

*Policies Related to  
Suspension, Expulsion, &  
Other School-Designated  
Serious Acts which  
Would Lead to  
Suspension or Expulsion*

*Section 6*



# La Cañada High School

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## Attendance & Discipline Policy Procedure Grades 9 - 12 2015-2016

There is a strong correlation between student achievement and attendance. Students are expected to demonstrate responsibility for their own attendance behavior. Good attendance usually leads to higher academic grades and regular accumulation of class credit(s) in order to graduate in four years. Furthermore, good attendance is a positive habit that will allow for more success in college and in the workplace. Ensuring good attendance is the responsibility of students, parents, teachers, administrators, and staff members. We need to work together to help each student demonstrate good attendance. **Parents also have the legal and moral obligation to ensure the good attendance of their children.**

It is important to be in each class on time each day. The beneficial class discussions and presentations that occur during the period **cannot** be repeated on an individual basis. The staff has implemented a school wide tardy policy that will affect the student's citizenship grades. In addition, homework is an integral part of each lesson and must be done on a daily basis if maximum learning is to take place. Therefore, regular attendance is vital to the student's success in school. Missing classes for any reason does not excuse the student from learning the material covered and discussed during the absence.

***An absence is defined as not being present in class for any reason, including field trips and athletic participation.*** An absence does not excuse the student from the homework assigned during an absence. If possible the student should learn prior to the absence what is going to be taught and complete the homework before returning to class. In case of illness, the student should begin to work on the homework missed as soon as it becomes feasible to do so and certainly at the time he/she returns to school. **When a student is absent because of illness, he/she is allowed one day more than the number of days absent to complete these responsibilities.** For example, if the absence lasts two days, the student has three days to complete the homework, to learn the concepts, and to make up any tests. Failure to make up tests according to this schedule will result in a failing grade on each quiz or test, and failure to complete the missed homework on schedule will result in a zero to reflect that the homework was not turned in.

Family trips and vacations **should occur only when La Cañada High School is not in session.** Families **should avoid planning vacations** for periods longer than the district vacation. For example, parents should try to arrange airplane flights that will leave after school closes and return before school starts.

It is important for students to be in classes every day of the school year. Each class period contains important material for which students will be held accountable on final evaluations and in future courses. The teaching staff wants students to be successful. Being in class is a definite and positive step in making success an obtainable goal.

<b>Every day a student is absent it costs the school/district \$37.50.</b>
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## I. Attendance

La Canada High School has an attendance plan in place which will promote positive attendance and correct student behavior.

1. Once a student accumulates between **four (4) and eight (8) absences** in any one class including STEP, the classroom teacher is encouraged to make telephone contact or email contact with the parent (if the parent does not have access to Illuminate) and document the date of the contact.
2. Once a student accumulates between **eight (8) and twelve (12) absences** in any one class the Assistant Principal of Attendance & Discipline and/or counselor may meet with the student and contact the parent to discuss the circumstances of the absences. The counselor and administrator will work with the student and the parent to determine appropriate ways in which the problem can be corrected.
3. If the problem continues and the student accumulates between **twelve (12) and fifteen (15) absences** the Assistant Principal of Attendance & Discipline will notify the counselor. A SART (Student Attendance Review Team) meeting may be held with the student, parent, counselor, Community Resources Officer, and Assistant Principal. The student may be placed on an Attendance Contract. The student's name will be added to the activity "No Go" list and he/she will be excluded from participation in any extracurricular activities (athletics, band, drama etc.). The SART team will decide the length of time the student's name will remain on the "No Go" list.
4. Excessive absences, more than **fifteen (15)** may result in a SARB (Student Attendance Review Board) hearing where the student, parent, assistant principal, community resource officer, a probation officer, and a deputy district attorney are in attendance. The student may be placed on a SARB contract. When a contract is developed, the student's name will be placed on the activity "No Go" list for the remainder of the quarter of the contract and the next full quarter, or until attendance shows significant improvement.
5. **Seniors** who have more than **twelve (12) absences per semester of their senior year** will not be allowed to participate in any senior activities for the remainder of the school year. Note: *Every 3 tardies = 1 unexcused absence*. This includes, but is not limited to, Prom, senior activity/trip (Catalina), senior salute assembly and the graduation ceremony. **Refer to the Senior Contract for more information.** A reasonable number of college visits are excluded from this policy but in order to be excused as such, they must be "proven" by providing documentation for the trip to each college. This documentation may include items such as; travel reservations, expense receipts, dated documentation from the college visited, etc.
6. **All student athletes, must attend at least 3 classes on game day. If the event is on a block day he/she must attend 2 classes not including STEP.** If a student is found to be in violation of this policy, he or she will not be able to participate in the game/event. If the violation is discovered after the game/event, the student will be removed (not be allowed to participate in) the following game/event and the team will forfeit the game he/she played in per CIF Policy.

**All students (non-team sport students) involved in Pep Squad, band, orchestra, drama etc. must attend at least 3 classes on the day of the event. If the event is on a block day he/she must attend 2 classes not including STEP.** If a student is found to be in violation of this policy, he/she may not be able to participate in the event. If the violation is discovered after the event, the student will be removed (not be allowed to participate in the) from the following event.

## II. Clearing Absences/Truant Absences

### A. Clearing Absences

1. When a student is absent, regardless of the reason, it is the parent or guardians responsibility to call the Attendance Office on the day of absence at **818-952-4257**. This message number is in operation 24 hours a day, including holidays and weekends. It is very important to excuse your child's absences promptly.

When you call **818-952-4257**, you will hear a recorded message. Upon completion of the recording, please respond with the following information:

1. Student's legal name (spell), grade, and ID#
2. Your name
3. Your relationship to the student
4. Date of and reason for the absence

Only parent(s) or guardian(s) (a guardian is not the person listed as an "emergency contact") may verify absences or have their student(s) released from school. It is suggested that parent(s)/guardian(s) maintain a calendar and/or record of the days and reason for the student's absence for future verification. **If you go out of town on a business trip or family emergency, we must have, in writing, information stating who is authorized to act on your behalf for attendance and/or emergency issues.**

Although students should be aware, before arriving at school, of the need to leave campus during the school day, sometimes there is a need for your student to be excused and the student is not aware of it. In this type of situation please call the attendance office at 818-952-4237 to request a "Permit to Leave School Grounds". **This method should only be used when there is a need to have the student leave campus and they are unaware of that need.**

Students who arrive to school late/tardy or from an appointment, should have a written note from their parent/guardian or doctor/dentist office.

NOTE: If a student arrives **late/tardy (under 30 minutes)** to the first period of the day, he/she should report directly to the appropriate class. If the student arrives **more than 30 minutes late** to the first period of the day the student should report to the Attendance Office for clearance. The student **MUST** have a parent/guardian or doctor/dentist note with them to receive clearance.

***\*\*Any absences not cleared within 72 hours after the student was marked absent or as returned to school may be considered TRUANT, resulting in the student's name being referred to the Assistant Principal of Attendance and Discipline for further action.***

### **LEAVING CAMPUS DURING SCHOOL HOURS**

If your student (including 18 year olds) must leave during the school day for any reason, please send a written note with the student which includes the student's name, I.D. number, grade level, time he/she needs to leave, reason, and whether or not he/she will return to school that day along with the parent/guardian's signature. Students should present this note **before school or during break/lunch** in the Attendance office to receive the "Permit to Leave School Grounds" form. ***Please remind your child to pick up his/her "permit" at the Attendance Office prior to leaving campus. Unless it is an emergency this should be done before school, during break or lunch, not during class time.*** In order to minimize disruption to classroom instruction, the office does not send reminder notes to students. If a last minute appointment has been scheduled and the student does not know about it please call the Attendance office at **(818)952-4237**. We encourage students to come before school, at break, or at lunch, not during class time. It is the student's responsibility to come get the permit to leave school grounds and leave at the appropriate time. Students who leave school without the "Permit to Leave School Grounds" in their hand, will be referred to the Assistant Principal's office. **Students are considered truant if they leave campus (even if they are with their parent/guardian) without this permit in their hand.** It is important to note that if you have left a voice mail message that your student is to be picked up during the school day, especially if it's short notice, the "Permit to Leave School Grounds" in their hand will confirm that we have received the message and they will not be considered truant. **Please ask your student if they have the Permit in hand.**

Students returning to school from appointments, etc. should have the yellow copy of the "Permit to Leave School Grounds" signed by the parent/guardian or doctor/dentist and turn it in to the attendance office upon their return.

### **DOCTOR NOTES**

It has been recommended by our District Office that parents send a doctor's note to the Attendance Office for extended absences due to injury or illness which last more than 3 days. Note: This is also

needed if the student needs to be excused from Physical Education classes and would also be turned into the Health Office.

#### **ATTENDANCE OFFICE CONTACT INFORMATION**

Please call our Attendance Office at 952-4237 if you have any questions. Office hours are 7:15 a.m. until 3:45 p.m.

#### **B. Truancy Definition**

**EC Section 48260 (a) A pupil who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.**

#### **Truancy Policy**

1. If a student has been referred to the counselor or Assistant Principal for an uncleared absence, the student will report to the office to determine the reason for the absence. The Assistant Principal will then determine the appropriate action.
2. The Attendance Office or the Assistant Principal will notify the teacher(s) as soon as possible if the uncleared absence is a truancy.
3. When a student is truant, teachers will mark their rolls appropriately. Makeup of work missed during a truancy will be left to the discretion of the teacher.
4. After the first truancy in any one class, the Assistant Principal's office will notify the home and assign Saturday School or Community Service for each class period truant.
5. After the second truancy in any one class, the Assistant Principal will call the parent and explain about the possibility of action pursuant to Ed Code and assign additional consequences.
6. After the third truancy, the Assistant Principal will contact the parent or guardian requesting a conference with the teacher, the parent or guardian, and the student to discuss the causes of the truantries and to determine the appropriate ways in which the problem can be corrected. If, after the meeting, the problem continues and action pursuant to Ed Code is possible, written notification shall be sent to the home. The matter shall be referred to the Assistant Principal who shall be responsible for determining what action will be taken.

#### **C. Tardy Definition**

**A student shall be considered tardy if he/she is not in their assigned class when the bell rings. A tardy is from the beginning of the period for the first 30 minutes of that class).**

#### **Tardy Policy**

Students are expected to be in each class on time. Teachers shall notify the parent or guardian when a student accumulates three (3) tardies. This contact can be done by phone or email. Four (4) or more tardies in a quarter will result in a "U" for citizenship for that quarter. A discipline referral should be written by the teacher and submitted to the Assistant Principal of Attendance & Discipline. As a result of the referral, the student may be assigned detention, community service or Saturday school. A SART (Student Attendance Review Team) meeting may also be scheduled at the discretion of the Assistant Principal.

#### **D. Off Campus Lunch Permit Definition (This permit is for LUNCH only. Students cannot leave campus at any other time using this permit.**

The Governing Board of the La Canada Unified School District, pursuant to section 44808.5 of the Educational Code, has decided to permit the pupils enrolled at La Canada High School to leave the school grounds during the lunch period, (30 minutes in length), **if the parent or guardian requests permission & signs the appropriate form.** Section 44808.5 of the Educational Code further states:

***"Neither the school district nor any officer or any employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil left the school ground pursuant to this section."*** In order to get an off campus lunch permit for their student, parents must request the permit in writing (Refer to the Registration Documents on the LCHS website [www.lcusd.net/lchs](http://www.lcusd.net/lchs)). Forms for this purpose are also available from the discipline office. Students who leave campus without permission are subject to disciplinary action that may include suspension. Students who have permission to leave campus at lunch will have an off campus notation on their ASB/ID card. Students returning late from lunch are subject to revocation of the lunch permit.

- E. La Canada High School is a closed campus. No student is allowed to leave the grounds without permission from the Attendance Office. If it is necessary for a student to leave school during school hours, the parent must send the student with a written note or phone the attendance office **IN ADVANCE**, stating the reason for release and the time. The student will then be issued a "Permit to Leave School Grounds." The student must then present the permit slip to the teacher from whose class he/she is to be excused. The permit slip **MUST** be signed and returned to the Attendance Office upon return to school.

### **III. School Behavior Rules**

It is important that parents and students understand that **District policy and Education Code mandate that a Principal recommend expulsion of any student who violates the following rules:**

1. causes serious injury to another person;
2. possession of any knife, explosive, or other dangerous object;
3. possesses, uses, sells or furnishes controlled substances;
4. commits robbery or extortion;
5. assault or battery upon any school employee.
6. commits any sexual assault and/or battery

Additionally, the school reminds parents that any illegal act by a student makes the student subject to arrest by the Sheriff's Department. A sheriff/police investigation is separate and apart from the schools investigation although both parties may work in conjunction with one another.

E.C. Section 48900 – Grounds for Suspension and Expulsion. (Amended by AB 653, Ch. 484, Statutes of 2001). Section 48900 is amended and recorded. Subdivision (q) provides that a pupil who aids or abets the infliction or attempted infliction of physical injury to another, may suffer suspension but not expulsion. Subdivision (r) provides that the superintendent or principal may use discretion to provide alternatives to suspension or expulsion, including counseling or an anger management program.

E.C. Section 48915 – Expulsion; Particular Circumstances. (Amended by SB 166, Ch.116, Statutes of 2001). Section 48915 (c)(5), as added, provides that a pupil shall be recommended for expulsion for possession of an explosive. Subdivision (h) as added, defines the term explosive as used in section 48915.

- A. All students are expected to behave in a manner appropriate to a high school student. All students have the responsibility to keep the high school a place of which they are proud to be a part. Behavior which detracts from this standard will result in discipline appropriate to the offense. Most suspendable offenses are listed below:

1. (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person.
2. (a-2) Willfully used force or violence upon the person of another, except in self-defense.
3. (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any 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.

5. (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of 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.
6. (e) Committed or attempted to commit robbery or extortion.
7. (f) Caused or attempted to cause damage to school property or private property. (Student(s) are responsible for Reimbursement.)
8. (g) Stolen or attempted to steal school property or private property. (Student(s) are responsible for Reimbursement.)
9. (h) Possessed or used tobacco, or any 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/her own prescription products. (ALL MEDICATION, PRESCRIPTION OR OVER THE COUNTER, MUST BE KEPT IN THE HEALTH OFFICE WITH LCUSD REQUIRED PAPERWORK.)
10. (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
11. (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. (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.
13. (l) Knowingly received stolen school property or private property.
14. (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.
15. (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.
16. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or retaliating against that pupil for being a witness, or both.
17. (p) Engaged in, or attempted to engage in, hazing. Hazing, harassing or in any way demeaning any other person including sexual harassment as defined in Section 48900.2.
18. (q) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
19. (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) on Section 32261, directed specifically toward a pupil or school personnel.
20. Setting fires, or any other action endangering the campus or other persons.
21. Wandering or loitering in hallways, parking areas, or anywhere on campus during regular instructional time/class hours. (When not in a scheduled class, students are to be in the IRC/library during instructional time/class hours.
22. Violations of the Technology Use Contract.

23. Violations of the Academic Honesty Policy.

24. Violations of the La Canada H.S. Activities & Dance Contract.

**\*\*\* Anytime a student is spoken to by the administration in regards to discipline, including bullying (perpetrator and victim), the administrative staff will attempt to contact the students' parent(s) at the earliest appropriate time to inform them of what has occurred.**

- B. **Students who leave school grounds without an Attendance Office "Permit To Leave School Grounds" slip (even if the parent has called the absence in advance) are considered truant and subject to disciplinary action that could include detention, Community Service, Saturday School or suspension.**
- C. Suspension and a recommendation to expel is imposed on students as a means of dealing with serious problems. School District regulations governing suspensions and expulsions of students are included in Policies 5144 and 5144.1 of the La Canada Unified School District.
- D. **CITIZENSHIP REQUIREMENT:** The Governing Board of the La Canada Unified School District has a policy that requires that students show appropriate citizenship in order to graduate from La Canada High School. The policy requires that a student have both a 2.5 cumulative and a citizenship grade point average of at least 2.5 throughout the senior year. This is based on a grading system of 4 points for an "O" (Outstanding); 3 points for an "S" (Satisfactory) 2 points for an "N" (Needs Improvement); and no points for a "U" (Unsatisfactory). Advance notice is given to any senior not meeting this graduation requirement.
- E. Any student who is found to be in possession or under the influence of any controlled substance including alcohol at a school dance will not be allowed to attend any dances for the duration of the school year. This includes the Junior-Senior Prom.
- F. **NO GO LIST:** Any student who is formally suspended from school may be placed on the activity "No Go" list. Placement and length of time, will be determined by the administration.



A. All students are expected to maintain high standards of behavior and citizenship. Students are expected to take pride in their school and behave accordingly. Behavior which detracts from these standards will result in disciplinary action appropriate to the offense. **Suspendable/possibly expellable infractions are listed below:**

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, fireworks, or other dangerous object.
3. Unlawfully possessed, used, purchased, sold or otherwise furnished, or been under the influence any 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.
4. Unlawfully offered, arranged, or negotiated to sell any 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 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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property. (STUDENTS ARE RESPONSIBLE FOR REIMBURSEMENT.)
7. Stole or attempted to steal school property or private property, or knowingly received stolen property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew, or any electronic nicotine delivery device including e-cigarettes or vapes. However, this section does not prohibit use or possession by a pupil of his or her own prescription products with the appropriate medical forms on file in the Health Office. (ALL MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE.)
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. 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.
12. Made terrorist threats against students, school officials and/or school property.
13. Possessed an imitation firearm or weapon. 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.
14. 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.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness, or both.
16. Riding any motor vehicle or bicycle, in the pedestrian areas of the campus or using any motor vehicle, moped or bicycle in an unsafe manner.
17. Using a skateboard, roller skates, rollerblades, or scooters anywhere on campus will result in confiscation and return to the student's parent or guardian. Such items should not be brought to school. Students who use such items for transportation to and from school must store such items in the designated areas. A 2<sup>nd</sup> offense will result in the item being confiscated until the end of the quarter.
18. Using a cell phone or other electronic device in class. Cell phones and electronic devices may only be used before school, break, lunch, or after school. Phones and electronic items used during class will result in confiscation and return to the student's parent or guardian. A 2<sup>nd</sup> offense will result in confiscation, return to parent or guardian, and detention. A 3<sup>rd</sup> offense in the item being confiscated until the end of the quarter (and possible suspension in violation of CA Ed Code 48900(k)).

19. Hazing, harassing, threatening, intimidating, or in any way demeaning any other person including sexual harassment as defined in Section 48900.2, and creating a hostile educational environment.
20. Being in Hahamongna Watershed Park/Oak Grove Park, on the horse trails, Hahamongna Watershed/Oak Grove Park parking lot, school parking lots, or cage during the school day. These areas are off limits during the school day.
21. Setting fires, or any other action endangering the campus or other persons.
22. Wandering or loitering in hallways, parking areas, or on campus during regular periods. (When not in a scheduled class, students are to be in the library or resource center during class hours.)
23. Littering on campus or possession of food in No Food or Drink areas.
24. Violations of the Technology Use Contract.
25. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
26. Participation in "pantsing" of other students.

**THESE RULES APPLY WHILE STUDENTS ARE AT SCHOOL, A SCHOOL ACTIVITY, OR WHILE COMING TO OR FROM SCHOOL-SPONSORED ACTIVITY AND DURING BREAK OR LUNCH.**

- B. La Cañada High School is a closed campus. No student is allowed to leave the grounds without permission from the Attendance Office. Parents/Guardians, if you are scheduling doctor or personal appointments for your child during school hours, please send the child with a note which includes their name, ID#, reason for leaving, time to leave and signature of parent. Parents must pick up their child in the attendance office for safety reasons.

The note has to be taken to the attendance office before school so appropriate forms can be processed for student to take to their classroom. Students must have permission slip in hand in order to leave campus. If not, this is considered a truancy. Calling classrooms from the attendance office is not acceptable and is disruptive to classroom instruction.

- C. Suspension and a recommendation to expel is imposed on students as a means of dealing with serious problems. School District regulations governing suspensions and expulsions of students are included in Policies 5205 and 5210 of the La Cañada Unified School District.
- D. It is important that parents and students understand that District policy and State law require mandatory suspension and **that a principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:**
1. Possesses, uses, sells or furnished controlled substances or intoxicants of any kind, including alcohol and look-alike drugs or drug paraphernalia;
  2. Causes serious physical injury to another person, except in self-defense;
  3. Possesses a firearm or any sort of weapon or explosive onto campus;
  4. Commits robbery or extortion.

Additionally, the school reminds parents that any illegal act by a student will reported to law enforcement and makes the student subject to arrest by the Sheriff's Department.

# **La Canada USD**

## **Board Policy**

### **Suspension And Expulsion/Due Process**

BP 5144.1

#### **Students**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

#### **Zero Tolerance**

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenses be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parent/guardians about the district's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

#### **Student Due Process**

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

#### **Required Parental Attendance**

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students

32261 Interagency School Safety Demonstration Act of 1985

33032.5 Hate violence reduction

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

39141.12 Program for expelled students

48660-48666 Community day schools

48900-48926 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act (re closed sessions)

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

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0306.96 Expulsion Policies and Educational Placements, SPB 95/96-04

Policy LA CAD DA UNIFIED SCHOOL DISTRICT

adopted: May 12, 1998 La Canada Flintridge, California

# **La Canada USD**

## **Administrative Regulation**

### **Suspension And Expulsion/Due Process**

AR 5144.1  
**Students**

#### **Definitions**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

**Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

### Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(q))

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900 (s))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., 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 unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.  
(Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.  
(Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (Education Code 48900 (q))



Hazing means a method of initiation or pre-initiation into a student 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 student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q)).

18. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$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. (Education Code 48900.7)

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

(cf. 5145.7 - Sexual Harassment)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233)

(cf. 5145.9 Hate-Motivated Behavior)

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

22. Engages in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

Bullying means one or more acts by a student or group of students that constitutes sexual harassment pursuant to Education Code 48900.2, as defined in item #19 above; hate violence pursuant to Education Code 48900.3, as defined in item #20 above; or harassment, threats, or

intimidation pursuant to Education Code 48900.4, as defined in item #21 above. (Education Code 32261)

Electronic act means the transmission of a communication, including, but not limited to, a text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. (Education Code 322610)

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

(cf. 5138 - Conflict Resolution/Peer Mediation)

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

#### Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.

As soon as possible, the teacher may ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Governing Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

#### Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a

firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive as defined in 18USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days,

unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911(c))

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior.

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8).

In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. **Extension of Suspension:** If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

#### Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion: above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (Except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

#### Authority to Expel

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

### Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

### Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possession of the firearm from a certificated school employee, with the principal or designee's concurrence

However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

#### Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as part of the record when the expulsion hearing is held. (Education Code 48918 (a)).

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a)).

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

After a determination that one of the grounds listed above under "Grounds for Suspension and expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

#### Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)



1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

#### Written Notice of the Expulsion Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing.

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

#### Additional Notice of Expulsion Hearing for Foster Youth

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

#### Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated.

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (formerly 11525). (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the Student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f) and (h))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

(cf. 5145.12 - Search and Seizure)

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be

presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision Within 10 School Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

7. Decision Within 40 School Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918 (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (See "Decision Not to Enforce Expulsion Order below.")

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

#### Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately. The Superintendent or designee shall place the student in any classroom program, other instructional program, rehabilitation program, or any combination of such programs after consulting with district personnel, including the teacher involved, and with the student's parent/guardian.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the

semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission.
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs.

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

#### Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900(a)-(o), Education Code 48900.2-48900.4 and Education Code 48915(c) (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

#### Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program.

The suspension of the enforcement of an expulsion shall be governed by the following:  
(Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon rein-statement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

#### Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

#### Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site school.
3. Not housed at the school site attended by the student at the time of suspension

(cf. - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18 - 21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

#### Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, a written request for readmission shall be submitted by the parent/guardian to the Superintendent or designee. The district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if



information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

#### Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

#### Notifications to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### Outcome Data

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

AdministrativeLA CANADA UNIFIED SCHOOL DISTRICT  
approval: May 2013 La Canada Flintridge, California

# **La Canada USD**

## **Board Policy**

### **Questioning And Apprehension**

BP 5145.11

#### **Students**

Law enforcement officers may seek to interview and question students on school premises regarding possible criminal activities. Unless the District contacts the police agency requesting participation in an investigation, it is the general policy of this District to not allow the officer to question students at the site absent a warrant or other court order produced by the officer, or, in the alternative, a declaration under penalty of perjury executed by a sworn officer to the effect that such questioning on campus without a court order is necessary due to exigent circumstances.

#### **Subpoenas**

Although subpoenas may legally be served at school, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. If served on campus, steps should be taken to ensure a minimum of embarrassment or loss of class time for the student.

#### **Legal Reference:**

##### **EDUCATION CODE**

44807 Duty concerning conduct of students

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor student to peace officers; notice to parent, guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

##### **CODE OF CIVIL PROCEDURE**

416.60 Service of summons or complaint to a minor

##### **PENAL CODE**

830-832.17 Peace officers

1328 Service of subpoena

##### **WELFARE AND INSTITUTIONS CODE**

627 Custody of minor

##### **CODE OF REGULATIONS, TITLE 5**

303 Duty to remain at school

##### **COURT DECISIONS**

Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 Ops.Cal.Atty.Gen. 96 (1971)

34 Ops.Cal.Atty.Gen. 93 (1959)

Management Resources:

WEB SITES

California Department of Justice, Office of the Attorney General: <http://oag.ca.gov>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: November 13, 2012      La Canada Flintridge, California

# **La Canada USD**

## **Administrative Regulation**

### **Questioning And Apprehension**

AR 5145.11  
**Students**

#### **A. Elementary School Students**

1. Before making an elementary school student (any student in grades K-8) available to a peace officer who has, without request from the District, asked to question students, the principal of the elementary school, or his or her designee, shall take immediate steps to obtain the oral consent of the parent or guardian of the student to permit the questioning.
2. If the parent or guardian requests that the student not be questioned until he or she can be present, the student may not be made available to the peace officer for questioning until the parent or guardian is present.
3. If school officials are unable, after reasonable efforts, to contact a parent or guardian in order to obtain consent pursuant to this subdivision, a District site representative who is not a suspect may be selected by the student to be present during the questioning.
4. In those cases in which school officials are unable to contact the student's parent or guardian until after the questioning has been completed, the principal or his or her designee shall immediately notify the parent or guardian that the questioning has occurred and make the staff member selected by the student available to inform the parent or guardian about the questioning.

#### **B. Secondary School Students**

1. Before making a secondary school student (any student in grades 9 - 12) available to a peace officer who has, without request from the District, asked to question students, the principal of the school, or his or her designee, shall inform the student that the student has the right to request the presence of his or her parent or guardian or a District site representative who is not a suspect during the questioning.
2. If the person selected by the student cannot be made available within a reasonable period of time, the principal or his or her designee shall inform the student that the student may select an alternative member of the school faculty or staff who is not a suspect and who is reasonably available to be present during the questioning.
3. If the student exercises his or her right pursuant to this subdivision to have an individual present pursuant to Subsections 1. and 2., the student may not be made available to the peace officer for questioning until one such person is present.

C. Sections A and B do not apply if any of the following conditions exist:

1. The peace officer is in possession of a warrant or other court order, or the officer reasonably believes that due to exigent circumstances, his or her inability to immediately question the student will materially interfere with the ability of the officer to conduct an investigation or would present an immediate risk of serious harm to the student or anyone else on or around the campus. The officer shall execute a declaration confirming the issuance of such court order or existence of such exigent circumstances. In the case of an elementary school student being questioned pursuant to this paragraph, the principal or his or her designee shall take immediate and continuous steps to notify the parent or guardian by telephone regarding the questioning, and if unsuccessful in doing so before the questioning is completed, shall take immediate steps to notify the parent or guardian regarding the questioning after it has been completed.

2. The minor student being questioned is suspected of being a victim of child abuse as defined in Section 11165.6 of the Penal Code, or the minor student is being questioned pursuant to Section 305 of the Welfare and Institutions Code, and either the principal or his or her designee or the peace officer has a reasonable belief that the student would be endangered by the above-referenced notification requirements.

3. The peace officer's questioning of the student concerns the commission of criminal activity by the parent or guardian of the student. The principal shall inform the student that the student has the right to request that a member of the school administration, a school counselor, or a school teacher selected by the student be present during the questioning.

4. The student is on probation and is being interviewed or otherwise contacted by a probation officer in the normal course of duties of the probation officer.

5. The site administrator, acting on behalf of the District, has contacted the police agency, requesting that an officer be present to assist in an investigative process. In such event, the assisting officer need not execute a declaration regarding the issuance of a court order or the presence of exigent circumstances.

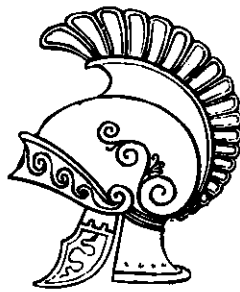
D. Except in unusual circumstances as determined by the peace officer, any questioning of a student by a peace officer for any reason other than the ordinary, day-to-day conversation that is to be expected among members of a school community, shall take place in a private location, including, but not limited to, an administrator's office, and may not take place in a classroom or hallway or other areas where students or others may be present.

E. A school official present during the questioning of a student under this section may not disclose matters discussed with the student other than to the parent or guardian of the student, the attorney for the student, other school officials, counsel for the school district, or a court.

F. For the purposes of this section, "questioning" means any communication with a minor student during school hours or during any school-related activity or school-sponsored activity by

a peace officer, where the student is made available to the peace officer either at the request of a peace officer or at the request of a school employee for questioning as a victim, suspect, or witness concerning a suspected violation of school rules that constitutes grounds for expulsion or a suspected commission of a crime.

Administrative      LA CANADA UNIFIED SCHOOL DISTRICT  
approval: November 13, 2012      La Cañada Flintridge, California



# LA CAÑADA HIGH SCHOOL

9-12 <sup>th</sup> Grade Attendance Intervention Plan		
Number of Absences	Intervention	Intervention Staff
<b>4-8 Absences: Unexcused Only</b>	<ul style="list-style-type: none"> <li>Classroom teachers are encouraged to communicate absences to parents who do not have access to Pinnacle. This communication may be done by email or by telephone.</li> </ul>	<b><i>Classroom Teacher(s)</i></b>
<b>5-8 Absences: Unexcused Only</b>	<ul style="list-style-type: none"> <li>Counselor communication with student</li> <li>Administrator communication with student</li> </ul>	<b><i>Counselor Administrator</i></b>
<b>8-12 Absences: Excused or Unexcused</b>	<ul style="list-style-type: none"> <li>The student's counselor and administrator will meet with the student.</li> <li>The student will be placed on daily attendance verifications found in Dr. Gold's Office.</li> <li>Counselor will notify parents regarding attendance concerns.</li> <li>Students are responsible for providing any supporting documentation to the counselor (i.e., doctor's note).</li> <li>If any student is absent from any one class 8 times in a given quarter without a valid excuse, the student's name will be placed on the activity "No Go" list for the following quarter. Students will then be excluded from school activities for the quarter.</li> </ul>	<b><i>Counselor Administrator</i></b>
<b>12 Absences: Excused or Unexcused</b>	<ul style="list-style-type: none"> <li>The student will be placed on a SART Contract. Parents must attend this meeting.</li> <li>Other interventions will be discussed.</li> </ul>	<b><i>Counselor/ Administrator</i></b>
<b>15 Absences: Excused or Unexcused</b>	<ul style="list-style-type: none"> <li>The student will be placed on a SARB contract.</li> <li>The student will not be able to participate in any extra curricular clubs or organizations on campus.</li> </ul>	<b><i>Administrator</i></b>
<b>15-24 Absences: Excused or Unexcused 12<sup>th</sup> Graders Only</b>	<ul style="list-style-type: none"> <li>Participation in 2012 senior activities will be decided by an Attendance Panel. Loss of some senior activities will occur</li> </ul>	<b><i>Administrator</i></b>
<b>25 Absences or more: Excused or Unexcused 12<sup>th</sup> Graders Only</b>	<ul style="list-style-type: none"> <li>The student will not be allowed to participate in any senior activities for the remainder of the school year. Exceptions: Some exceptions may be made for extenuating circumstances.</li> </ul>	<b><i>Administrator</i></b>

\*\*\* 3 tardies = 1 Absence for Senior Activity Participation



**All absences are interpreted as “excused or unexcused.”**

- A. Excused Absences are due to illness, medical or dental appointments, a death in the immediate family or other. For all excused absences students have the number of days absent plus one to make up work. For example if a student is absent for 2 days, they are allowed 3 days to make up the work.
- B. Unexcused Absences are due to oversleeping, missed ride to school, care for others in family, shopping, paying fines, studying, car didn't start, visiting friends etc. For unexcused absences students may not make up work.

**Note:** *The LCHS Administration reserves the right to consider extenuating circumstances when making the final decisions regarding attendance issues.*

*Students will not be penalized for school sponsored activity absences.*

4463 Oak Grove Drive, La Canada, CA 91011 – (818)952-4273

# LA CAÑADA HIGH SCHOOL

## 9-12<sup>th</sup> Grade Attendance Intervention Worksheet

Student's Name \_\_\_\_\_  
Counselor's Name \_\_\_\_\_

Grade Level \_\_\_\_\_

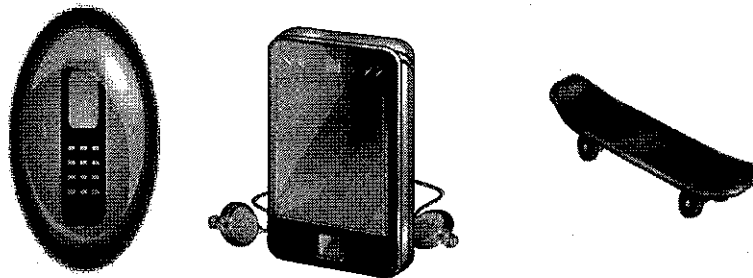
Number of Absences	Attendance Intervention	Intervention Staff	Intervention Record
<b>4-8 Absences:</b> Unexcused Only	<ul style="list-style-type: none"> <li>Classroom teachers are encouraged to communicate absences to parents who do not have access to Pinnacle. This communication may be done by email or by telephone.</li> </ul>	<b>Classroom Teacher(s)</b>	Date _____ by whom _____ Date _____ by whom _____ Date _____ by whom _____
<b>5-8 Absences:</b> Unexcused Only	<ul style="list-style-type: none"> <li>Counselor communication with student</li> <li>Administrator communication with student</li> </ul>	<b>Counselor</b>  <b>Administrator</b>	Date _____ by whom _____ Date _____ by whom _____
<b>8-12 Absences:</b> Excused or Unexcused	<ul style="list-style-type: none"> <li>The student's counselor and administrator will meet with the student.</li> <li>The student will be placed on daily attendance verifications form found in Dr. Gold's Office.</li> <li>Counselor will notify parents regarding attendance concerns.</li> <li>Students are responsible for providing any supporting documentation to the counselor (i.e., doctor's note).</li> <li>If any student is absent from any one class 8 times in a given quarter without a valid excuse, the student's name will be placed on the activity "No Go" list for the following quarter. Students will then be excluded from school activities for the quarter.</li> </ul>	<b>Counselor</b>	Date _____ by whom _____ Date _____ by whom _____ Date _____ by whom _____
<b>12 Absences:</b> Excused or Unexcused	<ul style="list-style-type: none"> <li>The student will be placed on a SART Contract. Parents must attend this meeting.</li> <li>Other interventions will be discussed.</li> </ul>	<b>Counselor/ Administrator</b>	Date _____ by whom _____ Date _____ by whom _____
<b>15 Absences:</b> Excused or Unexcused	<ul style="list-style-type: none"> <li>The student will be placed on a SARB contract.</li> <li>The student will not be able to participate in any extra curricular clubs or organizations on campus.</li> </ul>	<b>Administrator</b>	Date _____ by whom _____ Date _____ by whom _____
<b>15-24 Absences:</b> Excused or Unexcused <i>12<sup>th</sup> Graders Only</i>	<ul style="list-style-type: none"> <li>Participation in the 2012 senior activities will be decided by an Attendance Panel. Loss of some senior activities will occur.</li> </ul>	<b>Administrator</b>	Warning letter sent home: Date _____ by whom _____ Attendance Panel letter sent home: Date _____ by whom _____ Date of panel Meeting: _____ Participate in events: Yes No
<b>25 Absences or more:</b> Excused or Unexcused <i>12<sup>th</sup> Graders Only</i>	<ul style="list-style-type: none"> <li>The student will not be allowed to participate in the 2011 graduation ceremony.</li> </ul> Exceptions: Some exceptions may be made for extenuating circumstances.	<b>Administrator</b>	Warning letter sent home: Date _____ Date of Meeting w/administrator: _____ Administrator Initials: _____
Comments: _____ _____ _____ _____ _____			

\*\*\* 3 tardies = 1 Absence for Senior Activity participation

# LA CANADA HIGH SCHOOL

## SKATEBOARD/WHEELED & ELECTRONIC DEVICES POLICY 2015-2016

### GRADES 9-12



**SKATEBOARDS AND OTHER WHEELED DEVICES ARE NOT ALLOWED TO BE RIDDEN ON CAMPUS AT ANY TIME** and are subject to the following:

**First Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline at the end of the school day (between 2:45 p.m. & 3:45 p.m.).

**Second Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline (between 2:45 p.m. & 3:45 p.m.). Students will be assigned Community Service, Detention or Saturday School for defiance of school rules on the second offense.

**Third Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline (between 2:45 p.m. & 3:45 p.m.). At the 3<sup>rd</sup> offense and thereafter, further consequences will be determined by administration

**Note:** Cell phones, iPods, readers or other electronic devices, and skateboards and other wheeled devices at school are the sole responsibility of the owner and are brought to school at the student's/owner's own risk. School resources will not be used to investigate lost or stolen items. Students are encouraged to leave electronic or other items of value at home.

## ASB MEMBERSHIP

7-8

Purchase of a 7/8 Associated Student Body (ASB) membership serves as a donation to the general 7/8 activities fund, and entitles the owner to free or discounted admission to LCHS 7/8 dances and other school activities. Membership will be reflected in the form of an "ASB" sticker on the student's ID card. You will have the opportunity to purchase ASB membership at 7/8 Orientation, Make-up Picture Day, and throughout the school year from the ASB Account Technician in the main office. **There is a \$5.00 donation for replacement of lost ASB cards.**

## ASB LEADERSHIP

Students are encouraged to participate in ASB activities. Class officers will be elected to the ASB cabinet. The ASB cabinet works with the faculty to plan student activities. Elected officers are: president, vice-president, secretary, treasurer, activities director, assistant activities director, and publicity chair. Each of the four small schools will hold an election for the position of president and vice-president following the general ASB election.

## CLUBS

Clubs will be begin after the start of the school year. If you have any ideas, talk to a faculty member. Information concerning any group is available in the Administration Office, including information about how to begin a new club.

## TEAM SPORTS

7/8 Athletics offers several sports teams throughout the school year. All sports, with the exception of cross country and hockey, require a tryout. Tryouts occur a few weeks prior to the start of the season. Please note: there are no summer tryouts for 7/8 sports. Tryouts for fall sports will take place after school begins.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country (co-ed)	Basketball (boys and girls)	Softball (girls)
Flag Football (boys)	Soccer (boys and girls)	Volleyball (boys)
Lacrosse (girls)	Hockey (co-ed)	
Volleyball (girls)		

## HIGH SCHOOL ATHLETICS

For current schedules go to <http://lacanadaspartans.net>. Please note middle school students **must** be accompanied by a responsible adult at any high school event. Admission to 9-12 athletic events is not discounted with a 7/8 ASB card.

## CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

California Junior Scholarship Federation (CJSF) is a statewide organization for those students of high scholastic accomplishments. Each CJSF member is expected to be an active dues paying and participating member. Membership dues (\$10) are paid when you apply. Students must re-apply each semester for membership. Those students accepted into CJSF for three semesters (7<sup>th</sup> grade: 2<sup>nd</sup> semester, 8<sup>th</sup> grade: 1<sup>st</sup> and 2<sup>nd</sup> semester), meeting all requirements for grades; service; and attendance at monthly meetings will receive a special golden seal on their eighth grade promotion certificate.

## SKATEBOARDS / SCOOTERS / BICYCLES

Skateboards, bicycles, and scooters (or other wheeled toys) are not to be ridden or used on the La Cañada High School campus at any time, **including all non-school hours and days.** On first violation of this rule, equipment will be **confiscated** and **released to a parent or guardian only.** On a second offense, students will lose the privilege of bringing a skateboard, bicycle, or scooter for the remainder of the quarter. Following these rules will ensure your privileges. Students who use skateboards, bicycles, or scooters as a mode of transportation must secure them in the designated racks or in classrooms at the teacher's discretion. ***The school is not responsible for theft or damage to bicycles or wheeled toys on campus.***



JOIN  
TODAY!

The **SafeHomes** Program provides a way for parents of La Cañada students to establish clear expectations of "no use" of tobacco, alcohol or other drugs by minors.

Participation in the **SafeHomes** program is offered to all families with children of any school age. Research indicates that young people who experience caring and supportive families and communities are less likely to engage in risky behavior. Starting early is vital!

The SafeHomes program does not require a commitment of time or extra effort for already busy families. It is simply an agreement among parents to follow some simple principles that will provide a safer world for our children.

**The SafeHomes Pledge:**

***"I will not allow minors to consume beer, wine, alcohol, or use illegal drugs in my home or on my property. I will not allow parties or gatherings in my home without proper adult supervision."***

Join other concerned families in the La Cañada community today. It's easy. Just go to [www.wmadigital.com/SafeHomes/index.html](http://www.wmadigital.com/SafeHomes/index.html)

**Sign up now!**

*Notification to Teachers  
Pursuant to  
Ed. Code 79079*

*Section 7*

# La Canada High School

## Memorandum

To: 9/12 Teachers

Re: Suspension Notification

Date: Fall

In accordance with Education Code 49079, the law requires teachers to be informed of all pupils who have been suspended under Education Code 48900 from the previous three school years.

Attached is a list of your students who were suspended for the previous 3 years.

NOTE: Education Code 49079 €:

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

## **CALIFORNIA EDUCATION CODE: Suspension and Expulsion**

### **EC §48900 - Grounds for suspension or expulsion; jurisdiction; legislative intent (Amended by Assembly Bill 86 effective January 1, 2009)**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (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 in by the principal or the designee of the principal.
- (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.
- (d) Unlawfully offered, arranged, or negotiated to sell 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, 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (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.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.



- (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.
- (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.
- (l) Knowingly received stolen school property or private property.
- (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.
- (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.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (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.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to 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 school activity or 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.
- (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).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (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.

**48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of schoolday; local policy and procedures**

- (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

- (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
  - (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
  - (c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
  - (d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).
- 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.

- 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.
- 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 class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

- 48900.5.** 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 violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- 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.
- 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.
- (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.

# *Sexual Harassment Policy*

*Section 8*

## LA CANADA UNIFIED SCHOOL DISTRICT

### SEXUAL HARASSMENT POLICY

It is the policy of the La Canada Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The district considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in kindergarten and grades one through three, inclusive.

A student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the proper authority (whether in an office or a school) so that appropriate action may be taken to resolve the problem. Any such complainant is further advised that civil law remedies may also be available. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

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The California Education Code Section 212.5 defines sexual harassment as any unwelcome verbal, visual, or physical conduct of a sexual nature made by someone in the work or educational setting, under the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

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.

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 education institution.

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Sexual harassment includes, but is not limited to:

- ❖ Verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; or spreading rumors about or rating others as to sexual activity or performance.
- ❖ Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- ❖ Physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's gender.
- ❖ Threat and demands of pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.
- ❖ Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment.

**For further assistance (with student concerns), contact:**

LCUSD Educational Services, at (818)952-8387

**For further assistance (with employee concerns), contact:**

LCUSD Human Resources, at (818)952-8385

# **La Canada USD**

## **Board Policy**

### **Sexual Harassment**

BP 5145.7

#### **Students**

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

(cf. 5131.5 - Vandalism, Theft and Graffiti)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.41 - Child Abuse Prevention)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Family Life/Sex Education)

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be

brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5141.4 - Child Abuse Reporting Procedures)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designed shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.3 - Uniform Complaint Procedures)

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(cf. - 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (CCR 4964)



(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288

Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS  
GENERAL

Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, March 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Policy LA CANADA UNIFIED SCHOOL DISTRICT

adopted: May 13, 2003 La Canada Flintridge, California

# **La Canada USD**

## **Administrative Regulation**

### **Sexual Harassment**

AR 5145.7

#### **Students**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. 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 school.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements

9. Limiting a student's access to educational tools

10. Displaying sexually suggestive objects

#### Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school principal's office (Education Code 212.6)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (Education Code 212.6)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct (Education Code 212.6)

5. Be provided to employees and employee organizations

#### Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:

a. The student who is complaining

b. The person accused of harassment

c. Anyone who saw the harassment take place

d. Anyone mentioned as having related information

2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:

- a. The Superintendent or designee
- b. The parent/guardian of the student who complained
- c. The parent/guardian of the person accused of harassing someone
- d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
- e. Child protective agencies responsible for investigating child abuse reports
- f. Legal counsel for the district

(cf. 5141.41 - Child Abuse Prevention)

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

(cf. 1312.3 - Uniform Complaint Procedures)

6. In reaching a decision about the complaint, the principal or designee may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of past instances of harassment by the accused person
- e. Evidence of past harassment complaints that were found to be untrue

7. To judge the severity of the harassment, the principal or designee may take into consideration:

- a. How the misconduct affected one or more students' education

- b. The type, frequency and duration of the misconduct
  - c. The number of persons involved
  - d. The age and sex of the person accused of harassment
  - e. The subject(s) of harassment
  - f. The place and situation where the incident occurred
  - g. Other incidents at the school, including incidents of harassment that were not related to gender
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
10. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

#### Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

- 1. Removing vulgar or offending graffiti
- 2. Providing staff inservice and student instruction or counseling
- 3. Notifying parents/guardians
- 4. Notifying child protective services
- 5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

# *School Wide Dress Code Provision*

*Section 9*



# La Cañada High School

4463 Oak Grove Drive, La Cañada Flintridge, California 91011

T. 818.952.4205 F. 818.952.4214

www.lcusd.net

## LCHS Dress Codes Guidelines 2015-2016

All students are expected to make the commitment to follow a code of appropriate dress for a learning environment. Certain clothes that are appropriate for the beach, for a party or for the gym may not be appropriate for the classroom. **Grades 7-12 students** should adhere to the following guidelines:

- Students should be neat and clean
- Clothing should be perceived to reflect good judgment
- Shoes must be worn at all times
- Underwear will be worn under clothing
- Boxers or bra and/or bra straps may not be visible
- Shorts must be of appropriate length for a learning environment
- Strapless or backless tops may not be worn
- Tops must meet the top of pants, skirts or shorts
- Cleavage or bare midriffs/stomach (front and back) may not be visible
- See through/ sheer clothing may not be worn
- Logos, words or symbols may not be worn on clothing, which are discriminatory, based on ethnicity, religion, age, gender, sexual orientation, physical or mental disability nor may they promote alcohol, tobacco, drugs, terrorism or death

## C O N S E Q U E N C E S

Progressive discipline will be applied.

- 1<sup>st</sup> Violation ..... Warning, clothing changed
- 2<sup>nd</sup> Violation ..... Clothing changed, detention, required parent conference
- 3<sup>rd</sup> Violation ..... Saturday School, required parent conference.



## CHARACTER COMMITMENTS AND DRESS CODE

7-8

Each year the students and staff in the small schools make commitments to improve character and to adhere to a dress code appropriate for our school. This is supported by school activities and assemblies throughout the school year. The areas of commitment for the 2015-2016 school year are as follows:

**The commitment to not cheat.** The high level of academic excellence at LCHS, as well as fear of failure and a desire to please, can create a false sense of inability in even the brightest and most capable student. In the small schools each of us recognizes this pressure and we are all committed to supporting each other to eliminate cheating.

**The commitment to not spread rumors.** We make the commitment to quell rumors and gossip and hold students accountable for making a mistake. Rumors at the 7/8 level are devastating and can have a negative effect on a student's educational process.

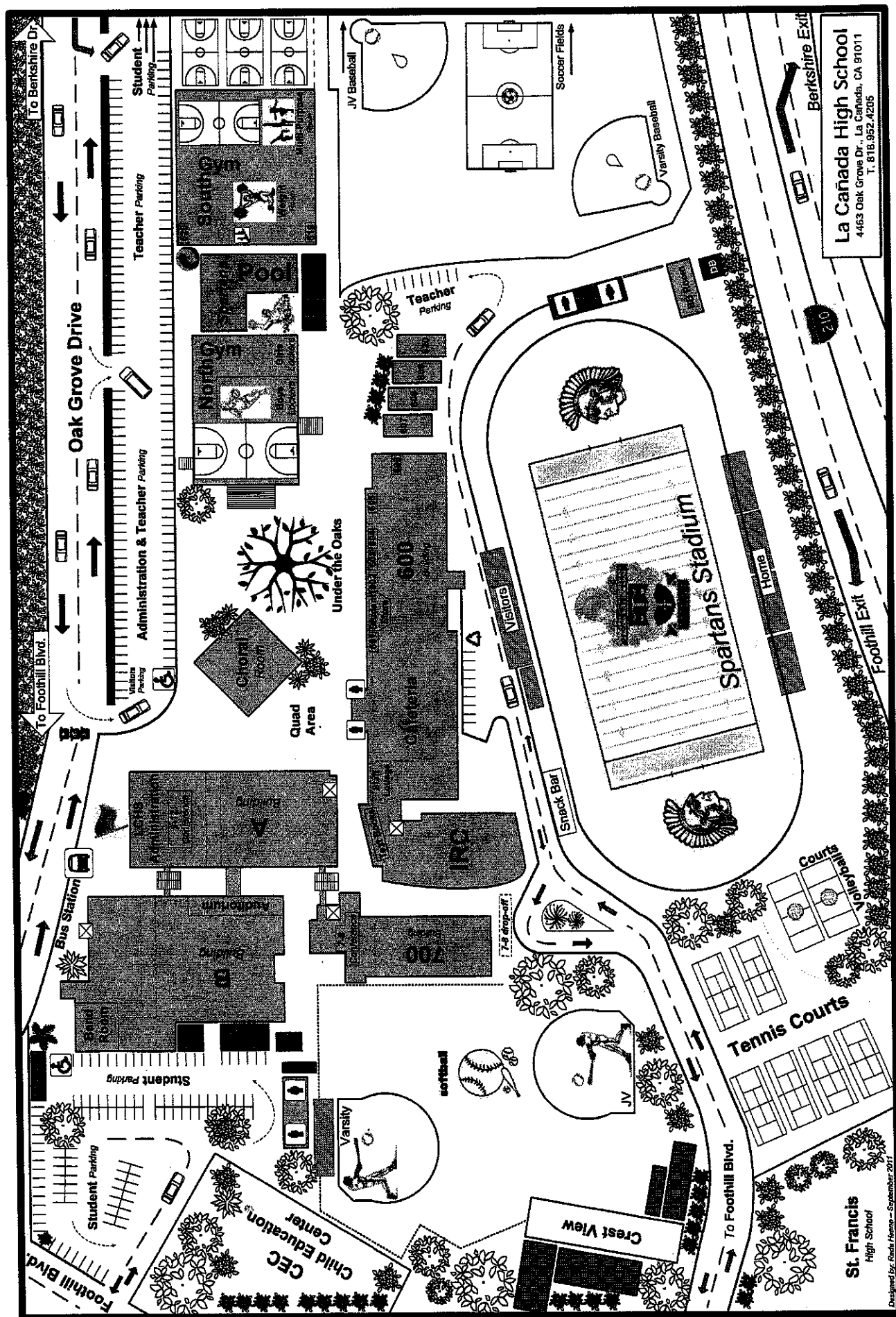
**The commitment to not form cliques.** This commitment for small schools was suggested by the students as a way to combat bullying and the isolation felt by some of our students. By committing to include everyone's ideas and to support one another in our positive goals we will make LCHS an even better place to learn and grow.

**The commitment to dress appropriately for learning.** All students in small schools make the commitment to follow a code of appropriate dress for a learning environment. We discuss the fact that certain clothes are appropriate for the beach or for a party or for the gym but may not be appropriate for the classroom. 7/8 students commit to adhere to the following guidelines:

- Underwear will be worn under clothing. No boxers or bra straps should be visible.
- Spaghetti straps, strapless or backless shirts, midriff shirts or tube tops are inappropriate for the classroom. Spaghetti straps may be worn to dances and promotion.
- No cleavage or midriffs should be visible.
- No logos, words, or symbols should be worn on clothing that is discriminatory, racist, sexist, and/or promotes violence, weapons, drugs, or alcohol.
- Shorts, dresses, and skirts should be as long as the student's thumb when the student's hands are down at the side.

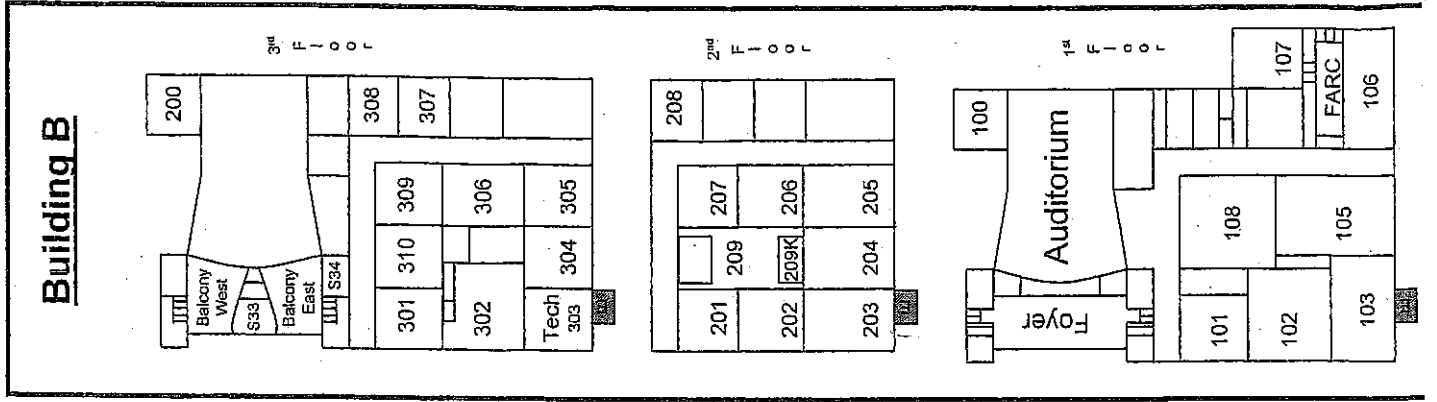
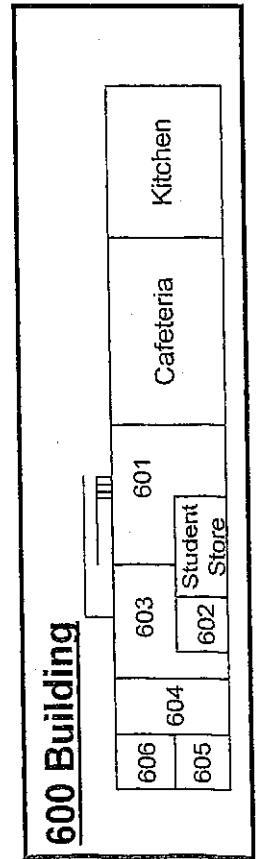
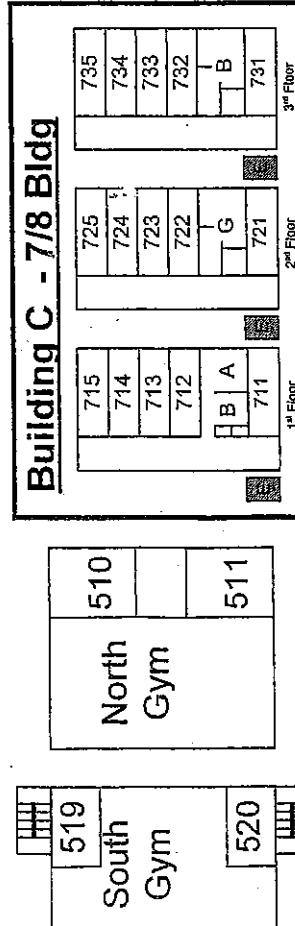
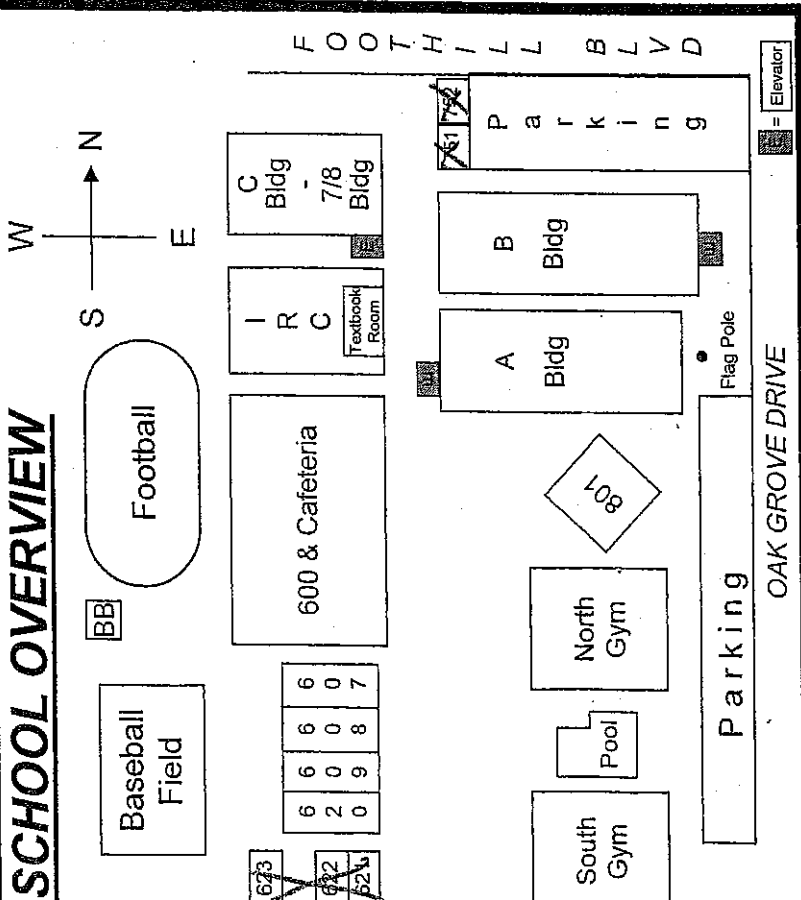
*Safe Ingress & Egress of  
Pupils, parents &  
School Employees  
To & From School*

*Section 10*



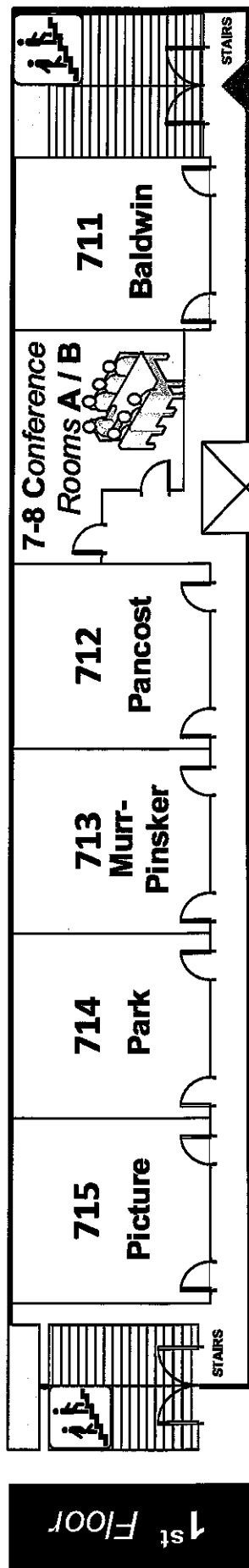
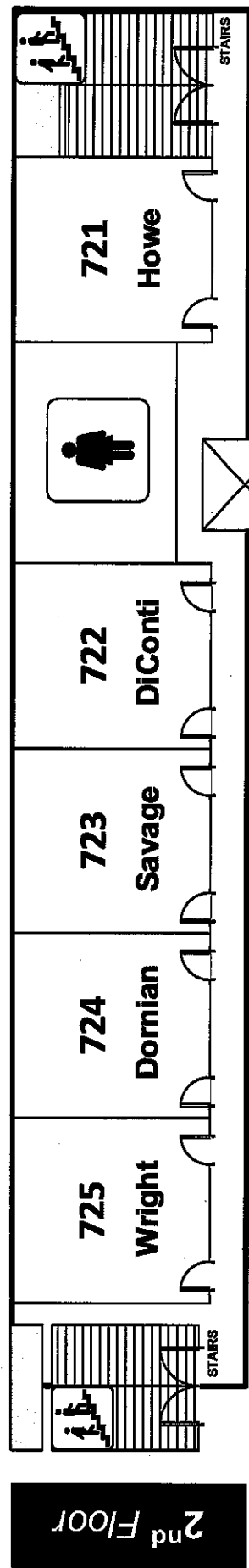
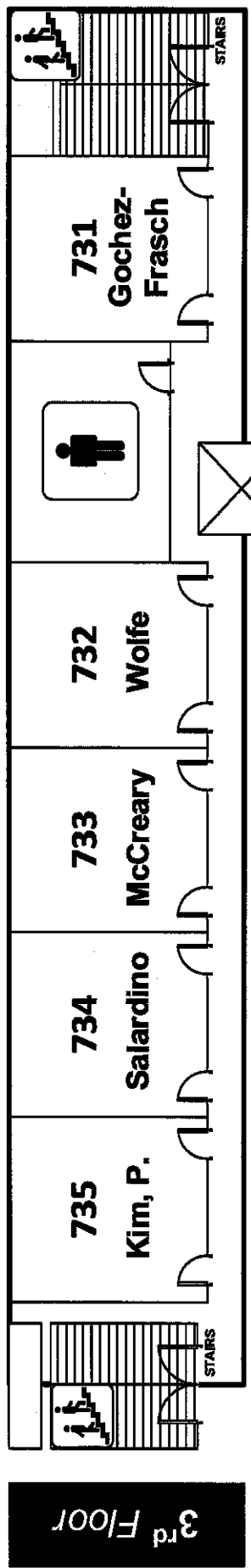
# Map of La Cañada High School

## SCHOOL OVERVIEW

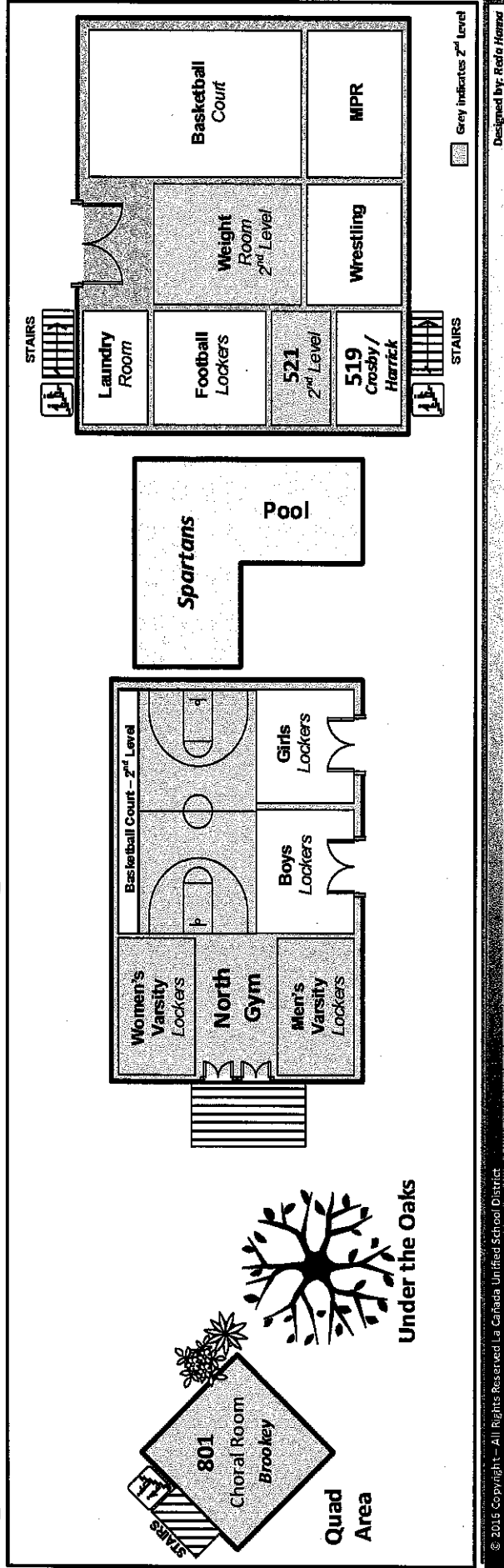




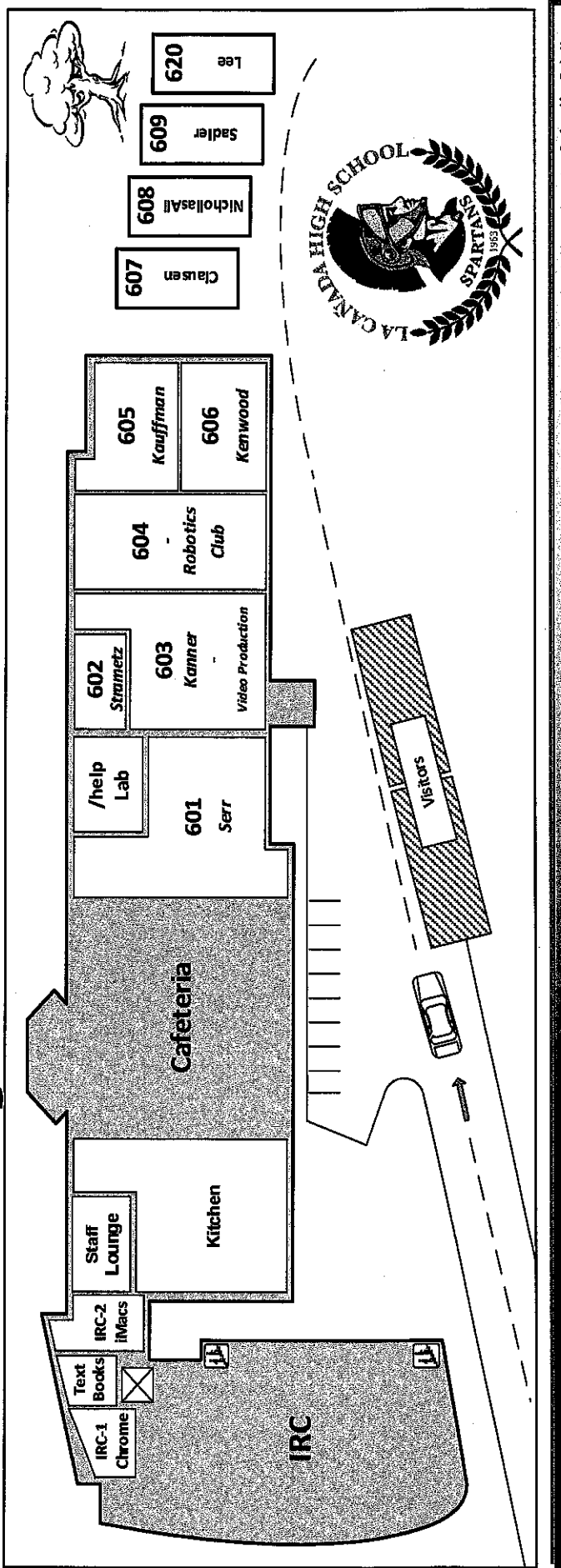
# 700 Building ..... (Grades 7 & 8)



# Gyms – 500 & 800 Buildings

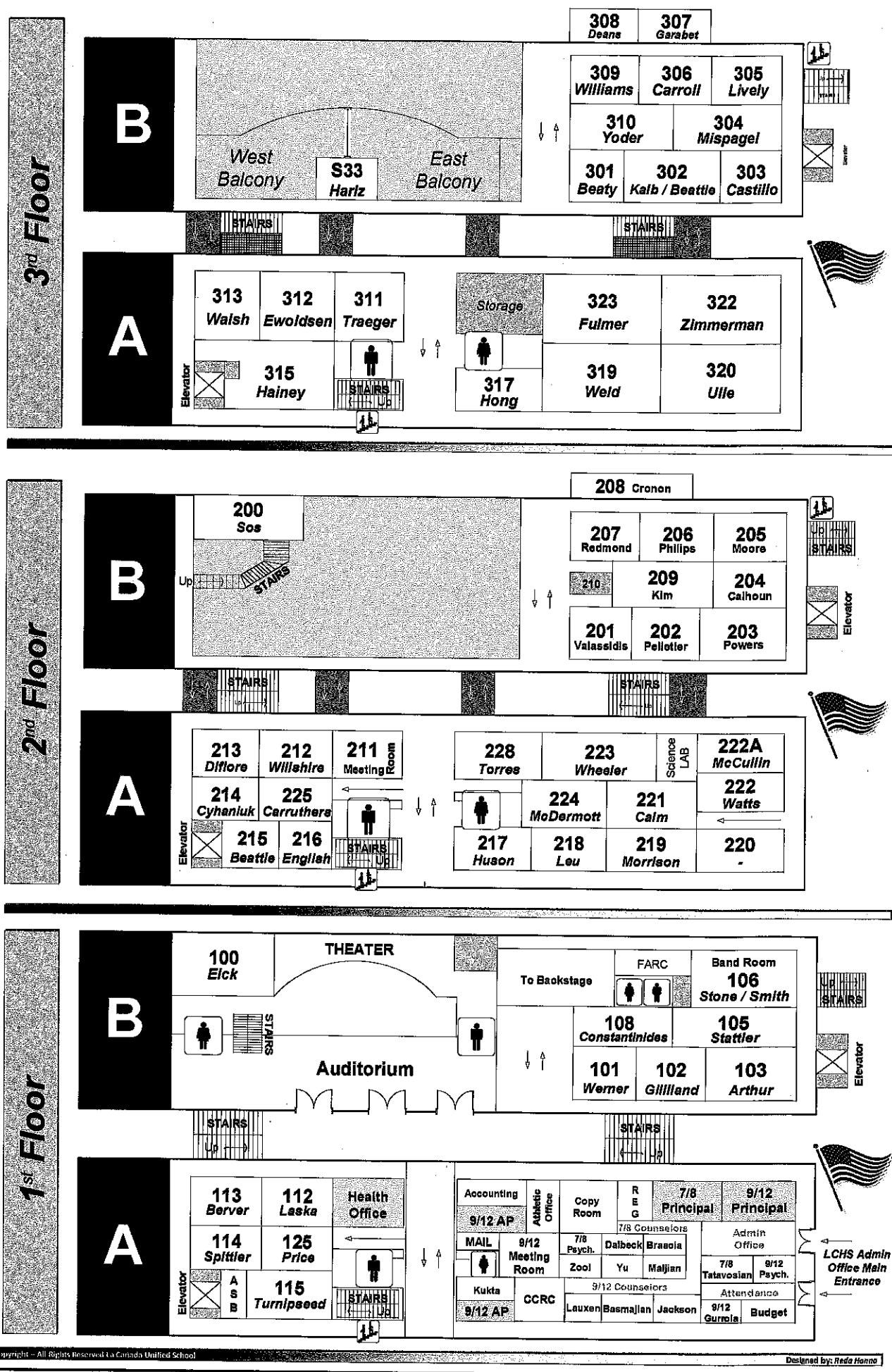


# IRC & 600 Building





# La Cañada High School – Admin Offices & Building A & B



# *Safe & Orderly School*

*Section 11*



**La Canada High School**  
**Student Contract/Code of Conduct Agreement**

Date of Meeting \_\_\_\_\_

Student Name: \_\_\_\_\_ I.D. No. \_\_\_\_\_ Grade \_\_\_\_\_

*This Agreement has been developed for the purpose of helping the student maintain acceptable behavior in and out of the classroom.*

In order to maintain a positive standing and in consideration of my being permitted to remain at La Canada High School, I will, to the best of my ability, live up to the agreement below:

1. Be at school every day, on time to my classes, and stay on school grounds. Have no truancies or tardies from school or classes.
2. Do all classwork and homework assigned by my teachers in order to make a minimum of satisfactory grades and citizenship.
3. Cooperate with and respect other students and teachers in every way.
4. Try to improve my attitude.
5. Stay out of fights
6. Not smoke, possess or use any type of drugs and or tobacco on or off school grounds.
7. Not use, possess OR be under the influence of any alcoholic beverage.
8. Conduct myself in such a manner that I will be a credit to my school, my family, and myself.
9. Stay away from other schools.
10. Not engage in behavior that degrades or disgraces other students or staff/coaches.
11. Other: \_\_\_\_\_

I understand that I have the rights and privileges of any other pupil enrolled at La Canada High School, as long as I maintain this agreement. Violation of this agreement may result in the cancellation of my enrollment in La Canada Unified School district. Arrangements may be made for enrollment at another school.

\_\_\_\_\_  
Assistant Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I thoroughly understand the above agreement and will cooperate fully with the school. Should my child be unable to make the necessary adjustment, I will arrange another program for him/her.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Home Phone Number

\_\_\_\_\_  
Parent Cell/Work Phone Number(s)

\_\_\_\_\_  
Other Attendee Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Attendee Signature/Title

\_\_\_\_\_  
Date

Year of Graduation \_\_\_\_\_

# LA CANADA HIGH SCHOOL

# STUDENT REFERRAL FORM

REFERRED TO: Principal \_\_\_\_\_ Counselor \_\_\_\_\_ Assistant Principal \_\_\_\_\_ Other \_\_\_\_\_

STUDENT \_\_\_\_\_ ID# \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

SUBJECT \_\_\_\_\_ PERIOD \_\_\_\_\_ DATE \_\_\_\_\_ Time left room \_\_\_\_\_

## REMEDIAL MEASURES BY TEACHER PRIOR TO REFERRAL:

☐ Counseled student      ☐ Warned student      ☐ Assigned class detention  
☐ Seat Changed      ☐ Contacted parents, date(s) \_\_\_\_\_  
☐ Other \_\_\_\_\_

## REASONS FOR REFERRAL:

☐ Defiance of authority      ☐ Smoking or possession of tobacco      ☐ Inattentiveness  
☐ Profanity or vulgarity      ☐ Disrespect      ☐ Class disturbance  
☐ Fighting/verbal altercation      ☐ Lack of supplies      ☐ Annoying others  
☐ Damage to school property      ☐ Cheating/forgery      ☐ Continual talking  
☐ \_\_\_\_\_      ☐ Excessive tardies/truancies      ☐ Other \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACTION TAKEN BY OFFICE: _____	TO TEACHER: _____
_____	<input type="checkbox"/> Teacher-Parent conference
_____	<input type="checkbox"/> Please see me
_____	<input type="checkbox"/> Readmit to class
_____	<input type="checkbox"/> Other _____
Parent Contacted yes no (circle one) Date: _____	
_____ Signature of Counselor or Administrator	

## La Canada High School - SATURDAY SCHOOL

Date:

## Sample

**Start Time: 8:30 a.m.**

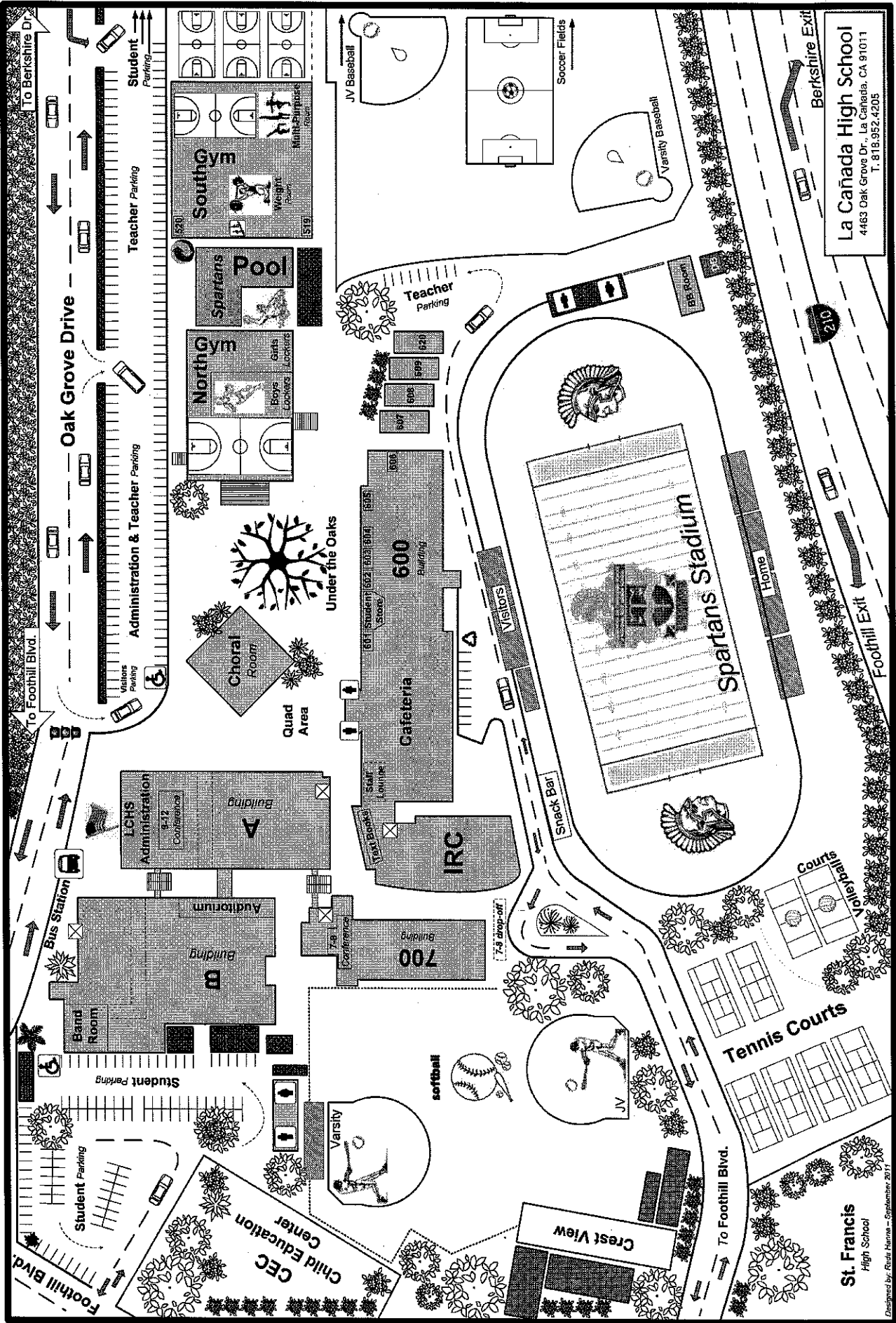
**Teacher:**

End Time: 12:30 p.m.

Room:

**Break: 10:00 - 10:15 a.m. prox**

[illegible]



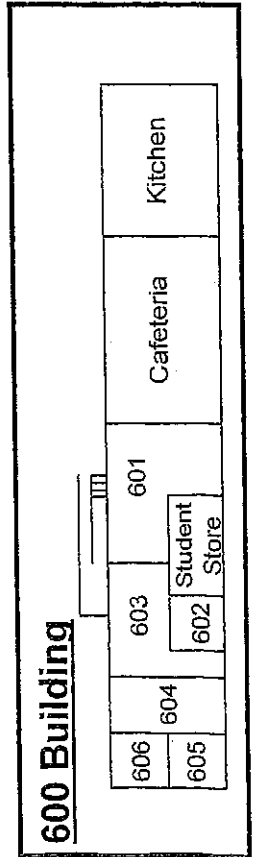
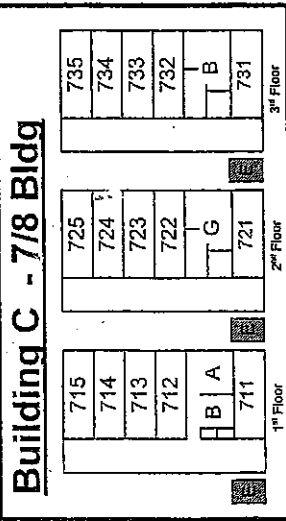
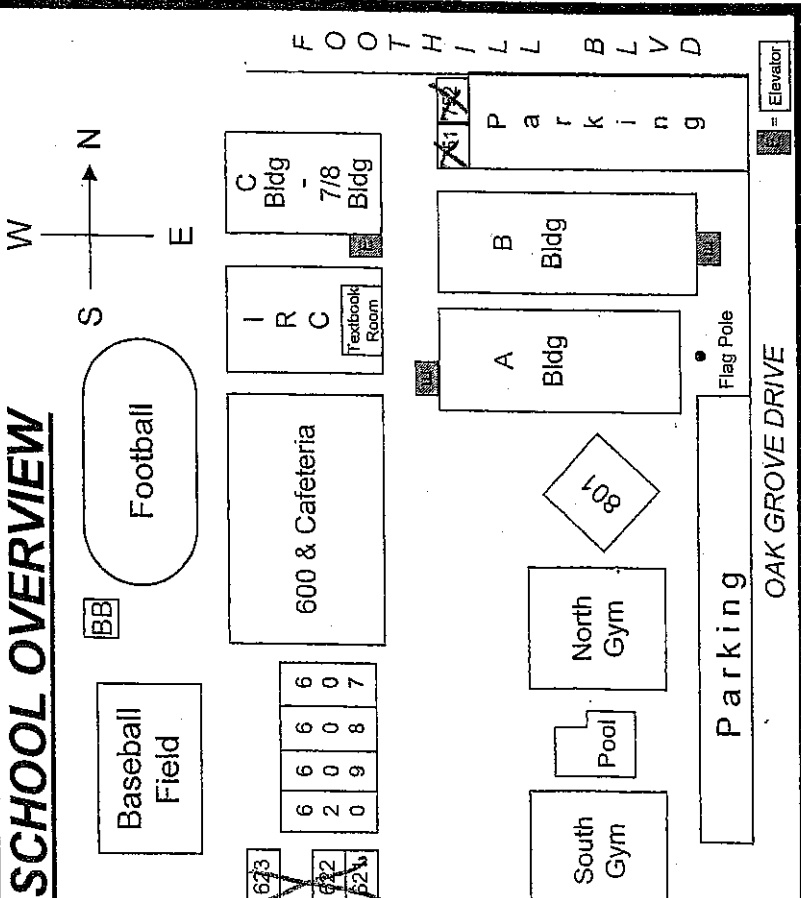
**La Cañada High School**  
 4463 Oak Grove Dr., La Cañada, CA 91011  
 T. 818.952.4205

**St. Francis High School**

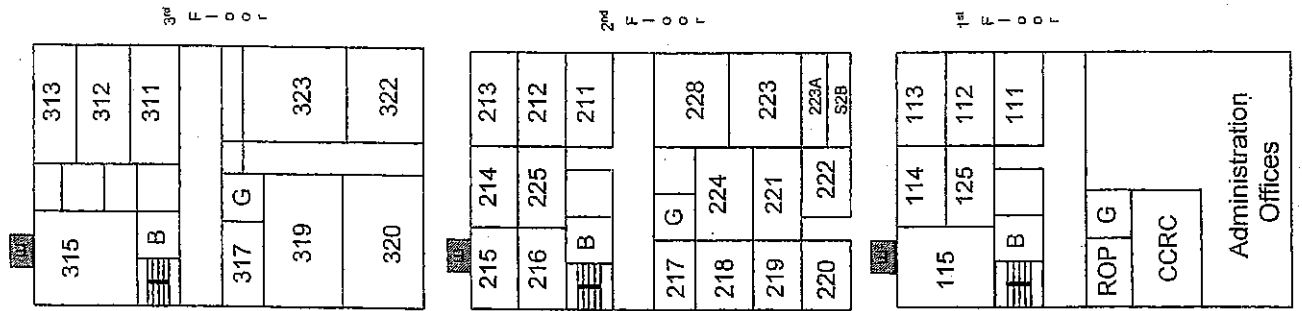
Designed by Rodi Hanna - September 2011

# Map of La Cañada High School

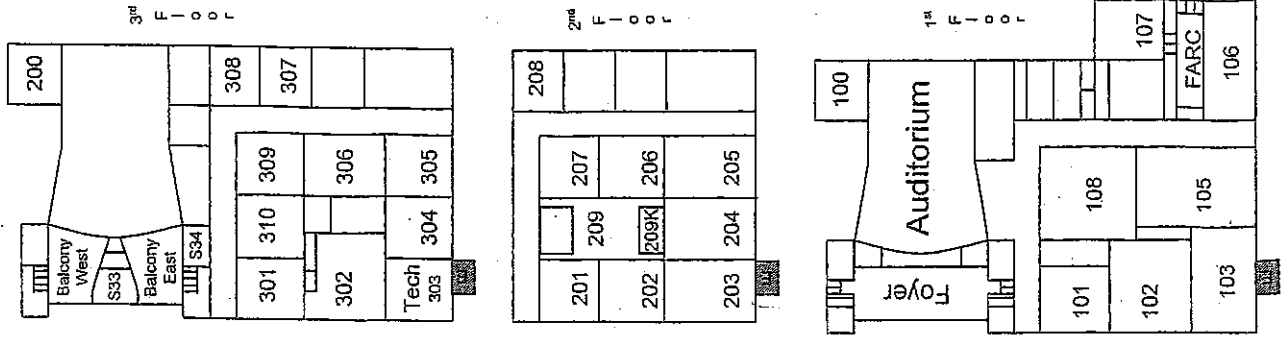
## SCHOOL OVERVIEW



## Building A



## Building B



## **Discipline**

All school rules are expected to be followed at all times. Violation of school rules will result in consequences ranging from parent conferences, community service, detention, Saturday school, suspension, and/or expulsion. SOME expectations are;

1. Act appropriately in and out of class and listen to ALL adults on campus.
2. No verbal or physical altercations.
3. No hazing, harassing (sexual or physical), or assaulting any person.
4. No weapons of ANY kind, or anything that can be construed as a weapon.
5. No drugs or alcohol including prescription medication. No drug paraphernalia.
6. No cheating of any type.
7. Refer to discipline policy for detailed outline.

## **Absence Policy**

When a student misses;

1. 4 – 8 unexcused absences in a semester the teacher will call or email parents.
2. 5 – 8 unexcused absences in a semester the counselor and/or administrator will meet with student.
3. 8 – 12 excused or unexcused absences in a semester the student will meet with Dr. Gold, will be placed on daily verifications, will be placed on the “no go,” and will not be able to participate in school activities for the quarter.
4. 12 excused or unexcused absences in a semester the student will be placed on a SART (Student Absent Review Team) Contract. Other interventions will be discussed.
5. 15 excused or unexcused absences in a semester student will be placed on a SARB (Student Attendance Review Board) Contract. Other interventions will be discussed with parents.
6. Any student absent more than 15 times in a semester will be considered defiant and consequences will be given. (Habitual tardy and or absences is considered defiant and students CAN be suspended)

### **SENIORS ONLY**

1. **Have no more than 25 Absences in one class for the whole year (excluding school sponsored events) per any one class. 3 TARDIES = 1 ABSENCE.**
2. **Seniors who are absent between 15-24 days per any one class will only be able to participate as approved by the Attendance Panel and administration. 3 TARDIES = 1 ABSENCE.**

## **Tardy Policy**

1. 3 tardies parent or guardian will be notified.
2. 4 or more tardies in a quarter will result in a “u” for citizenship.
3. 4 or more student will receive community service.
4. 6 or more student will receive after school detention and/or Saturday school.
5. 10 or more tardies student will receive a SART and assistant principal will meet with parents.
6. 15 or more tardies will be considered defiance and student may be suspended.

## **Skateboard/Wheeled & Electronic Devices Policy**

**1st Violation:** The parent or guardian may pick up the confiscated item(s) from Dr. Gold's office after school until 3:45 p.m. **NO EXCEPTIONS.**

**2nd Violation:** The parent or guardian may pick up confiscated item(s) from Dr. Gold's office after school until 3:45 pm. Community service, detention or Saturday School will be assigned for the second offense. **NO EXCEPTIONS**

**3rd Violation:** The parent or guardian may pick up confiscated item(s) from Dr. Gold's office after school until 3:45 p.m. Students may be suspended in violation of California Ed. Code 48900 (k) or other appropriate discipline on the third offense. **NO EXCEPTIONS.**

## **Dress Code**

- Students should be neat and clean
- Clothing should be perceived to reflect good judgment
- Shoes must be worn at all times
- Underwear will be worn under clothing
- Boxers or bra and/or bra straps may not be visible
- Shorts must be of appropriate length for a learning environment
- Strapless or backless tops may not be worn
- Tops must meet the top of pants, skirts or shorts
- Cleavage or bare midriffs/stomach (front and back) may not be visible
- See through/sheer clothing may not be worn
- Logos, words or symbols may not be worn on clothing which are discriminatory, based on ethnicity, religion, age, gender, sexual orientation, physical or mental disability nor may they promote alcohol, tobacco, drugs, terrorism or death

**1st violation:** warning, clothing changed

**2nd violation:** clothing changed, detention, required parent conference

**3rd violation:** suspension, detention, or Saturday School, and required parent conference.

# **LA CANADA H.S. ACTIVITIES & DANCE CONTRACT 2015-2016**

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for LCHS activities and dances. All parents and students must read, understand, and sign this agreement. LCHS encourages families to discuss these rules together with their students and to copy this document for future reference. This is an activities and dance contract for students who are currently attending LCHS grades 9-12. This contract is intended to cover all LCHS sponsored school activities and dances including, but not limited to all LCHS ASB sponsored and extracurricular activities, such as, but not limited to Homecoming, Winter Formal, Backwards, Prom, assemblies, cafeteria dances, talent shows, class events (Senior Trip, etc.), and related setups, planning, organization, and cleanup sessions. This request will only need to be submitted once; however, it must be filled out completely.

Incomplete forms or forms suspected of being forged will NOT be accepted.  
PLEASE PRINT CLEARLY

LCHS Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ I.D. No. \_\_\_\_\_

**I AGREE TO REMAIN TOBACCO, DRUG, AND ALCOHOL FREE FOR ALL SCHOOL EVENTS COVERED BY THIS CONTRACT. I ACKNOWLEDGE THAT MY FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN MY INELIGIBILITY FOR ALL CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS, SENIOR ACTIVITIES, AND POSSIBLY GRADUATION CEREMONY, AS WELL AS SUSPENSION AND POSSIBLE EXPULSION. IF ANY ACTIONS ARE DEEMED UNRULY AND/OR DO NOT ADHERE TO THE SCHOOL'S BEHAVIOR RULES OR THIS CONTRACT, THE STUDENT MAY FORFEIT THEIR PRIVILEGE TO PARTICIPATE IN FUTURE ASB/SCHOOL SPONSORED EVENTS AT THE DISCRETION OF THE ADMINISTRATION.**

**I understand that these activities and dances are school-related events, and all school rules apply. I agree to abide by the activities and dance behavior rules set forth in this contract including the school dress code and dance rules for any and all activities and dances including, but not limited to Homecoming, Winter Formal, Backwards, and Prom for the 2014-2015 academic year.**

**1. All students may be checked/searched for illegal, unauthorized or controlled substances prior to entry to the activity or dance area. Security and/or Administrative Designee's may conduct searches on any person wishing to enter the dance/activity. Any person who refuses to comply with a check/search may be denied entry.**

**2. ANY vehicle in the parking and attendee drop-off area can be searched at any time. Dance attendees will be held responsible and given consequences for any unauthorized object or for any illegal substance in the vehicle. All passengers of a vehicle that has been found with banned or illegal substances will be denied entry to the school event and will not receive a refund.**

**3. Students suspected of being under the influence of drugs and/or alcohol will be subject to evaluation and/or a field sobriety test, which MAY include breathalyzer test.**

**4. Trading or selling of tickets is not allowed. Tickets are non-transferable and non-refundable.**

**5. All LCHS students must present their current LCHS student ID card at the registration table. No other form of ID will be accepted for LCHS student entry into the activity or dance. Only current LCHS students will be admitted to the activity or dance unless a completed Guest Permit for the specific event is on file. Guests must present their photo I.D. (school I.D., driver's license) in order to enter the event/dance.**

**6. Students removed or denied entry will not be given refunds.**

**7. If a student is not picked up within 30 minutes of the end of the activity or dance, he or she may not be allowed to attend the next activity or dance.**



**8. Dancing Guidelines** (applies on and off the dance floor): Lewd and provocative dancing will result in a student being asked to leave the event and will make him or her ineligible to attend all future dances for the remainder of the school year. Parents will be notified.

**9. Dress Code for Dances:**

Ladies:

- Strapless / spaghetti straps are allowed
- Dress / skirts must be of appropriate length
- Slits must be of appropriate length
- No sheer / see-through dresses and no see-through sides or bare sides
- No excessively low cut dresses or tops
- No bare midriffs

Gentlemen:

- Collared shirt (Tie required for Winter Formal and Prom)
- Shirts must have sleeves
- Shirts must remain on
- Dress pants/slacks; no jeans (depending on dance)

Once students are admitted into the activity or dance, **if they alter their attire** in such a way as to make it violate the specified dress code standards, they will be removed from the activity or dance, parents will be notified to pick up their child, and **they will not be permitted to attend all remaining activities and dances for the remainder of the school year.**

**11.** Any forgery of signatures or other information on this contract may result in the student not being eligible to attend any activity or dance (No Go List) for the remainder of the school year as well as other school disciplinary consequences.

In addition to this contract, seniors also sign a "Senior Contract" which is in full force and effect.

Students who violate the terms of this contract are subject to suspension from school and loss of privileges to participate in any co-curricular and extracurricular activities including athletics, pep, ASB, choral/band orchestra, senior activities etc., and possibly the graduation ceremony.

Students and parents/guardians must assess and assume the risks involved in such participation and make their choice to participate in spite of those risks. NO amount of instruction, precaution, or supervision will completely obliterate all the risks of injury. There is a risk when participating in any LCHS activity which could be inherently dangerous.

**By granting permission to your son/daughter to participate in LCHS activities the undersigned parent or guardian acknowledges and understands that playing or participating in such activity can be dangerous, hazardous to a student's health, and involve risk of serious and/or permanent injury.**

I understand that all school and district rules and policies are in effect during this dance/activity, and that failure of my son or daughter to follow these rules and regulations may result in disciplinary action.

***As the student, I have read and understand all rules and agree to abide by them. In addition, by signing below, I acknowledge, understand, and will accept the consequences for inappropriate behavior.***

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As a parent/guardian of the above student, I understand that if my child is removed from a school activity or dance for any reason, it is my responsibility to immediately pick-up my child from the event. In addition, I agree to the school rules and the rules set forth in this contract as well as any additional rules at specific facilities, and by signing below, I acknowledge, understand and support the school, school board and dance/activity policies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number(s) (where parent(s)/guardian(s) can be reached during an event)



# La Cañada High School

4463 Oak Grove Drive, La Cañada Flintridge, California 91011

T. 818.952.4205 F. 818.952.4214

www.lcusd.net

## High School Senior Event Participation Criteria

### Senior Contract 2015-2016

#### CRITERIA:

In order to participate in Senior activities which include, but may not be limited to, Prom, Senior Activity Day, Senior Assembly, and Graduation Ceremony, I/we clearly understand, accept, and will adhere to the following standards:

1. Complete 230 credits, including all required courses by the end of Spring/2<sup>nd</sup> Semester.
2. Documentation of grades earned for courses taken at other schools must be received by LCHS counselor by 8:00 a.m. on May 25, 2016.
3. Have **no more than 12 absences PER SEMESTER** (excluding school sponsored activities) **per any one class (3 tardies = 1 absence)**. I/we also understand that the student may be excluded from ALL senior activities if he/she has exceeded 25 absences. Medical exceptions will be considered at the discretion of the La Canada High School Administration
4. Have no more than one (1) suspension during the senior year.
5. Seniors suspended for being under the influence of any controlled substance or in possession of any controlled substance including alcohol, **may be** excluded from participation in senior activities.
6. Seniors suspended for destruction of school property (i.e. senior pranks) during the second semester will be excluded from **ALL** senior activities.
7. Maintain a minimum 2.5 citizenship grade during the senior year.
8. Have a cumulative citizenship grade of 2.5 from grades 9-11. If a student has less than a 2.5 at the end of 11<sup>th</sup> grade, the student may be placed on a citizenship contract. Adherence to this individually designed contract will determine if the student will be allowed to participate in senior activities including the graduation ceremony.
9. Clear all obligations by deadlines stated in the senior information packet sent home in the Spring. The diploma will be held until all obligations are cleared.

This contract must be signed by senior students and their parent(s)/guardian(s) and **returned to the Assistant Principal of Attendance & Discipline, by Friday, August 14, 2015, in order to be eligible to participate in senior activities.**

I/we clearly understand, accept, and will adhere to the graduation ceremony participation standards. *(Please make a copy of this contract for your own records before you return it to school.)*

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student I.D. No.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Rules & Procedures*  
*Pursuant to EC 35291 &*  
*35291.5*

*Section 12*



# La Cañada High School

4463 Oak Grove Drive, La Cañada Flintridge, California 91011

T. 818.952.4205 F. 818.952.4214

www.lcusd.net

## Bullying/Cyberbullying Policy 2015-2016

La Canada High School (LCHS) recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. LCHS has established student safety as a high priority and shall not tolerate bullying of any student or in any form.

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.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs, Facebook, Instagram, Twitter, etc.). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any individuals who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (administrator or designee). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, Saturday school, suspension, separation or expulsion from the school.

*Adapted from William Penn Charter School, Philadelphia, Pennsylvania.*

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and in accordance with LCHS policy.

When a student is reported to be engaging in bullying off campus the school shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activities, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, Assistant Principal, or other employee so that the matter may be investigated.

**Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.**

## BULLYING PREVENTION POLICY

Bullying among children encompasses a variety of **negative acts** carried out **repeatedly over time**. Bullying is one-sided, intentional and happens more than once. It involves a **real or perceived imbalance of power**, with the more powerful child or group threatening, hurting, or tormenting the less powerful child. Bullying is not a normal part of growing up. Bullying occurs face-to-face or behind one's back. Verbal or physical attacks, attempts to cause embarrassment, intentional exclusion from activities, damage of personal property, and spreading of harmful rumors are all considered forms of bullying.

LCHS 7/8 staff is committed to creating a fear and anxiety-free school environment where bullying will not be tolerated. Reports of bullying are taken seriously, investigated thoroughly, and appropriate and immediate action will be taken to ensure safety and stop the bullying. Being sensitive to the feelings and wishes of those who experience bullying, the administration will work privately with the students and their families in supporting the victim, improving his/her coping skills, and determining the most effective and immediate actions to stop the bullying behavior. Confirmed cases of bullying will result in suspension from school.

Students can play a valuable role in reducing bullying by:

- Distracting the bully by getting him or her to focus on something else
- Reaching out to the victim in friendship or support
- Informing a staff member of any incidents in person or by anonymously dropping a note in the "7/8 Concerns" box located in the main office

Staff can help reduce bullying by:

- Scanning the classroom regularly to detect possible peer problems
- Actively supervising during non- instructional activities
- Being vigilant and visible to students in less structured activities
- Being visible in the hallway and standing in the classroom doorway as students change classes
- Reporting suspicions of bullying to school administration

## CYBERBULLYING POLICY

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any individuals who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (administrator or designee). All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, Saturday school, suspension, separation or expulsion from the school.

*Adapted from William Penn Charter School, Philadelphia, Pennsylvania.*

# Academic Honesty Policy - La Canada High School 2015-2016

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ I.D. No. \_\_\_\_\_

## 1. Prologue

LCHS Academic Honest Policy has three objectives:

1. to emphasize the importance of honesty and integrity in every area of life
2. to establish guidelines for the prevention of cheating and plagiarism on our campus
3. to create a uniform policy that will hold students fully accountable for cheating and plagiarism through progressive discipline and firm consequences

## II. Definition

1. **Cheating:** to knowingly violate rules designed to ensure academic honesty which includes, but is not limited to:
  - a. the copying of another's work during any assessment, classwork or homework.
  - b. the unauthorized use of materials or information whether physically or electronically stored during any assessment, classwork or homework.
  - c. the bringing in or disseminating of an examination, test, or other form of assessment, any unauthorized information materials, and having ready access to them.
  - d. use of text messaging, cell phones, calculators, and other electronic devices without the teacher's approval during any assessment, classwork or homework
2. **Plagiarism:** the presentation by a student of materials or work prepared by another person/persons as the student's own work and without assigning appropriate and necessary credit. This includes, but is not limited to:
  - a. failing to expressly acknowledge the research, writing or other preparation done by someone other than the student claiming authorship as their own
  - b. presenting as his/her own, or as new and original an idea or product derived from an existing source
  - c. any unauthorized use of technology for the purpose of cheating

## III. Teacher's Discretion

If a teacher finds evidence of cheating (e.g., a "cheat sheet" left on the floor) after an exam but the student is not identified, teacher may nullify the entire section and issue another exam to the entire class or to students as deemed appropriate.

## IV. Definition of Violations: The teacher's professional judgment will determine whether Academic Dishonesty has occurred.

To avoid inadvertent dishonesty the following list, which is not intended to be all-inclusive, delineates a variety of methods of cheating. **By initialing each statement below, you are stating that you understand and will abide by what is defined.**

### 1. **"Violations," defined as follows:**

- looking at someone else's paper or computer screen during an examination, test, or quiz
- copying homework (depending on significance of assignment and teachers discretion)
- letting someone else see one's own or another's paper or computer screen during an examination, test, or quiz
- sharing the contents of an assessment with students from another period before they have taken the assessment
- plagiarizing papers

2. **“Severe Violation” is defined as follows:**

- premeditated cheating
- theft of any assessment
- plagiarizing papers
- giving students questions or answers to an assessment who have that specific teacher later in the school day and has not taken that specific assessment yet
- posting test and/or quiz questions or answers on the internet
- having a cheat sheet under the test
- using cell phone or other electronic device during a test (text-messaging of answers, pictures of test etc.)
- misuse of calculators
- falsifying school records (e.g., breaking into teacher’s computer to change grades etc.)

V. **Consequences:** *Consequences for cheating are severe. They are school-wide and cumulative for all the years the student attends La Canada High School.***First Offense:** Response for this “violation”:

- Assistant Principal logs 1st offense of cheating in discipline file and warns student about cheating policy.
- Student earns a zero on the assignment and a parent conference is arranged with the teacher.
- Student will receive Saturday School.
- Student earns a U in citizenship.

**Second Offense:** Response for this “violation”:

- Assistant Principal logs 2<sup>nd</sup> offense of cheating in discipline file.
- Student is ***suspended for 2 days***. Suspension and cause may be ***reported to colleges*** in the school report.
- Parents are notified and a conference is set up with teacher and Assistant Principal.
- Student earns a U in citizenship.
- Student earns a zero on the assignment.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular activities for a 6 week period starting with the time of the infraction.

**Third Offense Or First Severe Violation:** Response for this “violation”:

- Assistant Principal and Teacher notify parents and a parent conference is held.
- Assistant Principal logs 3<sup>rd</sup> offense or first severe violation of cheating in the discipline file.
- Student is ***suspended for 3-5-days***. Suspension and cause may be ***reported to colleges*** in the school report.
- For the student’s third offense or first severe violation, a teacher recommendation will be made to the administration for an F in the class for the semester.
- A recommendation may be made for the student to be dropped from an Honors or AP for one “severe violation” or for a third “violation” from the specific course he/she cheated in.
- Student earns a U in citizenship.
- Student will be disqualified from participating in any extra-curricular and/or Co-curricular activities for a 6 week period starting with the time of the infraction.

I have reviewed and understand the LCHS Academic Honest Policy for the 2014-2015 school year. If the policy is violated I understand that I will be held to the standard outlined in this policy.

Student Name: \_\_\_\_\_ (please print) I.D. No. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

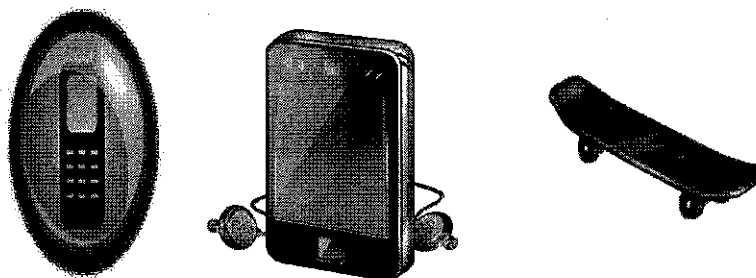
I have reviewed and understand the LCHS Academic Honest Policy for the 2014-2015 school year. If the policy is violated I understand that my son/daughter will be held to the standard outlined in this policy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LA CANADA HIGH SCHOOL

## SKATEBOARD/WHEELED & ELECTRONIC DEVICES POLICY 2015-2016

### GRADES 9-12



**SKATEBOARDS AND OTHER WHEELED DEVICES ARE NOT ALLOWED TO BE RIDDEN ON CAMPUS AT ANY TIME** and are subject to the following:

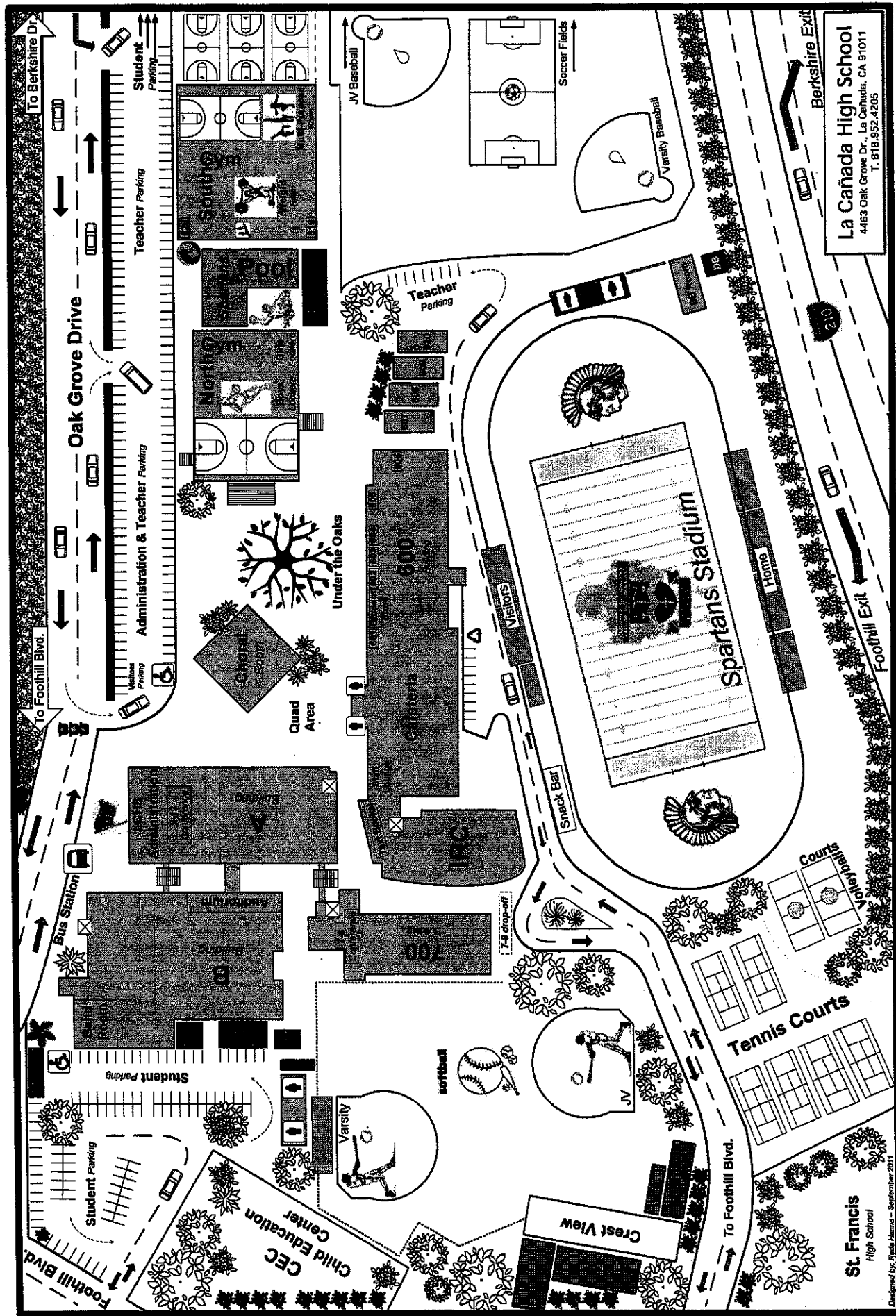
**First Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline at the end of the school day (between 2:45 p.m. & 3:45 p.m.).

**Second Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline (between 2:45 p.m. & 3:45 p.m.). Students will be assigned Community Service, Detention or Saturday School for defiance of school rules on the second offense.

**Third Offense** – Cell phones, iPods, or electronic devices (skateboard/wheeled devices at any time on campus) will be confiscated by staff member if seen or used during instructional time. The parent or guardian may pick up the confiscated item(s) from the office of 9-12 Attendance & Discipline (between 2:45 p.m. & 3:45 p.m.). At the 3<sup>rd</sup> offense and thereafter, further consequences will be determined by administration

**Note:** Cell phones, iPods, readers or other electronic devices, and skateboards and other wheeled devices at school are the sole responsibility of the owner and are brought to school at the student's/owner's own risk. School resources will not be used to investigate lost or stolen items. **Students are encouraged to leave electronic or other items of value at home.**





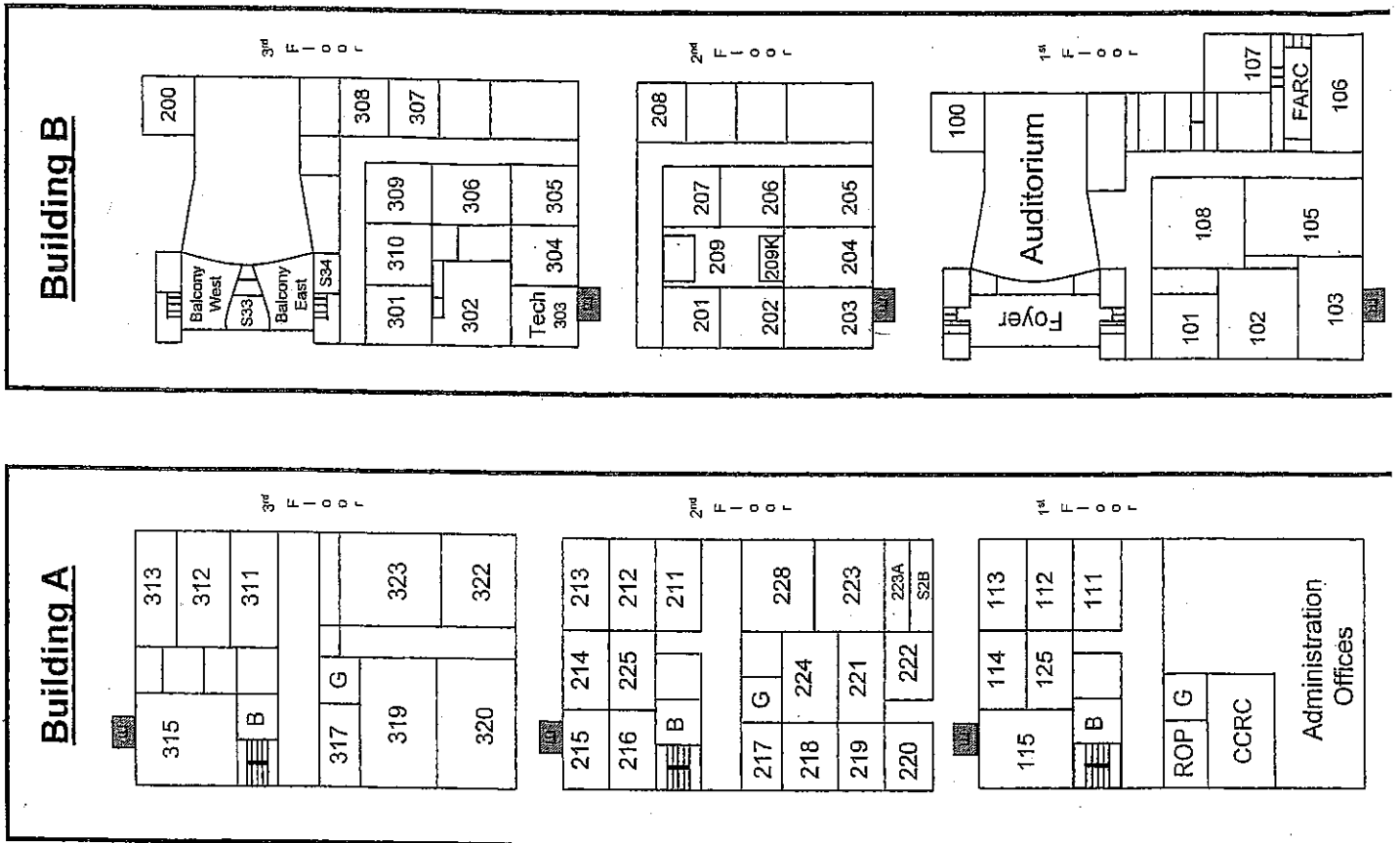
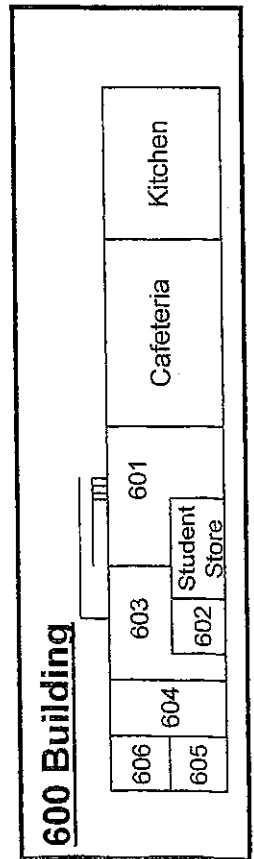
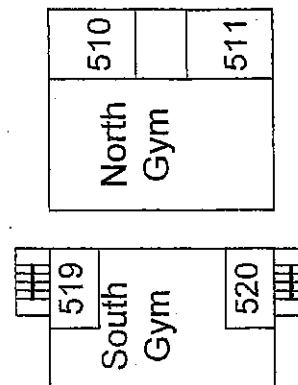
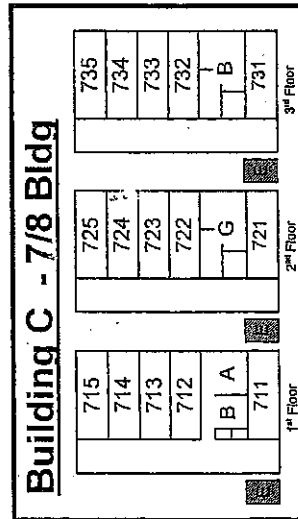
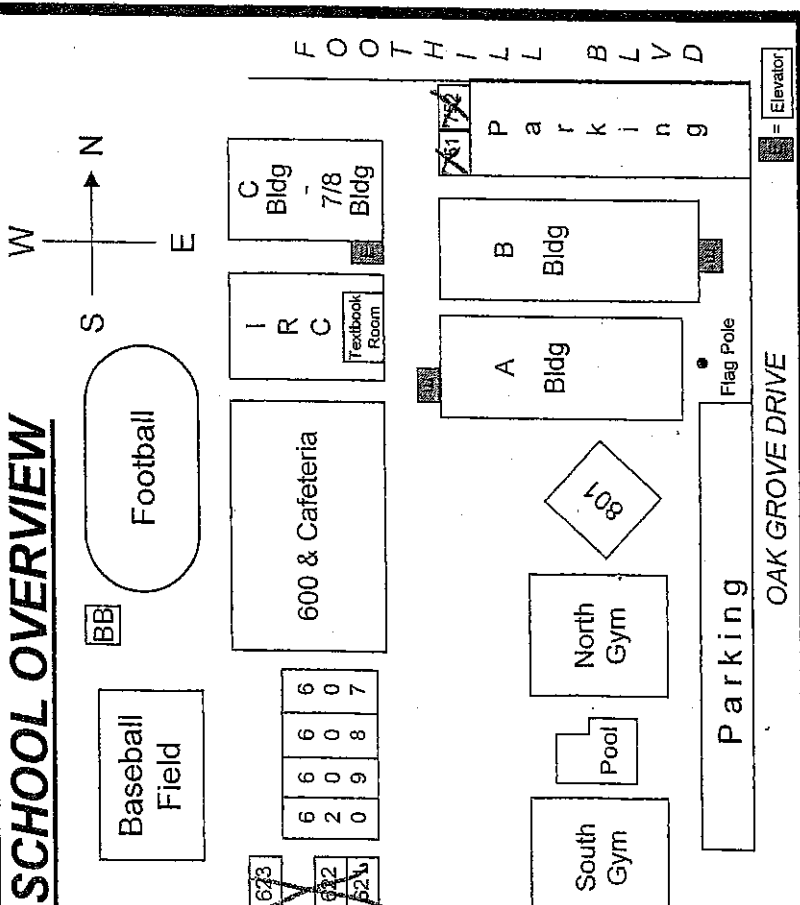
**La Cañada High School**  
 4463 Oak Grove Dr., La Cañada, CA 91011  
 T. 818.952.4205

**St. Francis**  
 High School

Designed by Rick Hensel - September 2017

# Map of La Cañada High School

## SCHOOL OVERVIEW



*Hate Crime Reporting  
Procedures Pursuant to  
Chapter 1.2 of Title 15  
of the Penal Code*

*Section 13*

# **La Canada USD**

## **Board Policy**

### **Hate-Motivated Behavior**

BP 5145.9

#### **Students**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

In addition, the district shall provide counseling and appropriate sensitivity training and diversity

education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 School safety plans

48900.3 Suspension for hate violence

48900.4 Suspension or expulsion for threats or harassment

##### PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

#### Management Resources:

##### CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

##### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION OF ATTORNEYS GENERAL PUBLICATIONS

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

##### U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Preventing Youth Hate Crimes: A Guide for Schools and Communities, 1997

##### WEB SITES

CSBA: <http://www.csba.org>

California Association of Human Relations Organizations: <http://www.cahro.org>

California Department of Education: <http://www.cde.ca.gov>

National Youth Violence Prevention Resource Center: <http://www.safeyouth.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Community Relations Service: <http://www.usdoj.gov/crs>

Policy LA CANADA UNIFIED SCHOOL DISTRICT  
adopted: April 9, 2012 La Canada Flintridge, California