

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

SECONDARY SCHOOL DISCIPLINE POLICY

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

This discipline policy was developed to promote consistency and encourage appropriate behaviors that 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 this brochure.

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 policy
- 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 policy 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 policy
- To work with School Resource Officers, School Community Liaison, and campus personnel in implementing the district discipline policy
- 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 [E.C. 48900(p)]. 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 pupil may be suspended on a first offense if #1, #2, or #3 occur:

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 pupil’s presence at school causes a danger to persons or property.
3. The pupil’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, razors or any wheeled mode of transportation on campus during school operational hours
- 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 network electronic information policy

Consequences:

One or more of the following shall occur:

<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
Parent/guardian contact/conference	Parent/guardian contact/conference	Parent/guardian contact/conference
Written warning	Written warning	Written warning
Behavior intervention/support	Behavior intervention/support	Behavior intervention/support
Detention	Detention	Detention
Exclusion from school activities	Exclusion from school activities	Exclusion from school activities
School/community service	School/community service	School/community service
	1-3 day suspension from school	1-5 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
- verbal threats and/or intimidation of others including sexual harassment, bullying 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
- possession or use of pepper spray; tear gas

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

<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>
1-3 day suspension	1-5 day suspension from school	1-5 day suspension from school
Exclusion from school activities	Exclusion from school activities	Exclusion from school activities
Police involvement	Police involvement	Police involvement
Behavior intervention/support	Behavior intervention/support	Behavior intervention/support
	Alternative Education 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

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

<i>First Offense</i>	<i>Second Offense</i>	<i>Third offense</i>
1-5 day suspension	1-5 day suspension	3-5 day suspension
Exclusion from school activities	Exclusion from school activities	Exclusion from school activities
Behavior intervention/support	Behavior intervention/support	Behavior intervention/support
Police involvement	Police involvement	Police involvement
Recommendation for expulsion	Involuntary transfer to another school	Involuntary transfer to another school
	Recommendation for expulsion	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 above:

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

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
- 1-5 day suspension, exclusion from school activities
- police report
- mandatory recommendation for expulsion by principal
- written extension of suspension pending expulsion hearing

DEFINITIONS OF SPECIFIC BEHAVIORS AND TERMS

Abusive Language/Malicious Teasing - Any words or gestures intended to insult, hurt feelings or show defiance. Remarks or actions intended to harm another student or see him/her suffer.

Aggressive/Intentional Fighting – Willful intent to injure another student. A student who aids or abets the infliction or attempted infliction of physical injury to another person may be suspended. **(48900t)**

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: “spaghetti” straps, back-less or strap-less tops/dresses; low-cut tops/dresses; bare-midriff tops; shorts, skirts, pants and tops that fail to conceal undergarments; and shorts, skirts, and dresses that are shorter than thumb’s length when arms are at side **(BP/AR 5332)**. “Gang related apparel” is prohibited (E.C. 35183) and students may be issued a “gang notice” for violation. Repeated gang-related behaviors will result in suspension and possible expulsion **(BP 5136)**.

Bicycles – Students may ride bicycles to school; helmets are required. For their protection, bikes should have a strong lock and chain, and be parked in the bike racks provided. Bikes may be ridden in designated areas or walked on school grounds during regular school hours. Skates, skateboards, roller blades, or any other wheeled mode of transportation may not be ridden on school grounds.

Bullying - A student or group of students that through repeated physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel **(BP 5131.2)**.

Cyberbullying – The transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation **(BP 5131)**

Detention – School: Restriction from normal school activities such as recess and lunch, for disciplinary or other reasons as determined by the school administration. Detaining a student beyond the normal school day as determined by the teacher or principal as allowed under district policy.

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.

Disrespect to Others Students/Staff - Failure to be courteous or thoughtful towards other students/staff. Behavior and/or 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 subjected to such language or behavior should report the incident to a teacher or administrator. **(BP 5145.3 and BP 5145.9)**

Electronic Signaling Devices – The possession of electronic signaling devices such as pagers and cell phones are permitted under restricted conditions **(BP 5131.2)**

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 Board of Education, **(BP/R 5144.1)**

Fighting - Students are responsible to settle their differences in a civil manner. A student who allows him/herself 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 the 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.

Sexual Harassment - Unwelcome sexual advances and other verbal or physical contact of a sexual nature constitutes sexual harassment when it creates an intimidating, hostile or offensive environment. Students should report such incidents to school staff. Copies of Board Policy **5145.7**, Sexual Harassment, are available at each school site. Only students in grades 4-12 may be suspended for sexual harassment, per education code.

School Hours – Students should arrive at school no earlier than 15 minutes before class starts and should go home immediately upon dismissal unless part of an authorized program. No supervision is provided for students who arrive earlier or stay later. Kindergarten students who have a late starting time should not arrive more than five (5) minutes before class begins. Students may be disciplined for their behavior and misconduct on the way to and from school.

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

Suspension From School - Removal of a student from school for 1-5 days. Students may not be on or near any school campus or may not participate in any school-sponsored activity during the period of suspension. **(BP/R 5144.1 and AR 5144.2)**

Suspension On Campus – Removal from class and/or other school activities.

Willful Defiance - Students are responsible for hearing 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.