



2017-18 SVHS School-Wide Behavior Expectations

To protect the rights of all students and their teachers, the State of California, the Board of Trustees, the Sonoma Valley Unified School District (SVUSD), and Sonoma Valley High School (SVHS) have teamed together to establish clear expectations for student behavior. Sometimes students do not follow the rules and regulations established, or behave in a manner which disrupts the educational process. When this behavior denies their right or the rights of other students to an education in a safe, orderly, environment, disciplinary action is taken. The consequences for violating behavior expectations are intended to discourage students from making poor behavior choices. The Sonoma Valley High School staff is committed to assisting students in understanding the behavior expectations and appropriate behavior.

STUDENT RESPONSIBILITIES: California State Education Code 48908 states all pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Student Attendance

Student success is directly related to attendance, on time and actively engaged in learning. For this reason, SVHS expects students to be in class and ready to learn when the bell rings.

On-Time Policy

It is expected that students will arrive to all classes on time. The “On-Time Policy” is as follows:

- A student who arrives late to any class is tardy. Late is defined as entering the class after the tardy bell has rung. A student who receives more than 3 tardies in his/her classes overall will receive a detention.
- The student will serve a detention either the same day, or the next school day after the 4th tardy.
- Detentions are 30 minutes in length. Students report to the Pavilion for before school detention and to the main office for lunch or after school detention. Friday School detention is announced in the bulletin.
- If a student does not report for a detention, parents will be contacted and additional consequences may apply.
- Students who intentionally cut class or who report to class late by 30 minutes or more, are considered truant, will receive detention, and may also receive other consequences.
- Parents/Guardians have 72 hours or 3 school days to clear an absence or tardy.
- Once these detentions are issued, students and/or parents/guardians may not clear absences or tardies.
- A student who has an excused tardy, ex: a doctor’s appointment, should report to the attendance office where he/she will be given a pass to class.

Absences

Absences are **excused for health reasons, family emergencies, and allowable personal reasons** (juvenile detention, court appearance, funeral service, religious holiday or employment interview). If school is missed as a result of an excused absence, the student will be allowed to make up the school work for full credit within a reasonable time. Makeup work and tests may be reasonably equivalent to, but not necessarily identical to, the academic content missed.

Unexcused absences include, but are not limited to oversleeping, car trouble, a late ride, cutting class/school, unverified absences, and family vacations. There is no requirement for a teacher to give credit when the absence is unexcused. Teachers must inform the class and parents/guardians at the beginning of the semester if applying this Board Policy, and records shall specify the grade was given for excessive unexcused absences. When a student is absent, makeup work is assigned to ensure academic progress, not as punishment. **Students are responsible for knowing when they have been marked absent in class.** If it is felt an absence was marked in error, see the Attendance Specialist.

How Absences Are Excused

Parents/Guardians may excuse absences with either a note or by calling the **Attendance Office at 707-933-4017 (English) 707-933-4024 (Español)**. Parents/Guardians have 72 hours or 3 days to clear an absence or tardy. The note or phone call must state the specific date and/or periods missed to be excused and the reason for the absence. Absences should be cleared on the day that class is missed. If a student becomes sick during school and needs to leave, he/she must sign out through the Attendance Office. A phone call or note is required. If a student leaves campus with an off-campus pass and returns the same day, first stop in the Attendance Office to time-stamp a pass for admission or readmission to class. Phone calls, messages, and notes received in the Attendance Office are logged and retained.

Notification of Unverified Absences

After school on the day of an unverified absence, parents or guardians will receive a computer-generated phone call informing them that one or more teachers have marked an absence. A prompt conversation between parent/guardian and the student should be the first step followed by a call to the attendance office to verify or correct the record as needed. This computerized system does not notify which child has the absence when multiple family members attend SVHS. The system leaves a message on answering machines. A second message is sent during the weekend if the Attendance Office has not received a written excuse or a phone call. Please call daily or send a note when absent.

Truancy

Students will receive a **first Truant Letter** when they have 9 period cuts (or the equivalent of three full days). If a student receives a **first letter** he/she should review the attendance record and rectify any corrections immediately. At 12 period cuts a student will receive a **second Truant Letter** and likely be required to attend a **School Attendance Review Team (SART) meeting** with an administrator, district personnel, the counselor and the parent/guardian. At 15 period cuts a **third Truant Letter** will be mailed and the student may need to attend a **School Attendance Review Board (SARB) meeting** with a district committee. At this meeting other educational options will be discussed. If these measures are not successful the following may occur:

- The District Attorney's office may be notified and require the family's presence at a court hearing. At the hearing parents may be fined thousands of dollars (as they are legally responsible for the student to attend school until the age of 18), be ordered to attend school with the student, require jail time for parents in extremely severe cases, or assign a probation officer. Non-compliance could put truant students in juvenile hall. If parents cannot afford to pay the fines, the student may be required to perform community service in lieu of payment.
- Driving privileges may be delayed, restricted, or suspended.
- Work permits may be denied or revoked.
- The student may be arrested if away from home and off campus without a valid excuse.

*** Please note: SART and SARB meetings are mandatory and legally required; failure to attend these meetings may escalate the truancy case to the next level.**

Student Behavior: Rules and Expectations

Students in "Good Standing"

A student in "Good Standing" earns a 2.0 GPA or higher, has no more than 1 F per grading period, displays academic integrity (i.e. no cheating, no plagiarism, etc.), has no failing grades, has no/or a limited number of tardies/cuts, has no/or a limited discipline record, has no missing textbooks or fines, is a senior who is making timely progress with Senior Project, and is a positive member of our learning community by:

- Completing the assigned work for classes, including homework, to the best of his/her ability.
- Participating in class and arriving on time.
- Following classroom and school rules.
- Being attentive.
- Clearing all absences with a phone call or note from parent(s)/guardian(s).
- Discussing concerns with discipline/class content at end of the class period, during office hours, or after school.

A student considered **not** in “Good Standing” may struggle with insignificant GPA, high number of F’s, cheating or plagiarism or significant discipline issues. Such students may be restricted from participating in school activities such as dances, including prom, Senior Week, Leadership posts, sports, extracurricular activities; lose the ability to obtain a work permit, and/or **off campus privileges may be revoked**.

A student with more than 5 days of at home suspension within one academic year will be considered not in “Good Standing”. A student with more than 9 period cuts (3 full days) and/or 9 unexcused tardies or 12 total tardies per semester will not be in “Good Standing”.

Returning to “Good Standing”

In accordance with our belief that students should be given a chance to learn from mistakes and grow as individuals, we offer opportunities for students to redeem their “Good Standing” status at SVHS. Students may voluntarily attend early morning detention, after school detention or Friday school detention to return to “Good Standing”. The Friday school detention (2 hours) redeems one day of suspension or 3 period cuts. Students may also attend 4 days of early morning or after school detention (equivalent 2 hours) to remove one day of suspension.

Referrals are written by teachers and school employees when a behavior not in accordance with school rules is observed. Referrals may result in disciplinary action and include a student being deemed not in “Good Standing”. When a referral is given, the parent/guardian will be contacted within 24 hours by the person issuing the referral.

When are School Rules in Effect?

California Education Code states school rules are in effect

- From the time a student leaves home to go to school until the student arrives at school.
- During school hours, whether the student is on or off the campus.
- After school, until the student arrives home.
- When truant.
- On any district site at any time including nights, vacations, weekends or holidays (24hrs/7days a week).
- On the way to a school activity, during the activity and on the way home from the school activity.

Sonoma Valley High School Policies

Permission to Use Internet/Responsible Use Policy: To obtain Internet access at school, students must have a completed *Network/Internet Use Form* on file and must follow the District’s *Acceptable Use Policy*. If violated, students may have their privileges suspended or revoked and may be subject to other discipline, including possible civil or criminal action if appropriate. This agreement must be signed by both the student and the parent/guardian. The reverse side of the contract has a separate form to indicate if the parent/guardian gives permission for the school to use samples of the student’s schoolwork and/or picture on our website. Forms to complete before Internet use:

- *Responsible Use Agreement and Contract*
- *Consent and Release Agreement for Students, Employees and Volunteers*

The Sonoma Valley Unified School District is committed to the use of technology and the Internet for educational purposes. Technology has allowed teachers to enhance and extend curricula in ways not envisioned only a few years ago. The technologies available today allow teachers to present subject matter and challenge students in ways not possible with other media. Along with the advantages of using technology also comes the need to educate students about digital responsibility and safety when using computers and the Internet. The entire staff of Sonoma Valley Unified School District is committed to ensuring students use computers and Internet access for educationally sound and productive learning activities.

In order to comply fully with the federal *Children’s Internet Protection Act (CIPA)*, the SVUSD uses various filtering and monitoring devices and techniques. However, no system is 100% secure and SVUSD cannot guarantee the appropriateness of all materials that may be accessed on the Internet. Students who do not adhere to the SVUSD’s rules may be able to locate inappropriate material. Although teachers will review the information in this policy with students, parents should also spend a few minutes reviewing it with their students, as many of the rules apply to home computer

usage as well. Before students are allowed to use a computer or other device, a *signed Responsible Use Agreement and Contract* must be on file.

Chromebooks The Sonoma Valley Unified School District authorizes students to use Chromebooks, provided by the district, as a necessary tool for instructional purposes. Chromebooks are issued to all students in middle and high school to use for learning purposes at both school and home. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board Policies, Administrative Regulations, and the Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system. Each student who is authorized to use district technology and his/her parent/guardian shall sign the Acceptable Use Agreement as an indication that they have read and understand the agreement.

For more information regarding Chromebook use or to view the complete District Technology Handbook, please visit our district website at www.svusdca.org.

Gang Activity (Board Policy 5114.5): SVHS will not tolerate threats or the harmful influence of any group that advocates drug use, violence, or disruptive behavior. For this policy, a gang is two or more people who form an allegiance to engage in acts that are threatening or criminal, and/or include harassment, intimidation, threats or violence. The administration works with local law enforcement agencies to share information and prevent gang activity. Gang clothing and I.D. items are NOT allowed including, but not limited to, bandanas, belts, numbers, area codes and colors (Dodger Blue and 49er red).

Searching and Questioning Students: School officials have the right to open and inspect a student's possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity. School officials may also search students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance with the law or school/district rules. Search includes review of digital devices, such as phones, iPads, or computers. SVUSD shall notify parents/guardians when a student has been subjected to a search as soon as possible after the search. Law enforcement officers have the right to interview and question students on school premises. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student privacy, and models exemplary cooperation with community law enforcement.

Off Campus Policy: The "Off-campus Policy" ensures the safety of students and maintains focus on academic endeavors. No students may leave campus during the morning nutrition break. Freshmen (9th) and sophomores (10th) must stay on campus during lunch. Juniors (11th) and seniors (12th) in "Good Standing" who have no D's or F's in the prior 6 week grading period, may leave campus at lunch with parent permission. Parking lots are off limits unless students are going to and from their cars. Students may not sit in cars in parking lots during passing periods or lunch. Loitering in or around cars is not permitted. The student parking lot is off limits during class time. Students will be allowed to retrieve possessions from cars during school time, at break, or during the first or last 5 minutes of lunch only. Students who cross the creek at break and lunch should be on the basketball courts and/or within plain view of the basketball courts.

Driving and Parking Rules: Driving on campus requires a valid driver's license, proof of insurance, and a student parking permit from the ASB office. Students may obtain a student-parking permit which must be displayed in their car. **Student parking is ONLY in lot nearest the main office.** If a student is in violation of driving or parking regulations, disciplinary consequences may include termination of campus parking privileges. Speeding, driving over

barriers/sidewalks/walkways, driving recklessly, revving of engines, unnecessary honking, or inappropriately exiting from or entering into parking lots is not permitted. No parking is allowed in faculty lots, visitor spaces, handicapped spaces or in a fire lane. Parking laws are enforced on campus and tickets will be given for parking in disabled parking spaces as well as red zones. The student parking lot is off limits during class time or passing periods.

Visitors on Campus: ALL visitors to campus must have valid identification and check in at the main office to obtain a visitor's pass. Visitors must be on campus for school business; drop-in visits are not permitted.

Personal Property: Students are responsible for protecting their personal property. It is expected that valuables will be left at home. Backpacks and personal belongings should be put in **locked** lockers during P.E. class. **The school is not responsible for iPods, cell phones or other items of value, nor is the school responsible for any item that is left in the main office for pick-up.**

Dance Rules and Expectations: Students attending dances must be in "Good Standing" (See page 3).

- All dance tickets must be purchased in advance at school to attend school dances. Tickets are not transferable nor refundable.
- **Students MUST have a SVHS ID card to pay for tickets and must have a photo ID to enter a school dance.**
- If a student is suspended at the time of a dance, he/she shall not be allowed to attend the dance.
- Dances are for SVHS students ONLY, except Homecoming and Senior Prom. For these two dances, guests must be between 14 and 20 years old and have an approved guest form on file prior to the dance. Guest forms for dances are available in the Student Activities Office. All campus dances are from 7 pm to 10:45 pm. There is no admittance after 8:30 p.m. unless pre-approved on an individual basis by an administrator.
- Once students leave a dance they may not return.
- If a student dresses or dances inappropriately, he/she will be asked to leave and parents will be called.
- Do not bring valuables to dances.
- If a student is under the influence of drugs and/or alcohol at a dance, he/she will be suspended and may **not be allowed to attend future dances (including Prom that year)**. Parents will be called to pick up any student suspected of being under the influence and police may be contacted.

Student Attire: SVHS has a dress code that is based on the principle that school is a professional work environment. All student attire must be appropriate and should be professional for the learning environment. No low cut, transparent, backless or strapless garments are allowed. Midribs and/or exposed undergarments are not allowed. Skirts, shorts and pants must be an appropriate length and fit so as not to detract from classroom instruction or inhibit movement (fingertip length or longer). Shoes must be worn at all times. Any clothing (including hats) that promotes gangs, drugs, alcohol, tobacco, guns or violence, is sexually explicit or suggestive, uses profane or abusive language, or debases and/or exploits a group is not allowed. Pants must be fastened at the waist and may not expose undergarments. A predominance of any color may be considered to be gang affiliation (Dodger blue or 49er red) and/or contributing to an unsafe school environment. Hats may be worn in class as permitted by the teacher. If a student violates the dress code, he/she may be asked to change clothes or may be sent home for the remainder of the day. Repeated dress code violations will result in detentions and/or further disciplinary action.

Banned Items: Any illegal substances (drugs or alcohol), weapons of any kind including all knives, gang I.D. items, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, squirt guns, water toys and balloons, spray paint are all banned from campus. Possession of any of these items will result in disciplinary action.

Appropriate Physical Contact: Appropriate physical contact is expected during school and at all school-related events. Public displays of affection which cause others discomfort or are offensive may be cause for disciplinary action. School is considered a work environment and all conduct should reflect that expectation.

Free Expression: Student rights to free expression include the use of bulletin boards, distribution of printed materials or petitions, the wearing of buttons and badges, and the right to expression in school publications. Prohibited are words that are obscene, libelous and slanderous, violate lawful school regulations, or disrupt the operation of the school, and those that fall below professional standards of English and journalism. Students as well as student groups, classes, or clubs must have prior approval from administration before posting or distributing any materials. Materials must be posted with painter's tape only. Trees, lights, roofs, and poles are off-limits for posting.

Pranks or Senior Pranks: Pranks disrupt school and generate additional work and expense for SVHS and SVUSD. Pranks that cause damage to school property may result in police involvement. Pranks that cause damage to the school campus and community will be treated as vandalism and may be cause for suspension and/or exclusion from any school and activities, including graduation.

Skateboards and Bikes: Skateboards and bikes may not be ridden on campus before, during or after school hours. Safely carry skateboards and store them appropriately in a classroom. Park and lock bicycles in designated bike areas. Riding or standing on a skateboard on campus (including the bus circle and parking lots) by the owner or others, violates this permission. Confiscated items may require adult pickup and loss of privilege of bringing them to school.

Books and School Property: Please take good care of school books and school property. Students must pay for lost, stolen, damaged or missing books. **Class schedules will be withheld and diplomas will not be released until books are returned and/or fines are paid.**

Food and Drink: Please use appropriate trash receptacles and recycling containers around campus. Food and drink are allowed in class at the teacher's discretion, but students are to be respectful of the classroom environment, custodial work load, and should clean up any food waste or spillage.

Sonoma Valley High School Discipline

School personnel may be called upon to respond to situations that are not specifically delineated in this document. In those instances, the school may refer to Ed. Code, Board Policy, administrative regulations, customary practices, previous incidents, and/or other pertinent documents to make an informed decision regarding consequences. Students may be suspended or expelled for acts that occur at any time while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, going to, and coming from a school sponsored activity; or while on the grounds of another school. *The Sonoma Valley Schools Discipline Chart* on pages 11-17 includes many of the reasons students are disciplined and the consequences that may be assigned.

Teachers can require students' presence before or after school, assign a detention including school service with a 24 hour notice, call parents/guardians and/or request a meeting, suspend students from class for up to two days, require a behavior contract, ask for suspension or permanent removal from class, and refer to an administrator to determine further consequences. Administrators can also assign detentions and/or school service including campus cleanup; In School Suspension (ISS) or suspensions from school of up to five days in length; and a site discipline hearing to consider a recommendation for expulsion.

Know the Expulsion Laws: The principal or superintendent may recommend expulsion for the commission of any of the acts listed as grounds for suspension or expulsion. Students may be removed from district schools if continued presence causes a danger to oneself or others, or if other means of correction have repeatedly failed to correct unacceptable behavior.

The Governing Board shall order students expelled upon finding they committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm or a reasonable facsimile of a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance (alcohol and/or other drugs).
- Committing or attempting to commit a sexual assault or committed a sexual battery.
- Possession of an explosive.

The principal or superintendent shall recommend expulsion for any of the acts below, unless the superintendent/principal finds the expulsion inappropriate due to the particular circumstance:

- A second offense for possession and/or use of alcohol or drugs/drug paraphernalia in a student's junior high and high school years.
- Causing serious physical injury to another person.
- Possessing any knife, explosive, or other dangerous object of no reasonable use to the student.

- Unlawful possession of any controlled substance except for the first offense of the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault or battery, as defined in Penal Code Sections 240 and 242, upon any school employee.

Involuntary Transfer

Causes of involuntary placement in continuation high school, community day school, or an appropriate alternative program include:

- Involvement in suspendable situations and no adjustment after suspensions, detentions, and conferences with parents and appropriate school personnel.
- Causes for suspension or expulsion or accumulating twenty (20) days of suspension (includes junior high years and previous schools attended).
- Habitual truancy or irregular attendance from lawfully required instruction.
- Those who were not placed in any school during the first five weeks of a semester.
- Those who were placed in a continuation high school of another district and are not recommended to return to a comprehensive high school.

Placements are for the balance of the semester in which the conduct occurred and the following semester. Students will not be guaranteed placement back at their home school.

Uniform Complaint Procedures – Annual Notification

Students and/or their parents/guardians have the right to file a complaint regarding alleged discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or disability and to address alleged failure to comply with Adult Ed, Migrant Ed, and Special Ed laws. Complaints must be filed in writing to a compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date knowledge of the alleged discrimination was first obtained, unless the time for filing is extended by the Superintendent. Complaints will be investigated and a written decision sent within 60 days. If the complainant is not satisfied with the decision, he/she may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE) in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office. The complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. You must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. Further information may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer:	Coordinator of Student Services
Address:	17850 Railroad Ave. Sonoma, CA 95476
Telephone Number:	707-935-6087

Harassment

Harassment of students (including students on other campuses) or staff, including bullying, cyberbullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering will not be tolerated (Board Policy 5131 & CA Ed Code 48900) and may be cause for expulsion.

Non-Discrimination/Sexual Harassment Policy

Students, prospective students, employees, prospective employees, parents of students, employment agencies referring applications to the Sonoma Valley Unified School District of Sonoma County, CA, and all unions and professional organizations, are hereby notified that said Districts do not discriminate on the basis of sex in the educational programs, employment, or activities which they operate and that such requirement not to discriminate is contained in Title IX, Sections 901, 902 of the Education amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682.

The Governing Board prohibits discrimination against and /or harassment of district employees, and job applicants at any district site or activity on the basis of actual or perceived, race, ethnic group, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status,

gender, sex, or sexual orientation. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. The district will not tolerate sexual harassment in any form per District Policies 4119.11, Sexual Harassment and 5145.3, Nondiscrimination/Harassment. These policies are available at all school sites or at the District Office.

The Districts have designated the Human Resources Administrator as employee of said Districts, to coordinate said Districts' efforts to comply with said law. Any person having a complaint under said law should notify the Human Resources Administrator, 778-4608, or (a) principal in any K-6 (elementary) school; or (b) the appropriate secondary (junior/senior high) school administrator and/or designee.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is made a term or condition of academic status or progress.
- Submission to, or rejection of, the conduct is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose of having a negative impact upon academics, or creates an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct is used as the basis for decisions regarding benefits and services, honors, programs, or activities in the educational institution.

Conduct that may constitute sexual harassment includes, but is not limited to:

- Suggestive or obscene notes, invitations, objects, pictures, cartoons, slurs, jokes, epithets.
- Assault, touching, impeding or blocking movement, leering, and/or gestures.
- Continuing to express sexual interest after being informed that it is unwelcome.
- Engaging in sexual behavior to control, influence, or affect opportunities, grades, and/or the learning environment of a student.
- Offering benefits, such as grades and recommendations, in exchange for sexual favors.

Hate-Motivated Behavior

Behavior or statements intended to discriminate against or injure, intimidate, interfere, or threaten anyone on the basis of race, ethnicity, culture, gender identity, sexual orientation, disability, religious beliefs or practices shall not be tolerated. A student who feels a victim of hate-motivated behavior shall immediately contact a school administrator. If the student feels the administrator has not remedied the situation, a complaint may be filed in accordance with district procedures.

Staff who receive notice of hate-motivated behavior or personally observes or reasonably suspects such behavior shall promptly notify the administration and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline. 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 victims of hate-motivated behavior.

Cyberbullying: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendship. The use and distribution of video and/or photographs for the purposes of harassment or inciting a fight, including posting video of photographs of an event that has occurred, is considered cyberbullying. Cyberbullying is a serious form of harassment and is a violation of school district policy and state education code. **Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation.**

What Can Someone Do When He or She Feels Sexually Harassed or Bullied?

The Text-A-Tip hotline is monitored by the School Resource Officer and SVHS administration. The Text-A-Tip Hotline may be used to report harassment, bullying, vandalism and other instances that negatively impacting the SVHS community. This hotline is monitored on a regular basis.

Text-A-Tip Confidential Hotline-707-939-5541

Informal Resolution

Students are not required to inform the person engaging in the conduct that it is unwanted, offensive, and must stop, but are encouraged to do so. Students may ask for help from a teacher, counselor, or administrator to resolve the alleged harassment or file a complaint.

Formal Complaint

Any student who believes he or she is being harassed by a student or employee shall promptly report the facts of the incident(s) and the name of the person involved to a staff member with whom they are comfortable. A written statement, document, or complaint form may be obtained in the main office and submitted to personnel in the main office. That person shall report the incident to the school site Title IX officer and/or principal. All staff, upon personal knowledge of an alleged incident of harassment, including sexual harassment, is obligated to report it to the school administration within 3 school days.

- The site administrator will file a written report of the alleged incident. All investigations shall be handled in a serious, sensitive and confidential manner.
- Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion.

Any individual may appeal the findings of an investigation to the District Governing Board within a reasonable time from the date of the finding. All site administrators at SVHS are Title IX officers.

Student Discipline Guidelines – Sonoma Valley High School

California Education Code 48900 allows the superintendent and/or the principal/designee of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during or while going to or coming from a school sponsored activity, or when an off-campus behavior negatively impacts or disrupts the school environment. The designated consequences are guidelines. Alternatives to suspensions are used at times when viewed by school administration as a better deterrent. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 5 days and/or a recommendation for expulsion for the first or second offense.

These rules are not exhaustive. This chart is a guideline for most discipline situations. The teacher or administrator may utilize discretion when making the final decision.

E.C. 48900 Offense	1st Offense	2nd Offense	3rd Offense
(A) Caused, attempted to cause, or threatened to cause physical injury to another person 1. Fighting	3-5 day suspension/ notify Sonoma Police Department (SPD)/ referral for expulsion	5-day suspension/ referral for expulsion/ notify SPD	Referral for expulsion
2. Willfully used force . Assault, battery, causing serious physical injury (one-way injury or harm) and including objects or liquid propelled towards students	3-5 day suspension/ notify SPD/ refer for expulsion	Referral for expulsion	
(B) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object	5-day suspension/ referral for expulsion/ notify SPD	5-day suspension/ referral for expulsion	
1. Fireworks or firecrackers	3-5 day suspension	5-day suspension/ referral for expulsion	Referral for expulsion
(C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind	3-5 day suspension/ alternative placement / referral for expulsion/ referral to DAAC / notify SPD	5-day suspension / referral to DAAC / referral for expulsion/ notify SPD	
(D) Represented a liquid, substance, or material as a controlled substance , alcoholic beverage or intoxicant and unlawfully offered, arranged, sold or negotiated to sell the object, or otherwise furnished the object to any person	5-day suspension/ referral for expulsion/ referral to DAAC / notify SPD		

(E) Committed or attempted to commit robbery or extortion	5-day suspension/ referral for expulsion /and notify SPD		
(F) Caused or attempted to cause damage to school property or private property	ISS/ 1-5 day suspension/ notify SPD/ referral for expulsion	3-5 day suspension/ notify SPD/ referral for expulsion	5-day suspension/ referral for expulsion
(G) Stole or attempted to steal school property or private property	ISS/1-5 day suspension/ notify SPD/ referral for expulsion	3-5 day suspension/ notify SPD/ referral for expulsion	5-day suspension/ referral for expulsion
(H) Possessed, or used tobacco , or any products containing tobacco or nicotine products <small>This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes and other vapor emitting devices with or without nicotine content, that mimic the use of tobacco products anytime.</small>	Detention/ Friday school/ ISS / alternative consequence / notify SPD	Detentions/Friday School/ ISS / 1-3 day suspension / notify SPD	Friday School/alternative consequence
(I) Committed an obscene act or engaged in habitual profanity or vulgarity (PC 415.5)	Student-administrator conference/ detention/ Friday School/ ISS/ suspension/ notify SPD	Friday School/ ISS/1-3 day suspension	Parent Conference and 1-5 day suspension/alternative consequence/ alternate placement
(J) 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	3-day suspension / alternative consequence	5-day suspension / notify SPD	5-day suspension / referral for expulsion/ notify SPD
(K) Disrupted school activities or otherwise willfully defied the valid authority of school officials engaged in the performance of their duties	See specific incidents below.		
1. Violating teacher's written classroom rules/ behavior expectations when referral is written	Detention/ student, teacher, administrator conference / alternative consequence	Detention/ Friday School / alternative consequence / 1-2 day ISS per E.C. 48910	Friday School/ ISS / 1-5 day suspension/ alternative consequence
2. Parking in unauthorized area/ parking without a permit	Warning / loss of parking privileges / citation	Loss of parking privileges / detention/ Friday School / alternative consequence	Friday School /alternative consequence
3. Reckless/careless driving on or around campus.	Warning/ detention / Friday School/ loss of parking privilege/ ISS/	Detention /Friday School / loss of parking privilege/	Loss of parking privilege /ISS / 1-3 day

	suspension and notify SPD	ISS/1-3 day suspension/ notify SPD	suspension/ notify SPD/ alternate placement
4. Revving of engines/ Unnecessary honking	Warning	Detention / Friday School/ loss of parking privilege / and notify SPD	Friday School/ loss of parking privilege / alternative consequence and notify SPD
5. Possession of electronic signaling devices and other disruptive devices to include but not limited to: cell phones, radios, pagers, games, tape or CD players, permanent markers, cigarette lighters, matches. (Laser pointers are not allowed on campus. More severe discipline will result if brought on campus)	Warning/items confiscated and may be retrieved after school	Detention/ items confiscated and returned to parents	Friday School/ alternative consequence / ISS / 1-day suspension / items confiscated and returned to parents
6. Violation of dress code including obscene remarks or pictures on clothing as well as gang affiliated colors	Warning / students asked to remove item or sent home to change	Detention / students asked to remove item or sent home to change	Detention/ Friday School / alternative consequence / students asked to remove item or sent home to change
7. Violation of Detention/ Friday School Procedures/	Detention/ Friday School / alternative consequence	Friday School/ /alternative consequence	Friday School /alternative consequence
8. Violation of In-School Suspension (ISS)	Detention / alternative consequence	Detention/Friday School /alternative consequence	Friday School /alternative consequence
9. Cuts/leaving class without permission/ willful failure of class	Detention/ Friday School / alternative consequence	Detention/ Friday School / alternative consequence	Friday School / alternative consequence
10. Violation of closed campus policy/ leaving class without permission	Detention/ Friday School/ alternative consequence	Detention/Friday School/ conference/alternative consequence	Friday School/alternative consequence
11. Riding skateboards or bicycles on campus	Warning/Detention	Detention/ parent conference	Confiscate/ return to parents, loss of use (time TBD) / Detention
12. Propelling any object (includes spitting)	Warning / Detention / Friday School / alternative consequence	Detention/ Friday School / alternative consequence	Friday School / alternative consequence
13. Ignoring or refusing to follow directive given by staff member and verbal upbraiding or	Warning / Detention/ Friday School /alternative consequence/ISS/ 1-5 day suspension/	Detention/ Friday School /ISS/ 1-5 day suspension/ referral for expulsion and/or removal	Friday School /ISS/ 1-5 day suspension/ referral for expulsion and/or removal from that teacher's class

insulting school personnel, depending on severity	referral for expulsion and/or removal from that teacher's class	from that teacher's class	
14. Failing to identify oneself to school staff on request	Warning / Detention / alternative consequence / ISS / 1-day suspension	Detention / alternative consequence / ISS / 1-3 day suspension	Alternative consequence / 1-5 day suspension
15. Giving false information to school personnel through forged notes, passes and phone calls	Detention / Friday School/ alternative consequence/ ISS/ 1-3 day suspension	Friday School/ alternative consequence/ ISS/ 1-3 day suspension	Alternative consequence/ ISS/ 1-5 day suspension
16. Violation of policies regarding gang activity	Conference/ detention/ Friday School	Detention/Friday School / alternative consequence / ISS /1-3 day suspension	Friday School / alternative consequence / ISS / 1-5 day suspension
17. Tampering with the alarm system or emergency equipment/ false alarms	3-5 day suspension/ referral for expulsion/ notify SPD		
18. Habitual truancy (declared with official letter)	Loss of "Good Standing" & privileges / SART	refer to SARB/ Inform DA	Involuntary transfer
19. On or adjacent to any district campus while on suspension	Conference / alternative consequence / alternate placement/ notify SPD	Conference / alternative consequence / alternate placement/ notify SPD	Conference / alternative consequence / alternate placement/ notify SPD
20. Slurs (racial, ethnic, sexual, religious, handicapped, etc.) depending on severity	Conference / alternative consequence / Friday School	Conference / Friday School / alternative consequence / ISS	Conference / Alternative Consequence/1-5 day suspension/ alternative placement/ refer for expulsion
21. Intent to engage in academic dishonesty including cheating and plagiarism	Detention/ Friday School/ ISS/ alternative consequence / redo or do alternate assignment / receive failing grade for the assignment	Friday School/ ISS/ alternative consequence / receive failing grade for the assignment	
22. Altering grades, gradebooks, or tampering with electronic grading systems	1-5 day suspension	3-5 day suspension / referral to SPD / referral for expulsion	

23. Violation of District Acceptable Use Policy for computer/ network/ Internet use	Detention/ loss of tech privileges	Detention/ Friday School / loss of tech privileges	Friday School / loss of tech privileges/ parent conference/ 1-3 day suspension/ loss of computer, network, and/or Internet privileges / civil or criminal charges as indicated
(L) Knowingly received stolen school property or private property	1-5 day suspension/ restitution required/ notify SPD	3-5 day suspension/ restitution required/ notify SPD/ referral for expulsion	5-day suspension and referral for expulsion/ restitution required/ notify SPD
(M) Possessed an imitation firearm	5-day suspension/ referral for expulsion/ notify SPD		
(N) Committed or attempted to commit a sexual assault or committed a sexual battery	5-day suspension/ referral for expulsion/ notify SPD		
(O) Harassed, threatened, or intimidated a pupil who is a complainant, 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	1-5 day suspension/ referral for expulsion		
(P) Engaged in, or attempted to engage in, hazing (defined as abusive or often humiliating form of initiation into or affiliation with a group)	Detention/ ISS/ 1-3 day suspension/ schedule change or alternative placement	3-5 day suspension/ schedule change or alternative placement/ notify SPD/ referral for expulsion	Referral for expulsion/ notify SPD
(Q) Engaged in an act of bullying (severe or pervasive physical or verbal act including communications made in writing or by means of an electronic act directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following): 1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property 2. Causing a reasonable pupil to experience a substantially detrimental effect on his/her physical or mental health 3. Causing a reasonable pupil to experience substantial interference	Detention/ Friday School/ ISS/ 1-3 day suspension/ schedule change or alternate placement/ alternative consequence	3-5 day suspension/ schedule change or alternate placement/ notify SPD / refer for expulsion	5-day suspension / referral for expulsion/ notify SPD

with his or her academic performance 4. Ability to participate in or benefit from services, activities, or privileges provided by a school.			
(R) Aiding or abetting the infliction or attempted infliction of physical injury to another person	ISS/ 1-3 day suspension/ alternative placement / notify SPD	3-5 day suspension/ alternative placement / notify SPD/ referral for expulsion	5-day suspension / referral for expulsion/ notify SPD
48900.2 Committed sexual harassment as defined in section 212.5	ISS/ 3-5 day suspension/ notify SPD / refer for expulsion	5-day suspension/ notify SPD/ referral for expulsion	
48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (E) of section 33032.5	Conference/ 3-5 day suspension/ notify SPD/ referral for expulsion	Conference/ 5-day suspension/ notify SPD/ refer for expulsion	
48900.4 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork	Alternative placement / 1-5 day suspension/ referral for expulsion	Alternative placement / 3-5 day suspension/ referral for expulsion	5-day suspension/ referral for expulsion
48900.7 Terroristic threats against school officials, school property or both	5-day suspension/ referral to SPD, Sheriff, Fire Dept./ referral for expulsion/ referral to mental health agency		