

Western High School

Assertive Discipline Policy

The following is a list of discipline infractions and procedures that have been established in an effort to be fair, firm, and consistent while providing a safe environment to property and persons. These rules are intended to supplement discipline rules established by the Education Code Section 48900 et.seq. and AUHSD Board of Trustee policies.

- *Expectations for student behavior and conduct are outlined in the Western High School Behavioral Expectation Matrix, which can be found on the WHS website and in student agenda planners (www.westernhs.org).*
- *Emphasis will be placed on the involvement of the total staff in the disciplinary process.*
- *Application is to be positive rather than punitive whenever possible.*
- *The role of teachers, counselors, and parents in the disciplinary process is to be stressed.*
- *Maximum use of parent-teacher communication, student conferences, and the detention process is to be included in the applicable procedures.*
- *Whenever possible, preventative and corrective counseling are to be emphasized prior to administrative involvement.*
- *(For parent contact, the most updated phone numbers are available from the attendance office.)*

DUTIES OF PUPILS

(Title 5 of the Code of Regulations §300)

“Pupils must conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.”

*If a conflict exists between Western High School Assertive Discipline and AUHSD Board Policy; AUHSD Board Policy will always override Western High School Assertive Discipline.

CLASS I INFRACTIONS:

Class I Infractions are serious offenses that violate California Education Code 48900 and 48915 and involve consequences to be handled by administration with support from local police (if warranted). This list is not to be considered all-inclusive.

- A. Class I violations may include the following consequences:
1. Suspension
 2. Police Contact
 3. Local School Parent Conference Meeting (such a meeting may result in administrative transfer to another comprehensive site or recommendation to school board for expulsion)
- B. The following is a list of Class I statutory violations:
1. Possession or Use of Tobacco (EC 48900 h) (PC 308b)
 2. Chemicals/Alcohol (48900 c. d. p. j. and 48915 (a)(3), (c)(3)): *Furnishing, Sale of, Possession, or Use.* (H/S codes)
 3. Fireworks/Explosives (EC 48900 b): *Sale, Purchase, Possession, or Use.*
 4. Student Disruptions (EC 48900 k): *Disruption of school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators, school officials, etc.*
 5. Theft (EC 48900 g)
 6. Vandalism (EC 48900 f)
 7. Arson (EC 48900 f)
 8. Assault/Battery, Threats (EC 48900 a (1) or (2), 48915(a)(5), (a)(1), (c)(2))
 9. Imitation Firearm (EC 48900 m)
 10. Weapons (EC 48900 b. and m., 48915 (a)(2) and (c)(1))
 11. Robbery (EC 48900 e, 48915(a)(4))
 12. Extortion (EC 48900 e)
 13. Sexual Assault/Sexual Battery (EC 48900.2, 48915(c)(4))
 14. Sexual Harassment (48900.2)
 15. Acts of Hate Violence (EC 48900.3)
 16. Harassment, Threat, Intimidation of Witnesses (EC 48900 o, (a)(1) and 48900.4)
 17. Acts of Harassment or Intimidation (EC 48900.4)
 18. Terroristic Threat (EC 48900.7)
 19. Obscene Act or Habitual Profanity (EC 48900 i)
 20. Stolen or attempt to steal school property or private property (EC 48900 g)
 21. Knowingly received stolen school property or private property (EC 48900 l)
 22. Aids or abets the infliction or attempted infliction of physical injury to another person, as defined in Section 31 of the Penal Code (EC 48900 q)
 23. Bullying; including bullying through use of electronic devices (EC 48900 r)

CLASS II INFRACTIONS:

Class II Infractions involve consequences that will be initiated by a teacher with parent contact and may involve administration. AFTER 3 REPEAT VIOLATIONS, ANY OFFENSE WILL BE CONSIDERED DEFIANCE OF AUTHORITY AND WILL BE REFERRED TO THE ADMINISTRATION FOR APPROPRIATE ADMINISTRATIVE ACTION. Some level of administrative discretion is permitted. Outcomes are progressive and may include the following:

- ***Detention (30- or 60-minute)***
- ***Saturday Program****
 - ****Saturday Program. Determination of student consequences will be at the discretion of the Administration.***
- ***Student contract***
- ***SART (School Attendance Review Team) or SARB (School Attendance Review Board) contract for attendance issues***
- ***Suspension***
- ***Community service: Community Service Program will be expanded and determination of appropriate community service left to the discretion of the Administration.***
- ***Local School Parent Conference (LSPC) meeting***
- ***Transfer to another school***
- ***Expulsion***

(LISTED ALPHABETICALLY)

1. ABUSE OF TEACHER BY STUDENT

A. Defined

The following constitutes abuse of teacher: every person who upbraids, insults, or abuses any teacher of the public schools in the presence or hearing of a pupil (misdemeanor); verbal abuse of a teacher in the presence of other school personnel or pupil on school premises or at an assigned activity (misdemeanor). These offenses may be handled as defiance of authority and may constitute a *Class I Infraction*. The following constitutes abuse by child: an attack or assault (*Class I Infraction*)

B. School Action

1. The teacher must make an immediate report to an administrator, who, after consulting with the teacher, will take immediate action with support of administration. Administration will then file a report with appropriate local authorities.

2. ALTERING OR TAMPERING WITH SCHOOL RECORDS

A. Defined

Altering or attempting to alter or tamper with school records, including course grades or any type of official school records, on paper or computer.

B. School Action

1. First Violation: Five-day suspension; administrative action and/or possible LSPC meeting.

3. BICYCLES, SCOOTERS (RAZORS), SKATEBOARDS, ROLLER SKATES/BLADES (SAFETY FACTOR)

A. Defined

Bicycles may be ridden TO campus but NOT ON campus. Bicycles must be secured in the bike cage during school hours. While roller skates/blades, skateboards, and mopeds may be used as a mode of travel TO and FROM school, they are NOT allowed to be ridden ON campus at ANY TIME, **nor may they be carried or visible on campus.** Such items must be dismounted or removed *at the school gates*. No official school storage is provided for these items. Students are responsible for storage of items, and teachers are not responsible for lost items in classrooms.

B. School Action

1. First Violation: Confiscation of item and verbal warning that bicycles/mopeds/skateboards/skates/blades are not allowed to be ridden on campus. ***Only parents may retrieve confiscated items after school hours.***
2. Second Violation: Referral to Assistant Principal, parent contact, On Campus Suspension (OCS).
3. Third Violation: Referral to Assistant Principal; one- to three-day suspension; administrative action or possible Local School Parent Conference (LSPC) meeting.

4. BULLYING

A. Defined

All students have the right to feel safe on campus.

Bullying is the act of intentionally causing harm to others, whether through verbal harassment, physical assault or coercion and/or manipulation. Bullying results in an individual being hurt or scared through the actions of the bully. Bullying includes electronic bullying through the use of Internet, mobile phones or other cyber technology. Acts of bullying which occur away from school but which have an impact on individuals within the school environment will be addressed by Administration under certain situations.

B. School Action

1. First Violation: Referral with a 1-3 day suspension; student placed on contract; parent notification and possible LSPC.
2. Second Violation: 3-5 day suspension; parent notification and LSPC
3. Third Violation: 5 day suspension with LSPC and possible transfer to another site.

5. BUS VIOLATIONS

Follow district policy.

6. CHEATING (ACADEMIC DISHONESTY)

A. Defined

Academic dishonesty includes any act of cheating: the inventing or copying of material; the providing of false information without authoritative sources, plagiarism, and/or assisting someone else to commit an act of academic dishonesty. Cheating includes the act of obtaining credit for work by use of dishonest, deceptive, fraudulent, or unauthorized means. The following examples are provided:

1. Using notes/aides or help of other students on tests/assignments in ways not permitted by teacher
2. Collaborating with others on any assignment where such collaboration with others is not *expressly* allowed. This violation is an offense by the person(s) collaborating *in addition to* the person(s) submitting the work.

3. Plagiarism is the act of taking the work of another and offering it as one's own without crediting or citing that source.
4. Using one's *own* work that was done for another class or another assignment also constitutes cheating, unless such reuse is *expressly* permitted by the teacher.

B. School Action from AUHSD Board Policy

1. First Violation: Teacher sends referral to Assistant Principal following parent contact; teacher assigns "no credit" (zero/F) for the work in question and a "U" in citizenship for the current grading period. On Campus Suspension (OCS) will be assigned. If the cheating/plagiarism offense involved use of a School computer, the student is placed on the "Prohibited From Internet Use" listing and is prohibited from Internet use for the remainder of school year. Incident is entered into the student's disciplinary/cumulative file.
2. Second Violation: Teacher sends referral to Assistant Principal following parent contact; teacher assigns "no credit" (zero/F) for the work in question; lowers the semester grade by one full letter and assigns a "U" in citizenship for the semester grade; student may be suspended for 3-5 days; possible LSPC meeting. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) for the remainder of the school year. Student will be removed from any elected and/or appointed leadership position for the remainder of the school year. Student will receive no academic recognition at award events, including promotion and graduation ceremonies for the current school year.
3. Third Violation: Teacher sends referral to Assistant Principal following parent contact; five-day suspension; administrative action or possible LSPC meeting. Teacher will assign "no credit" (zero/F) for the work in question. Teacher will lower the semester grade by one full letter. Teacher will assign a "U" in citizenship for the semester grade. Student may be transferred to another school within the district. Student will be ineligible and/or lose eligibility in all academic organizations (National Honor Society, California Scholarship Federation, etc.) for the remainder of the school year. Student will receive no academic recognition at award events, including promotion and graduation ceremonies for the current school year.

Multiple Violations

Students who have academic dishonesty violations in more than one class or school site during their entire enrollment in the district will receive disciplinary consequences up to and including a recommendation for expulsion.

7. CLASSROOM DISRUPTION

A. Defined

Classroom disruption is a behavioral act that interferes with the learning process.

B. School Action

1. First Violation: Verbal warning; teacher assigns 30- or 60-minute detention and contacts parents.
2. Second Violation: Teacher sends referral to Assistant Principal following teacher-initiated home contact; Assistant Principal assigns On Campus Suspension (OCS).
3. Third Violation: Teacher sends referral to Assistant Principal; suspension with possible LSPC meeting.

*For repeat offenses – see Defiance of Authority

8. CLOSED CAMPUS/LEAVING SCHOOL WITHOUT PERMISSION

A. Defined

The campuses of Anaheim Union High School District (AUHSD) are “closed campuses.” **Students may not leave the school premises without first checking out through the Attendance Office.** Student may not visit other campuses during the school day *or* receive visitors while on campus at Western. Students are not allowed to leave campus for lunch. Refusal to remain on campus will be considered defiance of authority.

B. School Action

1. First Violation: Referral with On Campus Suspension (OCS) assigned
2. Second Violation: One-day suspension
3. Third Violation: Three- to five-day suspension; administrative action and possible LSPC meeting.

9. DEFIANCE OF AUTHORITY/INSUBORDINATION

A. Defined

Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in performance of their duties. (*Note: If severe defiance is exhibited, violation may be considered a Class I Infraction 48900 k.*)

B. School Action

1. First Violation: Depending upon the severity of the disruption (as determined by the teacher), results will include referral and teacher or administrator contact with parent; On Campus Suspension (OCS) assigned by Assistant Principal; student contract; and/or one- to three-day suspension.
2. Second Violation: Referral to Assistant Principal; three- to five-day suspension; review of student contract; administrative action or possible LSPC meeting
3. Third Violation: Referral to Assistant Principal; five-day suspension; administrative action or possible LSPC meeting.

10. DETENTION/ON CAMPUS SUSPENSION (OCS)/ SATURDAY PROGRAM (SP)

A. Detention Defined

- **Detentions should be served on the afternoon of the day assigned or no later than the following morning (the next TWO opportunities to serve).**
- **Students must have their current student I.D. card and their detention slip with them in order to be allowed into detention.**
- Students must be on time or early in order to be allowed into detention.
- Students must bring enough work with them to keep them busy for the entire 30 or 60 minutes that they are being detained.
- If any 30-minute detention is not served by the date and time designated, the student will be assigned a 60-minute detention by the teacher who gave the detention for failure to serve.
- If any 60-minute detention is not served by the date and time designated, the student will be assigned to an On Campus Suspension (OCS) by the teacher who gave the detention for failure to serve.
- Teachers have the *option* of reassigning the original detention, depending upon the circumstances; however, teachers are in *no way* required to reassign a non-served detention.
- Reassigned detentions that are not served at the alternative time carry a consequence of assignment to an On Campus Suspension (OCS).

B. School Action

Failure to serve a 30-minute detention:

1. Any Violation: If a student fails to serve a 30-minute detention, the student will be assigned a 60-minute detention by the teacher who assigned the detention.

Failure to serve a 60-minute detention:

2. Any Violation: If a student fails to serve a 60-minute detention, the student will be referred for an OCS by the teacher who assigned the detention.

Failure to serve On Campus Suspension

1. First Violation: If a student fails to serve an OCS assignment, the student will receive a one-day suspension by the Assistant Principal and reassignment of the OCS.
2. Second Violation: If a student fails to serve a second OCS, the student and parent of the student will be required to sign a student contract, and a two- or three-day suspension will be assigned by the Assistant Principal.
3. Third Violation: If a student chooses not to serve a third OCS, the student will incur a suspension and an LSPC meeting.

DETENTION HALL: This is a school-wide program that is held in the Social Science Lecture Hall and/or the Faculty Cafeteria.

Days:	Monday-Thursday	AFTERNOONS
	Tuesday-Friday	MORNINGS
Times:	Afternoon:	1 Hour: 2:45 p.m.-3:45 p.m.
		½ Hour: 2:45 p.m.-3:15 p.m.
	Morning:	1 Hour: 6:55 a.m.-7:55 a.m.
		½ Hour: *7:25 a.m.-7:55 a.m.
		(*no early arrivals)

You will need to arrive 2-5 minutes early for your detention.

Students who ARRIVE LATE will NOT be allowed into the door for any reason.

NOTE: ON MORNINGS WHEN THERE IS A LATE START OR STAFF MEETING, NO MORNING DETENTION WILL BE HELD.

If you have been assigned a detention of any length, this is what is expected of you:

1. Detentions are expected to be served during the next two opportunities. Generally, this means the afternoon of the day a detention is earned or the very next morning. (Teachers have the *option* of reassigning the original detention, depending upon the circumstances; however, teachers are in *no way* required to reassign a non-served detention.)
2. Present your detention hall slip and current-year Western ID Card at the beginning of your detention. Students who do not meet these expectations will not be permitted to serve their detentions.
3. Bring study materials – you will study independently for the entire duration of your detention.
4. As the expectation is for students to be studying during their detention, there will be no communicating during detention.
5. Students are expected to remain awake, with their heads up.
6. No gum chewing, eating, drinking, or games permitted.
7. Do not disturb other persons or their property.
8. Do not write on desks/tables.
9. If you fail to follow these rules or any directions given by the supervising teacher, or if you are disruptive in any manner, you will be asked to leave the detention hall without credit earned,

which will result in a doubled detention (for 30-minute detentions) or an On-Campus Suspension (OCS) assignment (for 60-minute detentions).

ON-CAMPUS SUSPENSION (OCS):

This is a school-wide program held on campus. When students are assigned an on-campus suspension, the expectation is that they will be present in OCS for the entire SCHOOL DAY; from 7:55 a.m. until 2:37 p.m., **regardless of their normal class schedule**. The assigning Administrator will determine whether additional consequences apply for those students who leave early for any reason.

Days: Tuesday, Wednesday, Thursday
Times: 7:55 a.m.-2:37 p.m.

Note: All of the rules of Detention Hall apply to OCS.

SATURDAY PROGRAM (SP)*:

- Saturday Program (SP) should be served on the assigned Saturday.
- Saturday Program will be assigned by Administrators on an individualized basis according to student needs.
- Saturday Program may take several forms. The program will be explained to both the student and parent upon assignment.

11. DRESS CODE

A. Defined

While on campus or at any school-sponsored event, students are expected to be groomed in a manner that reflects good taste, decency, and a safe environment. Dress and grooming are not to detract from or interfere with the educational environment or the instructional program at Western High School (WHS). The administration of Western High School retains the discretion to alter dress code at any time during the school year. AUHSD Board policy states that the following are not allowed:

Dress, grooming, or accessories (i.e. backpacks*/ jewelry/personal items) which:

- 1) are considered unsafe, dangerous, or a health hazard;
- 2) contain offensive or obscene symbols, signs, or slogans degrading cultural, religious, or ethnic values, or suggestive or double meaning working toward or referring to lewdness, obscenity, or violence;
- 3) contain language or symbols oriented toward sex, drugs, alcohol, or tobacco;
- 4) Contain gang, tagger, crew, and/or clique symbols or display colors or clothing which denote gang, tagger, crew, and/or clique affiliation.

**** Backpacks may not have any writing or graffiti on them except student name and manufacturer logo that comes with the backpack.***

The following examples have been provided:

1. No brief garments that expose the midsection, undergarments, or buttocks:
 - a) crop tops, tube tops, spaghetti straps, net tops, halter tops – no midriffs should show when arms are lowered
 - b) see-through strapless or backless tops
 - c) plunging necklines that expose cleavage
 - d) undergarments worn as outer garments – this includes ‘wife-beaters’ in any color
 - e) skirts and short-shorts that may expose the buttocks
2. No tank tops with straps that are smaller than 1” wide

3. No Skin Industries logos
4. No headwear at school
 - a) hats*, caps, beanies, stocking caps, bandannas, sweatbands, scarves, hair rollers, combs, do-rags, hairnets, helmets, hoods, etc.
**Western has an approved hat that is allowed for outdoor use; this hat is available at the ASB office*
5. No sunglasses
6. No pants that are larger than two waist sizes over wearer's normal size
 - a) No sagging of pants of any style
 - b) No pants with inseam and/or outer seam cut from bottom of cuff, including frayed cuffs
 - c) No pants with holes in inappropriate or indecent places (mid-thigh or above)
7. No hanging belts
 - a) No long end of belts outside of belt-loops
 - b) No military-style belt buckles with separate letters or initials
8. (For boys) No untucked shirts that hang longer than 3" above the knee or are longer than the individual's fingertips, when the arms are resting at their sides
9. No clothing, or accessories that may reflect gang-type (or crew- or clique-related) apparel:
 - a) "Ben Davis" brand, "Frisco Counties," "Solo," "Players 69," "Johnny Blaze," "Jesus Malverde," "SUR," Southpole brand clothes/apparel
 - b) Any apparel with star insignia which appears to be gang-related
 - c) Clothing with R.I.P. ("Rest in Peace")
 - d) Clothing/apparel with #13, 14, 18, 69, 81, 420, 4:20, 8 ball
 - e) O.C.P./O.C. Punks
 - f) North Carolina "NC" Blue
 - g) "Orange County"
 - h) "Mi Vida Loca" or "My Crazy Life": 3 dots in a triangle pattern
 - i) "Smile Now, Cry Later"
 - j) "Rollin' Hard"
 - k) Gang name/abbreviations
 - l) "Maddoggers" or sunglasses
 - m) Combination: shorts with length below knee and socks worn above the knee (there must be at least a 2" space consistently between socks and shorts)
 - n) Pendleton, flannel, and/or dress shirt buttoned by top first and/or second button(s)
 - o) Chains attached to wallets, belts, or pants
 - p) Tight jeans with high cuff or tight t-shirt with rolled-up sleeves
 - q) Metal-studded clothes/apparel
 - r) Pet-type choker chains or collars
10. No cigarette or coin burn marks on hands or arms
11. Shoes must be worn at all times. Slippers are not permitted. Thongs and flip-flops *may* be worn but must be kept on wearer's feet at all times. (Appropriate footwear must be worn to detention and OCS.)
12. No pajamas (tops or bottoms) may be worn to school.
13. Any additional restrictions as determined by direct feedback and observation from school administrators, safe school program specialists, and local law enforcement officials.

Reference: AUHSD BOT "Student Discipline," 8700-R, "District Policy on Dress/Grooming," p. 54 of 64; California Education Code, Ed. Code #35183, "Gang Related Apparel" Updated: RK:09/27/04

B. School Action

1. First Violation: Teacher or Administrator issues 30-minute detention and parent is contacted. Teacher will use a Discipline Pass and send student to Assistant Principal in the main office. If the violation is due to accessory item, it is confiscated. If the violation is apparel-related, a change of clothing will be required. If needed, parent will be called to provide a change of clothing.

2. Second Violation: Teacher or Administrator issues 60-minute detention. Item is confiscated or clothing may need to be changed.
3. Third Violation: Referral and OCS assigned.
4. Fourth Violation: One- to five-day suspension; administrative action or possible LSPC meeting.

12. ELECTRONIC DEVICES (CELL PHONES, PAGERS, CD PLAYERS, IPODS, MP3 PLAYERS, VIDEO GAMES, ETC.)

A. Defined

An electronic signaling device may be a cell phone or type of beeper in a student's possession. No other electronic device is permitted. (Laser lights are illegal, so they are obviously not allowed for any reason.)

Our policy is derived from EC 48901.5 and AUHSD Board Policy, which states the following:

The AUHSD acknowledges the importance of electronic communication between students and parents, particularly in schoolwide emergency situations. Further, the district recognizes that instructional time is precious and must be protected from unnecessary disruption.

Therefore, students shall be permitted to have, in their possession, an electronic signaling device during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. **Such devices shall be deactivated and their use strictly prohibited on campus during the regular instructional school day except:**

- with permission of a school employee,
- during an emergency affecting the school or community, or
- upon direction from a licensed physician and surgeon if carrying such a device is essential to, and the use is limited specifically to, the health of the student.

No electronic device may be SEEN or HEARD or USED on campus between the hours of 8:00 a.m.-2:37 p.m.! This includes lunch and passing periods! This also includes Detention Hall, On Campus Suspension, After-School Classes, after-school programs, and the Media Center.

Note:

Automatic confiscation will result if item goes off in class; all electronic devices will be sent to the main office immediately and may only be picked up by parent or legal guardian.

Items confiscated due to violation of the Discipline Policy will not be the responsibility of the AUHSD or Western High School.

NOTE: Electronic items brought to school are the responsibility of the student. Lost or stolen electronic items will not be pursued by the Administration.

B. School Action

1. First Violation: Referral with 60-minute detention and confiscation of item. Teacher will use a Discipline Pass and send student and item to Assistant Principal in the main office. A list of confiscated items and number of offenses will be maintained in main office.
2. Second Violation: Referral with OCS
3. Third Violation: Referral to Assistant Principal; three- to five-day suspension.

13. FIGHTING / INTENT TO FIGHT

A. Defined

A “fight” is an encounter with blows or other personal violence between two or more persons. The term does not necessarily imply that both parties should give and take blows. It is sufficient that a student issue a threat, either verbal or physical.

**Extreme violence or injury falls under the Class I infraction of Assault/Battery.*

B. School Action

1. First Violation: Referral to Assistant Principal; one- to three-day suspension.
2. Second Violation: Referral to Assistant Principal; three- to five-day suspension; administrative action or possible LSPC meeting.

14. FIRE ALARMS

A. Defined

Any student who tampers with, destroys, modifies, inappropriately touches, or falsely pulls a fire alarm is breaking the law.

B. School Action

1. First Violation: Referral to Assistant Principal, one- to five-day suspension, parent/student conference with Anaheim Fire Department prior to return to school.
2. Second Violation: Referral to Assistant Principal, five-day suspension, LSPC meeting and notification of proper city authorities (i.e. fire, police departments).

15. FORGERY

A. Defined

Forgery includes the following: the act of forging a parent’s signature, forging a teacher’s signature; altering re-admits, notes, telephone impersonations, falsifying signatures on grade checks, progress reports.

B. School Action

1. First Violation: Referral to Assistant Principal and parent contact by AP. Assistant Principal determines appropriate punitive action, depending upon severity – either an OCS or suspension.
2. Second Violation: Referral to Assistant Principal; suspension; administrative action or possible LSPC meeting.

16. GAMBLING

A. Defined

Gambling includes any person who deals, plays or carries on, opens, or causes to be opened, or who conducts either as owner or employee whether for hire or not, any game of faro, monte, roulette, lansquenet, rouge et noire, rondo, tan tan-tan, stud horse poker, seven-and-a-half, twenty-one hokey pokey, or any banking or percentage game played with cards, dice, or any device for money, checks, credit, or other representative of value, and every person who plays or bets at or against any of said prohibited games.

B. School Action

1. First Violation: Referral to Assistant Principal following teacher contact with parent, and one day suspension assigned.
2. Second Violation: Referral to Assistant Principal; suspension; administrative action with possible LSPC meeting.

17. GRAFFITI / GRAFFITI IMPLEMENTS

A. Defined

Graffiti is defined as an unauthorized inscription, word, figure, picture, marking, initials, slogans, drawings, or lettering which are written, spray-painted, sketched, marked, cut, posted, pasted, scratched, drawn, painted or otherwise affixed on public property, Western High School property or personal property.

Graffiti is not permitted to be displayed or possessed on campus. Implements which are used for graffiti such as Sharpie and permanent markers are never allowed on campus. Students who have graffiti on their backpacks will have backpacks confiscated. A new backpack will be required if graffiti cannot be covered over by coloring out.

B. School Action

1. **First Violation:** Referral to Assistant Principal with confiscation of item(s) found to be graffitied, assignment of OCS, parent contact and possible LSPC. If graffiti is committed upon school property, student will also be responsible for restitution for damages caused.
2. **Second Violation:** Referral to Assistant Principal with 1-3 day suspension and parent contact and possible LSPC.
3. **Third Violation:** Referral to Assistant Principal with 3-5 day suspension, parent contact and LSPC.

18. LITTERING

A. Defined

Littering is considered a misdemeanor when any person deposits litter on school property or any other public or private property. Students at school are expected to assist with maintaining a litter-free campus.

**Littering in the classroom should be handled by the teacher, using the normal steps on the detention/referral chain.*

***Each staff member will encourage students to dispose of trash and recycling properly on campus and to pick up trash left behind by others.*

B. School Action

1. **First Violation:** Teacher or Administrator may issue a 60-minute detention to students who inappropriately deposit small amounts of litter while on school campus and who refuse to pick it up. Students may be assigned to pick up trash in lieu of a 60-minute detention before, during or after school.
2. **Second Violation:** Referral to AP resulting in OCS. Administrator may also assign student to pick up trash during the school day which would be indicated as a suspension on the student's records for those periods.

19. LOITERING (INCLUDING STUDENTS WITH SHORT SCHEDULES, INCLUDING STUDENT ATHLETES)

A. Defined

Loitering means to linger or idle about without an obvious purpose. Loiterers are also students who are on a short schedule (having fewer than six periods a day) yet who remain on campus. All students with minimum day schedules* must leave campus within five minutes after their last class. This includes student athletes who have sixth period athletics but who do not begin practice until after sixth period is finished. Such student athletes may not wander around campus or stand outside of classrooms. Such student athletes need to find a place to work quietly, be that the media center, the main office, team study hall, or a classroom.

**Note: Students with short schedules have black or purple stickers on their student I.D. cards.*

- B. School Action
1. First Violation: Teacher or Administrator may issue a verbal warning.
 2. Second Violation: Teacher or Administrator may issue a detention or OCS as appropriate or referral to the Assistant Principal.

20. OUT OF CLASS

Students leaving a classroom for approved reasons are required to carry an official goldenrod hall pass which has been completed and signed by the approving teacher. This includes the current date, time the student left the classroom, student's name, and reason for leaving the classroom. Students not in possession of a valid hall pass will be escorted back to their classrooms to verify purpose and, as necessary, to get an appropriate hall pass. Students out without the teacher's knowledge will receive appropriate discipline under class cut, truancy and/or defiance of authority.

21. PARKING LOT VIOLATIONS

Students who park a car on campus are required to display a WHS parking permit. Students may park only in the student parking lot. Violators are subject to ticketing and towing. (District policy applies.) Temporary parking permits may be obtained in the main office.

Students driving in an unsafe or illegal manner may have their parking permits revoked and may not be allowed to drive their cars to school. Additional consequences will apply as deemed appropriate by an Administrator.

22. PORNOGRAPHY

- A. Defined
- Pornography is defined as display of obscene matter, willful writing, or drawing obscene or indecent materials. This includes looking at or searching for pornographic websites on *any* school computer (media center, computer labs, computer classrooms, computers in other teacher's classrooms, after-school tutoring or study hall). This includes display or possession of such materials in notebooks or on clothing.
- B. School Action
1. First Violation: Teacher issues referral to Assistant Principal following parent contact, OCS assigned.
 2. Second Violation: Referral to Assistant Principal; one- to five-day suspension.
 3. Third Violation: Referral to Assistant Principal; five-day suspension; administrative action or possible LSPC meeting.

23. PUBLIC DISPLAY OF AFFECTION

- A. Defined
- Public displays of affection are to be kept modest and appropriate. Inappropriate touching or kissing is unacceptable on campus or any other public arena. If it makes others embarrassed or uncomfortable, the behavior must be discontinued. All staff is expected to talk with students and request that they use good judgment in questionable situations.
- B. School Action
1. First Violation: Staff member assigns a 60-minute detention.
 2. Second Violation: Referral to Assistant Principal and assignment of OCS: parent contact.
 3. Third Violation: Referral to Assistant Principal for administrative action and possible suspension.

ATTENDANCE POLICIES

TARDIES (APPLIES TO TARDIES IN THE SAME CLASS)

A. Defined

The general definition of a tardy is being late to class. Teachers determine the details of how each classroom specifically defines a tardy. Teachers will *clearly* explain their definition of a tardy to their students. Students arriving late to school, regardless of time, must process through the attendance office. Students who are up to 30 minutes late to class are considered tardy; students who are more than 30 minutes late to class are considered absent. A student who is late to class coming from another class or from the office needs to obtain an attendance correction slip from the sending teacher or from the office to avoid receiving a detention.

B. School Action

1. First Tardy: Teacher assigns a 30-minute detention.
2. Second Tardy: Teacher assigns a 30-minute detention.
3. Third Tardy: Teacher assigns a 60-minute detention.
4. Fourth Tardy: Teacher sends referral to Assistant Principal following teacher-initiated parent contact; OCS assigned and Assistant Principal establishes student contract.
5. Fifth Tardy: Teacher sends referral to Assistant Principal following teacher-initiated parent contact; attendance contract reviewed; one All-Day Suspension assigned.
6. Sixth Tardy: Three- to five-day suspension.
7. Seventh Tardy: Administrative action; possible LSPC, SART or SARB meeting at discretion of AP and teacher.

Note: M indicates student is late and unexcused by 30 min. or more in roll book.

Note: No first-period tardy will be excused without a doctor's note. Tardies from lunch are not excused.

TRUANCIES / CLASS CUTS

The following information is important regarding absences from school.

If a student is absent from school, the following will occur:

- Parents will be notified by automated telephone calls in the morning after 3rd period and in the evening between 5:00 and 9:00 p.m.
- At 6 and 12 absences *in a class*, parents and/or students will be notified by the Attendance Office via telephone or letter.
- At 6 and 12 unexcused period or all-day absences, parents receive a letter from AUHSD.

PARENT RESPONSIBILITY: Clear/verify absences each day the student is absent.

- Parents should contact the Attendance Office at 220-4020 (A-L) or 220-4021 (M-Z) (hours 7:30 a.m. – 4:00 p.m.) if unaware of the absence mentioned in the automated telephone call.
- Parents **MUST** 1) call before 2:00 p.m. each day the student is absent or 2) send a note to the Attendance Office with the student on the morning of the day the student returns to school.
- Absences must be cleared within 48 hours, or the student is counted **TRUANT** from school.
- Doctor notes may be required for students with excessive absences. ***Only ORIGINAL doctor notes and faxes from the doctor's office will be accepted to clear absences.***
- **Failure to clear absences in a timely manner will result in disciplinary consequences for the student, including detention, OCS, attendance contract, LSPC, SART or SARB.**

- **3 unverified absences in 1 class = OCS**
- **ONE ALL-DAY TRUANCY = 1 OCS**

A. Defined

A student is considered TRUANT for an unexcused absence. A class CUT (failure to attend class) will be handled as truancy. (A class CUT will show up on the attendance report as an unexcused absence for one, two, or three periods. Individual teachers handle the discipline for class CUTS. If the unexcused absence extends for four to six periods, the Attendance Office handles the discipline.) Note: No Withdrawal Failures (WF) will be assigned.

B. School Action

1. First Truancy: Teacher assigns a 60-minute detention.
2. Second Truancy: Teacher assigns a 60-minute detention, and contacts parents.
3. Third Truancy: Referral and parent contact by teacher with OCS assigned by Administrator.
4. Fourth Truancy: Referral following parent contact by teacher; attendance contract issued (SART), possible referral to SARB and/or suspension.
5. Fifth Truancy: Referral with parent contact and possible LSPC meeting to consider administrative transfer.

LIBRARY / MEDIA CENTER / COMPUTER LAB GUIDELINES

All of the rules outlined in Western's Assertive Discipline Policy WILL fully be enforced in the Media Center and computer labs. Further rules specifically apply to the Media Center and computer labs:

1. Any student sent to the Media Center during school hours MUST have an official goldenrod HALL PASS that has been completed and signed by the sending teacher. No student will be allowed to conduct business in the Media Center without said hall pass.
2. Any student who wishes to use the Media Center MUST present his/her current-year WHS I.D. CARD to the librarian, media technician, or student aide on duty. Computer use and book checkout will NOT be permitted without a valid student I.D.
3. Policies concerning dress code, electronics devices, pornography, public displays of affection, and defiance of authority will be especially enforced in the Media Center and computer labs. All the rules still apply.
4. Silence and respectful behavior are expected at all times in the Media Center and computer labs. Immediate obedience is expected of students who are given directions by a librarian or media technician.