

Downey Unified School District
STUDENTS

STANDARDS OF BEHAVIOR - ELEMENTARY

AR 2411.1

To protect the right of all students to engage in a meaningful educational program without disruption or disorder, procedures for helping students with behavioral adjustments are necessary. We have instituted school rules and regulations that are both positive and reasonable, realizing that the vast majority of students are self-disciplined and conform to high standards of behavior.

STUDENT-CENTERED BEHAVIOR MODIFICATION PROCEDURES

Principal

- a. Conference with teacher
- b. Counseling with student
- c. Parental conference
- d. Guidance meeting with psychologist
- e. Other possible administrative alternatives:
 - 1. Detention
 - 2. Referral to outside agencies in cooperation with parent
 - 3. Systematic suspension
 - 4. Suspension
 - 5. Room change
 - 6. Referral to SART and/or SARB
 - 7. Intra-district transfer
 - 8. Expulsion
 - 9. Community Service

Parents

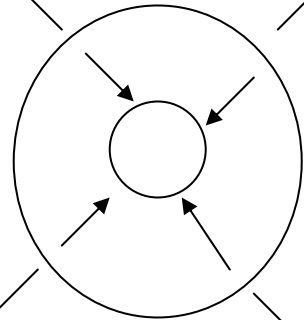
- a. Guidance of student
- b. Conference with school personnel
- c. If change in behavior is not achieved satisfactorily, then a referral to a community or or private service organization may be appropriate

Teacher

- a. Assess cause of problem
- b. Counseling of student
- c. Determine appropriate resolution of the problem
- d. Other possible teacher alternatives:
 - 1. Detention
 - 2. Student assignments in educational areas where the student needs help
 - 3. Withholding privileges and
 - 4. Lowering citizenship mark
- e. Gather data from nurse, psychologist, previous teacher, and records regarding health, family, and school
- f. Parental conference
- g. If change in behavior is not achieved satisfactorily, then a referral to appropriate personnel:
 - 1. Principal
 - 2. Guidance Committee (Behavior Modifications)

School Psychologist

- a. Conference with teacher principal regarding student
- b. Assess cause of problem
- c. Counsel student
- d. Conference with principal, parent, and/or teacher
- e. If change in behavior is not achieved, refer to appropriate outside agencies
- f. Plan appropriate curriculum with teacher
- g. Assist in the placement of student in a special program



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Behavior Modification Guidelines

1. School Responsibilities

- a. While the principal has the ultimate responsibility for the administration of all discipline within the school consistent with the rules and regulations of the Board of Education, in general it is expected that the teacher will take the initial steps in handling disciplinary situations. Always, the emphasis should be on the prevention of disciplinary problems and attempting to lend all necessary assistance to students to help them solve any problems which arise. In each case one should be watchful for factors or patterns leading toward misconduct so that school personnel and parent(s)/guardian(s) may be alerted to potential problems and work as a team in helping each student to help him/herself in his/her school adjustment.
- b. When disciplinary action is necessary it may involve a variety of corrective measures. If the teacher feels that he/she is not securing the desired results in bringing about a proper behavioral attitude on the part of the student, the student shall then be referred to the principal.
- c. The principal then should use all available resources, including the school psychologist and those of the District Office, to bring about this positive change in behavior.
- d. If the teacher and the principal are not securing the desired change through counseling, the principal then shall endeavor to bring about a positive change through other measures.
- e. It should be noted that while the section of Suggested Disciplinary Guidelines often indicates suspension, it is to be used only in accordance with AR 2430.
- f. Wherever feasible, the District policies for suspension, exclusion, expulsion, and discipline are applicable to special education students. Exceptions are to be made on an individual basis only. Student behavior and the handicapping condition of the student shall be considered before disciplinary action is taken.

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Behavior Modification Guidelines - continued

2. Specific Procedures

a. Procedures Prior to a Parental Conference

- (1) Teacher evaluation of student including academic achievement and attitude.
- (2) Principal and teacher evaluation of student needs.
- (3) Review of the attendance, health, and other appropriate records.
- (4) Principal and teacher and/or school psychologist decide on appropriate plans to recommend to parents.

b. Systematic Suspension Procedures

- (1) Conferences shall be held with principal, teacher, parent(s)/guardian(s), student, and/or school psychologist.
- (2) Parent(s)/guardian(s) shall be contacted prior to sending a student home.
- (3) Evaluation and follow-up of procedure shall be determined.

c. Suspension Procedures

- (1) Parent(s)/guardian(s) shall be contacted prior to sending a student home.
- (2) Within one school day of the beginning of the suspension, a letter shall be mailed home which contains the following information:
 - (a) A statement of the facts leading to the decision to suspend.
 - (b) The date and time when the pupil will be allowed to return to school.
 - (c) A statement of the right of the pupil or parent/guardian to request a meeting with the Superintendent's designee.

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Behavior Modification Guidelines - continued

2. Specific Procedures - continued

c. Suspension Procedures - continued

- (d) A statement of the parent's/guardian's or the pupil's right to have access to the pupil's records.
- (e) A request that the parent/guardian attend a conference with school officials regarding the pupil's behavior, including notice that State law requires parent(s)/guardian(s) to respond to such request without delay.

(3) At the end of each school month a list of all suspended students will be forwarded to the Director, Pupil Services.

d. Procedures to be Taken by Guidance Committee to Initiate a Behavior Modification Program

(1) Principal and/or teacher will initiate referral to Guidance Committee.

(2) Teacher will provide the Committee with a description of the specific behavior to be modified.

(3) Teacher and psychologist will observe the student's behavior and jointly develop baseline information.

(4) Teacher and psychologist will jointly determine negative and positive contingencies (rewards and punishments) for desired behavior. Teacher will make subsequent observations and chart data.

(5) Psychologist will consult with teacher regarding progress on a regular basis.

(6) Student's progress will be reviewed by Guidance Committee.

e. Interview Procedures for Serious Acts of Misconduct

Investigation of charges brought against students for serious acts of misconduct shall be the responsibility of the school principal or designee.

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Behavior Modification Guidelines - continued

2. Specific Procedures - continued

e. Interview Procedures for Serious Acts of Misconduct - continued

- (1) Any written forms by students to be submitted as evidence shall be originals, voluntary, written in their own handwriting, and signed by the student and parent(s)/guardian(s). Forms shall be distributed to all involved persons immediately after the incident.
- (2) The student and the parent(s)/guardian(s) shall be informed in person of the charges against the student. Charges shall be presented in writing. They shall be informed of the evidence against the student, and the student shall be given the opportunity to defend him/herself.
- (3) If school personnel are involved in a joint effort with police officers in the questioning of a student, the same limitations applicable to police interrogation shall apply to participating school employees. Parents/guardians or their designee shall be notified prior to interrogation by the police whenever possible. All attempts to contact the parent/guardian or designee shall be recorded.
- (4) All statements of evidence shall be taken in the presence of another employee of the District. In no case shall the administrator or staff member serving as a witness to the interrogation have been present or directly involved in the incident in question.
- (5) In instances where there is a likelihood of Board action or a hearing, the Superintendent or designee shall participate in the gathering of evidence and interview the student charged.

Suggested Disciplinary Guidelines

These guidelines are suggested in the best interest of the child and the school, respecting the necessity for the administrators to exercise professional judgment:

Bus Conduct

Pupils transported in a school bus shall be under the authority and responsible directly to the driver of the bus, and the driver shall be held

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Suggested Disciplinary Guidelines - continued

Bus Conduct - continued

responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. Drivers shall turn in a referral to the principal. The principal shall receive the referral and take appropriate action (AR 6624). A bus driver shall not require any pupil to leave the bus enroute between home and school or any other destinations.

Campus Disturbances by Students

In the Downey Unified School District procedures are provided for students to express their opinions and to present ideas in a manner appropriate for responsible citizens. Any activities, however, which would disrupt or interfere with the school's educational program are prohibited and shall result in appropriate disciplinary action which may include a parental conference, detention, or suspension, depending on the severity of the violation.

Unauthorized Assembly

Any unauthorized assembly of students on the school premises during school hours and/or school-sponsored activities which is of a disruptive influence, threatening in nature to the normal functioning of the school program, or is an impairment of the proper exercise of the supervisory responsibility of the school staff is prohibited.

Disruption of Flag Ceremony

The Board of Education has the legal responsibility to provide for the conducting of the daily pledge of allegiance to the flag of the United States. It has no legal responsibility or right to require each and every student to participate actively therein, but it does have the right and the duty to see that the students show no disrespect to the flag of the United States, and that they do nothing to disrupt the ceremony.

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Suggested Disciplinary Guidelines - continued

Dangerous Drugs
and/or Narcotics
Abuse

Every effort shall be made to inform and instruct students at the appropriate grade levels about the dangers and implications of drugs and narcotics usage. A continuous program of instruction, guidance, and counseling shall be conducted in every school to provide students with preventative, corrective, and rehabilitative measures. Violations shall be handled with appropriate action in accordance with AR 2490.

Defacing or Damaging
of School or District
Property

Acts of vandalism which endanger life or property will be immediately referred to the Board of Education for expulsion proceedings in accordance with AR 2460. Other offenses will result in a parental conference, detention, suspension, and/or arrest.

Every effort shall be made by the District to obtain payment for all damages to school property caused by the student. The parent/guardian is responsible for this payment.

Defiance, Disrespect,
Persistent Disregard of
School Regulations

Parental conference, detention, possible suspension of one to three days, and/or referral to the Guidance Committee.

Fighting

Parental conference, detention, possible suspension of one to three days, and/or referral to the Guidance Committee.

Firearms, Knives
Explosives or Other
Dangerous Objects

Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or a school activity shall result in immediate referral to the Board of Education for an expulsion hearing in accordance with AR 2460, unless the principal or Superintendent finds and reports to the Board that expulsion is inappropriate.

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Suggested Disciplinary Guidelines - continued

Gambling

Parental conference, detention, possible suspension of one to three days.

Metal Detectors

If the site principal/designee believes that the use of metal detectors, either portable or stationary, will provide a safer environment for all persons on school premises or at school activities, such detectors may be used on a regular or random basis. Metal detectors shall only be used at times and in a manner as directed by the site principal/designee.

Physical Injury

Causing serious physical injury to another person, except in self-defense, shall result in immediate referral to the Board of Education for an expulsion hearing in accordance with AR 2460, unless the principal or Superintendent finds and reports to the Board that expulsion is inappropriate.

Profanity or Vulgarity

Parental conference, detention, or possible suspension of one to three days, and/or referral to the Guidance Committee.

Robbery or Extortion

Robbery or extortion shall result in immediate referral to the Board of Education for an expulsion hearing in accordance with AR 2460, unless the principal or Superintendent finds and reports to the Board that expulsion is inappropriate.

Tardiness

Tardiness to class is basically a discipline problem rather than an attendance problem. It is harmful to the individual student and disrupts the proper educational environment. Detention is the recommended discipline to be used in cases of tardiness. Pupils may be detained in school for disciplinary or other reasons for not more than one hour after the close of the maximum day. Parent(s)/guardian(s) shall be contacted regarding cases where

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Suggested Disciplinary Guidelines - continued

Tardiness - continued

students have a continuing problem with regard to tardiness, and parents/guardians, principal, teachers, and other school personnel should work together with the student to see that the problem is solved.

Thievery

Parental conference, possible suspension of one to three full days and/or referral to the Guidance Committee. Payment for all lost or damaged school property. Possible arrest as provided by State Law.

Threats and/or Physical Abuse of District Employee

Any student who physically attacks any school district employee shall be immediately referred to the Board of Education for expulsion proceedings in accordance with AR 2460. Any student who threatens or verbally abuses any school district employee shall be subject to disciplinary measures which may include expulsion and/or suspension and/or possible referral to the Guidance Committee. He/she also may be subject to arrest and prosecution.

Tobacco Possession

Parental conference, possible suspension of one to three days.

Smoking

Parental conference, possible suspension of one to three days.

Truancy

Students are required to stay within the boundaries of the school at all times when out of class, before school, at recess, and at lunch. Students are required to observe these requirements from the time of their arrival at school until they are dismissed at the close of the school day. If it is necessary to leave the campus, a student must secure parental permission and obtain an off-campus pass from school personnel.

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STANDARDS OF BEHAVIOR - ELEMENTARY - continued

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Suggested Disciplinary Guidelines - continued

Unauthorized Visitors

Any person who comes into any school building or any school ground or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupts the school or its pupils or school activities, and who remains there, or who reenters or comes upon such place within 72 hours after being asked to leave, is guilty of a misdemeanor and is subject to arrest.

All persons who are authorized visitors shall report to the school administration office for clearance, unless prior authorization is granted.

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