

Verdugo Woodlands Elementary School

1751 N. Verdugo Road, Glendale, CA 91208

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DISCIPLINE POLICY

In order to assure your child and all Verdugo Woodlands students the excellent learning climate they deserve, we engage in Positive Behavior Intervention Systems (PBIS) and utilize our schoolwide discipline plan. The primary purpose of school is to ensure students develop to their full potential academically, socially and physically. This development can best take place in an environment that is safe and protects students' rights. Student responsibility is required to provide the orderly framework within which individual goals can be realized. Our emphasis is on developing responsibility, self-discipline, and mutual respect.

The Verdugo Woodlands mascot is the coyote and our behavior expectations are articulated within the H.O.W.L.S. acronym (Have respect for everyone; Own my actions; Work and play safely; Learn with intention; and Show kindness). Students who demonstrate positive behavior will earn positive reinforcement and recognition for good citizenship in their classroom and at the monthly flag assemblies. Students who engage in inappropriate behavior will be counseled and warned and receive appropriate consequences.

Our concern is not for forced adherence to basic rules, but rather for the desire to have students assume responsibility to follow the rules of the community.

PHILOSOPHY OF STUDENT DISCIPLINE AND BEHAVIOR

The legal authority for school discipline is designated by State Law to the Board of Trustees. These adopted standards of conduct, which must be met by all students, are a condition for attending Verdugo Woodlands Elementary School. These regulations take into account the necessity of proper conduct on the part of all students to ensure a positive and orderly learning environment. This discipline code established by Verdugo Woodlands, in accordance with Board policy, stipulates sanctions for students who fail to observe the required standards. Penalties increase according to severity or frequency of the student's infractions, with suspension the most serious sanction.

VERDUGO WOODLANDS STUDENTS ARE EXPECTED TO follow the H.O.W.L.S.:

- Have Respect for Everyone**
- Own My Actions**
- Work and Play Safely**
- Learn with Intention**
- Show Kindness**

Student conduct is expected to conform to District and school rules and regulations. Violations of such rules and regulations will result in teacher and administrative action including, but not limited to the following:

- Counseling/warning the student.
- A behavioral essay/ H.O.W.L.S Reflection written by the student.
- Playground restriction
- Parent-student conferences.
- In-school suspension from class.
- Alternative to suspension (Saturday School).
- Home suspension.
- Classroom assignment change or transfer to another school.

ATTENDANCE

Student attendance is to be regular and punctual. **When absent, please remember that absences not verified within 3 days of students return to school will automatically be recorded as a “truant” absence and can no longer be verified.** It is the responsibility of all students to make up class work missed during an absence. Students who are 1-29 minutes late will be marked late. After 29 minutes, students will be marked tardy. Three tardies will equal one absence (truancy). Students who are late and/or tardy to school, thereby missing instructional time, may be required to make up work during recess periods. All lates are reflected on the student’s report card as tardies. Absences, lates and tardies can affect academic progress. Excessive lates can also result in parent/teacher conferences to discuss the problem. Excessive tardies, truanancies, and/or absences will result in the school district sending home letters, assigning Saturday school as well as possible referrals to the Student Attendance Review Team and/or School Attendance Review Board (a separate District letter outlines the consequences of truanancies and tardies. “Excessive” can be defined as 10% or more of the instructional year.

OFFICE POLICY & CLASSROOM DISRUPTIONS

Children need to be prepared to be at school all day. Any interruption of classroom instruction has an impact on the learning process. Please have your child come to school well prepared and organized. Instructional time will not be disrupted in order to call students from class to pick up forgotten lunches, homework, projects, instruments, etc. Any items brought to the office will be placed on the counter for students to pick-up. Students must come to the office during recess and check to see if missing items have been dropped off. Students will **NOT** be called out of class. Parents may not disrupt instruction by entering a classroom during the instructional day to deliver any such items to your child.

CARE OF SCHOOL PROPERTY

Students are responsible for taking care of textbooks, library books, other school property, and personal belongings. Students and parents will be held financially responsible for lost or damaged books or damage to school property.

BICYCLES

Students in grades 4 through 6 may ride their bicycles to/from school **with parent’s permission**. Students are required to park and lock their bicycles at the bicycle rack. Students **MUST adhere to the law and WEAR HELMETS** while riding bicycles to and from school. Students **MUST** walk their bicycles across campus and may not ride their bicycles while on campus. Students failing to do so will lose bicycle riding privilege to/from school. Security of the bicycle is the responsibility of the student.

OBJECTS PROHIBITED AT SCHOOL

- Roller-skates (including in-shoe skates, “heelies”)
- Skateboards
- Scooters (Razors, Micros, etc.)
- Radios
- Games & Toys, including electronic devices, unless authorized by the teacher
- Weapons, including toy replicas that look like, or could be mistaken for a weapon.

CELL PHONES (per GUSD Board Policy 5131)

Unless under the direction of a classroom teacher, cell phones and other electronic signaling devices are to be **TURNED OFF** and students are prohibited from using them in the classroom, outside the classroom, or during any time of the instructional day including during recess, snack, lunch, passing periods, and in the restrooms.

Cell phones are to be kept in a student's backpack and are NOT to be taken outside the classroom. Verdugo Woodlands and the Board of Education do not assume liability if such devices are damaged, lost or stolen. Instructional time will not be used to search for a lost or stolen cell phone or electronic device. The use of cell phones and electronic devices during the instructional day will be considered a disruption of school activities and subject to disciplinary action. (Nothing shall be construed to prohibit an electronic signaling device for essential health purposes from the possession and limited use of its said purpose as determined with documentation by a licensed physician and/or surgeon.) Consequences for having a cell phone turned-on while in a classroom, or for having taken a cell phone outside the classroom include, but are not limited to:

- **First Offense:** Confiscation of electronic device by school administration and return to the student's parent/guardian.
- **Second offense:** Confiscation of electronic device by school administration and return to the student's parent/guardian and assignment of After-School Detention.
- **Third offense:** Confiscation of electronic device by school administration and return to the student's parent/guardian and assignment of Alternative to Suspension (Saturday School).
- **Subsequent offenses:** May include multiple days Alternative to Suspension and/or Suspension from school.

*Cell phones are **not** to be used any time while on the school campus (unless under the direction of the classroom teacher), including after dismissal while in the hallway or while on the playground.*

SCHOOL SAFETY / WEAPONS/SIMULATED WEAPONS/WEAPON PLAY AT SCHOOL

Considerable time, energy, and funds have gone into strengthening safety and security measures at Verdugo Woodlands and throughout the Glendale Unified School District. Keeping our school safe is everyone's responsibility. Guns, "gun play," hand gestures, or games that simulate gun violence or simulated weapons are not permitted in any form on campus. Students will be suspended and may be expelled if they possess, sell, or otherwise furnish any firearms, knives, explosives (including "capps"), or other dangerous objects. ***This includes toy replicas that look like, or could be mistaken for a weapon.*** Possession of such objects is grounds for expulsion from school.

BULLYING

New legislation defines bullying as "**one or more acts by a student or a group of students directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment.**" Bullying also includes acts that are committed personally or by means of an electronic act, directed towards a student or a school employee. Disciplinary action will be taken when it is determined by school administration that a student has bullied another student or school employee. Consequences include, but are not limited to, suspension and expulsion.

SEXUAL HARASSMENT

The Board of Education prohibits sexual harassment of any student by another student, employee, or other person in or from the District. Teachers shall discuss the policy with their students in age-appropriate ways and using age-appropriate words to assure them that they need not endure **any** form of sexual harassment.

FIGHTING

Student safety is our absolute highest priority. Students are required to keep their hands and feet to themselves. Playing in a rough manner such as pushing or wrestling is unacceptable. Consequences of engaging in physical attacks or verbal threats may result in suspension.

STANDARDS OF STUDENT ATTIRE / DRESS CODE

To create a favorable climate for learning, all students are expected to be clean and neat in appearance and dressed in presentable clothing. Clothing or general appearance should not create a distraction in the classroom or negatively affect the instructional program, and must be considered age appropriate and safe. Students are expected to dress within the following standard of Dress Code:

- No clothing with advertisements or designs that promote violence, drugs, alcohol, sex, tobacco, bad language, unacceptable social behavior, etc.
- No unfitted clothing including but not limited to belts, pants (underwear should not be visible), shirts, tops, etc.
- No gang related/inspired attire, including but not limited to unhemmed or slit-legged pants and pants that are excessively loose at the waist or excessively wide at the legs and tennis shoes that are not laced appropriately with additional socks tucked inside.
- No revealing clothing, including but not limited to short-shorts, low necklines and/or backlines, so-called “spaghetti straps”, shoulder-less garments (tube-tops), and bare midriffs.
- No make-up, extreme jewelry or hairstyles that are disruptive to the learning environment or might pose a safety hazard.
- No unsafe shoes including but not limited to open-toed, high heeled, platform or other potentially unsafe shoes, including shoe-skates (“heelies”). Athletic/tennis shoes are required for all physical education activities and for play on the playground equipment.

Parents will be notified immediately when a student is found to be inappropriately dressed. Appropriate consequences will be determined by the school administration, including:

- Parent may be called to bring appropriate clothing that the student may wear.
- Student may be loaned a school spirit wear garment to wear over their inappropriate clothing.
- Student may receive consequences for continued or habitual defiance including Detention, Alternative to Suspension (Saturday School), and/or Suspension from School.

STANDARDS OF CONDUCT

The following student standards of conduct will apply at all times:

- Students will accept and respect directions from their teachers and all adults/school employees.
- Students will respect the rights and property of other students.
- Students will keep their hands, feet, and objects away from others.
- Students will respect and care for all school property and equipment.
- Students will conduct themselves in an orderly manner while at school *as well as when going to and from school*.
- Students will observe school rules at all times.

POSITIVE REINFORCEMENT

Individual teachers establish a classroom system to reward positive behaviors. In addition, each month one to three students are selected by their teacher to be featured as Students of the Month based on the GUSD Character and Ethics monthly themes. Students of the Month are recognized at monthly Flag Ceremonies and given certificates that are signed by the teacher and principal.

STUDENT CLASSROOM BEHAVIOR

Each teacher has developed his/her progressive classroom behavior plan, setting consequences that are suited to the specific grade level and classroom. *Students who fail to complete and/or submit assignments on time may also receive a disciplinary action, including but not limited to detention.*

INAPPROPRIATE STUDENT BEHAVIOR OUTSIDE THE CLASSROOM

Consequences for students not following school rules outside the classroom include, but are not limited to:

- Assignment of a PBIS Reflection

- Phone call home.
- Teacher conference with student.
- Loss of recess privileges.
- Conference with parent, student, and teacher.
- Conference with administration and student.
- Principal conference with parent and student.
- Campus clean-up under the supervision of custodian.
- Saturday School (in lieu of suspension).
- Suspension from school.

VIOLATION CONSEQUENCES:

(See PBIS Behavior Management Flowchart & Schoolwide and Classroom Matrices)

SUSPENSION FROM SCHOOL MAY OCCUR AS A RESULT OF ANY VIOLATIONS OF SCHOOL RULES AND THE CALIFORNIA EDUCATION CODE SECTION 48900 (a-w) INCLUDING:

- Severe disruption of the instructional program and/or school activities.
- Continued disruption of willful defiance of the valid authority of school personnel, including the teacher.
- Causing or attempting to cause physical injury to another person.
- Possession of a weapon or dangerous object, *including toy replicas* that look like, or could be mistaken for a weapon.
- Theft or willful damage of school property or private property (*including off-campus while on the way to/from school.*)
- Committing an obscene act, including profanity or vulgarity.
- Engaging in sexual harassment.

The Verdugo Woodlands Discipline Policy has been developed by teachers and school administration; and will be enforced by all school personnel.