

DISCIPLINE

An informational brochure for parents and students

2022-2023

The Alameda Unified School District is committed to providing a quality educational environment that is safe, secure, and peaceful. This brochure explains the enforcement of school rules and procedures as they apply to student behavior.

The primary goal of the District is to help each student develop to the maximum of his/her capacity and function as a responsible member of a democratic society. When parents, students and staff are aware of our mutual responsibilities, we can effectively promote positive student participation in learning programs of our District.

Parent Involvement

The Alameda Unified School District Board of Education encourages harmonious, constructive working relationships with individual parents as well as parent/teacher/student organizations in each school. AUSD will continue to encourage and welcome the fullest participation in these groups by all parents, teachers, students, and administrators of each school.

Disciplinary Policy

1. AUSD subscribes to the principle that discipline should be viewed as a positive concept. In exercising discipline, the ultimate goal should be to help each student develop self-control and self-discipline.
2. AUSD believes in the principle that a student grows from dependence to independence. As he/she grows toward independence, acceptable behavior includes respect for constituted authority, respect for the rights of others, and development of high personal standards. It is therefore an obligation of the schools to provide experiences which lead toward a student's self-discipline and independence.
3. AUSD recognizes its responsibility to provide an orderly environment that is conducive to the development of self-discipline and academic achievement. An individual who fails to develop sufficient self-discipline to function properly in a classroom constitutes an impediment to the progress of his/her classmates. In that event, it is the responsibility of the educators to protect the rights of all students to an education.

Sharing Responsibility

The Student is responsible for:

1. Maintaining high personal standards of self-discipline, courtesy, morality, cleanliness, and wholesome relationships with others.
2. Assuming responsibility for the proper use and respect for property.

3. Respecting and obeying school rules and regulations as well as laws applying to juveniles.
4. Pursuing to the best of his/her ability the educational opportunities made available.

The Parent is responsible for:

1. The behavior of their children.
2. Reviewing District policy and school discipline rules with family members while interpreting the standards of conduct expected on school campuses.
3. Cooperating with school personnel in carrying out appropriate disciplinary practices when such action is necessary.

The Teacher is responsible for:

1. Seeing that students are aware of and understand school rules and regulations regarding discipline.
2. Exercising proper control and discipline of his/her students while fairly and consistently enforcing school rules and District policy related to discipline.
3. Communicating concerns related to behavior with the parent/guardian.
4. Reporting promptly any continuing student behavior problem to appropriate administrative personnel.
5. Requesting a parent to attend classes with their student after specified suspensions.

The Principal is responsible for:

1. Enforcing the District discipline policy and school rules consistently and fairly.
2. Establishing school rules and regulations that conform with the District discipline policy to ensure an educational program free from disruption for all students.
3. Communicating to parents, staff, and students about established District policies and school rules regarding student discipline.
4. Supporting teachers in performing their duties within the framework of this policy.

The Superintendent is responsible for:

1. Establishing procedures to carry out this policy and holding school personnel responsible for the proper execution of the procedures.
2. Supporting school personnel in the performance of their duties within the framework of the Board's policy.

Procedures for Disciplinary Action

Administrative Suspension Procedure requires that:

1. An informal conference be held with the student; the student be allowed the opportunity to present his or her version and evidence in his or her defense; the student be advised of the reason for disciplinary action.
2. An attempt be made to make telephone notice of suspension with parent/guardian.
3. A parent/guardian be given written notice of suspension by mail or in person.
4. A parent/guardian respond to the school's request for a conference without delay, as per state law.
5. A parent/guardian be informed that suspensions may be reviewed by principal or superintendent's designee.
6. A parent/guardian will attend a conference within seventy-two (72) hours if requested.
7. A student may not be suspended for more than five (5) consecutive days, except during an expulsion recommendation.
8. No student shall be suspended for more than twenty (20) days in one school year, except during an expulsion recommendation.
9. When provided by the student's teacher(s), a student may complete and receive credit for assignments and tests missed during suspension.
10. A suspended student must remain under parent supervision and is not to be on any school campus or attend school activities for the duration of the suspension.

Electronic Signaling Devices (E.C. 48901.5)

Although students may possess electronic signaling devices, they are prohibited from using these devices during class time and/or any other time in which they may cause a disruption on campus. If a disruption occurs, a school employee shall direct them to turn it off and or confiscate the device. If the school employee finds it necessary to confiscate the device, it shall be turned back over to the student or parent at the end of the day. Discipline may occur for disruption.

Liability

Electronic signaling devices brought to school by students will be done so at their own risk. The District will not be responsible or liable for the loss of, damage of, or investigation of an electronic signaling device, regardless if it is in the possession of a student or it has been confiscated by a school official.

Dress Policies

All students are to maintain personal standards of dress appropriate to class and school activities. Appropriate student dress is necessary to maintain order, provide a safe and positive learning environment, and promote discipline. Dress that draws undue attention or detracts from the educational process is unacceptable. Please see your school's dress code.

Drug / Alcohol Policy

For the protection of all concerned, students are forbidden to use, provide, possess, or be under the influence of drugs or alcohol while at school or any school activity. Violations of

this policy will be reviewed by the District Administration after the student has been suspended to determine what further disciplinary action shall be taken. The local law enforcement agency will also be notified. **The principal shall recommend the expulsion of a student for supplying or selling any drugs or alcohol upon the first offense or for a student found to be in possession of drugs three times in one calendar year.**

Gang Affiliation and Activity Policy

The governing board of the Alameda Unified School District finds that gangs which initiate or advocate activities which threaten the safety and well-being of persons or property on school campuses are harmful to the educational purposes for which the schools are operated. The school board further finds that the use of hand signals; and/or presence of any apparel, jewelry, accessory, book, or manner of grooming; or any (by virtue of its color, arrangement) trademark, symbol, or any other attribute may denote membership in a gang. This disrupts the orderly, social, and educational environment and may result in a clear and present danger on or near the school premises or at any school-related activity. Copies of the District Policy on Gang Affiliation and Activity are available upon request from the school principal.

Attendance

Attendance and participation in class are essential if a student is to gain the maximum benefit of the educational program. Regular and punctual school attendance is expected, encouraged, and enforced. Ed. Code 48000 requires compulsory education for students between ages of 6 and 18.

Both California Education Code and the Welfare and Institutional Code provide that legal action may be taken against a student and/or parent when a student is declared a habitual truant. By law, a student is truant when absent without a valid excuse three or more days or tardy 30 minutes or more three times during a school year. If a student is reported as truant three or more times a school year, the student will be reported to the Student Services Department.

Verification of student absences is required of parents or guardians. Students 18 years of age may verify their own absences.

Interviews Of Students At School By Law Enforcement Officials, Probation Officers, County Welfare Department, Child Protection Staff – Notification Of Parents

In criminal matters where a child is a suspect, victim, or witness to a crime, a law enforcement official may or may not approve the notification of the parent, guardian, or responsible relative of the pupil prior to the interview taking place, depending upon the status of the case. It must be noted that the District does not have the legal authority to prescribe limits on the manner in which a law enforcement official may conduct an investigation (54 Ops.Cal.Atty.Gen 96(1971)).

The school official or designee has the responsibility to notify parents/guardians unless otherwise directed by law enforcement.

6th Through 12th Grade Discipline Matrix

ALAMEDA UNIFIED SCHOOL DISTRICT DISCIPLINE AND INTERVENTION PROTOCOL

The Alameda Unified School District is committed to teaching, modeling, and enforcing high standards of conduct and will assign consequences for misbehavior in order to foster the lifeskills of Trustworthiness, Respect, Responsibility, Caring, and Citizenship and to ensure that schools are safe, healthy learning environments for all students.

The following chart indicates the types of disciplinary action that may apply to each type of infraction. In each instance, an opportunity to teach appropriate behavior through the use of intervention and a corrective action is stated. **Each situation or violation involving student conduct should be individualized, and the least punitive action based on the violation should be taken. The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall take place after progressive discipline interventions by the school fail to bring about proper conduct. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus.

Key Code for Symbols

Based on the severity or persistent nature, consequences may lead to more severe consequences at the discretion of the school administration.

****Schools which do not offer On-campus Suspension (OCS) will offer a consequence of comparable value at the administration's discretion.**

Indicates law enforcement **MUST** be notified pursuant to EC 48902, PC 245, PC 626.9, or PC 626.10.

<u>Category I Infractions</u>		
<u>Offense</u>	<u>Consequences</u>	<u>Interventions</u>
<i>Includes, but is not limited to...</i> <ul style="list-style-type: none"> Cheating/Forgery Classroom Disruption Bullying* (cyber and or verbal) Defiance Electronic Device Gang/Clique-related Items Gambling Harassment/Bullying/Hazing Horseplay Littering Look-a-Like Weapon Near Fight* Obscene Act*(gestures/language/physical actions) Object of no Reasonable Use Possession of Drug Paraphernalia # Inappropriate Physical Contact Profanity (not directed towards staff) Safety Violation (e.g. riding skateboards, bikes, Heelies®, scooters, etc. on campus; reckless driving on campus*; etc.) School Disruption Theft or Possession of Stolen Property # (>\$49) Vandalism* # (>\$99) Writing or marking school property False identification to staff/refusal to give name when asked by school officials Being in an unauthorized area without permission from school personnel, including being outside the classroom without a pass Leaving the campus at lunch or other times during the day without receiving permission from the office. Being on another school grounds during school hours without permission Refusing to leave a classroom or designated area when directed by a staff member Refusing to follow a directive from a school staff member to cease behavior which is interfering with the learning of other or endangering the safety of others 	1 st Incident – 1 hour detention	<i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior:</i> <ul style="list-style-type: none"> School and classroom behavior expectations clearly defined with all student(s) School and classroom behavioral expectations communicated with all families Student and teacher conference about behavior Parent contacted Parent/ teacher/student conference Counselor/Student conference Administrator/ Student conference Parent/Teacher/Administrator/ Student conference Behavior card Student Study Team (SST) Behavior Contract including incentives and consequences Referral to appropriate Community-Based Service(s)
	2 nd Incident – 2 hour detention	
	3 rd Incident – Wednesday School	
	4 th Incident – on-campus suspension **	
	5 th Incident – one-day suspension	
	<i>No show to a previously assigned consequence will result in a make-up of the original consequence and assignment of a consequence at the next level.</i>	<i>After <u>ten</u> days of suspension, a multi-disciplinary team (e.g. SST) must be held to attempt to correct and improve the student's behavior, attendance, and/or academic performance.</i>

Category II Infractions		
<u>Offense</u>	<u>Consequences</u>	<u>Interventions</u>
<i>Includes, but is not limited to...</i> <ul style="list-style-type: none"> Assault/Threat on School Staff Possessed, sold, or otherwise furnished any knife or other dangerous object Controlled Substance (unlawful possession /furnishing or under the influence) # Extortion # Fighting/Fight Aggressor Possession/Providing or under the influence of Alcohol # Possession of Drugs # Possession of weapon/injurious object excluding firearm or explosive # Tampered with the fire alarm Caused or participated in hate violence Profanity/Verbal Abuse <u>directed</u> toward a School Employee Making terrorist threats against school officials or school property or both Robbery # Tobacco or Paraphernalia (possession, furnishing) Theft or Possession of Stolen Property # (<\$49) Sexual Harassment (grades 4-12) <p>AUSD does not suspend for 48900(k) as the primary suspension code in grades TK-12</p> <p>Education Code 48900</p>	1 st Incident – 1-3 day suspension	<i>Disciplinary consequences are coupled with interventions to help promote a positive change in behavior.</i> <ul style="list-style-type: none"> Administrator/Student Conference Counselor/Student Conference Administrator/Teacher/Student Conference Behavior Card Student Study Team (SST) Behavior Contract including incentives and consequences Referral to Community-Based Services <p><i>After <u>ten</u> days of suspension, a multi-disciplinary team (e.g. SST) must be held to attempt to correct and improve the student's behavior, attendance, and/or academic performance.</i></p> <p><i>After fifteen days of suspension, a multi-disciplinary district team (e.g. SBRT) must be held to attempt to correct and improve the student's behavior, attendance, and/or academic performance</i></p> <p><i>Education Code 48903</i></p>
	2 nd Incident – 2-3 day suspension	
	3 rd Incident – 3-5 day suspension	
	<p>If behavior continues, then the school has the ability to recommend expulsion with secondary findings</p> <p>Secondary findings are defined as:</p> <ol style="list-style-type: none"> Other means of correction are not feasible or have failed to bring proper conduct, and/or Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. 	

Category III Infractions (Expellable)	
<u>Offense</u>	<u>Consequences</u>
<i>Includes, but is not limited to...</i> <ul style="list-style-type: none"> Battery on School Staff # Brandishing Knife # Drugs/Sale # Explosive Device # Firearm # Sexual Assault/Battery # 	<p>1st Incident – Recommendation for expulsion <i>Education Code 48915c</i></p> <p>Chief Student Support Officer contacted</p>

Schools are mandated to uphold federal and state laws and Board of Education policies as they apply to students:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During the lunch period on or off the campus; and
- (4) During or while going to or coming from a school sponsored activity.

These laws do not apply to students after they have reached their destination away from school or school activities. EC 48900 (s)