

## **Students**

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#### **Site-Level Rules**

Site-level rules shall be consistent with state law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

#### **Disciplinary Strategies**

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

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1. Discussion or conference between school staff, the student, and the student's parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and the student's parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
11. Recess restriction as provided in the section below entitled "Recess Restriction"

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12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
15. Reassignment to an alternative educational environment
16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

When disciplining a student who has been identified for special education and related services, the procedures specified in Administrative Regulation 5144.2 - Suspension And Expulsion/Due Process (Students With Disabilities) shall be applied. If a student has not been identified as a student with a disability and the district suspects the behavior that resulted in discipline may be based in an unidentified disability, the district shall conduct an evaluation to determine if the student has a disability which requires an IEP or 504 plan. (U.S.C. 1412(a)(3))

### **Recess Restriction**

In an effort to promote student learning and use effective alternatives to suspension, all site administration is to reference the Alternatives to Suspension Resource Guide for further guidance in supporting students.

### **Detention After School**

Students may be detained for disciplinary reasons for up to one hour after the

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close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)

The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

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#### *Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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#### State

5 CCR 307  
5 CCR 353  
Civ. Code 1714.1

Ed. Code 32280-32289.5  
Ed. Code 35146  
Ed. Code 35291-35291.5  
Ed. Code 35291.5  
Ed. Code 37223  
Ed. Code 44807.5  
Ed. Code 48900-48926  
Ed. Code 48980-48985  
Ed. Code 49005-49006.4  
Ed. Code 49330-49335  
Ed. Code 49550-49564.5  
Ed. Code 52060-52077

#### Federal

20 USC 1400-1482  
29 USC 794  
42 USC 1751-1769j  
42 USC 1773

#### Management Resources

California Dept of Education Program  
Advisories

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

CSBA Publication

U.S. Dept of Education, Office for Civil  
Rights

U.S. DOE, Office for Civil Rights  
Publication  
Website

Website

#### Description

Participation in school activities until departure of bus  
Detention after school

[Liability of parent or guardian for act of willful  
misconduct by a minor](#)

School safety plans

Closed sessions

Rules

School-adopted discipline rules

Weekend classes

Restriction from recess

Suspension and expulsion

Parent/Guardian notifications

Seclusion and restraint

Injurious objects

Meals for needy students

Local control and accountability plan

#### Description

Individuals with Disabilities Education Act

Rehabilitation Act of 1973; Section 504

School Lunch Program

School Breakfast Program

#### Description

Classroom Management: A California Resource Guide  
for Teachers and Administrators of Elementary and  
Secondary Schools, 2000

The Case for Reducing Out-of-School Suspensions and  
Expulsions, Fact Sheet, April 2014

Maximizing Opportunities for Physical Activity during  
the School Day, Fact Sheet, 2009

Recent Legislation on Discipline: AB 240, Fact Sheet,  
March 2015

Safe Schools: Strategies for Governing Boards to Ensure  
Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment  
for Transgender and Gender-Nonconforming Students,  
Policy Brief, February 2014

Supporting Students with Disabilities and Avoiding the  
Discriminatory Use of Student Discipline under Section  
504 of the Rehabilitation Act of 1973

Dear Colleague Letter on the Nondiscriminatory  
Administration of School Discipline, January 2014

[CSBA District and County Office of Education Legal  
Services](#)

[Public Counsel](#)

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Website [U.S. Department of Education, Office for Civil Rights](#)  
Website [California Department of Education](#)  
Website [CSBA](#)

### Cross References

<b>Policy</b>	<b>Description</b>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
0460	<a href="#">Local Control And Accountability Plan</a>
1114	<a href="#">District-Sponsored Social Media</a>
1114	<a href="#">District-Sponsored Social Media</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(1)	<a href="#">Uniform Complaint Procedures</a>
1312.3-E(2)	<a href="#">Uniform Complaint Procedures</a>
1313	<a href="#">Civility</a>
3512	<a href="#">Equipment</a>
3512-E(1)	<a href="#">Equipment</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3513.4	<a href="#">Drug And Alcohol Free Schools</a>
3515	<a href="#">Campus Security</a>
3515	<a href="#">Campus Security</a>
3515.21	<a href="#">Unmanned Aircraft Systems (Drones)</a>
3515.3	<a href="#">District Police/ Security Department</a>
3515.3	<a href="#">District Police/ Security Department</a>
3515.31	<a href="#">School Resource Officers</a>
3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3515.4	<a href="#">Recovery For Property Loss Or Damage</a>
3543	<a href="#">Transportation Safety And Emergencies</a>
4131	<a href="#">Staff Development</a>
4158	<a href="#">Employee Security</a>
4158	<a href="#">Employee Security</a>
4258	<a href="#">Employee Security</a>
4258	<a href="#">Employee Security</a>
4358	<a href="#">Employee Security</a>
4358	<a href="#">Employee Security</a>
5000	<a href="#">Concepts And Roles</a>
5020	<a href="#">Parent Rights And Responsibilities</a>
5020	<a href="#">Parent Rights And Responsibilities</a>
5030	<a href="#">Student Wellness</a>
5112.1	<a href="#">Exemptions From Attendance</a>
5112.1	<a href="#">Exemptions From Attendance</a>
5112.5	<a href="#">Open/ Closed Campus</a>

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5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5113.1	<a href="#"><u>Chronic Absence And Truancy</u></a>
5116.2	<a href="#"><u>Involuntary Student Transfers</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5127	<a href="#"><u>Graduation Ceremonies And Activities</u></a>
5131	<a href="#"><u>Conduct</u></a>
5131.1	<a href="#"><u>Bus Conduct</u></a>
5131.1	<a href="#"><u>Bus Conduct</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.4	<a href="#"><u>Student Disturbances</u></a>
5131.41	<a href="#"><u>Use Of Seclusion And Restraint</u></a>
5131.5	<a href="#"><u>Vandalism And Graffiti</u></a>
5131.6	<a href="#"><u>Alcohol And Other Drugs</u></a>
5131.6	<a href="#"><u>Alcohol And Other Drugs</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5131.62	<a href="#"><u>Tobacco</u></a>
5131.63	<a href="#"><u>Steroids</u></a>
5131.63	<a href="#"><u>Steroids</u></a>
5131.7	<a href="#"><u>Weapons And Dangerous Instruments</u></a>
5131.7	<a href="#"><u>Weapons And Dangerous Instruments</u></a>
5131.9	<a href="#"><u>Academic Honesty</u></a>
5132	<a href="#"><u>Dress And Grooming</u></a>
5132	<a href="#"><u>Dress And Grooming</u></a>
5137	<a href="#"><u>Positive School Climate</u></a>
5138	<a href="#"><u>Conflict Resolution/Peer Mediation</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5141.4	<a href="#"><u>Child Abuse Prevention And Reporting</u></a>
5142	<a href="#"><u>Safety</u></a>
5142	<a href="#"><u>Safety</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.1	<a href="#"><u>Suspension And Expulsion/Due Process</u></a>
5144.2	<a href="#"><u>Suspension And Expulsion/Due Process (Students With Disabilities)</u></a>
5144.4	<a href="#"><u>Required Parental Attendance</u></a>
5144.4	<a href="#"><u>Required Parental Attendance</u></a>
5145.2	<a href="#"><u>Freedom Of Speech/Expression</u></a>
5145.2	<a href="#"><u>Freedom Of Speech/Expression</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.3	<a href="#"><u>Nondiscrimination/Harassment</u></a>
5145.6	<a href="#"><u>Parent/Guardian Notifications</u></a>
5145.6-E(1)	<a href="#"><u>Parent/Guardian Notifications</u></a>
5145.7	<a href="#"><u>Sexual Harassment</u></a>

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5145.7	<u><a href="#">Sexual Harassment</a></u>
5145.71	<u><a href="#">Title IX Sexual Harassment Complaint Procedures</a></u>
5145.71-E(1)	<u><a href="#">Title IX Sexual Harassment Complaint Procedures</a></u>
5145.9	<u><a href="#">Hate-Motivated Behavior</a></u>
5148.2	<u><a href="#">Before/After School Programs</a></u>
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6145	<u><a href="#">Extracurricular And Cocurricular Activities</a></u>
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6159.4	<u><a href="#">Behavioral Interventions For Special Education Students</a></u>
6162.54	<u><a href="#">Test Integrity/Test Preparation</a></u>
6163.4	<u><a href="#">Student Use Of Technology</a></u>
6163.4-E(1)	<u><a href="#">Student Use Of Technology</a></u>
6164.2	<u><a href="#">Guidance/ Counseling Services</a></u>
6164.5	<u><a href="#">Student Success Teams</a></u>
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6184	<u><a href="#">Continuation Education</a></u>
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6185	<u><a href="#">Community Day School</a></u>
6185	<u><a href="#">Community Day School</a></u>
9321	<u><a href="#">Closed Session</a></u>
9321-E(1)	<u><a href="#">Closed Session</a></u>
9321-E(2)	<u><a href="#">Closed Session</a></u>

## Regulation

## PASADENA UNIFIED SCHOOL DISTRICT

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Pasadena, California

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