

Salinas Union High School District

CONDUCT

Student Responsibilities

1. Attendance

- a. School attendance is required by law for all youth under the age of 18 who have not graduated from high school, except as otherwise provided by law. (E.C. 48200)
- b. Students must attend school in their attendance area as defined by Board policy unless permitted to attend another school as authorized by the Superintendent. (Board Policy 5116)

2. Conduct and Effort

- a. Students shall exert reasonable effort to profit from instruction by:
 - (1) Reporting to class regularly and on time
 - (2) Participating in class work
 - (3) Preparing assignments
 - (4) Bringing required materials to class
 - (5) Exercising consideration for the rights of others (including their personal property rights)
 - (6) Students shall also conduct themselves responsibly and respectfully at all times (See following Rules and Regulations Concerning Student Discipline)
 - (7) All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of all school employees
- b. Tardy

As stated in the student behavior manuals the Board of Trustees has deemed it important to be on time. To discourage tardiness, the following regulations have been adopted. This regulation applies on a semester basis:

- (1) For the first three tardies teachers will document tardiness and take appropriate corrective action
- (2) Beginning with the fourth tardy, students will be issued an "Assignment to Study Center" (tardy ticket) form by the teacher
- (3) When a student receives a tardy ticket, the student must serve detention as shown on the Notification Form on the day after the student is given the ticket. (See attached Exhibit A.) Emergency or unavoidable circumstances that prevent the student from serving detention must be cleared in advance with the administration, and a reassignment will be made

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- (4) Detention begins in the Study Center following the conclusion of the last period of the school day. The starting time will be at the discretion of each school
- (5) Students must bring school work with them to the center. If they arrive late or without school work, they will be assigned additional detention. After doubling detention for any infraction, rather than doubling the detentions again, the student will be assigned Saturday school
- (6) The only acceptable excuse for missing detention will be if a student has missed school on the day of detention
- (7) The student who missed detention because he/she was absent from school must report to detention on the day of return. The student must show the Detention Supervisor his/her admit slip to classes to avoid being given additional detention
- (8) A student who has received a total of five (5) detentions for tardies and who then receives a sixth tardy ticket will be sent to an administrator and given four (4) hours of Saturday School with a parent contact made by the administrator
- (9) A student who receives a seventh tardy ticket will be given eight (8) hours of Saturday School with a parent contact made by the administrator
- (10) A student who receives an eighth tardy ticket will be given eight (8) hours of Saturday School and will appear before a Behavior Attendance Review Committee (BARC) to discuss alternative school placements (Mount Toro, Independent Study, etc.) with the student, parent, and committee members
- (11) Students have 24 hours to clear a tardy ticket. A note from the person who is excusing the tardy should be stapled to the ticket and turned into the Study Center prior to the assigned detention. The student who cannot meet the detention obligation can, through an administrator, opt to spend comparable time at Saturday School
- (12) Detention Time Assignment Schedule

<u>Tardy No.</u>	<u>Detention Time</u>
1-3	Teacher disciplinary action and documentation of tardiness
4-5	* one hour after school detention
6	Referred to Administration and assigned to four (4) hours
7	Saturday School or On-Campus assignment to Study Center
8	Referred to Administration and assigned to eight (8) hours

*Failure to appear or arriving late at detention will double the detention time

*Students option for Saturday School in lieu of detention will be assigned comparable time.

- (13) It is the responsibility of each staff member to enforce the tardy regulations and to issue tardy tickets when appropriate.

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- (14) The "Assignment to Study Center" (tardy ticket--see Exhibit A) form will be printed on four-part NCR paper. The white copy is to be given to the student. The remaining copies (canary, pink, and hardback) will be sent to the Study Center
- (15) The Study Center Supervisor will be responsible for sending notices of re-assignment through the teachers' mailboxes to those students who do not attend detention. Timely distribution of the notices is crucial to the process.
- (16) Each teacher needs to continue his/her involvement to discourage tardiness to class by discussing each tardy with the student and by notifying the parents when a student has received three or more tardies. The after-school Study Center is for tardies only or by administrative assignment. Teachers should continue their own disciplinary process and have detention in their rooms for infractions of their classroom rules.
- (17) If a student is late to detention, the Study Center Supervisor will assign additional detention but may allow the student to serve one of the penalties on that particular day if the tardiness is less than 5 minutes.
- (18) Within the 24 hours, notes to clear tardiness written by parents are valid only for the first class and the period following lunch. The Supervisor has the option to remove the student from the Study Center for disruptive behavior with a referral to the appropriate administrator.
- (19) The Study Center Supervisor will contact parents on the fifth tardy, using a letter (see attached Exhibit B) outlining the tardy regulations and indicating the student has arrived at the fifth tardy level

Students shall attend school regularly. A student's failure to attend school in violation of the compulsory education law may result in criminal charges and penalties imposed against the student and parent or guardian under Sections 48200 et seq. And Sections 48290 et seq.

Students who absent themselves from class without a valid excuse shall be subject to the following:

- (1) First Invalid Absence Level/Assignment to After-School Study Center for One Hour. The school will make every attempt to notify student's parent or guardian by telephone and/or letter. The student will be warned at the time the admit slip is issued that being absent from school without a valid excuse is in non-compliance with the compulsory attendance laws of the State of California
- (2) Second Invalid Absence Level/Assignment to After-School Study Center for One Hour. The school will make every attempt to notify student's parent or guardian by telephone and/or letter. The student will be warned at the time the admit slip is issued that being absent from school without a valid excuse is in non compliance with the compulsory attendance laws of the State of California

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- (3) Third Invalid Absence Level/Assignment to After-School Study Center for One Hour. The school will establish an administrator/parent/student conference. At this time alternatives to regular full-time school attendance will be discussed.
- (4) Truant Level One (Fourth Invalid)/Assignment to Saturday School for Six (6) Hours. The parent will be notified, by first-class mail or other reasonable means, of the pupil's truancy. The notice will also state the parent's obligation to compel pupil attendance at school and that a parent failing to meet this obligation may be guilty of an infraction and subject to prosecution (See Education Code Section 48290 et seq.). The school will make a conscientious effort to hold a personal conference with the student and parent. Possible placement in alternative programs or other solution to the truancy will again be discussed. A contractual agreement will be discussed/signed. The Superintendent will be notified that the student is a truant. The District Attorney will be notified the first time. (See Truancy Mediation Program)
- (5) Truant Level Two (Fifth Invalid). The school will make a conscientious effort to hold a personal conference with the student and parent. The student will be reassigned to an alternative program for a minimum of one full semester. A semester is defined as a minimum of 15 weeks and achieving a minimum of 20 credits. A student so assigned to an alternative program will be placed at the third invalid absence level. The Superintendent will be notified that the student is a truant for the second time.
- (6) Habitual Truant Level (Sixth Invalid). A student reaching this level in the the regular school or alternative program will be deemed a habitual truant and will be referred to the District School Attendance Review Board for assessment and recommended placement or referral to the District Attorney as a habitual truant.

3. Appearance

- a. Students are expected to be neat and clean. (Title V, 302)
- b. Student attire must not be disruptive to the school environment.
- c. Student attire must not constitute a safety hazard.

Student attire that violates the above conditions is prohibited and may result in the student's suspension for the day.

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Rules And Regulations Concerning Student Discipline

1. Notification

- a. Content of These Rules. Parents and guardians shall be notified in writing at the beginning of the regular school term of the availability of these rules and their responsibility for helping to see that they are carried out. At the same time, the principal shall make known these rules to continuing students. Transfer students shall be so notified at the time of enrollment.
- b. Assault With Deadly Weapons. Local law enforcement authorities shall be notified of any acts of students involving assault upon others with a deadly weapon.
- c. Release of Minor Pupil to Peace Officer. Whenever a minor pupil is released to a peace officer for removal from school premises, the principal or his or her designee shall take immediate steps to notify the parent or responsible relative of the release and the place to which the minor is reportedly being taken.
- d. Assault Against School Employee. Whenever any employee is attacked, assaulted, or menaced by a student, the employee and the principal of the school concerned shall promptly report such attack, assault, or menacing to local law enforcement.

2. Definitions

- a. Day. A calendar day unless otherwise specifically provided.
- b. Exclusion. Action by the Board of Trustees to eliminate the requirements of compulsory school attendance for a definite period of time for reasons cited in AR 5112.2. Usually reserved for cases of student illness where his/her attendance at school would be inimical to the welfare and best interest of other students.
- c. Exemption. Action by the Board of Trustees to eliminate the requirement of compulsory school attendance for a definite period of time for reasons cited in AR 5112.1. Usually reserved for cases where parents request exemption for reasons other than those listed above for suspension and expulsion.
- d. Expulsion. Removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel, as those terms are used in computing average daily attendance.
- e. Principal's Designee. For purposes of suspension, an administrator, or if there is not a second administrator at the school site, a certificated person, specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person at a time may be designated as the principal's primary designee and this person's name shall be on file in the principal's office.
- f. Pupil. Includes a pupil's parent or guardian or legal counsel.

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- g. School Day. Day upon which the schools of the District are in session or weekdays during the summer recess.
- h. Suspension. Removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean:
 - (1) Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the Governing Board for pupils of the same grade level
 - (2) Referral to a certificated employee designated by the principal to advise pupils
 - (3) Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or the principal's designee. Removal from a particular class shall not occur more than once every five school days

Responsibility Of School Personnel To Foster Desirable Student Conduct

- 1. The efforts of all school personnel shall be directed to:
 - a. The creation of an atmosphere of mutual respect
 - b. The identification of the causes of student misconduct
 - c. The finding of constructive methods of preventing or controlling of such misconduct
 - d. The involvement of parents when appropriate
- 2. Depending on circumstances, some of the methods used may be:
 - a. Referring students to guidance and administrative personnel
 - b. Providing psychological evaluation
 - c. Providing more appropriate instruction to meet individual student needs
 - d. Placing in special programs
 - e. Referring to health and welfare agencies
 - f. Providing extracurricular activities
 - g. Assigning detention
 - h. Suspending from class or school (See RULES AND REGULATIONS CONCERNING STUDENT DISCIPLINE above). Usually, students are referred by teachers to the appropriate administrator for disciplinary action if the students are unresponsive to normal classroom and/or school expectations of behavior
 - i. Exclude, exempt, or expel from school by the Board of Trustees (E.C. 48220)

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Specific Responsibility Of School Personnel And Community

Each of the following personnel should provide a good example for the student and should realize that his or her primary purpose is the success of the student in the educational environment:

1. The Superintendent is responsible to the Board of Trustees for exercising sound judgment in carrying out the policies of the Board of Trustees in regard to corrective or preventive measures to be used for the control of undesirable student behavior

The Superintendent shall oversee and supervise the enforcement of standards of student conduct and shall provide for a District Hearing Committee in exemption, exclusion, and expulsion cases and act as the District's Hearing Officer

2. Principals are responsible for the interpretation and enforcement of standards of student behavior in their schools, for the maintenance of a good learning environment, and for support to the staff in their efforts to enforce standards of student conduct. Principals shall also provide to all parents and staff members written copies of procedures governing the enforcement of standards of student conduct, including bus regulations, at their respective schools at the beginning of each school year. Principals shall also distribute to all parents and staff members written copies of the District's policies and administrative regulations regarding student conduct. The distribution of these materials shall be once yearly, at the beginning of each school year. Principals shall discuss the policies and regulations governing student conduct with all staff members each year. Copies of all materials shall be posted for student information and made available upon request

NOTE: Principals are required by statute to notify police authorities in the following situations:

- a. Assault or battery on school personnel (E.C. 44014)
- b. In cases where the battered child syndrome is known or suspected (P.C. 11161.5)
- c. Police officials must be notified prior to the suspension or expulsion of any student who possesses a dangerous weapon as defined in P.C. 245 (E.C. 48902)

In other disciplinary matters, principals may exercise discretion, but should in cases of serious matters, consider contacting police officials or at least notifying parents of victims of crimes of their legal right to file civil or criminal charges

3. Teachers assume responsibility for:
 - a. Conducting a well-planned and effective classroom program

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- b. Handling of minor disciplinary problems within the classroom and soliciting the aid of the principal and his or her staff when dealing with serious misbehavior
- c. Supervising students on the campus or on field trips
- d. Reporting, daily, absences each period

A presentation will be made in an assembly format to all students informing them of the major points of the revised student regulations. A follow-through will be scheduled in appropriate individual classes. Following the initial year of presentation of the revised regulations, each year the seventh (7th) graders, freshmen, and students new to the District will have an assembly presentation on the regulations and all students will have an appropriate follow-up in individual classes. Teachers shall also develop classroom rules for each class taught and have such rules available for inspection by parents and the administrative staff and discuss them with all students

4. Counselors assist students to:

- a. Understand themselves and the opportunities available to them
- b. Make wise choices leading to success in school and in the future
- c. Make adjustments in the environment to better meet the needs of students

Counselors shall discuss District and school regulations with all late enrollees. Counselors will also be involved in the resolution of minor disciplinary problems including violation of attendance regulations committed by their counselees

5. Classified Personnel accept the responsibility for:

- a. Advising appropriate administrative personnel of irregularities in student behavior
- b. Exercising reasonable control of students
- c. Providing information from off-campus sources, upon request by the school administration, which may assist in appropriately dealing with infractions of school regulations

The Transportation Department shall provide students with rules of conduct governing bus transportation and shall have such rules available for inspection by students, parents, and administrative personnel

6. Parents and Guardians are expected to seek and to cooperate with school personnel in achieving successful student performance by assuming responsibility for:

- a. The behavior and attendance of their children, and
- b. Financial obligations if their children destroy or damage property

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Employees who willfully fail to enforce these regulations are subject to disciplinary action.

Standing Committees

1. School Behavior/Attendance Review Committee (BARC). Each school shall form, at the beginning of each school year, a Behavior/Attendance Review Committee consisting of at least the following personnel: the principal or his/her designee, a school psychologist, the student's counselor, the attendance technician, the administrator in charge of the student's discipline and the student's teachers. The committee shall be utilized to assist in making decisions regarding exemption, exclusion, or expulsion (in situations where expulsion is being considered for matters in addition to defiance of the attendance policy). The committee may be used for purposes of student placement in various School District programs.
2. School Attendance Review Committee. This committee is to be composed of the administrator in charge of attendance at the school, the attendance technician, and at least three teachers. This committee is charged with the responsibility for recommending expulsion or alternative placement for students who are in violation of the District Attendance Policy.
3. District Hearing Committee. The District Hearing Committee shall be appointed by the Superintendent and shall consist of a chairperson and two additional certificated employees (the latter two shall not be from the school involved in the disciplinary action).

(c.f. 5112.1 - Exemption)

(c.f. 5112.2 - Exclusion)

(c.f. 5114/5114.1 - Suspension and Expulsion/Due Process)

Issued: 1/18/85

Amended; Board approval: 11/12/85

Reviewed: 9/14/04