

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

SECONDARY SCHOOL DISCIPLINE GUIDELINES

The Livermore School District wants each student to enjoy a secure learning environment and a rich educational experience.

These discipline guidelines were developed to promote consistency in dealing with unacceptable behaviors and to require students to become increasingly more responsible for their behavior. We believe that if students clearly understand the rules and the consequences for inappropriate behaviors, they can make intelligent choices. We expect parents to recognize the importance of school rules and to cooperate with their enforcement. Hence, we ask that parents and students read and discuss these guidelines.

We know that the vast majority of our students are considerate, well-behaved, and responsible. We will make a consistent effort to notice, praise, and reward these positive behaviors.

Consequences for inappropriate behavior should include opportunities for the student to learn from his/her mistake. Whenever possible, students should be included in intervention programs that will help them acquire the skills to make positive choices in the future.

STUDENT RESPONSIBILITIES

- To attend school on a regular basis
- To be on time and prepared to work
- To bring required materials and assignments
- To know and comply with school rules
- To treat staff and fellow students with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability
- To respect public and private property
- To follow directions of school staff
- To behave in a way that does not disrupt the learning of others
- To leave valuable personal possessions at home
- To know and comply with the district discipline guidelines
- To dress appropriately (B.P. 5332 Student Dress Code)

PARENT RESPONSIBILITIES

- To send students to school neat, clean and appropriately dressed and ready to learn
- To instill in students an attitude that school is important
- To schedule and attend school conferences when appropriate
- To assure prompt and regular attendance at school
- To be available to school staff during the day by informing the school of current phone numbers for home, work or emergency
- To cooperate with school staff in helping students with academic, discipline or attendance problems
- To notify the school whenever a student cannot attend
- To know and comply with classroom and school rules and review the requirements with students
- To know and comply with the district discipline guidelines and review requirements with students
- To treat staff, students, fellow parents, and community partners with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability

TEACHER RESPONSIBILITIES

- To establish classroom expectations for behavior
- To require compliance with classroom and school rules and review consequences
- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organized classroom environment conducive to learning
- To make every attempt to communicate with parents and administrators when student behavior is unsatisfactory
- To treat parents, students and fellow staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability
- To be consistent in applying classroom and school rules

ADMINISTRATOR RESPONSIBILITIES

- To inform staff, students, and parents on a regular basis about school and district discipline standards
- To be consistent in applying the district discipline guidelines
- To work with School Resource Officers, School Community Liaison, and campus personnel in implementing the district discipline guidelines
- To thoroughly investigate before determining if a violation has been committed
- To treat students with respect and always give them the opportunity to tell their side of a discipline issue
- To treat teachers, parents, and staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability.
- To inform parents immediately or as soon as possible about student discipline matters
- To provide parents with information regarding the process of any discipline procedure
- To notify parents when students are interviewed by law enforcement

BEHAVIOR CATEGORIES

Unacceptable student behavior is grouped from the least serious to the most serious. Repeated disregard of school rules leads to increasingly serious consequences. These rules apply while students are on school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity such as athletic events, dances, and other extra/co-curricular activities (BP 5131). Schools may have additional written rules appropriate to their particular campus which further explain what is summarized here.

Suspension from school can only be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended on a first offense if #1, #2, or #3 occurs:

1. The pupil committed any of the following violations:
 - a. Caused or threatened to cause physical injury
 - b. Willfully used force on another person except in self defense
 - c. Possessed a dangerous object
 - d. Possessed, used, or furnished a controlled substance or alcoholic beverage
 - e. Arranged to sell or furnish a "look alike" controlled substance
 - f. Committed robbery or extortion
2. The student's presence at school causes a danger to persons or property.
3. The student's presence at school threatens to disrupt the instructional process.

CLASSROOM EXPECTATIONS

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behavior and academic expectations that the student must meet to be successful. Examples are coming to class on time, bringing the required materials, and following teacher directions. If classroom rules are disregarded and learning is disrupted, the teacher will take one or more of the following actions:

- student/teacher conference
- teacher-held detention
- additional assignments
- exclusion room referral
- parent contact/conference
- office referral
- suspension from class

Repeated violations may result in suspension from school.

SCHOOL EXPECTATIONS

Schools will establish standards of behavior that promote positive school climate and campus safety. Parents/guardians and students will be informed about these guidelines. Examples of behaviors that are disruptive and not acceptable are:

- inappropriate dress
- disrespect to other students
- disrespect to school staff
- loitering in restricted areas
- profanity/abusive language
- littering
- use of skateboards, roller blades, or any wheeled mode of transportation on campus is not allowed
- possession of radios, tape players, laser pointers or other items considered disruptive
- possession of electronic signaling devices such as pagers and cell phones are permitted under restricted conditions
- defiance or disobedience
- forging or falsifying school information/correspondence
- violating the computer and electronic information policy

Consequences:

First Offense:

One or more of the following shall occur:

Parent/guardian contact/conference
Written warning
Detention
Exclusion from school activities
School/community service

Second Offense:

One or more of the following shall occur:

Parent/guardian contact/conference
Written warning
Detention
Exclusion from school activities
School/community service
1-3 day suspension from school

Third Offense:

One or more of the following shall occur:

Parent/guardian contact/conference
Written warning
Detention
Exclusion from school activities
School/community service
3-5 day suspension from school

Photographing of students, whether by camera, cell phone, video, or by any other means is not allowed unless approved by school staff.

LEVEL I BEHAVIORS - Suspension and/or Possible Police Involvement May Occur

- disruption of school activities
- willful defiance of school authorities, including failure to identify oneself when asked by school employee, and failure to report to administrator or timeout room when sent
- bullying, including cyberbullying, and/or intimidation of others including sexual harassment, and or teasing
- possession of realistic toy weapons; imitation firearm
- possession or use of tobacco or tobacco products
- gang related activity or attire
- possession or sale of drug paraphernalia
- obscene act or habitual profanity or vulgarity
- causing or attempting to cause damage to school or private property
- theft/attempted theft of school or private property or possession of stolen property
- unauthorized operation of a motor vehicle on campus
- inappropriate use of cell phone

Consequences: A parent/guardian conference will be made for each violation. In addition:

First Offense:

One or more of the following shall occur:

- 1-3 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program

Second Offense:

One or more of the following shall occur:

- 3-5 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program
- Alternative Education Program

Third Offense:

One or more of the following shall occur:

- 5 day suspension
- Exclusion from school activities
- Police involvement
- Intervention Program
- Recommendation for expulsion

LEVEL II BEHAVIORS - Suspension Required; Possible Expulsion Recommendation (E.C. 48900)

- caused, attempted to cause or threatened physical injury to another person (i.e. fighting)
- willfully used force on another person except in self-defense
- possession of a dangerous object
- possession or use of alcohol, intoxicants, or a controlled substance
- hate violence and/or degrading or inflammatory behavior towards others, including hazing
- offering to sell a controlled substance and delivering a substitute
- continued disruption of school activities or repeated willful defiance of school authorities
- harassment/intimidation of a witness
- terrorist threats
- aided or abetted the infliction or attempted infliction of physical injury
- offered, arranged or negotiated to sell, or sold Soma
- repeated gang-related activity or attire
- intimidation or threats to school staff
- possession or use of pepper spray; tear gas

Consequences: Suspension is required in accordance with Education Code. A parent/guardian conference will be made for each violation. In addition:

First Offense:

One or more of the following shall occur:

- 3-5 day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

Second Offense:

One or more of the following shall occur:

- 5 day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Involuntary transfer to another school
- Recommendation for expulsion

Third Offense:

One or more of the following shall occur:

- 5 day suspension
- Exclusion from school activities
- Intervention program
- Police involvement
- Recommendation for expulsion

LEVEL III BEHAVIORS - Recommendation for Expulsion is Mandated by Law (E.C. 48915 a) on the first offense unless the principal feels there are extenuating circumstances to recommend against.

- causing serious physical injury to another person, except in self-defense
- possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school (i.e., firecrackers or anything that fires a projectile, including BB guns, pellet/airsoft guns, paintball guns)
- unlawful possession of a controlled substance, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
- robbery or extortion
- assault or battery upon a school employee

Consequences: The following shall occur:

- parent conference within 5 days
- 3-5 day suspension, exclusion from school activities
- police report

In some cases the following shall occur in addition to the consequences listed:

- written extension of suspension pending expulsion hearing
- involuntary transfer to another school or program

(LEVEL IV BEHAVIORS ON BACK)

LEVEL IV BEHAVIORS - Expulsion is Mandated by Law (E.C. 48915 c)

- possession, selling, or otherwise furnishing a firearm
- brandishing a knife at another person

- unlawfully selling a controlled substance

- committing or attempting to commit a sexual assault or sexual battery
- possession of an explosive

Consequences: All of the following shall occur:

- parent/guardian conference within 5 days
- 3-5 day suspension, exclusion from school activities
- police report
- mandatory recommendation for expulsion by principal
- written extension of suspension pending expulsion hearing

EXPLANATION OF SPECIFIC BEHAVIORS AND TERMS

Abusive Language - Students are responsible for communicating openly, honestly and without abusive language. Abusive language may be defined as any words or gestures intended to insult, hurt feelings or show defiance.

Appropriate Dress – Students will wear clothes that are suitable for school and give proper attention to personal cleanliness. Clothing shall not present a health or safety hazard or distract from the educational process. The following articles are not permitted: back-less or strap-less tops; “spaghetti” straps, low-cut tops and dresses; bare-midriff tops; shorts, skirts, pants, and tops that fail to conceal undergarments; and shorts, skirts, and dresses that are shorter than thumbs’ length when arms are at side (BP/AR 5332). “Gang related apparel” is prohibited on campus (E.C. 35183) (BP 5136).

Bullying/Cyberbullying – A student or group of students repeatedly picks fights, taunts, and teases, intimidates, or picks on another student (BP 5131).

Degrading and Inflammatory Statements/Behavior - The Livermore School District strives to maintain schools free from degrading and inflammatory statements and behavior. Behavior/language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs or practices will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they have been subjects to such language or behavior should report the incident to a teacher or administrator (B.P. 5145.3 and 5145.9).

Disruption of School Activities - Irresponsible interruptions of the learning process of other students will be followed by a consequence. Repeated disruptions may lead to suspension and or expulsion.

Drugs and Illegal Substances - Legal drugs are medications prescribed by a doctor. It is a crime to sell, possess, use, or be under the influence of illegal drugs, **intoxicants**, including alcohol, on campus. Offending students will be suspended, and the violators will be reported to the local police and face possible expulsion. The selling of drugs and alcohol is a mandated expulsion.

Expulsion - Students can be denied attendance at all schools within the school district for a specified period of time. The reasons and procedures for expulsion are prescribed by state law. Students can be expelled only by the school board.

Fighting - Students are responsible to settle their differences in a civil manner. A student who allows him/her to be provoked into fighting will be considered as guilty as the one who starts the fight.

- **Assault** - Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. The injury does not have to occur; an attempt to do so constitutes an assault.
- **Battery** - Battery is striking or touching another person with intent to harm. If the assault or battery is serious enough it will be classified as a Level III offense and the student will be recommended for expulsion.

Injury - Injury is a physical injury requiring medical treatment. Serious injury is serious impairment of physical condition, including but not limited to, loss of consciousness, concussion, bone fracture, a wound requiring extensive suturing and serious disfigurement (a mandated expulsion). A pupil who aids or abets the infliction or attempted infliction of physical injury to another may suffer suspension but not expulsion. (EC 48900(t))

Littering - Students must use the trash cans for all litter. Students who choose to litter the environment will clean it up. Continual littering will be followed by more severe consequences.

Loitering - Students are to stay away from other schools during school hours (7:30 a.m.-5:00 p.m.). **Students with legitimate business at another school must first go to the office and request permission to be on the grounds.** Students attending athletic or other events open to the public must go directly to the area designated for the public and remain there until they leave the school grounds or until directed to leave by a member of the school staff. **Students loitering on or about another school's campus may be suspended. Student's who do not leave promptly, after being asked to do so, are subject to arrest.**

Sexual Harassment – E. C. 48900.2, Sexual harassment violates State and Federal law and School District Board Policy 5145.7. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to school staff.

Sexual Battery – E.C. 48900 (n), Touching an intimate part of another person, if the touching is against the will of the person touched (mandated expulsion).

School Property – Includes, but is not limited to, electronic files and databases.

Suspension from School - Removal of a student from school for one to five days. Students may not be on or near any school campus or at school activities during the period of suspension.

Teacher Suspension – E.C. 48910 – A teacher may suspend any pupil from their class, for any of the acts enumerated in section 48900, for the day of the suspension and the day following.

Theft and Vandalism - Taking or damaging the property of others. Any major theft or vandalism will require a police report and suspension from school. Parents of students who destroy property will be billed for damage. The liability of the parent/guardian is limited to \$10,000 [E.C. 48904 (a)(1)].

Willful Defiance - Students are responsible for listening to and following the directions of adults in authority without undue delay. All adults who work at the school have the right and responsibility by law to supervise student behavior. When a student refuses to follow directions, the following steps will be taken:

1. If a resolution can be achieved by simple communication between the student and adult, then it will be done. The adult will assume responsibility for initiating this encounter.
2. If a resolution cannot be achieved through discussion, a referral will be written and filed with an administrator. If the defiance is judged to be major insubordination, a suspension will follow.