

# Section 6: Behavior Expectations and Disciplinary Policy

## Student Discipline at ICEF

ICEF is committed to providing a positive and safe school environment that nourishes growth and healthy student development. ICEF's student discipline policy is designed to provide fair and consistent organization wide guidelines for addressing student behavioral with the least amount of disruption to the learning process. ICEF's discipline policy prescribes a multi-level approach that emphasizes positive reinforcement, proactive staff involvement and student support services. The multi-tiered approach that focuses on (1) Core Instructional Intervention, (2) Strategic Interventions, and (3) Intensive Individualized Support.

ICEF policies are subject to change. Updated policies will be posted at [www.icefps.org](http://www.icefps.org) and school's websites or request from school office.

## Student Code of Conduct

In addition to making all ICEF schools a secure learning environment, we aim to provide all students with a positive educational experience. Any disruptive, uncooperative, and unsafe behavior poses an unnecessary obstacle to student's academic and personal growth. Therefore, it is fundamental that students fully understand and obey all school rules, carry themselves with maturity, and treat everyone with the upmost respect. Although we offer guidelines for acceptable behavior, students are expected to practice sound judgment and make decisions that reflect school values.

Guidelines for Everyone in the School:

- Be Safe
- Be Honest
- Be Respectful
- Be Responsible
- Be a Life-Long Learner
- Be Appreciative of Differences

With appropriate guidance student should:

- Learn and follow school and classroom rules.
- Solve conflicts maturely and peacefully, without physical or verbal violence.
- Keep a safe and clean campus that is free of graffiti, weapons, and drugs.
- Be good role models and help create a positive school environment.
- Report any bullying, harassment, or hate-motivated incidents.
- Display good sportsmanship both on the athletic field and playground.
- Attend school on time, with all required books and supplies, and be ready to learn.
- Engage in safe social activities and have healthy friendships.
- Listen attentively to each other.
- Express your thoughts, opinion, and insights in a respectable and effective manner.
- Produce their own work.
- Maintain honesty and integrity at all times
- Show compassion and understanding to others.
- Defending others' rights
- Respect the property of others

# Prohibited Behavior

Any student found to have committed any of the acts below will be subject to a full investigation and, if applicable, all appropriate disciplinary actions, which may include suspension, expulsion, and/or referral to law enforcement.

The following acts are not permitted and will lead to disciplinary action:

1. Bullying, intimidation, cyber bullying (bullying or intimidation by an electronic act)
2. Possession of any weapons, firecrackers, or alcohol, tobacco, drugs or any illegal substance.
3. Fights, threats, any act of violence
4. Graffiti, vandalism, robbery and stealing
5. Gang activity
6. Cheating, plagiarism, forgery or falsification
7. Sexual harassment and assault
8. Blackmail and extortion
9. Any type of discrimination, prejudice and hate crimes
10. Selling of any items on campus without written consent from Director.

# Expected Student Behavior and Responsibilities

## Classroom:

- Enter the classroom prepared and ready to work.
- Follow the classroom rules set by the teacher and classmates.
- Do not interrupt the teacher or talk loudly or excessively.
- Listen attentively and actively participate in classroom activities.
- Respond politely and promptly to instructions given by the teacher, aide or volunteer.
- Get permission and a hall pass before leaving the classroom for any reason.
- Do not touch others to hurt, harm or embarrass them.

## Restroom Etiquette:

- Use the restroom before or after school and during nutrition and lunch breaks.
- Flush the toilet after use.
- Inform a staff member if the toilet is not working properly.
- Wash hands thoroughly after using the restroom, especially before eating.
- Do not socialize in the restrooms.
- Use few paper towels and throw them in the wastebasket ONLY.

## Eating Area:

- Eat lunch in the assigned area only.
- Remain seated while eating and do not yell or scream when talking.

- Clean area of all trash and throw away uneaten food before leaving the lunch table.

## During Field Trip:

- Follow all school rules and code of conduct
- Listen and follow instructions.
- Stay with your group/class at all times

## Office:

- Enter the office quietly at all times.
- Speak and refer to all school personnel by their appropriate titles.
- Wait to be recognized after entering the office.
- Speak in reasonable and respectful voice tones.
- Use courteous language, eye contact and complete sentences.

## Auditorium:

- Enter and leave the auditorium quietly.
- Follow instructions given by my teachers and/or school staff.
- Do not talk during any performance or assembly.
- Sit quietly with backs against the chair.
- Remain seated during entire performance or assembly.
- Show appreciation by clapping only.
- Absolutely NO booing, hooting or whistling at any time.
- Only enter the auditorium with a teacher or other appropriate adult.
- Never bring food or drink into the auditorium.

**Bus Safety:**

- While waiting for bus, students must stand in an orderly line on the sidewalk and off the roadway.
- On the bus, students must observe same conduct as in the classroom.
- Remain seated at all times and talk quietly.
- Cooperate with bus driver and follow all rules

## Non-Discrimination Policy

ICEF Public Schools has adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, actual or potential parental, family, or marital status gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the ICEF Public Schools. Further, the policy requires school personnel to take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. Behzad Sadeghi, Title IX Coordinator and Cal. Code of Regs., Title 5. Mr. Sadeghi can be contacted at: 5120 W. Goldleaf Circle, Suite 350, Los Angeles, CA 90056; 323-290-6900.

ICEF Public Schools is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. ICEF Public Schools prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity such as race, color national origin, ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statement, or conduct that is physically threatening or humiliation.

Sexual harassment is a form of sex discrimination under Title X of the Education Amendment of 1972 and is prohibited by both federal and state law. It shall be a violation of this policy for any ICEF staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

Any student or employee of the ICEF Public Schools who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator so that appropriate action may be taken to resolve the problem. ICEF Public Schools prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

This nondiscrimination policy covers admission or access to or treatment or employment in ICEF's program and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participate in school programs or activity.

## Anti-Bullying Policy

ICEF Public School is a bully-free campus. ICEF Public Schools will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the ICEF's jurisdiction. Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts. This includes while in school, at school-related events, and traveling to and from school.

Bullying behaviors may include, but are not limited to:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber bullying: Sending insulting or threatening messages by phone, e-mail, web sites (Facebook, twitter, MySpace, tumbler, etc.) or any other electronic or written communication.

ICEF staff is committed to a policy that identifies and corrects those students who become involved in bullying behaviors. ICEF expects that all students will refrain from becoming involved in any bullying behaviors. Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Corrective measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Failure to comply with these expectations will result in the disciplinary/corrective actions, including but are not limited to:

- Temporary removal from the classroom
- Loss of privileges (participation in extracurricular, field trips, free dress, etc.)
- Referral to disciplinarian
- Detention
- Suspension
- Conference with parents
- Referral student to support program/counseling
- Prohibit student from participation in extracurricular programs
- Request that parents attends school with student for one day
- Expulsion

All school employees are required to report alleged violations of this policy to the School Director or the Director's designee. All other members of the school community, including students and parents are encouraged to report any act that may be a violation of this policy. ICEF prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. If a parent is found bullying a student, an emergency meeting will be called with School Director and the offending parent will be banned from the campus.

## Cellular Phones Policy

Students MAY NOT use any personal technology (including cell phones, tablets, or other personal technology) during the school day or the after school program. Cellular phones must be turned off (not silent or vibrate mode) and put away during school hours. Cell phones must not be visible or used on the school campus during school hours or during afterschool programs. Students may not use their cell phone to keep track of time, as a calculator, to take pictures, or for any other purposes while on campus. If student has an emergency and must contact parent, they must obtain a pass to visit the school office and use their phone. Parents may contact the main office if they need to reach their student.

In the event a student violates this policy, the following actions will occur:

- **1<sup>st</sup> Violation**-The cell phone will be confiscated, until the end of the day and parent will be notified. Student can pick up phone at the end of the school day.
- **2<sup>nd</sup> Violation**-The cell phone will be confiscated, until the end of the day and parent will be notified. Parents/guardian must come to the school to pick up the cell phone during school office hours.
- **3<sup>rd</sup> Violation**-The cell phone will be confiscated until a Parent-Teacher conference is held. Students who continue to violate this policy may be subject to additional disciplinary actions and loss of privileges (i.e. exclusion from non-academic field trips and activities). Any graduating/culminating student who violates this policy will jeopardize his/her ability to participate in culmination/graduation.