

APPENDIX A-1

GUIDELINES FOR ADMINISTERING DISCIPLINE TO STUDENTS WHO HAVE VIOLATED STANDARDS OF STUDENT BEHAVIOR

Standards of student behavior within the Conejo Valley Unified School District shall be enforced at the discretion of the administration within the general guidelines as set forth below.

These guidelines reflect a spectrum of possible actions that shall be appropriate for a specific violation of law or district/school regulations. Within the minimum to maximum actions indicated in the guidelines, the administration shall determine the most effective action based upon knowledge of the facts of the incident and the concept of progressive discipline as an appropriate educational experience.

The listing of minimum and maximum actions does not imply or require that a “step-by-step” progression of increasing severity be employed by an administrator in dealing with a violation. Disciplinary action shall be dependent upon the situation and the previous behavior record of the student.

The schedule of actions possible with an infraction of regulations is:

1. Conference regarding violation and a warning and/or other means of correction
2. In-school probation or suspension from a specific class and/or activity.
3. Detention (or volunteer service in lieu of detention).++
4. Parent conference.
5. Parent/teacher conference.
6. Saturday Work/Study Program.
7. Suspension.
8. Transfer to another school.
9. Transfer to another specialized program or continuation school.
10. Expulsion from the District.
11. Withholding grades, diploma and/or transcripts.

The following represents samples of violations that may occur in the schools. The asterisk (*) indicates mandatory immediate Law Enforcement Agency notification. The double asterisk (**) indicates that recommendation for expulsion is required under Education Code 48915 under certain circumstances. The number in the area of Disciplinary Action refers to the schedule of actions listed above.

Bd Pol 5131 Recommended Disciplinary Action and E.C. 48900 - 48915

	Recommended Disciplinary Action	
	Minimum Action	Maximum Action
*a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or (2) Willfully used force or violence on the person of another except in self defense.	7	10
*b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (E.C. 48900) The term “explosive” means destructive device” as described in Section 921 of Title 18 of the United States Code. (E.C. 48915(h))	7	10**

**Recommended
Disciplinary Action**
**Minimum Maximum
Action Action**

*c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (E.C. 48900)	7	10**
*d. Unlawfully offered, arranged, or negotiated to sell any substance, as listed in Chapter 2, commencing with Section 11053 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any Kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	7	10**
*e. Committed or attempted to commit robbery or extortion.	7	11
f. Caused or attempted to cause damage to school property or private property. As used in this section, school property includes, but is not limited to, electronic files and databases	7	11
g. Stolen or attempted to steal school property or private property. As used in this section, school property includes, but is not limited to, electronic files and databases	7	11
h. Possessed or used tobacco, or any products containing tobacco including use of any <u>electronic nicotine delivery system</u> (ENDS) e.g. e-cigarette, hookah pens, cigarillos, & other vapor-emitting device, with or without nicotine content, that mimic the use of tobacco products. ENDS are considered by Health & Safety Code to be drug paraphernalia (see j.)	3	10
i. Committed an obscene act or engaged in habitual profanity or vulgarity.	1	8
j. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code including but not limited to electronic (e) cigarettes, etc (see h.)	7	10
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.	1	9
l. Knowingly received stolen school property or private property.	1	10
m. Possessed an imitation firearm, which is defined as 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.	9	10
*n. Committed or attempted to commit a sexual assault; or committed a sexual battery.		10**
o. Harassed, threatened or intimidated a pupil who is a complaining witness or eyewitness 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.	7	9
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	7	10

**Recommended
Disciplinary Action**
Minimum Maximum
Action Action

q. Engaged in, or attempted to engage in, hazing as defined in E.C. Section 32050	7	10
r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel	7	10
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 suffer suspension, but not expulsion, pursuant to the provisions of 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 48900(a). (E.C. 48900)	7	10
<u>The following four (4) violations apply to pupils in grades 4 through 12 only</u>		
E.C. 48900 Suspension (until July 1, 2018) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, except as provided in Section 48910.	1	9
E.C. 48900.2 Sexual Harassment Committed sexual harassment sufficiently severe or pervasive to have a negative impact on the victim's academic performance, or to create an intimidating, hostile, or offensive educational environment. Information regarding reporting procedures and available remedies may be obtained from the Assistant Superintendent, Instructional Services.	7	10
E.C. 48900.3 Hate Violence Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233	7	10
E.C. 48900.4 Harassment, Threats or Intimidation 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 affect of materially disrupting class work, creating substantial disorder, and invading the rights of either school district personnel or pupils by creating an intimidating or hostile educational environment.	7	10
E.C. 48900.5 Limitations on Imposing Suspension Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.	7	10
E.C. 48900.7 Terroristic Threats Made terroristic threats against school officials, or property, or both.	7	10
E.C. 48901.5 Electronic Signaling Device Possessed or used any electronic signaling device in violation of 48901.5	7	9