

APPENDIX J

PACIFIC UNION SCHOOL DISTRICT DISCIPLINE POLICY

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BOARD OF TRUSTEES' MESSAGE

One of the major responsibilities of the Pacific Union School District Board of Trustees is to provide a school environment which is conducive to effective learning for all students. Holding distracting forces to a minimum and eliminating behavior that is detrimental to the learning process and/or to the school population are essential priorities. Therefore, the Board has directed that rules and regulations be established, within the framework of California law, to ensure a proper climate in which Pacific Union's students may pursue their studies.

Pacific Union School District's *Discipline Policy* and "Rules for Student Behavior" describe the District's behavioral expectations of its students. School personnel have been instructed to enforce the rules in a fair, though firm if necessary, manner in order to safeguard each student's right to the best education we can provide.

With you, we, the Board, look forward to a successful school year. We welcome your participation and support.

BOARD OF TRUSTEES

Susan Markarian, President Valerie Holmes, Clerk
John Jaurigue Barbara Petersen R. Allen Scheidt

SUPERINTENDENT'S MESSAGE

Promoting the positive interaction of students with each other and with their teachers, parents, and community is one of the biggest challenges facing schools today. Therefore, one of Pacific Union School's primary goals is to encourage in its students qualities of constructive attitude, responsibility, and courtesy, in order that the students' learning environment be enhanced and that they develop into responsible, productive citizens. Toward that end, Pacific Union's *Discipline Policy* has been developed to help ensure a school environment in which the academic, emotional, social, and physical needs of all Pacific Union students can be met.

I encourage you to read and discuss with your child the accompanying information concerning appropriate school conduct. (Related Board of Trustees policies and California Education Code sections are available in the office, should you wish to review them.) The goal of promoting a positive school climate can only be accomplished through the cooperative efforts of students, parents, and school. If you have any questions or suggestions regarding this matter, please feel free to contact me at 834-2533.

Annette S. Machado
Superintendent

SCHOOL CONDUCT: REWARDS AND CONSEQUENCES

Pacific Union School strives to provide its students an exemplary educational program, delivered in a safe learning environment, free from disruptive influences. With this objective in mind, Pacific Union's *Discipline Policy*, which follows the basic assertive discipline format of making students accountable for their behavior, and "Rules for Student Behavior" were developed. Both documents are based upon the expectation that each student will be cooperative; show respect for himself/herself, others, and property; be prompt and prepared; be responsible for his/her own actions; and behave in a manner which does not interfere with the right of each student to learn and each teacher to teach and does not threaten the safety or well-being of other students or of adults.

Although it is not possible to create an all-inclusive list of student behavioral expectations/rules, the behaviors that are prohibited to students in the *Discipline Policy*, in conjunction with the guidelines contained within the "Rules for Student Behavior," are representative of the behavioral expectations/rules by which the students of Pacific Union School are expected to abide.

Students who regularly demonstrate appropriate behavior receive various awards and rewards, including citizenship certificates and medals. A student who displays especially meritorious behavior may be issued a "Student Conduct

Commendation."

Students who display inappropriate/unacceptable behavior receive appropriate consequences. The *Discipline Policy* includes four levels of referrals for inappropriate/unacceptable behavior, with consequences corresponding to each. Consequences for inappropriate behavior include, but are not limited to, detention, which may be scheduled during recess or before/after school; loss of extra-/co-curricular privileges; suspension; and expulsion. In grades K-3, detention is normally held during recess or from 2:30 p.m. to 3:30 p.m. In grades 4-8, detention is normally held during the lunch recess or from 3:30 p.m. to 4:30 p.m. If a child is required to stay for after-school detention, his/her parents are notified prior to the detention, via a referral sent home to them with their child or a telephone call by the teacher. **It is the child's responsibility to get the referral notification home. It is the parent's responsibility to provide transportation home at the end of the after-school detention.**

All Pacific Union students are expected to abide by the behavioral expectations outlined in the *Discipline Policy* and "Rules for Student Behavior." However, the Pacific Union staff recognizes that the consequences that are specified for inappropriate/unacceptable behavior are stringent relative to the developmental level of the students in grades K-3; therefore, **the consequences that are assigned to a student in grades K-3 may be modified, at the discretion of the teacher/administrator, to be developmentally appropriate for the age/grade of the child.**

LEVEL I REFERRAL

Level I referrals are issued solely for not completing homework and/or class work.

Consequences:

1. Each Level I referral results in a twenty-minute to one-hour detention or the use of the student's recess time to complete his/her work.
2. Continued Level I referrals may result in a reduction of the student's report card grades.
3. Six Level I referrals in a trimester will constitute habitual behavior; raising the type of infraction to a Level II with corresponding consequences.

LEVEL II REFERRAL

Level II referrals are issued for infractions which may be considered to be relatively minor; however, they are disruptive and interfere with the learning process. Level II infractions include:

1. Disrupting the classroom, cafeteria, etc.;
2. Disobeying school personnel;
3. Being physically aggressive;
4. Calling names/using inappropriate language;
5. Playing in a potentially unsafe manner;
6. Cheating;
7. Being habitually tardy; (six or more in a trimester);
8. Other violations of this general nature.

Consequences:

1. Each Level II referral results in a twenty-minute to two-hour detention.
2. Four referrals in a trimester result in detention and the teacher's telephoning the student's parents.
3. Five referrals in a trimester result in detention and a two-week loss of extra-/co-curricular privileges.
4. Six referrals in a trimester result in detention, a two-week loss of privileges, and a student/parent/teacher conference.
5. Seven referrals in a trimester result in detention, a four-week loss of privileges, and a student/parent/administrator conference.
6. Subsequent referrals in a trimester result in a student/administrator conference and the assignment of consequences, including a possible suspension, that are determined by the administrator.

LEVEL III REFERRAL

Level III referrals are issued for infractions which are considered to be serious (expulsion may eventually result). Level III infractions include:

1. Fighting or threatening to fight;
2. Causing or attempting to cause damage to school property or private property;
3. Stealing or attempting to steal school property or private property;
4. Knowingly receiving stolen school property or private property;
5. Possessing or using tobacco or any products containing tobacco or nicotine products;
6. Committing an obscene act or engaging in habitual profanity or vulgarity;
7. Engaging in, or soliciting to engage in, acts of a sexual nature;
8. Unlawfully possessing or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia, as defined in Health and Safety Code §11014.5;
9. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
10. Habitually not serving assigned detention.
11. Possessing an imitation firearm;
12. Committing sexual harassment or racial harassment, including verbal, visual, or physical conduct¹;
13. Causing, attempting to cause, threatening to cause, or participating in an act of, hate violence, as defined in Education Code §233(e)¹;
14. Intentionally engaging in harassment, threats, or intimidation, directed against a student(s), that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that student(s) by creating an intimidating or hostile educational environment¹;
15. Harassing, threatening, or intimidating a pupil who is a complaining witness or 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;
16. Other violations of this general nature.

¹By law, suspension is not appropriate for students in grades K-3.

Consequences:

1. The first Level III referral results in a two- to four-hour detention and/or a one-day suspension, a three-week loss of extra-/co-curricular privileges, and the teacher's telephoning the student's parents.
2. The second referral results in a three- to five-hour detention and/or a one- to two-day suspension, a four-week loss of privileges, and a student/parent/teacher conference.
3. The third referral results in a four- to six-hour detention, a one- to three-day suspension, a six-week loss of privileges, and a student/parent/administrator conference.
4. The fourth referral results in a five- to seven-hour detention, a one- to four-day suspension, an eight-week loss of privileges, and a student/parent/administrator conference, with the possibility of placement on an independent study program, on a home study program, or in an opportunity school.
5. The fifth referral, and all subsequent referrals, results in a six- to eight-hour detention, a one- to five-day suspension, a ten-week loss of privileges, a student/parent/administrator conference, a possible conference with the Board of Trustees, and/or a recommendation for expulsion.

LEVEL IV REFERRAL

Level IV referrals are issued for infractions which are considered to be very serious (expulsion may result). Level IV infractions include:

1. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possessing, selling, or otherwise furnishing 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. Unlawfully possessing, using, selling, or otherwise furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind;
4. Unlawfully offering, arranging, or negotiating to sell any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either selling, delivering, or otherwise furnishing to any person another liquid, substance, or material and representing the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
5. Committing or attempting to commit robbery or extortion;
6. Committing or attempting to commit a sexual assault, as defined in Penal Code §261, §266c, §286, §288, §288a, or §289; or committing a sexual battery, as defined in Penal Code §243.4;
7. Making terroristic threats against school officials or school property, or both;
8. Other violations of this general nature.

Consequences:

1. Each Level IV referral results in a one- to five-day suspension and a student/parent/administrator conference.
2. The first Level IV referral results in a detention of at least four hours, suspension, a loss of extra-/co-curricular privileges of at least four weeks, and a conference.
3. The second referral results in a detention of at least six hours; suspension; a loss of privileges of at least eight weeks; a conference; possible referral to the Board; and possible placement on an independent study program, on a home study program, or in an opportunity school.
4. The third referral results in a detention of at least eight hours, suspension, a loss of privileges of at least twelve weeks, a conference, referral to the Board, and a possible recommendation for expulsion.
5. The fourth referral results in a detention of at least ten hours, suspension, a loss of privileges of at least eighteen weeks, a conference, and a recommendation for expulsion.

The actions/behaviors of a student may be of such a serious nature that the number of days of suspension, or recommendation for expulsion to the Board of Trustees may result irregardless of the consequences listed under each leveled referral.

As a result of a student's having received referrals of Level II, III, or IV, the superintendent or her designee may require that a parent/adult accompany the student on a field trip or may exclude the student from a field trip if, in the judgment of the superintendent/designee, the student's behavior is such as to require one-to-one supervision/exclusion.

The following infractions NORMALLY RESULT IN IMPLEMENTATION OF THE EXPULSION PROCESS:

1. Causing serious physical injury to another person, except in self-defense;
2. Possessing any knife, explosive, or other dangerous object of no reasonable use to the student;
3. Unlawfully possessing any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis;
4. Committing robbery or extortion;
5. Committing assault or battery, as defined in Penal Code §240 and §242, upon any school employee;
6. Possessing, selling, or otherwise furnishing a firearm, unless the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal;
7. Brandishing a knife at another person;
8. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code;
9. Committing or attempting to commit a sexual assault, as defined in Education Code §48900(n); or committing a sexual battery, as defined in Education Code §48900(n).

Notes:

1. **The listing of behaviors and consequences in no way limits the Superintendent's or Board of Trustees' discretion in determining violations or consequences.** These procedures may be changed by the Board at any time. If these procedures conflict with appropriate law, the law shall govern.
2. **If a student's actions warrant, suspension or expulsion may be imposed at any time.**
3. A student may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in Education Code §48900, §48900.2, §48900.3, §48900.4, and §48915 and are related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (a) While on school grounds;
 - (b) While going to or coming from school;
 - (c) During the lunch period, whether on or off the campus;
 - (d) During, or while going to or coming from, a school-sponsored activity. [EC §48900]
4. In instances in which suspension or expulsion is not required by law, in lieu of being suspended a student may be reassigned to the office or a classroom during school hours or to community service (including, but not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs) on school grounds during non-school hours.