

ARCADIA UNIFIED SCHOOL DISTRICT

ELEMENTARY 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. Check codes 48900(k), 48900.2, 48900.3, & 48900.4 for grade-level variations. Site administration should contact the District Student Services Coordinator for any discipline incident involving Ed codes 48900(b), 48900(c), & 48900(d).

Education Code	Example of Behaviors	1 st Offense Interventions/Consequences	2 nd Offense Interventions/Consequences	3 rd /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 	A,B,D,E,F,G,H,I,K,M,P,Q,R,S,T,U,V,W,Y,Z,EE	A,B,D,E,F,G,H,I,K,P,Q,R,S,T,U,V,W,Y,Z,BB,CC,EE	A,B,D,E,F,G,H,I,K,P,Q,R,S,T,U,V,W,Y,Z,BB,CC,EE
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,E,F,G,H,P,T,U,V,Y,Z,EE	A,B,E,F,G,H,P,T,U,V,Y,Z,BB,EE	A,B,E,F,G,H,P,T,U,V,Y,Z,BB,EE
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, used, or been under the influence of an alcoholic beverage Possessed, used or been under the influence of marijuana/other drug 	A,B,D,E,F,G,H,P,R,S,T,U,V,W,Y,Z,EE	A,B,E,F,G,H,P,T,U,V,W,Y,Z,BB,EE	A,B,E,F,G,P,H,T,U,V,W,Y,Z,BB,EE
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,E,F,G,H,P,T,U,V,W,Y,Z,EE	A,B,E,F,G,H,P,T,U,V,W,Y,Z,BB,EE	A,B,E,F,G,H,P,T,U,V,W,Y,Z,BB,EE
48900(e) Committed or attempted to commit robbery or extortion.	<ul style="list-style-type: none"> Robbery Extortion 	A,B,E,F,G,H,N,P,T,U,V,W,Y,Z,AA,EE	A,B,E,F,G,H,P,T,U,V,Y,Z,AA,BB,EE	A,B,E,F,G,H,P,T,U,V,Y,Z,AA,BB,EE
48900(f) Caused or attempted to cause damage to school property or private property.	<ul style="list-style-type: none"> Damaged school property Damaged private property 	A,B,E,F,G,H,N,P,R,U,V,W,AA,EE	A,B,E,F,G,H,P,S,U,V,W,AA,BB,EE	A,B,E,F,G,H,P,T,U,V,W,Y,Z,AA,BB,EE
48900(g) Stole or attempted to steal school property or private property.	<ul style="list-style-type: none"> Stole school property Stole private property 	A,B,E,F,G,H,N,P,R,U,V,W,AA,EE	A,B,E,F,G,H,P,S,U,V,W,AA,BB,EE	A,B,E,F,G,H,P,T,U,V,W,Y,Z,AA,BB,EE
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"> Possessed cigarettes/tobacco product Used cigarettes/tobacco product Possession of electronic cigarette/vape 	A,B,E,F,G,H,J,M,P	A,B,E,F,G,H,J,M,P,BB,EE	A,B,E,F,G,H,P,R,S,U,V,W,BB,EE

Interventions and Consequences:

- | | | | |
|---|--|---|---|
| A. Removal from class | I. Weekly behavior report | Q. Conflict resolution | Y. Extend suspension/recommend expulsion |
| B. Warning/counsel | J. Lunch/after school detention | R. Suspend 1-3 days | Z. Involuntary transfer to another school |
| C. Confiscation of a disruptive electronic device | K. Loss of recess | S. Suspend 3-5 days | AA. Restitution |
| D. Student written apology | L. Class suspension | T. Suspend for 5 days | BB. Review documentation of previous interventions/consequences |
| E. Parent contact by phone | M. In school suspension | U. Re-entry meeting | CC. Referral to SART (school attendance review team) |
| F. Parent contact by email | N. School service/service project | V. Referral to special activities/classes/group | DD. Referral to SARB (school attendance review board) |
| G. Parent notified by mail | O. Loss of activities/loss of privileges | W. Behavior contract required | EE. Report to Law Enforcement |
| H. Parent conference/meeting | P. Student statement | X. Referrals to counseling agencies | |

(7.15a)

**ARCADIA UNIFIED SCHOOL DISTRICT
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Education Code	Example of Behaviors	1 st Offense Interventions/Consequences	2 nd Offense Interventions/Consequences	3 rd /On-Going/ Additional Interventions/Consequences
48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.	<ul style="list-style-type: none"> Swearing/cursing at other students Swearing/cursing at staff Committing an obscene or vulgar act Engaged in electronic transmission of pornography 	A,B, E,F,G,H,I,J,M, P,R,U,W,Z,EE	A,B,E,F,G,H,I,P,R,S, U,V,W,Z,BB,EE	A,B,E,F,G,H,I,P,T, U,V,W,Z,BB,EE
48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.	<ul style="list-style-type: none"> Possessed drug paraphernalia Sold drug paraphernalia 	A,B,E,F,G,H,P,R, S,T,U,V,W,Y,Z,EE	A,B,E,F,G,H,P,S, T,U,V,W,Y,Z,BB,EE	A,B,E,F,G,H,P,T, U,V,W,Y,Z,BB,EE
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.	<p><i>(Excludes pupils enrolled in kindergarten and grades 1 to 3, inclusive)</i></p> <ul style="list-style-type: none"> Disruptive behavior in class/campus Overtly defiant behavior toward school staff member Passively defiant behavior toward school staff member Forged or altered school documents Off campus without permission Pulled/tampered with fire alarm Possessed matches/lighter 	A,B,E,F,G,H,I,J,K, L,M,P,R,U,V	A,B,E,F,G,H,I,J,K, L,P,R,S,U,V,W, BB	A,B,E,F,G,H,I,J,K, L,P,S,T,U,V,W, BB
48900(l) Knowingly received stolen school property or private property.	<ul style="list-style-type: none"> Possessed stolen property 	A,B,E,F,G,H,N,P, R,U,V,W,AA,EE	A,B,E,F,G,H,N,P,S, U,V,W,AA,BB,EE	A,B,E,F,G,H,P,T, U,V,Y,Z,AA,BB,EE
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"> Possessed a look-a-like gun Brandished a look-a-like gun 	A,B,E,F,G,H,P,T, U,Y,Z,EE	A,B,E,F,G,H,P,T, U,Y,Z,BB,EE	A,B,E,F,G,H,P,T, U,Y,Z,BB,EE
48900(n) Committed or attempted to commit a sexual assault or a sexual battery.	<ul style="list-style-type: none"> Threatened to sexually abuse another person Sexually abused another person 	A,B,E,F,G,H,P,S,T, U,V,X,Y,Z,EE	A,B,E,F,G,H,P,T,U,V, X,Y,Z,BB,EE	A,B,E,F,G,H,P,T,U,V, X,Y,Z,BB,EE
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,E,F,G,H,P,R, U,V,Z,EE	A,B,E,F,G,H,P,S, U,V,W,Z,BB,EE	A,B,E,F,G,H,P,T, U,V,Y,Z,BB,EE
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 the prescription drug Soma Sold or furnished a material represented as the prescription drug Soma 	A,B,E,F,G,H,O,P,S, T,U,V,W,Y,Z,EE	A,B,E,F,G,H,P,T, U,V,W,Y,Z,BB,EE	A,B,E,F,G,H,P,T, U,V,Y,Z,BB,EE

Interventions and Consequences:

- | | | | |
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| A. Removal from class | I. Weekly behavior report | Q. Conflict resolution | Y. Extend suspension/recommend expulsion |
| B. Warning/counsel | J. Lunch/after school detention | R. Suspend 1-3 days | Z. Involuntary transfer to another school |
| C. Confiscation of a disruptive electronic device | K. Loss of recess | S. Suspend 3-5 days | AA. Restitution |
| D. Student written apology | L. Class suspension | T. Suspend for 5 days | BB. Review documentation of previous interventions/consequences |
| E. Parent contact by phone | M. In school suspension | U. Re-entry meeting | CC. Referral to SART (school attendance review team) |
| F. Parent contact by email | N. School service/service project | V. Referral to special activities/classes/group | DD. Referral to SARB (school attendance review board) |
| G. Parent notified by mail | O. Loss of activities/loss of privileges | W. Behavior contract required | EE. Report to Law Enforcement |
| H. Parent conference/meeting | P. Student statement | X. Referrals to counseling agencies | |

(7.15a)

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

Education Code	Example of Behaviors	1 st Offense Interventions/Consequences	2 nd Offense Interventions/Consequences	3 rd /On-Going/ Additional Interventions/Consequences
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"> • <i>Attempted to engage in hazing</i> • <i>Engaged in hazing</i> 	A,B,E,F,G,H,N,O,P, Q,R,U,V,W	A,B,E,F,G,H,O,P,Q,S, T,U,V,W,Y,Z,BB	A,B,E,F,G,H,O,P, Q,T,U,V,W,Y,Z,BB
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"> • <i>Committed/engaged in an act of bullying</i> • <i>Committed/engaged in bullying by means of an electronic act</i> • <i>Committed/engaged in an act of unprovoked aggression, often directed repeatedly toward another individual or group of individuals</i> 	A,B,E,F,G,H,I,L,P, Q,R,U,V,W	A,B,E,F,G,H,I,O,P, Q,S,U,V,W,BB,EE	A,B,E,F,G,H,I,O, P,Q,T,U,V,W,BB,EE
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"> • <i>Aided or abetted infliction of injury</i> 	A,B,E,F,G,H,O,P,R, U,V,W,EE	A,B,E,F,G,H,O,P, S,U,V,W,BB,EE	A,B,E,F,G,H,O,P, T,U,V,W,BB,EE
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"> • <i>Engaged in sexual harassment; unwelcome sexual advances; verbal, visual or physical contact of a sexual nature</i> • <i>Engaged in sexual harassment that is severe or pervasive</i> 	A,B, E,F,G,H,J,K, P,R,U,V,EE	A,B,E,F,G,H,K,N, P,R,S,U,V,W,BB,EE	A,B,E,F,G,H,K,P,S, T,U,V,W,Y,Z,BB,EE
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. (Excludes pupils enrolled in kindergarten and grades 1 to3, inclusive).	<ul style="list-style-type: none"> • <i>Threatened an act of hate violence</i> • <i>Attempted/engaged in an act of hate violence</i> 	A,B,E,F,G,H,N,P, R,S,T,U,V,W,EE	A,B,E,F,G,H,P,T,U, V,W,Y,Z,BB,EE	A,B,E,F,G,H,P,T, U,V,W,Y,Z,BB,EE
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 class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Excludes pupils enrolled in kindergarten and grades 1 to3, inclusive).	<ul style="list-style-type: none"> • <i>Engaged in harassment/intimidation</i> 	A,B,E,F,G,H,N,P, R,U,V,W,EE	A,B,E,F,G,H,P,S,T, U,V,W,Y,Z,BB,EE	A,B,E,F,G,H,P,T, U,V,W,Y,Z,BB,EE
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"> • <i>Threatened an act of terrorism</i> 	A,B,E,F,G,H,P,R,S, T,U,V,W,EE	A,B,E,F,G,H,P, S,T,U,V,W,BB,EE	A,B,E,F,G,H,P, T,U,V,W,BB,EE

Interventions and Consequences:

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|---|--|---|---|
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| C. Confiscation of a disruptive electronic device | K. Loss of recess | S. Suspend 3-5 days | AA. Restitution |
| D. Student written apology | L. Class suspension | T. Suspend for 5 days | BB. Review documentation of previous interventions/consequences |
| E. Parent contact by phone | M. In school suspension | U. Re-entry meeting | CC. Referral to SART (school attendance review team) |
| F. Parent contact by email | N. School service/service project | V. Referral to special activities/classes/group | DD. Referral to SARB (school attendance review board) |
| G. Parent notified by mail | O. Loss of activities/loss of privileges | W. Behavior contract required | EE. Report to Law Enforcement |
| H. Parent conference/meeting | P. Student statement | X. Referrals to counseling agencies | |

(7.15a)

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

Education Code	Example of Behaviors	1 st Offense Interventions/Consequences	2 nd Offense Interventions/Consequences	3 rd /On-Going/ Additional Interventions/Consequences
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"> • <i>Violation of Technology Acceptable Use Agreement</i> • <i>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</i> 	A,B,C,E,F,G,H,I,L,M, O,P,R,S,U,V,W,AA	A,B,C,E,F,G,H,L,M, O,P,S,T,U,V,W, AA,BB	A,B,C,E,F,G,H,L,M, O,P,T,U,V,W,Y,Z, AA,BB
Absent from school all day without a valid excuse.	<ul style="list-style-type: none"> • <i>Truant all day</i> • <i>Multiple all-day truants</i> 	A,B,E,F,G,H,P, CC	A,B,E,F,G,H,J,P, W,BB,CC,DD	A,B,E,F,G,H,P,W, BB,DD
Absent from single period classes without a valid excuse.	<ul style="list-style-type: none"> • <i>Single period truant</i> • <i>Multiple/continuous single period truants</i> 	A,B,E,F,G,H,J,P, CC	A,B,E,F,G,H,P,W, BB,CC,DD	A,B,E,F,G,H,P,W, BB,DD
Tardy to school or class.	<ul style="list-style-type: none"> • <i>Tardy</i> • <i>Multiple/continuous tardies</i> 	A,B,E,F,G,H,J,K, P,W,CC	A,B,E,F,G,H,J,K,P, W,BB,DD	A,B,E,F,G,H,P,W, BB,DD
Cheating applies to all school-assigned work.	<ul style="list-style-type: none"> • <i>Homework/Class Assignments</i> • <i>Tests/Quiz/Lab/Projects</i> • <i>Theft/Plagiarism</i> 	Teacher/ Parent/ Student conference Conference with administration A,B,E,F,G,H,J,K,N,O, P,W	Referral to SST Contract A,B,E,F,G,H,J,K,N,O, P,W,BB	Contract A,B,E,F,G,H,J,K,N,O, P,W,BB
48915(a)(1)(A) causing serious physical injury to another student except in self-defense.	<ul style="list-style-type: none"> • <i>Caused serious physical injury to another student</i> 	Y,Z	-----	-----
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"> • <i>Possessed a knife or any other dangerous object of no reasonable use to the student</i> 	Y,Z	-----	-----
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"> • <i>Possessed more than one ounce avoirdupois of marijuana</i> • <i>Possessed another controlled substance for which the student has no prescription</i> 	Y,Z	-----	-----
48915(a)(1)(D) robbery or extortion.	<ul style="list-style-type: none"> • <i>Took by force or threat of violence property from another person</i> 	Y,Z	-----	-----
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"> • <i>Committed or attempted to commit violent injury upon a school employee</i> • <i>Used willful and unlawful force or violence upon a school employee</i> 	Y,Z	-----	-----

Interventions and Consequences:

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|---|--|---|---|
| A. Removal from class | I. Weekly behavior report | Q. Conflict resolution | Y. Extend suspension/recommend expulsion |
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| D. Student written apology | L. Class suspension | T. Suspend for 5 days | BB. Review documentation of previous interventions/consequences |
| E. Parent contact by phone | M. In school suspension | U. Re-entry meeting | CC. Referral to SART (school attendance review team) |
| F. Parent contact by email | N. School service/service project | V. Referral to special activities/classes/group | DD. Referral to SARB (school attendance review board) |
| G. Parent notified by mail | O. Loss of activities/loss of privileges | W. Behavior contract required | EE. Report to Law Enforcement |
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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 	Y,Z	-----	-----
48915(c)(2) brandishing a knife at another person.	<ul style="list-style-type: none"> • Brandished a knife at another person 	Y,Z	-----	-----
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"> • Sold marijuana • Sold another controlled substance 	Y,Z	-----	-----
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"> • Induced another person through fear to engage in a sexual act • Used force to engage in sexual activity with an unwilling person • Engaged in a sexual act with a person not legally capable of consenting to it • Committed a lewd or lascivious act on a child under the age of 14 years old for the purposes of sexual gratification • Aided or abetted another in committing any of the above acts 	Y,Z	-----	-----
48915(c)(5) possession of an explosive.	<ul style="list-style-type: none"> • Possessed an explosive 	Y,Z	-----	-----

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