



2023-2024 SVHS School-Wide Behavior Expectations

To protect the rights of all students and their teachers, the State of California, the Board of Trustees, the Sonoma Valley Unified School District (SVUSD), and Sonoma Valley High School (SVHS) have teamed together to establish clear expectations for student behavior. Sometimes students do not follow the rules and regulations established, or behave in a manner which disrupts the educational process. When this behavior denies their right or the rights of other students to an education in a safe, orderly, environment, disciplinary action is taken. The consequences for violating behavior expectations are intended to discourage students from making poor behavior choices. The Sonoma Valley High School staff is committed to assisting students in understanding the behavior expectations and appropriate behavior.

STUDENT RESPONSIBILITIES: California State Education Code 48908 states all pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Student Attendance

Student success is directly related to attendance, being on time and being actively engaged in learning. **For this reason, SVHS expects students to be in class and ready to learn when the bell rings.**

On-Time Policy

It is expected that students will arrive to all classes on time. The “On-Time Policy” is as follows:

- A student who arrives late to any class is tardy. Late is generally defined as entering the class after the tardy bell has rung. A student will receive a lunch detention upon their 4th tardy. Every 4th tardy thereafter will result in a lunch detention. 2-Hour After School Detentions and other consequences to be determined may be assigned as progressive discipline. If a student fails to serve their lunch detention, a parent will be contacted and the student will serve after-school detention. Unserved detentions result in students being considered Not In Good Standing.
- Dates and times are communicated to the student through notices.
- Students who intentionally cut class or who report to class late by 30 minutes or more, are considered truant, will receive a 2-hour after school detention, and may also receive other consequences.
- Parents/Guardians have 72 hours or 3 school days to clear an absence or tardy.
- Once these detentions are issued, students and/or parents/guardians may not clear absences or tardies.
- A student who has an excused tardy, ex: a doctor’s appointment, should report to the attendance office where he/she will be given a pass to class.

Absences

Absences are **excused for health reasons, family emergencies, and allowable personal reasons** (juvenile detention, court appearance, funeral service, religious holiday or employment interview). If school is missed as a result of an excused absence, the student will be allowed to make up the school work for full credit within a reasonable time. Makeup work and tests may be reasonably equivalent to, but not necessarily identical to, the academic content missed. Please note: per California Ed Code and SVUSD Board Policy, **after the 3rd consecutive absence due to illness the absence will have to be verified by a note from a physician, the school nurse or an administrator.**

Unexcused absences include, but are not limited to oversleeping, car trouble, a late ride, cutting class/school, unverified absences, and family vacations. Please note, unverified absences, including for personal reasons, are not excusable absences. **There is no requirement for a teacher to give credit when the absence is unexcused. Students are responsible for knowing when they have been marked absent in class.** If it is felt an absence was marked in error, see the Attendance Specialist.

How Absences Are Excused

Parents/Guardians may excuse absences with either a note or by calling the **Attendance Office at 707-933-4017 (English) 707-933-4024 (Español)**. Parents/Guardians have 72 hours or 3 days to clear an absence or tardy. The note or phone call must state the specific date and/or periods missed to be excused and the reason for the absence. Absences should be cleared on the day that class is missed. If a student becomes sick during school or needs to leave for any reason, he/she must sign out through the Attendance Office. A phone call or note is required. If a student leaves campus with an off-campus pass and returns the same day, first stop in the Attendance Office to time-stamp a pass for admission or readmission to class. Phone calls, messages, and notes received in the Attendance Office are logged and retained.

Notification of Unverified Absences

After school on the day of an unverified absence, parents or guardians will receive a computer-generated phone call informing them that one or more teachers have marked an absence. A prompt conversation between parent/guardian and the student should be the first step followed by a call to the attendance office to verify or correct the record as needed. This computerized system does not notify which child has the absence when multiple family members attend SVHS. The system leaves a message on answering machines. A second message is sent during the weekend if the Attendance Office has not received a written excuse or a phone call. Please call daily or send a note when absent.

Truancy

Students will receive a **first Truant Letter** when they have 3 unexcused missed periods over three school days or three missed unexcused school days. If a student receives a **first letter** they should review the attendance record and rectify any corrections immediately. At 6 unexcused missed periods over six school days or six missed unexcused school days a student will receive a **second Truant Letter** and be required to attend a **School Attendance Review Team (SART) meeting** with an administrator, district personnel, the counselor and the parent/guardian. At 9 unexcused missed periods over 9 school days or nine missed unexcused school days a **third Truant Letter** will be mailed and the student may need to attend a **School Attendance Review Board (SARB) meeting** with a district committee. If these measures are not successful the following may occur:

- The District Attorney's office may be notified and require the family's presence at a mediation, and possibly at a court hearing. At the hearing parents may be fined thousands of dollars (as they are legally responsible for the student to attend school until the age of 18), be ordered to attend school with the student, require jail time for parents in extremely severe cases, or assign a probation officer. If parents cannot afford to pay the fines, the student may be required to perform community service in lieu of payment.
- Work permits may be denied or revoked.
- During the truancy process interventions may occur, including home visits.

***Please note: SART and SARB meetings are mandatory and legally required; failure to attend these meetings will escalate the truancy case to the next level.**

Student Behavior: Rules and Expectations

Students in "Good Standing"

A student in "Good Standing" earns a 2.0 GPA or higher and has no more than one F per grading period, is up to date with serving detentions for tardies and other issues, and maintains safety by following classroom and school rules.

A student considered **not** in "Good Standing" may be restricted from participating in school activities such as dances, including prom, Senior Week, Leadership posts, sports, extracurricular activities; lose the ability to obtain a work permit, and/or **off campus privileges may be revoked**.

Referrals

Referrals are written by teachers and school employees when a behavior not in accordance with school rules is observed. Referrals may result in disciplinary action and include a student being deemed not in "Good Standing". When disciplinary action is taken/given, the parent/guardian will be contacted by an administrator.

When are School Rules in Effect?

California Education Code states school rules are in effect

- From the time a student leaves home to go to school until the student arrives at school.
- During school hours, whether the student is on or off the campus.
- After school, until the student arrives home.
- When truant.
- On any district site at any time including nights, vacations, weekends or holidays (24hrs/7days a week).
- On the way to a school activity, during the activity and on the way home from the school activity.
- Please note that the campus is only open during school hours and during school-sponsored events or practices. This includes, but is not limited to Fugitive Night and Nerve. Student-generated activities that are not school sponsored also count as trespassing and are subject to school discipline and collaboration with law enforcement due to concerns of student and community safety.

Sonoma Valley High School Policies

Permission to Use Internet/Responsible Use Policy: To obtain Internet access at school, students must have a completed *Network/Internet Use Form* on file and must follow the District's *Acceptable Use Policy*. If violated, students may have their privileges suspended or revoked and may be subject to other discipline, including possible civil or criminal action if appropriate. This agreement must be signed by both the student and the parent/guardian. The reverse side of the contract has a separate form to indicate if the parent/guardian gives permission for the school to use samples of the student's schoolwork and/or picture on our website. Forms to complete before Internet use:

- *Responsible Use Agreement and Contract*
- *Consent and Release Agreement for Students, Employees and Volunteers*

The Sonoma Valley Unified School District is committed to the use of technology and the Internet for educational purposes. Along with the advantages of using technology also comes the need to educate students about digital responsibility and safety when using computers and the Internet. The entire staff of Sonoma Valley Unified School District is committed to ensuring students use computers and Internet access for educationally sound and productive learning activities.

In order to comply fully with the federal *Children's Internet Protection Act (CIPA)*, the SVUSD uses various filtering and monitoring devices and techniques. However, no system is 100% secure and SVUSD cannot guarantee the appropriateness of all materials that may be accessed on the Internet. Students who do not adhere to the SVUSD's rules may be able to locate inappropriate material. Although teachers will review the information in this policy with students, parents should also spend a few minutes reviewing it with their students, as many of the rules apply to home computer usage as well. Before students are allowed to use a computer or other device, a *signed Responsible Use Agreement and Contract* must be on file.

Chromebooks: The Sonoma Valley Unified School District authorizes students to use Chromebooks, provided by the district, as a necessary tool for instructional purposes. Chromebooks are issued to all students in middle and high school to use for learning purposes at both school and home. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board Policies, Administrative Regulations, and the Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use district technology and his/her parent/guardian shall sign the Acceptable Use Agreement as an indication that they have read and understand the agreement. Vandalism to a Chromebook is subject to fines and fees up to the full amount of replacement for the device. Vandalism includes but is not limited to: stickers, permanent marker, missing keys, cracked screen, etc.

For more information regarding Chromebook use or to view the complete District Technology Handbook, please visit our district website at www.svusdca.org.

Cell Phones & Other Electronics: Cell phone use is prohibited during class time unless otherwise directed by the Teacher or Staff members for instructional purposes. This is due to the distraction that cell phones present in the classroom in terms of learning and engagement. Teachers will expect students to have their cell phones off and away during class, and may collect student phones in containers, phone pockets or other methods. Students will not be allowed to take their cellphones to the restroom. Students who have their phone out will be instructed to turn in their phone to the office where it will be held in a locked box in the office until the end of the school day or for a parent to come pick up the device. Repeated cell phone issues may be subject to differing levels of discipline according to the Discipline Matrix and Ed Code 48900 (K). Please note cell phones are never to be out in locker rooms, bathrooms, or other sensitive areas. Please also note that permission must be granted before taking a picture or filming of any other students, teachers, or staff - taking pictures or filming videos of anyone without permission is subject to disciplinary action. **SVHS is not responsible for lost or stolen cellular phones or other personal electronic devices and will not investigate issues regarding these devices.** AirPods and apple watches should also be off and away.

Social Media: Please be aware of what you post on social media. Any time that something is posted on social media and it impacts other students' sense of safety in a way that disrupts instruction or activities at school, the student who posted is subject to disciplinary procedures. This applies to posts made outside of school hours and/or made at places other than at school. Additionally, anything posted during school hours or while at school or at a school function or event is also subject to disciplinary action. A good practice before posting to social media is to THINK - is it True, is it Helpful, is it Inspiring, is it Necessary, and is it Kind. We also encourage students to be aware of their digital footprint and the impact it can have on college admittance, employment, and other future endeavors.

Gang Activity (Board Policy 5114.5): SVHS will not tolerate threats or the harmful influence of any group that advocates drug use, violence, or disruptive behavior. For this policy, a gang is two or more people who form an allegiance to engage in acts that are threatening or criminal, and/or include harassment, intimidation, threats or violence. The administration works with local law enforcement agencies to share information and prevent gang activity. Gang clothing and I.D. items are NOT allowed including, but not limited to, bandanas, belts, numbers, area codes and colors (Dodger Blue and 49er red). Groups of two or more students with a predominance of gang colors may be addressed and subject to requirement to change clothing and/or disciplinary action.

Searching and Questioning Students: School officials have the right to open and inspect a student's possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance with the law or school/district rules. Search includes review of digital devices, such as phones, iPads, or computers. SVUSD shall notify parents/guardians when a student has been subjected to a search as soon as possible after the search. Law enforcement officers have the right to interview and question students on school premises. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student privacy, and models exemplary cooperation with community law enforcement.

Off Campus Policy: The "Off-campus Policy" ensures the safety of students and maintains focus on academic endeavors. No students may leave campus during the break. **Freshmen (9th) and sophomores (10th) must stay on campus during lunch.** Freshmen and sophomores who go off campus will be considered Not In Good Standing and will lose the privilege for Junior and/or senior year - each time a freshman or sophomore goes off campus they lose the privilege for one grading period of Junior or Senior Year. Juniors (11th) and seniors (12th) who are in "Good Standing", are up to date with serving all detentions for tardies and all other issues, and who have a 2.0 GPA with a maximum of 1 F in the prior 6 week grading period may leave campus at lunch with parent permission. Detentions will be assigned and off campus privilege and/or parking privileges can be taken away for the grading period, semester, or school year, depending on severity, for the following: unsafe driving, failure to abide by the off campus policy (no taking students off campus who don't have off-campus privileges including, but not limited to, freshmen and sophomores), and putting students inside trunks of cars. **Parking lots are off limits unless students are going to and from their cars due to going off campus for lunch.**

Students may not sit in cars in parking lots during break, passing periods or lunch. Loitering in or around cars is not permitted. The student parking lot is off limits during class time and break. **Please plan ahead and make sure you have what you need with you.** Pathways along the creek are for transit only before and after school - if you are going off campus you need to use the main entrances/exits of the school (North driveway by MacArthur, Broadway Crosswalk, and the student parking lot). Basketball courts are available when campus supervision is present.

Additionally, students are not allowed to order DoorDash or other food delivery services to the school. If DoorDash or other food deliveries are ordered, they will be held in the office until the end of the school day. Students who do not adhere to this will be given a lunch detention for the first offense and with increasing disciplinary action if repeated, parents will also be contacted by a member of administration.

Driving and Parking Rules: Driving on campus requires a valid driver's license, proof of insurance, and a student parking permit from the ASB office. Students must obtain a student-parking permit which must be displayed in their car. If students' cars do not have a parking permit they will first be asked to move their car and be given the proper paperwork to turn in and receive a parking permit; if a student continues to park their car without the proper parking permit they may be towed. **Student parking is ONLY in the lot nearest the main office.** If a student is in violation of driving or parking regulations, disciplinary consequences may include detentions and/or termination of campus parking privileges for the grading period, semester, or school year depending on severity. Speeding, driving over barriers/sidewalks/walkways, driving recklessly, revving of engines, unnecessary honking, or inappropriately exiting from or entering into parking lots is not permitted and is subject to disciplinary action and parents will be contacted. No parking is allowed in faculty lots, visitor spaces, handicapped spaces or in a fire lane. Parking laws are enforced on campus and tickets will be given for parking in disabled parking spaces as well as red zones. **Parking lots are off limits unless students are going to and from their cars due to going off campus for lunch.** Students may not sit in cars in parking lots during break, passing periods or lunch. Loitering in or around cars is not permitted. The student parking lot is off limits during class time and break. Students found in the parking lot during these times will be asked to return to campus and parents will be contacted if the occurrences are repeated. **Please plan ahead and make sure you have what you need with you.**

Restrooms & Passes: All teachers utilize a pass system for students for the restroom. One student may go at a time and must use the color-coded pass. If students are seen with a pass for another area of the school, have their phone out while using a restroom pass, or do not have a pass, they may be assigned detentions or other consequences, and for repeated issues they could have pass privileges revoked and require escort by a campus supervisor. Students should use the bathroom during passing periods, break and lunch as much as possible so they can be in class during class time. Students should avoid asking to use the restroom during the first 20 minutes and last 20 minutes of class (except in emergency situations or due to medical circumstances) as this is crucial instructional time when teachers are setting up the lesson for the day, and wrapping up class to review what was learned and information for next class. No backpacks are allowed inside the restrooms. All students must have a pass when out of class whether they're heading to the office or somewhere else on campus. If students are seen out of class without a pass they may be assigned detentions or other consequences, and for repeated issues they could have pass privileges revoked and require escort by a campus supervisor. In addition to the hard-copy restroom passes, we will be utilizing digital hall passes for the restroom - when students request to use the restroom, with teacher permission, they will log in to their digital ID and create a restroom pass which allows students 8 minutes. If students are out longer than 8 minutes, teachers will inform campus supervisors to return the student to class, or if campus supervisors see a student out and their pass has expired, they will escort them back to class.

Visitors on Campus: ALL visitors to campus must have valid identification and check in at the main office to obtain a visitor's pass. Visitors must be on campus for school business; drop-in visits are not permitted.

Personal Property: Students are responsible for protecting their personal property. It is expected that valuables will be left at home. Backpacks and personal belongings should be put in **locked** lockers during P.E. class. **The school is not responsible for iPods, cell phones or other items of value, nor is the school responsible for any item that is left in the main office for pick-up and will not investigate issues regarding these devices. Students must take care to ensure lockers are locked.**

Dance Rules/Events: Students attending dances and events must be in “Good Standing” (See page 2).

- **All dance tickets must be purchased in advance at school to attend school dances.** Tickets are not transferable nor refundable.
- **Students MUST have a SVHS ID card to pay for tickets and must have a photo ID to enter a school dance.**
- If a student is suspended at the time of a dance, he/she shall not be allowed to attend the dance.
- Dances are for SVHS students ONLY, except Homecoming and Senior Prom. For these two dances, guests must be between 14 and 20 years old and have an approved guest form on file prior to the dance. Guest forms for dances are available in the Student Activities Office or online. There is no admittance past one hour after the start time, unless pre-approved on an individual basis by an administrator.
- Once students leave a dance they may not return, there is no reentry
- If a student dresses for dances inappropriately, he/she will be asked to leave and parents will be called.
- Do not bring valuables to dances.
- Administrators will be randomly breathalyzing students before the dance
- If a student is under the influence of drugs and/or alcohol at a dance, he/she will be suspended and may **not be allowed to attend future dances (including Prom that year)**. Parents will be called to pick up any student suspected of being under the influence and police may be contacted.

Student Attire: SVHS has a dress code that is based on the principle that school is a professional work environment. All student attire must be appropriate and should be professional for the learning environment. Shoes must be worn at all times. Any clothing (including hats) that represents gangs, drugs, alcohol, tobacco, guns or violence, is sexually explicit or suggestive, uses profane or abusive language, or debases and/or exploits a group is not allowed. A predominance of any color may be considered to be gang affiliation (such as Dodger blue or 49er red and solid colored garments in these colors) and/or contributing to an unsafe school environment. Hats may be worn in class as permitted by the teacher. If a student violates the dress code, he/she may be asked to change clothes or may be sent home for the remainder of the day. Repeated dress code violations will result in detentions and/or further disciplinary action.

Banned Items: Any illegal substances (drugs or alcohol), weapons of any kind including all knives, gang I.D. items, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, squirt guns, water toys and balloons, spray paint are all banned from campus. Possession of any of these items will result in disciplinary action.

Appropriate Physical Contact: Appropriate physical contact is expected during school and at all school-related events. Public displays of affection which cause others discomfort or are offensive may be cause for disciplinary action. Play fighting is viewed the same as any physical altercation and subject to discipline. Often play fighting can escalate and that is why it is not allowed at school. School is considered a work environment and all conduct should reflect that expectation.

Free Expression: Student rights to free expression include the use of bulletin boards, distribution of printed materials or petitions, the wearing of buttons and badges, and the right to expression in school publications. Prohibited are words that are obscene, libelous and slanderous, violate lawful school regulations, or disrupt the operation of the school, and those that fall below professional standards of English and journalism. Students as well as student groups, classes, or clubs must have prior approval from administration before posting or distributing any materials. Materials must be posted with painter’s tape only. Trees, lights, roofs, and poles are off-limits for posting.

Gambling: Any form of gambling, whether or not money is visible, is prohibited on campus.

Skateboards and Bikes: Skateboards and bikes may not be ridden on campus before, during or after school hours. Safely carry skateboards and store them appropriately in a classroom. Park and lock bicycles in designated bike areas. Riding or standing on a skateboard on campus (including the bus circle and parking lots) by the owner or others, violates this permission. Confiscated items may require adult pickup and loss of privilege of bringing them to school.

Books and School Property: Please take good care of school books and school property. Students must pay for lost, stolen, damaged or missing books. **Class schedules will be withheld and diplomas will not be released until books and Chromebooks are returned and/or fines are paid.**

Food and Drink: Please use appropriate trash receptacles and recycling containers around campus. Food and drink are allowed in class at the teacher's discretion, but students are to be respectful of the classroom environment, custodial workload, and should clean up any food waste or spillage.

Sonoma Valley High School Discipline

School personnel may be called upon to respond to situations that are not specifically delineated in this document. In those instances, the school may refer to Ed. Code, Board Policy, administrative regulations, customary practices, previous incidents, and/or other pertinent documents to make an informed decision regarding consequences. Students may be suspended or expelled for acts that occur at any time while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, going to, and coming from a school sponsored activity; or while on the grounds of another school. [The SVUSD Discipline Matrix](#) includes many of the reasons students are disciplined and the consequences that may be assigned.

Teachers can request students' presence before or after school, assign a detention with a 24 hour notice, call parents/guardians and/or request a meeting, suspend students from class for up to two days, require a behavior contract, ask for suspension or permanent removal from class, and refer to an administrator to determine further consequences. Administrators can also assign lunch or after school detentions and/or school service including campus beautification; In School Suspension (ISS) or suspensions from school of up to five days in length; and call a site discipline hearing to consider a recommendation for expulsion. **Teacher suspension from class requires parent contact and a required parent/guardian conference.*

Guidelines for student conduct during detention and in-school suspension

Expected student conduct during detention is not unlike that in the regular classroom or in the library. Students are expected to be on time, to work on assignments and/or read appropriate books/materials. Lunch detention begins promptly at the start of lunch and ends approximately 25 minutes later, so students have time to get food from the cafeteria and eat their lunch. After school detentions are two hours in length.

Students who choose to ignore these guidelines may be excused and will be reassigned to detention on another day or they may be assigned additional consequences.

Please note- if a student is unable to attend an assigned detention, arrangements for a make-up must be taken care of prior to the assigned date. Acceptable reasons for a reschedule include appointments with a doctor or dentist, an emergency or a prior appointment with a teacher or counselor. Office Personnel should be notified before any reschedule or in the event of an emergency.

Students who choose not to attend a scheduled detention and have not been excused from detention for a valid and substantiated reason may be assigned additional lunch detentions or after school detentions. If the student has a question about the date, time, location, appropriate conduct, etc., ask an office staff or one of the administrators.

In-School Suspension is meant to be an alternative to formal suspension. The purpose of In-School suspension is to provide a structured, academic environment for students who violated school rules. Students are required to bring their district issued Chromebook and homework/classwork.

Know the Expulsion Laws: The principal or superintendent may recommend expulsion for the commission of any of the acts listed as grounds for suspension or expulsion. Students may be removed from district schools if continued presence causes a danger to oneself or others, or if other means of correction have repeatedly failed to correct unacceptable behavior.

Expulsion SHALL be recommended and the Governing SHALL expel if (Class III Offenses):

- 1) Possessing, selling, or otherwise furnishing a firearm (not imitation)
- 2) Brandishing a knife at another person
- 3) Selling a controlled substance (as defined by Cal. H&S Code § 11053)
- 4) Committing or attempting to commit a sexual assault or battery
- 5) Possession of an explosive

Expulsion **MAY** be recommended and the Governing Board **MAY** expel if (**Class I Offenses**):

- 1) The pupil violated any of the following provisions under EC 48900, 48900.2, 48900.3, 48900.4, and 48900.7:
 - o 48900(a) - Violence/Injury
 - o 48900(c) - Drug/Alcohol Use or Under the Influence
 - o 48900(d) - Offered/Arranged/ Sold Look-Alike Drugs/Alcohol
 - o 48900(f) - Property Damage
 - o 48900(g) - Stealing
 - o 48900(h) - Smoking/Tobacco
 - o 48900(i) - Profanity/Obscenity
 - o 48900(j) - Drug Paraphernalia
 - o 48900(k) - Disruption/Willful Defiance
 - o 48900(l) - Stolen Property
 - o 48900(m) -Imitation Firearm
 - o 48900(o) - Threatened Witness
 - o 48900(p) - SOMA Drug Selling
 - o 48900(q) - Hazing
 - o 48900(r) - Bullying/Harassment
 - o 48900(t) - Aiding & Abetting
 - o 48900.2 - Sexual Harassment
 - o 48900.3 - Hate Violence
 - o 48900.4 - Threats & Intimidation
 - o 48900.7 - Terroristic Threats

AND EITHER

- 2) **Other means of correction** (see above) are not feasible or have repeatedly failed to bring about proper conduct,

OR

- 3) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others (consider potential for injury, immediate danger, severity of the act, impact on student body).

Expulsion **SHALL** be recommended, **unless** expulsion should not be recommended under the circumstances or an alternative means of correction would address the conduct, and the Governing Board **MAY** expel if (**Class II Offenses**):

- 1) The pupil committed any of the following acts:
 - a) Caused serious physical injury
 - b) Possession of any knife or other dangerous object
 - c) Drug/Alcohol Possession
 - d) Robbery/Extortion
 - e) Assault/Battery of Staff

AND EITHER

- 2) **Other means of correction** (see above) are not feasible or have repeatedly failed to bring about proper conduct,

OR

- 3) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others (consider potential for injury, immediate danger, severity of the act, impact on student body).

Uniform Complaint Procedures – Annual Notification

Students and/or their parents/guardians have the right to file a complaint regarding alleged discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or disability and to address alleged failure to comply with Adult

Ed, Migrant Ed, and Special Ed laws. Complaints must be filed in writing to a compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date knowledge of the alleged discrimination was first obtained, unless the time for filing is extended by the Superintendent. Complaints will be investigated and a written decision sent within 60 days. If the complainant is not satisfied with the decision, he/she may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office. The complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. You must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. Further information may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer: Director of Human Resources
Address: 17850 Railroad Ave. Sonoma, CA 95476
Telephone Number: 707-935-6087

Harassment

Harassment of students (including students on other campuses) or staff, including bullying, cyberbullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering will not be tolerated (Board Policy 5131 & CA Ed Code 48900) and may be cause for expulsion.

Non-Discrimination/Sexual Harassment Policy

Students, prospective students, employees, prospective employees, parents of students, employment agencies referring applications to the Sonoma Valley Unified School District of Sonoma County, CA, and all unions and professional organizations, are hereby notified that said Districts do not discriminate on the basis of sex in the educational programs, employment, or activities which they operate and that such requirement not to discriminate is contained in Title IX, Sections 901, 902 of the Education amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682.

The Governing Board prohibits discrimination against and /or harassment of district employees, and job applicants at any district site or activity on the basis of actual or perceived, race, ethnic group, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. The district will not tolerate sexual harassment in any form per District Policies 4119.11, Sexual Harassment and 5145.3, Nondiscrimination/Harassment. These policies are available at all school sites or at the District Office.

The Districts have designated the Human Resources Administrator as employee of said Districts, to coordinate said Districts' efforts to comply with said law. Any person having a complaint under said law should notify the Human Resources Administrator, 778-4608, or (a) principal in any K-6 (elementary) school; or (b) the appropriate secondary (junior/senior high) school administrator and/or designee.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is made a term or condition of academic status or progress.
- Submission to, or rejection of, the conduct is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose of having a negative impact upon academics, or creates an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct is used as the basis for decisions regarding benefits and services, honors, programs, or activities in the educational institution.

Conduct that may constitute sexual harassment includes, but is not limited to:

- Suggestive or obscene notes, invitations, objects, pictures, cartoons, slurs, jokes, epithets.
- Assault, touching, impeding or blocking movement, leering, and/or gestures.
- Continuing to express sexual interest after being informed that it is unwelcome.

- Engaging in sexual behavior to control, influence, or affect opportunities, grades, and/or the learning environment of a student.
- Offering benefits, such as grades and recommendations, in exchange for sexual favors.

Hate-Motivated Behavior

Behavior or statements intended to discriminate against or injure, intimidate, interfere with, or threaten anyone on the basis of race, ethnicity, culture, gender identity, sexual orientation, disability, religious beliefs or practices shall not be tolerated. A student who feels a victim of hate-motivated behavior shall immediately contact a school administrator. If the student feels the administrator has not remedied the situation, a complaint may be filed in accordance with district procedures.

Staff who receive notice of hate-motivated behavior or personally observe or reasonably suspect such behavior shall promptly notify the administration and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline. In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are victims of hate-motivated behavior.

Cyberbullying: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendship. The use and distribution of video and/or photographs for the purposes of harassment or inciting a fight, including posting video of photographs of an event that has occurred, is considered cyberbullying. Cyberbullying is a serious form of harassment and is a violation of school district policy and state education code. **Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation.**

What Can Someone Do When He or She Feels Sexually Harassed or Bullied?

The STOPit App is monitored by the SVHS administration. STOPit may be used to report harassment, bullying, vandalism and other instances that negatively impact the SVHS community. STOPit is monitored on a regular basis by admin.

STOPit

We are pleased to announce that our school has enrolled with STOPit. STOPit is a technology platform which will help to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors. Our aim with STOPit is to keep our students safe and cultivate a kind and respectful school climate, online and off. STOPit is a tool that works by empowering students to protect themselves and stand up for their peers online. Students will have access to the STOPit mobile app, which has two features: **Report** can be used to anonymously report incidents to school contacts. **Messenger** can be used to engage in anonymous two-way communication with school contacts. Our designated administration will have access to STOPit’s backend incident management system, STOPit Admin.

Informal Resolution

Students are not required to inform the person engaging in the conduct that it is unwanted, offensive, and must stop, but are encouraged to do so. Students may ask for help from a teacher, counselor, or administrator to resolve the alleged harassment or file a complaint.

Formal Complaint

Any student who believes he or she is being harassed by a student or employee shall promptly report the facts of the incident(s) and the name of the person involved to a staff member with whom they are comfortable. A written statement, document, or complaint form may be obtained in the main office and submitted to personnel in the main office. That person shall report the incident to the school site Title IX officer and/or principal. All staff, upon personal knowledge of an alleged incident of harassment, including sexual harassment, is obligated to report it to the school administration within 3 school days.

- The site administrator will file a written report of the alleged incident. All investigations shall be handled in a serious, sensitive and confidential manner.
- Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion.

Any individual may appeal the findings of an investigation to the District Governing Board within a reasonable time from the date of the finding. All site administrators at SVHS are Title IX officers.

Student Discipline Guidelines – Sonoma Valley Unified School District

These rules are not exhaustive. This chart is a guideline for most discipline situations. The teacher or administrator may utilize discretion when making the final decision.

D. CODE 48900 & 48915, SVUSD BP 5144.1

The following infractions are violations of California Education Code as outlined in Sections 48900 and 48915 and in Sonoma Valley Unified School District Board Policy Section 5144.1

Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
<p>Violence/ Injury</p> <p>48900(a)(1) 48900(a)(2)</p>	<p>(a)(1)Caused, attempted to cause, or threatened to cause physical injury to another person, except in self- defense. Class I 48915(b)</p> <p>(a)(2)Willfully used force or violence upon the person of another, except in self-defense. Class I 48915(b)</p> <p>Serious physical injury - Class II 48915(a)(1)(A)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Loss of privileges (restricted area) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Apology ● Restorative Mediation ● Restorative Meeting ● Restorative Conference (prep work) ● Detention ● In school suspension ● Suspension ● Expulsion ● Documentation placed in student’s file of all steps taken <p>Must Include: Notify Law Enforcement if assault with deadly weapon or force likely to produce great bodily harm</p>	<p>AND May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching) ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Restorative Meeting ● Restorative Mediation ● Restorative Conference (prep work) ● Documentation placed in student’s file of all steps taken <p>Must Include: Notify Law Enforcement if assault with deadly weapon or force likely to produce great bodily harm</p>
<p>Weapon</p> <p>48900(b)</p>	<p>Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.</p> <p>Possessed, sold, or furnished a firearm. Class III 48915(c)(1)</p> <p>Possession of explosives. Class III 48915(c)(5)</p> <p>Possession of any knife or other</p>	<p>May Include:</p> <ul style="list-style-type: none"> ● Confiscation ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (backpack checks) ● Behavior contract ● Check In Check Out (CICO) ● Restorative Apology ● Restorative Mediation ● Restorative Meeting 	<p>AND May include:</p> <ul style="list-style-type: none"> ● Confiscation ● In School Suspension ● Suspension ● Expulsion <p>Must Include: Notify Law Enforcement if assault with deadly weapon</p> <p>(Mandatory Expulsion for firearm, brandishing a knife, explosives)</p>

	<p>dangerous object of no reasonable use to the pupil. Class II 48915(a)(1)(B)</p> <p>Brandishing a knife at another person. Class III 48915(c)(2)</p> <p>“Knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.</p>	<ul style="list-style-type: none"> ● Restorative Conference (prep work) ● Community service ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Expulsion ● Documentation placed in student’s file of all steps taken <p>Must Include: Notify Law Enforcement if assault with deadly weapon (Mandatory Expulsion for firearm, brandishing a knife, explosives)</p>	
<p>Alcohol & Drugs Possession/Use/Sale/Under the Influence</p> <p>48900(c)</p>	<p>Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcohol, or an intoxicant of any kind.</p> <p>Alcohol & Drugs Use/Under the Influence. Class I 48915(b)</p> <p>Alcohol & Drugs Possession. Class II 48915(a)(1)(C)</p> <p>Sale of Drugs. Class III 48915(c)(3)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Follow Alcohol & Drug Protocol: <ul style="list-style-type: none"> ○ Confiscation ○ Referral to School Nurse ○ Referral to Drug & Alcohol Alternatives Counseling (DAAC) ○ Referral to Sonoma Valley Youth & Family Services Diversion Program ● Reteaching ● Universal Referral Form to Tier 2/3 Team (COST) ● Loss of privileges (backpack checks) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension* ● Expulsion ● Documentation placed in student’s file of all steps taken <p><i>*Suspension at home NOT recommended for youth with alcohol and drug issues</i></p> <p>Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol,</p>	<p>AND May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching) ● Referral to School Nurse ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Restorative Practices (e.g. Restorative Mediation, reteaching) ● Referral to Drug & Alcohol Alternatives Counseling (DAAC) ● Referral to Sonoma Valley Youth & Family Services Diversion Program ● Documentation placed in student’s file of all steps taken <p>Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol, intoxicants or offer/sale of lookalike substances</p> <p>(Mandatory Expulsion for Drug Sales)</p>

		intoxicants or offer/sale of lookalike substances (Mandatory Expulsion for Drug Sales)	
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Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
Lookalike Alcohol & Drugs – Offered/Arranged/Negotiated to Sell 48900(d)	Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage or intoxicant, and either sold, delivered or furnished counterfeit substance. Class I 48915(b)	May include: <ul style="list-style-type: none"> ● Follow Alcohol & Drug Protocol: <ul style="list-style-type: none"> ○ Confiscation ○ Referral to School Nurse ○ Referral to Drug & Alcohol Alternatives Counseling (DAAC) ○ Referral to Sonoma Valley Youth & Family Services Diversion Program ● Reteaching ● Universal Referral Form Referral to Tier 2/3 Team ● Loss of privileges (backpack checks) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension* ● Documentation placed in student’s file of all steps taken <p><i>*Suspension at home NOT recommended for youth with alcohol and drug issues</i></p> <p>Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol, intoxicants or offer/sale of lookalike substances</p>	AND May include: <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching) ● Referral to School Nurse ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Restorative Practices (e.g., Restorative Mediation, reteaching) ● Referral to Drug & Alcohol Alternatives Counseling (DAAC) ● Referral to Sonoma Valley Youth & Family Services Diversion Program ● Documentation placed in student’s file of all steps taken <p>Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol, intoxicants or offer/sale of lookalike substances</p>
Robbery/Extortion 48900(e)	Committed, or attempted to commit, robbery or extortion. Robbery is stealing involving person to person interaction, usually with force. Extortion is using force or threats to compel	May include: <ul style="list-style-type: none"> ● Reteaching ● Universal Referral Form Referral to Tier 2/3 Team ● Loss of privileges (restricted area, increased supervision) 	AND May include: <ul style="list-style-type: none"> ● Informal Conference ● Formal Conference ● Community Service (e.g., replace item, voluntary work in lieu of payment) ● Loss of Privileges

	another person to give them money or other property. Class II 48915(a)(1)(D)	<ul style="list-style-type: none"> • Behavior contract • Check In Check Out (CICO) • Community service • Restorative Apology • Restorative Mediation • Restorative Meeting • Restorative Conference (prep work) • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Expulsion • Notify Law Enforcement • Documentation placed in student's file of all steps taken 	<ul style="list-style-type: none"> • In School Suspension • Suspension • Expulsion • Notify Law Enforcement
Property Damage 48900(f)	Caused, or attempted to cause, damage to school property or private property of others. Including Arson or Graffiti , reporting for Safe Schools Assessment Program shall be limited to incidents of that result in an economic loss of \$100 or more. (CCR 700(b)) Class I 48915(e)	<p>May include:</p> <ul style="list-style-type: none"> • Reteaching • Universal Referral Form Referral to Tier 2/3 Team • Loss of privileges (restricted area, increased supervision) • Behavior contract • Check In Check Out (CICO) • Community service • Restorative Apology • Restorative Meeting • Restorative Mediation • Restorative Conference (prep work) • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Parent Liable up to \$10,000 • Withhold grades, diploma, or transcripts (EC 48904) • Notify Law Enforcement • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	<p>AND May include:</p> <ul style="list-style-type: none"> • Formal Conference • Community Service (e.g. repair damaged property, voluntary work in lieu of payment) • Parent Liable up to \$10,000 • Withhold grades, diploma, or transcripts (EC 48904) • In School Campus Suspension • Suspension • Expulsion • Notify Law Enforcement
Stealing 48900(g)	Stole, or attempted to steal school property or private property. Class I 48915(e)	<p>May include:</p> <ul style="list-style-type: none"> • Reteaching • Universal Referral Form Referral to Tier 2/3 Team • Loss of privileges (backpack checks) • Behavior contract • Check In Check Out (CICO) • Community service (e.g., voluntary work in lieu of payment) 	<p>AND May include:</p> <ul style="list-style-type: none"> • Formal Conference • Community Service • Restorative Practices • In School Suspension • Suspension • Expulsion • Notify Law Enforcement

		<ul style="list-style-type: none"> ● Replace item ● Restorative Apology ● Restorative Mediation ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Notify Law Enforcement ● Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	
<p>Smoking/Tobacco</p> <p>48900(h)</p>	<p>Possessed, or used, tobacco or products containing tobacco or nicotine. Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Follow Alcohol & Drug Protocol: <ul style="list-style-type: none"> ○ Confiscation ○ Referral to School Nurse ○ Referral to Drug & Alcohol Alternatives Counseling (DAAC) ○ Referral to Sonoma Valley Youth & Family Services Diversion Program ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (backpack checks, restricted area) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension* ● Documentation placed in student's file of all steps taken <p><i>*May be suspended for first offense only if pupil's presence causes a danger to others. Suspension at home NOT recommended for youth with alcohol and drug issues.</i></p>	<p>AND May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching) ● Referral to School Nurse ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Restorative Practices (e.g., Restorative Mediation, reteaching) ● Referral to Drug & Alcohol Alternatives Counseling (DAAC) ● Referral to Sonoma Valley Youth & Family Services Diversion Program ● Notify Law Enforcement ● Documentation placed in student's file of all steps taken

		Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol, intoxicants or offer/sale of lookalike substances	
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Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
Profanity/Obscenity 48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity. Class I 48915(e)	May include: <ul style="list-style-type: none"> ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (restricted area, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., make PBIS posters for respectful language, write report and present) ● Restorative Apology ● Restorative Mediation ● Restorative Meeting (e.g., classroom meeting on impact of profanity on others) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	AND May include: <ul style="list-style-type: none"> ● Detention ● Loss of Privileges ● Community Service ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement
Drug Paraphernalia 48900(j)	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia (as defined by H&S Code 11014.5). Class I 48915(e)	May include: <ul style="list-style-type: none"> ● Follow Alcohol & Drug Protocol: <ul style="list-style-type: none"> ○ Confiscation ○ Referral to School Nurse ○ Referral to Drug & Alcohol Alternatives Counseling (DAAC) ○ Referral to Sonoma Valley Youth & Family Services Diversion Program ● Reteaching 	AND May include: <ul style="list-style-type: none"> ● Formal Conference ● Drug & Alcohol Counseling ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement <p>(Mandatory Expulsion for Drug Sales)</p>

		<ul style="list-style-type: none"> • Universal Referral Form to refer to Tier 2/3 Team (COST) • Loss of privileges (e.g., restricted area on campus with increased supervision, backpack checks) • Behavior contract • Check In Check Out (CICO) • Community service • Restorative Meeting • Restorative Conference (prep work) • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension* • Documentation placed in student's file of all steps taken <p><i>*May be suspended for first offense only if pupil's presence causes a danger to others. Suspension at home NOT recommended for youth with alcohol and drug issues.</i></p> <p>(Mandatory Expulsion for Drug Sales)</p>	
<p>Disruption/ Willful Defiance</p> <p>48900(k)</p>	<p>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.</p>	<p>May include:</p> <ul style="list-style-type: none"> • Reteaching • Universal Referral Form to refer to Tier 2/3 Team (COST) • Loss of privileges (restricted area, increased supervision) • Behavior contract • Check In Check Out (CICO) • Community service (e.g., help in teachers room) • Restorative Apology • Restorative Mediation • Restorative Meeting (e.g., classroom meeting on impact of disruption, not following directions) • Informal Conference (guidance/reteaching) • Formal Conference • Detention • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>No suspension (TK-8) or expulsion for K-12</p>	<p>AND May include:</p> <ul style="list-style-type: none"> • Time out • Detention • Informal Conference • Formal Conference • Referral to Intervention Team • In School Suspension • Suspension • Notify Law Enforcement <p>No suspension (TK-8) or expulsion for K-12</p>

Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
<p>Stolen Property</p> <p>48900(l)</p>	<p>Knowingly received stolen school property or private property. Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Confiscation ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (backpack checks, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., voluntary work in lieu of payment) ● Replace item ● Restorative Apology ● Conflict Mediation ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Notify Law Enforcement ● Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	<p>AND May include:</p> <ul style="list-style-type: none"> ● Formal Conference ● Community Service ● Restorative Practices ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement
<p>Imitation Firearm</p> <p>48900(m)</p>	<p>Possessed an imitation firearm. "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. Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Confiscation ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., daily backpack check, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Apology ● Conflict Mediation ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Notify Law Enforcement 	<p>AND May include:</p> <ul style="list-style-type: none"> ● Confiscation ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement <p>(Mandatory Expulsion for firearm, brandishing knife, explosives)</p>

		<ul style="list-style-type: none"> Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>(Mandatory Expulsion for firearm, brandishing knife, explosives)</p>	
<p>Threatened Witness</p> <p>48900(o)</p>	<p>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.</p> <p>Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> Follow Bullying Response Protocol Universal Referral Form to refer to Tier 2/3 Team (COST) Loss of privileges (e.g., assigned seating, restricted area on campus, increased supervision) Behavior contract Check In Check Out (CICO) Community service (e.g., make PBIS posters for respectful language, write report and present) Restorative Apology Conflict Mediation Restorative Meeting (e.g. circle on impact of threatening behavior on others) Conflict Mediation Restorative Conference (prep work) Informal Conference (guidance/reteaching) Formal Conference Detention In school suspension Suspension Expulsion Notify Law Enforcement Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	<p>AND May Include:</p> <ul style="list-style-type: none"> Formal Conference In School Suspension Suspension Expulsion Notify Law Enforcement
<p>SOMA Drug Selling</p> <p>48900(p)</p>	<p>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p>Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> Follow Alcohol & Drug Protocol: <ul style="list-style-type: none"> Confiscation Referral to School Nurse Referral to Drug & Alcohol Alternatives Counseling (DAAC) Referral to Sonoma Valley Youth & Family 	<p>May Include:</p> <ul style="list-style-type: none"> Formal Conference Detention Drug & Alcohol Counseling In School Suspension Suspension Expulsion <p>Must Include: Notify Law Enforcement</p>

		<p style="text-align: center;">Services Diversion Program</p> <ul style="list-style-type: none"> ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges ● (e.g. backpack checks, restricted area) ● Behavior contract ● Check In Check Out (CICO) ● Community service ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension* ● Documentation placed in student's file of all steps taken <p><i>*May be suspended for first offense only if pupil's presence causes a danger to others. Suspension at home NOT recommended for youth with alcohol and drug issues.</i></p> <p>Must Include: Notify Law Enforcement if use, possession, sale of controlled substances, alcohol, intoxicants or offer/sale of lookalike substances</p>	
<p>Hazing 48900(q)</p>	<p>Engaged in, or attempted to engage in, hazing which is any method of initiation or pre-initiation into a group which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm. Class I 48915(e)</p>	<p>May Include:</p> <ul style="list-style-type: none"> ● Referral to school nurse ● Follow Bullying Response Protocol ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., assigned seating, restricted area on campus, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., make PBIS posters for respectful language, write report and present, impact of bullying & hazing report) ● Restorative Apology ● Conflict Mediation ● Restorative Meeting (e.g. circle on impact of threatening behavior on others) 	<p>AND May Include:</p> <ul style="list-style-type: none"> ● Formal Conference ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement

		<ul style="list-style-type: none"> • Restorative Conference (prep work) to address impact of hazing on others • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Expulsion • Notify Law Enforcement • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	
Aiding & Abetting 48900(t)	Assisting, encouraging, supporting others in the act of inflicting serious bodily injury to another person (as defined by Penal Code 31) Class I 48915(e)	May include: <ul style="list-style-type: none"> • Universal Referral Form to refer to Tier 2/3 Team (COST) • Loss of privileges (e.g., increased supervision) • Behavior contract • Check In Check Out (CICO) • Community service (e.g., make PBIS posters for respectful language, write report and present) • Restorative Apology • Conflict Mediation • Restorative Meeting (e.g. circle on impact of threatening behavior on others) • Restorative Conference (prep work) to address impact of hazing on others • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Expulsion • Notify Law Enforcement • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p>	AND May Include: <ul style="list-style-type: none"> • In School Suspension • Suspension • Expulsion • Notify Law Enforcement

Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and other verbal,	May include:	AND May Include: <ul style="list-style-type: none"> • In School Suspension

<p>48900.2 212.5</p> <p>(Grades 4-12 only)</p>	<p>visual, or physical conduct of a sexual nature and has a negative impact upon the victim or creates an intimidating, hostile, or offensive environment (does not apply to grades K-3) Class I 48915(e)</p>	<ul style="list-style-type: none"> ● Follow Bullying Response Protocol ● Reteaching ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., assigned seating, restricted area on campus, increased supervision, class change) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., school projects to promote respectful environment) ● Restorative Apology ● Conflict Mediation ● Restorative Meeting ● Restorative Conference (prep work) ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Expulsion ● Notify Law Enforcement ● Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>(Grades 4-12 only)</p> <p>Must Include: Inform Title IX Officer</p>	<ul style="list-style-type: none"> ● Suspension ● Expulsion ● Notify Law Enforcement <p>(Grades 4-12 only)</p> <p>Must Include: Inform Title IX Officer</p>
<p>Hate Violence</p> <p>48900.3 233(e)</p> <p>(Grades 4-12 only)</p>	<p>Harming, threatening or harassing someone motivated by real or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status (as defined by PC 422.6, 422.7, or 422.75) (does not apply to grades K-3) Class I 48915(e)</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Follow Bullying Response Protocol ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., assigned seating, restricted area on campus, increased supervision, class change) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., school projects to promote respectful environment) ● Restorative Apology ● Conflict Mediation ● Restorative Meeting (e.g. circle on impact of hate speech or harassing behavior on others) ● Restorative Conference (prep work) to address impact of hate violence on victim and community 	<p>AND May include:</p> <ul style="list-style-type: none"> ● Formal Conference ● Community Service (e.g. project to make the school feel safe and students feel respected), ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement <p>(Grades 4-12 only)</p>

		<ul style="list-style-type: none"> • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Expulsion • Notify Law Enforcement • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>(Grades 4-12 only)</p>	
<p>Threats & Intimidation</p> <p>48900.4</p> <p>(Grades 4-12 only)</p>	<p>Intentionally engaged in harassment, threats or intimidation directed against school district personnel or pupils. Must be sufficiently severe to have the effect of disrupting classwork, creating substantial disorder, and creating an intimidating or hostile environment.</p> <p>Class I 48915(e)</p>	<p>May Include:</p> <ul style="list-style-type: none"> • Follow Bullying Response Protocol • Reteaching • Universal Referral Form to refer to Tier 2/3 Team (COST) • Loss of privileges (e.g., restricted area on campus, increased supervision) • Behavior contract • Check In Check Out (CICO) • Community service (e.g., school projects to promote respectful environment) • Restorative Apology • Conflict Mediation • Restorative Meeting (e.g. impact of threatening behavior on others) • Restorative Conference (prep work) to address impact of threats and intimidation on victim and community • Informal Conference (guidance/reteaching) • Formal Conference • Detention • In school suspension • Suspension • Expulsion • Notify Law Enforcement • Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>(Grades 4-12 only)</p>	<p>AND May include:</p> <ul style="list-style-type: none"> • Informal Conference • Formal Conference • Loss of Privileges (e.g. restricted play area with increased supervision) • In School Suspension • Suspension • Expulsion • Notify Law Enforcement <p>(Grades 4-12 only)</p>

Offense & EC Section	Ed Code Description	FIRST OCCURRENCE	REPEATED OCCURRENCE
Terroristic Threats	Threatens to commit a crime	May Include:	AND May include:

<p>48900.7</p>	<p>which will result in death, great bodily injury to another person, or property damage in excess of \$1,000. The students <i>intent</i> must be that the statement is to be taken seriously as a threat (even if there is no intent of actually carrying it out). Person threatened is in fear for his or her own safety, family’s safety, or protection of school or personal district property Class I 48915(e)</p>	<ul style="list-style-type: none"> ● Follow Threat Assessment Protocol ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., restricted area on campus, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., school projects to promote respectful environment) ● Restorative Apology ● Conflict Mediation ● Restorative Meeting (e.g. impact of threatening behavior on others) ● Restorative Conference (prep work) to address impact of threats and intimidation on victim and community ● Informal Conference (guidance/reteaching) ● Formal Conference ● Detention ● In school suspension ● Suspension ● Expulsion ● Notify Law Enforcement ● Documentation placed in student’s file of all steps taken <p><i>May be suspended for first offense only if pupil’s presence causes a danger to others</i></p>	<ul style="list-style-type: none"> ● Informal Conference ● Formal Conference, ● Loss of Privileges (e.g. restricted play area with increased supervision), ● In School Suspension ● Suspension ● Expulsion ● Notify Law Enforcement
<p>Assault on Staff</p> <p>48900(a)(1)-(2) PC 240 & 242</p>	<p>Assault or battery upon any school employee. Class II 48915(a)(1)(E)</p> <p>“Assault” is an unlawful attempt, coupled with a present ability to commit a violent injury</p> <p>“Battery” is any willful and unlawful use of force or violence</p>	<p>May Include:</p> <ul style="list-style-type: none"> ● Universal Referral Form to refer to Tier 2/3 Team (COST) ● Loss of privileges (e.g., restricted area on campus, increased supervision) ● Behavior contract ● Check In Check Out (CICO) ● Community service (e.g., school projects to promote respectful environment, work in teachers classroom) ● Restorative Apology ● Restorative Meeting (e.g. impact of threatening behavior on others, apology) ● Restorative Conference (prep work) to address impact of physical violence on victim and community ● Informal Conference (guidance/reteaching) ● Formal Conference 	<p>AND May include:</p> <ul style="list-style-type: none"> ● On Campus Suspension ● Suspension ● Expulsion <p>Must Include: Notify Law Enforcement if any pupil attacks, assaults or physically threatens staff</p>

		<ul style="list-style-type: none"> ● Detention ● In school suspension ● Suspension ● Expulsion ● Documentation placed in student's file of all steps taken <p><i>May be suspended for first offense only if pupil's presence causes a danger to others</i></p> <p>Must Include: Notify Law Enforcement if any pupil attacks, assaults or physically threatens staff</p>	
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MANDATORY EXPULSIONS

There are only *five* situations in which California law requires school administrators to immediately remove from school any student found to commit one of these five specific, serious offenses.

<p>Firearm 48900(b)</p>	<p>Possessing, selling or otherwise furnishing a firearm. Class III 48915(c)(1)</p>	<p>Must include:</p> <ul style="list-style-type: none"> ● Confiscation ● Suspension ● Expulsion ● Notify Law Enforcement
<p>Brandishing a Knife 48900(b)</p>	<p>Brandishing a knife at another person. Class III 48915(c)(2)</p>	<p>Must include:</p> <ul style="list-style-type: none"> ● Confiscation ● Suspension ● Expulsion <p>Notify Law Enforcement</p>
<p>Selling Drugs 48900(d)</p>	<p>Unlawfully selling a controlled substance (as defined by HSC 11053). Class III 48915(c)(3)</p>	<p>Must include:</p> <ul style="list-style-type: none"> ● Confiscation ● Suspension ● Expulsion <p>Notify Law Enforcement</p>
<p>Sexual Assault 48900(n)</p>	<p>Committing, or attempting to commit, a sexual assault or committing a sexual battery as defined by Penal Code 261, 266c, 286, 287, 288, 289, and 243.4. Class III 48915(c)(4)</p>	<p>Must include:</p> <ul style="list-style-type: none"> ● Suspension ● Expulsion ● Notify Law Enforcement,
<p>Explosive 48900(b)</p>	<p>“Explosive” means 1) any explosive, incendiary, or poison gas, bomb, grenade rocket having a propellant of more than four ounces, missile having a propellant of more than one quarter ounce, mine, or any similar device; 2) any type of weapon which may be readily converted to expel a projectile by explosive or other propellant and which has a barrel with a bore of more than one-half inch; or 3) any combination of parts designed or intended for use in converting any device into any destructive device (18 USC 921(a)(4). Class III 48915(c)(5)</p>	<p>Must include:</p> <ul style="list-style-type: none"> ● Confiscation ● Suspension ● Expulsion ● Notify Law Enforcement

DISRUPTION/WILLFUL DEFIANCE EC 48900(k)		
Disruption/ Willful Defiance 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	
48900(k) is NOT a basis for suspension for grades K-8 and NOT a basis for expulsion for K-12	<p>For 48900(k) behavioral errors the administrator should utilize one or more of the following measures depending on the behavior:</p> <ul style="list-style-type: none"> ● Reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities ● Provide useful and immediate correction when behavior error takes place ● Provide positive feedback when behavior expectations are met ● Prevent problem behavior by increasing supervision, restricting student privileges; ● Parent/caregiver contact ● 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 ● Refer student to the intervention team for additional interventions and supports 	
48900(k) EXAMPLES		
Bus Conduct	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteach (e.g., PBIS bus lesson)) ● Investigation ● Formal Conference ● Consequences <ul style="list-style-type: none"> ○ Loss of privileges (e.g., assigned seating) ○ Detention ○ Behavior contract ○ Community service ● Restorative Practices ● Notify Law Enforcement ● Documentation placed in student’s file of all steps taken 	
Cheating on Test or School Related Assignment, Plagiarizing	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteach (e.g., PBIS lesson on integrity & responsibility)) ● Investigation ● Formal Conference ● Consequences <ul style="list-style-type: none"> ○ Loss of privileges (e.g., assigned seating) ○ Detention ○ Behavior contract, ○ Community service ● Restorative Practices ● Failing Grade on assignment ● Fail course ● Meet with College Admissions Expert ● No or Negative College Recommendation Letters from the School ● Notify Law Enforcement ● Documentation placed in student’s file of all steps taken 	
Electronic Devices Possession/Using if Disrupts Educational Process	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching (e.g., PBIS lesson on cell phone use)) ● Investigation ● Formal Conference ● Consequences 	<p>May include for repeated occurrence:</p> <ul style="list-style-type: none"> ● Formal Conference ● Community Service ● Confiscation (e.g., for rest of week/semester, pick up from office by parent/caregiver)

	<ul style="list-style-type: none"> o Loss of privileges (e.g., must keep phone in office) o Detention o Behavior contract o Community service ● Restorative Practices ● Confiscation (e.g., for rest of day, pick up from teacher) 	
Fire Alarm-- Deliberate False	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteaching (e.g., learn about & write a report on fire safety)) ● Investigation ● Formal Conference ● Consequences <ul style="list-style-type: none"> o Loss of privileges o Detention o Behavior contract o Community service ● Restorative Practices (e.g., student and family meet with Fire Marshall) ● Notify Law Enforcement 	<p>May include for repeated occurrence:</p> <ul style="list-style-type: none"> ● Loss of Privileges ● Community Service (e.g., make up for lost instructional time by assisting in office, volunteer for fire department) ● In School Suspension ● Suspension ● Fire Marshal ● Formal Reprimand ● Notify Law Enforcement
Forgery	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteach (e.g., PBIS lesson on integrity & responsibility)) ● Investigation ● Formal Conference ● Consequences <ul style="list-style-type: none"> o Loss of privileges (e.g., parent phone call in lieu of student dependent communication) o Detention o Behavior contract o Community service ● Restorative Practices ● Notify Law Enforcement (PC 470-483.5) ● Documentation placed in student’s file of all steps taken 	
Gambling	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteach (e.g., lesson on gambling, write a report on history/law of gambling)) ● Investigation ● Formal Conference ● Consequences <ul style="list-style-type: none"> o Loss of privileges o Detention o Behavior contract o Community service ● Restorative Practices ● Notify Law Enforcement ● Documentation placed in student’s file of all steps taken 	
Gang Behavior/Apparel	<p>Gang Related Apparel must be indicated clearly in school dress code and limited to clothing that “reasonably could be determined to threaten the health and safety of the school environment.” [EC 32282]</p> <p>SVUSD does not use “gang enhancement” policies but instead will discipline according to the underlying prohibited conduct – fights, dress code violations, other</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Referral to community agency for gang diversion ● Counseling ● Tutoring ● Family support ● Anger management or other types of services

	<p>infractions, etc. – using the normal progressive disciplinary rules.</p>	<ul style="list-style-type: none"> ● Provide the parents and family with support, information, and services (PC 13825.4) ● Police diversion program <p>May NOT include:</p> <ul style="list-style-type: none"> ● Asking students to sign “Gang Contracts” ● Forwarding to police the names of students suspected of wearing “gang related clothing” or participating in “gang-related conduct” ● Photographing students on the basis of suspected gang affiliation or gang-related clothing or conduct
<p>Absence/Truancy-- Unexcused</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Follow SVUSD Attendance Policy ● Home Visits ● Principal Letter ● Truancy Letters ● SART ● SARB <p>May NOT include:</p> <ul style="list-style-type: none"> ● In School Suspension ● Suspension ● Expulsion <p>(EC 48200, 48260)</p>	
<p>Campus—Leaving Without Proper Authorization</p>	<p>May include:</p> <ul style="list-style-type: none"> ● Informal Conference (guidance/reteach (e.g., PBIS lesson on safety)) ● Investigation ● Formal Conference (e.g., review safety rules with parent/caregiver) ● Consequences <ul style="list-style-type: none"> ○ Loss of privileges (e.g., taking away off-campus pass or parking permit) ○ Detention ○ Behavior contract ○ Community service ○ Restorative Practices ● SART ● Notify Law Enforcement ● Documentation placed in student’s file of all steps taken 	<p>May include for repeated occurrence:</p> <ul style="list-style-type: none"> ● Formal Conference ● SARB ● Behavior Intervention Plan to establish alternatives to leaving campus when upset/overwhelmed, etc. ● In School Suspension ● Suspension <p>May NOT include:</p> <ul style="list-style-type: none"> ● Expulsion