

# Western High School

## Assertive Discipline Policy

The following is a list of discipline infractions and procedures that have been established in an effort to be fair, firm, and consistent while providing a safe environment to property and persons. These rules are intended to supplement discipline rules established by the Education Code Section 48900 et.seq. and AUHSD Board of Trustee policies.

- *Emphasis will be placed on the involvement of the total staff in the disciplinary process.*
- *Application is to be positive rather than punitive whenever possible.*
- *The role of teachers, counselors, and parents in the disciplinary process is to be stressed.*
- *Maximum use of parent-teacher communication, student conferences, and the detention process is to be included in the applicable procedures.*
- *Whenever possible, preventative and corrective counseling are to be emphasized prior to administrative involvement.*
- *(For parent contact, the most updated phone numbers are available from the attendance office.)*

### **DUTIES OF PUPILS**

*(Title 5 of the Code of Regulations §300)*

*“Pupils must conform to school regulations; obey all directions; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.”*

2007-2008 Discipline Committee:

Dr. Paul Sevillano	Roslyn Pryor
Michelle Surfas	Karen Donner
Ken Nease	Karen Clark
Robert Jauregui	Diane Kuramoto
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Sandy Rofey	Chris Hicks
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\*The following are guidelines for DETENTION HALL and ALL-DAY  
DETENTION ASSIGNMENTS (ADDA) and SATURDAY WORK  
PROGRAM (SWP)

### **DETENTION HALL:**

This is a school-wide program that is held in the SSLH.

**Days:** Monday-Thursday AFTERNOONS  
Tuesday-Friday MORNINGS

**Times: Afternoon:**  
1 Hour: 2:45 p.m.-3:45 p.m.  
1/2 Hour: 2:45 p.m.-3:15 p.m.

**Morning:**  
1 Hour: 6:55 a.m.-7:55 a.m.  
1/2 Hour: 7:25 a.m.-7:55 a.m.  
(\*no early arrivals)

*You will need to arrive 2-5 minutes early for your detention.  
Students who ARRIVE LATE will NOT be allowed into the door for any reason.*

If you have been assigned a detention of any length, this is what is expected of you:

1. You will serve the detention on the afternoon of the day assigned or no later than the following morning. (Teachers have the *option* of reassigning the original detention, depending upon the circumstances, but there will be no doubling. Teachers are in *no way* required to reassign a non-served detention.)
2. Present your detention hall slip and current-year Western ID Card at the beginning of your detention.
3. Bring study materials – you will study independently for the entire duration of your detention.
4. No talking – you are to sit quietly the entire time.
5. No sleeping allowed, nor may you put your head down on the desk.
6. No gum chewing, eating, drinking, or games permitted.
7. Do not disturb other persons or their property.
8. Do not write on desks/tables.
9. If you fail to follow these rules or any directions given by the supervising teacher, or if you are disruptive in any manner, you will be asked to leave the detention hall without credit earned, which will result in a Saturday Work Program (SWP) assignment.

### **ALL DAY DETENTION ASSIGNMENTS (ADDA):**

This is a school-wide program held in the SSLH.  
**Days:** Tuesday, Wednesday, Thursday  
**Times:** 7:55 a.m.-2:37 p.m.

NOTE: All of the rules of Detention Hall apply to ADDA.

### **SATURDAY WORK PROGRAM (SWP):**

This is a school-wide program held in the Social Science Lecture Hall.

**Day:** Saturday **Time:** 7:55 a.m.-12:00 noon

- Saturday Work Program (SWP) should be served on the assigned Saturday.
- Students must have their student I.D. or a California State Identification Card in order to be allowed into SWP.
- Students must be on time or early in order to be allowed into SWP.
- If an SWP is not served on the date designated, the student will be suspended by the Assistant Principal.

## **CLASS I INFRACTIONS:**

*Class I Infractions are serious offenses that violate California Education Code 48900 and involve consequences to be handled by administration with support from local police (if warranted).*

- A. Class I violations are subject to parent contact and may include the following consequences:
  - 1. Suspension
  - 2. Police Contact
  - 3. Local School Placement Committee Meeting (such a meeting may result in administrative transfer to another comprehensive site or recommendation to school board for expulsion)
- B. The following is a list of Class I statutory violations:
  - 1. Possession or Use of Tobacco (EC 48900 h) (PC 308b)
  - 2. Chemicals/Alcohol (48900 c. d. j.): *Furnishing, Sale of, Possession, or Use.* (H/S codes)
  - 3. Fireworks/Explosives (EC 48900 b): *Sale, Purchase, Possession, or Use.*
  - 4. Student Disruptions (EC 48900 k): *Disruption of school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators, school officials, etc.*
  - 5. Theft (EC 48900 g)
  - 6. Vandalism (EC 48900 f)
  - 7. Arson (EC 48900 f)
  - 8. Assault/Battery, Threats (EC 48900 a (1) or (2))
  - 9. Imitation Firearm (EC 48900 m)
  - 10. Weapons (EC 48900 b)
  - 11. Robbery (EC 48900 e)
  - 12. Extortion (EC 48900 e)
  - 13. Sexual Assault/Sexual Battery (EC 48900.2)
  - 14. Sexual Harassment (48900.2)
  - 15. Acts of Hate Violence (EC 48900.3)
  - 16. Harassment, Threat, Intimidation of Witnesses (EC 48900 o)
  - 17. Acts of Harassment or Intimidation (EC 48900.4)
  - 18. Terroristic Threat (EC 48900.7)
  - 19. Obscene Act or Habitual Profanity (EC 48900 i)
  - 20. Stolen or attempt to steal school property or private property (EC 48900 g)
  - 21. Knowingly received stolen school property or private property (EC 48900 l)
  - 22. Aids or abets the infliction or attempted infliction of physical injury to another person, as defined in Section 31 of the Penal Code (EC 48900 q)

## **CLASS II INFRACTIONS:**

*Class II Infractions involve consequences that will be initiated by a teacher with parent contact and may involve administration. After 3 repeat violations, the offense will be considered Defiance of Authority and will be referred to the administration for appropriate administrative action. Some level of administrative discretion is permitted. Outcomes are progressive and may include the following:*

- *Detention (30- or 60-minute)*
- *Saturday Work Program from 7:55 a.m.-12:00 p.m.*
- *Student contract*
- *Suspension*
- *Community service*
- *Transfer to another school*
- *Local School Placement Committee meeting*
- *Expulsion*

(LISTED ALPHABETICALLY)

### **1. ABUSE OF TEACHER BY STUDENT**

#### **A. Defined**

The following constitutes abuse of teacher: every person who upbraids, insults, or abuses any teacher of the public schools in the presence or hearing of a pupil (misdemeanor); verbal abuse of a teacher in the presence of other school personnel or pupil on school premises or at an assigned activity (misdemeanor). These offenses may be handled as defiance of authority and may constitute a *Class I Infraction*. The following constitutes abuse by child: an attack, or assault (*Class I Infraction*)

#### **B. School Action**

1. The teacher must make an immediate report to an administrator, who, after consulting with the teacher, will take immediate action with support of administration. Administration will then file a report with appropriate local authorities.

### **2. ALTERING OR TAMPERING WITH SCHOOL RECORDS**

#### **A. Defined**

Altering or attempting to alter or tamper with school records, including course grades or any type of official school records, on paper or computer.

#### **B. School Action**

1. First Violation: Five-day suspension; administrative action or possible Local School Placement Committee meeting.

### 3. **BICYCLES, SCOOTERS (RAZORS), SKATEBOARDS, ROLLER SKATES/BLADES (SAFETY FACTOR)**

#### A. Defined

Bicycles may be ridden TO campus but NOT ON campus. Bicycles must be secured in the bike cage during school hours. While roller skates/blades, skateboards, and mopeds may be used as a mode of travel TO and FROM school, they are NOT allowed to be ridden ON campus at ANY TIME, nor may they be carried or visible on campus. Such items must be dismounted or removed *at the school gates*. No official school storage is provided for these items. Students are responsible for storage of items, and teachers are not responsible for lost items in classrooms.

#### B. School Action

1. First Violation: Confiscation of item and verbal warning that bicycles/mopeds/skateboards/skates/blades are not allowed to be ridden on campus. Only parents may retrieve confiscated items.
2. Second Violation: Referral to Assistant Principal, parent contact, Saturday Work/Study Program (SWP).
3. Third Violation: Referral to Assistant Principal; one- to three-day suspension; administrative action or possible Local School Placement Committee (LSPC) meeting.

\*For repeat offenses – see Defiance of Authority

### 4. **BUS VIOLATIONS**

Follow district policy.

### 5. **CHEATING (ACADEMIC DISHONESTY)**

#### A. Defined

Academic dishonesty includes any act of cheating: the inventing or copying of material; the providing of false information without authoritative sources, plagiarism, and/or assisting someone else to commit an act of academic dishonesty. Cheating includes the act of obtaining credit for work by use of dishonest, deceptive, fraudulent, or unauthorized means. The following examples are provided:

1. Using notes/aides or help of other students on tests/assignments in ways not permitted by teacher
2. Collaborating with others on any assignment where such collaboration with others is not *expressly* allowed. This violation is an offense by the person(s) collaborating in addition to the person(s) submitting the work.
3. Plagiarism is the act of taking the work of another and offering it as one's own without crediting or citing that source.
4. Using one's *own* work that was done for another class or another assignment also constitutes cheating, unless such reuse is *expressly* permitted by the teacher.

#### B. School Action

1. First Violation: Teacher sends referral to Assistant Principal following parent contact; teacher assigns appropriate grade and

Saturday Work Program (SWP). If the cheating/plagiarism offense involved use of a School computer, the student is placed on the “Prohibited From Internet Use” listing and is prohibited from Internet use for the remainder of school year.

2. Second Violation: Teacher sends referral to Assistant Principal following parent contact; teacher assigns appropriate penalty; student may be suspended for three to five days; possible Local School Placement Committee (LSPC) meeting.
3. Third Violation: Teacher sends referral to Assistant Principal following parent contact; five-day suspension; administrative action or possible Local School Placement Committee (LSPC) meeting.

\*For repeat offenses – see Defiance of Authority

## 6. CLASSROOM DISRUPTION

### A. Defined

Classroom disruption is a behavioral act that interferes with the learning process.

### B. School Action

1. First Violation: Verbal warning; teacher assigns 30- or 60-minute detention and contacts parents.
2. Second Violation: Teacher sends referral to Assistant Principal following teacher-initiated home contact; Assistant Principal assigns Saturday Work Program (SWP).
3. Third Violation: Teacher sends referral to Assistant Principal; possible one- to five-day suspension with possible Local School Placement Committee meeting.

\*For repeat offenses – see Defiance of Authority

## 7. CLOSED CAMPUS/LEAVING SCHOOL WITHOUT PERMISSION

### A. Defined

The campuses of Anaheim Union High School District (AUHSD) are “closed campuses.” Students may not leave the school premises without checking out through the Attendance Office. Students are not allowed to leave campus for lunch. Refusal to remain on campus will be considered defiance of authority.

### B. School Action

1. First Violation: Referral with Saturday Work Program (SWP) assigned
2. Second Violation: One-day suspension
3. Third Violation: Three- to five-day suspension; administrative action or possible Local School Placement Committee (LSPC) meeting.

## 8. DEFIANCE OF AUTHORITY/INSUBORDINATION

### A. Defined

Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in performance of their duties. (*Note: If severe*

*defiance is exhibited, violation may be considered a Class I Infraction 48900 k.)*

B. School Action

1. First Violation: Depending upon the severity of the disruption (as determined by the teacher), results will include referral and teacher or administrator contact with parent; Saturday Work Program (SWP) assigned by Assistant Principal; student contract; and/or one- to three-day suspension.
2. Second Violation: Referral to Assistant Principal; three- to five-day suspension; review of student contract; administrative action or possible Local School Placement Committee (LSPC) meeting
3. Third Violation: Referral to Assistant Principal; five-day suspension; administrative action or possible Local School Placement Committee (LSPC) meeting.

**9. DETENTION/SATURDAY WORK PROGRAM (SWP)**

A. Detention Defined

- Detentions should be served on the afternoon of the day assigned or no later than the following morning.
- Students must have their current student I.D. card and their detention slip with them in order to be allowed into detention.
- Students must be on time or early in order to be allowed into detention.
- Students must bring enough work with them to keep them busy for the entire 30 or 60 minutes that they are being detained.
- If any 30-minute detention is not served by the date and time designated, the student will be assigned a 60-minute detention by the teacher who gave the detention for failure to serve.
- If any 60-minute detention is not served by the date and time designated, the student will be assigned to a Saturday Work Program (SWP) by the teacher who gave the detention for failure to serve.
- (Teachers have the *option* of reassigning the original detention, depending upon the circumstances; however, teachers are in *no way* required to reassign a non-served detention.)
- (Reassigned detentions that are not served at the alternative time carry a consequence of assignment to a Saturday Work Program (SWP).)

Saturday Work Program Defined

- Saturday Work Program (SWP) should be served on the assigned Saturday.
- Students must have their student I.D. or a California State Identification Card in order to be allowed into SWP.
- Students must be on time or early in order to be allowed into SWP.
- If an SWP is not served on the date designated, the student will be suspended for one to five days by the Assistant Principal.

B. School Action

Failure to serve a 30-minute detention:

1. Any Violation: If a student fails to serve a 30-minute detention, the student will be assigned a 60-minute detention by the teacher who assigned the detention.

Failure to serve a 60-minute detention:

2. Any Violation: If a student fails to serve a 60-minute detention, the student will be assigned an SWP by the teacher who assigned the detention.

Failure to serve Saturday Work Program (SWP):

1. First Violation: If a student fails to serve an SWP assignment, the student will receive a one-day suspension by the Assistant Principal.
2. Second Violation: If a student fails to serve a second SWP, the student and parent of the student will be required to sign a student contract, and a two- or three-day suspension will be assigned by the Assistant Principal.
3. Third Violation: If a student chooses not to serve a third SWP, the following will occur: suspension and a possible Local School Placement Committee (LSPC) meeting

\*For repeat offenses – see Defiance of Authority

## 10. DRESS CODE

### A. Defined

While on campus or at any school-sponsored event, students are expected to be groomed in a manner that reflects good taste, decency, and a safe environment. Dress and grooming are not to detract from or interfere with the educational environment nor the instructional program at Western High School (WHS). AUHSD Board policy states that the following are not allowed:


Dress, grooming, or accessories (i.e. backpacks\*/ jewelry/personal items) which:

- 1) are considered unsafe, dangerous, or a health hazard;
- 2) contain offensive or obscene symbols, signs, or slogans degrading cultural, religious, or ethnic values, or suggestive or double meaning working toward or referring to lewdness, obscenity, or violence;
- 3) contain language or symbols oriented toward sex, drugs, alcohol, or tobacco;
- 4) Contain gang, tagger, crew, and/or clique symbols or display colors or clothing which denote gang, tagger, crew, and/or clique affiliation.

*\* Backpacks may not have any writing or graffiti on them except student's name and manufacturer's logo that comes with the backpack).*

*The following examples have been provided:*

1. No brief garments that expose the midsection, undergarments, or buttocks:
  - a) crop tops, tube tops, spaghetti straps, net tops, halter tops – no midriffs should show when arms are lowered

- b) see-through strapless or backless tops
  - c) plunging necklines that expose cleavage
  - d) undergarments worn as outer garments – this includes ‘wife-beaters’
  - e) skirts that may expose the buttocks
2. No tank tops with straps that are smaller than 1” wide
  3. No Skin Industries logos
  4. No headwear at school
    - a) hats\*, caps, beanies, stocking caps, bandannas, headbands, scarves, hair rollers, combs, do-rags, hairnets, helmets, hoods, etc.  
*\*Western has an approved hat that is allowed for outdoor use; this hat is available at the ASB office*
  5. No sunglasses indoors
  6. No pants that are larger than two waist sizes over wearer’s normal size
    - a) No sagging of pants of any style
    - b) No pants with inseam and/or outer seam cut from bottom of cuff, including frayed cuffs
    - c) No pants with holes in inappropriate or indecent places (mid-thigh or above)
  7. No hanging belts
    - a) No long end of belts outside of belt-loops
    - b) No military-style belt buckles with separate letters or initials
  8. (For boys) No untucked shirts that hang longer than 3" above the knee
  9. No clothing, or accessories that may reflect gang-type (or crew- or clique-related) apparel:
    - a) “Ben Davis” brand, “Frisco Counties,” “Solo,” “Players 69,” “Johnny Blaze,” “Jesus Malverde,” “SUR,” Southpole brand clothes/ apparel
    - b) Athletic jerseys or other apparel with the “star” insignia: 
    - c) Clothing with R.I.P. (“Rest in Peace”)
    - d) Clothing/apparel with #13, 14, 18, 69, 81, 420, 4:20, 8 ball
    - e) O.C.P./O.C. Punks
    - f) North Carolina “NC” Blue
    - g) “Orange County”
    - h) “Mi Vida Loca” or “My Crazy Life”: 3 dots in a triangle pattern
    - i) “Smile Now, Cry Later”
    - j) “Rollin’ Hard”
    - k) Gang name/abbreviations
    - l) “Maddoggers” sunglasses
    - m) Combination: shorts with length below knee and socks worn above the knee
    - n) Pendleton, flannel, and/or dress shirt buttoned by top first and/or second button(s)
    - o) Chains attached to wallets, belts, or pants
    - p) Tight jeans with high cuff or tight t-shirt with rolled-up sleeves
    - q) Metal-studded clothes/apparel
    - r) Pet-type choker chains
  10. No cigarette or coin burn marks on hands or arms
  11. Shoes must be worn at all times. Slippers are not permitted. Thongs and flip-flops *may* be worn but must be kept on wearer’s feet at all times.  
(Appropriate footwear must be worn to detention and SWP.)
  12. No pajamas (tops or bottoms) may be worn to school.

13. Any additional restrictions as determined by direct feedback and observation from school administrators, safe school program specialists, and local law enforcement officials.

Reference: AUHSD BOT "Student Discipline," 8700-R, "District Policy on Dress/Grooming," p. 54 of 64; California Education Code, Ed. Code #35183, "Gang Related Apparel" Updated: RK:09/27/04

B. School Action

1. First Violation: Teacher or Administrator issues 30-minute detention and parent is contacted. If the violation is due to accessory item, it is confiscated. Teacher attaches student name, date of confiscation, and teacher name to the item and forwards the item directly to office. If the violation is apparel-related, a change of clothing will be required. If needed, parent will be called to provide a change of clothing.
2. Second Violation: Teacher or Administrator issues 60-minute detention. Item is confiscated or clothing may need to be changed.
3. Third Violation: Referral and Saturday Work Program assigned.
4. Fourth Violation: One- to five-day suspension; administrative action or possible Local School Placement Committee meeting.

\*For repeat offenses – see Defiance of Authority

**11. ELECTRONIC DEVICES (CELL PHONES, PAGERS, CD PLAYERS, IPODS, MP3 PLAYERS, VIDEO GAMES, ETC.)**

A. Defined

An electronic signaling device may be a cell phone or type of beeper in a student's possession. No other electronic device is permitted. (Laser lights are illegal, so they are obviously not allowed for any reason.)

Our policy is derived from EC 48901.5 and AUHSD Board Policy, which states the following:

The AUHSD acknowledges the importance of electronic communication between students and parents, particularly in schoolwide emergency situations. Further, the district recognizes that instructional time is precious and must be protected from unnecessary disruption.

Therefore, students shall be permitted to have, in their possession, an electronic signaling device during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and their use strictly prohibited on campus during the regular instructional school day except:

- with permission of a school employee,
- during an emergency affecting the school or community, or
- upon direction from a licensed physician and surgeon if carrying such a device is essential to, and the use is limited specifically to, the health of the student.

**No electronic device may be SEEN or HEARD or USED on campus between the hours of 8:00 a.m.-2:37 p.m.! This includes lunch and passing periods! This also includes Detention Hall, Saturday Work Program, After-School Classes, after-school programs, and the Media Center.**

**Note: Automatic confiscation will result if item goes off in class; all electronic devices will be sent to the main office immediately and may only be picked up by parent or legal guardian.**

B. School Action

1. First Violation: Referral with 60-minute detention and confiscation of item. Teacher will use a Discipline Pass and send student and item to Assistant Principal in the main office. A list of confiscated items and number of offenses will be maintained in main office (Diane Smith).
2. Second Violation: Referral with SWP
3. Third Violation: Referral to Assistant Principal; three- to five-day suspension.

\*For repeat offenses – see Defiance of Authority

## 12. **FIGHTING / INTENT TO FIGHT**

A. Defined

A “fight” is an encounter with blows or other personal violence between two or more persons. The term does not necessarily imply that both parties should give and take blows. It is sufficient that they voluntarily put their bodies in position with that intent. It is sufficient that a student issue a threat, either verbal or physical.

*\*Extreme violence or injury fall under the Class I infraction of Assault/Battery.*

B. School Action

1. First Violation: Referral to Assistant Principal; one- to three-day suspension.
2. Second Violation: Referral to Assistant Principal; three- to five-day suspension; administrative action or possible Local School Placement Committee (LSPC) meeting.

\*For repeat offenses – see Defiance of Authority

## 13. **FIRE ALARMS**

A. Defined

Any student who tampers with, destroys, modifies, inappropriately touches, or falsely pulls a fire alarm is breaking the law.

B. School Action

1. First Violation: Referral to Assistant Principal, one- to five-day suspension, parent/student conference with Anaheim Fire Department prior to return to school.

2. Second Violation: Referral to Assistant Principal, five-day suspension, possible Local School Placement Committee meeting and notification of proper city authorities (i.e. fire, police departments).

\*For repeat offenses – see Defiance of Authority

## 14. **FORGERY**

### A. Defined

Forgery includes the following: the act of forging a parent's signature, forging a teacher's signature; altering re-admits, notes, telephone impersonations, falsifying signatures on grade checks, progress reports.

### B. School Action

1. First Violation: Referral to Assistant Principal and parent contact by AP. Assistant Principal determines appropriate punitive action, depending upon severity – either a Saturday Work Program or suspension.
2. Second Violation: Referral to Assistant Principal; three- to five-day suspension; administrative action or possible Local School Placement Committee meeting.

\*For repeat offenses – see Defiance of Authority

## 15. **GAMBLING**

### A. Defined

Gambling includes any person who deals, plays or carries on, opens, or causes to be opened, or who conducts either as owner or employee whether for hire or not, any game of faro, monte, roulette, lansquenet, rouge et noire, rondo, tan tan-tan, stud horse poker, seven-and-a-half, twenty-one hokey pokey, or any banking or percentage game played with cards, dice, or any device for money, checks, credit, or other representative of value, and every person who plays or bets at or against any of said prohibited games.

### B. School Action

1. First Violation: Referral to Assistant Principal following teacher contact with parent, and SWP assigned.
2. Second Violation: Referral to Assistant Principal; one-to five-day suspension; administrative action with possible Local School Placement Committee (LSPC) meeting.

\*For repeat offenses – see Defiance of Authority

## 16. LITTERING

### A. Defined

Littering is considered a misdemeanor when any person deposits litter on school property or any other public or private property. Students at school are expected to assist with maintaining a litter-free campus.

*\*Littering in the classroom should be handled by the teacher, using the normal steps on the detention/referral chain.*

### B. School Action

\*\*Each staff member will encourage students not to dispose of trash improperly on the campus and to pick up when possible.

1. First Violation: Teacher or Administrator may issue a 60-minute detention to students who inappropriately deposit small amounts of litter while on school campus and who refuse to pick it up.
2. Second Violation: Referral to AP resulting in Saturday Work Program (SWP) with trash duty.

\*For repeat offenses – see Defiance of Authority

## 17. LOITERING (INCLUDING STUDENTS WITH SHORT SCHEDULES, INCLUDING STUDENT ATHLETES)

### A. Defined

Loitering means to linger or idle about without an obvious purpose.

Loiterers are also students who are on a short schedule (having fewer than six periods a day) yet who remain on campus. All students with short schedules\* must leave campus within five minutes after their last class.

Loiterers are also student athletes who have sixth period athletics but who do not begin practice until after sixth period is finished. Such student athletes may not wander around campus or stand outside of classrooms, or they are guilty of loitering. Such student athletes need to find a place to work quietly, be that the media center, the main office, or a classroom.

*\*Note: Students with short schedules have black or purple stickers on their student I.D. cards.*

### B. School Action

1. First Violation: Teacher or Administrator may issue a verbal warning.
2. Second Violation: Teacher or Administrator may issue a detention or referral to the Assistant Principal

\*For repeat offenses – see Defiance of Authority

## 18. PARKING LOT VIOLATIONS

Students who park a car on campus are required to display a WHS parking permit. Students may park only in the student parking lot. Violators are subject to ticketing and towing. (District policy applies.) Temporary parking permits may be obtained in the main office.

Students driving in an unsafe or illegal manner may have their parking permits revoked and may not be allowed to drive their cars to school.

## **19. PORNOGRAPHY**

### **A. Defined**

Pornography is defined as display of obscene matter, willful writing, or drawing obscene or indecent materials. This includes looking at or searching for pornographic websites on *any* school computer (media center, computer labs, computer classrooms, computers in other teacher's classrooms, after-school tutoring or study hall). This includes display of such materials in notebooks or on clothing.

### **B. School Action**

1. First Violation: Teacher issues referral to Assistant Principal following parent contact, SWP assigned.
2. Second Violation: Referral to Assistant Principal; one- to five-day suspension.
3. Third Violation: Referral to Assistant Principal; five-day suspension; administrative action or possible Local School Placement Committee meeting.

\*For repeat offenses – see Defiance of Authority

## **20. PUBLIC DISPLAY OF AFFECTION**

### **A. Defined**

Public displays of affection are to be kept modest and appropriate. Inappropriate touching or kissing is unacceptable on campus or any other public arena. If it makes others embarrassed or uncomfortable, the behavior must be discontinued. All staff are expected to talk with students and request that they use good judgment in questionable situations.

### **B. School Action**

1. First Violation: Staff member assigns a 60-minute detention.
2. Second Violation: Referral to Assistant Principal and assignment of SWP; parent contact.
3. Third Violation: Referral to Assistant Principal for administrative action and possible suspension.

\*For repeat offenses – see Defiance of Authority

## **21. GRAFFITI/VANDALISM**

### **A. Defined**

Graffiti/Vandalism are any visible writing which is stylized which may be associated with or perceived as affiliated with a gang or crew. Graffiti is illegal and thus not allowed on/in school or personal property. This includes, but is not limited to, backpacks and binders. For example, the only writing which should appear on a student's backpack should be their proper name, not a nickname or any other writing.

California Penal Code Section 595 (2)(e) defines graffiti as follows:

“The term graffiti or other inscribed material includes any unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn or painted on real or personal property.”

B. School Action

1. First Violation: Staff member assigns a 60-minute detention.
2. Second Violation: Referral to Assistant Principal and assignment of SWP; parent contact.
3. Third Violation: Referral to Assistant Principal for administrative action and 1-3 day suspension.

*Note: Any student who defaces private and/or public property may be suspended for multiple days on a first offense if there is substantial damage to real or personal property.*

## **ATTENDANCE POLICIES**

### **TARDIES (APPLIES TO TARDIES IN THE SAME CLASS)**

A. Defined

The general definition of a tardy is being late to class. Teachers determine the details of how each classroom specifically defines a tardy. (Some say you have to be in the classroom by the time the bell stops ringing. Others say you have to be in your seat by the time the bell stops ringing.)

Teachers will *clearly* explain their definition of a tardy to their students. Students arriving late to school, regardless of time, must process through the attendance office. Students who are 1-30 minutes late to class are considered tardy; students who are more than 30 minutes late to class are considered absent. A student who is late to class coming from another class or from the office needs to obtain an attendance correction slip from the sending teacher or from the office.

B. School Action

1. First Tardy: Teacher assigns a 30-minute detention.\*
2. Second Tardy: Teacher assigns a 30-minute detention.
3. Third Tardy: Teacher assigns a 60-minute detention.
4. Fourth Tardy: Teacher sends referral to Assistant Principal following teacher-initiated parent contact; Saturday Work Program (SWP) assigned and Assistant Principal establishes student contract.
5. Fifth Tardy: Teacher sends referral to Assistant Principal following teacher-initiated parent contact; attendance contract reviewed; one All-Day Suspension assigned.
6. Sixth Tardy: Three- to five-day suspension.
7. Seventh Tardy: Administrative action; possible Local School Placement Committee (LSPC) or SARB meeting at discretion of AP and teacher.

\*For repeat offenses – see Defiance of Authority

**Note:** M indicates student is late and unexcused by 30 min. or more in roll book.

**Note:** No first-period tardy will be excused without a doctor's note. Tardies from lunch are not excused.

\* See end of this document for Detention guidelines.

Note: No Withdrawal Failures (WF) will be assigned for excessive tardies. Natural academic consequences will apply.

## **TRUANCIES/CLASS CUTS**

*The following information is important regarding absences from school.*

**If a student is absent from school, the following will occur:**

- Parents will be notified by automated telephone calls in the morning after 3<sup>rd</sup> period and in the evening between 5:00 and 9:00 p.m.
- At 6 and 12 absences *in a class*, parents and/or students will be notified by the Attendance Office via telephone or letter.
- At 6 and 12 unexcused period or all-day absences, parents receive a letter from AUHSD.

**PARENT RESPONSIBILITY: Clear/verify absences each day the student is absent.**

- Parents should contact the Attendance Office at 220-4020 (hours 7:30 a.m. – 4:00 p.m.) if unaware of the absence mentioned in the automated telephone call.
- Parents **MUST** 1) call before 2:00 p.m. each day the student is absent or 2) send a note to the Attendance Office with the student on the morning of the day the student returns to school.
- Absences must be cleared within 48 hours, or the student is counted **TRUANT** from school.
- Doctor notes may be required for students with excessive absences.
- **Failure to clear absences in a timely manner will result in disciplinary consequences for the student, including detention, SWP, attendance contract, SARB, or LSPC.**
- **3 unverified absences in 1 class = SWP**
- **ONE ALL-DAY TRUANCY = 1 SWP**

**Only ORIGINAL doctor notes and faxes from the doctor's office will be accepted to clear absences.**

A. Defined

A student is considered TRUANT for an unexcused absence. A class CUT (failure to attend class) will be handled as a truancy. (A class CUT will show up on the PAR 16 report as an unexcused absence for one, two, or three periods. Individual teachers handle the discipline for class CUTS. If the unexcused absence extends for four to six periods, the Attendance Office handles the discipline.) Note: No Withdrawal Failures (WF) will be assigned.



## **SATURDAY WORK PROGRAM (SWP):**

This is a school-wide program held in the Social Science Lecture Hall.

Day: Saturdays  
Time: 7:55 a.m.-12:00 noon

Failure to serve = Suspension

- Saturday Work Program (SWP) should be served on the assigned Saturday.
- Students must have their student I.D. or a California State Identification Card in order to be allowed into SWP.
- Students must be on time or early in order to be allowed into SWP.
- If an SWP is not served on the date designated, the student will be assigned a suspension of one to five days by the Assistant Principal.

All of the rules outlined in Western's Assertive Discipline Policy **WILL** be fully enforced in the Media Center and computer labs. Further rules specifically apply to the Media Center and computer labs:

1. Any student sent to the Media Center during school hours **MUST** have an official goldenrod HALL PASS that has been completed and signed by the sending teacher. No student will be allowed to conduct business in the Media Center without said hall pass.
2. Any student who wishes to use the Media Center **MUST** present his/her current-year WHS I.D. CARD to the librarian, media technician, or student aide on duty. Computer use and book checkout will **NOT** be permitted without a valid student I.D.
3. Policies concerning dress code, electronics devices, pornography, public displays of affection, and defiance of authority will be especially enforced in the Media Center and computer labs. All the rules still apply.
4. Silence and respectful behavior are expected at all times in the Media Center and computer labs. Immediate obedience is expected of students who are given directions by a librarian or media technician.