

# **John Bidwell**

## **Student Discipline Handbook**



**John Bidwell Elementary School**  
**1730 65<sup>th</sup> Ave.**  
**Sacramento, CA 95822**  
**916-433-5047**

Revised 8/2017

## Discipline and Behavior Policies

The maintenance of effective school discipline is an important part of the educational process and is necessary in reaching our goal of meaningful learning experiences for all students. Parental support of school policies is vital in developing well-rounded, 21<sup>st</sup> century students.

### Student Conduct

The Bidwell staff believes all parents deserve to have their children attend school in a climate that is conducive to teaching and learning. Campus rules, expectations, policies, and procedures are intended to create and maintain an environment that will provide your child with a safe and happy environment. The standards of the school discipline policy are set by the California Education Code and policies of the Sacramento Unified School District. The maintenance of effective school discipline is an important part of the educational process and is necessary in reaching our goal of meaningful learning experiences for all students.

**John Bidwell K-6 students are expected to follow three basic rules:**

1. Be Safe
2. Be Respectful
3. Be Responsible

**Here are some examples of our expectations:**

School Rules			
Settings	Be Safe	Be Respectful	Be Responsible
Classroom	-On time, on task, and in your seat -Ask teachers permission to leave class -Follow teacher rules	-Use appropriate language with teacher and classmates -Follow teacher rules	-Be prepared -Follow the dress code -Return supplies
Hallway/Corridors	-Use a hall pass to leave room -Walk quietly to destination -Wait your turn	-Classrooms walk in quiet, straight lines	-Report to staff any safety issues observed
Cafeteria	-Keep hands and feet to self -Use condiments as intended -Food is to be	-Let anyone sit next to you -Use proper eating manners -Use appropriate indoor	-Wait your turn -Wait to be excused -Clean up after yourself

	<p>consumed or discarded in trash</p> <ul style="list-style-type: none"> <li>-Sit with feet on floor, bottom on the bench, facing table</li> </ul>	<p>discussion language, tone and topics</p> <ul style="list-style-type: none"> <li>-Clean up after yourself</li> </ul>	
Restrooms	<ul style="list-style-type: none"> <li>-Stay in designated area</li> <li>-Flush toilets</li> <li>-Keep water in the sink</li> <li>-Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>-Give others privacy</li> <li>-Keep hands and feet to yourself</li> <li>-Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Use paper towels, toilet paper, and soap appropriately</li> <li>-Throw away trash</li> <li>-Report when something is wrong or needs to be replaced</li> </ul>
Walking to and from school	<ul style="list-style-type: none"> <li>-Follow traffic/safety laws</li> <li>-Use sidewalk</li> <li>-Whenever possible, wait for adult supervision before crossing</li> <li>-Do not speak to strangers</li> </ul>	<ul style="list-style-type: none"> <li>-Keep our community clean of trash and other materials</li> </ul>	<ul style="list-style-type: none"> <li>-If needed, warn others of proper safety</li> </ul>
Playground/Recess/PE	<ul style="list-style-type: none"> <li>-Use equipment appropriately</li> <li>-Stay in designated area</li> <li>-Keep hands and feet to self</li> <li>-Wear appropriate clothing and shoes</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language and gestures</li> <li>-Follow adult directions</li> <li>-Play fairly</li> <li>-Wait your turn</li> <li>-Do not spit</li> <li>-No gum</li> </ul>	<ul style="list-style-type: none"> <li>-Return all equipment</li> <li>-Hold all play when signaled</li> <li>-Line up on time</li> </ul>
All Common Areas (Library, Office, etc.)	<ul style="list-style-type: none"> <li>-Wait patiently to be assisted</li> <li>-Stay in assigned supervised areas</li> <li>-Get adult help for accidents and spills</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language and gestures</li> <li>-Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>-Report to staff any safety issues observed</li> </ul>
Before and After School	<p><u>Before School</u>: Students are not allowed to arrive more than thirty minutes before the start of the school day unless there is a prearranged meeting with a staff member. If students are expected to have breakfast, they will go directly to the cafeteria. Breakfast will be served between 7:30 to 7:45</p> <p><u>After School</u>: Depart from school immediately upon dismissal unless a prearranged meeting has been scheduled or you are involved in an after school activity.</p>		

## **School-wide Discipline Policy—Progressive Discipline**

At John Bidwell, we follow a progressive discipline policy. When it is necessary to take disciplinary action, administrators and staff will take into consideration the severity of the behavior, the student's disciplinary history, the age of the student, and other relevant factors. Students will receive a series of consequences (i.e. warning, change of seat, sent to work silently in another classroom or "think space") before referrals are made to the office. The goal of our discipline policy is to have each student take responsibility for his/her behavior and change negative behaviors before consequences are issued; therefore, our discipline policy encourages students to rethink their behaviors before more serious disciplinary action is imposed.

The following defines behaviors that are subject to disciplinary action in a four-tiered system, level 1 being less serious to level four, being the most serious offenses. However, repeated behaviors in any level can lead to serious consequences.

## Level One Infraction

Level one infraction (classroom managed behaviors), are those behaviors that distract and/or disrupt staff members from teaching, supervising, or otherwise performing their jobs. Level One infraction can also be those behaviors that distract and/or disrupt students from learning and performing to the best of their abilities. These behaviors are expected to be addressed by the supervising teacher with an intervention or redirection of the student. The teacher can handle these behaviors often times with various classroom techniques and if needed, contacting the student’s parent or guardian. Here are some examples of Level One infractions, but not limited to the following:

<b>Example of Level 1 Infractions (teacher managed behaviors)</b>	<b>Procedures</b>
<ul style="list-style-type: none"> <li>● Disrupting or distracting others from working</li> <li>● Participating in horseplay</li> <li>● Chewing gum or eating candy</li> <li>● Spitting</li> <li>● Wearing sunglasses, hats/caps/bandanas indoors</li> <li>● Dress code violation</li> <li>● Riding bicycles, skateboards, roller blades, and shoes with skates on campus</li> <li>● Playing with toys</li> <li>● Refusing to participate</li> <li>● Teasing of adult or peer</li> <li>● Not sharing instructional materials</li> <li>● Destroying classroom materials</li> <li>● Missing work, book bag, and other materials necessary for class</li> <li>● Wandering around the classroom at inappropriate times</li> <li>● Failing to follow directions inside/outside of the classroom</li> <li>● Talking out of turn</li> <li>● Possession of unauthorized non-instructional materials such as cell phones, tablets, game systems, radios, etc.</li> <li>● Intentional off-task behavior</li> </ul>	<ul style="list-style-type: none"> <li>● There is immediate intervention by the supervising staff member who observes the behavior.</li> <li>● Teacher should begin an intervention card immediately</li> <li>● Classroom teacher may note behavior in an electronic behavior log (Infinite campus)</li> <li>● The staff member may decide to discuss the misbehavior with a parent/guardian, an administrator, and/or other appropriate staff members.</li> </ul>
	<p style="text-align: center;"><b>Possible Disciplinary Actions</b></p> <ul style="list-style-type: none"> <li>● Student moved closer to staff member</li> <li>● Behavior expectations are restated or clarified</li> <li>● Student reminded of appropriate behavior with modeling</li> <li>● Student discreetly redirected</li> <li>● Student allowed time and space to refocus and cool down</li> <li>● Brief conference with student after class or outside of classroom</li> <li>● Student assigned a task for redirection (e.g. handing out papers)</li> <li>● Temporary removal from activity</li> <li>● Temporary confiscation of non-instructional item(s)</li> </ul>

## Level Two Infractions

Level two infractions (office managed behavior), are behaviors that create or contribute to a physically and/or emotionally unsafe environment for staff and/or students. These behaviors require immediate intervention and for behaviors to immediately cease, and student to reflect on how his/her behavior has impacted others. Level Two infractions require parent notification within twenty-four hours of the incident. The student may be referred out of class and/or may receive a referral to the office. Here are some examples of Level Two infractions, but not limited to the following:

Example of Level 2 Infractions (office managed behaviors)	Procedures
<ul style="list-style-type: none"> <li>● Repeated Level 1 Infractions</li> <li>● Making profane written gestures</li> <li>● Failure to report to specified location by staff</li> <li>● Present in hallways without a pass</li> <li>● Using school computers or internet inappropriately</li> <li>● Leaving class without permission</li> <li>● Use of profane language towards another person that is intended to be disrespectful</li> <li>● Use of cell phones and other electronic devices</li> <li>● Kissing, embracing, hand-holding, and other inappropriate public displays of affection</li> <li>● Demonstrating extreme behavior in the hallway or during an assembly (i.e. spitting, inappropriate physical contact, etc.)</li> <li>● Purposefully using playground equipment unsafely</li> <li>● Gambling</li> </ul>	<ul style="list-style-type: none"> <li>● There is immediate intervention by the supervising staff member who observes the behavior.</li> <li>● Teacher should begin an intervention card immediately</li> <li>● Classroom teacher documents behavior in an electronic behavior log (Infinite Campus)</li> <li>● If misbehavior continues after interventions or is severe enough, the staff member will complete a classroom referral</li> <li>● Student will be removed from activity and sent to a “timeout” or a “think space” area to reflect on behavior</li> <li>● The staff member may decide to discuss the misbehavior with a parent/guardian, an administrator, and/or other appropriate staff members.</li> </ul>
	<p><b>Possible Disciplinary Action</b></p>
	<ul style="list-style-type: none"> <li>● Lunch or after school detention with teacher</li> <li>● Sent home</li> <li>● Community service</li> <li>● Restorative Conference with parent, teacher, and/or administrator</li> <li>● Behavior chart and/or contract</li> <li>● Confiscation of non-instructional items</li> <li>● Special seating arrangement</li> <li>● Loss of relevant privileges</li> <li>● Referral to YFRC</li> <li>● Referral to SST</li> </ul>

### Level Three Infractions

Level Three infractions are those behaviors that are dangerous, unsafe, and illegal in a school environment. These behaviors require staff to intervene immediately, students to immediately stop the behaviors, investigation by an administrator to determine whether student acted in a way that is illegal and/or dangerous, and determine the disciplinary action.

Level three infractions list behaviors that are listed in Section 48900 of the Education Code that may be cause for suspension: A student may be suspended from school by an administrator if it has been determined that the pupil exhibits the following behaviors, while on school grounds, while coming or going from school, during a lunch period (on or off campus), while going to or coming from a school sponsored activity, and in some cases in the students home, such as cases of Bullying or Cyber Bullying. Here are some examples of Level Three Infractions, but not limited to the following:

Example of Level 3 infractions (suspend able offenses 3 <sup>rd</sup> -12 <sup>th</sup> )	Procedures
<ul style="list-style-type: none"> <li>● Repeat of Level 2 Infractions</li> <li>● Being extremely defiant</li> <li>● Distribution of unauthorized literature/posters</li> <li>● Fighting, including mutual combat, or threatening physical injury</li> <li>● Falsifying school records. Giving false information.</li> <li>● Excessive cheating/Plagiarism</li> <li>● Sexual harassment/misconduct</li> <li>● Stealing or attempting to steal school property or private property</li> <li>● Possession of an imitation firearm</li> <li>● Aiding and/or abetting the infliction or attempted infliction of physical injury</li> <li>● Biting (causing breaks in the skin or leaving a noticeable bruise/red mark)</li> <li>● Committing or threatening to commit damage to property</li> <li>● Defacing school property or using graffiti</li> <li>● Participating in repeated acts of harassment/threats based on race, nationality, gender, disability, sexuality, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Supervising teacher observing misbehavior intervenes immediately</li> <li>● Staff member completes a referral</li> <li>● Student will be taken to Principal and/or designee</li> <li>● All persons involved (including staff) completes a Witness to the Incident Report and submits to Principal and/or designee.</li> <li>● Principal and/or designee investigate the incident and initiates disciplinary action</li> <li>● Principal and/or designee meets with the student(s) and notifies the parents of the misbehavior and resulting disciplinary action</li> </ul>
	<p style="text-align: center;"><b>Possible Disciplinary Action</b></p> <ul style="list-style-type: none"> <li>● Suspension (In or Out of School)</li> <li>● Required Parental Attendance</li> <li>● Restorative Conference with parent, teacher, and/or administrator</li> <li>● Removal from extra-curricular school-related activities</li> <li>● Loss of privileges for a long period of time</li> <li>● Recommendation to Student Hearing and Placement Department (SHPD)</li> <li>● Referral to SST</li> <li>● Referral to outside agency</li> <li>● Referral to YFRC</li> <li>● Behavior contract revoked</li> </ul>

**Level Four Infractions:**

Level Four infractions are those behaviors that are dangerous and pose a serious threat to the safety of staff and students. These behaviors require staff to intervene immediately, an administrator to conduct an investigation to determine whether student(s) acted in a way that was dangerous and/or illegal (which may include involving the police) and for parent/guardian to immediately come to the school to pick up their child. Further disciplinary action is at the discretion of the administrator.

Level four infractions list behaviors that are listed in Section 48900 of the Education Code that may be cause for suspension and/or expulsion: A student may be suspended or recommended for expulsion from school by an administrator if it has been determined that the pupil exhibits the following behaviors, while on school grounds, while coming or going from school, during a lunch period (on or off campus), while going to or coming from a school sponsored activity, and in some cases in the students home, such as cases of Bullying or Cyber Bullying. Here are some examples of Level Four Infractions, but not limited to the following:

<b>Example of Level 4 infractions (Suspension and/or Expulsion offenses 3<sup>rd</sup>-12<sup>th</sup>)</b>	<b>Procedure</b>
<ul style="list-style-type: none"><li>● Repeat of Level 3 Infractions</li><li>● Cause, attempted to cause, or threatened to cause physical injury to another person</li><li>● Committed or attempted to commit a sexual assault</li><li>● Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object</li><li>● Attempting to light a fire (arson) with matches, lighter, candle etc.</li><li>● Unlawfully possessed, used, sold, otherwise furnished, or been under the influence of any controlled substance</li><li>● Committed or attempted to commit robbery or extortion</li><li>● Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</li><li>● Possessed or used tobacco related products</li><li>● Committed an obscene act or engaged in habitual profanity or vulgarity</li><li>● Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia</li></ul>	<ul style="list-style-type: none"><li>● Teacher observing intervenes, if appropriate.</li><li>● Staff member notifies Principal and/or designee</li><li>● Student will be taken to Principal and/or designee, if appropriate</li><li>● All persons involved (including staff) completes an Witness to the Incident Report and submits to Principal and/or designee</li><li>● Principal or designee investigates the incident and initiates disciplinary action</li><li>● Principal or designee meets with the student(s) and notifies the parents of the misbehavior and resulting disciplinary action</li><li>● An accurate record of the misbehavior and disciplinary action is maintained and submitted to the Student Hearing and Placement Department (SHPD)</li></ul>



<ul style="list-style-type: none"> <li>● Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel</li> <li>● Knowingly received stolen or private property</li> <li>● Engaged in, or attempted to engage in, hazing</li> <li>● Acts of Bullying or Cyber bullying</li> </ul>	<b>Possible Disciplinary Action</b>
	<ul style="list-style-type: none"> <li>● Parent/Guardian picks up student <b>immediately</b> from school</li> <li>● Suspension from the school and all school-related extra-curricular activities</li> <li>● Long term suspension and recommendation to SHPD</li> <li>● Police Notification</li> <li>● Parents, students, administrator, and teachers must have a conference before the student is allowed to return to school</li> <li>● Behavior contract upon return to school</li> <li>● Referral to counseling with an outside agency</li> </ul>

**Notification to the Parents or Guardian**

In the case of suspension, the School Leader also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an informal conference with the School Leader (within 24 hours or the next business day if on a weekend or after a holiday). At the parent’s request, notification can be translated into the dominant language spoken by the parent(s) or guardian(s) and arrangements can be made for an interpreter to be present for informal conferences in the dominant language of the parent(s) of guardian(s).

**Social Emotional Learning (SEL)**

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

John Bidwell implements SEL to reduce negative behaviors and create a safe, supportive learning environment for all our students. Additionally, we promote positive life skills, which include problem-solving techniques and collaboration. SEL includes school-wide procedures and processes intended for all students and staff in all settings. It is an approach to creating a productive learning environment where teachers can teach and students can learn.

## Positive Reinforcements

- 1. Classroom Meetings-** Teachers at Bidwell conduct weekly classroom meetings to help resolve student conflicts. The teacher will model with students the correct way to resolve conflicts by using good problem-solving strategies and communication skills.
- 2. Circle Up!** - Teachers use a designated time during the day to model, engage and encourage students to express themselves in a positive classroom climate. Teacher uses this time to build community with the classroom, where they see each other as a team working towards a common goal. Students also have opportunities to practice and use SEL skills such as empathy, compassion and respect in authentic ways.
- 3. Positive Praise-**Teachers will praise students when appropriate behaviors are observed. Students will receive verbal and/or written positive praise to share with their families.
- 4. Character Education-*Second Step*,** evidence-based curriculum will be taught explicitly and systematically by the classroom teacher in every classroom K-6 to cultivate good academic and social behaviors.
- 5. Recognition Assemblies-** Students will be recognized for achievement and/or improvement in ELA, Math and Writing. Students will also be recognized for Perfect Attendance and good character monthly.

## Glossary of Terms

Acronyms	BP =Sacramento City Unified School District Board Policy EC=California Education Code HS=California Health and Safety Code PC=California Penal Code
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<b>Term</b>	<b>Definition</b>	<b>Policy (if applicable)</b>
Assault	An unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.	PC 240-248
Behavior Support Plan	Proactive action plan to address behavior(s) that are impeding learning of the student or others.	
Bullying	Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose	BP 5145 EC 32261-32262 EC 32265 EC 32270 EC 35294.2 EC 48900
Classroom suspension	Any teacher may suspend a student for the class period of the incident and up to one more class period the following day for a violation of EC 48900(i) and (k). Teachers who suspend students must notify parents within 24 hours and request a parent conference. A student may be class suspended once in a five-day period.	EC 48900(i)and(k)/48910
Cyber Bullying	Cyber bullying is <a href="#">bullying</a> that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text	BP 5145 EC 32261 EC 48900

	<p>messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles</p>	
<p>Detention (Grades 4-12)</p>	<p>School staff may hold a student for up to one hour after the school day has ended without notifying the parent first, as a consequence for minor infractions during the school day. Students will be given a twenty four noticed of assigned detention. It is the student's responsibility to notify the parents of assigned detention(s).</p>	
<p>Due Process</p>	<p>With regard to the student, the principal or designee at the school site must respect all legal rights entitled to a student as established by the California Education Code.</p>	<p>BP 5144</p>
<p>Expulsion</p>	<p>Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/ herself or others.</p>	<p>BP 5144.1 EC 48915 EC 48900.2-48900.8</p>
<p>In-House Suspension</p>	<p>Alternative to off campus suspension, administration may hold student on campus with provided work for up to five days.</p>	<p>BP 5144.1 EC 48900</p>
<p>Mutual Combat</p>	<p>Mutual participation in an incident involving physical violence, where there is not one main offender and no major injury. Where serious injury</p>	<p>PC 415.5</p>

	occurs, the incident may be reported as battery for all participants. Incident does not include verbal confrontations, tussles, or other minor confrontations.	
Paraphernalia	Lighters, wraps/wrapping paper, pipes, cutters, other tools related to the use of illicit drugs, marijuana and tobacco.	HS 11364 PC 415.5 PC 308 (b)
Progressive Discipline	A system where the penalties increase upon related occurrences.	
School Site Hearing	A school Site hearing may be scheduled by the Principal/Designee to discuss the matter of specific infractions of the behavior code	
Self-Defense	To establish defense, the person must be free from fault or provocation, must have no means of escape or retreat, and there must be impeding peril.	
Sexual Harassment (Grades 4-12)	Intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In some contexts of circumstances, sexual harassment may be illegal. It includes a range of behavior from seemingly mild transgressions and annoyances to actual sexual abuse or sexual assault.	BP 5145.7
Suspension	The removal of a student from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend for up to five days. A suspension may be suspended under certain conditions. There are two kinds of suspensions: on campus (in house) suspension and off campus (out of school) suspension. Students placed on home suspension are not permitted on or near campus,	BP 5144.1 EC 48900

	nor are they allowed to participate in any school related activities.	
Unauthorized Area	An area that the student has not been given permission to be in as well as an area lacking supervision.	