

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Policy

Students

BP 5131

DISCIPLINE CODE/SCHOOL RULES AND PROCEDURES

Expected Student Behavior

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, expelled and/or arrested as the laws are applied.

The Board of Education of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction.

All students shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the schools.

Participation/attendance at extra-curricular activities is considered a part of the education program. Participants/spectators carry responsibilities as representatives of their school and communities. All rules of student conduct also apply to extra-curricular activities.

The Board may enforce the provisions of Education Code 35291 by suspending or, if necessary, expelling a student in any elementary or secondary school who refuses or neglects to obey rules prescribed pursuant to that Section.

This publication has been prepared and distributed to assist the school district and individual site principals to better inform all concerned persons of these policies.

Rights and Responsibilities of Students

1. Rights

- a. To be informed of school rules and procedures.
- b. To remain enrolled in school until removed under due process conditions as specified in the Education Code.
- c. To have access to records upon reaching the age of sixteen.

2. Responsibilities

- a. To attend classes regularly and on time.
- b. To obey school rules and procedures.
- c. To respect the rights of school personnel and other students.
- d. To be prepared for class with appropriate materials and work.

Rights and Responsibilities of Teachers

1. Rights

- a. To expect students to behave in a manner which will not interfere with the learning of other students.
- b. To have parental support related to academic and social progress of students.
- c. To expect students to put forth their best effort and participate in class in order to receive a passing grade.

2. Responsibilities

- a. To conduct a well planned and effective classroom program.
- b. To inform parents through progress reports, report cards, and conferences about the academic progress, school citizenship and general behavior of children.
- c. To initiate and enforce a set of classroom regulations consistent with school and district policies, rules and procedures.
- d. To inform students of their grading policies.

Rights and Responsibilities of Administrators

1. Rights

- a. To hold students to strict accountability for any disorderly conduct in school or on their way to and from school.
- b. To take appropriate action in dealing with students guilty of misconduct.
- c. To recommend disciplinary action: reprimand, suspension and/or expulsion as the situation demands.

2. Responsibilities

- a. To provide leadership that will establish, encourage and promote good teaching and effective learning.
- b. To establish, publicize and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- c. To request assistance in matters concerning serious instructional, behavioral, emotional, health or attendance problems.

Rights and Responsibilities of Parents

1. Rights

- a. To be informed of district policy and school rules and procedures related to their children.
- b. To be informed of all facts and school action related to their children.
- c. To inspect their child's records with the assistance of a certificated staff member for proper explanation.

2. Responsibilities

- a. To visit school periodically and to participate in conferences with teachers or counselors on the academic and behavioral status of their students.

- b. To provide supportive action by making sure that students have enough sleep and adequate nutrition.
- c. To maintain a consistent set of standards and rules for the student.
- d. To be familiar with district policies and school rules and procedures.
- e. To ensure that students attend regularly and to contact the school promptly when known absences occur.

GUIDELINE FOR STUDENT BEHAVIOR

These guidelines illustrate some of the disciplinary actions that may be taken, but do not limit the possibility for other alternative disciplinary measures. Additional consideration will be given to the specific nature of an incident.

Problem Areas	Possible Actions to Be Taken
Tardiness	Informal talk, work detail, detention, parent involvement
Unexcused Absence / Excessive Unexcused Absence	Work detail, parent involvement, suspension, exclusion from participating in extra-curricular activities, SARB, *Millennium Learning High School
Defiance of Authority	Conference, work detail, detention, parent involvement, suspension, transfer to *Millennium Learning High School
Cheating	Parent involvement, conference, suspension
Disruptive Behavior	Informal talk, work detail, parent involvement, suspension transfer to *Millennium High School
Inappropriate Attire	Informal talk, sent home to change, detention, suspension
Illegal Parking	Police involvement
Litter	Work detail, detention
Skateboarding	Warning, confiscation
Verbal Abuse	Informal talk, detention, conference, suspension
Forgery	Informal talk, parent involvement, work detail, detention, suspension
Theft	Parent/police involvement, suspension, expulsion
Smoking on Campus	Detention, suspension
Vandalism	Parent involvement, work detail, restitution, suspension
Fighting	Informal talk, parent involvement, suspension, expulsion
Drugs/Alcohol	Parent/police involvement, suspension, expulsion

Arson	Parent/police involvement, suspension, expulsion
Extortion / Robbery	Parent/police involvement, suspension, expulsion
Explosive Devices	Parent/police involvement, suspension, expulsion
Extortion/Robbery	Parent/police involvement, counseling, anger management , suspension, expulsion
Explosive Devices	Parent/police involvement, counseling, anger management, suspension, expulsion
Harassment (including Sexual Harassment)	Parent/police involvement, counseling, anger management , suspension, expulsion
Bullying / Intimidation	Parent/police involvement, counseling, anger management , suspension, expulsion
Hazing	Parent/police involvement, counseling, anger management , suspension, expulsion
Knife / Gun	Parent/police involvement, counseling, anger management , suspension, expulsion

~~* Millennium High School provides an alternative learning environment to which students may be voluntarily or involuntarily transferred. It is an option only available at the secondary school level.~~

DEFINITIONS OF POSSIBLE DISCIPLINARY ACTIONS	
Informal Talk	A school official may talk to the student and try to reach agreement on expected behavior
Work Detail	The student may be assigned clean-up in specific areas on or off campus at an assigned time.
Parent Involvement	Parent(s) are notified by telephone, personal contact, or certified letter. A conference may be conducted
Conference	A formal conference may be held between the student, his/her parent(s), appropriate school personnel and any other individuals concerned. Recommendations are made to correct the student's behavior. A student performance contract may be a result of parent involvement or a conference.

Detention	Students may be detained in school for disciplinary or other reasons. Saturday School is a voluntary alternative to some suspensions and to weekday detention
*Removal from Classes	The student may be removed from one or more classes, but remain at school during these class periods, or receive appropriate disciplinary action such as: 1. serves one or more detention/work details 2. has privileges suspended 3. removed from class with no credit
In-School Suspension	A student may be assigned to an in-school suspension program at the discretion of the principal or designed for offenses when suspension is permitted
Suspension	The student will be informed that he/she is subject to a suspension (five days or less). The student also will be informed regarding due process procedures. An attempt is made to notify the student's parent(s) or legal guardian by telephone, informing them of the suspension. Notification to the parent(s) or legal guardian includes instructions regarding the due process procedures. Recorded
SARB (School Attendance Review Board)	School Attendance Review Board may be established to help students with school attendance or behavior problems
Police Involvement	The District maintains a positive working relationship with the Piedmont Police Department and frequently works in conjunction with the Juvenile Services Officer
Transfer to Millennium High School	A proposed involuntary transfer notice may be Independent Learning High sent to parent/guardian to initiate the transfer for a student to receive special behavioral and/or educational services
* Semester Suspension	A Millennium High School student may receive a semester suspension for a violation of the District's discipline policy

Expulsion	<p>The student will be informed that he/she is subject to expulsion. The student also is informed regarding due process procedures. The student's parent(s) or legal guardian is notified by telephone, certified letter or personal delivery that the student is subject to expulsion. Notification to the parent(s) or legal guardian(s) must include clear instructions regarding due process procedures. The Superintendent recommends to the Board of Education that the student should be expelled. The due process procedures are immediately initiated. The expulsion does not become effective until the due process procedures have been completed. Recorded in student file.</p>
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Administrative Suspension Procedure

1. An informal conference is held with the student. The student will be allowed the opportunity to present his/her version and evidence in his/her defense. The student will be advised of the reason for disciplinary action.
2. An attempt will be made to make a telephone contact with the parent/guardian regarding a suspension.
3. A parent/guardian will be mailed or given a written notice of suspension within twenty-four (24) hours.
4. A parent/guardian shall respond to the school's request for a conference, without delay, according to the law.
5. A parent/guardian will be informed that suspension may be reviewed by the Superintendent or designee.
6. In ordinary circumstances, a student may not be suspended for more than five (5) consecutive days.
7. No student shall be suspended for more than twenty (20) days from one school during the year, ~~except for Independent Learning High School students.~~
8. A suspended student may be required to complete and receive credit for assignments and tests missed during the suspension, as provided by the teacher. The teacher does not necessarily have to allow a suspended student to make up missed work or tests.
9. A suspended student must remain under parent supervision and is not to be on or near any school campus, or attend any school activity for the duration of the suspension.

Legal Reference:

EDUCATION CODE

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension or expulsion

48908 Duties of pupils

48980-48981 Notification of parent or guardian

CIVIL CODE

417.25 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

417.25 Laser scope

CODE OF REGULATIONS, TITLE 5

300-307 Duties of pupils

UNITED STATES CODE, TITLE 42

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

Adopted: July 5, 2000

Revised: June 23, 2004

00244-00007/4168140.1