

# Lake Tahoe Unified School District

## 2019/2020

### Code of Conduct



#### South Tahoe Middle School

#### South Tahoe High School

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## RIGHTS AND RESPONSIBILITIES

### Rights of Students:

- To attend school in a secure academic and social climate, free of fear, violence and discrimination.
- To be informed of school rules and regulations.

### Responsibilities of Students:

- To assume accountability for personal behavior.
- To attend school regularly and be on time to every class.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations at school and all school events, both at home and away.
- To respect the rights of fellow students, school personnel, and the public in general, to, from, and during school.
- To respect our environment, including our school buildings and our grounds, by using all facilities appropriately.
- To respect and obey the valid authority of school personnel.

## OUR APPROACH TO INTERVENTION

To better assist students in reaching their full potential, LTUSD recognizes an important need to support students in a variety of manners apart from our primary goal around achievement. As such, both secondary sites are in the process of developing and organizing proactive measures through a positive, tiered, support system designed to address and improve individual students' academic, social, and emotional concerns.

We feel it is important to communicate this whole-person approach to intervention with our stakeholders, as we do not believe discipline alone can or should be our primary means to shape behavior. To the contrary, we believe our most effective efforts in shaping student behavior are made possible through positive staff-student relationships and a belief that all students can learn.

The following sampling of our tier intervention system is provided to give stakeholders a sense of our current interventions for one or both secondary school sites:

### Remedies:

**Primary Prevention** or “**Tier 1**” supports are designed for a large majority of students and include examples such as Drug Store Project, athletics, parent nights, school-wide rules, Renaissance Card, Human Trafficking awareness, medical services, student of the month, Friday Night Live, and WEB.

**Secondary Prevention** or “**Tier 2**” supports are designed for approximately 10-15% of students and include examples such as attendance and behavior contracts, study hall, parent/teacher contact, Brief Intervention Program (BIP), outside agency groups, binder hospital, OCR, community service, weekly progress reports, and counseling groups (anxiety, impulse, anger, girls, friendship, academic support).

**Tertiary Prevention** or “**Tier 3**” supports are designed for approximately 5% of students and include examples such as School Attendance Review Board, McKinney Vento, CPS, Mental Health Referrals, ILA, 504, school social worker support, and agency therapists.

To identify students in need of support, a multi-measured approach is utilized including seven or more measures such as attendance, GPA, behavioral referrals, self/teacher/parent referral, Strength and Difficulties Questionnaire, and crises.

### **PHILOSOPHY OF CITIZENSHIP**

It is the philosophy of LTUSD that the destiny of our community, state, and nation depends upon educated, well-informed, responsible citizens in all walks of life. Our staff is committed to guide students toward these goals. In order for students to achieve their full potential, develop self-esteem and confidence, as well as interact positively with others, specific expectations have been established. As students strive to achieve the expectations of STMS and STHS, it is critical that teachers, parents, and administrators consistently hold students accountable. One key to this process is the early, significant involvement of parents/guardians when students first begin to make poor choices. As students develop a pattern of making poor choices, parents/guardians will be expected to become increasingly involved in supporting them to make good decisions.

### **CITIZENSHIP**

#### South Tahoe Middle School:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Respect the integrity and judgement of school staff. The school staff are doing their best to help promote you and your learning. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of you in the eyes of the staff and the community.
- Athletes: Live up to the standards of sportsmanship established by the coaching staff and the school administration.
- Good citizenship allows a student the opportunity to participate in extracurricular activities.

Eligibility will be determined at each grading period (including progress reports). A student's ineligibility will be for a period of 6 weeks unless they successfully petition to be reinstated as a student in good standing. A student can only petition once a year. Any of the following will cause a student to become ineligible to participate in extracurricular activities for a designated period of time:

- Grades:
  - Grade Point Average (GPA) below 2.0
  - 2 or more "F's"
- Citizenship:
  - Any suspension or OCR placement

Extracurricular activities are not graded, do not offer credit, and do not take place during classroom time. These include, but are not limited to: sports, dances, and non-academic field trips and activities.

- Petition for Eligibility: Two weeks after grades are released to students, any middle school student has three (3) school days to petition the principal/designee to regain eligibility. A student must maintain a "C" grade and satisfactory citizenship in each class to remain eligible. A student may only petition for reinstatement once during the school year.

#### South Tahoe High School:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.

- Respect the integrity and judgement of school staff. The school staff are doing their best to help promote you and your learning. Treating them with respect, even if you disagree with their judgement, will only make a positive impression of you in the eyes of the staff and the community.
- Athletes: Live up to the standards of sportsmanship established by the coaching staff and the school administration.

#### **EXPECTATIONS FOR STUDENT BEHAVIOR ON DISTRICT TRANSPORTATION**

- The driver is in complete charge of the bus and is to be treated with respect.
- Driver may assign seats as they feel necessary.
- All passengers shall remain seated at all times and until the bus comes to a complete stop.
- Students shall board and leave the bus in an orderly manner.
- Students must share seats on the bus. No student may refuse to share a seat with another.
- No objects shall be thrown in or out of the bus.
- Heads, arms and legs and hair shall be kept inside the bus and out of the aisle at all times.
- Obscene gestures and obscene or loud talking, yelling, or screaming is not allowed.
- No fighting, roughhousing, pushing, shoving and/or tripping.
- Students shall remain quiet at railroad crossings.
- There is no eating, drinking or gum chewing on the bus. Glass containers/objects are not allowed.
- Students should arrive at the bus stops no more than 5 minutes before the arrival time of the bus.
- Students shall wait at the designated spot in an orderly line until the bus comes to a stop.
- The driver will stop to load and unload passengers at designated bus stops only. Students should board the bus at their regularly assigned bus stop and ride the bus they are assigned, unless otherwise instructed by driver.
- All students will follow the Student Conduct Code while on the bus. Students found in violation will be referred to a site administrator, which may result in both a bus suspension and regular disciplinary action.
- Skateboards permitted per driver's discretion.
- Once a student has been verbally warned by the driver and the misconduct continues, the parent will be sent a notice from the transportation department informing them of the misconduct. After the second warning, the school administrator will contact the student and parent for disciplinary measures upon receiving a copy of the citation from the transportation department.
- In instances that involve possible suspension, a student may be brought back to the school site for removal from the bus.

*Section 14103.5 CAC governing pupil transportation states "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. CONTINUED DISORDERLY CONDUCT OR PERSISTENT REFUSAL TO SUBMIT TO THE AUTHORITY OF THE DRIVER SHALL BE SUFFICIENT REASON FOR A PUPIL TO BE DENIED TRANSPORTATION. A bus driver shall not require any pupil to leave the bus en route between home and school or other destination.*

#### **BULLYING**

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel under the jurisdiction of the school day or at school sponsored activities. If you, as a student, are being bullied or harassed, tell a friend, tell a teacher, tell an administrator, tell a

campus supervisor, tell a parent. *TELL SOMEONE* who can help resolve the issue! See the enclosed “Discipline Matrix” for California’s definition of bullying.

**Bullying Reporting System:** <https://report.doc-tracking.com/1144/>

### **ELECTRONIC DEVICES**

Students may possess electronic signaling devices, including but not limited to pagers, beepers and cellular/digital telephones, smart watches, provided that such devices are used in accordance with the guidelines set forth by the California Education Code, 48901.5, referenced in the “Discipline Matrix.”

#### **LTUSD, Use of devices on school grounds:**

When students are assigned OCR personal devices are confiscated for the duration of the assigned time.

#### South Tahoe High School:

- Cell Phones, wearable technology (Ex. Apple watch) and earbuds must not be visible or used during ALL classes, including bathroom breaks.
- STHS students may use cell phones or electronic devices before or after school, during lunch, break and passing periods.
- The only appropriate devices for class use are LTUSD-approved Chromebooks or similar computers.

#### South Tahoe Middle School:

- Cell Phones, wearable technology (Ex. Apple watch) and earbuds must not be visible from the first bell to the end of school day bell.
- The only appropriate devices for class use are LTUSD-approved Chromebooks or similar computers.

### **SCHOOL ATTIRE**

School attire should foster a safe and positive educational environment for our students. All students are to attend school and school-related activities dressed in a manner which is aligned with the dress registers\* of informal, casual, formal or frozen depending on the time/place. Attire guidelines are written in a gender-neutral manner and designed to promote the health and safety of all students and supports the educational process.

#### **Allowable Attire**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Clothing must cover undergarments. Waistbands and bra straps are excluded.
- All private parts must be covered by fabric that is not see-through.
- Students’ faces and ears must be visible to staff at all times. Headwear must not interfere with the line of sight to any student or staff, no hoodies over the heads.
- Clothing must be suitable for all scheduled school activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- STMS: Shorts or skirts must reach the end of the student’s fingertips.

\*Dress Registers are juxtaposed with language registers and can be found on the graphic below.

**Non-permissible Attire**

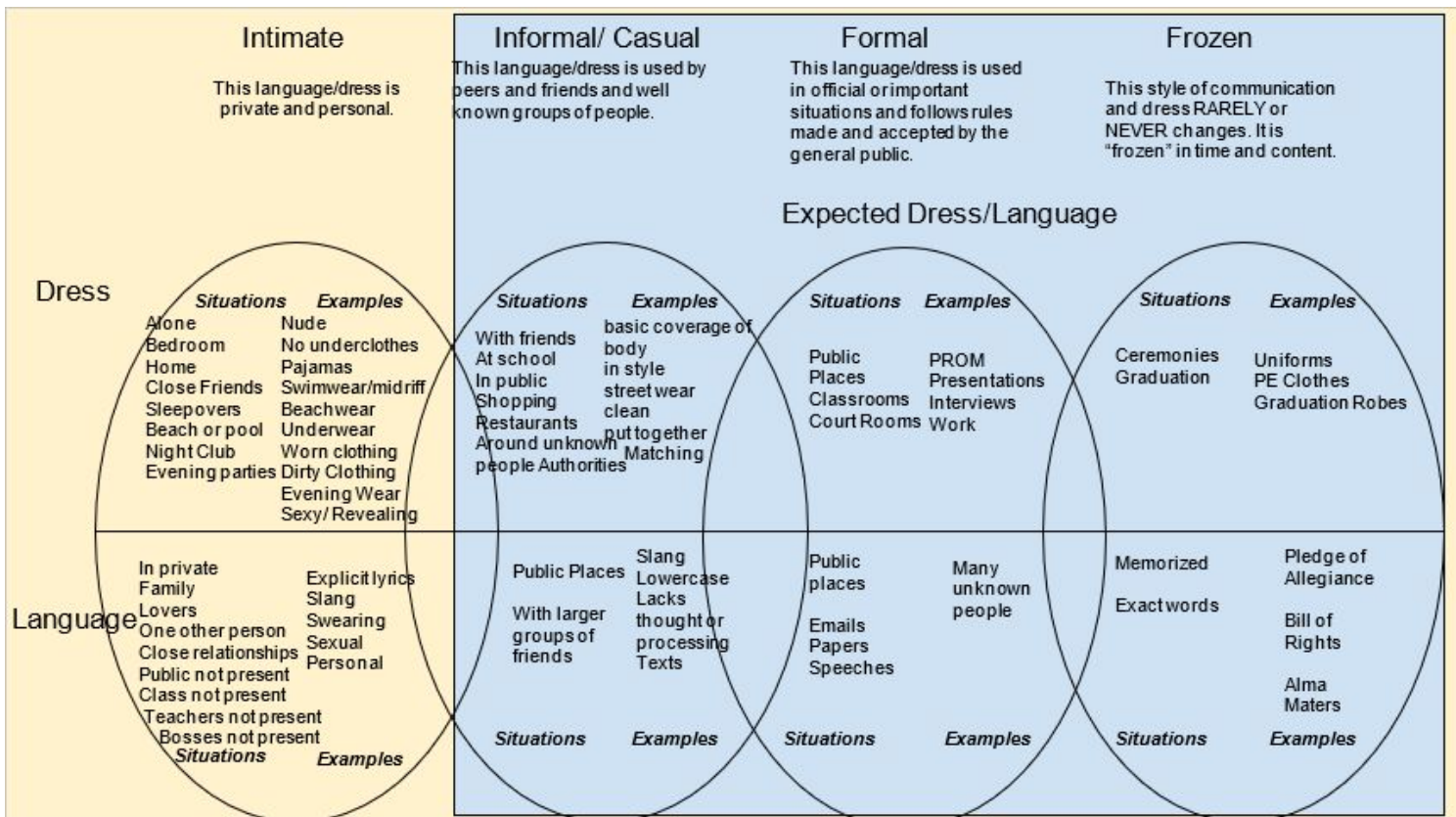
- Attire depicting, advertising or advocating the use of alcohol, tobacco, marijuana or other controlled substances.
- Attire depicting pornography, nudity, partial nudity, sexual acts, or expletives.
- Attire, including gang identifiers, that threatens the health or safety of any other student or staff.
- Attire depicting hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

Attire not in the Informal/Casual register:

When a student is wearing attire that is not in the informal register of the dress and language register, a discussion will take place between the student and an appropriate staff member, taking advantage of a learning opportunity. After the discussion, the student will have the opportunity to alter their appearance/outfit.

- Obtain acceptable clothing from the student’s PE locker or backpack, or contact parent to bring acceptable clothing (the student will wait in administrator’s office until parent arrives), or (STHS) parent may contact the attendance office to obtain an off-campus pass to allow student to go home and change.

If the violation cannot be remedied, the student will remain in the office for the remainder of the school day. Students habitually violating the dress and grooming code will be subjected to further disciplinary action.



### **CHROMEBOOK/NETBOOK HANDLING**

An important part of the student experience at LTUSD is that every student can check out a Chromebook/Netbook. To ensure that these devices are operational when needed, and they last as long as possible, it is incredibly important that they are handled properly. Below is a list of expectations.

- Bring the device(s) charged in its carrying case to school every day.
- Only carry the device(s) around when it is closed and in the carrying case.
- Keep the device(s) in a secure location when it is not at school.
- Do not leave the device(s) unattended.
- Never loan out your device(s) to other individuals.
- Charge your device(s) battery daily.
- Do not remove any serial numbers, barcodes or other identifying labels from the device(s).
- Protect the device(s) from damage from food, liquids or other harmful materials and from extremes of heat and cold.
- Do not disassemble any part of your device(s) or attempt any repairs.
- Only use your device(s) in ways that are appropriate and educational.
- Understand that your device(s) is subject to inspection at any time without notice.

### **TRAFFIC AND PARKING**

Students who violate parking permit regulations or engage in reckless driving are subject to disciplinary action and loss of parking privileges on school grounds. All incidents involving reckless driving will be referred to SLTPD.

### **VISITORS ON CAMPUS**

Visitors are not allowed on campus without administrative permission and must first check-in at the office. STHS: Dance guests shall not exceed the age of 20 at the time of the dance.

### **GROUNDS FOR SUSPENSION AND EXPULSION**

Suspension is defined as the “removal of a pupil from ongoing instruction for adjustment purposes”. The law requires immediate suspension for specific acts as outlined in this disciplinary code. (EC 48925), (48900). Parents are expected to further define what disciplinary action will take place at home while a student is suspended. It is recommended that such action includes home service to the family such as specific chores or jobs, confinement to the home, suspension from all technology such as phone use, television and computers. Appropriate activities include school work and reading while at home for the duration of the suspension.

Expulsion is the most serious disciplinary action that a school district imposes on a student. This removes the student from school district sites for a specific period of time usually up to a year. The administrator must refer students to the district governing board for expulsion under the mandatory suspension and expulsion guidelines. The final decision for expulsion can only be made through action by the school district governing board. Students who are expelled must attend school by law and will be referred to county programs.

### **STUDENT ACTIVITY PENDING EXPULSION OR DURING SUSPENSION**

Students shall not report to school during the period of suspension or pending expulsion, except in the case of in-school suspension, unless coming to the office on official business by prior arrangement with a school administrator. Students shall be under the supervision of a parent/guardian during school hours pending expulsion or when serving suspension days at home. (7:00 a.m. - 4:30 p.m.). Students shall not attend any school event or activity at any school campus pending expulsion or during suspension. Teachers may require students to complete any assignments and tests missed during the suspension. The determination to allow students to make up work is at the discretion of the teacher. The responsibility of obtaining and doing class work lies with the students.

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

One of the major functions of public schools is the preparation of youth for responsible citizenship. LTUSD seeks to foster a learning environment that reinforces the concept of self-discipline and the acceptance of personal responsibility. It is, therefore, appropriate to clearly articulate expected behavior as well as the consequences when expectations are not met (EC 35291.5).

For the safety of the school community, students are expected to obey all rules and regulations, to respond to adults and other students in a respectful manner, and to participate positively in an environment that allows teachers to teach and students to learn. LTUSD will not tolerate any comments or gestures that denigrate others due to race, color, sexual orientation, religion, handicap, or disadvantage. Pupils shall be subject to disciplinary procedures for harassing other pupils or for using insults, slurs, or language that may disrupt school activities.

Students are strongly encouraged to seek help from an adult on campus prior to a situation escalating. LTUSD actively works to maintain a safe educational environment for all students and staff; therefore, any conduct which interferes with the instructional process will not be tolerated, and any student who causes or takes part in a disturbance will be subject to disciplinary action.

Depending on the circumstances, some or all of the following interventions may be implemented by school personnel and/or parents/guardians to foster appropriate pupil behavior:

- Exclusion from participating in recognized school activities
- Exclusion from participating in recommended school programs
- Parent/Teacher/Student contact and conference
- Assistance through school counselors, school nurse, or school social worker
- Administrator/Student conferences
- Student Study Team (SST) which considers special circumstances, academic needs, and/or special placements for specific students
- Referrals to Community Health and Welfare Agencies
- Behavior Contracts
- Detention
- On Campus Retention (OCR)
- Community Service
- Saturday School
- Suspension from Class or School
- Expulsion



## **STAFF DISCIPLINE IN RESPONSE TO UNACCEPTABLE BEHAVIOR**

### South Tahoe Middle School:

The following nine-step discipline procedure is a progressive application of consequences based on the LTUSD Student Code of Conduct. The focus of the nine-step procedure is to establish and to maintain a safe and secure setting with minimal disruption to the learning environment. With clear boundaries, students will know where they stand and will be more motivated to exercise self-control.

Administrative actions may be supported by interventions listed above in "Expectations for Student Behavior" and implemented by school personnel and/or parents/guardians to foster appropriate pupil behavior. Students committing major disciplinary offenses in the first or second incident may be referred directly to administration. The severity of the student's behavior will be evaluated by administration in determining the appropriate steps/consequences and could, when necessary, be completed out of sequence.

### **Staff Interventions:**

Step 1: Staff will hold a one-on-one discussion with student and document in Aeries.

Step 2: Staff will call or email parent/guardian and document in Aeries.

If unacceptable behavior occurs again, staff will refer student to administration.

### **Administrative Interventions:**

Step 3: Two detentions, notification to parent/guardian, and document in Aeries.

Step 4: Four detentions, notification to parent/guardian, and document in Aeries

Step 5: Two hours of community service, notification to parent/guardian, and document in Aeries.

Step 6: One to three days OCR, notification to parent/guardian, and document in Aeries.

Step 7: One to five days OCR, notification to parent/guardian, and document in Aeries.

Step 8: One to five days suspension, notification to parent/guardian, and document in Aeries.

Step 9/Subsequent: One to five days suspension, notification to parent/guardian, and document in Aeries.

### South Tahoe High School:

#### **Minor Behaviors:**

Strike 1- Staff will hold a one-on-one discussion with student and document in Aeries.

Strike 2- Staff will call or email parent/guardian and document in Aeries.

Strike 3/Subsequent Occurrences- Staff will send student to Assistant Principal and document in Aeries.

Students referred to the Assistant Principal will be subject to progressive disciplinary action. See "Discipline Matrix" for description of offenses.

#### **Major Behaviors:**

Staff will send student to Assistant Principal with hall pass and document at earliest convenience.

Administrator will contact parent/guardian and document. See "Discipline Matrix" for description of offenses.

## ATTENDANCE POLICY

Lake Tahoe Unified School District believes in the value of strong attendance, and attendance policies are designed to promote regular class participation. The student's job is not merely to acquire knowledge for him/herself, but to contribute to the learning community by sharing ideas, perspectives, and values with others. Poor attendance prevents the student from being an active member of the learning process.

The district will excuse a student's absence up to ten days per school year based on parent request without verification of illness from a medical professional. See types of excused absences below. Students too ill to attend after reaching the ten day limit must submit verification of illness from a medical professional upon their return to school. Anytime a student has a doctor appointment and/or documentation requiring them to stay home from school, this documentation must be turned in immediately when the student returns to school. These absences will be recorded verified and not count toward the ten-day parent/guardian excused limit. If your child is under the regular care of a physician for a serious or chronic condition, or they are directed to stay home by a medical professional before the ten days are reached, parent/guardian should provide verification to the Attendance office at that time. Absences for illnesses not verified after three days will be marked unexcused and subject the student and/or parents to compulsory education law guidelines. Only excused absences will entitle the student to make up any missed work.

Aside from the negative academic impact of being absent, the school loses state funding for every student absence, regardless of the reason for it. The money received from the state, known as ADA, is critical to the school as any loss directly affects the district's operating funds. Please help your student and the school by working with us to make sure your student is in class when he/she is supposed to be by trying to schedule appointments for non-class times, and encouraging your student to not miss class.

LTUSD understands that students will become ill both at home and at school. To minimize absences from class due to illness, both the Middle and the High school have nurses on site in the office. If a student becomes ill while at school, the nurse or office staff will assist and help determine the best course of action. If a student is not feeling well in the morning, they may attempt to come to school both to get credit for attendance and to get assistance from the nurse.

We request parent/guardians to release students only when necessary. Pulling students out of class is often disruptive to the learning environment. To minimize impact, we request parents/guardians to notify the Attendance Office before school starts indicating the time for the student to be released.

State law requires that every student attend school full time until the age of eighteen. When a student reaches the age of sixteen, he/she may attend continuation school.

### A. Types of Absences

1. Excused: illness, medical, dental, optometric, chiropractic appointment, funeral services, quarantine, jury duty, religious purpose/holiday, court appearance, or employment conference.

*Students are allowed to make up class work that is missed when the absence is excused. If a student is absent for more than three consecutive days, parent note must be accompanied by documentation of the reason for the absence. After student has missed any class period more than ten times, a parent note must be accompanied by documentation of the reason for the absence.*

2. Unexcused: when the absence is not authorized by school or parents/guardians, as defined above in number 1, or when it exceeds the 10 excused absences.

*Students may not be allowed to make up class work that is missed when the absence is unexcused. Students are considered truant and may be subject to disciplinary action such as: detention, community service, OCR and Saturday School.*

3. School-Related: when reason for absence is due to a school sponsored event, or is otherwise pre-approved by an administrator.

*Students are allowed to make up class work that is missed when the absence is school-related.*

### **B. Habitual Truancy**

A student can be considered habitually truant if he/she has 3 or more unexcused absences in any one class period or complete school day. Interventions that we may use to address attendance problems include: (1) counseling (2) Saturday School (3) Lunch-time detention (4) After hours community service (5) peer assistance/tutoring (6) Administrative/Police home visit (7) Truancy Contract meetings (8) Student Attendance Review Board (SARB). For students who are 18 years and older, they may be dropped permanently from school.

### **C. Planned Absences**

If a family knows prior to an absence that a student will be out for less than 5 days, a note should be brought to the attendance office prior to the absence. This "planned absence" note will allow us to notify teachers and facilitate make-up work for the student. If a family knows prior to an absence that a student will be out for 5 or more days, the parent(s) and student will need to meet with the Independent Study teacher at their school at least five (5) days prior to the absence to set up an Independent Study Agreement.

## **ATTENDANCE PROCEDURES**

After any absence, the student must bring to the attendance office a note from home legibly written in ink or a parent must call the attendance office to explain the reasons for absence, the date(s) or periods missed, student name, grade level and a phone number where we can reach a parent. A parent must properly sign the note. Notes should be presented to the attendance office at least 15 minutes before the start of school so that the student may be in the classroom before the tardy bell rings, or upon return to school if after school has started. The note will be used to determine if the absence can be excused.

Students who return from an absence without a proper notification from parent/guardian will be marked with an Unexcused absence. The student will have 3 days to bring a proper note from home to have the absence changed Excused. **If after 10 school days this absence has not been properly accounted for, it will remain an unexcused absence, the student may not be able to get credit for make up work, and disciplinary action can follow.**

## **TARDINESS**

Students must have entered their respective classroom when the bell has finished ringing. If student is tardy they must go to a security station to get a tardy slip before being admitted to class. If student has a staff-authorized tardy, they must present a pass, signed with date and time. The consequence for a tardy or being out of class without permission may be a detention and/or community service.

- Each detention must be completed within 3 school days before school, during lunch or after school.
- Detentions not completed within 3 school days will result in escorting students to detention.

Each student will be allowed a total of 3 "freebie" tardy slips per semester without penalty. Freebies will not accumulate from one semester to the next. A parent cannot excuse a tardy.

### **CHECKING OUT DURING CLASS TIME**

Both STHS and STMS maintain a closed campus policy during class time. Leaving campus during class time without first clearing through the Attendance Office will be treated as a truant. Students needing to leave campus with excused period absence(s) are to obtain an off-campus pass through the Attendance Office prior to leaving. Except for students with excused periods, NO student may leave campus without a pass, for any reason.

### **CAMPUS CLOSURES**

During lunch at STHS, campus is open for students in grades 10-12. During this time, students in grades 10-12 may leave campus without checking out. During lunch, campus is closed for freshmen students. During break, STHS students are to remain on the main areas of campus. Parking lots and other areas away from the main campus are closed during break.

### **P.E. MEDICAL EXCUSE**

A doctor's note is to be presented to the nurse when a student needs to be excused for more than 3 days. The note is placed on file in the Nurse's Office and the nurse will notify the P.E. teacher. Please note that even excused absences require makeup work in P.E. to earn credit and/or avoid a lowered grade due to missed class.

## **DISCIPLINE MATRIX**

Education Codes, Penal Codes, California Codes of Regulation, Board Policies:

### **Inflicted or Threatened Physical Injury**

**EC 48900(a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO.

3rd Staff Referral: 5-day suspension/OCR and recommendation for alt. ed. program or expulsion. Notify SRO.

### **Used Force or Violence**

**EC 48900(a)(2)** Willfully used force or violence upon the person of another, except in self-defense.

**LTUSD:** Self-defense is defined as the physical inability otherwise to walk away from a situation.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO.

3rd Staff Referral: 5-day suspension/OCR and recommendation for alt. ed. program or expulsion. Notify SRO.

### **Possessed Dangerous Objects**

**EC 48900(b)** Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred within by the principal or the designee of the principal.

**LTUSD:** Weapons, including pepper spray, are not permitted on campus or at any school functions at any time.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR.

2nd Staff Referral: 1-3 day suspension/OCR. Notify SRO.

3rd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO.

### **Possessed Drugs or Alcohol**

**EC 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.

1st Staff Referral: 3-5 day suspension/OCR. District substance abuse program recommended. Notify SRO. Student ineligible 6 weeks for extracurricular activities. (NIAA Compliant)

2nd Staff Referral: 5-day suspension/OCR. Possible recommendation for expulsion for second offense within same school year. Notify SRO. Student ineligible 90 days for extracurricular activities. (NIAA Compliant)

3rd Staff Referral: 5-day suspension/OCR. Recommendation for expulsion for third offense within same school year. Notify SRO. With the 3rd offense the student shall become ineligible to participate in interscholastic athletics for remainder of the student's high school career. (NIAA Compliant)

### **Sold Drugs/Alcohol or Look Alike Substance**

**EC 48900(d)** Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Sec. 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 a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

Any Referral: 5-day suspension/OCR and recommendation for alt. ed./expulsion. Notify SRO.

### **Committed Robbery/Extortion**

**EC 48900(e)** Committed or attempted to commit robbery or extortion.

1st Staff Referral: 3-5 day suspension/OCR. Notify SRO.

2nd Staff Referral: 5-day suspension/OCR. Recommendation for expulsion. Notify SRO.

### **Caused Damage to Property**

**EC 48900(f)** Caused or attempted to cause damage to school property or private property.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO.

3rd Staff Referral: 5-day suspension/OCR and recommendation for expulsion. Notify SRO.

### **Committed Theft**

**EC 48900(g)** Stole or attempted to steal school property or private property.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO.

3rd Staff Referral: 5 day suspension/OCR. Recommendation for alt. ed./expulsion. Notify SRO.

### **Possessed/Used Tobacco**

**EC 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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 1-day suspension/OCR. Notify SRO. Student ineligible 6 weeks for extracurricular activities. (NIAA Compliant)

Subsequent: 1-3 day suspension/OCR. Notify SRO. With 2nd offense student ineligible 90 days for extracurricular activities. With the 3rd offense student ineligible to participate in interscholastic athletics for remainder of the student's high school career. (NIAA Compliant)

#### **Committed Obscenity/Profanity/Vulgarity**

**EC 48900(i)** Committed an obscene act or engaged in habitual profanity or vulgarity.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 1-3 day suspension/OCR.

3rd Staff Referral: 3-5 day suspension/OCR and recommendation for alt. ed. program or expulsion.

#### **Possessed or Sold Drug Paraphernalia**

**EC 48900(j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO. Student ineligible 6 weeks for extracurricular activities. (NIAA Compliant)

2nd Staff Referral: 1-3 day suspension/OCR. Notify SRO. Student ineligible 90 days for extracurricular activities. (NIAA Compliant)

3rd Staff Referral: 3-5 day suspension/OCR and possible alt. ed. program. Notify SRO. With the 3rd offense the student shall become ineligible to participate in interscholastic athletics for remainder of the student's high school career. (NIAA Compliant)

#### **Disrupted or Defied School Staff**

**EC 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.

1st Staff Referral: Possible consequences include warning to student, detention or community service.

2nd Staff Referral: 1-3 day suspension/OCR.

Subsequent: 1-3 day suspension/OCR.

#### **Received Stolen Property**

**EC 48900(l)** Knowingly received stolen school property or private property.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 1-3 day suspension/OCR. Notify SRO.

3rd Staff Referral: 3-5 day suspension/OCR. Notify SRO.

**Possessed Imitation Firearm**

**EC 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.

1st Staff Referral: 1-3 day suspension/OCR. Notify SRO.

2nd Staff Referral: 5-day suspension/OCR. Recommendation for alt. ed./expulsion. Notify SRO.

**Committed Sexual Assault**

**EC 48900(n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Any Referral: 5-day suspension/OCR. Recommendation for expulsion. Notify SRO.

**Harassed, Threatened or Intimidated a Student Witness**

**EC 48900(o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

1st Staff Referral: 3-5 day suspension/OCR. Notify SRO.

2nd Staff Referral: 5-day suspension/OCR and recommendation for expulsion. Notify SRO.

**Sold Prescription Drug Soma**

**EC 48900(p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Any Referral: 5-day suspension/OCR and recommendation for alt. ed./expulsion. Notify SRO.

**Committed Hazing**

**EC 48900(q)** Engaged in, or attempted to engage in, hazing. For 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. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/

3rd Staff Referral: 5-day suspension/OCR and recommendation for expulsion. Notify SRO. OCR and possible alt. education program. Notify SRO.



## **Bullied**

**EC 48900(r)** Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) "Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(2)(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR.

2nd Staff Referral: 3-5 day suspension/OCR and possible recommendation to alt. ed.

3rd Staff Referral 5-day suspension/OCR and possible referral to alt. ed. or expulsion.

### **Grounds for Suspension/Expulsion**

**EC 48900(s)** A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.

### **Aided or Abetted Physical Injury**

**EC 48900(t)** A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and 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).

1st Staff Referral: Possible consequences include warning to student, detention, community service, 3-day suspension/OCR. Notify SRO.

2nd Staff Referral: 3-5 day suspension/OCR and possible rec. for alt. ed. Notify SRO.

3rd Staff Referral: 5-day suspension/OCR and recommendation for expulsion. Notify SRO.

### **School Property**

**EC 48900(u)** As used in this section, "school property" includes, but is not limited to, electronic files and databases.

### **Referral to Counseling**

**EC 48900(v)** For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

### **Alternative to Suspension or Expulsion**

**EC 48900(w)** It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

### **Committed Sexual Harassment**

**EC 48900.2** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be 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. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**Section 212.5** "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 any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

1st Staff Referral: 5-day suspension/OCR. Notify SRO.

2nd Staff Referral: 5-day suspension/OCR. Rec. for alt. ed. or expulsion. Notify SRO.

### **Committed an Act of Hate Violence**

**EC 48900.3** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

1st Staff Referral: 5-day suspension/OCR. Notify SRO.

2nd Staff Referral: 5-day suspension/OCR. Rec. for alt. ed. or expulsion. Notify SRO.

### **Harassed or Intimidated**

**EC 48900.4** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

1st Staff Referral: 3-5 day suspension/OCR. Possible rec. for expulsion. Notify SRO.  
2nd Staff Referral: 5-day suspension or OCR and recommendation for expulsion. Notify SRO.

#### **Violation Eligible for Community Service**

**EC 48900.6** As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

#### **Made Terrorist Threats**

**EC 48900.7(a)** In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

**EC 48900.7(b)** For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

1st Staff Referral: 5-day suspension/OCR. Notify SRO.  
2nd Staff Referral: 5-day suspension/OCR. Recommendation for alt. ed. or expulsion. Notify SRO.

**Prohibited Use of Electronic Device**

**EC 48901.5(a)** The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

**EC 48901.5(b)** 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.

**LTUSD, Use of devices on school grounds:**

When students are assigned OCR personal devices are confiscated for the duration of the assigned time.

STHS students may use cell phones before or after school, during lunch, break and passing periods as long as they do not create a disturbance or distraction. Cell phones must be off and out of sight unless specifically directed by a staff member.

STMS student cell phones and earbuds must be off and out of sight from the first bell to the end of school bell.

1st Staff Referral: Device is confiscated for remainder of the day.

Subsequent: Device is confiscated for remainder of the day or activity. Parent/guardian to retrieve. Possible detention, community service or 1-day suspension/OCR.

**LTUSD, Use of devices on buses:**

Cell phone usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the driver. Behavior that creates an unsafe environment will not be tolerated.

**Suspension Violation**

**EC 48903(a)** Except as provided in subdivision (g) of Section 48911 and in Section 48912, the total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year.

**EC 48903(b)** For the purposes of this section, a school district may count suspensions that occur while a pupil is enrolled in another school district toward the maximum number of days for which a pupil may be suspended in any school year.

### **Used Prohibited Speech/Press**

**EC 48907(a)** Pupils of the public schools, including charter schools, shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

**LTUSD:** Racially divisive symbols and written material are prohibited on school grounds.

1st Staff Referral: Warning to student, confiscation of material, detention, community service or up to 3-day suspension /OCR.

2nd Staff Referral: 3-5 day suspension/OCR.

3rd Staff Referral: 5-day suspension/OCR and recommendation for alt. ed. or expulsion.

### **Teacher Suspension**

**EC 48910 (a)** A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

**EC 48910 (b)** A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

**EC 48910(c)** A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school.

### **Committed Arson (documented with 48900(f))**

**PC 450, 451 (abbreviated version)** A person is guilty of arson when he or she willfully and maliciously sets fire to or burns or causes to be burned or who aids, counsels, or procures the burning of, any structure, forest land, or property.

**LTUSD:** Matches, lighters or other flammable items are not allowed on campus.

1st Staff Referral: 5-day suspension/OCR. Possible rec. for expulsion. Notify SRO.

2nd Staff Referral:: 5-day suspension/OCR. Rec. for alt. ed. or expulsion. Notify SRO.

**Entered Campus with Denied Access (documented with 48900(k))**

**PC 626.2** Every student or employee who, after a hearing, has been suspended or dismissed from a community college, a state university, the university, or a public or private school for disrupting the orderly operation of the campus or facility of the institution, and as a condition of the suspension or dismissal has been denied access to the campus or facility, or both, of the institution for the period of the suspension or in the case of dismissal for a period not to exceed one year; who has been served by registered or certified mail, at the last address given by that person, with a written notice of the suspension or dismissal and condition; and who willfully and knowingly enters upon the campus or facility of the institution to which he or she has been denied access, without the express written permission of the chief administrative officer of the campus or facility, is guilty of a misdemeanor and shall be punished accordingly, see (a) through (c).

**LTUSD:** Students on suspension or going through the expulsion process are not allowed on campus and are subject to further disciplinary action if found on campus or a school related activity. Students that have been suspended may be permitted access to faculty and campus facilities with permission of administration.

Any Referral: Extend suspension one day for each day student violates suspension. Notify SRO.

**Rode Bicycle/Skateboard/Motorized Vehicle on Campus (documented with 48900(k))**

**13 CCR 1216** Bicycles, skateboards, or motorized vehicles may not be ridden on campus. Skateboards brought to school need to be checked-in with a teacher or the Assistant Principal's office in the morning and checked-out at the end of the school day. Students may also secure their skateboard in a lockable rack, if available.

1st Staff Referral: Possible consequences include warning or confiscation of item for remainder of day, detention or community service.

Subsequent: Item will be returned following a parent/guardian conference. Students will have until the end of the school year to claim confiscated items. All unclaimed items will be donated to charity.

**Forgery/Altering Documents/Impersonating Parent or Guardian (documented with 48900(k))**

Students are not allowed to tamper with school documents of any kind, including but not limited to, hall passes, attendance notes, admit slips, and student progress reports. Students who impersonate a parent or guardian will also be subject to disciplinary action.

1st Staff Referral: Possible consequences include warning to student, detention, community service or 1-day suspension/OCR.

Subsequent: 1-3 day suspension/OCR.

**Scholastic Dishonesty (documented with 48900(k))**

Teachers will assign discipline for instances of cheating on homework and tests. Instances of plagiarism, including using published or intellectual property, including Internet works, not belonging to the student may result in referral for disciplinary action. Teacher will initiate parent conference and document it.

**LTUSD:** Students referred to the office will be subject to the following consequences.

Teachers may choose to apply consequences in accordance with Department or classroom rules.

1st Staff Referral: Student to receive "0" on assignment/ test.

2nd Staff Referral: STMS: Student to receive "0" for progress grade.

STHS: Student to receive "0" for semester grade.

3rd Staff Referral: STMS: Student to receive "0" for the trimester grade.

STHS: Student to receive "0" for the term grade.



## APPENDIX A



# Lake Tahoe Unified School District

## SECONDARY ATTENDANCE INTERVENTION PROTOCOL

We will continue our positive attendance recognition/reward program for 2017/18, targeting individuals who make improvement. This is a data-driven change from 2016/17, wherein a schoolwide approach was implemented.

**Current Attendance Policy:** Per LTUSD Code of Conduct (grades 6-12), parent/guardian can excuse 10 days each school year. Subsequent days require a medical or other appropriate excusal (as defined on page 8 of Code of Conduct).

### Home Visits:

1. The attendance office will recommend home visits to be conducted by SRO and/or Probation each week. A folder will be kept at the front desk with packets for students needing a home visit. Packets will include the following items: a demographics page, attendance printouts, a letter from SRO, and a letter from administration.
2. Following all home visits, the SRO and/or the probation officer will make an entry into Aeries under the "Intervention" tab.

### PROGRESSION OF INTERVENTION

#### 1<sup>st</sup> Truancy Letter #1

- ⊕ Reports will be generated every two weeks by the attendance office. Reports are to include the following items: period cuts, all-day cuts, tardies, Aeries Intervention notes, and dates attendance letters were mailed.
- ⊕ These reports are shared with school counselors, and counselors will then select students to receive letters. This practice is often conducted as a function of COST (Coordination of Services Team).

#### 2<sup>nd</sup> Truancy Letter # 2

- ⊕ We will use the same process described above in letter #1.

#### 3<sup>rd</sup> A Parent/Guardian Conference will be Requested

- ⊕ A parent/guardian conference will be scheduled by the attendance office.
- ⊕ Conferences will be held with an administrator.
- ⊕ A contract among student, parent/guardian, and school will be developed.
- ⊕ Students' names will be added to the probation officer's "class" in Aeries in order to provide the probation officer access to student attendance records and contact information
- ⊕ Admin will communicate to student and parent/guardian that notification to SARB and citation is likely if truancy continues.
- ⊕ If parent/guardian fails to attend two scheduled meetings or cannot be contacted, a referral is made to SARB.

#### 4<sup>th</sup> SRO Will Be Requested To Cite Students With A Contract That Have Unexcused Absences

- ⊕ Subsequent citation of City Ordinance 4.70.070 (Daytime Curfew) will be issued. Fines begin at \$100 and will increase exponentially.

#### 5<sup>th</sup> A Notification to Meet with SARB will be Mailed

(Probation Officer will Decide Suitability for Supervision by Probation Department).

- ⊕ The attendance office and administration will complete a referral form to SARB.
- ⊕ The SARB secretary will mail notification to parent/guardian.
- ⊕ The SARB secretary will develop agenda and complete necessary communications to parent/guardian. To minimize impact of academic day, high school students will be scheduled after all other grades.

#### 6<sup>th</sup> SARB May Petition District Attorney if Truancy Continues

#### 7<sup>th</sup> The District Attorney's Office May File

- ⊕ Petitions by SARB are accepted one month from the first day of school through March 15.

Updated: 6-21-18