

# Lassen Union High School District

## Progressive Discipline Matrix



The administration may use professional discretion except in cases that call for mandatory expulsion. Students fall under the Jurisdiction of LUHSD 1) while on school grounds 2) While going to or coming from school 3) During the lunch period whether on or off campus 4) During, or while going to or coming from, a school-sponsored activity per Ed Code 48900 (S). Students may be suspended on the first offence of any violation of Ed Code 48900 (A-R, T). Students who are referred for expulsion may have their suspension extended while awaiting the expulsion hearing. Any student who is suspended OR receives a day in the Responsibility Center shall, upon completion of their suspension/Responsibility Center, continue to be ineligible from all LHS activities, extra-curricular/co-curricular until 11:59 PM of the seventh calendar day following the return to school. School work will be provided via Microsoft Teams to a student in the Responsibility Center, during suspension, or while awaiting an expulsion hearing. Paper copies may be provided upon request.

## EC 48900 (C)

Possessed, used, sold, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Evidence the student was found in possession of, or under the influence of, an identified controlled substance (alcohol or other intoxicant). Trained professionals such as: school nurses, police officers, school security or resource officers may provide this evidence.
- ☐ Photographic evidence of the controlled substance.
- ☐ If applicable, test results which identify the substance found.
- ☐ Statements by witness(es).
- ☐ Documentation from anonymous witness(es), EC 48918(f), if available.

All controlled substances must be confiscated as evidence and will be released to the SRO.

Ed Code 48900, C <i>Aeries code-28</i>	1st Offense	2nd Offense
<ul style="list-style-type: none"><li>• <b>Possession of Drugs, Alcohol or any Controlled Substance</b> EC 48915 (a)(1)(c) <i>Aeries code-30</i></li><li>• <b>Under the Influence of Drugs, Alcohol or any Controlled Substance</b> EC 48915 (a)(1)(c) <i>Aeries code-30/28</i></li></ul>	<p><b>Administrative Action:</b></p> <ul style="list-style-type: none"><li>• 3-5-day Responsibility Center OR Off Campus Suspension (marijuana &amp; alcohol only)</li><li>• Mandatory Expulsion Referral (all other drugs)</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program with targeted skill development</li><li><input type="checkbox"/> Identify Functional and</li><li><input type="checkbox"/> Environmental Factors</li><li><input type="checkbox"/> Develop contract assign mentor</li><li><input type="checkbox"/> Parent conference</li></ul>	<p><b>Administrative Action:</b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Develop BSP</li><li><input type="checkbox"/> Parent conference</li></ul>

## EC 48900 (D)

**Offered, arranged, or negotiated to sell any controlled substance, alcohol, or intoxicant or representation of items thereof.**

**The following is necessary in order to substantiate an expulsion recommendation:**

- ☐ Photographic evidence of the sold controlled substance, or substance represented as such.
- ☐ Test results of the controlled substance, if available.
- ☐ Statements by: witness(es) reporting sales (i.e. money collected for drugs, etc.).

The sale of a controlled substance or substances represented as controlled substances is grounds for suspension or recommendation for expulsion.

Confiscate all evidence and give to School Resource Officer

Controlled substances are identified as heroin, cocaine, crack, LSD, PCP, amphetamines, methamphetamines, marijuana, hashish, and alcohol. Intoxicants include, but are not limited to toxic inhalants such as spray cans, nitrous oxide, etc.

An example of substances being represented as a controlled substance would be a student selling oregano as marijuana, or the selling of an over-the-counter look-alike non-prescription drug as a controlled substance.

**All controlled substances must be confiscated as evidence and will be released to the SRO.**

EC 48900, D	1st Offense
<i>Aeries code-29</i>  <ul style="list-style-type: none"><li><b>Possession of Drugs/Alcohol for Sale</b></li></ul> <b>EC 48915 (c)(3)</b> <i>Aeries code-31</i>	<b>Administrative Action:</b> <ul style="list-style-type: none"><li>• 5-day suspension</li><li>• Contact School Resource Officer</li><li>• Mandatory expulsion referral</li></ul> <b><u>Interventions available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources.</li><li><input type="checkbox"/> Provide intervention: Counselor</li><li><input type="checkbox"/> Parent attends school.</li></ul>

## EC 48900 (P)

Unlawfully offered or arranged to sell the drug Soma - Education Code section 48900 (P).

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Documentation the accused, while under the jurisdiction of the school, sold or arranged to sell the drug Soma.
- ☐ Photographic evidence.
- ☐ Test results which identify the substance found. School Resource Officer is qualified to conduct such testing, if available.
- ☐ Statements by: accused, witness(es).

Ed. Code 48900, P <i>Series code-33</i>	1st Offense
<ul style="list-style-type: none"><li>• Unlawfully Arranged to Sell Drug Soma</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Mandatory expulsion referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program — targeted skill development</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract assign adult mentor</li><li><input type="checkbox"/> Parent conference</li></ul>

**EC 48900 (J)****Possessed, offered, arranged or negotiated to sell any drug paraphernalia.**

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Direct evidence, such as photographs.
- ☐ Evidence the items are within the Health and Safety Code Section 11014.5.

See section 11014.5 of the Health and Safety Code for a clear definition of this violation

Examples of clear-cut paraphernalia are Lighters, Pipes, Zigzag papers and roach clips.

Ed Code 48900, J <i>Aeries code-32</i>	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"><li>• <b>Possession of Drug Paraphernalia / Selling Drug Paraphernalia</b></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 1-day</li><li>• Responsibility Center</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet with counselor</li><li><input type="checkbox"/> Provide structured choice</li><li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract:</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference — phone</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 1—3-day Responsibility Center OR Off Campus Suspension</li><li>• Selling: Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li><li><input type="checkbox"/> Review behavior contract</li><li><input type="checkbox"/> Parent conference — school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5-day Responsibility Center OR Off Campus Suspension</li><li>• Selling: Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Review student data for patterns and trends</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

## EC 48900 (H)

### Possessed or used tobacco or tobacco products.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Evidence administration has provided three or more warnings regarding smoking or having cigarettes on campus.
- ☐ Refer student to a Smoking Cessation Program.

EC 48900, H <i>Aeries code-37</i>	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"><li>• <b>Possession and/or use of Tobacco/ Nicotine Vape pens</b></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 1-day Responsibility Center</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Tobacco Cessation</li><li><input type="checkbox"/> Meet with counselor</li><li><input type="checkbox"/> Provide structured choice</li><li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference — phone</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-day Responsibility Center</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Tobacco Cessation</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li><li><input type="checkbox"/> Review behavior contract</li><li><input type="checkbox"/> Parent conference — school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Review student data for patterns &amp; trends</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP, Refer to SST</li></ul>

## EC 48900 (A-1)

Caused, attempted to cause, or threatened to cause physical injury to another person.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Evidence the student has participated in a verbal or physical altercation or has attempted to cause injury to someone by making a verbal or written threat to another person on school grounds.
- ☐ Documentation by the administrator and statements by all students involved including witness(es).

EC 48900, A-1 <i>Aeries code-01</i>	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"><li>• <b>Verbal Altercation</b></li><li>• <b>Verbal Altercation: Threatening Bodily Harm</b></li><li>• <b>Fighting: Pushing, Shoving</b> (resulting in minor scuffle)</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• Responsibility Center</li><li>• 1—3-day</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet with counselor</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign Adult Mentor</li><li><input type="checkbox"/> Parent attends school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• Responsibility Center OR Off campus suspension</li><li>• 2—4-day</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program targeted skill development</li><li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li><li><input type="checkbox"/> Review behavior contract</li><li><input type="checkbox"/> Parent attendsschool</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> ReviewBSP</li><li><input type="checkbox"/> Review SST process and interventions</li></ul>

<b>EC 48900, A-1</b> <i>Aeries code-01</i>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<ul style="list-style-type: none"> <li>• <b>Fighting: Mutual Combat without Injury</b></li> <li>• <b>Fighting: Mutual Combat Minor Injury without Medical Attention</b> (lacerations to nose, small scratches or cuts without suturing)</li> </ul> <i>Aeries code-RF</i> <ul style="list-style-type: none"> <li>• <b>Fighting or Assault on a Student: Unprovoked</b></li> <li>• <b>Fighting: Gang Related</b></li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 3-5-day Responsibility Center OR Off Campus Suspension</li> <li>• Contact School Resource Officer</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop behavior contract:</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent conference</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prevention Program targeted skill development</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Expulsion Referral</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> ReviewBSP</li> <li><input type="checkbox"/> Refer to SST</li> </ul>



## EC 48900 (A-2)

**Willfully used force or violence upon the person of another, except in self-defense.**

**The following is necessary in order to substantiate an expulsion recommendation:**

- ☐ Evidence the student, while under the jurisdiction of the school and without provocation, participated in a physical altercation causing minor trauma to the victim.
- ☐ Statements by: victim, credible witness(es).
- ☐ Statement by accused.
- ☐ Photographic evidence of the injury.
- ☐ Documentation of medical intervention(s) for victim.

EC 48900, A-2	1st Offense
<ul style="list-style-type: none"><li>• <b>Fighting: Serious Injury / Assault</b> (broken bones, contusions, convulsions, unconscious due to fight, stitches, shot, stabbed) <b>EC 48915 (a)(1)</b> <i>Aeries code-02 &amp; 05</i></li><li>• <b>Assault / Battery</b> (staff member) <b>EC 48915 (a)(1)(e)</b> <i>Aeries code-04</i></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li></ul>

## EC 48900 (t)

### Aided or abetted the infliction or attempted infliction of physical injury

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Investigation reports by School Resource Officer and Campus Security.
- ☐ Verbal or written threats, if applicable.

During an investigation, the following should be carefully examined 1) the statement of the accused 2) the victim's statement 3) supporting witness(es) statements.

**Note:** This Education Code may apply to cases where more than one student is involved in an attempt to aid another in the infliction or intimidation of physical harm against another student on campus.

As defined in Penal Code section 31:

A pupil who aids or abets in the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to Subdivision (a). Documentation from a physician verifying physical injury was inflicted — must note the severity of the injury.

Ed. Code 48900(t) <i>Aeries code-03</i>	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li>• Aid or Abet in the Infliction, or Attempted Infliction, of</li><li>• Physical Injury</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop Behavior Contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program — targeted skill development</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-days Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> ReviewBSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

## EC 48900.7

**Pupil has made terrorist threats against school officials, school property or both –  
Education Code section 48900.7**

**The following is necessary in order to substantiate an expulsion recommendation:**

- ☐ Documentation the accused actively engaged in terrorist threats against school officials or school property.  
Example: Student calls in a bomb threat.
- ☐ Statements by: accused, witness(es).

**According to Education Code 48900.7:**

“terrorist threat” involves any statement, written or oral, which threatens specific intent of:

- great bodily injury to another person
- property damage

All statements must be taken as a threat even if there is no intent of actually carrying them out.

Ed. Code 48900.7 <i>Series code-09</i>	1st Offense
<ul style="list-style-type: none"><li>• <b>Terrorist Threats</b></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li></ul>

## **EC 48900 (B)**

**Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.**

**The following is necessary in order to substantiate an expulsion recommendation:**

- ☐ Description (length, color, size) and photograph of the object.
- ☐ Statements by: accused, witness(es).
- ☐ Documentation from anonymous witness(es), EC 48918(f).

**According to Education Code section 48915(a), the principal of a school must:**

- recommend expulsion for possession of any firearm, knife, explosive, or any other dangerous object at school or at a school activity off school grounds. Students in possession of a knife (threatening manner) or a gun fall under this violation.

The following weapons apply to this violation:

- firearms, knives, daggers, explosives of any sort, brass knuckles, razor blades, throwing stars, ballistic knives, black jacks, billy clubs, sand clubs, nunchakus and modified tools, such as a screwdriver that has been sharpened at the end.

Illegal explosives are not fireworks but vary in size and color. Among those are:

- M-80, M-100, Silver Salute, M-250, M-1000, and Quarter Stick. All these explosives are dangerous and can cause severe damage to the body.
- Violation of Education Code section 48915(c)(5) should also be included if student is found with a self-made or hand-made explosive device

<b>EC 48900, B</b> <i>Aeries code-24</i> <i>39-Dagerous object</i>	<b>1st Offense</b>
<ul style="list-style-type: none"> <li>• <b>B-1: Possession of a Knife or Other Dangerous Object</b>  <b>EC 48915 (a)(1)(b)</b>  <i>Aeries code-27</i></li> <li>• <b>B-2: Brandishing a Knife or Other Dangerous Object at Another Person</b>  <b>EC 48915 (c)(2)</b>  <i>Aeries code-25</i></li> <li>• <b>B-3: Possession of, or Brandishing, Gun</b>  <b>EC 48915 (c)(1)</b>  <i>Aeries code-22</i></li> <li>• <b>B-4: Possession of Explosive Device</b>  (M80,M100,or other powerful explosives)  <b>EC 48915 (c)(5)</b>  <i>Aeries code-26</i></li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Expulsion Referral</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> </ul>

## EC 48900 (M)

Possessed an imitation firearm - as used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Photographic evidence of the imitation firearm.
- ☐ Statements by: accused and direct witness(es).
- ☐ Statement(s) by: Campus Security and/or School Resource Officer.

Ed Code 48900, M <i>Aeries code-23</i>	1st Offense
<ul style="list-style-type: none"><li>• Possession of an Imitation Firearm</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program —</li><li><input type="checkbox"/> Targeted skill development</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference</li><li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Develop BSP</li></ul>

## EC 48900 (E)

### Committed or attempted robbery or extortion.

The following must be submitted in order to substantiate an expulsion recommendation:

- ☐ Statements by: victim, direct witness(es) and supporting witness(es) to the act of robbery or extortion.
- ☐ Interviews from: accused and witness(es) named by the accused.

**Extortion** is defined as blackmail. Example: A student demands money from another person — “Give me money or I’ll get you later!” (see Appendix for Penal Code section 520).

**Robbery** is defined as the taking of personal property in the possession of another, against his/her will, accomplished by means of fear and force (see Appendix for Penal Code section 211).

Ed Code 48900, E <i>Series code-13</i>	1st Offense	2nd Offense
<ul style="list-style-type: none"><li>• <b>Robbery, Extortion, Grand Theft: Violence Indicated EC 48915 (a)(4)</b></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• (Attempted) Possible recommendation for expulsion</li><li>• (Committed) Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract or BSP:</li><li><input type="checkbox"/> Counselor provides parent with district and community resources</li><li><input type="checkbox"/> Parent conference</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Develop BSP</li><li><input type="checkbox"/> Parent conference</li></ul>

## EC 48900 (G)

**Stole, or attempted to steal, school or private property.**

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Direct evidence or testimony supporting the act of stealing.
- ☐ Amount or cost of the item stolen or attempted to be stolen.
- ☐ Statements by: witness(es), accused.
- ☐ Interview with the accused.

Ed Code 48900, G <i>Aeries code-14/16</i>	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> <li><b>Stole, or Attempted to Steal, School Property</b> (petty theft)</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>1-3 days-Responsibility Center OR Off Campus Suspension</li> <li>Contact School Resource Officer</li> <li>Restitution</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with counselor</li> <li><input type="checkbox"/> Provide structured choice</li> <li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop behavior contract:</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent conference — phone</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>3-5 days-Responsibility Center OR Off Campus Suspension</li> <li>Contact School Resource Officer</li> <li>Restitution</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li> <li><input type="checkbox"/> Review behavior contract</li> <li><input type="checkbox"/> Parent conference — school</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>5-day Off Campus suspension</li> <li>Contact School Resource Officer</li> <li>Restitution</li> <li>Possible recommendation for expulsion</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor: targeted skill development</li> <li><input type="checkbox"/> Review student data for patterns and trends</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>5-day Off Campus suspension</li> <li>Contact School Resource Officer</li> <li>Expulsion Referral</li> <li>Restitution</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide parent multiple district/community resources.</li> <li><input type="checkbox"/> Provide intervention: counselor.</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP</li> <li><input type="checkbox"/> Refer to SST</li> </ul>



<b>Ed Code 48900, G</b> <i>Aeries code-14/16</i>	<b>1st Offense</b>	<b>2nd Offense</b>
<ul style="list-style-type: none"> <li>• <b>Grand Theft</b> (Amount over \$400.00)</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 3—5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> <li>• Restitution</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor: targeted skill development</li> <li><input type="checkbox"/> Evaluate skill level – academic and behavioral</li> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop Behavior Contract</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Review student data for patterns and trends</li> <li><input type="checkbox"/> Parent attends school</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Expulsion Referral</li> <li>• Restitution</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> <li><input type="checkbox"/> Refer to SST</li> </ul>

## EC 48900 (L)

**Knowingly received stolen school or private property.**

**The following is necessary in order to substantiate an expulsion recommendation:**

- ☐ Documentation the accused has, and/or has received, stolen property.
- ☐ Photographic evidence of stolen item(s).
- ☐ Estimated value of item(s).
- ☐ Statements by: witness(es) — may be used as direct evidence.

Ed Code 48900, L <i>Aeries code-17</i>	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li><b>Knowingly Received Stolen Property</b></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 2-3 days-Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li><li>• Return or Reimbursement of Items.</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li><li><input type="checkbox"/> Identify contributing Functional &amp; Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference — school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li><li>• Return or Reimbursement of Items.</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Evaluate consequences and intervention effectiveness</li><li><input type="checkbox"/> Review student data for patterns and trends</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Return or Reimbursement of Items.</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

## EC 48900 (F)

Caused or attempted to cause damage to school or private property.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Photographic evidence of the defaced property — school / private
- ☐ Statements by: witness(es), accused
- ☐ Statement by the School Resource Officer (SRO) — recommended
- ☐ Assessment of damage to the school site — Facilities Management and Fiscal Services

EC 48900, F <i>Aeries code-15</i>	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li>Defacing School Property/Private Property, Graffiti: Permanent Damage</li></ul> <i>Aeries code-10=Arson</i>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>1-5 days-Responsibility Center</li><li>Contact School Resource Officer</li><li>Restitution</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor targeted skill development</li><li><input type="checkbox"/> Evaluate skill level -academic and behavioral</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors*</li><li><input type="checkbox"/> Develop behavior contract: * assign adult mentor Review student data for patterns and trends</li><li><input type="checkbox"/> Parent attends school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>3-5-day Responsibility Center OR Off Campus suspension</li><li>Contact School Resource Officer</li><li>Possible recommendation for expulsion</li><li>Restitution</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent multiple district/community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP and/or SST</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>5-day Off Campus suspension</li><li>Contact School Resource Officer</li><li>Expulsion Referral</li><li>Restitution</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP</li><li><input type="checkbox"/> Review SST process and interventions</li></ul>

## EC 48900 (N)

Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Statements by: School Resource Officer and/or Campus Security and other school staff that are involved.
- ☐ Statements by: witness(es), if applicable.

**Refer to Education Code section 48915(c)(4) when dealing with this violation.**

Violation of 48900(n) can be quickly substantiated if the perpetrator is identified and confesses to the act. In most cases, however, it is in the best interest of the administrator to proceed with a thorough investigation.

In cases of sexual harassment and assault, it is necessary for the administrator to collect thorough documentation of the incident and carefully handle statements given by the victim and the accused.

In cases where testifying in the presence of the accused perpetrator could cause serious psychological harm, the victim may be allowed to testify in a closed session hearing, separate from the accused. Such requests must be provided by site administration to the district Hearing Panel at the time the recommendation for expulsion is submitted.

Ed. Code 48900, N <i>Aeries code-RG</i>	1st Offense
<ul style="list-style-type: none"><li>• Sexual Assault</li></ul> <b>EC 48915 (c)(4)</b> <i>Aeries code-35</i> <i>34-Battery</i> <i><u>Title IX investigation</u></i>	<b>Administrative Action:</b> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Crime Report</li><li>• Expulsion Referral</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li></ul>

## EC 48900.2

### Sexual Harassment - Education Code section 48900.2.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Victim statement outlining sexual harassment charges and the negative impact the incident incurred on the victim. The complaint must be signed by: victim and witness(es).
- ☐ Evidence the harassment negatively impacted the academic performance of the victim.
- ☐ Evidence substantiating a hostile, intimidating or offensive educational environment was created by the accused.

Refer to Education Code section 212.5 to clarify sexual harassment.

Ed. Code 48900.2 <i>Series code-36</i>	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li><b>Sexual Harassment, as Defined by EC 212.5</b> <a href="#">Title IX Investigation</a></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5 days-Responsibility Center OR Off Campus Suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program — targeted skill development</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district &amp; community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

## EC 48900.4

**Intentionally engaged in harassment, threats, or intimidation against a pupil, groups of pupils or staff - Education Code section 48900. 4.**

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Documentation of the accused involvement in the harassment of a pupil, group of pupils, or staff by words or active threats. Examples: gang activity of revenge or sending notes of impending harm.
- ☐ Statements by: accused, witness(es).

Ed. Code 48900.4	1st Offense	2nd Offense	3rd Offense	4th Offense
<p>• <b>Bullying/Harassed, Threatened, or Intimidated Student, Groups, or Staff.</b></p> <p><u>Aeries codes-</u>  <i>07-Harassment</i>  <i>63-Racial Slurs</i>  <i>R1-Harassment-Disability</i>  <i>R2-Harassment-Race</i>  <i>R3-Harassment-Gender</i>  <i>R4-Harassment-Religion</i>  <i>R5-Harassment-Sexual Orientation</i>  <i>12-Bullying</i>  <i>R6-Bullying-Disability</i>  <i>R7-Bullying-Race</i>  <i>R8- Bullying-Gender</i>  <i>R9- Bullying -Religion</i>  <i>RA- Bullying -Sexual Orientation</i></p>	<p><u><b>Administrative Action:</b></u></p> <ul style="list-style-type: none"> <li>• 1-3 days-Responsibility Center OR Off Campus Suspension</li> <li>• Contact School Resource Officer</li> </ul> <p><u><b>Interventions Available:</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with counselor</li> <li><input type="checkbox"/> Identifycontributing Functional and EnvironmentalFactors</li> <li><input type="checkbox"/> Developbehaviorcontract</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent attends school</li> </ul>	<p><u><b>Administrative Action:</b></u></p> <ul style="list-style-type: none"> <li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li> <li>• Contact School Resource Officer</li> </ul> <p><u><b>Interventions Available:</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prevention Program — targeted skill development</li> <li><input type="checkbox"/> Evaluate consequence and intervention effectiveness Review behavior contract Parent attends school</li> </ul>	<p><u><b>Administrative Action:</b></u></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> </ul> <p><u><b>Interventions Available:</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> <li><input type="checkbox"/> Refer to SST</li> </ul>	<p><u><b>Administrative Action:</b></u></p> <ul style="list-style-type: none"> <li>• 5-day Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Expulsion Referral</li> </ul> <p><u><b>Interventions Available:</b></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP</li> <li><input type="checkbox"/> Review SST process and interventions</li> </ul>

## EC 48900.3

### Hate Violence - Education Code section 48900.3.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Determination by school officials the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Subdivision (e) of Education Code section 233
- ☐ Documentation of hate violence as defined by Subdivision (e) of Education Code section 233.
- ☐ Statements by: victim, witness(es).
- ☐ Photographic evidence, if applicable.

Ed. Code 48900.3 <i>Aeries code-06</i>	1st Offense	2nd Offense	3rd Offense
<b>• Hate Violence</b>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 3—5-day Off Campus suspension</li><li>• Contact School Resource Officer</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference</li></ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program — targeted skill development</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP, Refer to SST</li></ul>

## EC 48900 (Q)

Engaged in, or attempted to engage in, hazing as defined in Education Code section 32050 - Education Code section 48900 (Q).

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Statements by: victim, supporting witness(es).
- ☐ Police Report(s).
- ☐ Medical record of injury provided by medical professional, if applicable.
- ☐ Photographic evidence of weapons used in hazing activity, if applicable. Examples: sticks, bats, and brass knuckles.

### Refer to Education Code section 32050:

“Hazing” includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to those organizations that cause or are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any pupil or other person attending any school, community college, college, university, or other educational institution in this state. The term “hazing,” does not include customary athletic events or other similar contests of competitions.

Ed. Code 48900, V	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"><li>• <b>Hazing</b> <i>Aeries code-11</i></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 2-5 days-Responsibility Center OR Off Campus Suspension.</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet with counselor</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign Adult Mentor</li><li><input type="checkbox"/> Parent attends school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 3-5 days-Responsibility Center OR Off Campus Suspension.</li><li>• Contact School Resource Officer</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Prevention Program</li><li><input type="checkbox"/> targeted skill development</li><li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li><li><input type="checkbox"/> Review behavior contract</li><li><input type="checkbox"/> Parent attendsschool</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>



## EC 48900 (O)

Harassed, threatened, or intimidated a witness.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Documentation of harassment, threats, or other forms of intimidation made by the accused to the victim.
- ☐ Statements by: victim and witness(es), verifying the act(s) of harassment or intimidation.

Ed. Code 48900, O <i>Aeries code-08</i>	1st Offense	2nd Offense	3rd Offense
<b>• Harassed, Threatened or Intimidated a Witness</b>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 3-5 days- Off Campus suspension</li><li>• Contact School Resource Officer</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet with counselor</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent attends school</li></ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 5-days- Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li>• Prevention Program — targeted skill development</li><li>• Evaluate consequence and intervention effectiveness</li><li>• Review behavior contract</li><li>• Parent attends school</li></ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"><li>• 5-days- Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Expulsion Referral</li></ul> <b><u>Interventions Available:</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

## EC 48900 (L)

Committed an obscene act or engaged in habitual profanity or vulgarity.

The following is necessary in order to substantiate an expulsion recommendation:

- ☐ Direct evidence.
- ☐ Documentation of the incident(s) involving the use of profanity, obscenity, or habitual profanity.
- ☐ Anecdotal record, if continuous violation.
- ☐ Statements by: witness(es).

**Ed Code 48900 (L) pertains to the use of vulgar, profane language or an act as defined by proper society as obscene.**

- Examples: Prolonged cursing toward staff, exposing oneself in public, etc.

While it is not typical for a student to be expelled for this violation alone, it is possible when the misbehavior results in extreme problems on campus. Generally, this violation is coupled with a more severe Education Code violation.

EC 48900, I	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"><li>• <b>Committed an Obscene Act</b> (excluding sexual harassment) <i>Aeries code-RB</i></li><li>• <b>Habitual Profanity</b> <i>Aeries code-RC &amp; RD-vulgarity</i></li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 1-After School Detention</li><li>• Obscene Act: Contact School Resource Officer</li></ul> <p><b><u>Interventions Available with counselor:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Apology to those affected.</li><li><input type="checkbox"/> Provide structured choice</li><li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li><li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li><li><input type="checkbox"/> Develop behavior contract</li><li><input type="checkbox"/> Assign adult mentor</li><li><input type="checkbox"/> Parent conference — phone</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 1-3 days-Responsibility Center OR Off Campus Suspension</li></ul> <p>Obscene Act: Contact School Resource Officer</p> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li><li><input type="checkbox"/> Review behavior contract</li><li><input type="checkbox"/> Parent conference-school</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 2-5 days-Responsibility Center OR Off Campus Suspension</li></ul> <p>Obscene Act: Contact School Resource Officer</p> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Counselor: targeted skill development</li><li><input type="checkbox"/> Review student data for patterns and trends</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Develop BSP</li></ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"><li>• 5-day Off Campus suspension</li><li>• Contact School Resource Officer</li><li>• Possible recommendation for expulsion</li></ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide parent with multiple district and community resources</li><li><input type="checkbox"/> Provide intervention: counselor</li><li><input type="checkbox"/> Parent attends school</li><li><input type="checkbox"/> Review BSP</li><li><input type="checkbox"/> Refer to SST</li></ul>

EC 48900, I	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <li><b>Habitual Profanity Toward a School Employee</b> <i>Aeries code-RH</i></li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>2-3 days-Responsibility Center OR Off Campus Suspension</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop behavior contract</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent conference — school</li> <li><input type="checkbox"/> Community service</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>5 days-Responsibility Center OR Off Campus Suspension</li> <li>Possible recommendation for expulsion</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li>Counselor: targeted skill development</li> <li>Evaluate consequences and intervention effectiveness</li> <li>Review student data for patterns and trends</li> <li>Provide Tier Two supports</li> <li>Parent attends school</li> <li>Develop BSP</li> <li>Community service</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>5-day Off Campus suspension</li> <li>Contact School Resource Officer</li> <li>Expulsion Referral</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP, Refer to SST</li> <li><input type="checkbox"/> Community service</li> </ul>

## EC 48900 K

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Ed Code 48900, K <i>Aeries code-19</i>	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> <li>• <b>Chronic Classroom Disruption</b></li> <li>• <b>Disruption to School Activities</b></li> <li>• <b>Gambling</b></li> <li>• <b>Cheating/ Dishonesty/ Forgery</b></li> <li>• <b>Possession of Electronic Devices</b></li> <li>• <b>Verbal Abuse</b></li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 1 day-After School Detention OR Responsibility Center</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with counselor</li> <li><input type="checkbox"/> Provide structured choice</li> <li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop behavior contract</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent conference — phone</li> <li><input type="checkbox"/> Community service</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 1-3 days-Responsibility Center or Off Campus Suspension</li> <li>• Gambling/Forgery: Contact School Resource Officer</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Evaluate consequence and intervention effectiveness</li> <li><input type="checkbox"/> Review behavior contract</li> <li><input type="checkbox"/> Parent conference — school</li> <li><input type="checkbox"/> Community service</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li> <li>• Gambling/Forgery: Contact School Resource Officer</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor: targeted skill development</li> <li><input type="checkbox"/> Review student data for patterns and trends</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> <li><input type="checkbox"/> Community service</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• 5-days-Off Campus suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> </ul> <p><b><u>Interventions Available:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP</li> <li><input type="checkbox"/> Refer to SST</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Inappropriate use and/or display of technology in class including: Cell Phones, music players, speakers, etc.</b></li> </ul> <p><i>Aeries code-48</i></p>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• Confiscate item until the end of the day to the safety office.</li> <li>• Parent pick up.</li> <li>• Document Incident.</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• Confiscate item until the end of the day to the safety office.</li> <li>• Parent pick up.</li> <li>• 1 After School Detention.</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• Confiscate item until the end of the day to the safety office.</li> <li>• Parent pick up.</li> <li>• 2 After School Detentions</li> </ul>	<p><b><u>Administrative Action:</u></b></p> <ul style="list-style-type: none"> <li>• Confiscate item until the end of the day to the safety office.</li> <li>• Parent pick up.</li> <li>• 1-3 days in the Responsibility Center.</li> <li>• Discussion with parents and school administration about item not being allowed back onto campus.</li> </ul>

Ed Code 48900, K	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>• Dress Code Violation</b> <i>Aeries code-47</i>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Modify offending clothing.</li> <li>• Parent brings in clothing for student to change into if needed.</li> <li>• After school pickup of clothing.</li> <li>• Documentation of incident.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Modify offending clothing.</li> <li>• Parent brings in clothing for student to change into if needed.</li> <li>• After school pickup of clothing.</li> <li>• 1 After School Detention.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Modify offending clothing.</li> <li>• Parent brings in clothing for student to change into if needed.</li> <li>• After school pickup of clothing.</li> <li>• 2 After School Detentions</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Modify offending clothing.</li> <li>• Parent brings in clothing for student to change into if needed.</li> <li>• After school pickup of clothing.</li> <li>• 1-3 days in the Responsibility Center.</li> </ul>
<b>• Habitual Tardiness</b> (habitual is defined as 3 or more incidents)	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Tardy: 2-5 times, 15-minute detention. Tardy 5 receives a letter.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Tardy 6-9 times: After School 1-hour detention.</li> <li>• 10th Tardy-Attendance meeting, student is put on an attendance/behavior contract, tardy letter goes out, student receives an after-school detention.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Tardy 11-14 -Saturday School</li> <li>• 15th Tardy- Tardy letter mailed, SST meeting, Referred to SARB, Saturday School</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Tardy 16+ Saturday School &amp; parent notification.</li> </ul>
<b>• Class cuts and/or Truancy</b> (habitual is defined as three or more incidents)	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• Truancy 3-5: parent receives truancy letter and student receives Saturday School.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• 6th truancy: parent receives truancy letter pre-SST meeting,</li> <li>• Student is put on behavior/attendance contract,</li> <li>• Student receives Saturday school.</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <ul style="list-style-type: none"> <li>• 7th truancy: parent receives truancy letter</li> <li>• Student is referred to SARB, SST meeting with parent</li> <li>• Student receives Saturday School. 8+ truancy: student receives Saturday School</li> </ul>	<b><u>Administrative Action &amp; Intervention:</u></b> <p>8+ truancy: student receives Saturday School.</p>
<b>• Missed Saturday School</b> <i>Aeries code-53</i>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"> <li>• Reschedule Saturday school</li> <li>• 1 day-Responsibility Center</li> </ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"> <li>• Reschedule Saturday school</li> <li>• 1 days-Responsibility Center</li> </ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"> <li>• Reschedule Saturday School</li> <li>• 2-days Responsibility Center</li> </ul>	<b><u>Administrative Action:</u></b> <ul style="list-style-type: none"> <li>• Reschedule Saturday School</li> <li>• 2-days Responsibility Center</li> </ul>

Ed Code 48900, K	1st Offense	2nd Offense	3rd Offense	4th Offense
<ul style="list-style-type: none"> <li>• <b>Missed Detention</b> <i>Aeries code-52</i></li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• <b>ASD-</b> 1day in Responsibility Center</li> <li>• <b>Att-1</b> Saturday School</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• <b>ASD-</b> 1day in Responsibility Center</li> <li>• <b>Att-1</b> Saturday School</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• <b>ASD-</b> 2 days in Responsibility Center</li> <li>• <b>Att-2</b> Saturday Schools</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• <b>ASD-</b> 2 days in Responsibility Center</li> <li>• <b>Att-2</b> Saturday Schools</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Continued Willful Disobedience, Refusal to Follow School Rules and Regulations, Defiance</b></li> <li>• <b>Interference and/or Obstruction</b> (staff member)  <i>Fire Alarm- Aeries code-50</i></li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• 1-3 days-Responsibility Center</li> </ul> <u><b>Interventions Available:</b></u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Evaluate skill level — academic and behavioral</li> <li><input type="checkbox"/> Identify contributing Functional and Environmental Factors</li> <li><input type="checkbox"/> Develop behavior contract</li> <li><input type="checkbox"/> Assign adult mentor</li> <li><input type="checkbox"/> Parent conference — school</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• 3-5 days-Responsibility Center OR Off Campus Suspension</li> <li>• Follow SART/SARB process</li> </ul> <u><b>Interventions Available:</b></u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor: targeted skill development (Anger Management)</li> <li><input type="checkbox"/> Evaluate consequences and</li> <li><input type="checkbox"/> Intervention effectiveness</li> <li><input type="checkbox"/> Review student data for patterns and trends</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Develop BSP</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• 5-days-Responsibility Center OR Off Campus Suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> <li>• Follow SART/SARB</li> </ul> <u><b>Interventions Available:</b></u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP, Refer to SST</li> <li><input type="checkbox"/> Community service</li> </ul>	<u><b>Administrative Action:</b></u> <ul style="list-style-type: none"> <li>• 5-days-Responsibility Center OR Off Campus Suspension</li> <li>• Contact School Resource Officer</li> <li>• Possible recommendation for expulsion</li> <li>• Follow SART/SARB</li> </ul> <u><b>Interventions Available:</b></u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Counselor provides parent with multiple district and community resources</li> <li><input type="checkbox"/> Provide intervention: counselor</li> <li><input type="checkbox"/> Parent attends school</li> <li><input type="checkbox"/> Review BSP, Refer to SST</li> <li><input type="checkbox"/> Community service</li> </ul>

## UNIQUE BUS VIOLATIONS & DISCIPLINE: for all behaviors follow progressive discipline matrix

LUHSD recognizes that students who regularly ride the school bus may present disciplinary problems. EC 44807 states, "public schools shall hold pupils to a strict account for their conduct on the way to and from school," and EC 48900 provides school districts the authority to discipline students going to/from school. Consequently, students who exhibit adverse behavior while being transported via school bus, are subject to the disciplinary actions outlined in the *Progressive Discipline Matrix (PDM)*.

The principal/designee is responsible for ensuring all rules, procedures, policies, and EC requirements are enforced. It is the responsibility of the Transportation Department to notify appropriate administrative staff of all disciplinary concerns. It is the responsibility of site administration to follow the guidelines outlined in the *PDM* to address the student's bus conduct.

The following is a list of transportation behaviors as they relate to the PDM. All other disciplinary issues are addressed within the *PDM*.

Offense	Definition	Administrative Action
<b>Body Parts Exposed from Window</b>	Exposing arms or other body parts through bus windows	<b>General:</b> EC 48900 K, <b>Body part exposed:</b> EC 48900 I, if applicable
<b>Boisterous or Loud</b>	Talking and/or yelling loudly, refusing to maintain quiet while on board the bus	<b>General:</b> EC 48900 K, <b>Obscenity/ Vulgarity:</b> EC 48900 I, if applicable
<b>Eating and/or Drinking</b>	Eating or drinking while on board the bus	EC 48900 K
<b>Emergency Exits</b>	Tampering with an Emergency Exit	<b>Stationary:</b> EC 48900 K, <b>Moving:</b> EC 48900 B
<b>Harassment</b>	Intentionally harassing, threatening, or intimidating other students, driver, or attendant	EC 48900 R
<b>Lighter/Matches</b>	Possession of a cigarette lighter or matches,	EC 48900 B
<b>Seating</b>	A) Refusing to remain seated, changing seats, climbing over or under seats B) Refusing to share a seat with other students	EC 48900 K
<b>Sexual Harassment</b>	Education Code 48900.2	<b>EC212.5:</b> EC 48900 P1, <b>OR</b> Verbal Harassment: EC 48900 P2
<b>Throwing Objects</b>	Throwing objects in or out of the bus	EC 48900 B
<b>Unauthorized Exits</b>	Climbing through windows or exiting the Emergency Exit without authorization	EC 48900 K

## UNIQUE LUNCH PASS VIOLATIONS & DISCIPLINE

LUHSD authorizes students to go off campus during the lunch period when they earn at least a 2.25 GPA in the previous grading period AND receive a lunch pass. These passes are provided by the office after grades have been verified. (BP 5112.5)

Students must use the appropriate gates to leave campus during lunch, and show their pass to security staff prior to leaving campus. Using an expired pass or the pass belonging to another student is strictly prohibited

Site administration is responsible for ensuring all rules, procedures, and policies regarding lunch pass use are enforced. Students who do not follow lunch pass procedures will receive the following discipline.

Lunch Pass Violations	1st Offense <u>Administrative Action:</u>	2nd Offense <u>Administrative Action:</u>	3rd Offense <u>Administrative Action:</u>	4th Offense <u>Administrative Action:</u>
• <b>Wrong Gate</b> <i>(Eligible)</i>	• 1 Month NO Pass	• 2 Months NO Pass • 1 day-Saturday School	• 3 Months NO Pass • 2 day-Saturday School	• NO Pass- remainder of year
• <b>Wrong Gate</b> <i>(Ineligible)</i>	• 1 Month NO Pass • 1 day-Saturday School	• 2 Months NO Pass • 1 day-Saturday School	• 3 Months NO Pass • 2 day-Saturday School	• NO Pass- remainder of year • 2 day-Saturday School
• <b>NO Pass</b>	• 1 Month NO Pass • 1 day-Saturday School	• 2 Months NO Pass • 1 day-Saturday School	• 3 Months NO Pass • 2 day-Saturday School	• NO Pass- remainder of year • 2 day-Saturday School
• <b>Providing Pass</b>	• 1 Month NO Pass • 1 day-Responsibility Center	• 2 Months NO Pass • 2 day-Responsibility Center	• 3 Months NO Pass • 3 day-Responsibility Center	• NO Pass- remainder of year • 4 day-Responsibility Center



## **CONDUCTING A THOROUGH INVESTIGATION:**

### **Points to Consider**

**California Education Code**, in response to *Goss vs. Lopez*, requires the Governing Board of a school district to establish strict procedures and protocols regarding the suspension and expulsion of students. According to Ed. Code, any decision to suspend or expel a pupil must be based upon “substantial evidence” which follows a thorough investigation by school officials.

**Substantial Evidence** is a legal term which requires evidence to be: 1) reasonable in nature, 2) credible, and of 3) solid value. When conducting an investigation for the purpose of suspension or expulsion, administrators must ensure they gather evidence which would be considered “substantial” by a group of “reasonable people.”

The following types of evidence may be used alone, or in any combination, to establish “substantial evidence” so long as it is of the quality and credibility to prove the allegation.

- 1) **Direct Evidence** (legal definition): Evidence which directly/conclusively proves a fact without inference or presumption (credible eyewitness testimony, sworn written student admission, video).
- 2) **Circumstantial Evidence**: Evidence which requires an inference or presumption of fact (a weapon found on the scene, controlled substance found on the scene).

Prior to suspending or recommending a student for expulsion, administrators must conduct a thorough investigation following all due process requirements. Suspensions and expulsion recommendations which do not follow a thorough investigation may be reversed (i.e., suspension expunged, expulsion recommendation terminated and student returned to the recommending site).

#### Procedures for Gathering Evidence:

##### 1) **Disciplinary notes must:**

- ✓ clearly document incident: brief, easily understood, chronological order, accurate portrayal
- ✓ exact time/date of incident
- ✓ name of person(s) present or involved in any degree: adult witnesses, student witnesses and potential suspects
- ✓ location of incident

(CONTINUED ON NEXT PAGE)

**2) Witnesses statements must:**

- ✓ be collected from all witnesses
- ✓ be conducted at the time of the incident -- if circumstances prohibit interviewing witnesses at the time, interviews must be conducted as soon as possible
- ✓ be specific and as detailed as possible
- ✓ be reviewed for clarity
- ✓ contain all names of accused or victims

**3) Administrator statements must be accurate and factually based**

**4) Submitted evidence must clearly relate to the alleged violation** (photographs, maps, diagrams, etc.)

**5) Conclusions must be based on facts** (premature or personal opinions cannot be considered)

**6) Appropriate Education Code violation must be determined once all facts are gathered** (refer to the *Progressive Discipline Matrix* to determine if the violation requires a suspension or recommendation for expulsion)

**7) Written documentation of findings must be included in the discipline file for all suspensions**

School officials have a responsibility to conduct thorough investigations and respond immediately to Ed. Code violations. The Progressive Discipline Matrix is a district-wide document created to assist site administrators in the

consistent: **1) application of administrative action(s)**, and **2) provision of student intervention(s)**.

# **CHRONIC MISBEHAVIORS:**

## **Questions to Consider**

- ☐ **Does the student possess the skills necessary to:**
  - ✓ appropriately resolve conflicts with peers and/or adults?
  - ✓ successfully complete academic requirements?
  - ✓ resist peer recruitment (gangs, drugs, hazing, etc.)? If no, what targeted skill development is necessary?
- ☐ **What INTERVENTIONS, as opposed to punishments, have been implemented?**
- ☐ **What ENVIRONMENTAL FACTORS (triggers) at school are contributing to the misbehavior?**  
What is missing or present in the environment which supports the continued use of the misbehavior?
- ☐ **What FUNCTION\* does the misbehavior serve? What is **gained** or **avoided** by engaging in the misbehavior?**
- ☐ **Has the student been seen by the school counselor?**
- ☐ **Has the student been provided targeted skill development? i.e., anger management, conflict resolution**
- ☐ **Has the student been seen by a private agency?**
- ☐ **Has the student been paired with an adult mentor to help build positive school relationships?**
- ☐ **Does the student have a behavior contract or Behavior Support Plan (BSP)?**
- ☐ **Has the student been referred to the Student Success Team (SST)?**
- ☐ **Has the student been diagnosed with a medical / psychiatric condition which requires medication?**

**REMINDER:** Punishments are one of the LEAST EFFECTIVE responses to students who demonstrate a pattern of anti-social behavior. Students with chronic behavior concerns, will require interventions which are thoughtfully constructed and routinely evaluated for effectiveness.

# Behavior Contract

Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_

Date \_\_\_\_\_

- ❖ Behavior of main concern \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Environmental factors contributing to behaviors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Purpose the behavior serves \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Student Goal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Positive consequences for appropriate behavior \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Negative consequence for negative behavior \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ❖ Additional Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Other**

\_\_\_\_\_  
**Other**