behavior or because Level 1, 2, or 3 consequences and interventions have failed to bring about proper conduct. Level 4 consequences may result in the student being recommended for expulsion from the school.



## Level 5: Mandatory Recommendation for School Expulsion

Level 5 responses require school administrative staff to refer the student for expulsion from the school for acts that are specified in law.

## Parent Notification of Disciplinary Action

At all levels of disciplinary action, the student's parent/guardian will be notified of the inappropriate behavior and consequences and/or interventions that will be implemented.

## Student Expected Behavior

### I Can Be Respectful

- Respect others contributions, opinions, and efforts
- Be positive and encouraging to others
- Be motivated to do my personal best
- Be friendly and include others
- Allow others to learn
- Help others who need it
- Recycle - keep my school clean
- Celebrate with other's success, be a good sport
- Work without distracting others

### I Can Be Responsible

- Report school vandalism to staff
- Be self-directed by asking for help when needed
- Ask for clarification when I don't understand a directive or assignment
- Use appropriate language
- Complete all assigned work
- Follow directions
- Dress, speak, and act appropriately
- Make good decisions
- Refrain from cheating and plagiarism

### I Can Be Safe

- Be observant and promote safety
- Know and practice the school's rules
- Keep my hands and feet to myself
- Eat and drink in designated areas
- Report danger to school staff
- Put away equipment and wipe up spills
- Respect school property



- Stay within designated areas
- Follow school rules when using the internet and other technology

## Student Misconduct

Springs Charter Schools has procedures in place to address student expectations and misconduct. Listed below is the definition of some of the areas of student misconduct. In addition to the areas listed below, campus administration and staff may develop campus-specific student expectations. Students and parents will be informed in writing of all student expected behaviors, whether schoolwide, campus specific, or within the classroom setting.

## Academic Honesty / Lying

- Violation of Springs' Academic Honesty Policy
- Violation of Student Code of Conduct
- Intentional lying to get self or another person(s) in trouble

## Alcohol, Intoxicants, Controlled Substances

- Possession or under the influence of alcohol or an intoxicant of any kind
- Used, sold, or furnished an alcoholic beverage or an intoxicant of any kind
- Possessed, offered, arranged, or negotiated to sell drug paraphernalia
- Possessed or under the influence of a controlled substance
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- Used or administered a controlled substance
- Unlawfully offered, arranged, or negotiated to sell and delivered a "look alike" represented as a controlled substance, alcoholic beverage or other intoxicant
- Sold a controlled substance

## Blackmail / Coercion

- Committing extortion, coercion, or blackmail defined as obtaining money or other object of value from an unwilling person, or forcing an individual to act through the use of force or threat of force
- Bodily harm to others
- Throwing any object that can cause bodily injury or property damage, which is not included as part of a teacher-approved curriculum or school sponsored activity

## Bullying / Cyberbullying / Retaliation

- Intentional, severe, or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that has an effect described in law
- Engaged in, or attempted to engage in, hazing as defined in law
- Violation of Springs' Cyberbullying Policy
- Violation of Springs' Technology Use Policy



## Cell Phone Use

Violation of Springs' Cell Phone Policy (including all telecommunication devices such as, but not limited to: smart phones, computers, cameras, iPads, and other tablet devices).

## Disrespectful Behavior / Hate Crimes

- Failure to demonstrate consideration or engaging in rude/ disrespectful behavior towards peers
- Failure to demonstrate consideration or engaging in rude/ disrespectful behavior towards adults
- Creating a list that targets specific individuals to be physically or psychologically harmed
- Disrespectful behavior based on race, ethnicity, national origin, gender or gender identity, sexual orientation, religion, or disability
- Intentional language, behavior, or activities based on ethnicity, national origin, gender, religion, or disability.

## Disruption

- Engaged in behavior causing an interruption during class or other school activity
- Repeated and chronic behavior that creates an environment preventing teaching and learning
- False activation of a fire alarm
- Caused a major disruption to the atmosphere of order and safety in the school, such as a riot
- Causing or participating in a disturbance on school grounds, at a school function, or school activity
- Engaging in any other conduct that disrupts the school environment or educational process
- Unauthorized loitering on school grounds before, during, or after school
- Engaged in gambling

## General Misconduct / Consumption of Food / Detention / Dress Code

- Inappropriate display of affection
- Public display of affection
- Possession of matches or lighter(s)
- Engaging in arson
- Engaging in theft
- Damaging or vandalizing property owned by the school, other students, school employees, volunteers, or visitors
- Engaging in misconduct on buses during school activities or events
- Consumption of food in the classroom or buildings at times other than specified by campus staff
- Failure to serve detention on the established day of agreed upon time
- Violation of Springs' Dress Code Guidelines

## Harassment

- Annoying behavior or negative gestures toward other students. Repeated annoying behavior or negative gestures toward other students despite directions to stop by staff
- Intentionally engaged in harassment, threats, or intimidation directed against school staff or students



- Causing disorder and creating a hostile school setting
- Harassed, threatened, or intimidated a student victim or witness in a school disciplinary investigation and/or proceeding

## Insubordination

- Failing to comply with lawful directives from school personnel or school policies, rules, and regulations

## Internet Use Policy

- Violation of Springs' Internet Use Policy

## Leaving School Grounds / Event / Loitering

- Failure to move from location to location in a reasonable amount of time, or moving without purpose
- Remaining in an area that is unsupervised or off limits to students
- Leaving school grounds or a school-supervised activity or event without permission of a school official with the authority to grant such permission

## Non-cooperative Behavior

### Trespassing

- Unauthorized attendance at school activities
- Failure to follow directions, share, respond to staff requests, or allow others to participate in an authorized activity
- Failure to follow directions leading to potential disruption or harm to self or others
- Failure to follow directions that directly leads to disruption or the harm of self or others

## Physical Aggression

- Physical aggression without injury
- Mutual fight
- Attack on student, attempting to cause physical injury
- Attack on student, causing physical injury
- Aiding or abetting in the infliction or attempted infliction of physical injury
- Causing, or attempt to cause, or participating in an act of hate violence
- Willful use of force or violence upon another person
- Causing serious injury to another person
- Unintentional, incidental physical contact with school personnel
- Unintentional striking of a staff member who is intervening in a fight or other disruptive activity
- Intentional assault or battery upon any school employee

## Possession of Unauthorized Items



- Unauthorized sale or distribution of goods
- Use of over-the-counter or prescription medicine in a manner other than prescribed by a physician

### Property Misuse / Damage

- Littering
- Possessing, creating or displaying graffiti of any kind
- Minor or accidental damage
- Attempt to cause damage to property
- Causing damage to property
- Breaking and entering on school property
- Setting fire or intentionally causing damage to school property

### Social Media

- Violation of Springs' Social Media Policy

### Stealing / Possessing Stolen Property

- Stealing school or private property
- Knowingly possessing stolen property
- Attempting to commit robbery or extortion

### Student Code of Conduct

- Violation of Springs' Code of Conduct Policy

### Tardiness

- Failure to report to school or class by the established time

### Verbal Abuse / Written Aggression

- Yelling or using aggressive language towards another student
- Minor name calling or teasing, whether written or verbal, towards other students
- Repeated name calling or teasing, whether written or verbal, towards other students despite directions to stop from staff
- Use of profanity or vulgarity, whether directed at others or not
- Habitual use of profanity or vulgarity
- Threatened to cause an act of hate violence
- Made terroristic threats against school officials or school property or both
- Engaging in verbal abuse, including but not limited to, name-calling, ethnic or racial slurs, or derogatory statements addressed publicly or privately to others that school officials have





reasonable cause to believe will disrupt the school program, incite violence, or interfere with the learning environment of others

- Threatened to cause physical injury

## Weapons / Contraband

- Possession of an imitation firearm, knife, or other dangerous object, or sold or otherwise furnished any knife or other dangerous object
- Brandishing a knife at another person
- Possession of an explosive as defined in federal law
- Possession, intent to sell, selling, or otherwise furnishing a firearm
- Possession or sale of illegal goods or contraband

Authorities may be notified if the administrative team determines that behaviors cause a threat to self of others

## Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity for school attendance occurring at any time, included but not limited to:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off the school campus;
4. During, going to, or coming from a school-sponsored activity.

## Suspension Procedures

Suspensions shall be initiated according to the following procedures:

1. Conference: Suspension shall be preceded, if possible, by a conference with the administrative staff, student, and parent/guardian. The student will be informed of the reason for disciplinary action and the evidence against him or her. The student will be given the opportunity to present his or her version and evidence in his or her defense.
2. Notification: Every reasonable effort will be made to contact the parent or guardian by phone or in-person about the suspension. They will be notified in writing about the suspension and the date the student may return to the school site.
3. Suspension time limits: Suspensions, when not including a recommendation for expulsion, shall not exceed five consecutive school days per suspension.

## Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within 30 school days after the disciplinary designee determines that the pupil has committed an expellable offense. In the event that



the Administrative Panel hears the case, the hearing will follow a formal process, and a determination for expulsion will be made. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. Upon mailing notice, it shall be deemed served upon the pupil.

The notice shall include:

1. The date and place of the expulsion hearing
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based
3. A copy of the charter school's disciplinary rules, which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the charter school to any other school district or school to which the student seeks enrollment
5. The opportunity for the student or the student's parent/ guardian to appear in person or employ and be represented by counsel or a non-attorney advisor
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses

### Right to Appeal

The student or the parent/guardian may be entitled to file an appeal based on the school's Charter Document in Element J or the current Board Policy. The appeal must be filled within 30 calendar days following the decision of the Administrative Panel to expel the student.