

ARCADIA UNIFIED SCHOOL DISTRICT HIGH SCHOOL - DISCIPLINE GUIDELINES

The following discipline guidelines will be used at the discretion of the school administration when decisions are made regarding individual incidents. These guidelines pertain to incidents which occur at school, going to or from school, during lunch period, and during or while going to or coming from a school-sponsored activity. Site administration should contact the District Student Services Coordinator for any discipline incident involving Education Codes 48900(b), 48900(c), & 48900(d).

Education Code	Example of Behaviors	1 st Offense Interventions/ Consequences	2 nd Offense Interventions/ Consequences	3rd/On-Going/Additional Interventions/ Consequences
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person. 48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense.	<ul style="list-style-type: none"> Threatened to injure another Attempted to injure another Caused serious injury to another Involved in a fight Endangered the physical safety of another 	A,B,C,D,E,F,G,M,N, O,P,Q,R,S,T,U,V,W, AA,BB	A,B,C,D,E,F,G,M,N, O,P,R,S,T,U,V,W,X, Y,AA,BB,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,V,W,X,Y AA,BB,DD
48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.	<ul style="list-style-type: none"> Possessed a dangerous object/knife Furnished/sold dangerous object/knife Brandished a knife Possessed a gun Brandished a gun Possessed or used a tear gas weapon such as pepper spray Willfully used pepper spray upon another person 	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X, AA,BB	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y, AA,BB,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y, AA,BB,DD
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.	<ul style="list-style-type: none"> Possessed an alcoholic beverage Possessed a controlled substance Possessed controlled substance with intent to sell Used or been under the influence of an alcoholic beverage Used or been under the influence of marijuana or other controlled substance Sold/furnished an alcoholic beverage Sold/furnished marijuana/other controlled substance Unlawfully offered, arranged, or negotiated to purchase a controlled substance 	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,Y,Z, AA,BB	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD
48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to another person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	<ul style="list-style-type: none"> Offered to furnish/sell a controlled/illegal substance, but instead provided an imitation/look-alike 	A,B,C,D,E,F,G,M,N, O,P,R,S,T,U,W,Y,Z, AA,BB	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD
48900(e) Committed or attempted to commit robbery or extortion.	<ul style="list-style-type: none"> Robbery Extortion 	A,B,C,D,E,F,G,K,M, N,O,P,S,T,U,V,W, AA,BB,CC	A,B,C,D,E,F,G,M,N, O,P,S,T,U,V,W,X, AA,BB,CC,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,V,W,X, AA,BB,CC,DD
48900(f) Caused or attempted to cause damage to school property or private property.	<ul style="list-style-type: none"> Attempted/Damaged school property Attempted/Damaged private property 	A,B,C,D,E,F,G,K,M, N,O,P,R,T,U,V,W,CC	A,B,C,D,E,F,G,M,N, O,P,S,T,U,V,W,X, AA,BB,CC,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,V,W,X, AA,BB,CC,DD

Interventions and Consequences:

- A. Teacher initiated removal from class
- B. Parent contact by phone
- C. Parent contact by email
- D. Parent notified by mail
- E. Parent conference
- F. Weekly behavior report
- G. Weekly progress report/Friday card
- H. After school/lunch detention

- I. Class suspension
- J. In school suspension
- K. Work detail/service project
- L. Saturday school assigned
- M. Forfeit activities/loss of privileges
- N. Witness/participant statements
- O. Conflict resolution
- P. Referral to peer mentor group

- Q. Suspend 1-3 days
- R. Suspend 3-5 days
- S. Suspend for 5 days
- T. Referral to special activities/classes/group
- U. Behavior contract required
- V. No Contact Contract
- W. Report to Law Enforcement
- X. Scheduled monitoring by administration

- Y. Referrals to counseling agencies
- Z. Notification of substance abuse programs
- AA. Extend suspension/recommend expulsion
- BB. Involuntary transfer
- CC. Restitution
- DD. Review documentation of previous interventions/consequences
- EE. Referral to SART (school attendance review team)
- FF. Referral to SARB (school attendance review board)

(7.15a)

ARCADIA UNIFIED SCHOOL DISTRICT HIGH SCHOOL - DISCIPLINE GUIDELINES

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48900(g) Stole or attempted to steal school property or private property.	<ul style="list-style-type: none"> • <i>Attempted to steal school or private property</i> • <i>Stole school property</i> • <i>Stole private property</i> 	A,B,C,D,E,F,G,K,M, N,O,P,Q,R,T,U,V,W, CC	A,B,C,D,E,F,G,M,N, O,P,R,S,T,U,V,W,X, AA,BB,CC,DD	A,B,C,D,E,F,G,M,N, O,P,R,S,T,U,V,W,X, AA,BB,CC,DD
48900(h) Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.	<ul style="list-style-type: none"> • <i>Possessed cigarettes/tobacco product/lighter</i> • <i>Used cigarettes/tobacco product/lighter</i> • <i>Possession of electronic cigarette/vape</i> 	A,B,C,D,E,F,G,H,K,N, P,Q,T,Y	A,B,C,D,E,F,G,H,K,N, P,Q,R,T,U,X,Y,DD	A,B,C,D,E,F,G,M,N, P,Q,R,T,U,X,Y, DD
48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.	<ul style="list-style-type: none"> • <i>Swearing/cursing at staff or other students</i> • <i>Engaged in an obscene act</i> • <i>Spitting at another person.</i> • <i>Engaged in electronic transmission of pornography</i> 	A,B,C,D,E,F,G,H,K, N,O,P,Q,R,T,U	A,B,C,D,E,F,G,K,M, N,O,P,R,T,U,X,DD	A,B,C,D,E,F,G,K,M, N,O,P,S,T,U,X,DD
48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.	<ul style="list-style-type: none"> • <i>Possessed drug paraphernalia</i> • <i>Sold drug paraphernalia</i> 	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,Y,Z, AA,BB	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD	A,B,C,D,E,F,G,M,N, O,P,S,T,U,W,X,Y,Z, AA,BB,DD
48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.	<ul style="list-style-type: none"> • <i>Disruptive behavior in class/campus</i> • <i>Overtly defiant behavior toward school rules and/or staff member</i> • <i>Passively defiant behavior toward school rules and/or staff member</i> • <i>Forged or altered school documents</i> • <i>Off campus without permission</i> • <i>Pulled/tampered with fire alarm</i> • <i>Possessed matches/lighter</i> • <i>Trespassing on school grounds</i> 	A,B,C,D,E,F,G,H,I,J, K,M,N,O,P,Q,R,T,U	A,B,C,D,E,F,G,H,I,J, K,M,N,O,P,Q,R,S,T, U,X,DD	A,B,C,D,E,F,G,K,M, N,O,P,Q,R,S,T,U, W,X,BB,DD
48900(l) Knowingly received stolen school property or private property.	<ul style="list-style-type: none"> • <i>Possessed stolen property</i> 	A,B,C,D,E,F,G,K, N,O,P,R,U,W,CC	A,B,C,D,E,F,G,M, N,O,P,S,T,U,W,X, AA,BB,CC,DD	A,B,C,D,E,F,G,M, N,O,P,S,T,U,W,X, AA,BB,CC,DD
48900(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	<ul style="list-style-type: none"> • <i>Possessed a look-a-like gun</i> • <i>Brandished a look-a-like gun</i> 	A,B,C,D,E,F,G,M, N,S,T,U,W, AA,BB	A,B,C,D,E,F,G,M, N,S,T,U,W,X, AA,BB,DD	A,B,C,D,E,F,G,M, N,S,T,U,W,X, AA,BB,DD
48900(n) Committed or attempted to commit a sexual assault or a sexual battery.	<ul style="list-style-type: none"> • <i>Threatened to sexually abuse another person</i> • <i>Sexually abused another person</i> 	A,B,C,D,E,F,G,M, N,S,T,U,V,W, AA,BB	A,B,C,D,E,F,G,M, N,S,T,U,V,W,X, AA,BB,DD	A,B,C,D,E,F,G,M, N,S,T,U,V,W,X, AA,BB,DD

Interventions and Consequences:

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|---|--|---|---|
| A. Teacher initiated removal from class | I. Class suspension | Q. Suspend 1-3 days | Y. Referrals to counseling agencies |
| B. Parent contact by phone | J. In school suspension | R. Suspend 3-5 days | Z. Notification of substance abuse programs |
| C. Parent contact by email | K. Work detail/service project | S. Suspend for 5 days | AA. Extend suspension/recommend expulsion |
| D. Parent notified by mail | L. Saturday school assigned | T. Referral to special activities/classes/group | BB. Involuntary transfer |
| E. Parent conference | M. Forfeit activities/loss of privileges | U. Behavior contract required | CC. Restitution |
| F. Weekly behavior report | N. Witness/participant statements | V. No Contact Contract | DD. Review documentation of previous interventions/consequences |
| G. Weekly progress report/Friday card | O. Conflict resolution | W. Report to Law Enforcement | EE. Referral to SART (school attendance review team) |
| H. After school/lunch detention | P. Referral to peer mentor group | X. Scheduled monitoring by administration | FF. Referral to SARB (school attendance review board) |

(7.15a)

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

Education Code	Example of Behaviors	1 st Offense Interventions/ Consequences	2 nd Offense Interventions/ Consequences	3rd/On-Going/Additional Interventions/ Consequences
48900(o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.	<ul style="list-style-type: none"> Harassed, threatened or intimidated a student for the purpose of preventing them from being a witness 	A,B,C,D,E,F,G,N,O,P,R,T,U,V	A,B,C,D,E,F,G,N,O,P,S,T,U,V,X,AA,BB,DD	A,B,C,D,E,F,G,N,O,P,S,T,U,V,X,AA,BB,DD
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	<ul style="list-style-type: none"> Possessed the prescription drug Soma Used or been under the influence of prescription drug Soma Sold or furnished the prescription drug Soma Sold or furnished a material represented as the prescription drug Soma 	A,B,C,D,E,F,G,M,N,P,R,S,T,U,W,Y,Z,AA,BB	A,B,C,D,E,F,G,N,P,S,T,U,V,W,X,Y,Z,AA,BB,DD	A,B,C,D,E,F,G,N,P,S,T,U,V,W,X,Y,Z,AA,BB,DD
48900(q) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.	<ul style="list-style-type: none"> Attempted to engage in hazing Engaged in hazing 	A,B,C,D,E,F,G,K,M,N,O,P,R,T,U,V,W	A,B,C,D,E,F,G,M,N,O,P,R,S,T,U,V,W,X,AA,BB,DD	A,B,C,D,E,F,G,M,N,O,P,S,T,U,V,W,X,AA,BB,DD
48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.	<ul style="list-style-type: none"> Committed/engaged in an act of unprovoked aggression, often directed repeatedly toward another individual or group of individuals Committed/engaged in bullying by means of an electronic 	A,B,C,D,E,F,G,H,N,O,P,Q,R,T,U,V,W	A,B,C,D,E,F,G,M,N,O,P,R,S,T,U,V,W,X,AA,BB,DD	A,B,C,D,E,F,G,M,N,O,P,S,T,U,V,W,X,AA,BB,DD
48900(t) Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person. A pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).	<ul style="list-style-type: none"> Aids, abets, or encourages the infliction of physical injury to another person 	A,B,C,D,E,F,G,N,O,P,R,T,U,V,W,AA,BB	A,B,C,D,E,F,G,M,N,O,P,S,T,U,V,W,X,AA,BB,DD	A,B,C,D,E,F,G,M,N,O,P,S,T,U,V,W,X,AA,BB,DD
48900.2 Committed an act of sexual harassment that is sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Excludes pupils enrolled in kindergarten and grades 1 to3, inclusive).	<ul style="list-style-type: none"> Engaged in sexual harassment; unwelcome sexual advances; verbal, visual or physical contact of a sexual nature Engaged in sexual harassment that is severe or pervasive 	A,B,C,D,E,F,G,K,M,N,O,P,Q,R,S,T,U,V,W,AA,BB	A,B,C,D,E,F,G,M,N,O,P,R,S,T,U,V,W,X,AA,BB,DD	A,B,C,D,E,F,G,M,N,O,P,S,T,U,V,W,X,AA,BB,DD
48900.3 Caused or attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233.	<ul style="list-style-type: none"> Threatened an act of hate violence Attempted an act of hate violence Engaged in hate violence 	A,B,C,D,E,F,G,K,N,O,P,Q,R,S,T,U,V,AA,BB	A,B,C,D,E,F,G,N,O,P,S,T,U,V,X,AA,BB,DD	A,B,C,D,E,F,G,N,O,P,S,T,U,V,X,AA,BB,DD
48900.4 Engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.	<ul style="list-style-type: none"> Engaged in initial act of harassment. Engaged in harassment/intimidation Engaged in relational aggression: any act of a direct or indirect nature, intended to harm, cause damage, or threaten to harm or cause any damage, physical or emotional, to another's well-being 	A,B,C,D,E,F,G,H,K,M,N,O,P,Q,R,T,U,V,W,Y,AA,BB,CC	A,B,C,D,E,F,G,K,M,N,O,P,R,S,T,U,V,W,X,Y,AA,BB,DD	A,B,C,D,E,F,G,K,M,N,O,P,S,T,U,V,W,X,Y,AA,BB,DD

Interventions and Consequences:

- | | | | |
|---|--|---|---|
| A. Teacher initiated removal from class | I. Class suspension | Q. Suspend 1-3 days | Y. Referrals to counseling agencies |
| B. Parent contact by phone | J. In school suspension | R. Suspend 3-5 days | Z. Notification of substance abuse programs |
| C. Parent contact by email | K. Work detail/service project | S. Suspend for 5 days | AA. Extend suspension/recommend expulsion |
| D. Parent notified by mail | L. Saturday school assigned | T. Referral to special activities/classes/group | BB. Involuntary transfer |
| E. Parent conference | M. Forfeit activities/loss of privileges | U. Behavior contract required | CC. Restitution |
| F. Weekly behavior report | N. Witness/participant statements | V. No Contact Contract | DD. Review documentation of previous interventions/consequences |
| G. Weekly progress report/Friday card | O. Conflict resolution | W. Report to Law Enforcement | EE. Referral to SART (school attendance review team) |
| H. After school/lunch detention | P. Referral to peer mentor group | X. Scheduled monitoring by administration | FF. Referral to SARB (school attendance review board) |

(7.15a)

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

Education Code	Example of Behaviors	1st Offense Interventions/ Consequences	2nd Offense Interventions/ Consequences	3rd/On-Going/Additional Interventions/ Consequences
48900.7 a pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials or school property, or both.	<ul style="list-style-type: none"> Threatened an act of terrorism 	A,B,C,D,E,F,G,N,O, S,T,U,W,AA,BB	A,B,C,D,E,F,G,N,O, S,T,U,W,X, AA,BB,DD	A,B,C,D,E,F,G,N,O, S,T,U,W,X, AA,BB,DD
48901.5 Electronic signaling device; misuse of technology related equipment and/or software. (No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil).	<ul style="list-style-type: none"> Violation of Technology Acceptable Use Agreement Using an electronic device during school hours (electronic devices including, but not limited to cell phones, iPods, and electronic games), causing a disruption to the educational process 	A,B,C,D,E,F,G,H,I,J, K,M,N,Q,R,T,U, CC	A,B,C,D,E,F,G,I,J,M, N,R,S,T,U,X, CC,DD	A,B,C,D,E,F,G,I,J,M, N,S,T,U,X, AA,BB,CC,DD
Absent from school all day without a valid excuse.	<ul style="list-style-type: none"> Truant all day Multiple all-day truants 	A,B,C,D,E,F,G,H,L, M,N,P,U,EE	A,B,C,D,E,F,G,H,L, M,N,P,T,U,W,X, DD,EE,FF	A,B,C,D,E,F,G,L,M, N,P,T,U,W,X, DD,FF
Absent from single period classes without a valid excuse.	<ul style="list-style-type: none"> Single period truant Multiple/continuous single period truants 	A,B,C,D,E,F,G,H,K, L,M,N,P,U,EE	A,B,C,D,E,F,G,L,M, N,P,T,U,X,DD,EE,FF	A,B,C,D,E,F,G,L,M, N,P,T,U,X,DD,FF
Tardy to school or class.	<ul style="list-style-type: none"> Tardy Multiple/continuous tardies 	A,B,C,D,E,F,G,H,K,N, P,U,EE	A,B,C,D,E,F,G,H,L, N,P,T,U,X,DD,FF	A,B,C,D,E,F,G,L,M, N,P,T,U,X,DD,FF
48915(a)(1)(A) causing serious physical injury to another student except in self-defense.	<ul style="list-style-type: none"> Caused serious physical injury to another student 	AA,BB	-----	-----
48915(a)(1)(B) possession of any knife or other dangerous object of no reasonable use to the pupil.	<ul style="list-style-type: none"> Possessed a knife or any other dangerous object of no reasonable use to the student 	AA,BB	-----	-----
48915(a)(1)(C) unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, or for the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.	<ul style="list-style-type: none"> Possessed more than one ounce avoirdupois of marijuana Possessed another controlled substance for which the student has no prescription 	AA,BB	-----	-----
48915(a)(1)(D) robbery or extortion.	<ul style="list-style-type: none"> Took by force or threat of violence property from another person 	AA,BB	-----	-----
48915(a)(1)(E) assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.	<ul style="list-style-type: none"> Committed or attempted to commit violent injury upon a school employee Used willful and unlawful force or violence upon a school employee 	AA,BB	-----	-----
48915(c)(1) possessing, selling or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.	<ul style="list-style-type: none"> Possessed a firearm without prior permission from a certificated school employee as verified by a District employee Furnished a firearm Sold a firearm 	AA,BB	-----	-----
48915(c)(2) brandishing a knife at another person.	<ul style="list-style-type: none"> Brandished a knife at another person 	AA,BB	-----	-----

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48915(c)(3) unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.	<ul style="list-style-type: none"> • <i>Sold marijuana</i> • <i>Sold another controlled substance</i> 	AA,BB	-----	-----
48915(c)(4) committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.	<ul style="list-style-type: none"> • <i>Induced another person through fear to engage in a sexual act</i> • <i>Used force to engage in sexual activity with an unwilling person</i> • <i>Engaged in a sexual act with a person not legally capable of consenting to it</i> • <i>Committed a lewd or lascivious act on a child under the age of 14 years old for the purposes of sexual gratification</i> • <i>Aided or abetted another in committing any of the above acts</i> 	AA,BB	-----	-----
48915(c)(5) possession of an explosive.	<ul style="list-style-type: none"> • <i>Possessed an explosive</i> 	AA,BB	-----	-----

Interventions and Consequences:

- A. Teacher initiated removal from class
- B. Parent contact by phone
- C. Parent contact by email
- D. Parent notified by mail
- E. Parent conference
- F. Weekly behavior report
- G. Weekly progress report/Friday card
- H. After school/lunch detention

- I. Class suspension
- J. In school suspension
- K. Work detail/service project
- L. Saturday school assigned
- M. Forfeit activities/loss of privileges
- N. Witness/participant statements
- O. Conflict resolution
- P. Referral to peer mentor group

- Q. Suspend 1-3 days
- R. Suspend 3-5 days
- S. Suspend for 5 days
- T. Referral to special activities/classes/group
- U. Behavior contract required
- V. No Contact Contract
- W. Report to Law Enforcement
- X. Scheduled monitoring by administration

- Y. Referrals to counseling agencies
- Z. Notification of substance abuse programs
- AA. Extend suspension/recommend expulsion
- BB. Involuntary transfer
- CC. Restitution
- DD. Review documentation of previous interventions/consequences
- EE. Referral to SART (school attendance review team)
- FF. Referral to SARB (school attendance review board)

(7.15a)

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

CHEATING MATRIX

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

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

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

Appeals Process:

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