

**12. Policies and procedures pursuant to School Discipline EC 35291 and 35291.5:**

School Rules and discipline policies are provided electronically to students and parents on an annual basis. These policies and rules are revised annually. Parents are requested to review discipline sections with their children.



# La Cañada High School

*A National Blue Ribbon School*

## Registration 2019

### ***Cell Phones and Other Electronic Devices Policy***



*Cell/Smartphones & Tablets*

For the Purpose of this Policy, the term “cell phone” refers to any privately-owned electronic device that has a screen, bluetooth capability, the ability to connect to a wireless network, take photographs, play music, videos, or games, downloadable apps, or to communicate with other people. This also includes airpods and earbuds.

Prior to entering each class, students must silence cell phones and place them either in their backpack or in the teacher’s specified location. With a teacher’s expressed permission, a cell phone may be taken out in class and used **ONLY** for the purposes stated by the teacher. Cell phone use in the bathroom or locker room is strictly prohibited.

Unauthorized use of a mobile device will result in confiscation of the device, possible parent conference, student detention, and/or suspension. LCHS is not responsible for damaged, lost or stolen items.

Students who violate the cell phone policy will receive the following consequences:

**First Offense** – The cell phone will be confiscated and kept in the 7/8 or the 9/12 Administrative Office. The student may pick up the cell phone after 3:15 pm on the same day or the next morning, no exceptions.

**Second Offense** – The cell phone will be confiscated and kept in the 7/8 or the 9/12 Administrative Office. The student may pick up the cell phone after 3:15 pm on the same day or the next morning, no exceptions. Parent/Guardian notification will be made by the discipline office, and the student will be required to perform 3 hours school community service.

**Third Offense** – The cell phone will be confiscated and kept in the 7/8 or the 9/12 Administrative Office. The parent/guardian will be required to pick up the cell phone after 3:15 pm on the same day or the next morning, no exceptions. The student will be required to perform 6 hours school community service.

**Fourth Offense** – The cell phone will be confiscated and kept in the 7/8 or the 9/12 Administrative Office. The parent/guardian will be required to pick up the cell phone after 3:15pm on the same day or the next morning, no exceptions. The students will be assigned Saturday School.





# La Cañada High School

*A National Blue Ribbon School*

## Registration 2019-20

# **Academic Honesty Policy**

### I. Prologue

LCHS Academic Honesty Policy has three objectives:

1. to emphasize the importance of honesty and integrity in every area of life.
2. to establish guidelines for the prevention of cheating and plagiarism on our campus.
3. to create a uniform policy that will hold students fully accountable for cheating and plagiarism through progressive discipline and firm consequences.

### II. Definition

1. **Cheating:** to knowingly violate rules designed to ensure academic honesty which includes, but is not limited to:
  - a. The copying of another's work during any assessment, classwork or homework.
  - b. The unauthorized use of materials or information whether physically or electronically stored during any assessment, classwork or homework.
  - c. The bringing in or disseminating of an examination, test, or other form of assessment, any unauthorized information materials, and having ready access to them.
  - d. The presence or use of any electronic devices such as cell phones, calculators, and other electronic devices without the teacher's approval during any assessment, classwork or homework.
2. **Plagiarism:** the presentation by a student of materials or work prepared by another person/persons as the student's own work and without assigning appropriate and necessary credit. This includes, but is not limited to:
  - a. Failing to expressly acknowledge the research, writing or other preparation done by someone other than the student claiming authorship as their own
  - b. Presenting as his/her own, or as new and original an idea or product derived from an existing source
  - c. Any unauthorized use of technology for the purpose of cheating

### III. Teacher's Discretion

If a teacher finds evidence of cheating (e.g., a "cheat sheet" left on the floor) after an exam but the student is not identified, teacher may nullify the entire section and issue another exam to the entire class or to students as deemed appropriate.

### IV. Definition of Violations: The teacher's professional judgment will determine whether Academic Dishonesty has occurred.

To avoid inadvertent dishonesty the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating. **By signing at the emergency card after reading all registration documents, you are stating that you understand and will abide by what is defined.**

1. **"Violations," not limited to but may include these examples:**

- Looking at someone else's paper or computer screen/electronic device during an examination, test, or quiz
- Copying homework (depending on significance of assignment and teachers discretion)
- Letting someone else see one's own or another's paper or computer screen/electronic device during an examination, test, or quiz
- Sharing the contents of an assessment with students from another period before they have taken the assessment
- Copying a portion of another person's written work without citing it

2. **"Severe Violation" not limited to but may include these examples:**

- Premeditated cheating
- Coordinated cheating
- Theft of any assessment
- Plagiarizing papers
- Giving students questions or answers to an assessment who have that specific teacher later in the school day and has not taken that specific assessment yet (or to a student who will take a make-up test at a later time)
- Posting test and/or quiz questions or answers on the internet
- Having a cheat sheet under the test and/or in an area available and/or visible to the student during the test
- Using cell phone or other electronic device during a test (text-messaging of answers, pictures of test etc.)
- Misuse of calculators
- Falsifying school records (e.g., breaking into teacher's computer to change grades etc.)

3. **Enumeration of the offenses: LCHS will consider all cheating incidents as cumulative.**

V. **Consequences:** *Consequences for cheating are severe. They are school-wide and cumulative for all the years the student attends La Cañada High School and if severe enough, may be reported to colleges/universities, etc. in the school report. Note: Depending on the type of offense, at the administrator's discretion, consequences could immediately move to a second offense or third offence status.*

**First Offense:** Response for this "violation":

- Assistant Principal logs 1st offense of cheating in discipline file and warns student about cheating policy
- The incident may be **reported to colleges** in the school report at administrator's discretion.
- Student earns a zero on the assignment.
- Student earns a U in citizenship.

**Second Offense:** Response for this "violation":

- Assistant Principal logs 2nd offense of cheating in discipline file.
- Assistant Principal will notify all other teachers that the student has for the semester of the infraction.
- Student earns a zero on the assignment.
- Student earns a U in citizenship.
- Student is assigned a Saturday School. Student may be **suspended up to 2 days**. Suspension and cause may be **reported to colleges** in the school report at administrator's discretion.
- Parents are notified and a conference is set up with teacher and Assistant Principal.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular



activities for a 3 week period starting with the time of the infraction.

**Third Offense Or First Severe Offense:** Response for this "violation":

- Assistant Principal logs 3rd offense or first severe violation of cheating in the discipline file.
- Assistant Principal will notify all other teachers that the student has for the semester of the infraction.
- For the student's third offense or first severe violation, a teacher recommendation will be made to the administration for an F in the class for the semester.
- A recommendation may be made for the student to be dropped from an Honors or AP for one "severe violation" or for a third "violation" from the specific course he/she cheated in.
- Student earns a U in citizenship.
- Student may be ***suspended for 3-5-days***. Suspension and cause may be ***reported to colleges*** in the school report.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular activities for a 6 week period starting with the time of the infraction.



# La Cañada High School

*A National Blue Ribbon School*

## Registration 2019

### **Senior Contract**

To participate in Senior activities which include, but may not be limited to, Prom, Senior Activity Day, Senior Salute day, and Graduation Ceremony, and other extracurricular and co-curricular activities during the senior year, we understand and accept the following standards:

1. Students must complete **230** credits, including all required courses, by the end of Spring/2nd Semester.
2. Documentation of grades earned for courses taken at other schools must be received by the appropriate LCHS counselor by **8:00 a.m. on Friday, May 15, 2020**.
3. Students may not have more than 9 absences **PER SEMESTER** (excluding school sponsored activities) per any one class (3 tardies = 1 absence). A student may be excluded from **ALL** senior activities if he/she has more than 18 absences for the school year. Medical exceptions will be considered on a case-by-case basis and determinations made at the sole discretion of the La Cañada High School Administration.
4. Students must not be suspended on more than one (1) occasion during the senior year.
5. Seniors suspended for being under the influence of any controlled substance or in possession of any controlled substance including alcohol may be excluded from participation in senior activities and may be excluded from extracurricular and co-curricular activities.
6. Seniors suspended for destruction of school property (e.g., senior pranks) during the second semester will be excluded from **ALL** senior activities.
7. Students must maintain a minimum 2.5 citizenship grade during the senior year to participate in Senior activities.
8. Students must maintain a cumulative citizenship grade of 2.5 from grades 9-11. If a student has less than a 2.5 at the end of 11th grade, the student may be placed on a citizenship contract. Adherence to this individually designed contract will determine if the student will be allowed to participate in Senior activities, including the graduation ceremony.
9. Students must clear all obligations (e.g., books, library obligations, elevator keys, athletic equipment & uniforms) by school identified deadlines. Failure to comply with the identified deadlines will result in the withholding of the student's diploma until all obligations are satisfied.

***We understand and accept the standards identified herein. By signing the master signature page, we agree to the above guidelines.***





La Cañada  
High School

*A National Blue Ribbon School*

Registration 2019

## ***Skateboard & Wheeled Devices Policy***



*Skateboards*



*Hoverboards*



*Wheeled Skate*

SKATEBOARDS AND OTHER WHEELED DEVICES ARE NOT ALLOWED  
TO BE RIDDEN ON CAMPUS **AT ANY TIME** and are subject to the following:

**First Offense** – Skateboard/Wheeled Devices (At any time on Campus) will be confiscated by staff member if seen or used without authorization during instructional time. The parent or guardian may pick up the confiscated item(s) from the 7/8 or the 9/12 Administrative Office at the end of the school day (after 3:15 p.m., no exceptions).

**Second Offense** – Skateboard/Wheeled Devices (At any time on Campus) will be confiscated by staff member if seen or used without authorization during instructional time. The parent or guardian may pick up the confiscated item(s) from the 7/8 or the 9/12 Administrative Office at the end of the school day (after 3:15 p.m., no exceptions). Students will be assigned Community Service, Detention or Saturday School for defiance of school rules on the second offense.

**Third Offense** – – Skateboard/Wheeled Devices (At any time on Campus) will be confiscated by staff member if seen or used without authorization during instructional time. The parent or guardian may pick up the confiscated item(s) from the 7/8 or the 9/12 Administrative Office at the end of the school day (after 3:15 p.m., no exceptions). At the 3<sup>rd</sup> offense and thereafter, further consequences will be determined by the administration.

**Note:** *Skateboards and other wheeled devices at school are the sole responsibility of the owner and are brought to school at the student's/owner's own risk. School resources will not be used to investigate lost or stolen items. Students are encouraged to leave items of value at home.*



# La Cañada High School

*A National Blue Ribbon School*

## Registration 2019-20

### **Discipline Policy**

LCHS is a community of learners dedicated to kindness towards others and excellence in education. In order to maintain our positive and productive community, all students are expected to behave in an appropriate manner. Behavior which detracts from these standards will result in disciplinary action appropriate to the offense.

- A. Students are expected to carry their student ID or digital copy of student ID with them at all times while on campus or any LCHS-sponsored event.
- B. Students who leave school grounds without an Attendance Office "Permit To Leave School Grounds" slip *(even if the parent has called the absence in advance)* are considered truant and subject to disciplinary action that could include detention, Community Service, Saturday School or suspension.
- C. Students will be subject to discipline for violating the following school and District rules and regulations. Students may not do the following:
  - 1. Ride any motor vehicle or bicycle, skateboard, hoverboard, in the pedestrian areas of the campus or use any motor vehicle, moped, or bicycle, skateboard, scooters or other wheeled devices in an unsafe manner.
  - 2. Be in Hahamonga Watershed Park/Oak Grove Park, on the horse trails, Hahamonga Watershed Park/Oak Grove Park parking lot, school parking lots, or cage during the school day. These areas are off limits during the school day.
  - 3. Set fires or take any other action that endangers safety and security of the campus and/or other persons.
  - 4. Wander or loiter in hallways, parking areas, or on the campus during regular periods. When not in a scheduled class, students are to be in the library or resource center (IRC) during class hours.
  - 5. Litter on campus, or possess food in NO FOOD OR DRINK AREAS.
  - 6. Fail to comply with the District Technology Use Contract, Academic Honesty Policy, and/or LCHS Activities and Dance Contract.
- E. CITIZENSHIP REQUIREMENT: The Governing Board of the La Canada Unified School District requires that students show appropriate citizenship to graduate from La Canada High School and participate in activities. Students must possess a 2.5 cumulative and senior year citizenship grade point average of at least 2.5. The citizenship grade point average is based on a grading system of 4 points for an "O" (Outstanding); 3 points for an "S" (Satisfactory); 2 points for an "N" (Needs Improvement); and zero points for a "U" (Unsatisfactory). Advance notice will be given to any senior not meeting this graduation requirement.
- F. Any student who is found to be in possession or under the influence of any controlled substance, including alcohol, at a school event will not be permitted to attend any similar events for the duration of the school year.
- G. NO GO LIST: Any student who is formally suspended from school may be placed on the activity "No Go" list, whereby the student is precluded from participating in school-sponsored activities for a minimum length of



one month. Placement and length of time, will be determined by the administration. A six-week suspension from extracurricular and co-curricular activities may also be imposed.

- H. Restorative Justice supports such as attendance at anger management meetings with parents, counseling for drugs/alcohol use or other positive behavior intervention may be enforced.
- H. Suspension and a recommendation to expel will imposed on students pursuant to the Education Code and District Board Policy.

It is important that parents and students understand that **District policy and Education Code mandate that a Principal recommend expulsion of any student who**

1. causes serious injury to another person;
2. possesses a knife, explosive, or other dangerous object;
3. brandishes a knife at another person;
4. Possesses or sells or furnishes controlled substances;
5. commits robbery or extortion;
6. commits an assault or battery upon any school employee;
7. possesses, sells, or otherwise furnishes a firearm;.
8. commits or attempts to commit sexual assault and/or battery

Additionally, the school reminds parents that any illegal act by a student makes the student subject to arrest by the Sheriff's Department. A sheriff/police investigation is distinct from the school's investigation although both parties may work in conjunction with one another.

A. Students may be suspended or expelled for the following acts:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Willfully using force or violence upon the person of another, except in self-defense.
3. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessing, using, selling, or otherwise furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offering, arranging, or negotiating to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committing or attempting to commit robbery or extortion.
7. Causing or attempting to cause damage to school property or private property.  
(Student(s) are responsible for reimbursement.)
8. Stealing or attempting to steal school property or private property.  
(Student(s) are responsible for reimbursement.)

9. Possessing or using tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and vapes. However, this section does not prohibit use or possession by a pupil of his/her own prescription products. (ALL MEDICATION, PRESCRIPTION OR OVER THE COUNTER MEDICATIONS, MUST BE KEPT IN THE HEALTH OFFICE WITH LCUSD REQUIRED PAPERWORK.)
10. Committing an obscene act or engaging in habitual profanity or vulgarity.
11. Unlawfully possessing, or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupting school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly receiving stolen school property or private property.
14. Possessing an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committing or attempting to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
16. Harassing, threatening, or intimidating a pupil who is complaining witness of witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or both.
17. Unlawfully offering, arranging, negotiating to sell, or selling the prescription drug Soma.
18. Engaging in, or attempting to engage in hazing.
19. Engaging in an act of bullying, including, but not limited to, cyberbullying.
20. Aiding or abetting in the infliction or attempted infliction of physical injury to another person.
21. Committing sexual harassment.
22. Causing, attempting to cause, threatening to cause or participating in an act of hate violence.
23. Engaging in harassment, threats, or intimidation against school personnel or pupils.
24. Making terroristic threats.





# La Cañada High School

*A National Blue Ribbon School*

## ***Off Campus Food and Drink Delivery Policy, 2019-20***



**Objectives:** The LCHS Off Campus Food and Drink Delivery Policy has three objectives:

- To restrict off campus food and drink delivery to the LCHS designated lunch period.
- To restrict students from accessing food and drink delivery during non-lunch, instructional periods, including Break and passing periods.
- To implement the recommendations of the LCUSD Governing Board Safety and Security Task Force, LCHS Discipline Committee, and the LCHS Faculty by limiting the number of food and drink delivery drivers and non-LCUSD employees from coming on to campus and interacting with LCHS students during the instructional day.

**Rationale:** The restrictions in this policy are based upon the following rationale:

- Online food and drink ordering and delivery services disrupt student learning when students leave class during instructional time to order and/or to pick up food and drinks delivered by online food ordering and delivery services.
- Online food and drink ordering and delivery services bring to campus large numbers of delivery drivers who interact with students outside the designated supervision of LCHS administration and staff.
- Online food and drink ordering and delivery services disrupt the work of LCHS staff as delivery drivers enter offices and classrooms without authorization to deliver ordered items.

**Definitions:**

- Off campus food and drink delivery services are defined for the purposes of this policy as those services that offer online food and drink ordering and delivery which allows students/customers to order from any food and drink establishment.
- This policy restricts students bringing to the LCHS campus food and drink delivered by online ordering and delivery services such as GrubHub, UberEats, Postmates and other online food and drink ordering and delivery services.



# La Cañada High School

*A National Blue Ribbon School*

- Parents and Guardians wishing to drop off lunches are strongly requested to do so during the designated lunch period.

## **Implementation:**

- Food and or drink orders and pickups are only acceptable during designated lunch hours for 9-12.
- The location for food and drink drop offs is on the metal rack located in front of the school.
- The metal racks are not monitored and the person placing the order assumes all risks. The school will not provide refunds to any deliveries found to be missing or otherwise damaged.
- When placing orders it is necessary to state the delivery must be made to the metal racks at the front of the school and left in the designated area with appropriate name clearly placed on the order.
- Understanding that parents and guardians may wish to drop off lunch for their student(s), these drop offs are requested to occur during the students' designated lunch period and not during instructional time. The location for food and drink drop offs is on the metal rack located in front of the school. This is a non-supervised location and food and drinks that are dropped off are not secured.
- Understanding that parents and guardians may choose to drop off food and drinks to their student(s) outside the designated lunch period, these food items may not be picked up until the designated lunch period.
- Any student found leaving class to order and or pick up food or drink deliveries will face discipline consequences:
  - **First Offense** – The ordered items will be confiscated and the student will serve 1 hour of after school detention as assigned.
  - **Second Offense** – The ordered items will be confiscated, 1 hour After School Detention assigned. Parent/Guardian notification will be made by the discipline office, and the student will be required to perform 3 hours school community service by the indicated date.
  - **Third Offense** – The ordered items will be confiscated, 2 hours of after school detention assigned. Parent/Guardian notification will be made by the discipline office, and the student will be required to perform 6 hours school community service by the indicated date.
  - **Fourth Offense** - The ordered items will be confiscated, Saturday School will be assigned. Parent/Guardian notification will be made by the discipline office, and the student will be required to perform 6 hours school community service by the indicated date.
- The school is not responsible for any lost/theft of any item delivered to the school. Use these services at your own discretion.





# La Cañada High School

*A National Blue Ribbon School*

Registration 2019

## **Attendance Policies**

### **IMPORTANCE OF ATTENDANCE**

LCHS believes regular attendance is vital to a student's success in school. There is a strong correlation between student achievement and attendance. The student's job is not merely to acquire knowledge for him/herself, but to contribute to the learning community by sharing ideas, perspectives and values with others. Poor attendance prevents the student from being an active member of the learning process.

Absenteeism is a new measure by the state and federal government of school accountability. Districts and schools are required to report absentee rates and this measure will be one used to evaluate the quality of education provided across the state. Students who miss more than 10% of days enrolled for *any* reason are considered chronic absentees.

The school district loses state funding for every student absence, regardless of the reason for it. The district receives almost \$50.00 from the state each day a student is in school. A student who attends school every day represents about \$9,100 annually to educate that student. Any loss of attendance directly affects the district's operating funds.

### **PARENTS' RESPONSIBILITIES**

It is the parent or legal guardian's responsibility to verify their child's attendance regardless of the reason. This needs to be communicated with the attendance office on the day of an absence or tardy or **within 24 hours**.

**Parents or guardians must call the Attendance Office at**

**Grades 7/8 (818) 952-4236**

**Grades 9-12 (818) 952-4237**

**or provide a note explaining the reason for the absence or tardy.**

When you call the Attendance Office, you will hear a recorded message. Upon completion of the recording, please provide the following information:

1. Student's legal name (spell), grade, and student ID number
2. Your name
3. Your relationship to the student
4. Date of and reason for the absence

**Note:** A parent/guardian call or the provision of a note will not automatically excuse an absence. It verifies the student's whereabouts. An absence is considered excused based on Ed Code.



There are 182 days of school in a year. There are 183 non-school days. Parents and students should do their very best to schedule appointments and take vacations on non-school days or after school hours.

If the parent or legal guardian is not available (e.g., out of town, hospitalized), the parent must identify, in writing, who is authorized to act on his/her behalf as temporary guardian for verifying attendance and making major medical decisions in emergencies while the parent is unavailable. Family members or friends listed on the emergency school contacts are *not* authorized to verify absences.

Parents are strongly encouraged to monitor their child's attendance on a regular basis in the parent portal of Aeries found at <https://abi.lcusd.net/parentportal>. This is the same portal used for data confirmation prior to the start of the school year. If you have trouble logging in you can get help from the technology department at [portalhelp@lcusd.net](mailto:portalhelp@lcusd.net) or contact Laura Hicklin in the LCHS administrative offices.

- Unverified Absences will be coded with the letter **A**
- Unverified Tardies will be coded with the letter **T**

Please look frequently at the Aeries portal to ensure that the student's absences have been properly cleared. There is a section for attendance.

### **MEDICAL VERIFICATION**

When a student has had five absences in a semester, not necessarily consecutive, for verified illness by a parent, guardian OR the student (if 18 years old or older), any further absences for illness must be verified by a physician pursuant to Administrative Regulation 5113. If it is determined that a student has a chronic health condition, the "Chronic Illness Verification Form" requested from your student's counselor shall be completed by the treating physician listing the diagnosis and symptoms that may or may not require another doctor's visit, but would require the student to remain home from school.

### **STUDENT BECOMES ILL DURING SCHOOL DAY**

If a student becomes ill during the school day, **he/she must report to the Health Office**. The Health Clerk will contact the student's parent who will determine if the student should leave campus. The student will receive a "Permit to Leave School Grounds" slip if the student is to leave campus due to this illness. ***Students may not leave for illness during the school day without first obtaining a "Permit to Leave School Grounds" from the Health Office.***

### **LEAVING DURING THE SCHOOL DAY FOR OTHER REASONS**

If a student must leave campus during the school day for any reason, the student needs to bring a written note IN ADVANCE to the Attendance Office prior to the start of the school day. The note should include:

1. Student's legal name (no nicknames, please), grade, and student ID number
2. Date and time student needs to leave campus
3. Reason for leaving campus
4. Whether student will return to school that day
5. Parent's name, signature and best phone number

The student must pick up a "Permit to Leave School Grounds" slip at break time. **ALL STUDENTS MUST CHECK-OUT WITH THE ATTENDANCE OFFICE PRIOR TO LEAVING CAMPUS (NOT DURING CLASS TIME) AND HAVE THE PERMIT TO LEAVE SCHOOL GROUNDS SLIP IN THEIR POSSESSION.** Any



student who leaves campus without checking out appropriately for any reason will be considered unexcused. Students are required to return the "Permit to Leave School Grounds" slip, signed by a parent, doctor or dentist, to the Attendance Office upon their return to campus.

In order to minimize classroom disruptions, the Attendance Office does not send reminders to students in the classroom. If a reason to leave campus surfaces after a student is already at school, please call the Attendance Office (Grades 7/8 at 818 952-4236 and Grades 9-12 at 818 952-4237). A "Permit to Leave School Grounds" slip will be prepared and the student may retrieve it from the Attendance Office when leaving campus. Parents should confirm the student has obtained "Permit to Leave School Grounds" slip before leaving the campus.

### **EXCUSED ABSENCES and TARDIES**

There are only nine types of excused absences as defined by California Ed Code Section 48205.

1. Illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic services
4. Funeral service of the student's immediate family
5. Jury duty
6. Illness or medical appointment during school hours of a child of whom the student is the custodial parent.
7. When requested *in writing by a parent AND approved by an administrator*, personal reasons such as appearance in court, funeral service, holiday or ceremony of student's religion or attendance at an employment conference can be considered.
8. Serving as a member of a precinct board pursuant to Section 12303 of the Elections Code.
9. Spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services—duration up to the discretion of the district superintendent.

### **SCHOOL ACTIVITIES**

School activities during the day such as field trips, student assemblies or tardies verified by another teacher are considered a non-absence.

### **COLLEGE VISITS**

La Cañada High School allows up to six days per school year to be excused for college visits. Parents must complete the "College/University Visit Form" found on the LCHS website and provide written documentation from the college or university of the student's visit (e.g., tour schedule, hotel/airline receipts, brochure, agenda). These absences are included toward the total absences accrued each semester.

### **EXAMPLES OF UNEXCUSED ABSENCES and TARDIES**

Suspensions	Sleeping In
Family Vacations	Coachella
"Ditch Days"	Studying for Tests

The list of different kinds of absence codings and explanations are found on [page 7](#).

### **MAKE-UP WORK**

An absence does not excuse a student from class work, tests or homework. If a student's absence is excused by the Ed Code Section 48205 listed above, he/she shall be allowed to complete any missed



assignment or test that can be reasonably given, as determined by the teacher of the class. Students are allowed one day more than the number of days absent to complete work missed due to an excused absence. Failure to complete the make-up work within this time frame may result in a failing grade or zero on the assigned work. Students who are absent without written, verified and justifiable personal reasons or students who have returned to school without a note need not be given the opportunity to complete coursework, homework or tests missed. In the interest of supporting students academically, teachers should give them such opportunities for any excused absence. Codes which represent excused absences are: C, D, F, H, I, L, N, V, W, X and Z. A student's grades may be affected by unexcused absences in accordance with Governing Board policy. (Board Policy and Administrative Regulation 5113)

### **REQUIRED ATTENDANCE for STUDENT ATHLETES and OTHER EXTRA-CURRICULAR STUDENT ACTIVITIES**

All students participating in school-sponsored activities after the school day (practice or participation in a game, rehearsal, performance or activity) **MUST** attend at least three classes on the day of the activity or event. If the activity or event is on a block schedule day, the student must attend two classes, not including STEP and homeroom. This policy applies to athletes, Pep Squad, Band, Orchestra, Choir, Drama and ASB. If a student violates this policy, she/he will be removed from and not allowed to participate in the game/event. If a violation is discovered after the game/event, the student will not be permitted to participate in the following game/event and receive disciplinary consequences. Requests for exceptions must be made in advance to the administrator overseeing attendance.

### **ABSENCE LIMITS**

All school absences have a negative impact on learning. Early identification of poor attendance by parents and school staff leads to greater student success. This attendance plan is in place to promote positive attendance.

**There are serious consequences  
for ANY student who accumulates nine or more absences  
in any one class period for any reason within one semester.**

1. Parents will be notified by the auto dialer or by email of **each student absence**. Please verify all absences with the Attendance Office within 24 hours.
2. A student who is absent three days without a valid excuse for more than 30 minutes in one school year is considered truant and shall be reported to the attendance administrator according to California law. (Education Code § 48205 and 48260[a]). An administrator will notify the parent as an early intervention to correct the behavior.
3. Upon the **fourth absence** of any kind in one semester, an administrator will notify the parent or guardian by email, telephone or letter.
4. Upon the **fifth or sixth absence** or sooner at teacher discretion, the teacher is encouraged to contact parents.
5. Upon the **sixth to eighth absence** from the same class period in one semester, in addition to parent notification, the administrator and/or counselor may contact or meet with the student and parent to discuss the circumstances of the absences. Together, they will diagnose issues and determine appropriate ways attendance can be improved. Saturday School, Detention and other consequences may be reviewed and assigned.
6. If the problem continues and a student accumulates **nine absences** in one class period within one semester, in addition to the actions listed in #5, the student's name may be added to the activity



"No Go" list where privileges will be lost. The student may not be permitted to participate in school activities, dances, field trips, graduation ceremonies, etc. In addition, if the student has a parking permit or Off Campus Lunch Permit, the permits may be revoked.

7. **More than nine absences** More than nine absences in one class period within one semester is considered excessive. Students accumulated more than nine absences may be referred to a Student Study Team (SST) or Student Attendance Review Team (SART) meeting. An Attendance Contract may be initiated and other consequences may be issued.
8. **Nine or more full day absences for ANY reason** within one semester is considered a "chronic absentee." Students who accumulate nine or more full day absences may be referred to a School Attendance Review Board (SARB). Through SARB, the student, parent, assistant principal, community resource officer, a probation officer and a deputy district attorney will determine appropriate action to remediate the student's attendance. The student may be placed on a SARB contract. Other consequences described above may also be imposed.

### **TARDIES**

A student is considered tardy if he/she is not in their assigned class when the bell rings. Tardies are determined as excused or unexcused under Education Code section 48205. Parents are expected to write a note verifying a tardy.

#### Less than 30 Minutes

If a student is tardy LESS than 30 minutes to any class period, he/she should report directly to class to avoid missing additional time. The parent verification tardy note should be shown to the teacher and taken to the Attendance Office by the student at break, lunch or after school for the tardy to be officially verified.

#### More than 30 Minutes

If a student is tardy MORE than 30 minutes to any class period, she/he should report with the parent verification note to the Attendance Office for a "Late Pass." The Attendance Office will mark the tardy and provide the student with an "Admit Pass" to be provided to the student's teacher.

The parent is encouraged to monitor their child's attendance in the parent portal of Aeries. The classroom teacher is encouraged to contact the parent via email or telephone when a student accumulates **three tardies** in one quarter. The **unexcused tardy** will result in a "U" grade in Citizenship in the quarter. At the end of each semester, any student with **eight or more unexcused tardies** in any one class period **will receive a "U"** in Citizenship for the semester and Saturday School Detention may be assigned.

Additionally, every **three unexcused tardies in one semester equals one absence** which is included in the total number of absences accrued. Unexcused early leaves more than 30 minutes also count in the accumulation of absences.

**Please see the ATTENDANCE CODES on page 7  
for more information on the different kinds of absences/tardies and their impact**

### **CONSEQUENCES for POOR ATTENDANCE OR PUNCTUALITY**

The following consequences may be used to improve attendance.



- Detention
- Saturday School
- Parent Conference
- Community Service
- Loss of the privilege of a Parking Permit
- Loss of the privilege of an Off Campus Lunch Permit
- Student Study Team (SST)/Student Attendance Review Team (SART)/Student Attendance Review Board (SARB)

#### **CONSEQUENCES AVAILABLE FOR "U" GRADES IN CITIZENSHIP per QUARTER/SEMESTER, AND CITIZENSHIP GPA OF 2.5 OR LOWER**

- Loss of field trip and student activity privileges
- Loss of Parking Permit privilege
- Loss of eligibility to APPLY for a Parking Permit in the 2018-2019 school year. (June 2018 citizenship grades will be used to determine eligibility in the 2018-2019 school year.)
- Loss of athletic eligibility per California Interscholastic Federation (CIF) regulations and Board Policy
  - Probation = lower than 2.5 citizenship GPA with no more than 1 U
  - Ineligible = two 'U's or a probationary student still below 2.5 for second consecutive marking period (Quarter grades)
- On probation or ineligible for participation in extracurricular and co-curricular activities such as performances and activities.

#### **HOW OVERALL CITIZENSHIP IS CALCULATED**

Citizenship grade point average (GPA) is calculated in a manner similar to academic GPA. Each letter is converted to a numeric value as defined below.

**O = 4**

**S = 3**

**N = 2**

**U = 0**

Add the values assigned to each citizenship grade and divide by number of courses assigning a citizenship grade each quarter/semester. Citizenship grades assigned in STEP are included in the citizenship GPA.

#### **OFF CAMPUS LUNCH PRIVILEGES**

La Cañada High School is a closed campus. However, the Governing Board, pursuant to Ed Code Section 44808.5, allows students to apply for a permit to leave school grounds during the 30-minute lunch period ONLY with parent permission. Parents must sign the "Off Campus Lunch Permit Application" found on the registration page linked here. Parents are encouraged to give this privilege serious consideration to ensure the child is responsible enough to handle her/his time wisely. Some parents save this privilege for the senior year. The Education Code states, "Neither the school district nor any officer or any employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil left the school ground pursuant to this section." Students who have parent permission to leave campus during lunch will have such privilege designated on their ASB/ID card. Students who leave campus without permission are subject to disciplinary action, including suspension. **Students returning late from lunch four or more**



times may have their lunch and/or parking privileges revoked. Off Campus Lunch Permits relate to the lunch period ONLY. Students in possession of an Off Campus Lunch Permit are not permitted to leave campus during break or any other time.

### Understanding ABSENCE AND TARDY CODES in Aeries Parent Portal

- ☐ ... Tardy Codes
- ☐ ... Codes Marked by Teacher
- ☐ ... All Other Codes Marked and Verified by Attendance Office

CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
<b>A</b> (Marked by Teacher)	<b>Absence Not Yet Verified</b> <i>Used by teachers to indicate student was absent, reason TBD.</i>	Unverified	Unexcused	YES
<b>B</b>	<b>Unexcused Tardy MORE than 30 Minutes</b> <i>Student must check in with Attendance Office and is then sent to class. Student does not present a valid excuse. Tardy counts towards truancy accumulation.</i>	Unverified or Verified	Unexcused	3 = Absence YES
<b>C</b>	<b>College Visit</b> <i>College/University Visit Form must be completed and documentation provided upon return. Up to six days per school year will be excused. Days absent count in accumulation.</i>	Verified	Max 6 Excused	YES
<b>E</b>	<b>Independent Study Contract Completed</b> <i>Work completed and contract submitted immediately upon return.</i>	Verified	Excused	NO
<b>F</b>	<b>Field Trip</b>	Verified	Excused	NO
<b>H</b>	<b>Home Instruction</b> <i>Teacher assigned by administrator to provide instruction in home setting.</i>	Verified	Excused	NO
<b>I</b>	<b>Illness or Medical Appointment</b> <i>If appointment is during school day, the Permit to Leave School Grounds slip needs to be signed and returned to Attendance Office.</i>	Verified	Excused	YES
CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
<b>L</b>	<b>Excused Tardy</b>	Verified	Excused	NO



	<i>When student is tardy for reason identified in EC 48205(a), for any length of time, the student must take note to Attendance Office.</i>			
<b>N</b>	<b>In-school Suspension</b> <i>Assigned for disciplinary reasons, parents are notified. Student responsible for make-up work.</i>	Verified	Excused	NO
<b>O</b>	<b>Unexcused Check-out MORE than 30 Minutes</b> <i>Student must check out with Attendance Office. If student misses more than 30 minutes before the end of the school day without a valid excuse it counts towards truancy accumulation.</i>	Verified	Unexcused	NO
<b>S</b>	<b>Suspension</b> <i>Assigned for disciplinary reasons, parents are notified. Make up work at discretion of teacher.</i>	Verified	Unexcused (Not in Truancy Count)	YES
<b>T</b> (Marked by Teacher)	<b>Tardy LESS than 30 Minutes Not Yet Verified</b> <i>Used by teachers to indicate student was tardy. Student reports directly to class. Student takes parent note to Attendance Office at break, lunch or after school.</i>	Unverified	Unexcused	3 = Absence YES
<b>U</b>	<b>Parent Explanation for absence is NOT included in EC 48205</b> <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
<b>V</b>	<b>School Activity</b> <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
<b>U</b>	<b>Parent Explanation for absence is NOT included in EC 48205</b> <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
<b>V</b>	<b>School Activity</b> <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
<b>W</b>	<b>Administrator Approval for Personal Reasons</b> <i>Must be requested in writing in advance. Based on 48260(c), "discretion of school administrators &amp; facts of pupil's circumstances" such as court appearance, funeral, religious holiday or ceremony</i>	Verified	Excused	YES
<b>X</b>	<b>Excused Absence</b> <i>All reasons identified in EC 48205(a) (except illness, medical, admin approval or college visit)</i>	Verified	Excused	YES
<b>Y</b>	<b>Unexcused Tardy LESS than 30 Minutes</b> <i>Student reports directly to class. Student takes note to Attendance Office at break, lunch or after school.</i>	Verified	Unexcused	3 = Absence YES



<b>Z</b>	<b>State Emergency</b> <i>Only used at the direction of an administrator with state authorization.</i>	Verified	Excused	NO
----------	--	----------	---------	----

## FREQUENTLY USED ATTENDANCE TERMS

**Average Daily Attendance (ADA):** This is commonly understood as the percentage of pupils who typically attend class each day, calculated by dividing the number of pupils present by the total number of enrolled pupils. However, in California, ADA also refers to the formula used to determine how much funding a school district should receive from the state. In this case, total ADA is defined as the total days of student attendance divided by the total days of instruction during which the student is enrolled.

**Excused Absence:** There are nine types of excused absences under Education Code section 48025. Parents must verify student absences and the school will determine whether to classify the absence as excused or unexcused. Illness may also be verified by a public school nurse, physician, or other qualified school employee.

**Chronic Absentee:** A student absent for any reason on 10% or more of the school days. Unlike truancy, this measure includes ALL absences – including excused absences – and assumes excessive absence impedes learning. (EC § 60901[c][1])

**Truant:** Any pupil who is absent from school without a valid excuse as defined by the Education Code for three complete days, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (EC § 48260[a])

**Habitual Truant:** A pupil is deemed to be an habitual truant if he or she is reported as a truant three or more times in a school year provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (EC §§ 48262, 48264.5)

**Chronic Truant:** Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, provided that the district has complied with Education Code sections 48260, 48260.5, 48261, 48262, 48263, 48291, and EC Section 48263.6.



La Cañada  
High School

Mr. James G. Cartnal, *Principal, 9-12*  
Dr. Jarrett G. Gold, *Principal, 7/8*  
Ms. Kristina E. Kalb, *Assistant Principal*  
Mr. Jason S. Ito, *Assistant Principal*

## Drug and Alcohol Prevention

Our city's Community Prevention Council, headed by Will Moffitt, has created a video called "What Every Parent Needs to Know about Drugs and Alcohol." We encourage our LCHS parents and guardians to view this video:

**View on YouTube: <https://goo.gl/MPJokC>**

On the CPC website (LCFCPC.com) you'll also find a host of other resources that focus on education surrounding drug and alcohol prevention to support your awareness of this subject as it impacts our LCHS youth. Social, emotional, physical health and wellness for our students is a local priority for LCUSD and we hope you will actively join us in our efforts to education and inform our community on this important topic.





# La Cañada High School

*A National Blue Ribbon School*

## **Activities/Events Contract**

In order to promote a healthy, safe, enjoyable event for all students, the following procedures will be in place for LCHS activities/events. All parents and students must read, understand, and agree to this contract. LCHS encourages families to discuss these rules with their students. This is a contract for students who are currently attending LCHS grades 9-12. This contract is intended to cover all LCHS sponsored school activities, dances, and events including, but not limited to, all LCHS ASB sponsored and extracurricular activities, such as, but not limited to Homecoming, Winter Formal, Backwards, Prom, assemblies, cafeteria dances, talent shows, class events (e.g., Senior Trip), and related setups, planning, organization, and cleanup sessions on or off campus.

STUDENTS SHALL REMAIN TOBACCO, DRUG, AND ALCOHOL FREE AT ALL SCHOOL EVENTS. STUDENTS ACKNOWLEDGE THAT FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN INELIGIBILITY FOR ALL CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES, INCLUDING BUT NOT LIMITED TO, ATHLETICS, ACTIVITIES, PERFORMANCES, DANCES, EXTRACURRICULAR CLASS EVENTS (E.G., COMPETITIONS, FIELD TRIPS), GRADUATION CEREMONY, AS WELL AS SUSPENSION AND POSSIBLE EXPULSION. IF ANY STUDENT ACTION IS DEEMED UNRULY AND/OR DOES NOT ADHERE TO THE SCHOOL'S BEHAVIOR RULES OR THIS CONTRACT, THE STUDENT MAY FORFEIT HIS/HER PRIVILEGE TO PARTICIPATE IN FUTURE ACTIVITIES/EVENTS AT THE DISCRETION OF THE ADMINISTRATION.

Students understand that all school rules apply during extracurricular and co-curricular activities and school-related events whether on or off campus. Students agree to abide by the rules set forth in this contract, and other school rules and policies including, but not limited to, school dress code and behavior rules applicable to the specific event, activity, and/or trip.

### **Section 1: Co-curricular and Extracurricular Activities**

1. Students are expected to carry their student ID or digital copy of ID with them at all times while on campus or any LCHS-sponsored event.
2. Students who are involved in co-curricular and extracurricular activities, whether participants or fans, such as sporting events, music and theater presentations, ASB events, club activities, etc. must be in good standing with attendance and discipline record (as determined by the Assistant Principal) in order to participate. Students must also be academically eligible with a 2.0 (or "C") on a 4.0 scale and not have more than one "F" on the previous report period.
3. All students may be checked/searched for illegal, unauthorized controlled substances prior to entry to the activity, boarding the bus or entering any event area. Security, the Principal, and/or the Administrative Designee may conduct searches on any person wishing to enter the event/dance/activity. Any person who refuses to comply with a check/search may be denied entry.
4. ANY vehicle parked, loading, or unloading on the LCHS campus or at an LCHS event may be searched. Event



attendees will be held responsible and given consequences for any unauthorized object or for any illegal substance found in the vehicle. All passengers of a vehicle that has been found with unauthorized or illegal substances will be denied entry to the school event and will not receive a refund.

5. Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which MAY include breathalyzer test. Refusal to submit to such a test may result in denied entry to the event and additional consequences.
6. Trading and/or selling of tickets to school events is prohibited. Tickets are non-transferable and non-refundable.
7. All LCHS students must present their current LCHS student ID card at the time of ticket purchase and at the door of all events. No other form of ID will be accepted for LCHS student entry into the activity or dance. Only current LCHS students will be admitted to the activity or dance unless a completed Guest Permit for the specific event is approved and on file. Guests must present their photo I.D. (i.e., school I.D., California I.D., or driver's license) to enter the event.
8. Students removed or denied entry will not be given refunds.
9. We encourage parents to pick up their student(s) within 30 minutes of the end of the event/activity.
10. Dancing Guidelines (applies on and off the dance floor): Lewd and provocative dancing will result in a student being asked to leave the event and will make him or her ineligible to attend all future dances for the remainder of the school year. Parents will be notified of their student's removal.
11. All students attending any activity are expected to follow the general dress code. In addition, additional dress code may be enforced depending on the nature of the activity.

Once students are admitted into the activity or dance, if a student alters his/her attire in a manner inconsistent with the specified dress code standards, the student will be removed from the activity or dance, his/her parent(s)/guardians will be notified to pick up their child, and the student will not be permitted to attend any remaining activities and dances for the remainder of the school year.

Students who violate the terms of this contract are subject to

- suspension from school,
- placement on the No-Go list for a minimum of one month
- possible 6-week suspension from athletics, extracurricular and/or co-curricular practices, games and performances
- loss of privileges to participate in all LCHS ASB sponsored, PTSA sponsored and extracurricular activities and related setups, planning, organization, and cleanup sessions.

There is a risk when participating in any LCHS activity. Students and parents/guardians must assess and assume the risks involved in such participation and make their choice to participate in spite of those risks. NO amount of instruction, precaution, or supervision will eliminate all risks of injury. Students and parents may also be asked to sign additional documents if deemed necessary for specific activities and/or events.

**By granting permission to your son/daughter to participate in LCHS activities the parent or guardian understands and acknowledges that playing or participating in such activity can be dangerous and/or, hazardous to a student's health, and may involve risk of serious and/or permanent injury.**



# **La Canada USD**

## **Board Policy**

### **Discipline**

**BP 5144**

#### **Students**

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Board believes in rules that are effective in maintaining safety and order on campus and in correcting student misbehavior without unnecessarily excluding students from school or participation in instruction.

The district shall adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehavior, communicating clear, appropriate and consistent expectations and consequences for student conduct; and ensuring equity and continued improvement in the implementation of district policies and practices. Positive interventions and alternative disciplinary measures shall be preferred over exclusionary discipline measures as a means for correcting student misbehavior. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The administrative staff at each school shall develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules as described in the comprehensive safety plan, for consistency with Board policy and state law. Pursuant to Education Code 32282 and 35291.5 any adopted site-level discipline rules must be included in the comprehensive safety plan.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.



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

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

In order to maintain safe and orderly environments, the Board shall give employees all reasonable support with respect to student discipline. If a disciplinary strategy is ineffective, another strategy shall be employed. As permitted by law, continually disruptive students may be assigned to alternative programs or removed from school.

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131 - Conduct)

(cf. 5142 - Safety)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.5 - Student Study Teams)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5145.7 - Sexual harassment)

(cf. 4131/4331 - Staff Development)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 5020 - Parent Rights and Responsibilities)

#### Legal Reference:

#### EDUCATION CODE

32280-32288 School safety plans

35146 Closed sessions

35291 Rules

35291.5 School-adopted discipline rules

35291.7 School-adopted discipline rules: additional employees

37223 Weekend classes

44807.5 Restriction from recess for disciplinary purposes

48900-48925 Suspension and expulsion

48980-48985 Notification of parents or guardians



49000-49001 Prohibition of corporal punishment  
49330-49334 Injurious objects  
52060-52077 Local control and accountability plan

#### CIVIL CODE

1714.1 Parental liability for child's misconduct

#### CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus  
353 Detention after school

#### Management Resources:

#### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

#### CDE PROGRAM ADVISORIES

1023.88 Corporal Punishment, CIL: 88/9-5  
1110.89 Physical Exercise as Corporal Punishment, CIL 89/9-3

#### STATE BOARD OF EDUCATION POLICIES

01-02 School Safety, Discipline, and Attendance, March 2001

#### WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>  
Public Counsel: <http://www.fixschooldiscipline.org>  
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

#### Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: January 16, 1996

revised: September 6, 2016 La Canada Flintridge, California

00354-00002/3302926.1

# **La Canada USD**

## **Administrative Regulation**

### **Discipline**

AR 5144

**Students**

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

Rules for student discipline shall be developed at each school site and filed with the district office. These rules shall be adopted jointly by a panel comprised, at a minimum, of the principal or designee and a representative selected by classroom teachers employed at the school. The views of administrators, teachers, security personnel, parents/guardians and secondary school students shall be obtained when the rules are developed. Site-level rules shall be consistent with law, Governing Board policy and district regulations (Education Code 35291.5). Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies 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.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability 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)

#### **Disciplinary Strategies**

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits 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:

1. Discussion or conference between school staff and the student and his/her parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel



for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a Student Study Team (SST) 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 his/her 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

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support plan 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

(cf. 5148.2 - Before/After School Programs)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
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

(cf. 6145 - Extracurricular/Curricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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)

(cf. 5125 - Student Records)

#### Recess Restriction

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

#### Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her after school transportation on account of being detained after school, the teacher, principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student



shall not be detained unless the teacher, principal or designee has notified the parent/guardian.

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

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

(cf. 6176 - Weekend/Saturday Classes)

#### Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during non-school 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, 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)

(cf. 5145.6 - Parental Notifications)

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

AdministrativeLA CANADA UNIFIED SCHOOL DISTRICT

approval: May 13, 2003

revised: September 6, 2016 La Canada Flintridge, California

00354-00002/3302902.1



## Conduct

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats;

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment;

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority;

5. Damage to or theft of property belonging to students, staff, or the district.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

Obscene acts or use of profane, vulgar, or abusive language;

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;



(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

f. 5131.63 - Steroids)

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose; (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time;

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests;

(cf. 5131.9 - Academic Honesty)

f. 6162.54 - Test Integrity/Test Preparation)

cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire;

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school;

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

13. Failure to remain on school premises in accordance with school rules.

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 45.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)



When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time consistent with student safety.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

3181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students



48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

#### CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

#### PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

#### VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

#### CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

#### UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

#### COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

New Jersey v. T.L.O., (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

#### Management Resources:

#### CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

/EB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

adopted: July 10, 2012 La Cañada Flintridge, California



## **Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. The district and its employees shall establish student safety as one of its highest priorities and shall not tolerate bullying of any student.

No student or group of students shall, through 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.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes 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.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

## **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)



The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

#### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

#### Discipline



Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

f. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007



CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

Adopted: July 10, 2012 La Cañada Flintridge, California



# **Education Code**

## **Education Code**

### **Discipline rules**

EC 35291

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

(Amended by Stats. 2002, Ch. 1032, Sec. 2.)

#### **References:**

Education Code 48980

Education Code 489



# Education Code

## Education Code

### Discipline rules

EC 35291.5

(a) On or before December 1, 1987, and at least every four years thereafter, each public school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups:

(1) Parents.

(2) Teachers.

(3) School administrators.

(4) School security personnel, if any.

(5) For junior high schools and high schools, pupils enrolled in the school.

Meetings for the development of the rules and procedures should be developed and held within the school's existing resources, during nonclassroom hours, and on normal school days.

The final version of the rules and procedures on school discipline with attendant regulations may be adopted by a panel comprised of the principal of the school, or his or her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section.

(b) The governing board of each school district may prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a).

(c) Each school may file a copy of its school discipline rules and procedures with the district superintendent of schools and governing board on or before January 1, 1988.

(d) The governing board may review, at an open meeting, the approved school discipline rules and procedures for consistency with governing board policy and state statutes.

(Amended by Stats. 2002, Ch. 1032, Sec. 3.)

BP 5131 Students



## Conduct

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. To maintain such an environment, students, parents/guardians, staff and the Board all must understand and fulfill their responsibilities related to student conduct.

### Student Responsibilities

The Board believes that it is important for students to understand that they have a choice to make regarding their actions and that appropriate conduct benefits both themselves and others. Students are encouraged to freely express their individuality as long as this expression does not infringe upon the rights of others or interfere with the instructional program. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, respectful towards their teachers, and courteous to other students, staff and volunteers. Students are expected to be punctual and regular in attendance and to remain on school premises in accordance with school rules. They are further expected to refrain from profane, vulgar or abusive language.

(cf. 5137 - Positive School Climate)

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.7 - Sexual Harassment)

Students shall receive regular instruction in district and school rules and regulations related to conduct. Students who violate these rules and regulations may be subject to discipline, suspension, exclusion, expulsion or transfer to alternative programs.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6184 - Continuation Education)

### Parent/Guardian Responsibilities

Parents/guardians are expected to comply with laws governing the conduct and education of their children and to cooperate with school authorities regarding their children's behavior.

California law holds parents/guardians liable for any willful student misconduct which results in the death or injury of any student or persons employed by or volunteering for the district. Parents/guardians are also liable for any defacement, injury or loss of property belonging to the district or to a school employee. (Education Code 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)



## District Responsibilities

The school principal shall establish and enforce school rules that conform with district procedures and that foster safety and good citizenship. He/she shall ensure that students are informed of these rules when they enroll and at the beginning of each school year.

Teachers shall establish and enforce classroom rules that facilitate safety and effective learning. They shall cooperate with other certificated staff in enforcing general school rules and helping students to understand the benefits of choosing behaviors that show respect for other people and property.

## Adoption of School Rules and Procedures Related to Student Discipline

At least every four years each school shall adopt rules and procedures on student discipline applicable to the school and consistent with State statutes and District policies. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one or more representatives selected by each of the following groups:

1. Parents
2. Teachers
3. School Administrators
4. School security personnel, or any
5. Students at grades 7-12

Meetings for the development of the rules and procedures should be held at the school site during nonclassroom hours, and on normal schooldays.

The final version of the rules and procedures on school discipline with attendant regulations shall be adopted by a panel comprised of the Principal or his/her designee, and a representative selected by classroom teachers employed at the school. Each year each Principal shall file a copy of the rules and procedures with the Superintendent.

(cf. 5131.1 - Bus Conduct)

(cf. 5142 - Safety)

Legal Reference:

## EDUCATION CODE

35181 Governing board policy on responsibilities of students

35291 Rules

35291.5 Rules and procedures on school discipline

44807 Duty concerning conduct of students



48900-48925 Suspension or expulsion

48908 Duties of pupils

48980-48981 Notification of parent or guardian

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

2000h-2 et seq. Title IX, 1972 Education Act Amendments

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: January 16, 1996 La Canada Flintridge, California



### **13. Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

In response to an incidence of a hate crime, school personnel shall conduct an investigation and an interview. Personnel shall then contact the Sheriff's Department and complete the district mandated forms to notify the Superintendent's office according to BP 5145.9.

# **La Canada USD**

## **Board Policy**

### **Hate-Motivated Behavior**

**BP 5145.9**

**Students**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

In addition, the district shall provide counseling and appropriate sensitivity training and diversity



education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

**PENAL CODE**

422.55 Definition of hate crime

422.6 Crimes, harassment

**CODE OF REGULATIONS, TITLE 5**

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES**

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL

ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

**WEB SITES**

CSBA: <http://www.csba.org>

California Association of Human Relations Organizations: <http://www.cahro.org>

California Department of Education: <http://www.cde.ca.gov>

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

Policy LA CANADA UNIFIED SCHOOL DISTRICT  
adopted: April 9, 2012 La Canada Flintridge, California