

GUIDELINES FOR CONSISTENT DISCIPLINE

Relationship between Problem Area and Disciplinary Action

The chart below indicates the types of disciplinary action that may apply to each problem area. In each instance, a minimum and maximum action is suggested. The range covers suggested action for first occurrences and for repeated occurrences.

Problem Area	Action To Be Taken			
	1st Occurrence	2 nd Occurrence	3 rd Occurrence	4 th Occurrence
Academic Honesty	<ul style="list-style-type: none"> ▪ Referral to Asst. Principal indicating 1st offense for that class ▪ Loss of all credit for assignment or test with no make-up 	<ul style="list-style-type: none"> ▪ Referral to Asst. Principal indicating 2nd offense for that class ▪ Placement on probation with a contract for the remainder of the class ▪ Receipt of a “U” in citizenship for the current grading period 	<ul style="list-style-type: none"> ▪ Referral to Asst. Principal indicating 3rd offense for that class ▪ Dropped from the class with no credit ▪ Referral to the Student Assistance Services (SSS) Team ▪ Home suspension ▪ Removal from all elected or appointed leadership positions for the remainder of the school year 	<ul style="list-style-type: none"> ▪
Attendance: Class Cut	<ul style="list-style-type: none"> ▪ Saturday School Attend Off ▪ Parent telephone conf 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent telephone conf 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Behavioral Contract 	<ul style="list-style-type: none"> ▪ Home Suspension
Attendance: Tardiness	Individual Teacher Handles	Individual Teacher Handles	Individual Teacher Handles	
Attendance: Truancy	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent telephone conf 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent telephone conf 	<ul style="list-style-type: none"> ▪ ISAP ▪ Behavioral Contract 	<ul style="list-style-type: none"> ▪ Home Suspension
Bus Conduct	<ul style="list-style-type: none"> ▪ Student conference 	<ul style="list-style-type: none"> ▪ Parent conference ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Bus privilege suspended for 1 week 	<ul style="list-style-type: none"> ▪ Bus privilege revoked for 1 semester (evaluated at end of current or next grading period. If no behavior problems, bus

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				<p>privilege reinstated on probationary status and evaluated for two weeks).</p> <ul style="list-style-type: none"> ▪ If further bus occurrences, then bus privilege revoked for semester.
Computer Inappropriate Use	<ul style="list-style-type: none"> ▪ Restriction from campus computers 6 wk period ▪ Parent telephone conference ▪ Follow up letter outlining disciplinary action for next occurrence 	<ul style="list-style-type: none"> ▪ Restriction from campus computers for remainder of semester ▪ ISAP ▪ Face-to-face parent conference ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Home Suspension 	<ul style="list-style-type: none"> ▪ Possible involuntary transfer.
Computer Hacking / Viruses	Suspension/Involuntary Transfer/Restitution			
Defiance of Authority	<p>(Min) Conference w/ parent telephone conf</p> <p>(Max) Suspension</p>	<p>(Min) Saturday School w/ parent telephone conf</p> <p>(Max) Suspension</p>	<ul style="list-style-type: none"> ▪ Face-to-face parent conf ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Home suspension
Detention: Failure to Attend	Individual Teacher Handles	Individual Teacher Handles	Individual Teacher Handles	Individual Teacher Handles
Disorderly Conduct/ Disruption of School Activities	<p>(Min) Conference w/ parent telephone conf</p> <p>(Max) Suspension</p>	<p>(Min) Conference w/ parent telephone conf</p> <p>(Max) Suspension</p>	<ul style="list-style-type: none"> ▪ Face-to-face parent conf ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Home suspension
Dress Code	Student conference/Parent contact			
Drugs/Alcohol/Steroids/Possession/Use	<ul style="list-style-type: none"> ▪ Suspension / Notification of Law Enforcement ▪ Possible READI ▪ Intake conference ▪ Behavior contract 	<ul style="list-style-type: none"> ▪ 5 day home suspension ▪ Possible READI ▪ Intake conference 	<ul style="list-style-type: none"> ▪ Involuntary transfer 	
Drugs/Alcohol/Steroids Sale or Providing	Expulsion/Notification of Law Enforcement			

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Drugs: Selling a controlled substance	Expulsion/Notification of Law Enforcement			
Extortion/Robbery	Suspension and/or Expulsion/Notification of Law Enforcement			
Explosive Devices	Suspension and/or Expulsion/Notification of Law Enforcement			
Fighting/Battery/Assault	Suspension/Notification of Law Enforcement and/or Expulsion			
Forgery	(Min) Saturday School (Max) Suspension	<ul style="list-style-type: none"> ▪ ISAP ▪ Parent conference ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Home suspension 	<ul style="list-style-type: none"> ▪ Involuntary transfer
Gambling	(Min) Conference (Max) Suspension	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent conference ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ ISAP 	<ul style="list-style-type: none"> ▪ Home suspension
Harassment / Threatening Behavior / Sexual Harassment	(Min)Conference and documentation (Max) Suspension and/or Expulsion/Notification of Law Enforcement			
Hate Behavior	Conference and documentation/Notification of Law Enforcement			
Hazing	(Min) Conference and documentation (Max) Suspension and expulsion			
Off Limits	<ul style="list-style-type: none"> ▪ Warning 	<ul style="list-style-type: none"> ▪ Saturday School 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent conference ▪ Behavior contract 	<ul style="list-style-type: none"> ▪ Home suspension
Paraphernalia: Transfer / Possession / Sale	(Min) Suspension and/or Transfer (Max) Suspension/Transfer			
Possession of Lighter/Matches	Warning/Confiscation	Saturday School	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent conf ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Home suspension

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Parking Lot: Parking Violation	<ul style="list-style-type: none"> ▪ Conference w/ documentation ▪ Notification of Law Enforcement 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Notification of Law Enforcement ▪ Parent conference ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ Loss of parking privilege for remainder of semester ▪ Notification of Law Enforcement 	<ul style="list-style-type: none"> ▪ Home suspension ▪ Notification of Law Enforcement
Parking Lot: Dangerous Driving as deemed by Administration	<ul style="list-style-type: none"> ▪ Loss of parking privilege w/ parent telephone conference ▪ Notification of Law Enforcement 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent conference ▪ Behavior contract 	<ul style="list-style-type: none"> ▪ ISAP 	<ul style="list-style-type: none"> ▪ Home suspension
Profanity/Obscene Acts	(Min) Conference (Max) Suspension			
Sexual Assault: attempt/commit	Expulsion/Notification of Law Enforcement			
Theft/Possession of Stolen Property	(Min) Suspension and Restitution / Notification of Law Enforcement (Max) Restitution / Notification of Law Enforcement / Expulsion			
Tobacco: Smoking / Possession of Tobacco Products	<ul style="list-style-type: none"> ▪ Saturday School ▪ Notification of Law Enforcement 	<ul style="list-style-type: none"> ▪ Saturday School ▪ Parent conf ▪ Behavioral contract 	<ul style="list-style-type: none"> ▪ ISAP 	<ul style="list-style-type: none"> ▪ Home Suspension
Vandalism / Destruction of Property	Suspension/Restitution/Notification of Law Enforcement/Expulsion/Restitution			
Violation of Electronic Devices (such as but not limited to: pagers, cell phones, walkman, video games, etc)	<ul style="list-style-type: none"> ▪ Confiscation until end of school day ▪ Student pick up 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Saturday School ▪ Parent pick up 	<ul style="list-style-type: none"> ▪ Confiscation ▪ ISAP ▪ Parent pick up w/ conference ▪ Behavior contract 	<ul style="list-style-type: none"> ▪ Home Suspension
Weapons/Injurious Objects	Suspension and/or Expulsion/Notification of Law Enforcement			

PROGRESSIVE DISCIPLINE GUIDELINES

Teachers' Role	Administrators' Role
Student / Teacher Conference <ul style="list-style-type: none">• Documentation	
Teacher Detention <ul style="list-style-type: none">• Parent contact (telephone, email, written letter/notice)• Documentation	
Teacher may issue Saturday School <ul style="list-style-type: none">• Parent contact (telephone, email, written letter/notice)• Documentation	
Teacher / Parent / Student Conference <ul style="list-style-type: none">• Parent contact (telephone, email, written letter/notice)• Teacher may request an administrator to attend• Documentation	
Referral <ul style="list-style-type: none">• Referral is documentation• Referral should include:<ul style="list-style-type: none">○ Reason/Problem - Other: clear statement of occurrence.○ Previous action by referent with dates.○ Other: other means of correction tried by referent. <p><i>*Note – if class suspension is appropriate, per Ed. Code 48910 (a), “as soon as possible, the teacher shall ask the parent or guardian to attend a parent / teacher conference regarding the suspension, whenever practicable, a school counselor or a school psychologist shall attend the conference, a school administrator shall attend the conference if the teacher or parent or guardian so requests.”</i></p>	<ul style="list-style-type: none">□ Student / Administrator Conference□ (Detention)□ Class Suspension□ Saturday School□ ISAP□ Parent / Student / Administrator Conference + Behavior Agreement□ Home Suspension

Major incidents may require an immediate referral.