

**DISCIPLINE GUIDELINES**

**NOTE:** All referrals for Major/Minor offenses MUST be referred to Site Administrator. Site Administrator has the ability to take extenuating circumstances into consideration and may alter consequences for “minor offenses”. Superintendent approval required to alter consequences for “major offenses”

	<b>MINOR OFFENSES</b>	<b>Ed. Code</b>	<b>Disciplinary Action</b>	<b>Step System</b>	<b>Step Reduction</b>	
	<b>Minor offenses include, but are not limited to the following:</b> 1. Breaking classroom or campus rules 2. Littering 3. Food fight 4. Public display of affection 5. Gambling 6. Ditching (not attending one or more classes after coming to school) 7. Cheating on test or assignment 8. Mistreatment of school property 9. Loitering in off-limits area(s) 10. Profanity, obscenity, or abusive language or gestures. 11. Any act which disrupts the normal educational process 12. Endangering health, welfare or safety of others	48900 (k)	The type of disciplinary action taken for minor offenses will be determined by school site administration depending on the circumstances and severity of the offense. Consequences include, but are not limited to the following: counseling by administration, detention, in-house suspension, suspension, transfer to an alternative placement, and/or recommendation for expulsion.	<b>Step 1:</b> Detention or In-House Suspension <b>Step 2:</b> Detention, In-House, or suspension for 1-3 days <b>Step 3:</b> In-House Suspension or suspension for 3-5 days/parent conference may be required <b>Step 4:</b> In-House or suspension for 5 days. Possible reassignment to alternative setting or recommendation for expulsion.	Referrals are cumulative throughout the school year. When a student has been free of disciplinary action for 30 calendar days the student will be reduced one step.	
	<b>MAJOR OFFENSES</b>	<b>Ed. Code</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
1	Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of others.	48900 (k)	Parent/student conference.	Consideration for Alternative Placement.		
2	Oral or written abuse including racial, ethnic, religious, handicapped, sexual harassment and/or sexual slurs.	48900.4 48900.2	One (1) day Suspension.	Three-Five (3-5) days Suspension.	Five (5) days suspension. Possible expulsion	Treat as #5 Defiance of Authority 3rd offense.
3	Possession or use of tobacco or marijuana, matches or lighter, marijuana or other tobacco paraphernalia, alcohol.	48900 (h)	Confiscation and two (2) days suspension, parent notification.	Confiscation and four (4) days suspension/parent notification, possible expulsion.	Confiscation and treat as #5 Defiance of Authority 3rd offense.	
4	Defiance of authority (written or verbal) & insubordination ( <b>Requires teacher intervention documentation.</b> )	48900 (k)	One to three (1-3) day Suspension.	Three-Five (3-5) days Suspension.	Five (5) days suspension with recommendation for expulsion.	

If the nature of a violation is determined to be a grievance act the school administration has the right to assign the violation to the most appropriate offense number. For Board Approval 1/17/18

	<b>MAJOR OFFENSES</b>	<b>Ed. Code</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
5	Oral or written abuse of or disrespect to a staff member. (Profanity, obscenity, or abusive language or gestures)	48900 (k)	Three (3) days suspension.	Five (5) days suspension.	Five (5) days suspension with recommendation for expulsion.	
6	Falsifying or forging school documents; e.g., passes, permission slips, notes.	48900 (k)	One to three (1-3) day Suspension.	Three to Five (3-5) day suspension /parent conference.	Five (5) days suspension with recommendation for expulsion .	
7	Unauthorized demonstration.	48900 (a) 48900 (k)	Three (3) days suspension.	Five (5) days suspension.	Five (5) days suspension with recommendation for expulsion.	
8	Vandalism/destruction or defacing of school or personal property; i.e., graffiti, tagging.	48900 (f) 48900 (k)	Three (3) days suspension with restitution/Police referral.	Five (5) days suspension with recommendation for expulsion with restitution/Police referral.		
9	Involvement in a disturbance on or in the vicinity of another campus during school business day.	48900 (k) 48900 (m)	Three (3) days suspension.	Five (5) days suspension.	Five (5) days suspension with recommendation for expulsion.	
10	Setting off fireworks/stink bomb.	48900 (b) 48900 (m) 48915 (a)(2)	Three (3) days suspension/Fire Department Referral.	Five (5) days suspension and possible recommendation for expulsion.	Five (5) days suspension with recommendation for expulsion.	
11	Sexual Assault (Physical Contact)	48900.2 48900 (k)	Five (5) days suspension with recommendation for expulsion.			
12	Theft/Extortion.	48900 (e) 48900 (g) 48915 (a) 48915(4)	Three (3) days suspension with restitution/Police referral.	Five (5) days suspension with restitution/Police referral.	Five (5) days suspension with recommendation for expulsion with restitution/Police referral.	
13	Bullying, intimidating another person or people.	48900 (a) 48900 (k)	One-Five (1-5) days Suspension or In-House Suspension. Notification of both sets of parents	Three-Five (3-5) days Suspension with recommendation for alternative placement. Notification of both sets of parents	Five (5) days suspension with recommendation for expulsion. Notification of both sets of parents	
14	Fighting (mutual combat) or the appearance of fighting. Instigating/inciting a fight.	48900 (a) 48900 (k)	Three to Five (3-5) days suspension. Police notified. Possible recommendation for expulsion.	Five (5) days suspension. Police notified. Possible recommendation for expulsion.	Five (5) days suspension with recommendation for expulsion. Police notified.	
15	Physical assault of a student (student does not hit back.)	48900 (a) 48900 (k)	Five (5) days suspension with recommendation for expulsion /Police referral.			

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16	Threatening a staff member.	48900 (k) 48900 .4 48900 (a)(b)	Five (5) days suspension with recommendation for expulsion/Police referral.			
17	Physical abuse of a staff member.	48915 (1) 48915 (5)	Five (5) days suspension with recommendation expulsion/Police referral.			
18	Use of, or being under the influence of illegal drugs, marijuana, narcotics or alcohol.	48900 (c) 48915 (a) 48915 (3)	Five (5) days suspension with recommendation for expulsion/Police referral.			
19	Possession for sale of narcotics or illegal drugs or marijuana, providing or selling drugs, marijuana, or alcohol on campus	48900 (j)	Five (5) days suspension with recommendation for expulsion/Police referral.			
20	Possession of a gun.	48900 (b) 48915 (a) 48915 (2) 48915 (c)(1)	Five (5) days suspension with recommendation for expulsion/Police referral.			
21	Possession of a weapon or a replica thereof, and any other article designed to cause bodily harm, or that causes another student to possess a weapon.	48900 (b) 48915 (a) 48915 (2) 48915 (c) 48915 (1)	Confiscation, One (1) to Five (5) days of suspension. Possible recommendation for expulsion	Confiscation. Five (5) days suspension with recommendation for expulsion/Police referral		
22	Brandishing, threatening or infliction of bodily harm to another person while using a dangerous weapon, i.e., knife.	48900 (b) 48915 (c) 48915 (2)	Five (5) Days Suspension with recommendation for expulsion/Police referral.			

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