



Albany High School
603 Key Route Blvd
Albany, California 94706

Administration

Jeff Anderson, Principal
Tami Benau, Assistant Principal
Melisa Pfohl, Assistant Principal
Darren McNally, Coordinator Alt Ed.

Vision Statement

Albany High School provides an environment challenging to our students and educates them to become happy, productive, and responsible citizens of a diverse society.

Vision for Equitable Access to Vibrant and Challenging Coursework

All students at Albany High School, including those from underserved populations, deserve vibrant and challenging coursework at all levels and in all disciplines. Such courses encourage students to achieve at their highest potential and maximize their options for post-secondary education and employment. We must act effectively to provide the supports needed to help address some of the challenges and barriers faced by our students and communities.

Expected School-wide Learning Results (ESLRs)

At Albany High School, we expect our graduates to be:

- I. Complex thinkers with the skill to analyze and/or solve problems in a variety of contexts
- II. Effective communicators in a variety of formats and cultural contexts
- III. Self-directed learners with diverse experiences and perspectives that help guide them to healthy and productive lives
- IV. Individuals academically prepared for college and other post-secondary educational opportunities

PHONE DIRECTORY

Albany High School.....	558-2500
Attendance Office.....	558-2600
Albany High School Fax.....	559-6584
Jeff Anderson, Principal.....	558-2510
Tami Benau, Asst. Principal.....	558-2502
Melisa Pfohl, Asst. Principal.....	558-2503
Darren McNally, Alt. Ed Coordinator.....	558-3750
Principal's Secretary, Cheryl Rodden.....	558-2510
Asst. Principals' Secretary, Susan Adams.....	558-2512
Attendance Office, Lara Javier.....	558-2513
Counseling Office, M. Dominguez	558-2515
Counseling Office Fax	528-6428
Michele Aselstine, Counselor	558-2509
Becca Burns, Counselor	558-2504
ME Durell, Counselor	558-2505
Tedra Grogans, Counselor	558-2506
Diane Peterson, Mac Counselor.....	559-6655
Ceondra Parrott, Career Coordinator	558-2508
Bookroom, Julie Salas.....	558-2518
24-Hour Absence.....	558-2600
Mental Health Services, Shelly Ball	558-2526
Library, Sara Oremland	558-2528

DESCRIPTION OF STUDENT SERVICES

Attendance Office — illness, lost and found, lockers, homework requests, permits to leave, medical notes, free lunch applications.

Bookroom/Bank — textbooks, student body cards, fund raising deposits, fines and fee payments, dance tickets.

Counseling Office — job information, scholarship information, student transcripts, grades, work permits, personal issues, graduation requirements.

Main Office — sports, insurance forms, alumni transcripts, graduation

Library — media center, books, multi-media, tutoring, computer lab.

Mental Health Program — crisis intervention, psychological emergencies.

Flex Office — online classes, short term and long term independent study, AP testing, college and career counseling,

GENERAL POLICIES

- **OPEN ENROLLMENT**

The schools of this district shall be operated for the benefit of children residing in the district with such exceptions as are permitted by law and the policy of the Board of Education. The Board, through the Superintendent or designee, is responsible for determining the capacity of schools within the District and shall employ a random, unbiased process for considering out-of-district enrollment applications.

- **EMERGENCY PREPAREDNESS DRILLS**

1. Albany High School must conduct drills on a regular basis.
2. Campus maps reflecting the best exit route and assembly for each classroom are posted in all classrooms and offices.
3. In the event of a fire drill, exit according to the map. Teachers are to secure the room, take their emergency backpacks, and assist students in moving as quickly and quietly as possible to the designated area. Administrators will provide the all-clear signal for staff and students to return to the classroom.
4. In the event of an earthquake drill, evacuation will occur only upon receipt of an evacuation order from the Principal or designee. No bells will be used and evacuation routes are the same as the fire drill routes.
5. In case of other emergencies, posted instructions are in all classrooms.

- **VISITORS**

In accordance with the state law, any person visiting the school grounds including parents and guardians, during school hours must first report to the Main Office. Permission must be granted to be on the grounds and/or to conduct any business and/or to see any teacher or student. No student visitors are allowed.

ACADEMICS

- **DESCRIPTION OF GRADUATION REQUIREMENTS**

220 credits include:

English:**40 credits**

1 year.....9th grade English 1 or ELD

1 year.....10th grade English 2 or ELD

1 year.....11th grade English 3/Eng. 3 Honors or ELD

1 year.....Senior English elective/ AP Eng. or ELD

Social Studies:**30 credits**

10 credits of World History, 10 credits US History,

5 credits US Government and 5 credits Economics

Mathematics: **20 credits**

Any combination of math courses for a total of 20

credits. (Must include one year of Algebra 1)

Science: **20 credits**

10 credits of Life Science, 10 credits of Physical

Science

Physical Education: **20 credits**

1 year 9th grade, 1 year 10th grade

Fine Arts:**10 credits**

Any art, music, or drama combination for 10 credits.

Applied Arts:**10 credits**

Any technology based or culinary arts courses for a total of 10 credits

Electives: **60 credits**

Students must complete 70 credits of additional courses for a total of 220 credits.

- **GRADING:** Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests and portfolios.
- **ALTERNATIVE COURSES ON AHS TRANSCRIPT:** AUSD Board Policy 6146.11 states that, "the district shall grant credit for alternative educational programs in accordance with law and district administrative regulations. Students must earn a minimum of 220 credits, which includes specific course requirements, in order to graduate from Albany High. Of the 220 required credits, a maximum of 60 credits may be earned through alternative educational programs. A written request must be submitted by the parent/guardian prior to the enrollment of any student in an alternative course and/or participation in an alternative educational program for credit." In addition, "courses completed outside of Albany High School will be recorded on the AHS transcript for credit only if needed to meet graduation requirements; letter grades will not be posted on the transcript".
- **COLLEGE PLANNING**
The University of California A-G (A through G) requirements outline high school courses designated by the Academic Senate of the University of California as appropriate for fulfilling the minimum eligibility requirements for admission to the University of California. It also illustrates the minimum level of academic preparation students ought to achieve in high school to undertake university level work. To view the approved A-G courses at Albany High School check the school web site at <http://www.ucop.edu/agguide/>.

1. SCHEDULE CHANGE POLICY

In order to provide a stable and consistent learning program for our students, AHS has enacted the following schedule change policy:

1. Changes in student's schedules must be with parental approval and may be made only during the first week of the fall semester and week prior to the start of the spring semester. No scheduling changes will be permitted for the first 2 days of school.
2. Any student/parent initiated schedule change must be requested in writing on the appropriate form. This form (petition) is available in the Counseling Office and must be signed by appropriate teachers and then a parent.
3. After 2 weeks of the fall semester and 1 week of the spring semester only teacher/administrator-initiated changes will be allowed.
4. Any changes made after the first 6 weeks of any semester may result in a withdrawal (W) posted on the students transcript.

- **AHS FLEX PROGRAM**

The Albany High School Flex Program includes college preparatory independent study, credit recovery, online learning, internships, and other community based learning experiences (community service, work experience, etc). The office and classroom space required for the AHS Flex program is located on the AHS campus. Online, credit recovery, and independent study classes are scheduled to minimize conflicts with the regular AHS bell schedule. The office and classroom are located in Room 101 next to the Atrium staircase.

- **SEAL OF BILITERACY**

Students may earn a Seal of Biliteracy on their diploma by demonstrating proficiency in more than 1 language, thereby positioning themselves to become truly global citizens. Evidence of proficiency can include a score of 3 or better on an AP test in a language other than English, coursework in high school or college classes, or SAT II foreign language scores. For further information regarding the necessary qualifications and requirements, students should consult their counselors.

Proficiency on the ELA portion of the Smarter Balance Assessment Consortium (SBAC) exam must be demonstrated prior to receiving a Seal of Biliteracy on your diploma.

ATTENDANCE POLICIES

<p>TO CLEAR AN ABSENCE, call 558-2600 ANYTIME. If no one is available, please leave a detailed message.</p>
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- Regular attendance is expected from every student.
- Students and parents/guardians accept responsibility for regular attendance.
- It is expected that a parent will call the attendance office each day that their student is absent.

- The following are legally excused absences as defined by the California Education Code:
 1. Illness
 2. Quarantine
 3. Medical, Dental, Optometrical, Chiropractic Appointments
 4. Funeral
 5. Jury Duty
 6. Justifiable Personal Reasons: parents must submit an advance written request and receive the approval of the principal. The Education Code defines justifiable personal reasons as funeral attendance, court appearance, religious holiday or ceremony observance, religious retreats, some pre-approved, work-related conferences, service on an elections precinct board, and/or participation in religious instruction of no more than 1 hour per week. (Education Code: 48205)
- If a student has more than 10 absences for illness, the parent/guardian must provide a note from a licensed medical practitioner validating the student's illness or medical condition. If a note is not provided, student's absences will not be cleared.
- An absence is excused with a teacher if it is cleared within 5 school days from the start of the absence. If it is not cleared within those 5 days, the teacher may consider it an unexcused absence.
- Assignments missed due to an unexcused absence will be accepted solely at the discretion of the instructor.
- All missed assignments must be completed and submitted within 1 week after the return from an excused absence unless other arrangements are made between the teacher and the student.
- Students absent on the day of a school activity may not attend or participate in the activity unless the Principal/designee verifies the absence as an emergency. A student absent on Friday may not participate in school-sponsored weekend activities. Suspension is considered an unexcused absence.
- An unexcused absence is an absence from class that has not been excused through the Attendance Office by a parent, teacher, or other school official. Teachers should notify parents upon the 3rd unexcused absence.
- Students who have 3 or more unexcused absences in a grading period, may be restricted from attending or participating in extracurricular activities (including athletics, performing arts, student activities, dances, club activities, etc.).
- During the first 3 grading periods, a student with excessive absences (more than 15 days) beyond the student's control may be given a No Mark (NM) or an Incomplete (I). An Incomplete (I) is given only when a student's work is not finished because of illness or other excused absence. If not made up within 6 weeks, the Incomplete shall become an F.
- Please note that the only school sanctioned "senior trip" is the 1 day, "Senior Retreat" in May. With parent permission, seniors will receive an excused absence if they attend this 1 day retreat.
- Tardiness is not acceptable. Students will be considered tardy if they are not in the classroom and prepared to work when the bell rings. Habitual tardiness may result in further disciplinary action. Students must adhere to the AHS tardy policy, and if they are late, must sign in at the Attendance Office before going to class.
- If an absence has been recorded in error, students must get a pink slip from the Attendance Office and to the teacher for correction. A signed pink slip must be submitted to the Office.

- **LEAVING SCHOOL BEFORE THE END OF SCHOOL DAY**
Students may not leave campus without the school's knowledge and permission. Accordingly students leaving school during the day must obtain a "Permit to Leave" from the Attendance Office before leaving. Permission to grant a "Permit to Leave" will be by telephone call to/from parent or note from the parent.
- **OPEN CAMPUS (Lunch only)**
Albany High School is an open campus at lunch only, and closed at all other times. Once students arrive on campus, they are expected to remain on campus unless prior arrangement by a parent is made with the Attendance Office.
- **STUDENT ATTENDANCE REVIEW TEAM (SART)**
The Student Attendance Review Team will have the responsibility of working with parents of students who have been specifically identified as habitual attendance problems. Membership of this committee may include an administrator, counselor, psychologist, and teachers. Students and parents will be notified of a SART meeting via a phone message, letter home and a letter given to the student.
- **RECEIVING HOMEWORK DURING A PROLONGED ABSENCE**
When a student will be out more than 2 days, call 558-2600 for homework. Please call before 10:00 a.m. and arrange to pick up the homework after 2:00 p.m. and before 4:00 p.m. Students may also contact their teachers via email to request assignments during an absence. If a student chooses to retrieve homework in person please do so from the Attendance Office. If a student will be out for an extended period, please contact the student's counselor. It is the student's responsibility to check with the teacher about make-up work.
- **SHORT TERM INDEPENDENT STUDY CONTRACT**
Students may request coursework when their planned absence will be a minimum of 5 days and maximum of 20 days. A request for the Independent Study Contract must be made to the Alternative Education Coordinator at least 14 days prior to the first absence.

ATHLETICS

- **ATHLETIC CLEARANCE**
Albany High Athletics requires all athletes to be cleared through an *ONLINE* Athletic Clearance system.

Please go to the Athletic Clearance site to begin the Athletic Clearance Process. After the student & parent have completed their portions of the online Athletic Clearance, the final athletic academic eligibility check will be completed by the Athletic Office. Families will receive an email as to whether or not their student has been cleared or whether portions of the athletic clearance are incomplete.
- **Athletes who participate in more than one sport will need to UPDATE their clearance for EACH season of sport.**

<https://albanyhigh.athletecheck.com/en>

The *Medical Clearance Form* must be completed and signed by a physician on or after **July 1st (June 1st for Football)**. Any *Medical Forms* completed before the July 1st (June 1st-*Football only*) cannot be accepted. *The Medical Clearance Form* is good for the entire academic year.

Completed *Medical Clearance Forms* should be downloaded to the online Athletic Clearance system before Athletic Registration can be processed.

<http://ahs.ausdk12.org/athletics/Athletic-Clearancetryouts>

- **SPORTS**

1. Boys' sports include: FALL: Cross Country, Football, WINTER: Basketball, Soccer, Wrestling, SPRING: Baseball, Track, Swimming, Golf, Tennis
2. Girls' sports include: FALL: Cross Country, Tennis, Golf Volleyball, WINTER: Basketball, Soccer, Wrestling, SPRING: Softball, Track, Swimming

- **ELIGIBILITY SPORTS/EXTRA CURRICULAR**

In order to be eligible for sports and/or extra and co-curricular activities, a student must achieve the following:

1. A 2.0 grade point average during the previous grading period. (If the last grading period ended at the semester, then the semester grade will count toward eligibility).
2. Passed 4 classes during the previous grading period. Students who fail to achieve the above may be placed on probation at the Principal's discretion. The student who is ineligible is responsible for initiating the probation process by contacting the Athletic Director or appropriate administrator and returning any necessary forms.
3. Enrolled in a minimum of 5 classes, (CIF regulation)
4. Student athletes are required to attend at least 2 blocks or 4 periods of their school day in order to be eligible to practice or play in a scheduled match, game, or contest. Athletes who cut a class or have an unauthorized absence may not practice or compete.
5. A completed physical education exemption form is required to receive an exemption from the second year of P.E.

- **SPORTS INSURANCE**

1. A prospective athlete or spirit squad member must have parental consent, a physical examination, and specific insurance coverage in order to participate in a school sport. A student will not be allowed to participate without the school's Sports Clearance Form completed and on file in the Main Office prior to any sports activity.
2. California law states that students' participation in inter-scholastic sports must carry a minimum of \$1,500 accident/health insurance. Supplying and verifying coverage is the family's responsibility, not the school's. Before students may participate in any AHS sports activity, families will need to examine their insurance policies and parents/guardians must certify on the Parental Consent and Athletic Eligibility card the name & type of policy, the policy number, and the limits of the coverage. This certification process should be started well in advance of the sports activity.
3. If a student does not already have the necessary coverage, the school makes available minimum requirement student insurance policies at no profit to the school. This policy

covers approximately 80% of medical expenses. The State no longer requires a student to have life insurance before participating in school athletics. Student insurance will offer an optional life insurance policy for those who wish to purchase life insurance.

- **COLLEGE ATHLETIC ELIGIBILITY**

Since rules often change for college athletic eligibility, the following information is important to tell all student athletes preparing for college. National Collegiate Athletic Association rule #48 states that incoming scholarship athletes must have met the following criteria:

1. Take and pass the SAT with a score of 700 or better, or
2. Take and pass the ACT with a score of 15 or better.

The test must be taken while a student is in high school. In addition, the student must achieve a grade point average of 2.0 or better, measured on a 4-point scale and complete a comprehensive college preparatory course of study. If a student fails to take the test while in high school, the student is not eligible for a scholarship. For further information, please contact the AHS Counseling Office.

3. 16 Core classes are required for NCAA Division I and II eligibility.
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BEHAVIOR GUIDELINES

The purpose and philosophy of these guidelines is to outline practices, policies, and procedures that will help provide for a safe, secure, and comfortable learning environment. Effective learning and teaching can only take place under such conditions. Albany High School is committed to a positive educational atmosphere.

- **Dances:**

1. All students and their parents/guardians must read and sign the AHS Dance Agreement before purchasing dance tickets.
2. Dances are held in the multi-purpose room, gym, or outside facilities when needed.
3. If a student leaves a dance before it is over, he/she will not be re-admitted.
4. The latest a dance may last is 11:00 p.m., with the exception of the Winter Ball and the Junior/Senior Prom.
5. When the Principal permits guests at a dance, non-AHS students are signed up on a guest list during school hours prior to the dance. A non-AHS student will not be allowed to enter unless that person is a guest of a student, his or her name appears on the approved guest list, and the guest is in possession of a current valid photo I.D.
6. All students will be breathalyzed before entering all school dances. Any student who is under the influence or in possession of alcoholic beverages or drugs will be removed from the dance and turned over to the parents and the police notified. In addition, disciplinary action by Albany High School administration will result.

- **Assemblies:**

Students are expected to attend assemblies that are scheduled during the school day, unless otherwise notified. All students should be punctual, be seated promptly, remain during the entire performance, and conduct themselves with dignity.

- **Field Trips:**
Field Study Trips are an important part of the educational process. Field trips are considered part of the instructional day. All students participating in a trip are expected to abide by the discipline codes of the school. If it becomes necessary to send a student home, it will be at the parent's expense.
- **Senior Activities:**
During the 4th quarter, any student who participates in behavior which violates the discipline regulations may not be allowed to participate in senior activities, such as the Senior Retreat, Prom, graduation. Disciplinary consequences will be applied according to the Discipline Grid. Truant seniors may be prevented from attending the Senior Retreat and Prom. Seniors who are not in good academic standing may be prevented from attending the Senior Retreat.
- **Academic Honesty Guidelines:**
Albany High School students are expected to uphold the highest standards of academic conduct and personal integrity. The AHS faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. All students and their parents must read and sign the *AHS Academic Honesty Contract* and adhere to the rules and policies regarding responsible scholarship. Review the Discipline Guidelines for formal consequences to violations of the contract.
- **Smoking Policy:**
Students are not allowed to have or use any tobacco products on school property during school hours, at school events, or any time under the supervision of school employees. Disciplinary action may include suspension, mandated by California Ed Code.
- **Sexual Harassment:**
Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender.
- **Bullying/Cyber-bullying:**
Bullying includes acts that constitute sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation and that are committed personally or by means of an electronic communications device or system.
- **Discipline Policy:**
Please refer to the Albany High Behavior Matrix (at the end of the handbook). This chart lists student behaviors and the consequences that may result. The scope and application of the disciplinary action is at the discretion of the Principal, Principal's designee, and/or Assistant Principals. Disciplinary actions range from notification of the parents for minor incidents to expulsion from school for serious or repeated offenses.

DISCIPLINE REGULATIONS: DEFINITIONS

- **Defiance:** can include lying to/disrespect of school personnel, being on campus during suspension, on another campus during school day, out of class without permission, failure to report to office/class.

- **Detention:** time outside of the regular school day spent in supervised study.
 - **In-school suspension:** Alternative to regular suspension. The student spends his or her day in supervised study, not classes.
 - **Suspension:** Off campus and under the supervision and responsibility of the parents/guardians (1 to 5 days per offense). An attempt will be made to notify parents. All suspensions will count toward 20 maximum set by state law (fewer for out-of-district students). Once 20 days is reached the District is obligated to find an alternative. The alternative could be expulsion.
 - **Expulsion:** Removal from school district for a determined amount of time, conditions are set for re-admittance at the end of that time, recommended by the Principal, established by the School Board. Hearing set before an administrative panel or neutral hearing officer.
 - **SARB:** School Attendance Review Board. When students are habitually truant, this body has the power to refer students and/or families to the legal justice system, Child Protective Services, counseling services, and alternative education programs.
 - **Fighting:** When a student engages in behavior or activities that can lead to a fight, both students will be held responsible for the fight regardless of who struck the first blow. Both students will be disciplined accordingly. Some behavior or activities that lead to a fight can be: quarreling, name calling, exchanging threats, exchanging obscenities, mutually agreeing to meet to fight, etc.
 - **Loss of Eligibility:** Student will not be able to participate in or attend any sports event, sports practices, or extra-curricular activities during the period of suspension. For certain actions, loss of eligibility will be for one quarter.
 - **Transfer:** Student is sent to continuation high school, or if out-of-district, is sent back to the district of residence.
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Albany High School Mental Health Program

The mental health program is designed to promote emotional development and resilience in youth, assist them in overcoming barriers to learning, and strengthen relationships with their families, peers, teachers, and communities. Clinical services are provided on-site at the high school, the middle school, and the alternative high school. Services include assessment, crisis intervention, parent consultation and education, brief, long term, and group therapy, school consultation with teachers and counselors, advocacy, and case management with community providers. Graduate and post-graduate mental health interns (MSW, MFT, Ph.D. psychology) are members of a collaborative team and train under the supervision of the Mental Health Coordinator, Shelly Ball, LCSW.

Albany High School Behavior Matrix 2016-2017
(Does not limit legal discretion and Board Policy)

	1st Level	2nd Level	3rd Level
Absences/tardies (3 or more unexcused)	1) Teacher contact parent 2) Declared "Habitual Truant" 3) Detention (lunch & after school) 4) Loss of extracurr. eligibility	1) Referral to administrator 2) Parent notification 3) Loss of extracurr. eligibility 4) SART Referral 5) Excessive absences may result in failing grades	1) SARB referral
Arson Fires or attempting to set fires	1) 5 day suspension 2) Parent/student restitution 3) Police report 4) Parent conference 5) Expulsion recommended		
Assault/ battery (Staff or Student)	1) 5 day suspension 2) Parent notification 3) Police report 4) Expulsion recommended	1) 5 day suspension 2) Parent conference 3) Police report 4) Expulsion recommended	
Causing serious injury Requiring medical treatment	1) 5 day suspension 2) Parent conference 3) Police report 4) All teachers notified 5) Expulsion recommended	1) 5 day suspension 2) Parent conference 3) Police report 4) All teachers notified 5) Expulsion recommended	
Cheating/plagiarism	1) "F" on exam/assignment 2) Parent notification/conference 3) Referral to Asst. Principal 4) Class suspension and/or warning and detention	1) "F" on exam/assignment 2) Parent conference 3) Referral to Asst. Principal 4) 1-3 day suspension	1) "F" on exam 2) Parent conference 3) Referral 4) 3-5 day suspension
Defiance Willfully defying teachers or administrators	1) Detention or in-school/class suspension 2) Parent, teacher, counselor administrator conference	1) 1-2 day in-school/class suspension 2) 1-3 day suspension 3) Parent, teacher, counselor administrator conference	1) 3 day in-school/class suspension 2) 3-5 day suspension 3) Parent/Teacher/Admin conf. 4) Alternative placement
Disruption (class/school) water balloons, eggs, squirt guns, horseplay, or play fighting, dress code	1) Detention or in-school/class suspension 2) Parent notification 3) Confiscation	1) 2 day in-school/class suspension 2) 2-5 day suspension 3) Parent notification 4) Confiscation	1) 1-2 day in-school/class suspension 2) 1-5 day suspension 3) Parent conf. w/ administrator 4) Confiscation
Drug or tobacco paraphernalia	1) Detention or in-school/class suspension 2) Parent conference	1) 1-3 day suspension 2) Parent conference 3) Police report	1) 1-5 day suspension 2) Parent conference 3) Police report
Electronics/skateboards phones, music players	1) Confiscation 1 week or until parent meets with an administrator and retrieves the item	1) Confiscation 1 week or until parent meets with an administrator and retrieves the item	1) Confiscation 2 weeks or until parents meets with an administrator and retrieves the item
Falsifying records Forged notes, passes,	1) 1-2 day in-school/class suspension 2) Parent notification/conference	1) 3-5 day suspension 2) Parent notification/conference	1) 5 day suspension 2) Parent notification/conf

imitating parent/guardian	3)	Cancellation of positions of trust	3)	Cancellation of positions of trust	3)	Cancellation of positions of trust
Fighting (no injury)	1)	1-3 day suspension	1)	3-5 day suspension	1)	5 day suspension
If both students involved in behavior leading to a fight (or being a spectator or facilitator)	2)	Parent notification	2)	Parent notification	2)	Parent notification
	3)	Parent conference for conflict resolution	3)	Parent conference for conflict resolution	3)	Parent conference for conflict resolution
	4)	Alternate placement	4)	Expulsion recommended		
Fighting (injury)	1)	1-3 day suspension	1)	3-5 day suspension		
	2)	Parent conf/conflict resolution	2)	Parent conference/conflict resolution		
	3)	Police report	3)	Expulsion recommended		
			4)	Police report		
Fire Alarms	1)	3-day suspension	1)	5-day suspension		
Pulling alarms	2)	Parent conference	2)	Parent conference		
	3)	Police report	3)	Police report		
			4)	Alternate placement recommended		
Gambling	1)	1-3 day detention	1)	1-3 day suspension		
	2)	Confiscation of equipment	2)	Confiscation of equipment		
	3)	Parent notification	3)	Parent notification		
Harassment, sexual	1)	1-5 day suspension	1)	3-5 day suspension	1)	5-day suspension
	2)	Parent conference	2)	Alternative placement	2)	Parent notification
	3)	Conference w/ student counselor, administrator	3)	Counselor referral/transfer	3)	Alternative placement
	4)	Board regulations provided				
Harassment, hazing, bullying: intimidation, emotional physical, ethnic, emotional, racial, cyber-bullying	1)	1-3 day in-school/class suspension	1)	3-5 day suspension	1)	5-day suspension
	2)	Parent conference	2)	Parent conference	2)	Parent conference
	3)	Police action, if warranted	3)	Police report	3)	Police report
	4)	Counselor referral	4)	Counselor referral	4)	Counselor referral
			5)	Alternative placement recommended	5)	Alternative placement recommended
Hate Violence	1)	1-3 day suspension	1)	3-5 day suspension	1)	5-day suspension
	2)	Parent conference	2)	Parent conference	2)	Parent conference
	3)	Police action, if warranted	3)	Police report	3)	Police report
	4)	Counselor referral	4)	Counselor referral	4)	Counselor referral
			5)	Alternative placement recommended	5)	Alternative placement recommended
Offer, arrange or negotiate the sale of controlled substance	1)	5 day suspension				
	2)	Expulsion recommended				
	3)	Parent conference				
	4)	Police report				
Possess, use, sell, furnish or under the influence of alcohol or controlled substance	1)	1-3 day suspension	1)	1-5 day suspension	1)	5 day suspension
	2)	Parent conference	2)	Parent conference	2)	Parent conference
	3)	Police report & counselor ref.	3)	Police report & counselor ref.	3)	Police report & counselor ref
	4)	Breathalyzer test	4)	Breathalyzer test	4)	Breathalyzer test/transfer
Possess, use tobacco or nicotine product	1)	In-school/class suspension	1)	1-2-day suspension	1)	2-3-day suspension
	2)	Parent notification	2)	Parent conference	2)	Parent conference

Technology misuse (suspect search, hacking)	1) 1-3 days detention 2) In-school/class suspension 3) Parent notification 4) Warning 5) Technology ban (1 week)	1) 1-3 day suspension 2) Parent conference 3) Technology ban (2 weeks) 4) Police report	1) 5-day suspension 2) Parent conference 3) Technology ban (grading per.) 4) Police report
Theft/possession or knowingly receive stolen property	1) 1-2 day in-school suspension 2) Parent conference 3) Restitution 4) Counselor referral 5) Police report	1) 3-5 day suspension 2) Parent conference 3) Restitution 4) Police report 5) Alternate placement	1) 5-day suspension 2) Parent conference 3) Restitution 4) Police report 5) Expulsion recommended
Threats (staff or student)	1) 1-3 day suspension 2) Parent conference 3) Counselor referral 4) Police report	1) 3-5 day suspension 2) Parent conference 3) Counselor referral 4) Police report 5) Alternate placement	1) 5-day suspension 2) Parent conference 4) Police report 5) Expulsion recommended
Verbal Abuse (directed at staff or student) including ethnic, racial	1) In-school/class suspension 2) 1-2 day suspension 3) Parent notification	1) 1-3 day suspension 2) Parent/teacher/admin conference	1) Student withdrawn from class
Vandalism Includes graffiti, damage to or misuse of school property	1) Class/in-school suspension 2) Restitution, clean-up 3) Parent conference 4) Loss of privileges 5) Police report	1) 3-5 day suspension 2) Restitution, clean-up 3) Parent conference 4) Loss of privileges 5) Police report 6) Alternative placement rec.	1) 5-day suspension 2) Restitution, clean-up 3) Parent conference 4) Loss of privileges 5) Police report 6) Alternative placement
Possess, use sell or furnish any firearm, knife, explosive or other dangerous object	1) 5 day suspension 2) Expulsion Recommended		