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# DISCIPLINE AND INTERVENTION HANDBOOK

The Live Oak Unified School District is committed to teaching, modeling and enforcing high standards of conduct and will assign consequences for misbehavior in order to ensure that schools are safe, healthy learning environments for all students.

Schools are mandated to uphold federal and state law, Board of Education rules and codes, and the policies of the District that apply to students:

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

(Education Code 48900 (s))

The following charts indicate the types of disciplinary action that may apply to each type of misbehavior infraction. In each instance, an opportunity to teach appropriate behavior through the use of intervention and a corrective action is stated. **Each situation or violation involving student conduct should be individualized and the least punitive action based on the violation should be taken. The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall take place after progressive discipline interventions by the school fail to bring about proper conduct or the specific infraction is sufficiently severe to warrant a more severe consequence. These corrective measures are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus.

## Category 1 Infractions (Include but not limited to...)\*

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> <li>• Cheating/Forgery/Plagiarism</li> <li>• Classroom Disruption</li> <li>• Cutting Class/Tardy</li> <li>• Defiance/Insubordination/ Willful disobedience and disregard of authority.</li> <li>• Willful defiance of afterschool care instructions</li> <li>• Dress Code Violation</li> <li>• Electronic Device</li> <li>• Gang/Clique-Related Items</li> <li>• Gambling</li> <li>• Harassment/Bullying/Hazing (grades K-5)</li> <li>• Horseplay/Rough play</li> <li>• Inappropriate Sexual Behavior (grades K-5)</li> <li>• Littering</li> <li>• Near Fight</li> <li>• Obscene Act (minor)</li> <li>• Object of No Reasonable Use That Causes Distraction or Undue Disruption</li> <li>• Unwanted Physical Contact (grades K-5)</li> <li>• Passionate Public Display of Affection</li> <li>• Profanity</li> <li>• Safety Violation (bikes, Heelys, etc. on campus)</li> <li>• School Disruption</li> <li>• False accusations of a serious nature</li> <li>• Racial, Discriminatory or Hateful Behavior (minor)</li> <li>• Theft/Possession of/Attempt to steal school or private property# (grades K-5)</li> <li>• Vandalism (minor)#</li> </ul>	<b>1<sup>st</sup> Referral</b> – Warning and/or Detention/Campus Clean-up	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Recess restrictions</li> <li>• Administrator/Student conference</li> <li>• Counselor/Student conference</li> <li>• Counseling (individual or group)</li> <li>• Student Study Team (SST)</li> <li>• Behavior Plan/Contract</li> <li>• Referral to Community/District/School-Based Services</li> <li>• Peer Mediation</li> <li>• Anger Management Program</li> <li>• SARB/SART</li> </ul>
	<b>2<sup>nd</sup> Referral</b> – Detention and/or 1 period to half day OCA	
	<b>3<sup>rd</sup> Referral</b> – Detention and 1 period to half day OCA	
	<b>4<sup>th</sup> Referral</b> – All day OCA	
	<b>5<sup>th</sup> Referral</b> – Refer to Category 2 Infractions, 1 <sup>st</sup> Referral	
	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

*Teacher must use classroom interventions prior to first referral to office when appropriate (warning, counseling, parent notification).*

*\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.*

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

## Category 2 Infractions (Include but not limited to...)\*

<i>Offense</i>	<i>Consequences</i>	<i>Interventions</i>
<ul style="list-style-type: none"> <li>• Abusive, threatening, willfully defiant, gang-related activities</li> <li>• Abusive, threatening, or harassing behaviors towards a pupil who is a witness in a school disciplinary proceeding</li> <li>• Arson (minor) #</li> <li>• Assault and/or Battery/Threat (minor)</li> <li>• Bullying or cyber-bullying</li> <li>• Creating a hostile school environment: intimidating or threatening behavior (minor)</li> <li>• Engaged in or attempted to engage in hazing</li> <li>• Caused, attempted to cause, or threatened to cause physical injury to another person</li> <li>• Willfully used force or violence upon another person, except in self-defense</li> <li>• Inappropriate Sexual Behavior (grades 6-12)</li> <li>• Knowingly received stolen school or private property</li> <li>• Obscene acts/gestures/ unsanitary acts/habitual profanity</li> <li>• Viewing obscene/violent material</li> <li>• Possession of injurious object excluding firearm or explosive</li> <li>• Possession/Providing Alcohol #</li> <li>• Possession of toy (imitation) firearm</li> <li>• Possession of/Unlawfully offered/Arranged or negotiated to sell drug paraphanelia #^ (grades 6-12)</li> <li>• Possession or use of tobacco or any products containing tobacco or nicotine</li> <li>• Under the influence of an alcoholic beverage or represented a substance as an alcoholic beverage</li> <li>• Under the influence of THC/Marijuana or represented a substance as THC/Marijuana #^ (grades 6-12)</li> <li>• Possession of THC/Marijuana or represented substance as THC/Marijuana under one ounce #^ (grades 6-12)</li> <li>• Under the influence of a controlled substance or intoxicant #^ (grades 6-12)</li> <li>• Profanity/Verbal abuse directed toward a school employee</li> <li>• Robbery/Extortion (minor)</li> <li>• Stealing/Attempt to steal school or private property (minor or habitual) #</li> <li>• Vandalism (major) #</li> </ul>	<p><b>1<sup>st</sup> Referral</b> – 1 day OCA or 1 to 5 day suspension (duration to be determined by administration)</p>	<p><i>One or more of the following behavioral interventions should be imposed:</i></p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Administrator/Student conference</li> <li>• Counselor/Student conference</li> <li>• Counseling (individual or group)</li> <li>• Student Study Team (SST)</li> <li>• Behavior Plan/Contract</li> <li>• Referral to Community/District/School-Based Services</li> <li>• Peer Mediation</li> <li>• Anger Management Program</li> <li>• SARB/SART</li> </ul>
	<p><b>2<sup>nd</sup> Referral</b> – 1 to 5 day suspension (duration to be determined by administration)</p>	
	<p><b>3<sup>rd</sup> Referral</b> – 3 to 5 day suspension (duration to be determined by administration) Or Recommendation for expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present Or Contract in lieu of expulsion</p>	
	<p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>	

*\*Based on severity or persistent nature, consequences may lead to more severe consequences, including suspension, at the discretion of the school administration.*

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

*^Mandatory placement on Behavior Plan and stipulated expulsion upon 2<sup>nd</sup> offense*

## Category 3 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> <li>• Act of hate violence: threatening or offensive behavior</li> <li>• Any action that causes serious physical injury, except in self-defense</li> <li>• Arson (major) #</li> <li>• Assault and/or battery upon any school staff</li> <li>• Creating a hostile school environment: intimidating or threatening behavior (major)</li> <li>• Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more # (grades 6-12)</li> <li>• Possession of dangerous object (including knife) with no reasonable use to the pupil</li> <li>• Robbery or extortion (major)</li> <li>• Sexual harassment: intimidating or hostile or offensive behavior</li> <li>• Terrorist threats against school officials</li> </ul>	<p><i>One or more of the following consequences should be imposed for category 3 infractions:</i></p> <p><b>1<sup>st</sup> Referral –</b></p> <p>5 day suspension</p> <p style="text-align: center;"><b>and/or</b></p> <p>Contract in lieu of expulsion</p> <p>Placement in alternative program</p> <p>Recommendation for Expulsion if secondary findings (or other means of correction have repeatedly failed or due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of pupils or others) are present.</p> <hr/> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

***# Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.***

For grades K-8 we recognize students are still learning the connection between actions and consequences and the corrective measures outlined above are intended to assist in teaching appropriateness and responsibility, while maintaining consistent student discipline on campus. To that end, the site administrators at the elementary and middle school shall use discretion and take into account the many and varied factors in each case involving category 3 infractions when determining consequences.

## Category 4 Infractions

<i>Offense</i>	<i>Consequences</i>
<ul style="list-style-type: none"> <li>• Brandishing a Knife #+</li> <li>• Committed or attempted to commit sexual assault or battery # +</li> <li>• Selling a controlled substance #+</li> <li>• Possession of explosive device # +</li> <li>• Possession, selling, or otherwise furnishing a firearm # +</li> <li>• Possession of a controlled substance or intoxicant or THC/Marijuana of an ounce or more #+ (grades 6-12)</li> </ul>	<p><i>The following consequences shall be imposed for category 4 infractions:</i></p> <p><b>1<sup>st</sup> Referral –</b></p> <p>Immediate 5 day suspension</p> <p style="text-align: center;"><b>and</b></p> <p>Recommendation for Expulsion</p> <hr/> <p><i>Any behavior causing damage to school property or personal property of another may lead to a requirement to pay for that damage as part of the consequence.</i></p>

*#Indicates school officials will make reports to law enforcement as required by federal and state law, in instances of criminal activity and for incidents where there is a serious threat to a student, teacher or public safety.*

*+ Mandatory recommendation for expulsion per Education Code: 48915(c)*