

**LAS LOMITAS ELEMENTARY SCHOOL DISTRICT**  
**Administrative Regulations**

**STUDENTS**

**AR 5144**

**Discipline**

**1. Policy statement of the Governing Board**

- a. Citizenship in a democracy requires respect for the rights of others and for constituted authority. It also requires reasonable standards of courtesy, decency, and morality and the maintenance of wholesome relationships with others.
- b. If the school is to accomplish its purposes, suitable standards must be established and maintained. The school must be well-organized, offer a good educational program, and be accompanied by a clear understanding on the part of faculty, parents, and students of their responsibilities.
- c. Suitable standards should:
  - 1) provide a school environment free from all forms of harassment, including sexual harassment, and maintain an environment in which all students and adults model appropriate behavior and are treated with dignity and respect.
  - 2) protect the student in his / her right to free education;
  - 3) protect the person and property of all involved;
  - 4) provide a classroom climate conducive to an ongoing educational program;
  - 5) develop orderly procedures providing students with the security that accompanies knowing what to expect and what is expected of them;
  - 6) promote a feeling of pride in being a member of a vital social enterprise; and
  - 7) help to identify children whose behavior indicates special physical, intellectual, or social needs that would be served better by special schools or special classes than by regular classes.

**2. Areas of responsibility**

**a. Parents**

Parents are responsible for the behavior of their children and are expected to assume full responsibility in cooperating with the schools.

**b. Governing Board**

The Governing Board holds all school personnel, through the Superintendent, responsible for the proper conduct and control of students while under the legal supervision of the school and supports all personnel acting within the framework of the District policy. Full support and mutual cooperation shall be expected of all school personnel and the administration.

**c. Superintendent**

The Superintendent shall establish procedures to carry out Board Policy and philosophy and shall hold all school personnel, students, and parents responsible for the Board's program and for the conduct of students in the schools of the Las Lomitas School District, and shall support all school personnel performing their duties within the framework of the District policy.

**d. School Principal**

The school principal shall be responsible to the Superintendent for the conduct of his/her school. The principal shall be given the responsibility and authority, and may include his/her faculty in the process, to formulate such procedures as are necessary to enforce the District policy. The principals shall give full support to teachers performing their duties within the framework of District policy. The principal shall involve parents of children who are conducting themselves contrary to the

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District policy. The principal shall exercise professional judgment in the disposition of behavior referrals.

**e. Teachers**

Teachers shall be responsible for the proper control of students. Teachers shall enforce the rules and regulations of the schools and shall give support to their principals in maintaining District policy. The Board expects all certificated employees to exercise sound professional judgment in employing preventive, therapeutic and punitive measures to promote acceptable student behavior.

**f. Classified Employees**

Responsibilities of classified employees relating to student behavior shall be limited to those specifically authorized and assigned by the Superintendent and/or the principals.

**g. Students**

Each student shall be responsible for his/her conduct. A student who believes that he or she has been harassed or harmed in any way should report the alleged acts to a teacher, counselor, principal, or the superintendent.

A student who has witnessed the harassment or injury of another student is encouraged to intervene on the victim's behalf and to report the conduct immediately.

**3. Training for Citizenship**

**a. Rights and responsibilities of students**

1) Rights

Every student is entitled to a basic education at public expense, offered in a physical and emotional atmosphere that is both orderly and healthy.

2) Responsibilities

The Education Code of California provides that every child shall attend school for a specified period. It further states that such attendance is a privilege dependent upon regular attendance and compliance with the laws of the State and the rules and regulations of the District pertaining to student behavior. Compliance with school regulations assures the right to a free public education.

3) Notification

Students and parents shall be notified in writing at the beginning of each school year of Board policies and regulations related to citizenship and behavior standards. New students and parents will be notified upon enrollment.

4) Rules and Regulations

Each student shall:

- a) comply with the regulations of the State of California and the Las Lomas School District;
- b) respect the authority of all teachers;
- c) abstain from hazing, extortion, use of tobacco, narcotics, or intoxicating liquors or the possession of any instrument capable of inflicting bodily harm;
- d) refrain from willfully damaging, defacing, or destroying school property and from illegally entering school buildings;

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- e) wear clothing and shoes appropriate to school activities;
- f) be diligent in study. To be diligent in study, a student shall:
  - bring books to class
  - complete all assigned work on time
  - pay strict attention to the teacher
  - exhibit good citizenship
  - do that caliber of work consistent with the student's individual ability and grade level
  - cooperate with teachers and other students
  - be regular and punctual in attendance;
- g) refrain from sexual harassment; and
- h) refrain from the possession of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment without prior consent of the principal or designee. (A signaling device that is determined by a licensed physician and surgeon to be essential for the health of a student, and the use of which is limited for purposes related to the health of the student, shall be permitted.)

**4. Site-Level Rules**

Rules for student discipline shall be developed at each school site. In developing these rules, each school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. The rules shall be consistent with law, Governing Board policy and district regulations. Each school shall file a copy of the rules with the Superintendent or designee and Board. (Education Code 35291.5)

These rules shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

Disciplinary strategies provided in Board policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student for advice and counseling
2. Discussion or conference with parents/guardians
3. Recess restriction
4. Detention during and after school hours
5. Community service
6. Removal from the class in accordance with Board policy, administrative regulation and law
7. Suspension and expulsion

**5. Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

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For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property. (Education Code 49001)

**6. Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

**7. Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

**8. Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

**9. Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291)

In addition, at the beginning of each school year, the principal or designee shall notify students and parents/guardians, in writing, regarding school rules related to discipline. Transfer students and their parents/guardians shall receive such notice upon enrollment. (Education Code 35291.5)

Reviewed and revised by the Governing Board: May 17, 2006