



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 5131
Page 1 of 8

Students

Conduct

1. Purpose and Scope

To outline the rights and the responsibilities of school personnel, students and parents for the conduct of the students in the schools of the district.

2. Regulations

A. Rights of the Student

- (1) To develop one's capacities and to profit from the school educational program to the limit of one's ability.
- (2) To receive respectful consideration as an individual.
- (3) To expect rules to be reasonable.
- (4) To expect consistent application of the rules.
- (5) To receive assistance from all school services.

B. Responsibilities of the Student

- (1) To know and comply with the regulations of the district.
- (2) To pursue the required course of study.
- (3) To respect and submit to the authority of teachers and those in authority.
- (4) To assist in application of regulations to one's peer group.
- (5) To accept disciplinary measures as necessary for group control.
- (6) To cooperate with school services in the interest of self-improvement.

Conduct (continued)

- (7) To display proper conduct to and from school, on school grounds and school buses. Specific prohibitions listed in the State Education Code include:
 - (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
 - (c) Possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
 - (d) Offered, arranged or negotiated to sell a controlled substance, alcoholic beverage or intoxicant of any kind and sold, delivered or furnished a "look-alike" or "in-lieu" substance.
 - (e) Committed robbery or extortion.
 - (f) Caused or attempted to cause damage to school or private property.
 - (g) Stolen or attempted to steal school or private property.
 - (h) Knowingly received stolen school property or private property.
(Effective January 1, 1986)
 - (i) Possessed or used tobacco in violation of school rules.
 - (j) Engaged in habitual profanity or vulgarity or committed an obscene act.
 - (k) Offered, arranged or negotiated to sell drug paraphernalia.
 - (l) Disrupted school activities or willfully defied authority.

Conduct (continued)

- (8) To be diligent in study. Specifically to:
 - (a) Be regular and punctual in attendance.
 - (b) Pay close attention to instruction.
 - (c) Exhibit good citizenship at all times.
 - (d) Accomplish school work at the level of one's ability.
 - (e) Demonstrate cooperative spirit in effort to achieve.

C. Rights of the Teacher

- (1) To expect obedience of pupils and all reasonable requests in following classroom rules, school regulations, and in pursuing the instructional program. A failing grade is not in itself a breach of discipline. However, where failure has resulted from lack of diligence as defined above, the student is liable to corrective measures for misconduct.
- (2) To impose discipline controls within the classroom that are not warranted and reasonable. These may include, but not be limited to:
 - (a) Loss of privileges
 - (b) Lowering of citizenship grade
 - (c) Detentions
 - (d) Special assignments
- (3) To impose attendance controls within the classroom that are warranted and reasonable. These may include, but not be limited to:
 - (a) Loss of privileges

Conduct (continued)

- (b) Lowering of citizenship grade
 - (c) Detentions
 - (d) Special assignments
- (4) To consult with parents, pupil services staff and with disciplinary authority regarding the handling of a case.
 - (5) To expect a report of action taken following a case referral within a reasonable period of time.
 - (6) To receive cooperation and support from the school staff while in the performance of their assigned duties.
 - (7) To lower a pupil's grade commensurate with assignments missed and not made up. This may be done following district procedures.
(cf. 5121 - Examination/Grading/Rating)

D. Responsibilities of the Teacher

- (1) To conduct a well-planned and effective classroom program.
- (2) To establish communication and enforce a set of classroom regulations that facilitate and effective learning and apply these regulations consistently.
- (3) To cooperate fully in enforcing general school rules and proper campus behavior.
- (4) To take appropriate steps in handling discipline problems for which one is responsible.
- (5) To maintain a written record of conduct, study and background and contact the parents of those students whose behavior is such that administrative assistance may be needed.
- (6) To make prompt written referrals to the Deans of Attendance/Supervision when a student's conduct and record indicate that the teacher's attempts have not eliminated the problem.

E. Rights of the Administrator

Conduct (continued)

- (1) To expect full cooperation of the school staff in planning and enforcing discipline and control procedures in accordance with district policies.
- (2) To receive referrals from teachers for cases needing administrative support and attention.
- (3) To use the following measures or others, to secure compliance of students:
 - (a) Denial of school privileges
 - (b) Special duty assignment
 - (c) Detention
 - (d) Removal from class
 - (e) Enlistment of parental involvement
 - (f) Suspension
 - (g) Request for referral to special placement for filing incorrigibility petition
 - (h) Request for voluntary withdrawal in lieu of recommendation for expulsion
 - (i) Recommendation for expulsion
- (4) To expect the full support of the Superintendent and the Governing Board in the administrator's reasonable actions and decisions in promoting good school citizenship.

F. Responsibilities of the Administrator

- (1) Direct and assist the staff in developing, understanding and enforcing school rules.
- (2) Insist that staff meet their obligations in handling attendance and discipline problems.

Conduct (continued)

- (3) Support the staff in their handling of attendance and discipline.
- (4) Report back to staff action taken on referrals.
- (5) Be alert to campus or classroom situations promoting poor citizenship. Take firm and consistent action to correct such situations.
- (6) Notify parents or guardians by telephone, letter, or personal conference of serious student offenses. Keep a written record of such contacts, decisions reached, and actions taken.
- (7) Recommend pupil and parent/guardian appearance before the local/district School Attendance Review Board where truancy exists.
- (8) Initiate prompt referral to the County Department of Child Welfare and Attendance when cases warrant.
- (9) Suspend those students who fail to respond to other corrective measures or who by their action require immediate removal.

G. Rights of Pupil Service Staff (Nurse, Psychologist)

- (1) To expect that the school staff has worked with the student and his/her problem before referral.
- (2) To expect the school staff will attempt to identify problems early enough to allow Pupil Services the opportunity to plan with the staff the use of available resources to help the situation before the problem becomes acute.
- (3) To submit with recommendation to the principal, or his/her designated representative, problem cases failing to respond to the efforts of teachers and Pupil Services staff to obtain compliance with school regulations.

H. Responsibilities of Pupil Service Staff

- (1) To work with pupils, parents, school administrators, community services, and governmental agencies toward the satisfactory adjustment of referred cases.

Conduct (continued)

- (2) To make referrals to the County Department of Child Welfare and Attendance and Probation when all of the school's resources for adjustment have been exhausted. Such referrals shall be made through the principal and/or designated representative.
- (3) To maintain a written record of tests and behavior data.
- (4) To inform the school staff as to findings and decisions reached.

I. Rights of Classified Staff

- (1) To expect courtesy and respect from students.
- (2) To receive cooperation and support from the school staff while in the performance of their assigned duties.
- (3) To anticipate that student contacts will be limited to their area of classification.

J. Responsibilities of Classified Staff

- (1) To report student conduct infractions to the principal or designated representative.
- (2) To require cooperation of students while the employees are in the performance of their assigned tasks.
- (3) To cooperate fully in enforcing general school rules and proper student behavior on campus.

K. Rights of the Parent

- (1) To expect the school staff to provide a sound instructional program and to cooperate fully with the home in matters of discipline and behavior of the student.
- (2) To expect the school staff to report potentially serious problems.

Conduct (continued)

- (3) To request a review of the behavior which has led to the staff/parent conference.
- (4) To expect assistance from school staff in the adjustment of the reported case.

L. Responsibilities of the Parent

- (1) To compel their student's attendance in school on a daily basis.
- (2) To cooperate fully with administrators and teachers in support of general school rules and acceptable behavior.
- (3) To support the school in its corrective measures.
- (4) To notify the school of any unusual behavior pattern that would lead to serious difficulties.
- (5) To confer with school staff and services and cooperate in carrying out recommended procedures.