

# DUBLIN HIGH SCHOOL

## DISCIPLINE POLICY / STUDENT HANDBOOK

2014 - 2015



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## ATTENDANCE

Regular attendance is a key factor to the success a student achieves in school. State law mandates compulsory full-time education for all school age children, unless exempted by statutory provisions. *Please note that California public schools do not receive monies unless a student is in class. Even excused absences result in a loss of revenue. Daily attendance is expected in order for a student to succeed.* Please make every effort to arrange appointments outside of the school day. It is the parents' legal responsibility to ensure that their children attend school. Further, the state has authorized that penalties may be assessed against the parent(s) for failure to do so. School authorities may refer the parent(s) and student to the School Attendance Review Board (SARB) and, if necessary, to the District Attorney's office for disposition when directions from the School Attendance Review Board are not followed.

## ATTENDANCE REQUIREMENTS

The single greatest cause for class failure is poor attendance. If a student is to receive maximum value from his/her high school years, daily attendance is a necessity. *For attendance purposes, the student is responsible for having his/her parent or designee telephone the school or to bring in a note whenever (s)he is absent.* The Attendance Office is open from 7:00 a.m. to 4:00 p.m. A telephone call by the parent/designee (identified on emergency card) each day the student is absent means that no note is required and no admit slip is necessary. If the parent is unable to call during regular school hours, a message may be left on the school recorder, which operates twenty-four (24) hours a day by dialing 828-6413.

## EXCUSED ABSENCES

Excused absences relate to absences that are acceptable per Ed Code (48205). Excused absences from school:

- Illness. A signed medical excuse will be required if the student accumulates three (3) days of illness within the school month.
- Quarantine directed by a county or city health officer.
- Medical, dental, or optometrist appointment.
- Attending funeral services of a member of the pupil's immediate family. The absence may not exceed more than one (1) day if the services are conducted in California, not more than three (3) days if the services are conducted outside of California.
- Moral and religious instruction for no more than one (1) hour per week and no more than four (4) days per school month. Parental consent must be on file with the school principal and attendance office for each hour verified to the principal in accordance with Ed. Code 46014, Title 5, Sec. 420.
- Jury Duty.

## MAKE-UP WORK FROM ABSENCES

Students have time equal to the number of days of their absence to turn in homework and classwork missed as well as to schedule make up tests/quizzes. Please see your teachers ASAP upon your return to get missed work.

## TIME LINE

Absences must be cleared by a parent or designee **within two (2) days following the student's return to school** or students will be considered unexcused. **If the parent or designee cannot call, the student may bring a note (provided it**

**is received within the same forty-eight hour time period), signed by a parent or designee, excusing the absence.** Once 48 hours have passed after a student's return, the un-cleared absence WILL be recorded as a cut. A telephone call from a parent after the forty-eight (48) hour time limit will not excuse these absences.

### **TARDIES**

Students who are tardy to class interrupt the teacher's instructional plan and the learning process of all students in the class, and their tardiness affects their ability to achieve. Students are considered TARDY if they are not sitting in their seats ready for instruction when the bell rings. **Physical Education students are considered tardy if they are not in the locker room prior to the tardy bell.** Each DHS department has a departmental policy for handling the first three (3) tardies in any one class within their department.

**Tardies are computed per class, and are cumulative throughout the year:**

- Tardy 1-3: Handled by the classroom teacher. Parents are notified.
- Tardy 4: Students are assigned an after school detention and parents are notified.
- Tardy 5: in one class (or 10 overall) will result in a Saturday School and **loss of Good Standing status for 45 days.**
- Continued tardies will result in subsequent Saturday Schools, parent/administrator conference, attendance contract, possible SARB referral.

**Tardies to Period 5** – After lunch will be treated in a separate manner.

- Tardy 1: Student warned.
- Tardy 2: Student will lose “off

campus” privileges for 1 week.

- Tardy 3: Student will lose off campus privileges for 45 days and have parent conference.

### **CUTS**

Cuts are defined as “unexcused period absences, being more than 29 minutes late to class or failure to verify an absence within the two (2) day time period. After three (3) cuts the student is considered truant. Students who are truant will be referred to SARB and possible legal consequences. Students who are truant will also serve detention, Saturday school & loss of good standing status. Students truant during the week of an extra-curricular activity (dance, game, etc.) may lose the privilege to attend that activity.

### **LEAVING SCHOOL GROUNDS**

If it is necessary for a student, including student assistants, to leave the school grounds during school hours for any reason, **(s)he must obtain an off grounds pass from the attendance office PRIOR to leaving.** Failure to do this will result in a **CUT** for those classes missed and a detention.

### **DETENTION**

Detention will take place after school. Detention will last 40 minutes. Students must arrive on time. Students are expected to work the whole time. No sleeping, eating or electronic devices are permitted. Work detail may also be assigned.

### **SATURDAY SCHOOL**

Saturday School will take place on Saturdays from 8:00 am- 12:00 pm. The time will be used as a study hall. Students must show up on time and will not be allowed to sleep, eat (except for

break time), or use electronic devices. Failure to show up for Saturday School will result in parent conference, loss of off campus privileges for 45 days and possible suspension.

### **PURPOSE OF DISCIPLINE**

It is essential to maintain a safe environment that is conducive to learning. The Dublin Unified School District and Dublin High School consider it important to provide for the fair and consistent treatment of all students. These procedures will be followed consistently and do not violate any individual rights guaranteed to students, including the right of due process. If there are questions about these procedures and processes please contact the Dublin High School Administration. Additional information about these procedures are covered in the State Education Code and the policies of the Dublin Unified School District. These will be made available upon request.

### **STUDENT COMPLAINT PROCEDURE**

Students should **at all times** follow the direction and/or instructions given by staff. If a student disagrees with the directive of a staff member (s), he/she should follow the directive and then request to speak with the staff member when it does not infringe upon the class time and instruction of others.

**It is never OK to walk out of class. Students who walk out of class without teacher permission will be assigned a Saturday School.** If the student does not feel that the issue has been resolved with the staff member an appointment can be made with the counselor or administrator. Every effort should be made to resolve the concern at the earliest possible time. Students who

have concerns about particular classes and/or teachers are encouraged to articulate their concerns with the teacher first. If the outcome is unsatisfactory, the student may request a meeting with the teacher and his/her parents. Parents are asked to contact the teacher directly before involving administration or counselor. If further resolution is needed, parents may call their student's counselor or Assistant Principal to set up a meeting.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Unacceptable school behavior is defined as any behavior that disrupts teaching and learning. All students are expected to follow the school and classroom rules and procedures of their teachers. Interpretations of the discipline guidelines by school administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion.

### **MANDATORY DETENTION**

Teachers may assign a detention for students not completing class assignments.

### **SUSPENSION**

**SUSPENSION** is the temporary removal of a pupil from school by an administrator/designee, as provided in Ed. Code 48900-48915. A suspension from school means a loss of valuable instructional time. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, until the suspension has been served and a conference with the parent and an administrator has been held. Students may not be on any campus in the school district or attend

any school-sponsored activity during the entire length of the suspension.

### **MAKE-UP WORK FROM SUSPENSIONS**

When a student is absent from school, he/she must make up all missed work. During a suspension, a student may turn in homework. A student absent due to suspension must complete and turn in work. Full credit shall be earned for work turned in. It is the individual responsibility of any suspended student to remain informed of class assignments and due dates. Make-up of tests and/or quizzes missed during the period of suspension shall be arranged by individual teacher(s). Students have 24 hours upon the return to school to turn in homework and classwork and to schedule a time to take tests/quizzes missed.

### **EXPULSION**

EXPULSION means that a student is no longer able to attend any district school. This determination must be approved by the Board of Education. Expulsion results when the continued presence of the student on campus is considered to be dangerous to the physical safety of others or other means of correction are not feasible or have repeatedly failed to bring about proper conduct. In addition, expulsion may also result when a student has accumulated twenty (20) days of suspension in any school year.

### **SENIOR PRIVILEGES/ATTENDANCE**

Students must be eligible for graduation and in good standing in order to participate in any senior activity, including but not limited to, the Senior Picnic and Senior Breakfast. **Dublin High School does not condone "Senior Cut Day". Seniors who cut school or have excessive absences**

**may jeopardize their attendance at senior activities. The absence of more than 10% of the senior class on any single day may result in loss of senior activities for the class.** This may include Senior Picnic.

### **GRADUATION CEREMONY**

Participation in the graduation ceremony at Dublin High School is a privilege. In order to earn this privilege, seniors must have met academic, behavioral and financial responsibilities prior to the ceremony. Seniors who have not met the graduation requirements, have outstanding financial obligations, or other pending disciplinary actions may not be able to participate in the graduation ceremony.

### **CLOSED CAMPUS POLICY**

DHS is a closed campus. Students are to remain on campus during school hours (8:00 - 3:09), with the exception of sophomores, juniors and seniors who may leave during lunch. Effective the 2014-2015 school year, freshmen will remain on campus during lunch.

### **AFTER SCHOOL HOURS**

Students not participating in extra-curricular activities must leave campus **20 minutes after school is dismissed, depending on release time** as campus may be unsupervised.

### **STUDENT VISITORS**

Students from other schools are not allowed to visit Dublin High during school hours. This includes lunch.

### **STUDENTS IN GOOD STANDING**

Students are considered to be in "Good Standing" at DHS if they exhibit positive behavior, attendance and academic performance. Any of the following may

cause a student to fall out of “Good Standing”: less than 2.0 GPA, one or more Fs, discipline issues (including violation of dress code or electronic device policy), excessive absenteeism, excessive tardies and trancies. School privileges are defined as activities that are school sponsored: assemblies, dances, exchanges, field trips, practices, rallies, rehearsals, sports and try-outs. Students out of “Good Standing” will be excluded from school privileges for 45 days. Students exhibiting improvement may, at the discretion of the Assistant Principal, be allowed to participate in school activities.

### **SKATEBOARDS, SCOOTERS AND ROLLER SKATES/BLADES**

Use of skateboards, scooters and roller skates/blades, or roller skate shoes will not be allowed on any part of the campus. Gasoline-powered scooters or skateboards are not allowed on campus.

### **BICYCLES**

Bicycles are to be locked in the bicycle racks provided by the school. Bicycles are **not** to be ridden on any part of the campus, **this includes outer walkways and parking lots** between the hours of 7:00 a.m. and 4:00 p.m. If it becomes necessary to move a bicycle on any part of the campus, it must be walked to its destination.

### **STUDENT ATTIRE**

The appearance of any young person is primarily the responsibility of that individual and his/her parent(s) or guardian(s). **It is expected that each student maintain an appearance that is not distracting to other students or teachers or is not detrimental to the educational process of the school.** Any apparel, jewelry, grooming or

accessory, even if not specifically mentioned below, which creates a safety or health concern or threatens to cause a disruption to the educational process is prohibited.

- Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others.
- Dresses, skirts and shorts **MUST BE MID THIGH OR LONGER, regardless of leggings and nylons.**
- Shoes must be worn at all times. **No slippers are allowed.**
- No pajamas or pajama pants (excluding Sr. pajama pants) may be worn to school.
- Clothing, grooming, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, grooming, accessories, and jewelry that degrade any cultural, religious, or ethnic values or which advocate racial, ethnic or religious prejudice or discrimination, or which promote sex, the use of tobacco, drugs or alcohol or any unlawful act, are prohibited.
- Hats, caps and other head coverings shall **NOT** be worn in classrooms, except for valid medical reasons, authorized in writing by physician, or for religious reasons, authorized in writing by the parent.
- Dark glasses may not be worn indoors, except for valid medical reasons, authorized in writing by physician.

- Blankets may not be worn or wrapped around students. During inclement weather coats, jackets, sweatshirts and or sweaters should be worn.
- Clothes, apparel or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to see-through or fishnet fabrics, bare midriffs, tube tops, low-cut tops, or tattered or torn clothing are prohibited. Tank tops straps must be 2 inches.
- Pants must be worn at the waist.
- Any clothing, apparel or attire which could be used as a weapon are subject to administrative discretion.
- Gang-related apparel is prohibited, including but not limited to, bandanas, or other symbols, emblems or insignia.
- Pupils shall not display any materials which so incite others to create a danger or the commission of unlawful acts on school grounds, disrupt the school process or violate district or school site policies or rules.
- During the swim unit in P.E., students are to wear **one-piece** swimsuits

Exceptions may be made by the principal particularly for special days, events, or activities. Any violation of the school dress code(s) will be considered a violation of Education Code section 48900 (k)-disruption of school activities and/or willful defiance of valid school personnel authority. Consequences may include detention, suspension or recommendation for expulsion. **Final determination of what constitutes**

**appropriate dress will be made by school administration.**

### **ELECTRONIC DEVICES**

Electronic Devices are not to be seen, heard or used during class time unless directed by teacher for instruction.

- Electronic devices include, but are not limited to, music players, phones, text messaging, picture messaging, pagers, walkie-talkie, direct connect, games, or any infrared transmissions. Due to privacy laws regarding minors, cell phones are not to be used to photograph, videotape, or record students at school or school activities without the prior consent of parents/guardians and approval of school staff.
- The use of communication devices to threaten, harass, ridicule, or other forms of cyberbullying, are prohibited and may result in suspension or expulsion.
- Taping with cell phones while on campus is a violation of privacy. The use of cell phones to record/ video tape activities or other students on campus may result in suspension and/or expulsion.
- Electronic devices must be turned over in entirety if confiscated. All electronic devices must be on mute in the library. School authorities are allowed to collect all electronic devices during class.
- School authorities may search students, personal belongings in their possession (including cell phones) if they have a reasonable suspicion that the students have violated a school rule, Board of Education policies or the law and/or have evidence of the violation of a school rule, Board of

Education policy or the law.

- **Students must be aware that Dublin High School is not responsible for any lost or stolen items.**

### **FIELD TRIPS**

Educational field trips are a positive part of the learning process. To facilitate the process of arranging a field trip, the following guidelines should be followed:

- Field trip permission forms must be completed in full (including emergency release information) and on file in the Attendance Office at least twenty-four (24) hours prior to the field trip.
- The student is responsible for obtaining signatures from all teachers as well as parent(s) or guardian(s) and returning the form to the sponsoring teacher in time to meet the twenty-four (24) hour requirement.
- For field trips that do not require missing school, one permission form for students participating in co-curricular/extra-curricular and/or sports activities may be signed by parents for all travel activities for the duration of that activity.
- Tests and homework must be turned in **prior** to the field trip date, or with teacher permission immediately upon return to school.

### **BEHAVIOR AT RALLIES, ASSEMBLIES, ATHLETIC EVENTS**

These events are designed to build school pride and promote unity among students. Students are expected to sit in their designated area (unless part of a skit or class competition), refrain from bad sportsmanship like behavior the participants, or cause a disruption by

engaging in unsafe activities. Students are not to throw objects at the participants. Students who are observed engaging in the previously mentioned behaviors will be removed from the assembly/rally/athletic event and may be suspended from school. Any student removed from the event may not be permitted to attend other events held during the school year.

### **DANCES**

Dances are held for DHS students. Guests may attend Homecoming, Junior Prom or Senior Ball only. A guest pass is required of any person who does not attend Dublin High School and must have administrative approval. All school rules and policies (including dress code) are in effect and students may not engage in unsafe activities or inappropriate dancing.

### **BREATHALYZERS**

Students will be breathalyzed before all dances.

### **SCHOOL I.D.**

ALL students must have a photo taken for ID purposes. **Students must have their student ID on them at all times.** Students who are not in possession of their ID will be assigned consequences. Students using another student's ID card will be assigned consequences. Lost/stolen IDs must be replaced at the expense of the student.

### **HEALTH NEEDS**

The Health Clerk has an area in the office for students who are feeling ill. Students must advise their teacher prior to checking in at the health office. Students who require more than 15 minutes in the health office will be mandated to go home. State law prohibits students from



possessing drugs, including prescription and non-prescription medications, on school campus. Forms and information are available if it is necessary for a student who is required/who needs to take medication at school.

### **PARKING/PARKING LOTS**

A Dublin High School Parking permit is required to park in the lots during school hours. If a parking permit is lost, another one must be purchased at full price. Drivers are expected to follow all state laws and school rules to retain the privilege of using the parking lots. If issued, a Dublin High School Parking Permit grants a student the PRIVILEGE of parking in the student sections of the parking lots. **Parking permits MUST be hung from rear view mirror or in plain sight on front dashboard.** If the student is in violation of any of the Dublin High School parking regulations, he/she will be assigned a detention or Saturday school. The vehicle may receive a **strong adhesive** warning sticker on window, a parking ticket and/or may be towed without prior notice or warning. Please be advised that if a student's vehicle is towed, he/she is responsible for any and all charges.

The parking lots are **OFF LIMITS** to students during class time, passing periods and break time. Students are NOT to return to their vehicles during the school day without a pass issued by an administrator or campus supervisor. Once the vehicle is parked, it is off limits until the bell rings signifying lunch or the end of the school day. Students may not loiter in the parking lot and should only be in the parking lot while coming to or departing from school. **Students may NOT eat lunch in their cars.** Students may not remain in the parking lot during

unassigned periods and may not use their cars as lockers.

School authorities may search students, personal belongings in their possession and their vehicle if they have a reasonable suspicion that the students have violated a school rule, Board of Education policies or the law and/or have evidence of the violation of a school rule, Board of Education policies or the law.

### **SCHOOL RESOURCE OFFICERS AND CAMPUS SUPERVISORS**

Dublin Police Officers serve as School Resource Officers at Dublin High School. The SROs assist DHS students and staff with daily operations of the district and act under the authority of the district and DPD. The responsibilities of the SROs include ensuring a safe and peaceful environment, investigation of campus-related crimes/incidents and advising parents, students and staff on legal matters. The SROs may conduct random searches of school facilities (classrooms, lockers, vehicles, other common areas) for illegal substances or weapons, etc. The SROs may interview students about incidents on campus during school hours or at school events. If necessary, SROs may take students into police custody.

Campus Supervisors serve as liaisons between staff and students. They also ensure the safety of our students and help maintain a peaceful learning environment. Students are expected to obey the Campus Supervisors as they would any authority figure on campus.

### **SEARCHES AND DRUG CANINES**

Dublin High School is committed to keeping our students safe and our school drug-free. Whenever a school official determines there is "reasonable

suspicion” that a student has committed a crime, or carrying evidence of a crime, a search may be conducted, which may include a student’s backpack, cell phone, and car. With this goal and the health and welfare of our students in mind, drug detection dogs may be employed at any time to patrol halls, classrooms, lockers and parking lots on school grounds. P.E. lockers are school property and may be searched at any time.

### **FINES**

All fines must be cleared in order for students to participate in school activities and special events. Dance tickets, yearbooks, graduation tickets and diplomas will not be distributed to students who have fines.

## DISCIPLINE MATRIX

**\*STUDENT MAY BE RECOMMENDED FOR EXPULSION ON FIRST OFFENSE.**

VIOLATION	FIRST CONSEQUENCE	SECOND CONSEQUENCE	THIRD CONSEQUENCE
*Caused, attempted to cause, or threatened to cause physical injury to another person. (Ed code(s) 48900.4, 48915)	Parent contact 5 day suspension Police contact Loss of Good Standing status for 45 days	Parent contact 5 day suspension Expulsion recommendation Police contact Loss of Good Standing status for 90 days	
*Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object or replica (look-alikes). (Ed code 48915)	Parent contact 5 day suspension Mandatory expulsion recommendation Police contact Loss of Good Standing status for 45 days		
*Possessed, used, sold, or otherwise furnished drugs, alcohol or under the influence of any controlled substance. Possessed, sold or negotiated to sell drug paraphernalia. (Ed code 48901)	Parent contact 5 day suspension Drug Diversion Program recommended Police contact Expulsion recommendation Loss of Good Standing status for 45 days	Parent contact 5 day suspension Police contact Expulsion recommendation Loss of Good Standing status for remainder of the year	
Caused or attempted to cause vandalism/damage to school or private property.  Stole or attempted to steal school or private property. Knowingly received stolen school or private property.	Parent contact 1-5 days suspension Possible expulsion recommendation Police contact Restitution Loss of Good Standing status for 45 days	Parent contact 2-5 days suspension Expulsion recommended Police contact Restitution Loss of Good Standing status for up to a semester	
Bullying/ Harassment (Any unwanted verbal or physical attention; this includes cyberbullying)	Parent contact Possible suspension Possible police contact Possible mediation	Parent contact Police contact Suspension Loss of Good Standing status	
Inappropriate computer use, including computer lab, department lab or language lab.	Parent contact Possible 1-5 days suspension Loss of computer privileges for at least 30 days Restitution	Parent/Administrator conference 2-5 days suspension Loss of computer privileges for at least 90 days Restitution	Parent/Administrator conference 3-5 days suspension Loss of computer privileges for at least 180 days Restitution
Use of profanity/obscene act or vulgarity toward students, staff, or opponents/referees.	Parent contact Possible 1-5 days suspension Possible parent/student conference	Parent/Administrator/Student conference 1-5 day suspension Loss of Good Standing status for 45 days	Parent/Administrator/Student conference 1-5 day suspension Loss of Good Standing status for 90 days
Cutting class	Parent Notification with the auto dialer Student notified by teacher Detention	Parent Notification with the auto dialer Student notified by teacher Possible parent/teacher conference Detention	Parent Notification with the auto dialer Assistant Principal notification Saturday School Possible SARB referral Possible drop from class with a 'WF' Loss of good standing for 45 days

<b>VIOLATION</b>	<b>FIRST CONSEQUENCE</b>	<b>SECOND CONSEQUENCE</b>	<b>THIRD CONSEQUENCE</b>
Defiance of school personnel	Parent contact Class suspension Possible 1-3 days school suspension	Parent contact 1-3 days suspension Loss of Good Standing status for 45 days	Parent contact 1-5 days suspension Loss of Good Standing for 90 days
Possessed or used tobacco on school grounds (including sidewalks adjacent to school) and/or at school activities.	Parent contact Saturday School Possible Cessation Program Referral	Parent contact Suspension Loss of Good Standing status for 45 days	Parent contact Suspension Loss of Good Standing status for 90 days
Disrupted school activities or defiance of school personnel.	Parent contact 1-5 days suspension Loss of Good Standing status for up to 30 days	Parent contact 2-5 days suspension Possible police contact Loss of Good Standing status for 45 days	Parent contact 3-5 days suspension Possible police contact Loss of Good Standing status for 90 days
Inappropriate Dress (See handbook page 8.)	Parent contact Change of clothes required	Detention Change of clothes required Mandatory conference with parent/student/counselor/administrator	Possible 1-5 days suspension Loss of Good Standing status for 45 days
Cheating, including giving or receiving answers, and plagiarism	Zero credit on assignment or test Parent contact 1 period suspension	Zero credit on assignment or test Teacher/Parent/Counselor/Admin. conference Possible suspension from class and/or school Loss of Good Standing status for 45 days	Teacher/Parent/Counselor/Admin. Conference Possible 1-3 days suspension Removal from class with grade of "F" Loss of Good Standing status for 90 days
Throwing food or water	Possible parent contact Student/administrator conference Work Detail	Parent contact 1-3 days suspension Cafeteria/campus clean-up Loss of Good Standing status for 45 days	Parent contact 3-5 days suspension Campus clean-up Loss of Good Standing status for 90 days
Tardiness	First through Fourth Incidents: Department policy (See eligibility notation on page 5.)	Fifth Incident: After school detention (Failure to serve results in Saturday School) Student may be placed on contract Parent Contact Possible work detail	On Tenth Incident: Saturday School Parent contact; Community service Loss of Good Standing status for 90 days Work detail SARB Referral
Truancy (Cuts)	Detention Parent Contact Possible Loss of Good Standing status	Third Incident: Saturday School Parent Contact Loss of Good Standing status for 45 days Possible SARB referral	Fourth Incident: Student may be dropped from a class with a WF
Removal from classroom by administrator due to misbehavior	Parent contact 1-5 days suspension Possible Loss of Good Standing status for 45 days	Parent Contact 2-5 days suspension Possible Loss of Good Standing status for 90 days	Parent Contact 3-5 day suspension Possible class reassignment Possible Loss of Good Standing status for the remainder of the year
Pagers, cellular phones, Ipods, walkmans, electronic devices, laser pointers: During class or passing periods	Confiscate item in its entirety – Returned to student with signed contract	Parent conference Detention Confiscate item - returned to parent	Parent Contact Work Detail/Saturday School Loss of Good Standing status for 45 days. Further offense may result in suspension from school
Non-attendance of Saturday School/ Removal from Saturday School	Parent Contact Suspension Loss of Good Standing for 45 days	Suspension Loss of good standing status	Suspension

## Dublin Unified School District Secondary Progressive Discipline Chart Uniform Disciplinary Chart

The Administration reserves the right to determine consequences based on the seriousness of a particular infraction and/or previous discipline record of the student who commits the offense.

<i>In addition to any school action, suspected criminal activity will be reported to the police and appropriate legal consequences may result. EC 35291, BP 5131</i> <b>Mandatory Expellable Offenses EC 48915 (c) (Parent/Guardian notification in all cases of violations)</b>	
Violation	Consequences
<b>(1) Firearm:</b> Possessed, sold, or otherwise furnished a firearm	All violations of Education Code 48915 (c) are mandatory expellable offenses. Students who commit these offenses will be automatically suspended and recommended for expulsion by the Administration. Police notification will take place in all instances.
<b>(2) Brandishing a Knife at Another Person:</b> As defined in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3-1/2 inches; a folding knife with a blade that locks into place; or a razor with an unguarded blade.	
<b>(3) Unlawfully Selling a Controlled Substance</b>	
<b>(4) Committing or Attempting to Commit Sexual Assault or Committing Sexual Battery</b>	
<b>(5) Possession of an Explosive</b>	

<b>Quasi Mandatory Expulsion EC 48915 (a) (Parent/Guardian notification in all cases of violations)</b>	
Violation	Consequences
<b>(1) Serious Injury:</b> Caused serious physical injury to another person, except in self defense.	All violations of Education Code 48915 (a) may result in a recommendation for expulsion. The Administration will determine if a recommendation for expulsion is necessary based upon the following criteria: A: Seriousness of offense B: Circumstances of situation C: Student's prior discipline records D: Any other extenuating circumstances Along with a possible recommendation for expulsion, students violating EC 48915A may be disciplined with suspension, Police Citation, Involuntary Transfer, Community Service, Counseling, and/or Mandatory Attendance to Classes/Interventions.
<b>(2) Knife/Dangerous Object:</b> Possessed a knife or other dangerous object of no reasonable use to the pupil.	
<b>(3) Controlled Substance:</b> Unlawfully possessed any controlled substance listed in Health and Safety Code Section 11053, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.	
<b>(4) Robbery/Extortion:</b> Committed robbery or extortion	
<b>(5) Assault/Battery on School Employee:</b> Committed an assault or battery, as defined in PC 240, 242, upon any school employee.	

<b>Discretionary Expulsion EC 48900 (Parent/Guardian notification in all cases of violations)</b>	
Violation	Corrective Measures
<b>(a)(1) Physical Injury:</b> Caused, attempted, or threatened to cause physical injury.	Violations of any infractions on this chart are suspendable acts as defined by California Education Code 48900. DUSD Administration will determine punishment based upon the following criteria: A: Seriousness of Offense B: Circumstances of Situation C: Student's Prior Discipline Records D: Any Other Extenuating Circumstances DUSD administrators may use one or more of the following to correct inappropriate behavior (items are not listed in any particular order). 1: Warning 2: Behavior Contract 3: Lunch Detention 4: Afterschool Detention 5: Parent Conference 6: Class Suspension 7: Counseling 8: Referred to SST or Other Additional Services 9: Wednesday School
<b>(a)(2) Willful Violence/Fighting and/or Battery:</b> Willfully used force or violence on another person, except in self defense.	
<b>b: Dangerous Object:</b> Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.	
<b>c: Drugs or Alcohol:</b> Possessed, used, sold, furnished, or has been under the influence of any controlled substance, alcohol or intoxicant.	
<b>d: Look-Alike Substance:</b> Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance.	
<b>e: Robbery/Extortion:</b> Attempted or committed robbery or extortion.	
<b>f: Property Damage/Vandalism:</b> Attempted or caused damage to school or private property.	
<b>g: Theft:</b> Attempted or stole school or private property.	
<b>h: Tobacco:</b> Possessed, or used a tobacco product.	
<b>i: Obscenity/Profanity/Vulgarity:</b> Committed an obscene act or engaged in habitual profanity or vulgarity.	
<b>j: Drug Paraphernalia:</b> Possessed, offered, arranged, or negotiated to sell drug paraphernalia.	
<b>k: Disruption/Defiance:</b> Disrupted school activities or defied school personnel.	
<b>l: Receipt of Stolen Property:</b> Knowingly received stolen school or private property.	
<b>m: Imitation Firearm:</b> Possessed an imitation firearm.	
<b>n: Sexual Assault/Battery:</b> Attempted or committed sexual assault or committed a sexual battery.	
<b>o: Witness Harassment or Intimidation:</b> Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.	
<b>p: Prescription Drug Soma:</b> Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.	
<b>q: Hazing:</b> Engaged in or attempted to engage in hazing.	

<b>r: Bullying/Electronic:</b> Engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic device.	10: In House Suspension 11: Suspension
<b>.2: Sexual Harassment:</b> Committed sexual harassment.	12: Community Service
<b>.3: Hate Violence:</b> Attempted, threatened, caused, or participated in hate violence.	13: Police/Probation Notification
<b>.4: Harassment, Threats, or Intimidation:</b> Created an intimidating or hostile educational environment.	14: Recommendation for Expulsion
<b>.7: Terroristic Threats:</b> Made terroristic threats against school officials or property.	15: Involuntary Transfer
A pupil may be suspended or expelled for any of the acts listed above related to school activity or attendance that occur at any time, including but not limited to any of the following: 1. While on school grounds. 2. While going to or coming from school. 3. During the lunch period whether on or off campus. 4. During or while going to or coming from a school sponsored activity.	16: Restitution 17: Loss of Privileges (dances, extracurricular activities, etc.) 18: Referred to SARB Truancy Process 19. Revocation of Inter District Transfer 20. Confiscation of Article(s)