

La Cañada High School



Comprehensive School Safety Plan 2021-2022

School Safety Plans

Pursuant to Education Code (EC) 32280 every school in California is required to develop a comprehensive school safety plan to address concerns identified through a systematic planning process. A school site council or school safety planning committee shall review and update the plan. Each school shall report on the status of its plan in the annual school accountability report card.

- I. Purpose
 - A. Standardize the safety plans for Board presentation
 - B. Include cover sheet noting changes from previous year's plan
 - C. Review and Revise District Disaster Preparedness Plan
- II. Timeline
 - A. Site Council approval in January
 - B. Board approval at Board Meeting in February
- III. Components of the plans (as per ED Code 32282) should include the following:
 - 1. Summary of Changes
 - 2. Assurances (signature page)
 - 3. Assessment of the current status of the school or school-related crimes (attach Vandalism report)
 - 4. Child abuse reporting procedures
 - 5. Disaster procedures, routine, and emergency
 - 6. Policies related to suspension, expulsion or mandatory expulsion and other school designated serious acts which would lead to suspension or expulsion
 - 7. Procedures regarding teacher notification of dangerous students pursuant to EC 49079
 - 8. Sexual harassment policy pursuant to EC 212.5
 - 9. Provisions of any school wide dress code, established pursuant to EC 35183
 - 10. Procedures for safe ingress and egress to and from school
 - 11. A safe and orderly environment conducive to learning
 - 12. Rules and procedures on school discipline adopted pursuant to EC 35291 and 35291.5
 - 13. Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code

Definition of hate crime procedure:

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.

1. Summary of Changes

Updates and revisions:

- Section 2: School Site Council Assurances Page updated with new personnel
- Section 3: LCUSD School Crime Report updated
- Section 5: Disaster Preparedness Plan
- Section 5: Lockdown Procedure updated
- Section 6: LCUSD Suspension Data form updated

Education Code

Education Code

Article 5. School Safety Plans

EC 32280

It is the intent of the Legislature that all California public schools, in kindergarten, and grades 1 to 12, inclusive, operated by school districts, in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and other persons who may be interested in the prevention of campus crime and violence, develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. For the purposes of this section, law enforcement agencies include local police departments, county sheriffs' offices, school district police or security departments, probation departments, and district attorneys' offices. For purposes of this section, a "safety plan" means a plan to develop strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

(Amended by Stats. 2003 and renumbered from 35294, Ch. 828, Sec. 12.)

Education Code

Education Code

School Safety Plans

EC 32281

(a) Each school district and county office of education is responsible for the overall development of all comprehensive school safety plans for its schools operating kindergarten or any of grades 1 to 12, inclusive.

(b) (1) Except as provided in subdivision (d) with regard to a small school district, the schoolsite council established pursuant to Section 52012 or 52852 shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school.

(2) The schoolsite council may delegate this responsibility to a school safety planning committee made up of the following members:

(A) The principal or the principal's designee.

(B) One teacher who is a representative of the recognized certificated employee organization.

(C) One parent whose child attends the school.

(D) One classified employee who is a representative of the recognized classified employee organization.

(E) Other members, if desired.

(3) The schoolsite council shall consult with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.

(4) In the absence of a schoolsite council, the members specified in paragraph (2) shall serve as the school safety planning committee.

(c) Nothing in this article shall limit or take away the authority of school boards as guaranteed under this code.

(d) (1) Subdivision (b) shall not apply to a small school district, as defined in paragraph (2), if the small school district develops a districtwide comprehensive school safety plan that is applicable to each schoolsite.

(2) As used in this article, "small school district" means a school district that has fewer than 2,501 units of average daily attendance at the beginning of each fiscal year.

(e) (1) When a principal or his or her designee verifies through local law enforcement officials that a report has been filed of the occurrence of a violent crime on the schoolsite of an elementary or secondary school at which he or she is the principal, the principal or the principal's designee may send to each pupil's parent or legal guardian and each school employee a written notice of the occurrence and general nature of the crime. If the principal

or his or her designee chooses to send the written notice, the Legislature encourages the notice be sent no later than the end of business on the second regular work day after the verification. If, at the time of verification, local law enforcement officials determine that notification of the violent crime would hinder an ongoing investigation, the notification authorized by this subdivision shall be made within a reasonable period of time, to be determined by the local law enforcement agency and the school district. For purposes of this section, an act that is considered a "violent crime" shall meet the definition of Section 67381 and be an act for which a pupil could or would be expelled pursuant to Section 48915.

(2) Nothing in this subdivision shall create any liability in a school district or its employees for complying with paragraph (1).

(Amended by Stats. 2003 and renumbered from 35294.1, Ch. 828, Sec. 13.)

Reference:

Education Code 48915

Education Code 52012 (Repealed)

Education Code 52852

Education Code 67381

Education Code

Education Code

School Safety Plans

EC 32282

(a) The comprehensive school safety plan shall include, but not be limited to, both of the following:

(1) Assessing the current status of school crime committed on school campuses and at school-related functions.

(2) Identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:

(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Title 1 of Part 4 of the Penal Code.

(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. SEC. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:

(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A district or county office may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:

(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff.

(II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

(III) Protective measures to be taken before, during, and following an earthquake.

(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.

(ii) Establishing a procedure to allow a public agency, including the American Red Cross,

to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27.

(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.

(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.

(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For the purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.

(H) A safe and orderly environment conducive to learning at the school.

(I) The rules and procedures on school discipline adopted pursuant to Sections 35291 and 35291.5.

(J) Hate crime reporting procedures pursuant to Chapter 1.2 (commencing with Section 628) of Title 15 of Part 1 of the Penal Code.

(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

(c) Grants to assist schools in implementing their comprehensive school safety plan shall

be made available through the partnership as authorized by Section 32285.

(d) Each schoolsite council or school safety planning committee in developing and updating a comprehensive school safety plan shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning committees.

(e) The comprehensive school safety plan may be evaluated and amended, as needed, by the school safety planning committee, but shall be evaluated at least once a year, to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public.

(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval under subdivision (a) of Section 32288.

(Amended by Stats. 2004, Ch. 895, Sec. 1.)

Reference:

42 USC 12101 et seq

Education Code 200

Education Code 32285

Education Code 32288

Education Code 35183

Education Code 35291

Education Code 35291.5

Education Code 48900

Education Code 48915

Education Code 48950

Education Code 49079

Penal Code 628

Penal Code 11164

Education Code

Education Code

School Safety Plans

EC 32286

(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. A new school campus that begins offering classes to pupils after March 1, 2001, shall adopt a comprehensive school safety plan within one year of initiating operation, and shall review and update its plan by March 1, every year thereafter.

(b) Commencing in July 2000, and every July thereafter, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Sections 33126 and 35256.

(Amended by Stats. 2003 and renumbered from 35294.6, Ch. 828, Sec. 17.)

Reference:

Education Code 33126

Education Code 35256

2. Assurances

La Canada High School Comprehensive School Safety Plan 2021-2022

The undersigned assure that the School Safety Plan includes the following elements:

- An assessment of the current status of school or school-related crimes
- Child abuse reporting procedures
- Disaster procedures, routine, and emergency
- Policies related to suspension, expulsion or mandatory expulsion and other school designated serious acts which would lead to suspension or expulsion
- Procedures regarding teacher notification of dangerous students pursuant to EC 49079
- Sexual harassment policy pursuant to EC 212.5
- Provisions of any school-wide dress code, established pursuant to EC 35183
- Procedures for safe ingress and egress to and from school
- A safe and orderly environment conducive to learning
- Rules and procedures on school discipline adopted pursuant to EC 35291 and 35291.5
- Hate crime reporting procedures pursuant to Chapter 1.2 of Title 15 of the Penal Code

In addition, La Canada High School has met the following requirements of SB 187:

- The plan was written and developed by the LCAP pursuant to EC 52012 or 52852
- The LCAP consulted with a representative from a law enforcement agency regarding the writing and development of the plan
- A virtual public hearing will be held by LCAP on **January 22, 2021** at LCHS

Position	Name	Signature
9-12 Principal /School Site Council Co-Coordinator	Jim Cartnal	DocuSigned by: Jim Cartnal
7-8 Principal	Jarrett Gold	DocuSigned by: Jarrett Gold
9-12 Assistant Principal	Jason Ito	DocuSigned by: Jason Ito
Emergency Services Coordinator	Shahan Atmajian	DocuSigned by: Shahan Atmajian
Secretary	Kimberly Milton	DocuSigned by: Kimberly Milton
Health Clerk	Alice Hastings	DocuSigned by: Alice Hastings
PTSA President	Kelly Davis	DocuSigned by: Kelly Davis
Head of Security/CSEA Representative	Byron Turner	DocuSigned by: Byron Turner
Student Representative	Andrew Han	DocuSigned by: Andrew Han
School Resource Officer	Scott Shinagawa	DocuSigned by: Scott Shinagawa

3. Assessment of current status of school crime:

The State no longer requires each school site to prepare monthly crime reports.

La Canada High School works in conjunction with the Los Angeles County Sheriff's Department to ensure ongoing communication of crimes on the La Canada High School campus. Information regarding crimes such as vandalism, drug use, weapons, and truancies are shared with law enforcement as often as needed.

Law enforcement is always contacted when students are found to be in possession of drugs. (Please see suspension data.)

To follow is an overview of crimes committed on campus.

LCUSD VANDALISM REPORT

School Name La Cañada High School

School Year 2019-2020

There was 1 incident of vandalism during the 2019-20 school year.

Incident Date	Description of Incident	Sheriff Contacted	Cost	Person/s Responsible
7/10/20	Person(s) entered BB room and stole items and vandalized room.	Yes	\$15,462	Unknown

La Canada USD | BP 5131.5 Students

Vandalism, Theft And Graffiti

The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

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

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

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

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension or expulsion

48904 Willful misconduct, limit of liability of parent or guardian

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage; liability for reward

PENAL CODE

594 Vandalism

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

CODE OF REGULATIONS, TITLE 5

305 Pupil responsible for care of property

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

4. Child abuse reporting procedures:

Child abuse reporting procedures are made pursuant to PC 11164 et. Seq. All district employees complete online training through Keenan indicating their awareness and responsibilities to report any suspected child abuse observations and notifying appropriate authorities. Each year certificated and classified employees renew their mandated reporter certifications. Certificates of completion are filed in the Human Resources office at the district. Additionally, employees are given a staff handbook clarifying their obligations.

Suspected Child Abuse forms are filed by school year and kept in a confidential file. The Assistant Principal notifies the Principal and Superintendent when a child abuse form is completed by a staff member. At the end of each year a report is filed regarding grade level and category of abuse and then forwarded to the District Office.

See Board Policy BP 5141.4 to follow.

La Canada USD | AR 5141.4 Students

Child Abuse Reporting Procedures

Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Definitions

Child Abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person.
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1)
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 1165.3.
5. Unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)
3. An injury resulting from the exercise by a teacher, vice principal, principal or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary for a school employee to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the students (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

Mandated Reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district policy or security officers; licensed nurse or health care provider; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable Suspicion means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child, or that the child's emotional well-being is endangered in any other way, may report the known or suspected instance of child abuse or neglect to the appropriate agency designated below. (Penal Code 11166.05)

Instances that indicate that the emotional well-being of a child might be endangered include, but are not limited to, evidence that the child is suffering from emotional damage, such as severe anxiety, depression, withdrawal, or untoward aggressive behavior towards self or others.

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Reporting Procedures

To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

Department of Children and Family Services

3075 Wilshire Blvd., 5th Floor

Los Angeles, CA 90010

(800) 540-4000

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

1. The name of the person making the report.
2. The name of the child.

3. The present location of the child.

4. The nature and extent of any injury.

☐ 5. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Reports of suspected child abuse or neglect shall include, if know: (Penal Code 11167)

1. The name, business address and telephone number of the person making the report and the capacity that makes the person a mandated person

2. The child's name and address, present location and, where applicable, school, grade and class

3. The names, addresses and telephone numbers of the child's parents/guardian

4. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

5. The name, address, telephone number and other relevant personal information about the person(s) who might have abused or neglected the child.

☐ The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

Information relevant to the incident of child abuse or neglect may also be given to an investigator from an agency that is investigating the case. (Penal Code 11167)

Mandated reporters may obtain copies of the above form either from the district or the local child protective agency.

Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after he initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

☐ Reporting the information to an employer, supervisor, school principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.
2. If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.
3. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.
- 4 The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her, before the interview takes place, of the following legal requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of the district's administrative regulations that describes how to report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English. (Education Code 48987)

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person or in writing with any appropriate agency identified above under "Reporting Procedures".

If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.3 - Uniform Complaint Procedures)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650(a) (viii) (C).

Pending the outcome of an investigation by a child protective agency and before formal charges are filed, the employee may be subject to reassignment or a paid leave of absence.

Upon filing formal charges or upon conviction, the district may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action (Certificated))

(cf. 4218 - Suspension/Disciplinary Action (Classified))

Notifications

The Superintendent or designee shall give persons hired by the district a statement informing them that they are mandated by law to report suspected child abuse and neglect, inform them of their reporting obligations under Penal Code 11166, and provide a copy of Penal Code 11165.7 and 11166 and of their confidential rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166 and 11167. (Penal Code 11165.7, 11166.5)

Before beginning employment, employees shall sign the statement indicating that they have knowledge of the reporting obligations under Penal Code 11166 and that they will comply with those provisions. The signed statements shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee shall also notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report. Any other

person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172).

2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she is guilty of a misdemeanor punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report. (Penal Code 11166)

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: August 2008 La Canada Flintridge, California

La Canada USD | BP 5141.4 Students

Child Abuse Reporting Procedures

The Governing Board recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.41 - Child Abuse Prevention Program)

The Superintendent or designee shall establish procedures and regulations for use by employees in identifying and reporting child abuse.

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The Superintendent or designee shall provide training in child abuse identification and reporting for all certificated personnel.

The Superintendent or designee shall also provide training in the duties of child abuse identification and reporting to instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

As part of their training in child abuse identification and reporting, employees shall receive written notice of state child abuse reporting requirements and employees' confidentiality rights. (Penal Code 11165.7)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

PENAL CODE

152.3 Duty to report murder, rape or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site

WEB SITES

CDE: <http://www.cde.ca.gov>

School/Law Enforcement Partnership: <http://www.cde.ca.gov/spbranch/safety/partnership.html>

California Attorney General: <http://caag.state.ca.us>

California Department of Social Services: <http://www.dss.cahwnet.gov>

Governor's Office of Criminal Justice Planning: <http://www.ocjp.ca.gov>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

La Canada USD | E 5141.4 Students

Child Abuse Reporting Requirements

Section 11166 of the Penal Code requires any child care custodian, health practitioner, fire fighter, animal control officer, or humane society officer, employee of a child protective agency or child visitation monitor who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State Department of Education; a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs and youth organizations; administrators and employees of public or private organizations whose duties require direct contact and supervision of children and who have been trained in the duties imposed by this article; licensees, administrators and employees of licensed community care or child day care facilities; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; social workers, probation officers or parole officers; employees of a school district police or security department; any person who is an administrator or a presenter of, or a counselor in, a child abuse prevention program in any public or private school; a district attorney investigator, inspector, or family support officer unless the investigator, inspector or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code, who is not otherwise described in this section.

"Health practitioner" includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; marriage, family and child counselors; emergency medical technicians I or II, paramedics, or other persons certificated pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; psychological assistants registered pursuant to Section 2913 of the Business and Professions Code; marriage, family and child counselor trainees as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; unlicensed marriage, family and child counselor interns registered under Section 4980.44 of the Business and Professions Code; state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; and religious practitioners who diagnose, examine, or treat children.

"Child visitation monitor" means any person as defined in Section 11165.15.

I have been informed of the above law and will comply with its provisions.

(Type employee's name below line, requiring signature above)

This statement is a permanent record of the district. The cost of printing, distribution, and filing of these statements is borne by the district.

This subdivision is not applicable to persons employed by child protective agencies, public or private youth centers, youth recreation programs and youth organizations as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties.

LA CANADA UNIFIED SCHOOL DISTRICT

La Canada Flintridge, California

Print

SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by Mandated Child Abuse Reporters

Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE			
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS				Street	City	Zip	TELEPHONE ()
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
D. INVOLVED PARTIES	VICTIM'S SIBLINGS	NAME		BIRTHDATE	SEX	ETHNICITY		
		1. _____						
	2. _____							
	VICTIM'S PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()
	SUSPECT	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
		ADDRESS		Street	City	Zip	TELEPHONE ()	
		OTHER RELEVANT INFORMATION						
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT					
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

5. Disaster procedures, routine, and emergency:

The La Canada High School Emergency Preparedness plan is updated annually by the 9-12 Assistant Principal. Each employee at the site is given a plan at the beginning of each year.

Disaster drills are held in accordance with Ed. Code guidelines during both the regular school year and summer school. Data regarding disaster drills and fire drills held at La Canada High School is maintained in the 9-12 Assistant Principal's office. Besides normally scheduled emergency drills, LCHS participated in the "Great Shake-Out," which is a statewide earthquake drill. Due to COVID-19, LCHS participated in the "Great Shake-Out" virtually by posting information on social media and providing resources to families to prepare for an earthquake.

Following all planned disaster drills, the Assistant Principal organizes a de-briefing with all key players to see how to improve and streamline the process while addressing any areas of concern.

Emergency Drills are created and communicated to staff and to local agencies.

La Canada High School works closely with the City of La Canada Flintridge to organize city-wide emergency drills on a yearly basis. The 9-12 and 7/8 Principal work with JPL in order to organize emergency training opportunities for 7-12 staff.

La Canada High School participates in a lockdown drill to review all procedures to prepare for an emergency situation on or around the LCHS campus each year.

The "Lock Down Procedure" plan for grades 7-12 is communicated to all staff and students. The plan has been reviewed by an emergency security specialist. In addition, our Resource Officer presented to LCHS staff a video simulation of multiple lockdown scenarios and then reviewed our procedures.

In August/September of 2020, emergency procedures were updated by the Assistant Principal's office to include new staff members. Each teacher was provided with a clip-board which contained information needed in the event of an emergency.

The LCUSD uses Aeries Communication Catapult phone service. This service allows school personnel to contact all parents/guardians immediately in case of an emergency. This service is used to communicate important events and deadlines to parents/guardians. Catapult training will be offered to our COVID-19 learning pod substitutes in case of an emergency.

The 9-12 Assistant Principal works with the PTA to provide supplies stored in the disaster trailer (near the football field) and restock it as needed. In the summer of 2020, new items were purchased and cleaning of the trailer will be completed once LA County of DPH has removed COVID restrictions.

Emergency procedures will be communicated to parents and community members via Aeries Communication.

See site summary of the disaster plan and schedule of disaster drills to follow.

LA CAÑADA UNIFIED SCHOOL DISTRICT

DISASTER PREPAREDNESS PLAN

The objective of the La Cañada Unified School District Disaster Preparedness Plan is to provide maximum care and safety for students and staff and to protect building and equipment in the event of a disaster. All staff members are expected to be thoroughly familiar with all phases of the disaster preparedness plan and to explain the procedures to all of their students.

GENERAL GUIDELINES FOR ALL EMERGENCIES AND DRILLS

Any staff member who is away from his/her position will immediately proceed to the Emergency Assembly Area [EAA]. In the event of an emergency, students should be evacuated to the Emergency Assembly Area [EAA] in an orderly manner with no talking and no running, lining up on the football field in your assigned position. Upon hearing the alarm to evacuate, the teacher will have the students line up inside the classroom and then evacuate (unless active fire is seen) the teacher or assigned staff member will ask students to quietly wait outside of the classroom, while the teacher secures the room and ascertains the extent of injuries. The teacher or assigned staff member shall lead the class to the EAA following the assigned evacuation route described on the attached evacuation plan. Upon evacuation of the classroom, **close the door leaving it unlocked**. If the room is cleared of all students, affix the green card (green side facing out or up) to the outside of the classroom door. If the room is NOT cleared, affix the red card (red side facing out or up) to the outside of the classroom door.

Upon evacuation, teachers should take their roll book, the emergency clipboard in each room that includes updated attendance sheets, and the first aid kit as necessary. At the EAA, roll should be taken using the Emergency Disaster Attendance Form (found on your clipboard). More Emergency Disaster Attendance Forms can be obtained from the Emergency Operations Center (EOC). Complete the Emergency Disaster Attendance Forms, identifying students as present, previously marked absent, or missing. These will be collected from you by a volunteer, unless otherwise directed.

Teachers should make sure that students with physical disabilities are assisted. Teachers should discuss with their students that any student in the bathrooms or otherwise out of the classroom should join the nearest class group exiting the building; proceed to the EAA, then with permission of those in charge, join their own class or group by reporting to the classroom's assigned position on the EAA. If an evacuation occurs before school, at break, at lunch, or during a passing period, **students must proceed to the EAA and line-up with their class**.

Each class must remain in its assigned location with the teachers supervising and reassuring the students throughout the duration of the emergency. If the Emergency Operation Center (EOC) determines it to be safe to re-enter the buildings a specific ALL CLEAR signal (one (1) continuous 30 second bell) is sounded. Students and teachers shall return following the same rules as for leaving the building (no talking, running, etc.). If the emergency lasts past the regular school hours or buildings are not safe to return to, the EOC may direct that students will be released to parents, guardians, or other persons specified in the Emergency card. The procedure is as follows: The person named on the student's Emergency Card or Emergency Disaster Information Card may assume the responsibility for a student by signing the Emergency Disaster Release Card for each student they take into their custody. Release cards are at the communication gate. Eighteen year old or over students may leave upon signing out at the reunion gate. Teachers will remain with students until released.

During a disaster all employees are to remain at school until released by the principal/designee. During the hours of the work day, any staff member that is not at a school site during an emergency should make every effort to return to their site and report in at the EOC. If any staff member is at another school site they should evacuate as outlined and report to that site's EOC. The EOC should then attempt to notify the staff member's site of their whereabouts. Such staff members may then be assigned a task or be ordered to return to their site whichever is mutually agreed upon by the sites. D.O. staff will report to assigned schools and Maintenance staff will report to the nearest school for assignments. Maintenance office staff should coordinate with Foothills School staff.

DISASTER DURING SCHOOL HOURS

EVACUATION SIGNAL

The pattern of bells for an evacuation is the Fire Alarm bell cadence, which is 3 short rings followed by a pause, repeatedly until the alarm is silenced.

FIRE

Upon hearing the evacuation signal, teachers are to evacuate their class to the EAA according to the evacuation route for their classroom. Be prepared to take an alternate route if blocked.

POWER FAILURE

During a power failure teachers are to remain in their classrooms with their students. Flashlights will be stored for each classroom in the classroom's emergency kit, which will be accessible to the teachers and in a location where it can be located in the dark and by substitute teachers. Teachers are not to move their class without clearing with the principal first.

EARTHQUAKE

Upon feeling a tremor, or hearing an earthquake drill announcement via intercom or bells, the following steps will be taken:

1. Drop, Cover, and Hold; Students in the classroom or other rooms shall take cover under desks or tables holding on to furniture with one hand and covering their head and neck with the other, or sit or stand against an inside wall or in an inside doorway. Students should stay away from windows and outside doors. Students on the school grounds should move away from the buildings and electrical wiring, gas and water mains and drop and cover with their hands over their head. Students in the halls should drop and cover near an inner wall with their hands over their head.
2. When the initial shock has subsided, the evacuation signal will be given, if operable. Students will be evacuated to the EAA and follow previously outlined procedures for roll, etc. If there is no signal, it is assumed that the individual teacher will use his/her own judgment to vacate the room in a safe manner remembering to take the emergency clipboard with him/her.

TERRORIST/GUNMAN

Upon hearing gunshots, students and staff should stay inside the classroom/building, lock doors and wait until an administrator verbally gives the all clear signal. If outside, students and staff should drop to the ground and stay still. When safe, get to the nearest cover preferably inside a building. The alert signal to be used is **"This is a Lockdown, I repeat, this is a Lockdown."**

TOXIC SPILL

In the event of a toxic spill, students and staff should stay in their classroom until notified to move. If outside, students and staff should report to the closest classroom and quietly remain in that class until notified to move. In the event of the release of airborne toxins, staff should go indoors, turn off all air exchange units, close windows and doors, and use cloth or other available material, to block any cracks around windows or doors.

DISASTER OUTSIDE OF SCHOOL HOURS

All employees and parents should listen to the radio (KFI 640 AM, KNX 1070 AM, KFWB 980 AM, KABC 790 AM) for information regarding school opening or closing in the District. All schools will be considered OPEN unless it is specifically announced that they are closed. All staff is required to report to work as normal unless officially notified via phone tree and remain until released by the EOC.

Students walking to and from school should proceed to school or return to school and assemble at the EAA and line-up in their class.

Protect Yourself During Earthquakes!

**IF
POSSIBLE**



**USING
CANE**



**USING
WALKER**



**USING
WHEELCHAIR**



6. Policies related to suspension, expulsion or mandatory expulsion, and other school-designated serious acts which would lead to suspension or expulsion:

The La Canada Unified School District Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. This is found in BP 5144.1 (a), BP 5144.1 (b).

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation AR 5144.1 (a), AR 5144 (b), AR 5144.1 (c).

The policies and procedures for suspension and expulsion are also written in the Attendance and Discipline Policy and Procedures each year. A copy of the policy is available for anyone to view online. In addition, each homeroom teacher reviews the information with students at the beginning of school and then each student signs that he/she has had the opportunity to review and ask questions about the information.

At the end of the each school year a Discipline Review Committee (DRC) consisting of teachers, students, parents, administrators, counselor and the members of the classified staff is created. This team takes time to review all of the current policies that are currently in place. Suggestions and concerns from all stakeholders are taken into account when making changes for the next school year.

Each year the Assistant Principal reviews all of the current policies that are in place. Suggestions and concerns from all stakeholders are taken into account when making changes for the next school year.

During the Summer of 2017 all policies were reviewed by the LCUSD legal counsel and revised as needed.

At the beginning of each school year, the Assistant Principals meet with all 9-12 students in a class by class assembly to review rules, consequences and disciplinary action. They also review the changes that have taken place in the policy so that all students are aware.

The 2020-2021 Academic Honesty Policy which was revised in 2017-2018 will continue to be in place. The policies main goal is to hold LCHS students to a strict, clearly outlined policy with consequences that are understood. Every 9-12 student and their parent were required to complete and sign the policy at the beginning of the school year. This policy was also reviewed at the class by class assemblies.

As an outcome of the Spring 2018 DRC meeting the Dress Code policy was updated for 2020-2021. The staff continues to have access to a google form which allows them to report any inappropriate attire. This generates an email to the administration. When time appropriate, administration or a designee calls in the student and addresses this issue with progressive discipline. This policy was addressed in the class by class assemblies and is available online with registration documents.

At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7th graders at the orientation and the 8th grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyberbullying at the beginning of the school year. In addition all parents & students turn in a document which they sign, acknowledging their agreement of the policies.

The 7-12 Saturday School program continues to increase student accountability and responsibility. LCAP funds are used to fund this program. An after school Detention program has been initiated on a small scale and will expand as needed.

The 2020-2021 9-12 cell phone policy was updated in the summer of 2019 and effectively implemented at LCHS. This policy continues to decrease cheating and theft incidents, and has caused fewer disruptions during instructional time. LCHS 7-12 has also implemented a Skateboard & Wheeled Devices policy so that it is clear to students that they can not be ridden on campus at any time. Consequences are in the new policies titled *Cell Phones and Other Electronic Devices Policy* and *Skateboard & Wheeled Devices Policy*, which have been updated and separated. These have been posted and reviewed with all students during the class by class assemblies and are available online with registration documents.

Upon returning from suspension, 9/12 students and parent(s)/guardian(s) meet with the Assistant Principal and to review the incident. The student is then placed on a behavior contract at this meeting. 7/8 Students & parent(s)/guardian(s) meet with the 7-8 Principal when suspended.

All 7-12 students are required to sign the LCUSD Student Technology and Internet Use Agreement.

The Assistant Principal regularly meets with students who are having attendance issues. Monthly, a list of students is generated who have multiple absences. These students are called in on an individual basis to discuss the reasons for their absences. Parents may also be notified at this point to advise them of the steps that will be taken if attendance issues continue. Students receiving excessive tardies/absences as outlined in the attendance policy are referred for a SART (Student Attendance Review Team) meeting and if attendance is not improved may be followed by a SARB (Student Attendance Review Board which includes a representative from the District Attorney's office) meeting. The policy is available online to see the changes. For the 2020-2021 academic year, as schools are closed to in-person instruction, SARB has been halted and expected to resume in 2021-2022.

A data based attendance letter system is in place for 7-12 realigning with the current State attendance standards. Approximately every four weeks these letters are sent to parents of students who are at or exceeding the number of days allowed. Second semester, this system will be reset so that the letters going to parents/guardians will be for 2nd semester only (they will not include 1st semester attendance).

The senior attendance policy was updated during the 2017-2018 school year. This policy helps hold seniors accountable for being in school during the entirety of their senior year. As part of a realignment with State standards, senior attendance requirements have been realigned to meet the state requirements. The policy is shared with seniors in numerous ways including class by class assemblies, registration documents, and a senior contract/High School Senior Event Participation Criteria, signed by both seniors and their parent(s)/guardian(s).

See Board Policy BP 5144.1 and Administrative Regulation AR 5144.1 and 5144.2 to follow.

La Canada USD | AR 5144 Students

Discipline☐ 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.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approved: September 6, 2016 La Canada Flintridge, California

La Canada USD | BP 5144 Students

Discipline

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 continues 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: September 6, 2016 La Canada Flintridge, California

La Canada USD | AR 5144.1 Students

Suspension And Expulsion/Due Process

☐ Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

☐ Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

☐ Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose.

1. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900 (b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

3. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant (Education Code 48900(d))

4. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

5. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

6. Stole or attempted to steal school property or private property. (Education Code 48900(g))

7. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

8. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

9. Unlawfully possessed offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

10. Knowingly received stolen school property or private property. (Education Code 48900(l))

11. Possessed an imitation firearm, i.e., 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 unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(m))

12. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

13. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))

14. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))

15. Engaged in, or attempted to engage in, hazing . (Education Code 48900 (q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q)).

16. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

17. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

18. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

A student in grades 4 -12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233, Penal Code 422.55)

(cf. 5145.9 Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5. (Education Code 48900(v))

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

Suspension from Class by a Teacher

A teacher may suspend any student, including a grade K-3 student, from his/her class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

A teacher may also refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible, the teacher may ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053- 11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #13 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal, or designee determines the student violated items #1-5 listed in "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent, principal, or designee has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

Length of Suspension

The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

The Superintendent, principal, or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Due Process Procedures for Suspension

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8).

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

a. The extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion: Grades K-12" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester for a violation of #1-18 of the "Grounds for Suspension and Expulsion: Grades K-12." The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any

discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for specific enumerated acts listed above under "Grounds for Suspension and Expulsion; Grades K-12" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation and Mandatory Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" has occurred. (Education Code 48918(a))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as part of the record when the expulsion hearing is held. (Education Code 48918 (a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and

expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

At least 10 days prior to a hearing to determine if a student who is a foster youth or homeless should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney, a representative of an appropriate county child welfare agency, and to the district liaison for homeless students. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (formerly 11525). (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the Student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

(cf. 5145.12 - Search and Seizure)

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

- (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
- (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
- (c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision Within 40 School Days: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918(a) and (d))

- ☐ The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

- ☐ Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

- ☐ 1. Periodic review as well as assessment of the student at the time of review for readmission.
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs.

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in "Grounds for Suspension and Expulsion: Grades K- 12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

The suspension of the expulsion order shall be governed by the following: (Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon rein-statement, the Board may order the expunging of any or all records of the expulsion proceedings.

☐ 6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education. (Education Code 48917)

7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j)).

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

☐ Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site school.

☐ 3. Not housed at the school site attended by the student at the time of suspension

(cf. - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. On the date set by the Board when it ordered the expulsion, a written request for readmission shall be submitted by the parent/guardian to the Superintendent or designee. The district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including the specific cause(s). Expulsion records shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

Outcome Data

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approved: September 6, 2016 La Canada Flintridge, California

La Canada USD | BP 5144.1 Students

Suspension And Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenses be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parent/guardians about the district's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students

32261 Interagency School Safety Demonstration Act of 1985

33032.5 Hate violence reduction

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

39141.12 Program for expelled students

48660-48666 Community day schools

48900-48926 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

240 Assault defined

242 Battery defined

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

422.6 Interference with civil rights; damaging property

422.7 Aggravating factors for punishment

422.75 Protected classes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301, 308

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

CIVIL CODE

47 Privileged communication

UNITED STATES CODE, TITLE 20

7151 Gun free schools

Management Resources:

CDE PROGRAM ADVISORIES

0306.96 Expulsion Policies and Educational Placements, SPB 95/96-04

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

adopted: May 12, 1998 La Canada Flintridge, California

La Canada USD | AR 5144.2 Students

Suspension And Expulsion/Due Process (Students With Disabilities)

Suspension

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act is subject to the same grounds for suspension which apply to regular education students. All the procedural safeguards established by district policies and regulations shall be observed in considering the suspension of students with disabilities.

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

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

The Superintendent or designee may suspend a student with disability for up to five consecutive school days for a single incident of misconduct, and for up to 20 school days in a school year. If the student is transferred to another school or alternative educational program, the student may be suspended for up to 30 school days in a school year, but still no more than five days for a single incident of misconduct, unless the student is suspended by the Governing Board pursuant to Education Code 48912. (Education Code 48903, 48911)

If the student poses an immediate threat to the safety of himself/herself or others, the Superintendent or designee may suspend the student for up to, but not more than, 10 consecutive school days. In the case of a dangerous child, a suspension may exceed 10 consecutive school days, and/or the student's placement may be changed. (Education Code 48911)

If a student with disability possesses at school or at a school activity a weapon as defined in the United States Code, Title 18, Section 921, or sells or solicits the sale of a controlled substance while at school or a school activity as identified in 21 USC 812(c), Schedules I-V, he/she shall be immediately suspended and may be placed in an alternative educational setting for not more than 45 calendar days, or until the conclusion of any due process proceedings requested by the parent/guardian. The student's alternative educational setting shall be determined by the student's IEP team. (Education Code 48915; 20 USC 1415)

Behavioral Assessment and Intervention Plan

Not later than 10 business days after a student has been suspended for more than 10 school days or placed in an alternative educational setting, the district shall convene an IEP team meeting to conduct a functional behavior assessment and implement a behavioral intervention plan. If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it as necessary to address the behavior. (20 USC 1415(k) (I); 34 CFR 300.520)

(cf. Individual Education Program)

(cf. Behavioral Interventions for Special Education Students)

As soon as practicable after developing the behavioral intervention plan and completing the required assessments, the IEP team shall meet to develop appropriate behavioral interventions to address the behavior and shall implement those interventions. (34 CFR 300.520)

Expulsion

Procedures and timelines governing the expulsion of students with disabilities shall be the same as those for all other students, except that a pre-expulsion assessment shall be made and an IEP team or school site committee meeting held under conditions and with possible consequences indicated below.

Pre-Expulsion Assessment and Meeting

1. The parent/guardian shall receive written notice of the district's intent to conduct the pre-expulsion assessment and shall make the student available for the assessment without delay at a site designated by the district. The parent/guardian shall also have the right to an independent assessment as provided in Education Code 56329. (Education Code 48915.5)

2. The pre-expulsion assessment shall be conducted in accordance with the guidelines of the Code of Federal Regulations, Title 34, Section 104.35, which shall include a review of the student's placement at the time of the alleged misconduct and a determination of the relationship, if any, between the student's behavior and his/her disability. (Education Code 48915.5)

3. The IEP team or school site committee shall meet to determine if an expulsion hearing is appropriate. This meeting shall be held at a time and place mutually convenient to the parent/guardian and district within the period, if any, of the student's pre-expulsion suspension. The parent/guardian's participation may be made through actual participation, representation, or a telephone conference call. (Education Code 48915.5)

(cf. 6159 - Individualized Education Program)

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

4. The parent/guardian shall be notified of his/her right to participate in the meeting at least 48 hours before the meeting. This notice shall specify: (Education Code 48915.5)

a. That the meeting may be held without the parent/guardian's participation unless he/she requests a postponement for up to three additional school days, and

b. That the suspension will be continued during the postponement if the student continues to pose an immediate threat to the safety of himself/herself or others.

In order to make a record of its attempts to arrange the meeting at a mutually convenient time and place, the district shall keep documentation such as: (Code of Federal Regulations, Title 34, Part 300.345)

a. Detailed records of telephone calls made or attempted and the results of those calls.

b. Copies of correspondence sent to parents/guardians and any responses received.

c. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.

5. The district shall grant a parent/guardian's request that the meeting be postponed for up to three additional school days and may extend a student's suspension for the period of postponement if he/she continues to pose an immediate threat to the safety of himself/herself or others. However, the suspension shall not be extended beyond 10 consecutive school days unless agreed to by the parent/guardian or by court order.

If the parent/guardian refuses to consent to an extension beyond 10 consecutive school days and chooses not to participate, the meeting may be conducted without the parent/guardian's participation. (Education Code 48915.5)

6. The IEP team or school site committee shall consider the pre-expulsion assessment results and shall also review and consider the student's health records and school discipline records. (Education Code 48915.5)

7. If the IEP team or school site committee determines that the alleged misconduct was caused by, or was a direct manifestation of, the student's disability or that the student was not appropriately placed, the expulsion shall not proceed. (Education Code 48915.5)

8. If the IEP team or school site committee determines that the alleged misconduct was not caused by, or a direct manifestation of, the student's disability, and if it is determined that the student was appropriately placed, the student shall be subject to expulsion in accordance with procedures that apply to all students. (Education Code 48915.5)

9. When expulsion is recommended, the IEP team or school site committee should also recommend a potential rehabilitation plan for the student, if appropriate.

Due Process and Expulsion Hearings

If the parent/guardian disagrees with the decision of the IEP team or school site committee, he/she has a right to a due process hearing conducted pursuant to United States Code, Title 20, Section 1415 or the Code of Federal Regulations, Title 34, Section 104.36.

The expulsion hearing shall not be conducted, and the 30-day expulsion proceedings time limit shall not commence, until after completion of:

1. The pre-expulsion assessment,
2. The IEP team or school site committee meeting, and
3. Due process hearings and appeals, if initiated. (Education Code 48915.5)

The Board may expel a student with disability only if an IEP team or school site committee has determined that 1) the misconduct was not caused by, or a direct manifestation of, the student's identified disability; and 2) the student was appropriately placed at the time the misconduct occurred. (Education Code 48915.5)

If the student's parent/guardian initiates a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative setting pending the decision of the hearing officer of the expiration of the 45-day time period, whichever occurs first, unless the parent/guardian and district agree otherwise (34 CFR 300.526)

If school personnel maintain that it is dangerous for the student to be placed in the current placement (placement prior to removal to the interim alternative education setting), during the pendency of the due process proceedings, the Superintendent or designee may request an expedited due process hearing. (34 CFR 300.526)

Services During Expulsion

During the term of the expulsion, a special education student shall continue to be offered a free and appropriate education. Such services may include independent study, home instruction, or another appropriate alternative program.

(cf. 6158 - Independent Study)

(cf. 6183 - Home and Hospital Instruction)

The Board shall consider the recommendations of the IEP team or school site committee when developing a rehabilitation plan for an expelled student with disability.

Expelled students shall continue to receive services during the term of the expulsion to the extent necessary to provide the student a free and appropriate public education. Any alternative program must provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. (20 USC 1412(a)(1)(A); 34 CFR 300.121, 300.520)

Readmission

Readmission procedures for students with disabilities shall parallel those used for all students. The Superintendent or designee may consider the input of the student's IEP team or school site committee when developing recommendations to the Board regarding a request for readmission. Upon readmission, an IEP team or school site committee meeting shall be convened to determine whether a new IEP or accommodation plan needs to be established.

Suspension of Expulsion

The Board's criteria for suspending the enforcement of an expulsion order shall be applied to students with disabilities just as they are applied to regular general education students. (Education Code 48917)

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 489020)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900 (c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

Legal Reference:

EDUCATION CODE

35146 Closed sessions (re suspensions)

35291 Rules (of governing board)

48900-48925 Suspension and expulsion

56000 Special education; legislative findings and declarations

56320 Educational needs; requirements

56321 Development or revision of individualized education program

56329 Independent educational assessment

56340-56347 Individual education program teams

56505 State hearing

PENAL CODE

245 Assault with deadly weapon

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act

626.10 Dirks, daggers, knives, razors or stun guns

UNITED STATES CODE, TITLE 18

930 Weapons

1365 Serious bodily injury

UNITED STATES CODE, TITLE 20

1412 State eligibility

1415 Procedural safeguards

UNITED STATES CODE, TITLE 21

812(c) Controlled substances

UNITED STATES CODE, TITLE 29

706 Definitions

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 Evaluation and placement

104.36 Procedural safeguards

300.1-300.756 Assistance to states for the education of students with disabilities

COURT DECISIONS

Parents of Student W. v. Puyallup School District, (1994 9th Cir.) 31 F.3d 1489

M.P. v. Governing Board of Grossmont Union High School District, (1994) 858 F.Supp. 1044

Honig v. Doe, (1988) 484 U.S. 305

Doe v. Maher, (1986) 793 F.2d 1470

Management Resources:

FEDERAL REGISTER

34 CFR 300.a Appendix A to Part 300 - Questions and Answers

34 CFR 300a1 Attachment 1: Analysis of Comments and Changes

WEB SITES

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

U.S. Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/about/offices/list/osers/index.html>

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: May 13, 2003 La Canada Flintridge, California



La Canada USD | E 5144.2 Students

Suspension And Expulsion/Due Process (Students With Disabilities)

☐ Addendum To SELPA Notice Of IEP Meeting

Individuals with Exceptional Needs/Expulsion Recommended

You are hereby notified that your son/daughter, _____, has been recommended for expulsion. _____ has previously been identified as a student with exceptional needs.

_____ was suspended by the principal for _____ days, until _____.

The reasons for the proposed expulsion are _____

(Use attachments if needed.)

The principal considered other options as described below but has rejected those options. (Description of other options considered, if any, and reasons why they were rejected.)

The principal used the following evaluations, assessments, tests and/or records in reaching his/her decision to propose expulsion:

1. _____
- ☐ 2. _____
3. _____
4. _____
5. _____

Other factors relevant to the principal's recommendation are:

Please be aware that:

1. A pre-expulsion assessment of _____ will be conducted. _____ should report to _____ at (time) for this assessment. You are required by law to make _____ available for this assessment. You may obtain an independent pre-expulsion assessment if you disagree with the district's pre-expulsion assessment.
2. An IEP meeting will be held on _____, at _____. If the time and place of the IEP meeting are not convenient, please advise immediately by calling the undersigned at (phone number) within 24 hours of receiving this letter.
3. You may request that the meeting be postponed for up to three additional school days. If you make such a request, your child's suspension will be continued during the three-day postponement.
- ☐ 4. You may ask a representative to appear at the hearing on your behalf.
5. If you do not request a continuance immediately or appear at the IEP meeting in person or through a representative, the meeting will be held without you.

6. You have the right to participate in the IEP team meeting concerning this proposal and to appeal any IEP team decisions or recommendations with which you disagree to the California Department of Education, which will schedule a due process hearing to resolve the issues.

Such an appeal must be made in writing addressed to:

Superintendent of Public Instruction

California Department of Education

721 Capitol Mall

P.O. Box 944272

Sacramento, California 94244-2720

with a copy to the local school district Superintendent and the SELPA Director of _____
County.

THE WRITTEN APPEAL MUST BE DELIVERED OR POSTMARKED NO LATER THAN 15 DAYS
FOLLOWING THE DATE OF THE IEP MEETING.

7. You also have the right to appeal any decision from the California Department of Education resulting from a fair hearing on the issues with which you disagree to state or federal court. If you are represented by counsel in these proceedings and prevail, you are entitled to be reimbursed for attorney's fees.

District Administrator in Charge

of Special Education or Principal

LA CANADA UNIFIED SCHOOL DISTRICT

La Canada Flintridge, California

SUSPENSION DATA

Grades 9-12	43900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Total number of 7-12 suspendable incidents for each school year.		not available	not available	not available	91	122	50	104	76	57	78	34	26	34	45	46	56	12
Ed Code Violations																		
(A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.		7	16	20	23	12	7	7	6	3	1	0	0	7	5	6	2	2
(A-2) Willfully used force or violence upon the other person of another, except in self defence.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	2	3	1	3	5	5	1	1	1
(B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.		3	3	3	1	6	3	0	1	0	0	1	0	1	4	0	0	0
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been 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.		15	17	19	11	33	5	17	12	12	9	10	14	6	17	20	16	5
(D) Unlawfully offered, arranged, or negotiated to sell 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, 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.		0	0	0	0	4	3	0	0	0	0	2	0	0	0	0	0	0
(E) Committed or attempted to commit robbery or extortion.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0		1	0	0	0
(F) Caused or attempted to cause damage to school property or private property.		2	3	2	7	2	3	3	3	0	2	0	0		0	0	1	0
(G) Stolen or attempted to steal school property or private property.		2	4	0	9	6	3	2	6	3	5	1	1	2	3	0	8	0

SUSPENSION DATA

Grades 9-12 Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
(H) Possessed or used 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, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.	1	0	0	0	1	3	4	0	5	2	0	0	0	4	6	13	2	
(I) Committed an obscene act or engaged in habitual profanity or vulgarity.	0	0	0	1	0	0	0	0	3	0	0	0	4	3	6	0	6	0
(J) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	3	8	3	1	1	1	7	1	0	1	0	0	2	7	8	1	0	
(K) Alone Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties.	4	13	20	17	27	11	29	11	2	12	2	1	1	3	1	1	2	
(K) Combined with other codes	4	10	3	16	13	18	42	14	0	5	0	0	0	5	0	9	0	
(K) Total	8	23	23	33	40	29	71	25	2	17	2	1	1	8	1	10	2	
(L) Knowingly received stolen school property or private property.	0	2	0	0	0	0	0	0	1	5	0	0	0	0	0	0	0	
(M) Possessed 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.	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	
(N) Committed or attempted 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.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	0	0	0	0	0	0	0	0	
(O) Harassed, threatened, or intimidated a pupil who is a complaining witness.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	1	0	1	0	0	
(P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0	
(Q) Engaged in, or attempted to engage in, hazing.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0	

SUSPENSION DATA

[illegible]

SUSPENSION DATA

Grades 7/8	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
(A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.	4	24	8	6	7	1	13	6	4	4	3	16	0	2	2	0	0	
(A-2) Willfully used force or violence upon the other person of another, except in self defence.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	0	2	0	2	6	2	1	0	
(B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.	0	1	0	0	2	0	2	0	0	2	0	0	0	0	0	0	0	
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been 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.	0	0	0	0	1	0	4	0	0	1	2	1	0	1	0	0	0	
(D) Unlawfully offered, arranged, or negotiated to sell 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, 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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
(E) Committed or attempted to commit robbery or extortion.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0	
(F) Caused or attempted to cause damage to school property or private property.	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	
(G) Stolen or attempted to steal school property or private property.	0	5	6	1	1	1	6	1	2	3	1	0	0	0	2	1	0	
(H) Possessed or used 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, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	

SUSPENSION DATA

7/8 Grades Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
(I) Committed an obscene act or engaged in habitual profanity or vulgarity.	0	0	0	0	0	0	0	0	1	2	1	0	0	0	1	0	0	0
(J) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	0	1	0	0	2	0	2	2	1	0	0	0	0	2	0	0	0	0
(K) Alone Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in their performance of their duties.	2	7	4	3	8	2	4	21	12	11	4	9	0	0	0	0	0	0
(K) Combined with other codes	0	0	3	0	3	1	17	5	4	0	3	4	0	0	0	0	0	0
(K) Total	2	7	7	3	11	3	21	26	16	3	7	13	0	0	0	0	0	0
(L) Knowingly received stolen school property or private property.	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0
(M) Possessed 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.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(N) Committed or attempted 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.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0
(O) Harassed, threatened, or intimidated a pupil who is a complaining witness.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
(P) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
(Q) Engaged in, or attempted to engage in, hazing.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	0	0	0	0	0	0
(R) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	4	0	0	1	0	0	0	0	0	0
(S) Aids or abets the infliction or attempted infliction of physical injury to another person.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0	1	0	0
(0.2) Engaged in Sexual Harassment.	0	1	1	1	0	1	0	0	0	0	3	0	0	0	0	0	0	0
(.03) Caused, attempted to cause, threatened to cause or participated in an act of hate violence.														0	0	0	0	0

SUSPENSION DATA

7/8 Grades Cont.	48900	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
(0.4) Engaged in harassment, threats, or intimidation.		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
(0.7) A pupil making a terrorist threat against school officials or school property or both.		0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
#42 Academic Honesty Policy		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2	0	0	0	0

7. Notification of teachers pursuant to EC 49079.

The school office maintains a file on all students who have been suspended or expelled. Teachers are promptly informed of any student in which such disciplinary action was necessary.

On the day a student is suspended all his/her current teachers are notified that the specific student has been suspended. Teachers may retrieve more information by speaking with the 9-12 Assistant Principal or 7-8 Principal.

At the beginning of the year, teachers are also informed of students who have been suspended or expelled the previous three school years (EC 48900).

See Education Code EC 49079 to follow.

Education Code

Education Code

Providing information to teacher for students engaged in acts described in 48900

EC 49079

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats 2000, Ch. 345, Sec. 2)

Reference:

Education Code 48900

Education Code 48900.2

Education Code 48900.3

Education Code 48900.4

Education Code 48900.7

Education Code

Education Code

Providing information to teacher for students engaged in acts described in 48900

EC 49079

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

(Amended by Stats 2000, Ch. 345, Sec. 2)

Reference:

Education Code 48900

Education Code 48900.2

Education Code 48900.3

Education Code 48900.4

Education Code 48900.7

CALIFORNIA EDUCATION CODE: Suspension and Expulsion

EC §48900 - Grounds for suspension or expulsion; jurisdiction; legislative intent (Amended by Assembly Bill 86 effective January 1, 2009)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (i), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed 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.
- (n) Committed or attempted 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.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of schoolday; local policy and procedures

- (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

- (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
 - (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
 - (c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
 - (d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).
- 48900.2.** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.
- For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- 48900.3.** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- 48900.4.** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of Grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

- 48900.5. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- 48900.6. As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.
- 48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

La Cañada High School

MEMORANDUM

To: 9/12 Teachers

Re: Suspension Notification

Date: Fall

In accordance with Education Code 49079, the law requires teachers to be informed of all pupils who have been suspended under Education Code 48900 from the previous three school years.

Attached is a list of your students who were suspended for school years 2018-2019, 2019-2020, and 2020-2021.

NOTE: Ed Code 49079 (e):

- (e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further by the teacher.

8. Sexual Harassment policy (EC 212.5)

In accordance with the Board Policy and Administrative Regulations relating to students, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The policy is posted in the school office, and employees are required to sign a statement indicating their awareness and responsibilities.

At the beginning of each school year all 9/12 students attend an assembly where sexual harassment is discussed. In addition, any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to appropriate disciplinary action. For students in grades 7-12, the disciplinary action may include community service, counseling, Saturday School, detention, suspension and/or expulsion depending on the severity of the offense.

In accordance with Board Policy and Administrative Regulations, the Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

See Education Code EC 212.5, Board Policy BP 4119.11, Administrative Regulation AR 5145.7 to follow.

La Canada USD | AR 5145.7 Students

Sexual Harassment

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Executive Director of Personnel Services

4490 Cornishon Ave.

La Canada CA 91011

(818) 952-8383

dcradduck@lcsd.net

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 231.5)

5. Be provided to employees and employee organizations

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: January 15, 2019 La Canada Flintridge, California

La Canada USD | BP 5145.7 Students

Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free of harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment, even where the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement. Any employee who permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.3 - Uniform Complaint Procedures)

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(cf. - 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (CCR 4964)

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

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

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

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

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 15, 2019 La Canada Flintridge, California

La Canada USD | AR 4119.11 Personnel

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district.

Other examples of action that might constitute sexual harassment, whether committed by a supervisor or any other employee, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversations or pressure for sexual activity.
4. Sexual jokes, stories, drawings, pictures, graffiti, gestures, or sexually explicit e-mails.
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects or using sexually suggestive computer screen savers.
9. Massaging, grabbing, fondling, stroking or brushing the body
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Notifications

A copy of the Governing Board's policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures and standards of conduct are posted

2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment

2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Equal Employment Opportunity Commission

6. Directions on how to contact the Fair Employment and Housing Department and Equal Employment Opportunity Commission

7. The protection against retaliation provided by 2CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and the EEOC.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approved January 18, 2005 La Canada Flintridge, California

La Canada USD | BP 4119.11 Personnel

Sexual Harassment

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures in order to avoid harm.

(cf. 4131/4231/4331 - Staff Development)

2. Publicizing and disseminating the district's sexual harassment policy to staff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough and fair investigation of complaints.

4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately contact his/her supervisor, the principal, district administrator or Superintendent.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

A supervisor, principal or other district administrator who received a harassment complaint shall promptly notify the Superintendent or designee.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a district employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. Any employee who engages in sexual harassment may also be held personally liable in a court of law for any damage to the victim.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000c-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

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

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: January 18, 2005 La Canada Flintridge, California

9. School wide dress code provisions (EC 35183):

Dress code guidelines were developed by a committee of students, teachers, parents and administrators in the summer of 2006. The Dress Code guidelines are provided to students in the summer registration packet and 7-8 agendas.

The outcome of the DRC for 9-12 students asked for a greater focus on dress code. The dress code policy was revised during the 2018-2019 school year. Twice each year, the 7-12 Dress Code Guidelines will be reviewed by the DRC.

All staff have access to a Google form which allows them to report a student when they are inappropriately dressed. This form in turn generates an email to the administration. When time appropriate, administration or a designee calls in the student and addresses this issue with progressive discipline.

See Education Code EC 35183 to follow.

La Canada USD | AR 5132 Students

Dress And Grooming

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: May 13, 2003 La Canada Flintridge, California

La Canada USD | BP 5132 Students

Dress And Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

COURT DECISIONS

Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

10. Safe ingress and egress of pupils, parents, and school employees to and from school:

This year to date there are no reported injuries to students in the process of arriving to or departing from school.

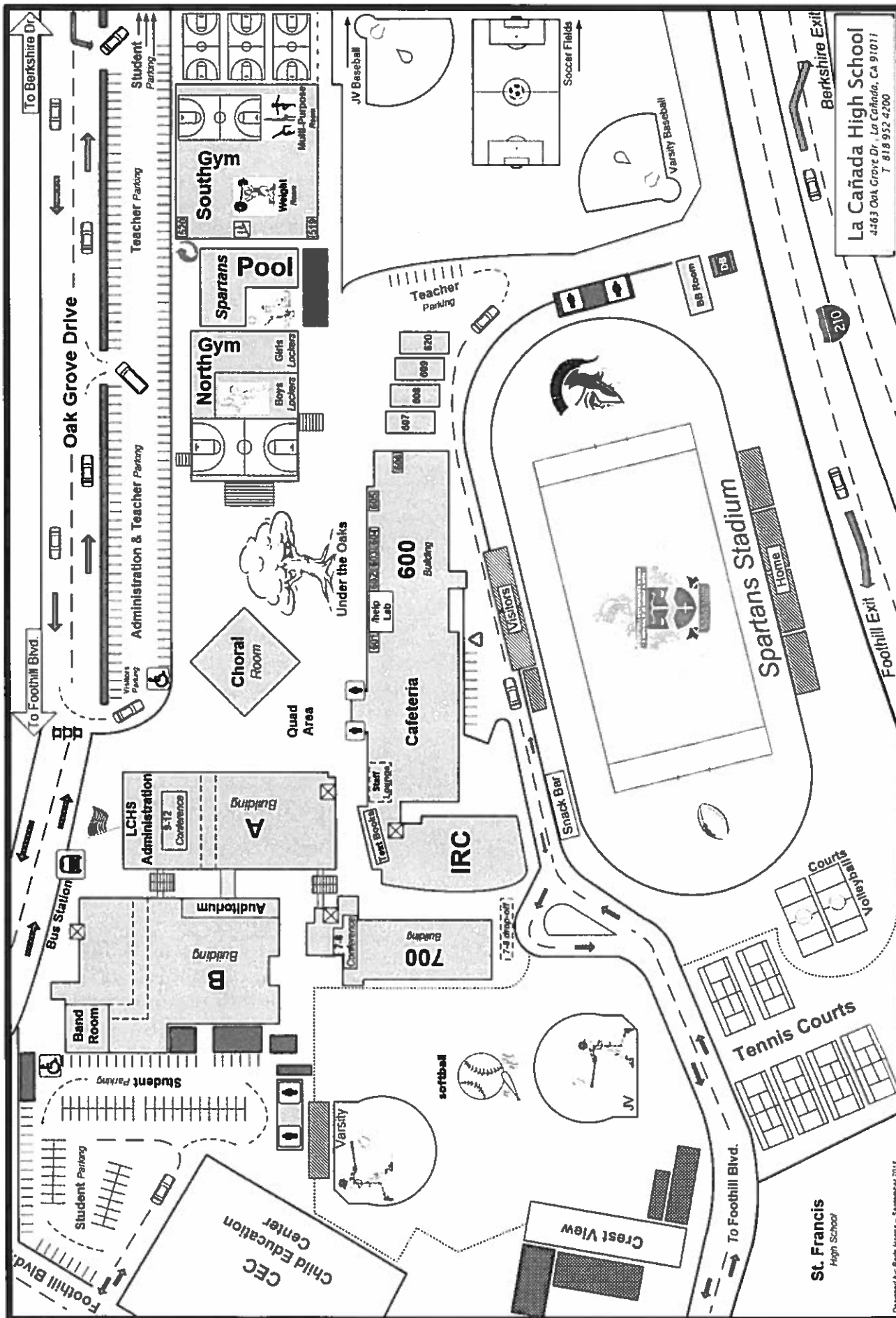
The reported incidents of a suspicious nature that involve strangers loitering around the school area are responded to promptly. The campus security has the responsibility of monitoring areas directly surrounding the campus when such a report is made. More substantial reports of significant concern trigger informing all staff and parents by memo or letter or email of the nature of the concern. The school has established a lock-down procedure, which is practiced as a drill yearly. The site principal also works with the district administrative staff when issues arise that may lead to a potential problem in or around the park area which borders the school. Additionally, the Sheriff's Department is very responsive to our requests for patrolling surrounding areas.

A half-time Community Resource Officer is on the LCHS site. The position is funded by the City of La Canada Flintridge. The Community Resource Officer participates in SART and SARB meetings and assists with supervision. He also attends extra curricular activities outside the school day, including dances and athletic events and often is involved in parent education presentations at PSTA meetings. During the 2018-2019 school year, the Community Resource Officer and LCHS Head of Security played an integral role helping to organize and implement programs including Red Ribbon Week, guest speakers, drug presentations and other intervention and mentoring activities for parents and students.

LCHS has a total of 20 surveillance cameras with 50 viewpoints. With a new server installed in the winter of 2017 to improve the quality of the playback of video, storage, and to increase capacity. These have helped provide a safe and secure campus at LCHS.

During the Spring of 2018 LCHS went through an extensive security audit conducted by an outside company. All findings were reported to the site principals and the Board of Education.

The beginning of an outer fence along the front of the school and in the 7/8 turnaround began in the spring of 2020 and is in the final stages of being completed. These gates look to secure the north end of the campus.



11. Safe and orderly school environment (EC 32282 a):

The La Canada High School staff provides students with a safe and orderly school environment. The school wide progressive discipline plan is effectively utilized. The plan provides students with progressive consequences and guidelines for acceptable behaviors.

At the beginning of each school year, the 9-12 Assistant Principal of discipline will meet with all 9-12 students during a grade level assembly to review rules, consequences and disciplinary action.

At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7th graders at the orientation and the 8th grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyber-bullying at the beginning of the school year. 7-8 initiated the Stand Up/Anti Bullying program which is a week long program with Peer Counselors from the 9-12 Bridge class etc. The 9-12 counselors received training in cyber-bullying. In the Spring of 2017, the Spartan Tip Line was activated which provides an anonymous electronic avenue to report bullying and school safety threats.

LCHS participates in a canine search program used prior to overnight field trips.

Many school wide programs are in place to help ensure a safe and orderly environment. At the 7/8 level, several programs have proven to be successful. Counselors lead small groups during lunch to deal with a variety of topics including death, social skills, and divorce. The 7/8 staff and counselors deliver lessons in Homerooms to promote character development through the Developmental Assets Framework. Small school student counseling also takes place. Individual students identified to be at risk have a student/parent conference with teachers each year. The 7/8 After School Enrichment Program (GATE) provides students with opportunities to become involved in academic activities.

After extensive planning by the district office, school board, school administration, and community, the Wellness Center was opened in the fall of 2019. The Wellness Center is designed to provide social and emotional support to our students. The facility is staffed with three team members providing counseling, social and emotional support, and guidance for all students. This is a part of our Challenge Success initiative and is quickly becoming a favorite resource for our students.

These programs and activities are in place to increase student “connections” to the school which results in a safe and orderly school environment.

Numerous clubs have been organized to meet student interests. LCHS hosts a club during lunch for students in order to join an area of interest. Clubs are posted on the ASB website. The La Cañada High School ASB continues to make strides in promoting service activities.

In the wake of statewide budget cuts in the Arts, the LC Performing/Visual Arts Department still continues to be exemplary and provides opportunities for students to display their creative talents. Additionally, the LCHS athletic program continues to excel.

The counselors for grades 9-12 continue to make strides in working with at-risk students. The counselors work with the administration to ensure the needs of the “whole child” are addressed. Two interventions have been introduced by the 9-12 counselors and administration. Guidelines to participate in the annual graduation ceremony have been developed and communicated to each member of the current class. Each senior and their parent(s) sign a Senior Contract (High School Senior Event Participation Criteria) detailing the expectations and consequences involved in the area of attendance and participation in senior events.

Currently there are five (5) 9-12 counselors divided by alphabet and the 6th counselor is working in the Wellness Center. Each 9-12 counselor works closely with their caseload throughout the year allowing for a very close counselor/student relationship. The ratio is approximately 300/1 for the 2020-2021 academic year.

7-8 counselors continue with two (2) counselors, one at each grade level. These counselors rotate so that students will have the same counselor for both 7th and 8th grades.

Due to COVID-19 and school closures during the 2020-2021 school year, all LCHS dates for student contracts, permits, and policies will be updated upon school reopening.

The District and Board have adopted a new administrative regulation for questioning and apprehension of students. The Sheriff's Department may only question students on campus in certain situations as outlined in the new AR 5145.11.

La Canada High School
Student Contract/Code of Conduct Agreement

Date of Meeting _____

Student Name: _____ I.D. No. _____ Grade _____

This Agreement has been developed for the purpose of helping the student maintain acceptable behavior in and out of the classroom.

In order to maintain a positive standing and in consideration of my being permitted to remain at La Canada High School, I will, to the best of my ability, live up to the agreement below:

1. Be at school every day, on time to my classes, and stay on school grounds. Have no trancies or tardies from school or classes.
2. Do all classwork and homework assigned by my teachers in order to make a minimum of satisfactory grades and citizenship.
3. Cooperate with and respect other students and teachers in every way.
4. Try to improve my attitude.
5. Stay out of fights
6. Not smoke, possess or use any type of drugs and or tobacco on or off school grounds.
7. Not use, possess OR be under the influence of any alcoholic beverage.
8. Conduct myself in such a manner that I will be a credit to my school, my family, and myself.
9. Stay away from other schools.
10. Other: _____

I understand that I have the rights and privileges of any other pupil enrolled at La Canada High School, as long as I maintain this agreement. Violation of this agreement may result in the cancellation of my enrollment in La Canada Unified School district. Arrangements may be made for enrollment at another school.

Assistant Principal _____ Date _____

Student's Signature _____ Date _____

I thoroughly understand the above agreement and will cooperate fully with the school. Should my child be unable to make the necessary adjustment, I will arrange another program for him/her.

Parent/Guardian Signature _____ Date _____

Parent Home Phone Number _____

Parent Cell/Work Phone Number(s) _____

Other Attendee Signature/Title _____ Date _____

Other Attendee Signature/Title _____ Date _____

Year of Graduation _____

Start Time: 8:30 a.m.
End Time: 12:30 p.m.
Break: 1 - 10:15 a.m. prox

Room:

[illegible]

STUDENT REFERRAL FORM

UDENT _____ ID# _____ GRADE _____ TEACHER _____

REMEDIAL MEASURES BY TEACHER PRIOR TO REFERRAL:**REASONS FOR REFERRAL:**

_____ Smoking or possession of tobacco

_____ **Inattentiveness**

Disrespect

Class disturbance

 Lack of supplies

Annoying others

 Cheating/forgery

Continual talking

 Excessive tardies/truancies

Other

COMMENTS: _____

TO TEACHER:

Teacher-Parent conference

Please see me

Readmit to class

Other
100%

Parent Contacted yes no (circle one) Date: _____

Signature of Counselor or Administrator

Discipline

All school rules are expected to be followed at all times. Violation of school rules will result in consequences ranging from parent conferences, community service, detention, Saturday school, suspension, and/or expulsion. SOME expectations are;

1. Act appropriately in and out of class and listen to ALL adults on campus.
2. No verbal or physical altercations.
3. No hazing, harassing (sexual or physical), or assaulting any person.
4. No weapons of ANY kind, or anything that can be construed as a weapon.
5. No drugs or alcohol including prescription medication. No drug paraphernalia.
6. No cheating of any type.
7. Refer to discipline policy for detailed outline.

Absence Policy

When a student misses;

1. 4 – 8 unexcused absences in a semester the teacher will call or email parents.
2. 5 – 8 unexcused absences in a semester the counselor and/or administrator will meet with student.
3. 8 – 12 excused or unexcused absences in a semester the student will meet with Dr. Gold, will be placed on daily verifications, will be placed on the "no go," and will not be able to participate in school activities for the quarter.
4. 12 excused or unexcused absences in a semester the student will be placed on a SART (Student Absent Review Team) Contract. Other interventions will be discussed.
5. 15 excused or unexcused absences in a semester student will be placed on a SARB (Student Attendance Review Board) Contract. Other interventions will be discussed with parents.
6. Any student absent more than 15 times in a semester will be considered defiant and consequences will be given. (Habitual tardy and or absences is considered defiant and students CAN be suspended)

SENIORS ONLY

1. Have no more than 25 Absences in one class for the whole year (excluding school sponsored events) per any one class. 3 TARDIES = 1 ABSENCE.
2. Seniors who are absent between 15-24 days per any one class will only be able to participate as approved by the Attendance Panel and administration. 3 TARDIES = 1 ABSENCE.

Tardy Policy

1. 3 tardies parent or guardian will be notified.
2. 4 or more tardies in a quarter will result in a "u" for citizenship.
3. 4 or more student will receive community service.
4. 6 or more student will receive after school detention and/or Saturday school.
5. 10 or more tardies student will receive a SART and assistant principal will meet with parents.
6. 15 or more tardies will be considered defiance and student may be suspended.



La Cañada High School

A National Blue Ribbon School

Parking Permit Regulations

A PARKING PERMIT TO PARK ON THE LCHS CAMPUS IS A PRIVILEGE NOT A RIGHT. As such, students who park on campus illegally or without the proper LCHS parking permit are subject to disciplinary action(s) that may include revocation of their parking permit, detention, Saturday school, suspension, and towing. In addition, students found to be in violation of the attendance and/or academic policies which includes excessive tardies or absences, from any class (see Attendance and/or Discipline Policy), may have their Parking Permit revoked by administration.

Parking is available for Junior & Senior Students ONLY. Parking Tags must be displayed at all times while parked on school property. Parking is allowed in marked stalls only. Parking is restricted in Hahamongna Park, in front of the school (also referred to as "the cutout"), access road/parking lot and beyond, and is not allowed in the staff lot at any time during the school day. (Be sure to read all posted signs). All vehicle codes will be enforced. You may be cited and your vehicle may be towed if you are in violation of any rules/laws. In addition, vehicles may be cited for lack of current registration tags, no front license plate, parking in an unmarked space, etc. If warranted, it is assumed that the driver of any vehicle parked on the LCHS campus, legally or illegally, has given permission for the vehicle to be searched (by staff, Sheriff, drug dog, etc.) Failure to follow the rules may result in losing your parking and driving privileges on campus.

Duplicating, forging, stealing, borrowing, loaning, selling or using a permit not issued to you will result in disciplinary actions and loss of the permit. The person supplying the permit to be duplicated, forged, borrowed, loaned, etc. may also lose the privilege of parking on campus. Parking regulations apply to all onsite parking areas.

Students may only have one (1) parking permit. Note: A valid driver's license (not a learner's permit) must be presented for each driver with all required and completed paperwork. Incomplete paperwork will not be accepted. No refunds will be made if the student's permit is revoked.

Lottery/Single Driver Car Parking Drivers must be Juniors or Seniors enrolled at LCHS

Lottery Entries cannot be transferred, given or sold to another student. Only the student whose name appears on the entry is eligible. Only one name per entry. Only one entry may be submitted per student. For 2019-2020, the parking lottery will initially be offered 70% Seniors and 30% Juniors. After the initial round of the lottery Seniors & Juniors will be drawn at random.

Mrs. Milton does not accept paperwork for the parking permit until and unless your name is on the list of students who were selected for the approximately 250 Lottery parking spaces available. It will be clearly noted on the posting outside her office.

IMPORTANT: *Students whose parking permit is revoked for any reason (attendance, discipline, etc.) will, upon demand by administration, return their parking permit tag to Mrs. Milton and will be placed at the bottom of the list for a possible future tag.*

Dates to Remember:

August 8 thru August 20, 2019

11th & 12th grade students may submit a lottery entry online through google forms. (You must have a license when you submit a lottery entry)

<https://forms.gle/r5XiWCbjLiSAV2DQ8>

August 21, 2019

A random drawing of Lottery Entries will be held and a list will be compiled. It will be posted outside of the 9-12 Discipline office the next day.

August 29, 2019

Students wishing to park on campus, and whose name was in the top approximately 250 on the Lottery list must complete the paperwork and return it to Mrs. Milton with the following documents:

1. LCHS Parking Permit Regulation 2019-2020 form which includes car information.
2. The student's Driver's License
3. \$50.00 - Cash or Check (Made payable to LCHS ASB)

Student(s) not turning in completed paperwork and claiming their parking tag, as of this date/time will then be moved to the bottom of the lottery list and the next student on the lottery list will receive the parking permit.

Parking paperwork is not accepted by Mrs. Milton until the completion of the random drawing and posting of the names drawn. Lottery/Single Driver Permits are \$50.00 each.

PARKING IN STAFF PARKING AREAS IS NOT ALLOWED AT ANY TIME DURING THE SCHOOL DAY.

Motorcycle/Scooter Parking: *Drivers must be Juniors or Seniors (10th graders with special permission, motorcycles/scooters only) above rules apply to motorcycles.*

Motorcycles may park on campus if paperwork is completed. **A parking permit is required.** Paperwork must be submitted at the time of purchase. The cost is \$25.00 for the school year. *Parking for motorcycles is at the front of the school in the area marked with hash-marks next to staff parking ONLY.* See Mrs. Milton for the application for Motorcycle/Scooter parking the first week of school.



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.

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 offense 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

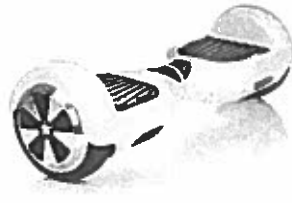
A National Blue Ribbon School

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 3rd 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.



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- 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 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
A (Marked by Teacher)	Absence Not Yet Verified <i>Used by teachers to indicate student was absent, reason TBD.</i>	Unverified	Unexcused	YES
B	Unexcused Tardy MORE than 30 Minutes <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
C	College Visit <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
E	Independent Study Contract Completed <i>Work completed and contract submitted immediately upon return.</i>	Verified	Excused	NO
F	Field Trip	Verified	Excused	NO
H	Home Instruction <i>Teacher assigned by administrator to provide instruction in home setting.</i>	Verified	Excused	NO
I	Illness or Medical Appointment <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
L	Excused Tardy	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>			
N	In-school Suspension <i>Assigned for disciplinary reasons, parents are notified. Student responsible for make-up work.</i>	Verified	Excused	NO
O	Unexcused Check-out MORE than 30 Minutes <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
S	Suspension <i>Assigned for disciplinary reasons, parents are notified. Make up work at discretion of teacher.</i>	Verified	Unexcused (Not in Truancy Count)	YES
T (Marked by Teacher)	Tardy LESS than 30 Minutes Not Yet Verified <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
U	Parent Explanation for absence is NOT included in EC 48205 <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
V	School Activity <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
U	Parent Explanation for absence is NOT included in EC 48205 <i>Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.</i>	Verified	Unexcused	YES
V	School Activity <i>Such as AP test, sports release, ASB assembly prep, etc.</i>	Verified	Excused	NO
W	Administrator Approval for Personal Reasons <i>Must be requested in writing in advance. Based on 48260(c), "discretion of school administrators & facts of pupil's circumstances" such as court appearance, funeral, religious holiday or ceremony</i>	Verified	Excused	YES
X	Excused Absence <i>All reasons identified in EC 48205(a) (except illness, medical, admin approval or college visit)</i>	Verified	Excused	YES
Y	Unexcused Tardy LESS than 30 Minutes <i>Student reports directly to class. Student takes note to Attendance Office at break, lunch or after school.</i>	Verified	Unexcused	3 = Absence YES

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

6. 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)

(cf. 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)

(cf. 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 5145.12 - 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

35181 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

WEB SITES

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

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

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

La Canada USD | AR 5131.2 Students

Bullying

Definitions

Bullying is an unwanted, aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and involves repetition or potential repetition of a deliberate act.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6163.4 - Student Use of Technology)

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

2. Providing to students, through student handbooks and other age-appropriate means, information about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias

5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Student Instruction

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

(cf. 6142.8 - Comprehensive Health Education)

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

A staff member who receives a report alleging bullying, or who witnesses an act of bullying, shall notify the principal within five calendar days, or as expeditiously as necessary to ensure the safety of the student(s) involved. Additionally, a staff member who witnesses an act of bullying will take immediate steps to intervene when safe to do so.

Within thirty calendar days, or as expeditiously as necessary to ensure the safety of the student(s) involved, the principal or district compliance officer will conduct a site level investigation regarding the allegation(s). Both the student who is the alleged victim of the bullying, and the student(s) who is/are the alleged perpetrators, shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence.

The complainant shall be notified of the results of the site investigation.

Parents/guardians shall be informed of the right to appeal the results of site investigations to the Superintendent's designee within five calendar days of receiving the site investigation results. Appeals of site investigation results must be in writing. When an appeal is received, the District will provide a written response describing the results of the appeal within thirty calendar days.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Retaliation against a student/staff member because the student/staff member has filed a complaint or assisted or participated in an investigation or proceeding related to this regulation is prohibited. A student who knowingly filed a false bullying/cyberbullying complaint or gives false statements in an investigation or proceeding shall be subject to discipline up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this regulation.

Confidentiality

An allegation of bullying/cyberbullying, and the results of the investigation, shall be kept confidential to the extent reasonably possible.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(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. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

(cf. 5141.52 - Suicide Prevention)

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: October 29, 2019 La Canada Flintridge, California

La Canada USD | BP 5131.2 Students

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 electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. 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)

(cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

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

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)

As appropriate, 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. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

(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 or 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.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

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.

(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. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

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)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

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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:

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Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

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CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California's Social and Emotional Learning: Guiding Principles, 2018

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

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

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

Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

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

California Office of the Attorney General: <http://oag.ca.gov>

Center on Great Teachers and Leaders: <http://gtlcenter.org>

Collaborative for Academic Social and Emotional Learning: <http://casel.org>

Common Sense Media: <http://www.commonsensemedia.org>

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

Partnership for Children and Youth: <http://www.partnerforchildren.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: May 14, 2019 La Canada Flintridge, California

La Canada USD | AR 5144 Students

Discipline

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.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approved: September 6, 2016 La Canada Flintridge, California

La Canada USD | BP 5144 Students

Discipline

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 continues 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:

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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

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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: September 6, 2016 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 accordance with board policy, there are no hate related crimes to report for the 2019-2020 school year.

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 | BP 5145.9 Students

Hate-Motivated Behavior

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