

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

ELEMENTARY SCHOOL DISCIPLINE GUIDELINES

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

These discipline guidelines were developed to promote consistency and encourage appropriate behaviors that require students to become increasingly more responsible for their behavior. We believe that if students clearly understand the rules and the consequences for unacceptable behaviors, they can make intelligent choices. We expect parents to recognize the importance of school rules and to cooperate with their enforcement. Hence, we ask that parents and students read and discuss these guidelines.

We know that the vast majority of our students are considerate, well-behaved, and responsible. We will make a consistent effort to notice, praise, and reward positive behaviors in all students.

Consequences for unacceptable behavior should include opportunities for the student to learn from his/her mistake. Whenever possible, students should be included in intervention programs that will help them acquire the skills to make positive choices in the future.

STUDENT RESPONSIBILITIES

- To attend school on a regular basis
- To be on time and prepared to work
- To bring required materials and assignments
- To know and comply with school rules
- To treat staff and fellow students with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability
- To respect public and private property
- To follow directions of school staff
- To behave in a way that does not disrupt the learning of others
- To leave valuable personal possessions at home
- To know and comply with the district discipline guidelines
- To dress appropriately (B.P. 5332 Student Dress Code)

PARENT RESPONSIBILITIES

- To send students to school neat, clean, appropriately dressed and ready to learn
- To instill in students an attitude that school is important
- To schedule and attend school conferences when appropriate
- To assure prompt and regular attendance at school
- To be available to school staff during the day by informing the school of current phone numbers for home, work or emergency
- To cooperate with school staff in helping students with academic, discipline, or attendance problems
- To notify the school whenever a student cannot attend
- To know and comply with classroom and school rules and review the requirements with students
- To know and comply with the district discipline guidelines and review requirements with students
- To treat staff, students, fellow parents, and community partners with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability
- To ensure students do not bring valuable personal possessions to school.

TEACHER RESPONSIBILITIES

- To establish classroom expectations for behavior
- To require compliance with classroom and school rules and review consequences
- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organized classroom environment conducive to learning
- To make every attempt to communicate with parents and administrators when student behavior is unsatisfactory
- To treat parents, students, and fellow staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability
- To be consistent in applying classroom and school rules

ADMINISTRATOR RESPONSIBILITIES

- To inform staff, students, and parents on a regular basis about school and district discipline standards
- To be consistent in applying the district discipline guidelines
- To work with School Resource Officers, School Community Liaison, and campus personnel in implementing the district discipline guidelines
- To thoroughly investigate before determining if a violation has been committed
- To treat students with respect and always give them the opportunity to tell their side of a discipline issue
- To treat teachers, parents, and staff members with respect regardless of ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental ability.
- To inform parents immediately or as soon as possible about student discipline matters
- To provide parents with information regarding the process of any discipline procedure
- To notify parents when students are interviewed by law enforcement

RULES AND CONSEQUENCES

If a student chooses to break the rules, a consequence will follow. Repeated failure to follow school rules could result in suspension from school. Serious violations, Level III's, will result in suspension on the first occurrence. Repeated violations may result in more serious consequences, including expulsion.

Suspension from school can only be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended on a first offense if #1, #2, or #3 occurs:

1. The student committed any of the following violations:
 - a. Caused or threatened to cause physical injury
 - b. Willfully used force on another person except in self-defense
 - c. Possessed a dangerous object
 - d. Possessed, used, or furnished a controlled substance or alcoholic beverage
 - e. Arranged to sell or furnish a "look alike" controlled substance
 - f. Committed robbery or extortion
2. The student's presence at school causes a danger to persons or property
3. The student's presence at school threatens to disrupt the instructional process

Generally actions that are dangerous, that are unfair to others (interrupting games), that ruin the environment (littering), or that show disrespect to others are considered violations of the rules. Some examples of inappropriate behavior and possible consequences are:

UNACCEPTABLE BEHAVIORS	Level I	Level II	Level III
Name calling	X		
Littering	X		
Being in unassigned areas at unassigned times	X		
Failure to follow classroom, bathroom, cafeteria, or playground rules	X		
Misuse of library or labs	X		
Inappropriate dress	X		
Disrespect to other students	X		
Talking back or being disrespectful to adults	X		
Malicious teasing		X	
Major disruption of teaching or learning		X	
Profanity/abusive language		X	
Use of skateboards, roller blades, or any wheeled mode of transportation on campus during school operational hours.		X	
Bullying			X
Fighting which is aggressive and intentional			X
Verbal threats and/or intimidation of others			X
Profanity/abusive language directed towards a student or adult.			X
Sexual Harassment (grades 4 – 12)			X
Physical abuse of a student or adult			X
Willful defiance			X
Theft of personal/school property			X
Vandalism of personal/school property			X
Possession of realistic toy weapons			X
Possession/use of alcohol, tobacco or tobacco products, or a controlled substance			X

Level I – Behaviors that are minor violation of classroom and school rules. However, repeated violations may result in suspension. For the first offense the teacher and/or principal will take one or more of the following actions:

- Student/teacher conference
- Teacher-held detention
- Parent contact/conference
- Additional assignments
- Office referral
- Intervention program
- Suspension from class
- Reteach expectations/rules

Level II – Behaviors that hinder positive school climate and interfere with student and campus safety.

Repeated violations may result in suspension.

Consequences:

First Offense

One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Behavior intervention/support
- Detention
- Exclusion from school activities
- Intervention program
- Reteach expectations/rules

Second Offense

One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Behavior intervention/support
- Detention
- Exclusion from school activities
- Intervention program
- Reteach expectations/rules

Third Offense

One or more of the following shall occur:

- Parent/guardian contact/conference
- Written warning
- Behavior intervention/support
- Detention
- Exclusion from school activities
- Intervention program
- 1-3 day suspension

Level III – Behaviors that are serious violations and threaten the safety of students and disrupt the instructional or operational process at a school. Repeated violations of Level I and Level II behaviors apply. Repeated violations may result in expulsion.

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

First Offense

One or more of the following shall occur:

- Behavior intervention/program
- Detention
- 1-3 day suspension
- Exclusion from school activities
- Police involvement

Second Offense

One or more of the following shall occur:

- Behavior intervention/program
- 1-5 day suspension
- Exclusion from school activities
- Police involvement
- Involuntary transfer to another school or program.

Third Offense

One or more of the following shall occur:

- Behavior intervention/program
- 1-5 day suspension
- Exclusion from school activities
- Police involvement
- Involuntary transfer to another school or program.

Level IV – Behaviors that are MANDATORY RECOMMENDATIONS FOR EXPULSION

By law, students causing serious physical injury; possessing weapons, controlled substances, dangerous objects, or explosives; selling drugs; committing robbery/extortion; committing or attempting to commit sexual assault/sexual battery, or assault or battery upon a school employee, must be recommended for or against expulsion which the principal must report to the Board of Education.

ITEMS NOT ALLOWED AT SCHOOL

Several types of items are **not to be brought to school. They include, but are not limited to:**

- Guns, knives or weapons of any kind, including BB guns, “air-soft” guns, pellet guns, paintball guns, and/or toy guns
- Water pistols, water balloons, squirt tubes
- Matches, lighters, firecrackers, caps, or other dangerous explosive devices
- Pepper spray, tear gas, etc.
- Radios, tape recorders, laser pointers, cameras

DEFINITIONS OF SPECIFIC BEHAVIORS AND TERMS

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

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

Appropriate Dress - Students will wear clothes that are suitable for school and give proper attention to personal cleanliness. Clothing shall not present a health or safety hazard or distract from the educational process. The following articles are not permitted: “spaghetti” straps, back-less or strap-less tops/dresses; low-cut tops/dresses; bare-midriff tops; shorts, skirts, pants and tops that fail to conceal undergarments; and shorts, skirts, and dresses that are shorter than thumb’s length when arms are at side **(BP/AR 5332)**. “Gang related apparel” is prohibited (E.C. 35183) and students may be issued a “gang notice” for violation. Repeated gang-related behaviors will result in suspension and possible expulsion **(BP 5136)**.

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

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

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

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

Disrespect to Others Students/Staff - Failure to be courteous or thoughtful towards other students/staff. Behavior and/or language which degrades the unique qualities of an individual such as race, ethnicity, culture, heritage, sexuality, physical/mental attributes, religious beliefs or practices, will not be tolerated and may be cause for suspension and/or expulsion. Individuals who believe they have been subjected to such language or behavior should report the incident to a teacher or administrator. **(BP 5145.3 and BP 5145.9)**

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

Expulsion - Students can be denied attendance at all schools within the school district for a specified period of time. The reasons and procedures for expulsion are prescribed by State law. Students can be expelled only by the Board of Education, **(BP/R 5144.1)**

Fighting - Students are responsible to settle their differences in a civil manner. A student who allows him/herself to be provoked into fighting will be considered as guilty as the one who starts the fight.

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

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

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

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

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

Willful Defiance - Students are responsible for hearing and following the directions of adults in authority without undue delay. All adults who work at the school have the right and responsibility by law to supervise student behavior.