

**ARCADIA UNIFIED SCHOOL DISTRICT
DISCIPLINE PROCEDURES - HIGH SCHOOL**

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The following discipline guidelines will be used at the discretion of the school administration when decisions are made regarding individual incidents. These guidelines pertain to incidents which occur at school, going to or from school, during lunch period, and during or while going to or coming from a school sponsored- activity. Any discipline incident involving codes C & D: Site administration should contact the District Student Services Coordinator.

Education Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person. 48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense	<ol style="list-style-type: none"> 1. <i>Threatened to injure another</i> 2. <i>Attempted to injure another</i> 3. <i>Caused serious injury to another</i> 4. <i>Involved in a fight</i> 5. <i>Endangered the physical safety of another</i> 	<p>A, P, Y B, M, P, Y C, D, F, G, P, Q, R, Y A, M, P, Y B, M, P, Y</p>	<p>B, E, M, O, P, Y B, E, M, P, Y B, M, P, E, Y B, E, M, P, Y</p>	<p>C, D, F, G, P, Y C, D, F, G, P, Y C, D, H, P, F, Y C, D, F, G, P, Y</p>
48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.	<ol style="list-style-type: none"> 1. <i>Possessed a dangerous object/knife</i> 2. <i>Furnished/sold dangerous object/knife</i> 3. <i>Brandished a knife</i> 4. <i>Possessed a gun</i> 5. <i>Brandished a gun</i> 	<p>C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R</p>		
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.	<ol style="list-style-type: none"> 1. <i>Possessed an alcoholic beverage</i> 2. <i>Possessed marijuana</i> 3. <i>Possessed controlled substance with intent to sell</i> 4. <i>Possessed a controlled substance other than marijuana or alcohol</i> 5. <i>Used or been under the influence of an alcoholic beverage</i> 6. <i>Used or been under the influence of marijuana or other drug</i> 7. <i>Sold/furnished an alcoholic beverage</i> 8. <i>Sold/furnished marijuana/other drug</i> 9. <i>Unlawfully offered, arranged, or negotiated to purchase a controlled substance</i> 	<p>B, E, M, P, Q, R B, E, M, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R B, E, M, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R C, D, F, G, P, Q, R</p>	<p>C, F, P, R C, D, F, G, P, R C, F, P, R C, D, F, G, P, Q, R</p>	<p>C, D, F, H, P, R C, D, F, G, H, P, R</p>
48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in chapter 2 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished materials and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	<ol style="list-style-type: none"> 1. <i>Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code</i> 2. <i>Sold or furnished a material represented as a controlled substance, alcoholic beverage or intoxicant</i> 	<p>B, D, E, G, M, P, Q, R B, E, M, P, Q, R</p>	<p>C, D, F, G, P, Q, R C, D, F, G, P, Q, R</p>	
48900(e) Committed or attempted to commit robbery or extortion.	<ol style="list-style-type: none"> 1. <i>Robbery</i> 2. <i>Extortion</i> 	<p>C, E, I, J, M, P, Q, R C, D, F, G, I, P, Q, R</p>	<p>C, D, F, G, I, P, Q, R</p>	
48900(f) Caused or attempted to cause damage to school property or private property.	<ol style="list-style-type: none"> 1. <i>Attempted/Damaged school property</i> 2. <i>Attempted/Damaged private property</i> 	<p>B, E, I, J, M, P, Q, R B, E, J, M, P, Q, R</p>	<p>C, D, F, G, I, P, Q, R C, D, F, G, P, Q, R</p>	

Legend of disciplinary consequences

Revised 2/24/09

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|---|---|--|--|
| A. Suspended 1-3 days | H. Recommend expulsion for willful disobedience | O. Parent/guardian attend school all day | U. Referral to SART (School Attendance Review Team) |
| B. Suspended 3-5 days | I. Restitution | P. Parent conference | V. Referral to SARB (School Attendance Review Board) |
| C. Suspended for 5 days | J. Community Service | Q. Report incident to Arcadia Police Dept. | W. Referral to the District Attorney's Office |
| D. Extend suspension pending an expulsion hearing | K. Work Detail assigned | R. File a Crime Report | X. SARB referral to Alternative Education |
| E. Forfeit activities 4-9 weeks and/or access to technology | L. Saturday School assigned | S. Class suspension | Y. Conflict resolution |
| F. Forfeit activities 10-18 wks and/or access to technology | M. Behavior contract required | T. Parent notified by mail | Z. Intervention |
| G. Recommend expulsion | N. Detention | | |

**ARCADIA UNIFIED SCHOOL DISTRICT
DISCIPLINE PROCEDURES - HIGH SCHOOL**

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Education Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
48900(g) Stolen or attempted to steal school property or private property.	1. <i>Attempted to steal school or private property</i> 2. <i>Stole school property</i> 3. <i>Stole private property</i>	A,P B,E,I,J,M,P,R B,E,J,M,P,R	B,M,P C,D,F,G,I,P,R C,D,F,G,P,R	
48900(h) Possessed or used tobacco or tobacco product such as cigarettes, cigars, snuff or chew.	1. <i>Possessed cigarettes/tobacco product/lighter</i> 2. <i>Used cigarettes/tobacco product/lighter</i>	K/N,T,Z A/K/N,T,Z	A,K(6hrs),N,P,Z T,Z	A,E,M,O,P B,E,P
48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.	1. <i>Swearing/cursing at staff or other students</i> 2. <i>Engaged in an obscene act</i> 3. <i>Spitting at another person.</i>	A,B,K/N,P A,P A,J,K,N,T	B,E,M,P B,E,M,P B,J,K,T,P	C,F,O,P C,F,O,P C,J,K,O,P
48900(j) Unlawful possession or selling of drug paraphernalia.	1. <i>Possessed drug paraphernalia</i> 2. <i>Sold drug paraphernalia</i>	B,E,M,P C,D,F,G,P,Q,R	C,D,F,G,P	
48900(k) Disrupted school activities or willfully defied the valid authority of school staff.	1. <i>Disruptive behavior in class/campus</i> 2. <i>Overtly defiant behavior toward school rules and/or staff member</i> 3. <i>Passively defiant behavior toward school rules and/or staff member</i> 4. <i>Forged or altered school documents</i> 5. <i>Off campus without permission</i> 6. <i>Pulled/tampered with fire alarm</i> 7. <i>Possessed matches/lighter</i> 8. <i>Trespassing on school grounds</i>	A,K/N,P,S A,K/N,P,S A,K/N,S,T A,P,K K/N,T B,E,M,O,P, K,N,T K/N, T	B,E,M,O,P B,E,M,O,P B,M,P,S B,E,M,P A,J,K/N,T C,D,F,H,P A,M,P A,J,K/N,T	C,D,F,H,P C,D,F,H,P B,C,D,E,H C,D,F,H,P A/B,J,E,M,O,P B,E,P A/B,J,E,M,O,P,Q
48900(l) Knowingly received stolen school property or private property.	1. <i>Possessed stolen property</i>	B,I,J,M,P,Q,R	C,D,E,P,R	C,D,F,G
48900(m) Possessed an imitation firearm that has similar physical features to a real firearm.	1. <i>Possessed look-a-like gun</i> 2. <i>Brandished a look-a-like gun</i>	C,D,F,G,P,Q C,D,F,G,P,Q,R		
48900(n) Committed or attempted to commit a sexual assault or a sexual battery.	1. <i>Threatened to sexually abuse another person</i> 2. <i>Sexually abused another person</i>	C,D,E,G,P,Q,R C,D,F,G,P,Q,R		
48900(o) Harassed, threatened or intimidated a pupil complaining witness or witness in a school disciplinary proceeding.	1. <i>Harassed, threatened or intimidated a student for the purpose of preventing them from being a witness.</i>	B,M,P	C,D,G,P	
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	1. <i>Possessed the prescription drug Soma.</i> 2. <i>Used or been under the influence of prescription drug, Soma.</i> 3. <i>Sold or furnished the prescription drug Soma.</i> 4. <i>Sold or furnished a material represented as the prescription drug Soma.</i>	B,E,M,P,Q,R(F) C,D,G,P,Q,R C,D,G,P,Q,R B,M,P	C,D,G,P,Q,R C,D,G,P,Q,R	
48900(q) engaged in, or attempted to engage in, hazing as defined in Ed Code 32050	1. <i>Attempted to engage in hazing</i> 2. <i>Engaged in hazing</i>	A,M,P B,J,M,P	B,M,P C,D,E,G,P	C,D,E,G,P

Legend of disciplinary consequences

Revised 2/24/09

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| A. Suspended 1-3 days | H. Recommend expulsion for willful disobedience | O. Parent/guardian attend school all day | U. Referral to SART (School Attendance Review Team) |
| B. Suspended 3-5 days | I. Restitution | P. Parent conference | V. Referral to SARB (School Attendance Review Board) |
| C. Suspended for 5 days | J. Community Service | Q. Report incident to Arcadia Police Dept. | W. Referral to the District Attorney's Office |
| D. Extend suspension pending an expulsion hearing | K. Work Detail assigned | R. File a Crime Report | X. SARB referral to Alternative Education |
| E. Forfeit activities 4-9 weeks and/or access to technology | L. Saturday School assigned | S. Class suspension | Y. Conflict resolution |
| F. Forfeit activities 10-18 wks and/or access to technology | M. Behavior contract required | T. Parent notified by mail | Z. Intervention |
| G. Recommend expulsion | N. Detention | | |

**ARCADIA UNIFIED SCHOOL DISTRICT
DISCIPLINE PROCEDURES - HIGH SCHOOL**

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Education Code	Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
48900(r) engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	1. <i>Committed/engaged in an act of unprovoked aggression, often directed repeatedly toward another individual or group of individuals</i>	A/N,M,P	B,F,M,P,Q	C,D,G,P,Q
	2. <i>Committed/engaged in bullying by means of an electronic transmission</i>	A/N,M,P	B,F,M,P,Q	C,D,G,P,Q
48900(t) Pupil who aids or abets, the infliction or attempted infliction of physical injury to another person.	1. <i>Aids, abets, or encourages the infliction of physical injury to another person</i>	B,M,P,Q,R	C,D,F,G,P,Q,R	
48900.2 Committed an act of sexual harassment that is severe or pervasive.	1. <i>Engaged in sexual harassment; unwelcome sexual advances; verbal, visual or physical contact of a sexual nature</i>	A,M,P	B,E,J,M,O,P	C,D,F,G,P
	2. <i>Engaged in sexual harassment that is severe or pervasive</i>	C,D,F,G,P,Q,R		
48900.3 Caused or attempted to cause, threatened to cause or participated in an act of hate violence.	1. <i>Threatened an act of hate violence</i>	A,J,M,O,P	C,D,G,P	
	2. <i>Attempted an act of hate violence</i>	B,J,M,O,P	C,D,G,P	
	3. <i>Engaged in hate violence</i>	C,J,M,O,P	C,D,G,P	
48900.4 Engaged in harassment, threats, or intimidation directed against a student or group of students or school district personnel	1. <i>Engaged in harassment/intimidation</i>	B,J,M,P	C,D,E,G,P	***
	2. <i>Engaged in relational aggression: any act of a direct or indirect nature, intended to harm, cause damage, or threaten to harm or cause any damage, physical or emotional, to another's well-being.</i>	A,B,E,I,M,Y,Z	B,E,F,I,J,M,P,Y,Z	C,D,E,F,G,I,J,M,O,P,Y,Z
48900.7 Has made terroristic threats against school officials or school property or both.	1. <i>Threatened an act of terrorism.</i>	C,D,G,P		
Absent from school all day without a valid excuse.	1. <i>Truant all day</i>	L,T	E,L,N,P,U	F,L,M,O,P,V
	2. <i>Multiple all day truants</i>	E,L,T,P,U	E,L,M,O,P,V	E,F,L,W,X
Absent from single period classes without a valid excuse .	1. <i>Single period truant</i>	K/N,T	E,L,P,U	F,L,M,O,P,V
	2. <i>Multiple/continuous single period truants</i>	E,L,T,P,U	E,L,M,O,P,V	E,F,L,W,X
Tardy to school or class.	1. <i>Tardy</i>	K/N,T	L,N,P	L,M,O,P,V
	2. <i>Multiple/continuous tardies</i>	K/N,M,P,U	L,O,P,V	E,L,W,X
Possessed or used a tear gas weapon such as pepper spray	1. <i>Possession of pepper spray</i>	A,K,P	B,M,P	C,D,E,H,P
	2. <i>Use of pepper spray</i>	B,M,P	C,D,E,H,P	
Misuse of technology related equipment and/or software	1. <i>Violation of Technology Acceptable Use Agreement</i>	A/B,E,I,K/N,T	B/C,E,I,M,P	C,D,F,H,I,P

Disciplinary consequences E & F “forfeit activities” are defined as attendance at school-sponsored dances including Homecoming and Prom, athletic events, performing arts events, senior activities including baccalaureate and graduation. If a student is a member of an athletic team, performing arts group, pep squad, or student council, they are held to a higher standard per Code of Ethics contract signed by the students and parents and the eligibility policy as set forth by the Arcadia Unified School District Board of Education. Serious incidents are referred to the Arcadia Police Department for further investigation.

Legend of disciplinary consequences

Revised 2/24/09

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|---|---|--|--|
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| G. Recommend expulsion | N. Detention | | |

**ARCADIA UNIFIED SCHOOL DISTRICT
DISCIPLINE PROCEDURES - HIGH SCHOOL**

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CHEATING MATRIX

The following discipline guidelines will be used at the discretion of the school administration and officials when decisions are made regarding individual incidents. These guidelines pertain to incidents which occur at school, going to or from school, during lunch period, and during or while going to or coming from a school sponsored- activity.

Definition	Type of Incident	1 st consequence	2 nd consequence	3 rd or more consequence
Cheating: Any subsequent incident of #1, #2, or #3, after a 1 st consequence, shall be treated as cumulative, and move to the 2 nd and 3 rd consequence for the incident. Cheating applies to all school-assigned work.	1. <i>Homework/Class Assignments</i>	Z1, Z2, Z3, Z5	Z1, Z2, Z4, Z6, Z12	Z1, Z2, Z4, Z6, Z8, Z9
	2. <i>Tests/Quiz/Lab/Projects</i>	Z1, Z2, Z3, Z5, Z12	Z1, Z2, Z4, Z6, Z9, Z12	Z1, Z2, Z4, Z9, Z10, Z11,
	3. <i>Theft/Plagiarism</i>	Z1, Z2, Z3, Z5	Z1, Z2, Z4, Z6, Z7, Z9, Z12	Z1, Z2, Z4, Z9, Z10, Z11

- Z1 Notation on Discipline Screen/Parent Notification/Teacher Referral
- Z2 Teacher Call Parent/Guardian
- Z3 Parent Conf. w/Student and Teacher/Optional
- Z4 Parent Conf. w/ Student, Teacher, and Admin/Contract
- Z5 F earned for assignments/homework, class assignments, test, quiz, lab and projects
- Z6 Double Zero earned for any assignment/test or work
- Z7 Removal from Honors or AP level course to an equivalent college prep course or TA
- Z8 Dropped from course for no credit.
- Z9 Forfeiture of extra-curricular and/or academic activities (9 weeks)
- Z10 Student will be dropped with zero credits and a failing grade which will appear on the student’s transcript as an “F” with an explanation on the transcript.
- Z11 The College Recommendation letter from the counselor will include mention of the cheating incident.
- Z12 Work detail/Saturday School

Appeals Process:

1. Students shall have the right to appeal a cheating incident.
2. The student shall state the reason for the appeal in writing and submit it to the principal no later than 3 days following the conference.
3. The administration shall convene an appeals panel consisting of 3 teachers; one selected by the principal, the student, and the dept. chair.
4. The panel shall review the conference summary and any supporting evidence submitted.
5. The panel will hear from the teacher and student.
6. The panel may call witnesses.
7. The panel shall render a final decision to the appellant no later than 10 days following the hearing.