

CAPISTRANO UNIFIED SCHOOL DISTRICT

Disciplinary Policies and Procedures

Our goal in Capistrano Unified School District (CUSD) is to help each student become a positive and responsible citizen. We know that students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable behavior. The following rules and regulations are in effect on or near school grounds, off campus during school hours, at school-sponsored functions, and while on the way to or from school or school activities. Assistant Principals may at times find it necessary to add or subtract from the disciplinary policies described in this handbook in order to ensure progressive discipline and overall consistency and fairness. Unless otherwise noted, the discipline consequences apply for the entire current school year.

Levels of Disciplinary Interventions

The level of disciplinary consequence is determined by the specific infraction.

Level 1 – Warning

Level 2 – Teacher –assigned detention

Level 3 – Afternoon School Detention, Parent notification/possible Behavior Contract

Level 4 – Saturday School possible Behavior Contract/step advancement. Possible Student Study Team (SST) {referral to counselor}

Level 5 – Behavior Contract established (if not already in place)/Parent contact/Behavior Contract/step advancement (if already in place). SST/SARB may be initiated

Level 6 – Suspension (1-5 days) and Parent conference/Behavior Contract/step advancement

Level 7 – Involuntary school transfer (parent appeal per Board Policy 5152)

Level 8 – Recommend expulsion/involuntary school transfer (parent appeal per Board Policy 5152)

Note: Any student who is suspended from school may not be on any CUSD campus or attend school-related activities while on suspension. Any student who is involuntarily transferred to an alternative educational site may not attend comprehensive high school activities.

ALTERNATIVE TO SUSPENSION (ATS) PROGRAM

The CUSD ATS program is an off-site District-operated classroom for students who are suspended for Education Code §48900 violations. The students are under the supervision of credentialed teachers and counselors who will present a curriculum that offers a proactive, therapeutic approach to instilling the skills, habits and behaviors necessary to be successful in school and life.

Students who successfully complete the program will not reflect a suspension from school on their attendance record unless the student is pending expulsion.

ACADEMIC INTEGRITY

CUSD students, teachers, administrators and parents are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Therefore, academic dishonesty (“cheating”), in any form (including students working together in pairs or groups unless specifically directed to do so by the teacher) will not be tolerated. Cheating undermines the academic process, destroys students’ integrity, and shatters the trust necessary for productive relationships.

Teachers are often required to indicate violations of Academic Integrity on college applications and recommendation forms. Teachers may also refuse to write letters of recommendation for students who violate this policy.

The acts of academic dishonesty listed below will be dealt with in the manner outlined. Accordingly, academic and citizenship penalties,(which may include suspension) may occur. All parties involved are subject to the same consequences. Assistant Principals log all incidents of academic dishonesty in the student's discipline file, and consequences will be issued on a cumulative school-wide basis. **Acts of academic dishonesty are defined below:**

Cheating on Test, Quiz, Project, Homework, Classwork or Major Assignment

Intentional giving or using assistance relating to an exam, test, quiz, project, or major assignment without the expressed permission of the teacher, including working in pairs or groups, or misuse of any form of technology. These acts include use of crib sheets, programmed information on electronic devices, calculators when not permitted, etc.

1st incident:

1. Disciplinary consequence assigned.
2. Receive a referral to Assistant Principal and incident (minimum Level 3) logged in student's discipline.
3. Teacher will notify parent/guardian.
4. Receive a zero on the assignment, which will be averaged into the student's overall grade.
5. Behavior Contract initiated or contract step advancement.

2nd incident:

1. Disciplinary consequence assigned.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Receive a referral to Assistant Principal and incident (minimum Level 6) logged in student's discipline.
4. Parent/guardian notified by teacher or AP.
5. The student will receive a "U" in citizenship for the semester.
6. Receive a zero on the assignment, which will be averaged into the student's overall grade.
7. Behavior Contract step advancement.

Fabrication/ Plagiarism

This includes any falsification or invention of data, citation, or other authority in an academic exercise and intentional use of another's words, ideas, or work as one's own. Plagiarism includes the misuse of published material and unpublished work of others, e.g. projects, lab, internet information.

Same consequences as above for cheating on test/quiz/project or major assignment.

Theft or Alteration of Materials

Any unauthorized taking, concealment, alteration, or distribution of student, teacher or school materials.

1st incident:

1. Minimum Level 4.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified.
4. Behavior Contract initiated or step advancement.

2nd incident:

1. Minimum of Level 6 Suspension.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified.
4. The student will receive a "U" in citizenship for the semester.
5. Possible recommendation for transfer to alternative education program.

ASSEMBLY/ACTIVITY MISCONDUCT

Assemblies, pep rallies, and activities are produced by the Associated Student Body to increase school spirit, provide positive motivation, and increase awareness of issues facing students today. During these events, many students are congregated in one area; therefore, each student is expected to be on his/her best behavior. Students are expected to participate positively at the assembly, rally, or activity and not behave in any manner that would detract from the purposes of the event (e.g., heckling, talking, laser pens, throwing objects, etc.). Attendance at assemblies and rallies is mandatory unless otherwise specifically stated, and roll is taken by the classroom teacher before and after the assembly/rallies. Any student not in the assembly/rally or not reporting back to class is considered truant.

Consequences:

The minimum consequence of the first incident is placement minimum Level 3 in addition to removal from the assembly, rally or activity.

ATTENDANCE/TRUANCY

CUSD students are encouraged to attend all classes on a regular basis. Regular attendance will help the student have a more successful school year. Parents are encouraged to maintain regular contact with the attendance office staff regarding absences.

Excused Absences

To excuse an absence either contact the 24-hour attendance phone line or email us (info above). Please provide the student's name and grade, your name, absence date, and a reason for the absence. Parents may excuse their child for the following:

- Illness
- Medical Appointment
- Court Appointment
- Religious Event
- Independent Study Contract

A parent or legal guardian may excuse a student for absences, but this must be done within 72 hours of the absence or the student will be considered truant. Please refer to the school's website for attendance contact information.

Unexcused Absences/Truancy

According to Education Code and CUSD Board policy, a student is considered a habitual truant after four (4) unexcused absences. A student may also be involuntarily transferred for excessive unexcused absences.

Students who are on campus but miss their assigned class without permission from school staff are considered truant. Also, those who leave campus without a special excuse pass from the office, stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours will be recorded as truant. Discipline may be administered in each of these cases.

Unexcused absences includes all absences not identified under excused absences, examples of unexcused absences include: vacations (without an independent study contract); staying home to visit with friends or family, personal business, non-medical appointments, short vacation, oversleeping, DMV, etc. Such students shall be reported to the principal or designee. (Education Code 48260)

A total of three days of unexcused absences or truancies can trigger the School Attendance Review (SARB) process. Parents will be sent a letter notifying them that their child is habitually unexcused/truant. Additional unexcused absences/truancies will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

Consequences:

The minimum consequence of the first incident is placement at Level 2.

Tardy

Any student who arrives to class after the bell will be considered tardy. Students who arrive to class late create a disruption regardless of the reason. Parents are encouraged to communicate with the classroom teacher when their student is repeatedly late. Students who arrive at school after the bell but less than 30 minutes late, should proceed directly to class. Those who are more than 30 minutes late should be marked absent by the teacher and will need a pass from the attendance office. This must be excused by a parent or the student will be considered truant; a doctor's note is also acceptable. Students will four (4) or more tardies may be assigned a discipline consequence.

Consequences:

The minimum consequence of the first incident is placement at Level 1.

Leaving School Early for the Day

The school is responsible for students once they arrive to school in the morning until after the dismissal bell. Any student who needs to leave school before the end of the instructional day must check out through the attendance office. Our staff will need permission from a parent/guardian before the student can leave campus; this can be via email or fax with parents identification. The student will be provided with a **Special Excuse** pass and should have this in his or her possession before leaving campus. Without this pass, the student may be considered truant. Once a student has been issued a pass or "called out," the student must leave campus at the designated time. Students who leave school early without a pass will be considered a truant.

Consequences:

The minimum consequence of the first incident is placement at Level 1.

BUS REFERRAL

The District provides bus services as part of its commitment to transport students to and from school. It is critical that each student behaves in a manner that is in accordance with all school rules, is safe, and does not hinder the bus driver. Students are expected to respect the authority of the bus driver as a school official. This standard of acceptable behavior begins when the student arrives at the bus stop.

Consequences:

The minimum consequence of the first incident is placement at Level 1, plus possible bus suspension.

BULLYING/CYBER BULLYING

The Board strives to provide a safe and positive learning climate for students in the schools. Therefore, it shall be the policy of CUSD to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated. All forms of bullying and cyber bullying by CUSD students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying and cyber bullying shall be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Consequences:

May include, but are not limited to: loss of CUSD computer privileges, detention, suspension or expulsion. Law enforcement may be notified.

DANCES

Dress Code—School dress code applies to dances. Students dressed inappropriately may not enter the dance. Parents will be called and may bring appropriate clothes or students may go home with parent permission.

All students and guests may be required to take a breathalyzer test and searched before entering the dance. Students who dance inappropriately (no back to front dancing, grinding, “freaking”; unsafe dancing) will receive a “time-out” and documented warning. On the second offense, parents will be notified and the student will be sent home.

DEFIANCE OF AUTHORITY

Students are expected to obey the valid authority of supervisors, teachers, administrators, or other school staff without delay. A student may appeal the decision later by speaking with his/her Assistant Principal, but the student is expected to first obey the directive by the staff member. It is also considered a defiance of authority if a student willfully disrupts any school activity or willfully misleads or misrepresents the truth. Failure to serve assigned disciplinary consequences constitutes defiance of authority

Consequences:

The minimum consequence of the first incident is placement at Level 3.

DEFIANCE/DISRESPECT OF TEACHER/CLASSROOM DISRUPTION

Students are expected to respect and obey teachers without delay. Students are expected to participate in classrooms without disrupting the educational environment or creating a disturbance that may affect the teacher or other students.

Consequences:

The minimum consequence of the first incident is placement at Level 3 and possible Behavior Contract/step advancement.

Note: Teachers have the option to insist on a maximum of a consecutive two-day period suspension at any time; however, parent contact must be initiated by the teacher prior to the second day.

SERIOUS DISRUPTION OF THE LEARNING ENVIRONMENT

Students are expected to participate in school without disrupting the educational environment or creating a disturbance for themselves or others and the students discipline history.

Consequences:

The minimum consequence of the first incident is placement at Level 6 and possible recommendation for involuntary transfer depending on the seriousness of the disruption.

DETENTION DEFIANCE

Friday School Detention Defiance (or After School Detention): Saturday school assigned

Saturday School Defiance:

- 1st Saturday School reassigned and Behavior Contract/step advancement.
- 2nd Suspension/ATS (1 day) and Behavior Contract/step advancement.

DRESS CODE

The Board has established a dress code to provide a safe and unhindered learning environment for all CUSD students. With the District's policy as a basis, all schools have established a campus-appropriate dress standard. A student must relinquish any offending article of clothing or accessory, including hats/beanies. The school is not responsible for the loss of any confiscated item. At the first incident, a student will be offered the use of a "loaner" garment if available and the parent will be notified. For subsequent incidents, the parent will be contacted to provide an appropriate change of clothing and student will be assigned an Afternoon School. It is up to the discretion of the Assistant Principal to release the confiscated item to the parent or the student but only at the end of the school day. Items considered dangerous or items confiscated two or more times will only be returned to parents or may be returned after a 48-hour hold and an Afternoon School will be assigned.

Consequences:

The consequence is placement at Level 1 for the first incident. Repeated violations may result in more serious consequences or Behavior Contract.

DRIVING/PARKING VIOLATIONS

For the safety of all, anyone using the parking facilities and roadways on campus must abide by the rules and regulations stated on the Parking Information and Application. Parents and students are expected to abide by all traffic rules and follow directions of school personnel, as safety is our top priority.

Consequences:

The minimum consequence of a student's first incident is placement at Level 3. On the second incident the consequence will be loss of parking privileges for the remainder of the year. Refunds for permits will not be given. Reckless driving or other serious driving violations will be decided by the student's administrator and may include suspension and/or loss of parking permit at first offense.

DRUG USE, POSSESSION, INCLUDING PRESCRIPTION MEDICATION, OR UNDER THE INFLUENCE OF ANY ILLEGAL OR CONTROLLED SUBSTANCE OR ALCOHOL, OR POSSESSION OF PARAPHERNALIA

The Board recognizes its role in the effort to keep District schools free of alcohol, and other drugs. It is well known that the use of these substances adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious medical and legal consequences.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco, and other drugs. Use of alcohol, or tobacco, like any other controlled substance, is illegal for minors.

This rule may include but is not limited to any form of alcohol, drugs, inhalants, salvia, edibles, vaporizers, and/or "look-a-likes."

Consequences:

1st incident – The minimum consequence is placement at level 4; immediate 5-day suspension, notification of law enforcement, and possible recommendation for District expulsion; possible school transfer or extended suspension pending expulsion proceedings. Students will lose the ability to participate in all extra/co-curricular activities, athletics, and special school programs for a period of 90 school days. The 90 school day periods may be extended for continued disciplinary infractions.

DRUG DEALING, NEGOTIATING FOR SALE, OR DISTRIBUTION OF PRESCRIPTION MEDICATION OR A CONTROLLED SUBSTANCE

According to Education Code §48915, sales of drugs is a mandatory recommendation for expulsion. This rule also applies to but is not limited to any form of alcohol, drugs, including prescription drugs, and/or "look-a-likes".

Consequences:

1st incident - Immediate 5-day suspension or Alternative to Suspension program, notification of law enforcement, and recommendation for District expulsion.

ELECTRONIC DEVICES

While students may bring cellular phones on campus, these devices must be turned off during class time unless approved by the teacher (including tutorial). Other electronic devices such as iPods, MP3s, CD players, and other electronic signaling devices are prohibited on campus, including classrooms, without special permission from the Assistant Principal. All of these items may be confiscated. The high school is not responsible for damage or loss of electronic devices.

Consequences:

The minimum consequence for a first offense is placement at Level 1. On the first incident, students may pick up their electronic device at the end of the school day at the attendance office. Consequences for continued violation:

- 1st Warning. Item returned.
- 2nd Afternoon School assigned/ parent notification. Parent must claim item.
- 3rd Afternoon School assigned/parent notification. Parent must claim item.
- 4th Saturday School assigned. Behavior contract assigned/step advancement. Parent must claim item.
- 5th Student meets with Assistant Principal. Behavior contract assigned/step advancement. Item could be kept for the rest of the semester. Saturday school assigned.

6th One day suspension for defiance. Behavior contract/step advancement.

Note: Having visible access to a cellular phone or any other electronic device during a quiz or test will be considered a violation of the school academic integrity policy. See the school policy (included in this handbook under Academic Integrity Policy) for more detailed information.

Note: Students who take photographs or videos of students, teachers or staff on school grounds without consent and/or that are inappropriate are subject to disciplinary consequences. The minimum consequence for a first offense is placement at Level 3.

EXTORTION

Any attempt to seize personal property or money from another person by threat or force.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement notification

FALSE FIRE ALARM

Fire alarms are intended to protect the safety of everyone on campus. It is imperative that the alarms are pulled exclusively for fire evacuation or disaster situations. Tampering, destroying or disrupting the fire protection system on campus is considered a violation of this policy. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement and fire marshal notification.

FIGHTING/ASSAULT

Any attempt, threat, or act of physically, emotionally, or sexually harassing another student is unacceptable. Emotional and physical well-being is a basic right of every individual on campus and all students and staff are expected to respect this basic right. Any physical contact with students is not acceptable (pushing, shoving, and hitting). Students are expected to exhaust every resource to achieve a peaceful resolution to a conflict including but not limited to walking away, conflict resolution, or involving a staff member.

Consequences:

The minimum consequence of the first incident is placement at Level 6. The minimum consequence of the second incident may result in a recommendation for school transfer or expulsion.

PHYSICAL ASSAULT AGAINST A STAFF MEMBER

Students are expected to treat staff with utmost respect and submit to their authority immediately. If a problem arises, students are encouraged to speak to their assigned Assistant Principal, the school counselor, and/or seek conflict mediation.

Consequences:

The minimum consequence of the first incident is placement at Level 8 and possible recommendation for District expulsion in addition to law enforcement notification.

FIGHTING IN A GROUP

Students must not participate, plan, or engage in any type of fighting when more than two people are involved. Students are especially expected to stay out of fights that are in progress. Also students must not be present at a fight, or go to a fight with the intention to “back-up” or support an active participant.

Consequences:

The minimum consequence of the first incident is placement at Level 7.

FIREWORKS OR POSSESSION OF OTHER EXPLOSIVES

Possession or use of explosives are extremely dangerous and must not be on campus at any time. Any student in violation of this rule may be recommended for expulsion and reported to law enforcement.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement and fire marshal notification.

Possession of a lighter, matches, or other such incendiary devices will result in an Afternoon School assignment.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

FRAUDULENT TELEPHONE CALLS/WRITTEN MATERIAL

CUSD practices a policy whereby parents can call into the school and excuse their son or daughter from an absence. Any attempt to falsify the authority of a parent in order to excuse a student’s absence is considered fraud. Any written document where a student falsifies the authorizing signature is considered fraud. In addition, any attempt to produce fraudulent documents including but not limited to school identification (ID) cards or parking permits may result in suspension from school. These consequences apply not only to the person committing the fraudulent act, but also to the student(s) whom the fraudulent act benefits. Only parents or legal guardian may request a “Special Excuse” slip to get their student off campus.

Consequences:

The minimum consequence of the first incident is placement at Level 4 and may result in a Behavior Contract

GANG-RELATED ACTIVITY

Students must refrain from any activity associated with gang-related behavior. Examples include but are not limited to “flying colors,” throwing hand signs, depicting gang-related graffiti or drawing in books, notebooks, or backpacks, repeated incidents of wearing gang-related clothing/“dressing down,” or any other behavior that glorifies gang affiliation.

Consequences:

The minimum consequence of the first incident is placement at Level 4 in addition to notification to local law enforcement gang prevention units.

GENERAL MISCONDUCT/HORSEPLAY

All students are expected to be responsible for their behavior and respectful towards other students, staff, school facilities and equipment. Horseplay is not permitted. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

HAZING

Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. "Hazing" does include athletic events or school-sanctioned events.

Consequences:

The minimum consequence of the first incident is placement at Level 6.

GUM AND FOOD

Food is only allowed in areas designated as food areas and only during designated times (before school, break, and lunch). Food and drink, other than water, are not permitted in hallways, classrooms, or other carpeted areas of the school. Students are not to purchase any food or drinks from the vending machines during class time.

Consequences:

The minimum consequence of the first incident is placement at Level 3 plus confiscation of unused gum/food/drink.

LITTERING /THROWING FOOD

All students are responsible for the cleanliness of the campus. A student is considered to have littered if he/she leaves an area where trash has been left, whether or not it is his or her trash. Throwing food (or any objects) is never acceptable and is very dangerous. It is expected that students walk to a trash can and drop trash into the can. This includes biodegradable items. Any intentional throwing of food which defaces school property will be considered an act of vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 3 or campus clean-up. Note: Groups of students who litter an area as a group may be asked to leave an area for a specified amount of time. Any student who returns to the area is in defiance of authority and subject to disciplinary action.

NO IDENTIFICATION CARD

Students are expected to carry their school ID with them on campus during school hours and at all school events and activities. When asked by a staff member, students must present their ID card immediately. If a

student loses the card, he/she may purchase a replacement card from the Activities Clerk for a fee. Students are expected to keep their card in acceptable condition and not alter their card in any way.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

LASER POINTER

Laser pointers are dangerous and are not allowed at school.

Consequences:

The minimum consequence for the first incident of possession a laser pointer is placement at Level 3. Shining the laser directly at someone results in a consequence greater than Level 4.

LYING TO A STAFF MEMBER/WITHHOLDING INFORMATION

All students are expected to tell the truth when asked a question. The act of deliberately withholding information to deter an investigation is considered lying.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

MEDICATIONS: OVER-THE-COUNTER AND PRESCRIPTION

All medications, over-the-counter (OTC) and prescription, must be processed through the School Health Office. OTC and prescription drugs may only be administered per doctors' orders via the Medication Authorization Form (completed by the parent and health care provider).

Consequences:

Violations of this offence may result in suspension.

OUT OF BOUNDS /OFF CAMPUS WITHOUT A PASS

All CUSD high schools are closed campuses for all students. During school hours (including tutorial, break, and lunch), a student is out of bounds if he/she travels into restricted areas. Students are not allowed at the football stadium or athletic fields unless accompanied by a teacher. Students are not permitted to be in the parking lot at any time unless arriving to or leaving from campus. If the student's schedule permits it, he/she may receive an off-campus sticker to be placed on his/her school ID card. This sticker will verify to the campus supervisors that the student may leave upon completion of his/her last class period of the day. Students must present ID with sticker to leave campus.

Consequences:

The minimum consequence at first incident is placement at Level 3. Per Board Policy 5154(a), school officials may search individual students when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the school or the District.

OUT OF CLASS WITHOUT A PASS/HALL PASS ABUSE/OUT OF TUTORIAL

Any student out of class must have a valid hall pass and a valid reason to be out of class. Student aides must not be out of class without a specific purpose and pass. Any students talking with friends, loitering, or in an area determined to be out of the route of his/her specific purpose is considered abusing the hall pass. Only the current school-wide pass and/or hall pass signed by the teacher with the current date and time and student's name will be accepted as a valid hall pass. (No teacher specific hall passes accepted.) Only one student may be out of a class at any one time and he/she must visibly carry the current school-wide hall pass from the teacher. If more than one student needs to be out of class at the same time, the extra students must carry a handwritten, and dated, hall pass issued by the teacher. Vending machines may not be used during class time.

Consequences:

The minimum consequence of the first incident is placement at Level 2.

PROFANITY/VULGARITY

Students are expected to use appropriate language and refrain from gestures that are obscene or vulgar while at school or during school events and activities.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

PROFANITY DIRECTED TOWARD A STAFF MEMBER

Students are expected to use appropriate language and refrain from gestures that are obscene and/or vulgar while addressing all school staff members.

Consequences:

The minimum consequence of the first incident is placement at Level 4.

RACISM

While students are welcome to express their ethnic diversity and cultural differences, it is unacceptable for a student to discriminate or persecute another student or staff member either verbally or written on the basis of race.

Consequences:

The minimum consequence of the first incident is placement at Level 4.

SEXUAL HARASSMENT

Students and staff have a right to feel safe and free from any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, possession of pornographic photos/pictures/videos, including photos/pictures/videos on cell phones or electronic devices. Further information and explanations are defined in CUSD's Board Policy 5183.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to a log/report of sexual harassment to the District.

SKATEBOARDING

The act of skateboarding is not allowed on the high school campus at any time. Motorized skateboards are not allowed on campus at any time. Furthermore, skateboarding on campus represents a dangerous risk of injury and damage to property. The high school is not responsible for any damage or loss of skateboards, or personal injury from skateboarding.

Consequences:

The minimum consequence of the first incident is placement at Level 3 and confiscation of the skateboard.

TARDIES (PER SEMESTER)

A student is tardy when he/she is not in a seat in class when the 1st bell rings to begin class. The only way to excuse a tardy is for a student to have a note (with the student's name, date and time) signed by a staff member. It is up to the classroom teacher to accept the excuse. Since tardies disrupt the educational environment and affect the classroom teacher directly, parents cannot excuse tardies.

- An absence is recorded if a student is more than 30 minutes late to class.

Consequences:

<u>1st Action</u>	Student notified by teacher, possible teacher detention, teacher may notify parent by post card, phone, e-mail or online resources (i.e. School Loop)
<u>2nd Action</u>	Student notified by teacher, possible teacher detention, teacher may notify parent by post card, phone, e-mail or online resources (i.e. School Loop)
<u>3rd Action</u>	Teacher notifies student, teacher detention assigned, teacher may notify parent by post card, phone, e-mail or online resources (i.e. School Loop)
<u>4th Action</u>	Teacher notifies student, teacher detention assigned, teacher notifies parent by phone e-mail or online resources (i.e. School Loop)
<u>5th Action</u>	Teacher notifies parent, referral to office, Afternoon School assigned.
<u>6th Action</u>	Teacher notifies parent, referral to office, Afternoon School assigned, possible parent conference.
<u>7th Action</u>	Teacher notifies student, referral to office, Saturday School assigned.
<u>8th Action</u>	Teacher notifies student, referral to office, Saturday School assigned, and student is placed on a Behavior Contract.
<u>9th Action</u>	Additional Saturday School and Behavior Contract progression. If in zero period, the student will be transferred out of zero period into an alternate schedule.

TECHNOLOGY VIOLATION

Students are expected to exercise acceptable use of the technology available to them at school. Unacceptable use includes but is not limited to unauthorized attempt or entry into school files, accessing inappropriate material on the internet, or using the technology for non-educational purposes.

Consequences:

The minimum consequence of the first incident is placement at Level 1 in addition to possible restriction from all technology use.

TERRORIST THREATS

Any statement, verbal, written, or electronic (text, IM, Social Media) which willfully threatens a crime that could result in death, great bodily injury to another person, or destruction of school property (in excess of \$1,000), with the specific intent that the statement is to be taken as a threat (even if there is no intent to actually carry out the act) constitutes a terrorist threat.

Consequences:

The minimum consequence of the first incident is placement at Level 6 and possible recommendation for District expulsion in addition to law enforcement notification.

THEFT

Possession of stolen property, the attempt to steal, or the act of stealing school or personal property will result in a possible district expulsion and involvement of law enforcement.

Consequences:

The minimum consequence of the first incident is placement at Level 4 in addition to restitution, possible law enforcement notification and placement on a Behavior Contract.

TOBACCO USE OR POSSESSION OF TOBACCO PRODUCTS, TOBACCO PARAPHERNALIA, NICOTINE DELIVERY DEVICE, ELECTRONIC VAPORIZING DEVICE

According to District Policy, State Law, and Education Code, no student may possess or use tobacco, nicotine, electronic vaporizing device on school grounds at any time.

Consequences:

The minimum consequence of the first incident for possession is confiscation and placement at Level 4 with possible notification of law enforcement and citation. The minimum consequence of the first incident for use is confiscation and placement at Level 6 with possible notification of law enforcement and citation. Behavior Contract established or step advancement.

TRESPASSING

Students are expected to refrain from entering other campuses during school hours without permission.

Consequences:

The minimum consequence for the first incident is placement at Level 4.

UNSAFE CROSSING

For safety reasons, everyone is asked to follow the established drop-off and pick-up procedure. Students crossing the street illegally put themselves and others in danger. Students must cross the street at established crosswalks as directed by staff personnel.

Consequences:

The minimum consequence of the first violation is placement at Level 3

VANDALISM OR DEFACING SCHOOL OR PERSONAL PROPERTY BY ANY MEANS

Students are expected to participate in keeping the campus clean and free from any type of graffiti. Any student involved in the defacing of school or personal property, directly or indirectly, is considered to be vandalizing. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

VANDALIZING TOOLS

Students must not bring or have in possession any item that would aid in the vandalism of school property. These items include large permanent felt tip markers, paint, etching tools, burglary tools, etc. "Sharpies" are not allowed on campus.

Consequences:

The minimum consequence of the first incident is confiscation and placement at Level 3 with possible notification of law enforcement.

WEAPONS: POSSESSION OF FIREARMS, KNIVES, AND/OR OTHER DANGEROUS OBJECTS, INCLUDING REPLICAS

Possession of firearms, knives, and/or other dangerous objects or look-alike items are never allowed on campus per Education Code §48900 (b).

Consequences:

1st incident - Immediate 5 day suspension, notification of law enforcement, and recommendation for district expulsion; possible school transfer or extended suspension pending expulsion proceedings.

CONFISCATED ITEMS

Any illegal or dangerous items including: weapons, drug paraphernalia, nicotine, delivery devices etc. will be turned over to law enforcement and may not be returned.