

**DISCIPLINE PROCEDURES AND CONSEQUENCES: (ATTENDANCE)**

**TARDIES**

(Tardies are counted by semester)

<b>First Tardy</b>	Teacher may assign classroom consequences
<b>Second Tardy (Same Class)</b>	1 day administration detention assigned by teacher Teacher makes contact with parent
<b>Third Tardy (Same Class)</b>	Referral to Administration 1 day Saturday School
<b>Fourth Tardy or Higher (Same Class)</b>	Referral to Administration 2 days Saturday School

**DISCIPLINE PROCEDURES AND CONSEQUENCES: (BEHAVIOR)**

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>Class Cut (1 period cut)</b>	2 days detention	1 day Saturday School	
<b>Class cuts (multiple periods)</b>	1 day Saturday School		
<b>Class Walkout</b>	1 day Saturday School	2 days suspension	Admin Discretion
<b>Leaving School Grounds without a Pass</b>	1 day Saturday School Police involvement	2 days suspension Police involvement	5 days suspension Admin conference Police involvement

<b>No Show for Sat. School</b>	2 days Saturday School	2 days suspension	2 days suspension
<b>No Show for Admin. Det.</b>	1 day Saturday School	2 days Saturday School	2 days suspension
<b>No Show for Teacher's Detention</b>	2 days administrative detention	1 day Saturday School	2 days Saturday School
<b>Out of Class without Pass</b>	1 day detention	2 days detention	1 day Saturday School
<b>Whole Day Cuts</b>	1 day Saturday School	2 days Saturday School	Truancy letter

<b>Academic Dishonesty</b>	See "Code of Academic Conduct" and consequences for infractions.	
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<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>Assault or battery upon a school employee</b>	Police involvement. 5 day suspension. Administrative Hearing. Recommendation for expulsion		
<ul style="list-style-type: none"> <li>• <b>Assaulting another student</b></li> <li>• <b>2 or more students ganging up on another student</b></li> </ul>	Minimum 5 days suspension Police involvement Administrative Hearing Possible recommendation for expulsion		
<b>Being in Unauthorized areas/loitering</b>	1 day Saturday School	1 day suspension	2 days suspension
<b>Being on another school's campus during school hours or disrupting school at another campus</b>	2 days suspension Police involvement	3 days suspension Police involvement	5 days suspension Police involvement
<b>Contraband</b>	1 day Saturday School	2 days Saturday School	1 day suspension

<b>Confrontation between students</b>	Administrative discretion Conflict resolution recommended		
<b>Defiance of school authority</b>	Administrative discretion up to and including suspension Possible Police involvement		
<b>Disruptive behavior</b>	Administrative discretion up to and including suspension AND Possible Police involvement		
<b>Dress Code Violation</b>	Teacher/staff consequence	1 day detention	Administrative Discretion
<b>Excessive, inappropriate display of affection (PDA)</b>	Warning	2 days detention Parent notified	1 day Saturday School
<b>Extortion</b>	5 days suspension Police involvement Administrative Hearing Probable expulsion unless the Principal finds that expulsion is inappropriate		
<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>Failure to give name to school official</b>	2 days suspension	3 days suspension	5 days suspension
<b>Failure to report to office when sent by staff person</b>	2 days suspension	3 days suspension	5 days suspension
<b>Fighting</b>	Minimum 2 days suspension Police involvement	Min. 3 days suspension Possible administration conference Police involvement	5 days suspension Administrative conference Recommendation for expulsion Police involvement
<b>Fireworks</b>	2 days suspension Police/Fire Marshal involved	3 days suspension Police/Fire Marshal involved	5 day suspension Police/Fire Marshal involved Administrative conference
<b>Forgery</b>	1 day Saturday School	2 days suspension	3 days suspension

<b>Gambling</b>	1 day Saturday School Police involvement	2 days suspension Police involvement	5 days suspension Administrative conference Police involvement
<b>Hazing/Initiation</b>	Administrative discretion up to and including suspension		
<b>Horseplay</b>	1 day detention	2 days detention	1 day Saturday School
<b>Knowingly received stolen/private property -or- Misappropriation of lost property</b>	Restitution 2 days suspension Police involved	Restitution 3 days suspension Police involved	Restitution 5 days suspension Police Involved
<b>Motor Vehicle Violation</b>	Administrative discretion Parent contacted Police involved	Administrative discretion Police Involved Driving privilege on campus may be revoked	
<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>*Possession and/or display of any of the following during *school hours 7:45-2:13: roller skates, skateboards, shoes with built-in skates, camcorders, cellular phones, digital cameras, portable music devices, laser pen, etc. *for students w/ 7<sup>th</sup> period, the day ends at 3:11</b>	Confiscated Parent must claim	Confiscated Parent must claim 1 day Saturday School	Confiscated. 1 day suspension Parent must claim  **Confiscated items will be discarded after 12 months.**  Each additional incident will result in multiple day suspension.
<b>Possession of any items that are disruptive to the school environment (mischief makers).</b>	Confiscated Will not be returned 1 day detention	Confiscated Will not be returned 1 day Saturday School	Confiscated Will not be returned 2 days suspension
<b>Possession or selling of dangerous objects or weapons</b>	Police involvement 5 days suspension Recommendation for expulsion		
<b>Possession of a lighter</b>	Confiscated Administrative Discretion		

<b>Profanity directed toward (or in relation to) a staff member</b>	2 days suspension	5 days suspension Administrative conference	
<b>Profanity/Vulgarity</b>	2 days detention	1 day Saturday School	2 days suspension
<b>Pulling fire alarm</b>	2 days suspension Police involvement Restitution		
<b>Refusal to disperse</b>	2 days suspension Police involvement	5 days suspension Administrative conference Police involvement	
<b>Refusal to give up prohibited item</b>	2 days suspension	3 days suspension	5 days suspension Administrative conference
<b>Safety violation in class</b>	1 day detention Class suspension	1 day Saturday School	2 days suspension

VIOLATION	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<b>Tampering with student records</b>	2-5 days suspension Possible administrative hearing and referral to SARB for alternate placement or recommendation for expulsion		
<b>Theft</b>	Restitution 2 days suspension Police involvement	Restitution 5 days suspension Police involvement	Restitution 5 days suspension Police involvement
<b>Threats</b>	Administration discretion up to and including expulsion Possible Police Involvement		
<b>Use of laser pen</b>	Confiscated Possible Police involvement Administrative discretion	Confiscated Police involvement 5 days suspension	
<b>Vandalism/Destruction of property</b>	Restitution. Administrative discretion up to and including suspension Possible police involvement		

VIOLATION	1 <sup>ST</sup> OFFENSE		2 <sup>ND</sup> OFFENSE
<b>Under influence or in possession of alcohol, marijuana or controlled drug, narcotics or substance other than alcohol or marijuana</b>	5 days Suspension Admin conference Police involvement Chemical evaluation	<b>If student is dangerous/ disruptive to others</b> Recommendation for expulsion	5 days suspension Police involvement Recommendation for expulsion
<b>Possession of or furnishing marijuana less than 1 ounce</b>	5 days suspension Police involvement Administrative conference Intervention program / chemical evaluation	<b>If dangerous and disruptive to others</b> Recommendation for expulsion	5 days suspension Police involvement Recommendation for expulsion
<b>Possession of or furnishing marijuana more than 1 ounce</b>	Police involvement Recommendation for expulsion		
<b>Possession of or furnishing of drug, narcotics, or controlled substance other than marijuana or alcohol</b>	5 days suspension/ Admin conference Police involvement Recommendation for expulsion		
<b>Selling, possession, or representing a substance or any controlled drug, narcotics, or paraphernalia for sale</b>	5 days suspension/Admin conference Police involvement Recommendation for expulsion		
<b>Arranging or offering to sell controlled substances</b>	5 days suspension/Admin conference Police involvement Recommendation for expulsion		
<b>Tobacco (possession, use)</b>	2 days suspension Police involvement		5 days suspension Admin conference Police involvement

### **UNLAWFUL HARASSMENT OF STUDENTS**

The District is committed to providing an educational environment free of unlawful harassment. The District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness or severely impaired vision or any other basis protected by federal, state or local law, ordinance, or regulation. All such harassment is unlawful. Irrespective of law, the District believes that all such harassment is offensive. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District student or any employee of the District, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy by an employee may result in discipline, which may include suspension or expulsion, depending on the nature and seriousness of the violation. (See Education Code Sections 48900 and 48900.2)

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfacing with academic performance or progress directed at a student of sex or race or any other protected basis;
- Threats and demands to submit to sexual requests in order to receive a good grade or other benefit or avoid some loss, and offers of good grades or other benefit in return for sexual favors; and/or
- Retaliation for having reported or threatened to report harassment.
- 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:
  - Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress.
  - Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - Submission to, or rejection of, the conduct by the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Students may have a claim of harassment even if they have not lost an economic benefit. The law prohibits any form of protected-basis harassment, which impairs the educational environment or their emotional well being at school.

If a student thinks they are being harassed because of their sex, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated. Students have a right to redress for unlawful harassment. In order to secure this right, provide a complaint, preferably but not necessarily in writing, to the Director of Personnel, or the Superintendent, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, as soon as possible but at least within six months of the date the alleged harassment occurred or within six months of the date the student first obtained knowledge regarding the alleged harassment. Student complaints should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be conducted in a manner that protects the confidentiality of the parties and the facts. This investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the student within sixty days after the District receives the complaint.

If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The District will take appropriate action to remedy any loss to the victim resulting from harassment. The District will not retaliate against the student for filing a complaint and will not knowingly permit retaliation by any District employee or another student. The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly. A complaint may be filed directly with

the State Superintendent of Public Instruction in a variety of circumstances. More information on this complaint process may be obtained from the Superintendent or the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8200.

Students should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, blindness or severely impaired vision or other protected basis in educational programs that receive federal financial assistance. If any student thinks they have been harassed or retaliated against for resisting or complaining about harassment, the student may file a complaint with the Office. Information on beginning this complaint process may be obtained from the Director of Personnel, Travis Unified School District, 2751 DeRonde Drive, Fairfield, CA 94533, (707) 437-8206, or by calling the U.S. Office of Civil Rights directly.

If you feel you have been unlawfully harassed at Vanden High School you should immediately contact your counselor, the school psychologist or an administrator.

### LOCAL REFERRAL AGENCIES

Solano County Alcohol and Drug Abuse Services..... 421-6615  
 Solano County Mental Health Department..... 429-6521  
 Crisis Line ..... 428-1131  
 Public Health..... 429-6309

### Vanden High School Academic Code Violations and Consequences

Academic dishonesty means cheating, plagiarizing, or getting unauthorized help on an examination, quiz or assignment. It means representing someone else's work as your own, or changing a grade; it means directly or negligently allowing someone to copy your work. Academic dishonesty undermines the value of education.

Levels	Examples (but not limited to)	Consequences
<b>Level I</b>  Homework and Class work	<ul style="list-style-type: none"> <li>• Copying</li> <li>• Copying class work or homework</li> <li>• Providing work to another student without teacher authorization.</li> <li>• Plagiarism (of class work)</li> </ul>	<b>1<sup>st</sup> offense:</b> Teacher/ classroom consequence * (may include administrative detention) <b>2<sup>nd</sup> offense:</b> Saturday School assigned. <b>3<sup>rd</sup> offense:</b> 2 Saturday School dates assigned *additional Level 1 infractions will result in two additional Saturday School dates per offense*
<b>Level II</b>  Assessments/ Projects/ Essays/ Labs	<ul style="list-style-type: none"> <li>• Using or communicating about unauthorized resources during an assessment.</li> <li>• Plagiarizing, fabricating, or altering for the purpose of re-grading.</li> <li>• Copying lab</li> <li>• Copying work from a class activity that student did not attend and representing it as his own.</li> </ul>	<b>1<sup>st</sup> offense:</b> Saturday School date assigned and teacher/ classroom consequence* <b>2<sup>nd</sup> offense:</b> 2 Saturday School dates assigned or suspension (administrator's discretion) <b>3<sup>rd</sup> offense:</b> 2 days suspension <b>4<sup>th</sup> violation:</b> 5 days suspension
<b>Level III</b>	<ul style="list-style-type: none"> <li>• Stealing a test</li> <li>• Selling a test</li> <li>• Receiving a stolen test</li> <li>• Electronically or digitally copying a test</li> <li>• Changing a grade in the grade database (Also violates Level 3 Computer Use Contract)</li> </ul>	<b>1<sup>st</sup> offense:</b> 2 days of suspension and teacher consequence* <b>2<sup>nd</sup> violation:</b> 5 days of suspension and referral to SARB for consideration of alternative placement.

Additional Consequences

1. Teachers have discretion to assign a student a zero on any assignment/ assessment involved in the incident.
2. Teachers have discretion regarding assigning additional assignments to make up dishonest work or requiring a student to re-take an assessment if the student is suspected of, or proven to be cheating. Teachers may also elect other reasonable interventions/consequences not listed on this form for each offense\*.
3. Teachers have discretion to assign an F grade for the grading period based on their department's practice. See the teacher's syllabus for the department practice.
4. Students who attempt to be dishonest, even if unsuccessful will be disciplined according to the standards above.
5. All students who are suspected of cheating will have the incident documented, regardless of the level of evidence. This will be done for tracking purposes, even if no discipline is assigned.

### **Vanden High School Academic Code**

Students, parents, faculty, and administrators collaborated to create Vanden High School's Academic Code of Conduct, its guidelines, definitions, and consequences.

#### **Academic Integrity**

Academic Integrity at Vanden means holding high standards for the completion of work and respecting the honest intellectual efforts of oneself and others. Academic integrity is expected in the classroom setting, in formal coursework, and informal coursework.

#### **Academic Dishonesty**

Academic dishonesty means cheating, plagiarizing, or getting unauthorized help on an examination, quiz or assignment. It means representing someone else's work as your own, or changing a grade; it means directly or negligently allowing someone to copy your work. Academic dishonesty undermines the value of education.

#### **Student Guidelines**

Do not misrepresent your work by including the work of others.

Do not fraudulently or unfairly advance your position.

Do not be a party to cheating by allowing your work to be copied or by negligent complicity.

Do not obtain unauthorized assistance by electronic means, copying, plagiarizing, fabricating, or stealing work, data, lab work or schoolwork.

Do not forge or misrepresent work. Do not forge or change grades.

#### **Student Expectations**

1. Do your own work to the best of your ability. Do not borrow work or look at someone else's answers. If you need assistance, ask the teacher.
2. Make sure there is nothing on your desk or near your desk that can be construed as a cheating aide.
3. Cite sources accurately for work. If you don't know how, ask your teacher.
4. Do not collaborate on work without explicit permission from your teacher.
5. Do not collaborate past the extent allowed by the teacher.
6. Follow your teachers' guidelines for work as presented in the course syllabus.
7. Do not position your work in a way it is easily copied.
8. Do not purchase or acquire work and represent it as your own.
9. Do not alter exams or class work for the purpose of re-grading, or change a grade.
10. Know the rules. Ignorance is not a defense. Violation of academic codes will be punished by disciplinary action.

**COMPUTER SYSTEM AND NETWORK USE VIOLATIONS**

**CONSEQUENCES**

<b>Infraction</b>	<b>Examples</b>	<b>Consequences</b>
Level 1	Gaming Software Piracy Modification of computer setting without consent Installing software without teacher consent Downloading files without teacher consent Personal communication including but not limited to: <ul style="list-style-type: none"><li>• Unauthorized use of email</li><li>• Posting to weblogs, personal webspace or other communication forums</li></ul>	Computer use privileges revoked for 5 to 15 school days 2 Administrative detentions
Level 2	Chat room use Hacking (single computer systems) Tampering with a computer's security system Distribution of another's password Use of profanity, vulgarity or disrespectful language (includes messages to request the opening of blocked Internet sites)* 2 or more Level 1 violations	Computer use privileges revoked for at least 30 days Saturday School  *profane/vulgar messages may include a 2 day suspension.
Level 3	Pornography Threats Harassment Hacking (Internet/Network) Distribution and/or use of system password	Computer privileges revoked for rest of semester or 9 weeks (whichever is greater) 2 or more days Suspension