



**WASHINGTON
UNIFIED
SCHOOL
DISTRICT**

WEST SACRAMENTO

STUDENT BEHAVIORAL EXPECTATIONS HANDBOOK

SUPERINTENDENT

Linda Luna

California Education Code Section 48980 and 48915, states that school districts must notify the parent or guardians of all pupils registered in schools of the district's rules pertaining to student discipline. California Education Code Section 35291.5 authorizes each school to develop discipline rules and procedures. Schools shall provide this information in writing to continuing pupils at the beginning of each school year and to any other pupils, and their parents or guardians at the time of their enrollment.

WASHINGTON UNIFIED SCHOOL DISTRICT

Student Behavioral Expectations

Every student, pre-school through adult, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among students and between students and staff. To that end, the district will support each school site in the implementation of their school wide positive behavior plan.

A positive school culture in WUSD is based on research that indicates that the most effective discipline systems use *proactive strategies* designed to prevent discipline problems. Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. This research also shows that there is a strong link between a positive school climate and academic success for all students when students clearly understand behavioral expectations.

These WUSD Student Behavioral Expectations provide additional guidance to students, parent/ caregivers, teachers, and administrators regarding appropriate behavior. It is only with the understanding, collaboration and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating learning environments that are conducive to optimum academic achievement for all students.

STUDENT RESPONSIBILITIES

Students are expected to learn and model WUSD Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of their child's school wide positive behavior plan

2. Be familiar with and review the WUSD Student Behavioral Expectations and school rules with their children.
3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
4. If misconduct escalates, parent/caregivers will cooperate with the school as a collaborative partner to address student's needs.
5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
6. Insure that the student attends school regularly and is on time.
7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition, and rest.
8. Take corrective action when requested by the teacher or principal.

TEACHER RESPONSIBILITIES

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning and prevent misconduct. The teacher is responsible for:

1. Defining, teaching, reviewing and modeling WUSD Student Behavioral Expectations and school rules.
2. Acknowledging and reinforcing appropriate student behavior.
3. Providing corrective feedback and re-teaching the behavioral skill when misconduct occurs.
4. Working with families in partnership to reinforce appropriate behavior (meeting, mailing correspondence, utilizing parent center as appropriate, etc.).
5. Teaching the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step).
6. Following the behavior support plan for students with disabilities available to all staff working with identified students.
7. Reporting the behavior to the school administrator or person responsible for discipline at the school-site for a student who engages in ongoing misconduct, despite appropriate interventions
8. Assuming responsibility for all students of the school, not just those in individual classrooms.
9. In the event a student is placed in Classroom Suspension or In School Suspension, the teacher **MUST** provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

PRINCIPAL RESPONSIBILITIES

Each school administrator is a role model and a leader. School administrators, in collaboration with instructional staff and community support, are responsible for establishing a caring school climate and safe environment by:

1. Ensuring that WUSD Student Behavioral Expectations and school rules will be taught, enforced, advocated, communicated and modeled to students, parents/caregivers, staff and community.
2. Ensuring that ongoing accurate data are inputted into the district AERIES student data base for all students.
3. Utilizing methods for recording, collecting and analyzing behavior/discipline information to monitor and evaluate data for ongoing decision making from the individual student through the school-wide student population.
4. Providing necessary training and support for staff and parents/caregivers in maintaining an environment conducive to learning.
5. Providing the implementation of the district-approved and evidence based social emotional curriculum in elementary and middle schools (e.g. Second Step).
6. Implementing the consistent application of reasonable alternatives to suspension, expulsion and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
7. Collaborating and partnering with after-school programs and outside agencies when appropriate.
8. Assembling an ongoing collaborative team at the school (e.g. Student Study Teams) with appropriate staff and the parent/caregiver(s) to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 - a. Intensive behavioral supports and strategies
 - b. Adapted curriculum and instruction
 - c. Communication strategies
 - d. Community agency referrals

DISTRICT RESPONSIBILITIES

Creating a positive school culture, improving behavior and developing appropriate student discipline practices are top district priorities. All district staff shall teach, enforce, advocate, communicate and model a positive school culture by playing an active supportive role in assisting schools in the successful implementation of their school safety plan by:

1. Ensuring alignment and ongoing training of all district offices, programs, policies and initiatives that promote a positive school culture..
2. Regularly identifying, developing, maintaining and coaching useful prevention and intervention activities.
3. Analyzing data, monitoring, and evaluating school practices in order to address situations where practices need to be strengthened.
4. Broadening the adoption and implementation of consistent alternatives to suspension and expulsion districtwide by ensuring that all site administrators participate in district training, coaching, and the use of uniform documents for the purposes of data collection.
5. Regularly overseeing schools' efforts to maintain relationships with outside community partners.
6. Training sites in the use of and utilization of data in the allocation and provision of professional development in school-wide positive behavior interventions & support for new staff.
7. Developing and coordinating regular training for parent / caregivers, behavior seminars for students, and professional development for all employees.
8. Addressing student needs in selecting appropriate placement options for the small percentage of students who do not respond to intensive interventions and who are not receiving an appropriate education on a comprehensive school campus. WUSD will use systematic data analysis as one indicator of the need for a more supportive and/or individualized environment.

CONSEQUENCES FOR STUDENT MISCONDUCT

School discipline consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's misbehavior. Consequences that are paired with meaningful interventions, instruction and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their misconduct with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Any use of consequences should be carefully implemented with well-defined outcomes in order to provide the greatest benefit. Positive consequences including systematic recognition for appropriate behavior frequently lead to an increase in the desired behavior. Negative consequences are designed to provide feedback to the student that his or her behavior is unacceptable and should not occur again. The final determination of the use of these consequences will be the decision of the site administrator responsible for handling that individual situation.

DEFINITIONS

As defined in Federal codes and State Education codes, and as used as Administrative and Board policies by the Washington Unified School District Board of Education:

Absence (Unexcused) and Truancy -Any absence which has not been both excused by a parent / caregiver or legal guardian and approved by the appropriate school official.

Aiding or abetting - Assisting, encouraging, supporting others in the act of inflicting injury to another person.

Arson -Starting or setting a fire on school campus.

Battery on a Staff Member - Aggressive physical contact with an employee of the school district.

Bullying, Cyberbullying & Harassment - Knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and involves an imbalance of real or perceived power among those involved. This includes cyberbullying which is the use of information technology (e.g. cell phones, instant messaging, e-mail, social networking sites) to harass, threaten or intimidate someone.

Bus Conduct - Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides.

Cheating - Dishonesty on a test or school related assignment.

Defiance of School Personnel's Authority -Refusal to comply with reasonable requests of school personnel.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Disorderly Conduct, Including Profanity And Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly educational procedure of the school.

Drug/Alcohol/Paraphernalia -The use, possession or sale of a controlled substance, or otherwise furnish to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Explosive Devices - The use, possession, or sale of explosive devices.

Extortion/Robbery - The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

False Fire Alarm - Deliberately pulling or setting off school fire alarm.

Fighting/Mutual Combat - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

Fighting/Assault - Willfully using force or violence upon another except in self-defense.

Forgery -Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Gang Behavior/Attire - Engaging in behavior (writings, hand signals, intimidation, "stare down", etc.) or wearing attire (caps, shirts, "rags") or symbols (notebooks, tattoos, etc.) that signify gang affiliation or membership.

Hate Crimes - Actions committed because of the victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Hazing - Any method of initiation into a student organization or group that causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

Off Campus Without A Pass - Leaving campus without proper authorization.

Parking Violations - Parking in an unauthorized area on the school grounds.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Reckless Driving On/Around Campus - Excessive speed or careless driving.

Sexual Assault - Committed or attempted to commit an act of sexual battery, rape, statutory rape, lewd and lascivious conduct, molestation, etc.

Sexual Harassment - Prohibited sexual harassment includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct prohibited in the district and which may constitute sexual harassment include (EC 212.5):

1. Unwelcomed leering, sexual flirtations or propositions.
2. Unwelcomed sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Displaying sexually suggestive objects in the educational environment.
10. Continuing to express sexual interest after being informed that the interest is unwelcomed.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Smoking/Tobacco/Possession - The possession or use of tobacco or nicotine products on school property.

Tardiness - Arriving late to school or class.

Theft/Possession of Stolen Property - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Weapons/Injurious Objects - The possession, use or sale of any object that might be used to inflict bodily injury to another person.

INTERVENTIONS & DISCIPLINARY ACTIONS

Even though there are situations that might signal suspension from school, an array of interventions should be considered when action is called for in response to student misconduct. WUSD policy requires school administrators to utilize positive interventions and/or means of correction, if appropriate, prior to or *in lieu of* suspension to resolve disciplinary issues. When In School Suspension or Suspension is indicated, the school should make every effort to provide In School Suspension, or other alternatives to Suspension, within the school to ensure student safety, mental health, and academic success.

Prior to suspension, or any disciplinary measure, students should first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior. Guiding principles that set forth clear expectations, and the development of a positive behavior system, enable staff to have available the information and resources needed to evaluate and address student misconduct more effectively. Disciplinary and restorative interventions may include:

Loss of Privileges - If someone abuses a previously earned privilege, that privilege can be revoked. The student can earn it back by successfully engaging in the behavior under supervision, or by meeting prearranged criteria for reinstatement of the privilege. Any activity or event that is a scheduled part of the school day (e.g. recess, lunch) is not considered a privilege.

Informal Conference - A school official (teacher, administrator or counselor) will meet with the student for instruction & guidance providing re-teaching and corrective feedback. This may offer the student an opportunity to have an understanding of, and be motivated to change, his or her behavior. A student so involved is more likely to become re-engaged in the process of learning.

Formal Conference - A formal conference is held between the student, parent, and one or more school officials. During this conference, the student must agree to correct his/her behavior. Parent(s) may be notified by telephone, personal contact, letter or certified letter. A conference may also be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (EC 48900.6, AR 5144 a)

Restorative Practices - Gives students who commit infractions in school an opportunity to understand how their behavior affects others in the school community, including students, teachers and parent / caregivers, and directly involves them in a process to repair the harm caused.

Students may participate in "circles", "peer mediations," or other "conferences" to allow affected parties to come together in a safe environment to explore how everyone has been affected by an offense and, when possible, to decide how to repair the harm.

Student Study Team (SST) – A formal process involving a team of school site personnel, parent / caregiver, and students (when appropriate) to develop collaboratively strategies to assist students who have learning and/or behavioral challenges at school. The goal of the SST is to design a team action plan for student improvement.

Behavior Contracts – An effective contract is one in which clearly states what the behavioral goals are for the student, positive consequences (rewards) he or she can earn for demonstrating these behaviors, and negative consequences that will follow when those behaviors are not demonstrated.

Behavior Support Plans – A Student experiencing “serious” behavior challenges may benefit from a Behavior Support Plan (BSP) developed through the Student Study Team (SST). Special education students whose behavior impedes learning may also require a BSP as defined in the Education Code (EC sections 56520 et seq.) through the IEP team. A Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may also be required. The law also requires additional procedures and considerations for suspensions and expulsions of students with disabilities. For more information, please refer to, “Special Education Rights of Parents and Children: Notice of Procedural Safeguards,” or call the WUSD Special Services Department at (916) 375-7600 (1350).

Recess Restriction/Time Out - A student's recess time may be restricted (kept in supervised classroom, benching, sitting in office, etc.). The student shall be given adequate time to use the rest room and get a drink or eat lunch. (AR 5144 b)

Detention - Assignment of a student to a supervised detention schedule. Such detention shall not occur during the minimum lunch or recess period, and may be imposed for up to one hour after the close of the maximum school day. A student who is transported by school bus shall be detained only until the time when the bus departs. School personnel must give the parent/student 24-hour advance notice. Same-day after-school detentions must receive prior parent / caregiver approval. (AR 5144 b)

Parent Liability, Withholding Grades, Diploma, or Transcripts - Willful misconduct that result in school district property being damaged not returned (e.g. library & text books, uniforms) will result in grades, diplomas and/or transcripts being withheld until Community Service, Restorative Practices is made. Additionally, the parent of student will be liable, not to exceed \$10,000. If the pupil or parent / caregiver is unable to pay for the damages, or to return the property, the district will provide a program of voluntary work for the student in lieu of payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts shall be released. . (EC 48904 and Civil Code 1714.01).

Alternatives to Suspension - Consequences identified as appropriate responses to misconduct that provide a student with an opportunity to learn skills necessary to avoid future misconduct *may* include re-teaching expected behavior, practicing the expected behavior, community service, or restorative practices (among others). ***ALTERNATIVES TO SUSPENSION; i.e SARB; MUST BE USED TO ADDRESS PROBLEMS OF TRUANCY, TARDINESS, AND/OR OTHER ATTENDANCE-RELATED ISSUES.**

Suspension from Extracurricular or Co curricular Activities – Extracurricular activities occur outside of the academic day. Co Curricular activities may be within or outside of the academic day and are built into the curriculum. It may be determined that a student may not participate in an extracurricular activity (e.g. athletics) or a co curricular activity (e.g. field trips, Outdoor Ed) if they have shown unsafe or other behavior that would indicate that they may harm themselves or others.

Classroom Suspension - A student may be suspended from one class for no longer than the balance of the day plus the following day and must remain on campus under appropriate supervision. The teacher shall, as soon as possible, ask the parent / caregiver to attend a conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act, engaged in habitual profanity or vulgarity, or has disrupted school activities or otherwise defied the valid authority of school officials, the teacher may require that the parent attend a portion of the school day in his or her child’s classroom. The teacher **MUST** provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning. (EC 48910)

In School Suspension - A student may be removed from ongoing instruction and remain on campus during the term of the In School Suspension, site for no more than five consecutive school days if the principal determines it is appropriate and he or she is appropriately supervised. At the time of In School Suspension the student's parent(s) or legal guardian(s) is notified in person or by telephone and by letter that the student is subject to In School Suspension and the infraction resulting in the In School Suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. An In School Suspension program may include conferences between staff, parents/guardians and students, detention, community service, restorative practices, community agency referrals, Student Study Teams (SST) or other assessment-related teams, and/or referral to school support services staff (EC 48911.1). The teacher **MUST** provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

Informal Suspension - If a parent / caregiver is told to keep a child at home under the supervision of the parent / caregiver, or a student is sent home without benefit of a conference is a violation of California compulsory attendance laws, the IDEIA, and District policy. It is prohibited.

Out of School Suspension - Removal of a pupil from ongoing instruction for adjustment purposes. A student may be suspended by any school site for no more than five consecutive school days. The parent / caregiver and student are notified in person, or by telephone, and confirmed by letter that the student is subject to suspension and will include the details resulting in Suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. A Suspension, whether from school may be issued for any of the reasons enumerated in Sections 49800, 48900.2, 48900.3, 48900.4, and 48900.7 of the California Education Code.

Expulsion - A student may be expelled without being suspended and, therefore, not be allowed to attend any WUSD school or program during the term of expulsion; or the enforcement of the expulsion may be suspended pursuant to Education Code Section 48917. The length of an expulsion may be for the balance of the semester in which the Board expels or for the balance of the semester, plus the following school semester; or for one-calendar year, depending on the violation and/or the student’s social adjustment background. Under certain circumstances, the term of an expulsion may be lengthened. Students recommended for expulsion are afforded a fair and impartial hearing if requested and all due process rights. The student's parent(s) or legal guardian(s) is notified by telephone and letter that the student is subject to expulsion by the student’s school at the time of Suspension. Notification to the parent(s) or legal guardian(s) will include clear instructions regarding the due process procedure. The

school principal will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. (EC 48925, 48917)

SARB- (School Attendance Review Board) - Written notifications of school truancy and parent / caregiver conferences on interventions toward better attendance are implemented for students defined as 'habitual truants' at each school site. Chronic truancy or tardiness may result in a student and parent / caregiver's required attendance at a SART (School Attendance Review Team) meeting at the school site or a SARB (School Attendance Review Board) hearing to be arranged by the department of Student and Family Support Services. Failure to comply with the SARB directives may result in either a mediation with the Yolo County District Attorney or criminal prosecution of the parent for a violation of Education Code section 42800 by the student. Violation of this Education Code concerning compulsory school attendance can result in parent fines, community service, suspension of driver's license, revoking of work permits, parents' attendance at school with the student and/or declaration of the child as a ward under the Welfare and Institutions Code section 601.

RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINE ACTION

The following charts indicate in general the types of disciplinary action that apply in each problem area in each school. Each infraction shows a minimum and maximum action suggested, as well as a suggested action for the first occurrence and one for repeated occurrences. School officials may want to consider the school records of students before action is taken. If a student has continually and repeatedly been involved in problem areas, the disciplinary action may result in the maximum action listed. Students should not feel they will automatically receive the maximum action if they have previously been involved in problem areas. Aggravated incidents may result in the maximum discipline action without going through the progressive discipline action.

YOUR RIGHTS--DUE PROCESS

All students are entitled to due process. This means there are certain procedures that school officials must follow prior to taking appropriate disciplinary action. There are also procedures students and parent / caregivers must follow if they do not agree with the school's actions. If a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures and rights. Challenges or objections suspensions may be addressed directly to the school-site principal. Students who are recommended for expulsion have a right to an expulsion hearing. (EC 48900, 48915).

REFERENCES:

California Education Code, Section 48900-48927

ELEMENTARY SCHOOL (K-5)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent/caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Absence/Tuancy-- Unexcused EC 48900 k, 48200, 48260 {k(1)}	Minimum Maximum	See W.U.S.D. Attendance/Tardy Policy Detention	Home Visits, Principal Letter, Truancy Letters, SART, Refer to Student Services (CWA); SARB; refer to District Attorney
Arson EC 48900 f PC 450, 451 {f(1)}	Minimum Maximum	May include: Reteach (e.g. fire safety), Loss of Privileges (e.g. restricted play area, increased supervision), Formal Conference, Community Service Restorative Practices (e.g. letter of apology), Counseling, Contact Fire Marshal Formal Reprimand, Police Report, In School Suspension, Suspension, Expulsion	Formal Reprimand, Community Service (e.g. repair damaged property, voluntary work in lieu of payment), In School Suspension, Suspension, Police Report, Expulsion
Batter y on School Staff EC 48900, 48915 a(5), 44401 {a(5)}	Mandatory	May include In School Suspension, Suspension and/or Expulsion, Police Report	Suspension, Expulsion, Police Report
Bullying (incl. Cyberbullying) EC 48900 (r) r (4)	Minimum Maximum	May include: Reteach (Second Step or similar lesson), Loss of Privileges (e.g. restricted play area with increased supervision), Informal/Formal Conference, Comm Service Detention, No Contact Contract, Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report	Formal Conference, , No Contact Contract, Formal Reprimand In School Suspension, Suspension, Expulsion
Bus Conduct EC 48900 (use appropriate Letter) AR, BP 5131.1(a-e) Title IV 14103 {use appropriate letter }	Minimum Maximum	May include: Reteach (BEST bus lesson), Informal Conference, Loss of Privileges (e.g. assigned seating), Community Service (e.g. clean bus), Restorative Practices Loss of Bus Privileges, Formal Conference, In School Suspension, Suspension, Formal Reprimand	Loss of Bus Privileges, Formal Conference, Community Service (e.g. teach younger students bus expectations) In School Suspension, Suspension, Formal Reprimand
Campus—Leaving Without Proper Authorization EC 48900 k, 35291 {k(1)}	Minimum Maximum	May include: Reteach (Second Step problem solving, BEST lesson on safety), Loss of Privileges (e.g. increase supervision), Informal Conference to review safety rules w/ parent / caregivers, Community Service Detention, Formal Conference, SARB	Community Service, Detention In School Suspension, Suspension, SARB
Cheating on Test or School Related Assignment, Plagiarizing EC 48900 k, 35291 {k(1)}	Minimum Maximum	May include: Reteach (BEST lesson on being responsible), , Loss of Privileges (e.g. change seat), Informal/Formal Conference, Restorative Practices, (e.g. apologize) Formal Conference, Failing Grade, Detention	Detention, Informal/Formal Conference, Community Service (e.g. provide tutoring to students in strong academic area while receiving tutoring in low area) In School Suspension, Suspension, Failing Grade
Defiance—Willful Defiance of Authority Disruption on School Property or in Classroom EC 48900 k {k(1)}	Minimum Maximum	May include: Reteach (BEST lesson on Respect, Second Step), Informal Conference, Loss of Privileges, Restorative Practices (e.g. letter of apology), Community Service (e.g. work in teacher's room) Formal Conference, Detention, In School Suspension,	Time out, Detention, Informal/Formal Conference Formal Reprimand, In School Suspension.
Destruction of Property (School or Personal) EC 48900 f {f(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on respect of school property), Loss of Privileges (e.g. increased supervision), Informal Conferenc Restorative Practices (e.g. Letter of Apology) In School Suspension, Suspension, Police Report ,Parent Liability	Formal Conference, Community Service (e.g. repair property, replace property, voluntary work in lieu of payment) Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report

ELEMENTARY SCHOOL (K-5)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Drugs/Alcohol/Paraphernalia EC 48900 c {c(1)} EC 48915 a(3) {c(2)} EC 48915 c(3) {c(3)} EC 48900 p {c(4)}, EC 48900 d {d(1)} EC 48900 j {j(1)}	Minimum	May include: Formal Conference, Detention, Drug & Alcohol Counseling	(3 rd Offense is Mandatory Expulsion or Suspended Expulsion) In School Suspension, Suspension and/or Expulsion, Police Report
	Maximum	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report (Mandatory Expulsion for Sales)	(Mandatory Expulsion for Sales)
Electronic Devices Possession/ Using if Disrupts Educational Process (EC 48900, 48901.5) {o(1)}	Minimum	May include: Reteach (e.g. BEST lesson on cell phone use), Loss of Privileges (e.g. must keep phone in office), Informal/Formal Conference, Restorative Practices (e.g. Letter of Apology)	Informal/Formal Conference, Community Service (e.g. help BEST Team make expectation posters for school), Confiscation (e.g. for rest of week, pick up from office)
	Maximum	Confiscation (e.g. for rest of day, pick up from teacher)	Confiscation (e.g. for semester, parent / caregiver pick up from office), In School Suspension
Explosive Devices/Bomb Threat EC 48900 b, 48915 a(2) {b(1)} EC 48915 c(5) {b(4)}	Mandatory	May include: Reteach (e.g. BEST lesson on safety, Second Step problem solving), Formal Conference, Restorative Practices (e.g. Letter of Apology to school), In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Extortion/Robbery EC 48900 e EC 48915 a(4) {e(1)}	Minimum	May include: Reteach (BEST lesson on respecting other's property), Informal Conference, Loss of Privileges (e.g. increased supervision), Restorative Practices (e.g. , Letter of Apology)	Community Service (e.g. replace item, voluntary work in lieu of payment), Loss of Privileges
	Maximum	Detention, Formal Conference, Formal Reprimand, In School Suspension, Suspension, Police Report	In School Suspension, Suspension, Formal Reprimand Expulsion, Police Report
Fighting/Assault/Threats EC 48900 a(1) {a(1)} EC 48900 a(2) {a(2)} EC 48900 s {a(3)} EC 48915 a(1) {a(4)} EC 48915 a(5) {a(5)} PC 241, 243, 245, 220	Minimum	May include: Reteach (e.g. Second Step problem solving), Loss of Privileges (e.g. restricted play area with increased supervision), Informal/Formal Conference, Restorative Practices (e.g. letter of apology, conflict resolution), Community Service	Informal/Formal Conference, Restorative Practices (e.g. conflict resolution)
	Maximum	Detention, No Contact Contract, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report
Fire Alarm--Deliberate False EC 48900 k {k(1)}	Minimum	May include: Reteach (e.g. learn about & write a report on fire safety), Loss of Privileges (e.g. increased supervision, restricted play area, buddy accompany student during transitions), Detention	Loss of Privileges, Community Service (e.g. make up for lost instructional time by assisting in office, volunteer for fire department)
	Maximum	Formal Conference, In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Police Report	In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Police Report, Expulsion
Forgery EC 48900, 35291 PC 470-483.5 {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on responsibility), Loss of Privileges (e.g. parent phone call in lieu of student dependent communication), Informal/Formal Conference, Community Service, Restorative Practices (e.g. Letter of Apology to teacher and to parent / caregiver)	Formal Conference, Detention
	Maximum	Detention, In School Suspension, Suspension	In School Suspension, Suspension, Formal Reprimand Police Report
Gambling EC 48900 k {k(1)}	Minimum	May include: Reteach (e.g. lesson on gambling, write a report on history/law of gambling), Loss of Privileges (e.g. increased supervision, restricted play area), Informal Conference, Comm. Service	Loss of Privileges, Community Service (e.g. help w/ school fundraiser), Formal Conference, Formal Reprimand
	Maximum	In School Suspension, Suspension	In School Suspension, Suspension

ELEMENTARY SCHOOL (K-5)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Gang Behavior /Attir e EC 48900 k, 35183, 35294.1 BP 5132 {k(2)}	Minimum Maximum	May include: Reteach (e.g. reasons for gang policies, write report), Informal Conference, Community Counseling Referral Color Contract, Conference with SRO, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Conference with Parent / caregiver and Student, Color Contract, Conference with SRO, Community Counseling Referral Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report, Police Gang Task Force
Harassment/Intimidation EC 48900.4 {r (1)} EC 48900 o {r (2)} EC 48900 q {r (3)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on Respect, Second Step Problem Solving Lesson), Loss of Privileges, Informal/Formal Conference, Community Service (e.g. project to make students feel safe & respected) Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion	Informal/Formal Conference, Loss of Privileges (e.g. restricted play area with increased supervision) Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report
Hate Crimes/Violence EC 48900 t, 48900.3 {p(1)} (Gr . 4-12)	Minimum Maximum	May include: Reteach (e.g. Second Step Problem Solving Lesson, lesson on diversity), Loss of Privileges (e.g. restricted play area, increased supervision), Formal Conference, Comm. Service (e.g. write report on the group and teach a class) Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Conference, BEST lessons/ Second Step lessons Community Service (e.g. project to make the school feel safe and students feel respected) In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Hazing EC 48900q, 32050, 32051 {r (3)}	Minimum Maximum	May include: Reteach (lesson on hazing, Second Step lesson), Informal Conference, Restorative Practices (e.g. Letter of Apology) In School Suspension, Suspension, Formal Reprimand, Expulsion	In School Suspension, Suspension Formal Reprimand, Expulsion
Profanity/Obscene Acts Immoral Acts/Verbal Abuse EC 48900 i {i(1)}	Minimum Maximum	May include: Reteach (BEST lesson on respectful language), Loss of Privileges (e.g. increased supervision), Informal/Formal Conference, Community Service (e.g. make BEST posters for respectful language, write report and present) Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Detention, Loss of Privileges, Community Service In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Sexual Assault EC 48915c (4) n (2)	Mandatory	Suspension and/or Expulsion, Police report,	Suspension and/or Expulsion, Police Report
Sexual Battery EC 48900 n, 48915 c(4) {n(1)}	Mandatory	Suspension and/or Expulsion, Police report,	Suspension and/or Expulsion, Police Report,
Sexual Harassment EC 48900.2 (Gr 4-12) EC 212.5 {q(1)} (Gr . 4-12)	Minimum Maximum	May Include: Reteach (e.g. BEST lesson, Second Step), Loss of Privileges, Informal/Formal Conference, Community Service (e.g. school projects to promote respectful environment) Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	5 Day Suspension, Police Report (BP & AR 4019.11 a-e & 5145.7) Formal Reprimand, Expulsion, Police Report
Smoking/Tobacco Products EC 48900 h, EC 51260 BP 5131.6, 5144.1 {h(1)}	1 st Offense	Informal/Formal Conference, Detention	2 nd Offense - 2 Day Suspension, Police Citation 3 rd Offense - 3 Day Suspension, Police Citation 4 th Offense - 5 Day Suspension, Police Citation 5 th Offense - Formal Reprimand, Expulsion, Police Citation

ELEMENTARY SCHOOL (K-5)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Theft/Possession of Stolen Property/Burglary EC 48900 g {g(1)} EC 48900 l {l(1)}	Minimum Maximum	May include: Reteach (BEST lesson, Second Step), Loss of Privileges (e.g. restricted play area), Informal/Formal Conference, Comm. Service (e.g. voluntary work in lieu of payment), Restorative Practices (e.g. Letter of Apology), Detention In School Suspension, Suspension, Police Report, Formal Reprimand, Expulsion	Formal Conference, Community Service, Restorative Practices, Formal Reprimand In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Weapons/Injurious Objects Replica Firearm EC 48900 b, 48915 a(2) {b(1)} EC 48915 c(1) {b(2)} EC 48915 c(2) {b(3)} EC 48915 c(5) {b(4)} EC 48900 m {m(1)}	Minimum Maximum	May Include: Reteach (e.g. lesson on dangers of weapons), Loss of Privileges (e.g. backpack check daily), Formal Conference, Detention In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report, (Mandatory Expulsion for firearm, brandishing, explosives)	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report (Mandatory Expulsion for firearm, brandishing, explosives)

ELEMENTARY (6-8)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Absence/Truancy—Unexc. EC 48900 k, 48260, 48200 {k(1)}	Minimum	See W.U.S.D. Attendance/Tardy Policy	Home Visits, Saturday School, Principal Letter, Truancy Letters, SART
	Maximum	In School Suspension, Suspension, Detention	Refer to Student Services (CWA); SARB; refer to District Attorney
Arson EC 48900 f PC 450, 451 {f(1)}	Minimum	Reteach (e.g. fire safety), Loss of Privileges (e.g. increased supervision during breaks), Formal Conference, Community Service Restorative Practices (e.g. letter of apology), Counseling, Contact Fire Marshal	Formal Reprimand, Community Service (e.g. repair damaged property, voluntary work in lieu of payment)
	Maximum	Formal Reprimand, Police Report, In School Suspension, Suspension, Expulsion	Formal Reprimand, In School Suspension, Suspension, Police Report, Expulsion
Assault or Battery on School Staff EC 48900, 48915 a(5), 44401 {a(5)}	Mandatory	May include: In School Suspension, Suspension and/or Expulsion, Police Report	Suspension, Expulsion, Police Report
Bullying (incl. Cyber bullying) EC 48900 (r) {r (4)}	Minimum	May include: Reteach (e.g. Second Step lesson on empathy), Loss of Privileges (e.g. restricted free time area with increased supervision), Informal/Formal Conference, Community Service, Formal Reprimand	Loss of Privileges, Formal Reprimand, Informal /Formal Conference, No Contact Contract
	Maximum	Detention, No contact Contract, In School Suspension, Suspension, Expulsion, Police report, Formal Reprimand	In School Suspension, Suspension, Expulsion, Police report
Bus Conduct EC 48900 (use appropriate Letter) AR, BP 5131.1(a-e) Title IV 14103 {use appropriate letter }	Minimum	May include: Reteach (e.g. BEST lesson in Bus Behavior), Loss of Privileges (e.g. sit in front seats of bus), Informal Conference, Community Service (e.g. clean bus), Restorative Practices (e.g. letter of apology)	Loss of Bus Privileges, Formal Conference, Community Service (e.g. teach younger students bus expectations)
	Maximum	Loss of Bus Privileges, Formal Conference, In School Suspension, Suspension, Formal Reprimand	In School Suspension, Suspension, Formal Reprimand, Expulsion
Campus—Leaving Without Proper Authorization EC 48900 k, 35291 {k(1)}	Minimum	May include: Reteach (e.g. lessons on problem solving, calming techniques), Loss of Privileges (e.g. increased supervision), Informal/Formal Conference to Review Safety Rules with Parent / caregivers, Community Service (e.g. clean campus or classrooms)	Community Service, Detention
	Maximum	Detention to make up missed time after school, In School Suspension, Suspension	In School Suspension, Suspension
Cheating on Test or School Related Assignment, Plagiarizing EC 48900 k, 35291 {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on being responsible), Loss of Privileges (e.g. change of seat), Informal/Formal Conference, Community Service (e.g. design a BEST lesson on cheating), Restorative Practices (e.g. letter of apology)	Detention, Informal/Formal Conference, Community Service (e.g. provide tutoring to students in strong academic area while receiving tutoring in low area)
	Maximum	Formal Conference, Redo assignment, Detention, In School Suspension, Suspension	In School Suspension, Suspension, Failing Grade in Course or Assignment
Defiance—Willful Defiance of Authority Disruption on School Property or in Classroom EC 48900 k {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on respect Second Step lesson on problem solving), Informal Conference, Community Service (e.g. clean classrooms or campus), Restorative Practices	Restorative Practices (e.g. resolve issue with teacher with another adult supporting process, letter of apology)
	Maximum	Detention, In School Suspension,	Formal Conference, Detention, Formal Reprimand, In School Suspension,

ELEMENTARY (6-8)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Destruction of Property (School or personal) EC 48900 f {f(1)}	Minimum	May include: Reteach (e.g. BEST lesson on respecting school property, lesson on problem solving skills), , Loss of Privileges, Informal Conference, Community Service, Restorative Practices (e.g. letter of apology)	Formal Conference, Community Service (e.g. repair, replace, voluntary work in lieu of payment), Parent Liability
	Maximum	Parent Liability, In School Suspension, Suspension Community Service, Restorative Practices, Police Report	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Drugs/Alcohol/Paraphernalia EC 48900 c {c(1)} EC 48915 a(3) {c(2)} EC 48915 c(3) {c(3)} EC 48900 p {c(4)}, EC 48900 d {d(1)} EC 48900 j {j(1)}	Minimum	May include: Reteach (e.g. video on drug abuse), Formal Conference, Community Service (e.g. write a report to teach others), Community Counseling Referral, Detention	(3 rd Offense is Mandatory Expulsion) In School Suspension, Suspension and/or Expulsion, Police Report
	Maximum	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report (Mandatory Expulsion for Sales)	(Mandatory Expulsion for Sales)
Electronic Devices Possession/ Using if Disrupts Educational Process (EC 48900, 48901.5) {o(1)}	Minimum	May include: Reteach (e.g. BEST lesson on cell phone use), Loss of Privileges (e.g. must keep phone in office), Informal Conference, Community Service (e.g. make a BEST lesson on cell phone use), Restorative Practices (e.g. letter of apology), Detention	Informal/Formal Conference, Confiscation (e.g. for rest of week pick up from office)
	Maximum	Formal Conference, Confiscation (e.g. for rest of day to pick up from teacher)	Confiscation (e.g. for rest of semester, parents pick up in office), In School Suspension, Suspension
Explosive Devices/Bomb Threat EC 48900 b, 48915 a(2) {b(1)} EC 48915 c(5) {b(4)}	Mandatory	May include: In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report. In addition, may include Restorative Practices (e.g. letter of apology), Loss of Privileges	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Extortion/Robbery EC 48900 e EC 48915 a(4) {e(1)}	Minimum	May include: Reteach (BEST lesson on respecting others), Loss of Privileges, Formal Conference, Community Service, Restorative Practices (e.g. letter of apology)	Community Service (e.g. replace item, voluntary work in lieu of payment)
	Maximum	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Fighting/Assault/Thr eats EC 48900 a(1) {a(1)} EC 48900 a(2) {a(2)} EC 48900 s {a(3)} EC 48915 a(1) {a(4)} EC 48915 a(5) {a(5)} PC 241, 243, 245, 220	Minimum	May include: Reteach (e.g. problem solving lesson) Loss of Privileges (e.g. restricted area for breaks, lunch, increased supervision), Informal/Formal Conference, Restorative Practices, Community Service	Informal/Formal Conference, Restorative Practices (e.g. letter of apology, conflict resolution)
	Maximum	No Contact Contract, Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report
Fire Alarm-- Deliberate False EC 48900 k {k(1)}	Minimum	May include: Loss of Privileges, Formal Conference, , Community Service (e.g. write a report and teach fire safety lesson to younger students), Detention	Community Service, Loss of Privileges
	Maximum	In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Expulsion, Police Report	In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Expulsion, Police Report
Forgery EC 48900, 35291 PC 470-483.5 {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on responsibility), Loss of Privileges, Informal Conference, Restorative Practices (e.g. letter of apology to parent / caregiver), Community Service	Detention, Loss of Privileges (e.g. parent / caregiver phone call in lieu of student dependent communication), Formal Conference
	Maximum	In School Suspension, Suspension, Detention	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report

ELEMENTARY (6-8)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Gambling EC 48900 k {k(1)}	Minimum	May include: Reteach (e.g. lesson on gambling, write a report on history and law of gambling), Loss of Privileges (e.g. increase supervision during break/lunch), Informal Conference, Community Service, Restorative Practices	Formal Conference, Community Service (e.g. help with school fundraiser)
	Maximum	In School Suspension, Suspension	In School Suspension, Suspension
Gang Behavior /Attire EC 48900 k, 35183, 35294.1 BP 5132 {k(2)}	Minimum	May include: Reteach (e.g. problem solving lesson, write a report on history of gangs), Referral to Counselor, Loss of Privileges, Informal Conference, Detention	Loss of Privileges (e.g. increased supervision, limited free time area), Formal Conference with Parent and Student, Conference with SRO
	Maximum	Color Contract/ Gang Prevention Contract, Community Agency Referral, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report, Police Gang Task Force
Harassment/Intimidation EC 48900.4 {r (1)} EC 48900 o {r (2)} EC 48900 q {r (3)}	Minimum	May include: Reteach (e.g. BEST lesson on respect, problem solving steps), Loss of Privileges (e.g. limited area for break/lunch), Informal Conference, Community Service	Informal/Formal Conference, Community Service (e.g. project to make school feel safe & respectful)
	Maximum	Detention, No Contact Contract, In School Suspension, Suspension, Formal Reprimand, Expulsion	Formal Reprimand, In School Suspension, Suspension Expulsion, Police Report
Hate Crimes/Violence EC 48900 t, 48900.3 {p(1)} (Gr . 4-12)	Minimum	May include: Reteach (e.g. problem solving lesson, lesson on diversity, video on hate crimes and their impact, report on impact of hate crimes Formal Conference, Comm. Service	Community Service (e.g. write a report on group in question and present it), Formal Conference
	Maximum	No Contact Contract, Formal Reprimand ,In School Suspension, Suspension, Expulsion, Police Report	Formal Reprimand, ,In School Suspension, Suspension, Expulsion, Police Report
Hazing EC 48900q, 32050, 32051 {r (3)}	Minimum	May include: Reteach (e.g. lesson on hazing, social skills), Loss of Privileges, Informal Conference, Restorative Practices (e.g. letter of apology), Community Service	In School Suspension, Suspension, Formal Conference
	Maximum	No Contact Contract, In School Suspension, Suspension, Formal Reprimand, Expulsion	Formal Reprimand, Expulsion
Profanity/Obscene Acts Immoral Acts/Verbal Abuse EC 48900 i {i(1)}	Minimum	May include: Reteach (e.g. BEST lesson on respectful language), Loss of Privileges, Informal Conference, Community Service, Restorative Practices (e.g. Letter of Apology)	Detention, Loss of Privileges (e.g. increased supervision during lunch/break), Parent Conference, Community Service (e.g. make BEST posters for Respect)
	Maximum	Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Sexual Assault EC 48915c (4) n (2)	Mandatory	Suspension and/or Expulsion, Police Report,	Suspension and/or Expulsion, Police Report
Sexual Batter y EC 48900 n, 48915 c(4) {n(1)}	Mandatory	Suspension and/or Expulsion, Police Report	Suspension and/or Expulsion, Police Report
Sexual Harassment EC 48900.2 (Gr 4-12) EC 212.5 {q(1)}	Minimum	May include: Reteach (e.g. BEST lesson on Respect), Loss of Privileges, Informal Conference, Community Service (e.g. school projects to promote safe school), Community Counseling Referral	5 Day In School Suspension, Suspension, Police Report
	Maximum	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Formal Reprimand, Expulsion, Police Report (BP & AR 4019.11 a-e & 5145.7)

ELEMENTARY (6-8)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were effected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Smoking/Tobacco Products EC 48900 h, EC 51260 BP 5131.6, 5144.1 {(h(1))}	1 st Offense	May include: Reteach (Reports on Tobacco Use), Formal/Informal Conference, Community Service, Police Citation, , Detention, In School Suspension	2 nd Offense - 2 Day Suspension, Police Citation, 3 rd Offense - 3 Day Suspension, Police Citation 4 th Offense - 5 Day Suspension, Police Citation 5 th Offense - Formal Reprimand, Expulsion, Police Citation
Theft/Possession of Stolen Property/Burglary EC 48900 g {(g(1))} EC 48900 l {(l(1))}	Minimum Maximum	May include: Reteach (e.g. BEST lesson), Loss of Privileges (e.g. restricted area during lunch/breaks), Informal Conference, Community Service (e.g. voluntary work in lieu of payment), Restorative Practices (e.g. letter of apology) Detention, In School Suspension, Suspension, Formal Reprimand, Police Report, Expulsion	Formal Conference, Community Service, Restorative Practices Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report
Weapons/Injurious Objects Replica Firearm EC 48900 b, 48915 a(2) {(b(1))} EC 48915 c(1) {(b(2))} EC 48915 c(2) {(b(3))} EC 48915 c(5) {(b(4))} EC 48900 m {(m(1))}	Minimum Maximum	May include: Reteach (e.g. problem solving skills, write a report), Loss of Privileges (e.g. backpack check daily), Formal Conference, Community Service Write a Report Detention, In School Suspension, Suspension, Formal Reprimand, Police Report, Expulsion (Mandatory Expulsion for firearm, brandishing, explosives)	Restorative Practices, Community Service, Formal Conference In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report (Mandatory Expulsion for firearm, brandishing, explosives)

HIGH SCHOOL (9-12)

Action to Be Taken

For behavioral errors not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent / caregiver contact 6) allow student to restore the environment and relationships which were affected by his or her behavior in the form of Restorative Practices and Community Service 7) refer student for a Student Success Team (SST) meeting at the site.

PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Absence/Truancy-- Unexcused EC 48900 k, 48260, 48200 {k(1)}	Minimum	See W.U.S.D. Attendance/Tardy Policy	May include: Home Visits, Principal Letter, Truancy Letters, SART, SRO Truancy Contract, Refer to Student Services (CWA); SARB; refer to District Attorney Formal Reprimand, Community Service (e.g. repair / replace damaged property, voluntary work in lieu of payment), Restorative Practice
	Maximum	Detention	
Ar son EC 48900 f PC 450, 451 {f(1)}	Minimum	May include: Reteach (e.g. fire safety), Loss of Privileges (e.g. increased supervision, limited mobility), Formal Conference, Community Service, Restorative Practices (e.g. letter of apology), Contact Fire Marshal, Counseling Ref.	In School Suspension, Suspension Formal Reprimand, Police Report, Expulsion
	Maximum	Report, Expulsion	
Battery on School Staff EC 48900, 48915 a(5), 44401 {a(5)}	Mandatory	In School Suspension, Suspension and Expulsion, Police Report May include: Restorative Practices	Expulsion, Police Report
Bullying (incl. Cyber bullying) EC 48900(r) r (4)	Minimum	May include: Loss of Privileges (e.g. restricted free time area, increased supervision), Informal/Formal Conference, Community Service	Informal/Formal Conference, No Contact Contract, Community Service (e.g. project to contribute to school safety and respect)
	Maximum	Formal Reprimand, Detention, No Contact Contract, In School Suspension, Suspension, Formal Reprimand, Police Report, Expulsion	Formal Reprimand, In School Suspension, Suspension, Expulsion
Bus Conduct EC 48900 (use appropriate Letter) AR, BP 5131.1(a-e) Title IV 14103 {use appropriate letter }	Minimum	Informal/Formal Conference, May also include: Reteach (e.g. BEST bus lesson), Loss of Privileges (e.g. sit in front seats of bus), Community Service (e.g. clean bus), Restorative	Loss of Bus Privileges, Community Service (e.g. teach BEST bus lesson to other students)
	Maximum	Loss of Bus Privileges, Formal Conference, In School Suspension, Suspension, Formal Reprimand	In School Suspension, Suspension, Formal Reprimand, Expulsion
Campus—Leaving Without Proper Authorization EC 48900 k, 35291 {k(1)}	Minimum	May include: Reteach (e.g. problem solving lesson), Loss of Privileges (e.g. restricted area for free time, check in regularly with office), Informal/Formal Conference, Community Service	In School Suspension, Suspension, SARB
	Maximum	Detention, In School Suspension, Suspension	
Cheating on Test or School Related Assignment, Plagiarizing EC 48900 k, 35291 {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on responsibility, write report on cheating/plagiarizing), Loss of Privileges (e.g. change seat), Informal Conference, Community Service, Restorative Practices (e.g. apology to student and teacher), Re-do assignment	Detention, Informal/Formal Conference, Community Service (e.g. provide tutoring for other students in strong area while receiving tutoring in low area)
	Maximum	Formal Conference, Detention, In School Suspension, Suspension	Failing Grade in Course or Assignment, In School Suspension, Suspension
Defiance—Willful Defiance of Authority Disruption on School Property or in Classroom EC 48900 k {k(1)}	Minimum	May include: Reteach (e.g. BEST lesson on respect), Loss of Privileges, Informal Conference, Community Service (e.g. help teacher in classroom), Restorative	Informal/Formal Conference, Detention
	Maximum	Formal Conference, Detention, In School Suspension,	In School Suspension, Formal Reprimand,
Destruction of Property (School or personal) EC 48900 f {f(1)}	Minimum	May include : Reteach (e.g. BEST lesson on Respect of property), Loss of Privileges (e.g. limited access to areas of campus), Informal Conference, Community Service, Restorative Practices (e.g. letter of apology)	Formal Conference, Parent Liability, Community Service (e.g. repair / replace, voluntary work in lieu of payment), Restorative Practices
	Maximum	Parent Liability, In School Suspension, Suspension, Expulsion, Police Report	In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report

HIGH SCHOOL (9-12)

Action to Be Taken

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PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Driving Reckless on or Around Campus EC 48900 {k(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on driving expectations), Loss of Privileges (e.g. parking on campus), Informal/Formal Conference, Community Service (e.g. parking lot clean up), Detention In School Suspension, Suspension, Revoke Driving Privileges, Police Report <i>*All driving violations subject to West Sac Police</i>	Detention, Formal Conference, Loss Parking Privilege on Campus In School Suspension, Suspension, Revoke Driving Privileges, Police Report <i>*All driving violations subject to West Sacramento Police</i>
Drugs/Alcohol/Paraphernalia EC 48900 c {c(1)} EC 48915 a(3) {c(2)} EC 48915 c(3) {c(3)} EC 48900 p {c(4)}, EC 48900 d {d(1)} EC 48900 j {j(1)}	Minimum Maximum	May include: Detention, Formal Conference, Drug & Alcohol Counseling Referral In School Suspension, Suspension, Formal Reprimand (Mandatory Expulsion for Sales) Expulsion, Police Report (Mandatory Expulsion for Sales)	(3 rd Offense is Mandatory Expulsion or Suspended Expulsion), Police Report
Electronic Devices Possession/Using if Disrupts Educational Process (EC 48900, 48901.5) {o(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on cell phones), Loss of Privileges (e.g. keep phone in office) Informal Conference, Community Service (e.g. help BEST Team make posters on cell phone use), Restorative Practices (e.g. letter of apology) Detention, Confiscation (e.g. for rest of day, pick up from teacher)	Informal/Formal Conference, Confiscation (e.g. for rest of week pick up from office) Confiscation (e.g. for rest of semester, parent / caregivers pick up in office), In School Suspension Suspension
Explosive Devices/Bomb Threat EC 48900 b, 48915 a(2) {b(1)} EC 48915 c(5) {b(4)}	Mandatory	May include: Suspension, Formal Reprimand, Expulsion, Police Report, Letter of Apology Reteach (e.g. problem solving skills)	Suspension, Formal Reprimand, Expulsion, Police Report
Extortion/Robbery EC 48900 e EC 48915 a(4) {e(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson respecting other's property), Loss of Privileges, Formal Conference, Community Service (e.g. replace item), Restorative Practices, Letter of Apology, Detention In School Suspension, Suspension, Formal Reprimand Expulsion, Police Report	Detention, Formal Conference, Community Service, Restorative Practices In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Fighting/Assault/Threats EC 48900 a(1) {a(1)} EC 48900 a(2) {a(2)} EC 48900 s {a(3)} EC 48915 a(1) {a(4)} EC 48915 a(5) {a(5)} PC 241, 243, 245, 220	Minimum Maximum	May include: Reteach (e.g. problem solving lesson, anger management group), Loss of Privileges (e.g. restricted areas of campus), Informal/Formal Conference, Detention, Loss of Privileges, Rest. Practices, No Contact Contract, Comm. Service In School Suspension, Suspension, Formal Reprimand Expulsion, Police Report	Informal/Formal Conference, Restorative Practices (e.g. letter of apology, conflict resolution), Community Service Formal Reprimand, In School Suspension, Suspension Expulsion, Police Report
Fire Alarm--Deliberate False EC 48900 k {k(1)}	Minimum Maximum	May include: Reteach (e.g. write report on fire safety) Loss of Privileges (e.g. must be supervised during transitions), Informal Conference, Comm. Service (e.g. volunteer for fire department), Detention In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Police Report	Formal Conference, Detention, Community Service (make up for lost instructional time by assisting in office) In School Suspension, Suspension, Fire Marshal, Formal Reprimand, Expulsion, Police Report
Forgery EC 48900, 35291 PC 470-483.5 {k(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on responsibility), Loss of Privileges (e.g. parent / caregiver phone contact in lieu of student dependent communication), Informal Conference, Community Service, Restorative Practices (e.g. letter of apology) Detention, In School Suspension, Suspension	Detention, Formal Conference In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Gambling EC 48900 k {k(1)}	Minimum Maximum	May include: Reteach (e.g. write report on gambling), Loss of Privileges (e.g. increased supervision, restricted access to areas of campus, Informal Conference, Community Service In School Suspension, Suspension	Loss of Privileges, Community Service (e.g. help with school fund raiser), Formal Conference In School Suspension, Suspension

HIGH SCHOOL (9-12)

Action to Be Taken

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PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Gang Behavior /Attire EC 48900 k, 35183, 35294. BP 5132 {k(2)}	Minimum Maximum	May include: Reteach (e.g. problem solving lesson, support group), Referral to Counselor (academic support and cultural awareness), Loss of Privileges (e.g. restrict areas of campus), Informal Conference, Detention Community Agency Referral, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Loss of Privileges (e.g. increased supervision, limited free time area), Formal Conference with Parent / caregiver and Student, Conference with SRO Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report,
Harassment/Intimidation EC 48900.4 {r (1)} EC 48900 o {r (2)} EC 48900 q {r (3)}	Minimum Maximum	May include: Reteach (e.g. problem solving skills), Loss of Privileges, Informal/Formal Conference, Community Service (e.g. project to make students feel safe & respected), No Contact Contract, Detention In School Suspension, Suspension, Formal Reprimand, Expulsion	Informal/Formal Conference Formal Reprimand, In School Suspension, Suspension, Police Report Expulsion
Hate Crimes/Violence EC 48900 t, 48900.3 {p(1)} (Gr . 4-12)	Minimum Maximum	May include: Reteach (e.g. diversity training, write a report on group), Formal Conference, Comm. Service (e.g. project to make climate respectful) Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report	Formal Conference, Community Service Formal Reprimand, In School Suspension, Suspension, Expulsion, Police Report
Hazing EC 48900q, 32050, 32051 {r (3)}	Minimum Maximum	May include: Reteach (e.g. write report on dangers of hazing), Loss of Privileges, Informal Conference, No Contact Contract, Community Service In School Suspension, Suspension, Formal Reprimand, Expulsion	In School Suspension, Suspension Formal Reprimand, Expulsion
Par king Violations EC 48900 {k(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on parking lot norms), Loss of Parking Privileges, Informal Conference, Parking Citation *All driving violations are subject to West Sac Police Department citations	Formal Conference, Loss of Parking Privileges, Parking Citation In School Suspension, Suspension
Profanity/Obscene Acts Immoral Acts/Verbal Abuse EC 48900 i {i(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on respectful language), , Loss of Privileges (e.g. break/lunch restriction), Informal Conference, Community Service, Restorative Practices (e.g. letter of apology), Detention In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	Detention, Community Service (e.g. make BEST posters for respect) In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report
Sexual Battery EC 48900 n, 48915 c(4) {n(1)}	Mandatory	Suspension and Expulsion, Police Report,	Suspension and Expulsion Police Report
Sexual Assault EC 48915c(4) n(2)	Mandatory	Suspension and Expulsion, Police report,	Suspension and Expulsion Police Report
Sexual Harassment EC 48900.2 (Gr 4-12) EC 212.5 {q(1)} (Gr . 4-12)	Minimum Maximum	May include: Reteach (e.g. BEST lesson, write report), Loss of Privileges, Formal Conference, Community Service, No Contact Contract Detention, In School Suspension, Suspension, Formal Reprimand, Expulsion, Police Report	5 Day Suspension, Police Report Formal Reprimand, Expulsion, Police Report (BP & AR 4019.11 a-e & 5145.7)

HIGH SCHOOL (9-12)

Action to Be Taken

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PROBLEM	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE
Smoking/Tobacco Products EC 48900 h, EC 51260 BP 5131.6, 5144.1 {h(1)}	1 st Offense	May include: Detention, Police Citation	2 nd Offense - 2 Day Suspension, Police Citation, Smoking Cessation Class 3 rd Offense - 3 Day Suspension, Police Citation 4 th Offense - 5 Day Suspension, Police Citation, Formal Reprimand 5 th Offense - Expulsion, Police Citation
Terrorist Threats EC 48900.7 (a), 48900.7 (b) EC 48900.2, EC 48900.3, EC 48900.4 t(1)	Minimum Maximum	May include: Reteach (e.g. lesson on problem solving), Loss of Privileges, Formal Conference, Formal Reprimand, Referral to Counselor In School Suspension, Suspension, Police Report, Expulsion	In School Suspension, Suspension, Formal Reprimand, Police report, Expulsion
Theft/Possession of Stolen Property/Burglary EC 48900 g {g(1)} EC 48900 l {l(1)}	Minimum Maximum	May include: Reteach (e.g. BEST lesson on respecting others property), Loss of Privileges (e.g. increased supervision, restricted break/lunch area), Informal Conference, Community Service (e.g. replace item, voluntary work in lieu of payment), Restorative Practices (e.g. letter of apology), Detention In School Suspension, Suspension, Police Report, Formal Reprimand, Expulsion	Formal Conference, Community Service, Restorative Practices Formal Reprimand, In School Suspension, Suspension, Police Report, Expulsion
Weapons/Injurious Objects Replica Firearm EC 48900 b, 48915 a(2) {b(1)} EC 48915 c(1) {b(2)} EC 48915 c(2) {b(3)} EC 48915 c(5) {b(4)} EC 48900 m {m(1)}	Minimum Maximum	May include: Reteach (e.g. write report, problem solving skills), Loss of Privileges (e.g. backpack/pocket check daily), Formal Conference, Community Service, Detention In School Suspension, Suspension, Formal Reprimand, Police Report, Expulsion (Mandatory Expulsion for firearm, brandishing, explosives)	Detention, Formal Conference, Community Service In School Suspension, Suspension, Formal Reprimand, Police Report, Expulsion (Mandatory Expulsion for firearm, brandishing, explosives)