2024 - 2025

## Alternative Education Programs

# Student Handbook



Middle College

Alta Vista Independent Study Program (AVIS)

Flexible Learning Experience (FLEX)

La Cuesta High School

## WELCOME TO ALTA VISTA/LA CUESTA!

*Our mission is to provide individualized education that empowers students to become lifelong learners who fully realize their potential and discover meaning, purpose, and fulfillment in life.*

It is the students and parents/guardians responsibility to know and follow the policies, rules, and guidelines in the following handbook.

It is a pleasure to welcome you to the 2024-2025 school year! The mission of the Santa Barbara Unified School District is to prepare students for a world that is yet to be created. Alternative education options allow us to meet the needs of students that are not being met at a traditional school.

In Santa Barbara Unified School District, we have the opportunity to provide multiple alternative education options for our students.

Alta Vista Alternative High School (AVAHS) is an alternative school of choice that includes four different programs of study at 2 different locations. We are here to serve our community and our students by providing educational options to students.

La Cuesta Continuation High School (LCCHS) is a comprehensive continuation high school located in the heart of downtown Santa Barbara. Our mission is to provide each student with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The LCCHS team joins the parents and community to support students in developing skills to become resilient, self-sufficient citizens who will succeed and contribute responsibly in a global community. LCCHS students are encouraged to improve their attendance, stretch their academic limits, and develop a positive outlook toward school, postsecondary learning and career opportunities.

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# Contact Us

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Santa Barbara, California 93110
(805) 966-0883
TDD (805) 564-4444

**Alta Vista Middle College** (SBCC campus)
721 Cliff Drive
Santa Barbara, California 93109
(805) 966-0883
TDD (805) 564-4444

**Alta Vista Quetzal** (La Colina campus)
4025 Foothill Road
Santa Barbara, California 93110
(805) 966-0883
TDD (805) 564-4444

**Alta Vista FLEX** (La Colina campus)
710 Santa Barbara Street
Santa Barbara, California 93101
(805) 966-0883
TDD (805) 564-4444

**La Cuesta Continuation High School**
710 Santa Barbara Street
Santa Barbara, California 93101
(805) 966-0883
TDD (805) 564-4444

# Administration

Principal: Carlos Cohen, Ext. 7012
Assistant Principal: Casey Turner, Ext. 7026
Office Manager: Mayra Guinto, Ext. 7017

# Attendance

The State of California mandates that all persons between the ages of 6 and 18 years of age attend school on a full-time basis (CA Ed Code 48260). Parents/guardians are legally responsible for enrolling their children in school and also for the punctual and regular attendance of their children. Regular attendance in school is highly correlated to student achievement. In order for your child to do his/her best, it is important that he/she attend school every day. Whenever possible, make medical, dental, or other important appointments outside of school hours, except for emergencies.

State law requires the school is responsible for keeping an accurate record of all enrolled students each day. Parents must communicate with our attendance office within 3 school days to verify an absence. Parents/Guardians should make sure that they have given up-to-date information to our attendance office regarding addresses and phone numbers so that we can provide notices when students have missed or been late to class.

To report an absence, call, e-mail, fax, or send a written note. Please call the attendance office at 805-335-4781, or email Administrative Support Technician aburke@sbunified.org. If you are a student in Alta Vista Independent Study, refer to your Learning Agreement for attendance requirements.

## Excused Absences from Compulsory Attendance:

Education Code Section 48205 permits a pupil to be excused from school under certain circumstances. The following is the list of certain circumstances:

- Illness
- Medical, dental, optometry, chiropractic services
- Quarantine
- Funeral of immediate family, limited to 1 day in state, 3 days out of state
- Court appearance*
- Illness of custodial child*
- Religious holiday or ceremony*
- Religious retreats limited to 4 hours per semester
- Employment conferences*
- Other reasons pursuant to board policy*

*Prior approval of these absences must be requested in writing by parent/guardian and approved by an administrator.

## Excessive Absence Policy - La Cuesta / Quetzal:

A student reaching 14 days of absences due to illness at La Cuesta or Quetzal, must have any new absences verified by a physician or school personnel. Failure to provide physician or school personnel verification will result in absences being recorded as unexcused. When a student reaches 14 days of unexcused absences, the student and family will be asked to meet with our Alternative Ed School Attendance Review Team run by Assistant Principal, Mr. Turner.

## Excessive Absence Policy - AV Middle College, AV FLEX, AV Indep Study:

The Alta Vista Independent Study Learning Agreement and SBUSD Board Policy require that a student submit completed work no later than the due date assigned for the program of enrollment and that students attend their scheduled weekly appointment with their supervising teacher. The Independent Study Learning Agreement and SBUSD Board Policy also require an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study when:

1. A student misses three assignments in a period of 15 school days
2. Misses two appointments with their supervising teacher

Failure to meet these requirements leads to an evaluation of continued enrollment with program representatives and may result in the student being asked to pursue other educational options outside of Independent Study.

## Appointments during school hours:

Requests by a parent for a student to visit a doctor, dentist, or other appointment should be made prior to the appointment time. The student must bring a note, or the parent may call the Attendance Line stating the time the student will need to leave campus. When returning from the appointment, the student must check into the Attendance Office before returning to class. Verification from the doctor/dentist may be required.

## Illness during school hours:

A parent will be called if a student feels too ill to continue school for permission to be excused from school. Students may NOT leave campus without a parent notifying the Attendance Office in ADVANCE.

## Partial Day Absences:

Students leaving campus for any reason throughout the normal school day must have a parent call the Attendance Office to check out in advance.

A student may check out during the day if:

- They have a signed note from a parent stating the reason for leaving and time required to check out. The note must have a parent's signature and a phone number so we may verify the reason
- A parent phones the Attendance Office in advance.

- A parent comes to the Attendance Office and signs the student out.

## Truancy Intervention

The Assistant Principal is in charge of monitoring attendance and implementing systems to address truancies. To that goal, the Assistant Principal will assign site-based consequences for ongoing truancies and communicate with parents accordingly.

In addition, a collaborative partnership exists with school district officials, the probation department, local law enforcement agencies, the District Attorney's office and community resource agencies to help students and parents make school attendance and education a top priority. The CLASS program, as outlined below, outlines the interventions for truancy.

**Santa Barbara County CLASS (Community Leadership in Achieving Student Success)**

- Step 1: 18 period cuts, Notification letter # 1. A letter informing parents of they're child's unexcused absences and the relevant laws regarding school attendance.
- Step 2: 36 period cuts, Administrator Meeting (AM). A meeting with an administrator focusing on addressing individual attendance needs, and where a contract may be signed and resources or programs may be referred.
- Step 3: 72 period cuts, School Attendance Review Board (SARB). Schools refer students and parents to the School Attendance Review Board, a panel of representatives from the district, county, and community to review cases of excessive truancy. A contract may be signed and resources or programs may be referred, subject to a referral of the parents to the District Attorney.
- Step 4:Per SARB Referral, Truancy Mediation Team (TMT). Students and parents are invited to a one-on-one meeting with an administrator at the District Attorney's Office to address continuing truancy and re-evaluate intervention plans. Representatives from the District Attorney, local law enforcement, and county or community organizations may be present to assist. A contract may be signed and resources or programs may be referred.

# Academics

## Add/Drop Policy

The last day for a student to request to add a new class will be the 3rd day of instruction each term. The last day for a student to request to drop a class will be the 15th day of instruction each term. If a student wants to drop a course after that date they will receive a Withdraw Fail (WF) on their transcript. Students will need to make an appointment with their counselor to discuss the change and ensure that it does not have a negative impact on your progress towards graduation. Please note, that even within these timelines schedule change requests may be declined due to course space. Administration will reserve the right to add or remove a student from a course at any time, reasons may include but are not limited to: leveling teachers to contracted numbers, discipline, safety, and/or graduation requirements.

# Bell Schedules

Schedules vary depending on the program of attendance.

Students attending Middle College, Alta Vista Independent Study, and FLEX are participating in Independent Study programs, and therefore do not have a traditional “bell schedule” that requires daily seat-based attendance. Requirements for in-person (or online) participation vary by program and will be provided to students and families at orientation meetings.

Students attending La Cuesta and Quetzal are enrolled in a seat-based program, with daily attendance requirements.

# Counseling

The Alta Vista and La Cuesta School Counseling Department is here to assist students and their families with academic and college/career decisions, as well as provide support with personal and social concerns. Counselors meet with their students both individually and through group presentations throughout the school year.

| | | |
|---|---|---|
| Carrie Anderson | Counselor: La Cuesta, FLEX<br>AV Indep Study, AV Quetzal | Ext. 7015 |
| Regina Freking | Counselor: Middle College | (805) 897-3561 |
| Carmelita Cuellar | College/Career Tech: All Programs | Ext. 7018 |

# Course Catalog (SBUSD)

# Grading

Grades are issued to students based on their demonstrated and assessed knowledge, ability, skills and competencies of course standards and content. The final determination of grades is at the purview of the classroom teacher.

LCHS and AVAHS adhere to all district and state guidelines related to grading and progress reporting. Links to these policies are available below, and on the SBUSD website.

# Graduation Requirements

| Course | Credits | Grade Level |
|---|---|---|
| English | 40 | 9-12 |
| Math (completion of Math II or higher) | 30 | 9-12 |
| World History | 10 | 10 |

| | | |
|---|---|---|
| United States History | 10 | 11 |
| United States Government | 5 | 12 |
| Economics | 5 | 12 |
| Physical Education | 20 | 9-10 |
| Health | 5 | 9 |
| Science - Physical | 10 | 9-12 |
| Science - Life/Biological | 10 | 9-12 |
| Electives (5 of these credits must fulfill the Ethnic Studies Requirement) | 45 | 9-12 |
| Fine Arts, Foreign Language or Technology Education | 30 | 9-12 |
| Total required for Diploma = 220 credits<br>Community Service = 60 hours | | |

# Community Service

Community Service, totaling 60 hours, is required for graduation from all high schools within the Santa Barbara Unified School District by the May 30th Deadline. Community Service activities must be pre-approved. Contact an agency or individual to get information, fill out the Community Service form and then have it approved by the College/Career Technician. If you need assistance finding community service opportunities, please contact our College/Career Technician.

Remember your activity must meet the following guidelines (click here for the full list):

1. Must be a safe activity directed by a non-profit organization (those with a 501(C)(3) tax-exempt I.D. number from the IRS).
2. Must be a service for which you are not paid or otherwise given credit.
3. The organization may not profit monetarily from your service.
4. Volunteer Activities which currently do not appear on the Pre-Approved Community Service Opportunities List require approval by a Community Service Coordinator or School Administrator.

# General Guidelines for Students

The following are suggestions to help your success in your courses:

- Complete all homework and classwork assignments in a timely manner.
- Reach out for help as soon as you need it, communicate regularly with your teacher and request a time to meet with your teachers if you need help.
- Make an appointment to see your counselor.
- Create a study group with other students.

Manage your time! Make sure you know how much time you should expect to spend on each class you are enrolled in.

# Behavior Expectations, School Rules and Discipline Guidelines

School Staff Responsibilities: School staff members are expected to exercise reasonable enforcement of school regulations and are responsible for counseling students regarding potential deficiencies or problems. The staff also has a responsibility, whenever possible, to notify parents of potential academic or social problems before they occur. This may include both school and after school activities which interfere with the students ability to be successful. Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, and be responsible for proper and adequate control of pupils. The responsibility and the authority of any teacher extend to all pupils of the school district.

Parent Responsibilities: Parents are expected to cooperate with the school authorities regarding the regular attendance and behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by section 1714.1 of the Civil Code and Education Code 48909 and 48200. The Principal of each school shall take steps to ensure that all rules pertaining to the discipline of pupils are communicated to students at the beginning of each school year and to transfer students at the time of their enrollment in the school.

## Skateboard/Scooter/Bike Use Policy

District policy states that skateboards/scooters/bikes are not allowed on campus; including parking lots, school sidewalks and entryways. However, since many of our students depend upon skateboards/scooters/bikes as their means of transportation, there are areas on campus to securely store these items. If a student does not comply with the securing of these items, consequences such as loss of privileges, confiscation, and detention.

## Cell Phones/Electronic Devices

In keeping with our District “Off and Away” policy, students with cell phones must turn them into their Guided Studies Class upon arrival at school. If a student is late, they will turn their cell phone into the office they will in turn take secure until the appropriate period. Failure to do so will result in progressive discipline steps being enforced.

All students will be issued an iPad as part of Santa Barbara Unified School District’s TechEquity program. The iPads will come with preloaded apps and a keyboard case.

All students are required to bring their iPads to school fully charged and ready to use every day.

Additional Responsibilities:

- Keep the iPad with you or within your sight at all times
- Do not let anyone use the iPad other than your parents or guardians

- Adhere to SBUnified's Acceptable Use Policy (AUP) at all times
- Keep the iPad in the SBUnified provided case.
- Do not do anything to the iPad that will permanently alter it in any way
- Lost or stolen iPads must be reported immediately to the District's Educational Technology Services (ETS) Department by sending an email to support@sbunified.org from your @my.sbunified.org email address
- Damaged iPads or keyboards (cracked screens, charging issues, missing keys, etc) should be reported to ETS to help maintain the longevity of the iPad
- Students can file a tech ticket by using the Tech Support app on their iPad or by sending an email to support@sbunified.orgfrom their @my.sbunified.org email address

Personal electronic devices including cellular phones, digital media players, portable game consoles, and laptop computers, shall not disrupt the educational program or school activity and shall not be used for illegal or unethical activities such as cheating on assignments or tests. All use of electronic devices is subject to regulation by school officials. If a disruption occurs or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and shall confiscate it and turn it into the school office (Boardf Policy 5131).

| | |
|---|---|
| First Offense | Student may come in and pick-up from Administrator after school |
| Second Offense | Parent must come in and pick-up during office hours (7:30am-4:00pm) |
| Third Offense | Parent pick-up and required meeting with a school administrator |
| Additional Offenses | Parent pick-up, and possibly disciplinary action |

LCHS and AVAHS do not accept responsibility for personal items that are stolen, lost or damaged

# Academic Integrity

Cheating in any form is an attempt to disrupt the evaluation process and includes such behavior as permitting another student to copy from a test or homework, possession of cheat notes and/or answers to exam questions from extraneous sources, identical answers on unlike problems on an exam, plagiarism on papers, and so forth.

When it has been determined that a student has cheated, the following will occur:

- First Incident: The teacher will notify the Administrator. The parents will be contacted and the parent, student, teacher and Dean will meet. The student will receive a zero on the paper/test on which the cheating occurred and may be provided with an opportunity to demonstrate competency for partial credit, with an alternative assignment.

- Second Incident (need not be in the same class--during the next 12-month period): The above steps will be followed. In addition to the zero grade, the student may be dropped from the class. Students have the right to appeal all decisions to the Principal.

# Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process

LCHS and AVAHS adhere to the SBUSD's adopted policies for Dressing and Grooming.

# Consequences for Dress Code Violation

Students who fail to follow the provisions of the dress code will be held accountable in accordance with the established district/site discipline policy. Staff and administrators will refer to the SB Unified Discipline Ladder when working with students who are not following dress code.

**Gang-Related Apparel** (SBUSD AR5132)
The principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

- First Offense: Student conference with teacher and attire altered
- Second Offense: Attire altered. Teacher conference with parent and student
- Third Offense: Attire altered. Administrator, teacher, parent, and student meeting
- Persistent and flagrant violations of the dress code may result in further consequences as allowed by the California Education Code

# Tobacco/Vape/Nicotine Products Prohibited On Campus

Santa Barbara Unified School District policy prohibits the use of tobacco products at all times on district property or at any district/school sponsored activity. This prohibition applies to all students, employees, visitors and other persons visiting a school, the district office or an activity. This policy is posted at each school district site.

As required by law, the districts provide instructional programs designed to discourage students from using tobacco products. Students who fail to adhere to the tobacco use policy are in violation of Education Code 48901 and will receive school discipline. Members of the public who fail to follow the policy will be reminded of policy and asked to discontinue use or to

leave the property. The district appreciates parent/guardian and community assistance with the implementation and maintenance of this policy.

# Causes For Suspension And Expulsion/Discipline Guidelines

A student may be disciplined, suspended or expelled for any of the acts listed below if the act occurs while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or during, going to, or coming from any school-sponsored activity at any school or on any school district's grounds. Education Code 48900(r).
(References in the "Offense" column below: EC is Education Code; SBUSD BP is Santa Barbara Unified School District Board Policy.)

Discipline Notes

1. Education Code 48903 provides for the recommendation for expulsion or involuntary transfer to another school site of any student who has accumulated 20 days of suspension (or 30 days if already transferred to another school for adjustment purposes).
2. Education Code 48900s provides that these disciplinary guidelines apply to students on any school campus (in or out of district) and that a pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period whether on or off the campus, (4) during, or while going to or coming from, a school sponsored activity.
3. Board Policy 5145.12 provides general guidance with regards to student searches. In all cases, school officials will not conduct a search absent reasonable suspicion.
4. Misuse of electronic devices (e.g., computers, cell phones, PDAs) can result in additional legal and school consequences. Misuse of electronic devices, regardless of time and place, that disrupt the educational environment will also result in application of these disciplinary rules.
5. All school lockers and all of their contents are subject to search. Students are advised not to share lockers. Unauthorized contents of a locker are presumed to belong to the student assigned to it.
6. Other means of correction include, but are not limited to, the following:
    - A restorative conference between school personnel, the pupil's parent or guardian, and the pupil.
    - Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support.
    - Outside school support services for case management and counseling.
    - Assignment of online learning modules, such as BASE.
    - Student study teams, counseling teams, resource panel teams, or other intervention-related teams that assess the student's behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
    - Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
    - Enrollment in a program for teaching prosocial behavior or anger management.

- Participation in restorative approaches including Restorative Conferencing, Reactive Peace Circles, Intentional Reintegration after suspension.
- A positive behavior support approach with tiered interventions that occur during the school day on campus.
- After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups (e.g.—Teen Court).
- Any of the alternatives described in Section 48900.6.

See Appendix 1 for suspendable offenses

# Important School Organizations

## School Site Council (SSC)

The La Cuesta and Alta Vista School Site Council is composed of elected representatives including teachers, other school personnel, parents, and the Principal. The SSC will follow State guidelines and be consistent with policies of the Santa Barbara Unified School District. SSC is expected to:

1. Annually develop and approve the Single Plan for Student Achievement (SPSA)
2. Review and revise School Safety Plans
3. Develop site level parent involvement policy
4. Advise the district on the district level parent involvement policy
5. Review the school-parent compact (Title I Schools)

## Staff Special Education Parent Advisory Committee (SSEPAC)

Since 2009 the Santa Barbara Unified School District has operated an advisory committee known as SSEPAC (Staff Special Education Parent Advisory Committee). The purpose of the committee is to share information between the District's Special Education Department and your child's school site. In addition, the committee collaborates with the District to make a positive impact on the education of students who receive special education services.

## English Learner Advisory Committee (ELAC)*

Public schools that serve 20 or more Emergent Multilingual students (SML) are required to have an ELAC committee. * At this time, AVAHS and LCHS serve fewer than the requisite number of EML students, and therefore no formal ELAC committee is currently established.

Our enrollment of EML students is monitored quarterly, to ensure that we are compliant in meeting the needs of our EML students.

# General School Procedures

## Non-Discrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Any student (or parent of a student) who feels he or she is being harassed should immediately report such harassment to a staff member. Students (and parents of students) who wish to file a complaint of harassment may do so verbally or in writing.

Any staff member who receives a report of harassment must immediately (the same day) report the incident to the school Principal or an Assistant Principal. When an administrator receives a harassment complaint, the Assistant Superintendent will be notified. Complaints of harassment will be investigated immediately.

# Health Services

Health services are available to students who are ill or injured, including emergency first aid, referrals to community agencies, medication administration and maintenance of health and immunization records.

Students who are ill and need to go home must come to the office to be excused from school. Parents/guardians are contacted to excuse the student. Students who go home without checking out through the office will be truant.

All students are required to have an Emergency Card on file each school year and is part of the annual registration process. It is important that emergency information be kept current. We must know how to reach parents and legal guardians if a child becomes ill or injured while at school. Students cannot be dismissed until the school staff contacts a person in the student's emergency contacts

If you have any other questions, please contact the main office at 805-966-0883.

# Illness During School

Students who become ill at school will be directed to the Front Office. If they are not well enough to return to class, they will be sent home following parent notification. Parents are asked to come to school to pick up their student or, if they cannot be reached, the Office will contact the designated alternate emergency contact person listed on the current Emergency Card.

Students should not leave campus on their own without checking out with their parent/guardian and Front Office first. Students who leave without checking out will be marked truant.
* Students exhibiting signs of COVID19 will follow protocols in school reentry plan.

# Medication At School

In accordance with California Education Code Section 49423, the following must be provided if you and your child's physician determine that medication(s) must be taken during the school day or during school sponsored trips/outings/events.

1. An Authorization to Administer Medication(s) form is required for all medications, prescription and over-the-counter.
2. The Authorization to Administer Medication(s) form must be completed by both the parent/guardian and the physician before they can be administered.

3. Medications are kept in a locked cabinet in the Health Office unless the physician and parent authorized the student to carry and self-administer without assistance or supervision.
4. If the medication is to be carried and self-administered by the student, he/she must read and sign the Student Statement at the bottom of the form.
5. A new Authorization to Administer Medication(s) form must be completed whenever a change occurs.
6. The Authorization to Administer Medication(s) form must be renewed annually at the beginning of every school year.
7. Medication must be provided by the parent/guardian in the original, labeled container. Prescription medications must have the original pharmacy label, which includes the student name, physician name, medication name, medication dose/strength, and specific administration directions.*Medications will NOT be accepted in unlabeled containers, in baggies, or transferred from another container.
8. Medications should be brought to school by the parent/guardian or other authorized adult. Medication should not be sent to school with the student.
9. It is the parent/guardian responsibility to maintain an adequate supply of medication to ensure no disruption in the student's medication regime at school.
10. All medications must be picked up by the parent/guardian or other authorized adult, the last week of school. Medications left at the school will be disposed of by the Health Assistant or the District Nurse.
11. If an Authorization to Administer Medication(s) form is suspected to be forged, the medical provider and site administrator will be notified at a minimum. Falsifying a medical provider signature or medication form is illegal and reportable. All future Authorization to Administer Medication(s) forms will be required to be sent to the school directly from the medical provider and parents will be required to come to the school site to sign the form.

# Digital Identification Cards

Students will have their pictures taken at the beginning of the year or when they enroll in our programs. All students will have a digital ID issued through Minga on their phone or if needed will be given a physical ID card.

# Visitors On Campus

All visitors must check in/sign at the school front desk using the Envoy Digital Login System for permission to visit the campus and obtain a "visitor's pass". The campus is not open to visitors during the school day unless prior arrangements have been made at least 24 hours in advance.

All students are reminded that they are not to visit other school campuses. Students from other schools are not permitted on our campus, including visits during lunch and nutrition periods. If students are found on another campus and identified, they face disciplinary action upon return to their own campus.

# Uniform Complaint Procedures

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

1. failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs;
2. unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, lactation accommodations, homeless, foster youth, juvenile court student, physical education minutes, or non-instructional courses, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;
3. failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
4. unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and
5. unlawful imposition of pupil fees for participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Santa Barbara Unified School District's Assistant Superintendent of Human Resources, or the Assistant Superintendent of Education, or the Assistant Superintendent of Student Services who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the timeline. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. [Title 5 California Code of Regulations 4622; Education Code 234.1, 32289, 49013; Board Policy 1312.3]

# Sexual Harassment Policy

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer without delay. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For any concerns regarding discrimination and equity in educational programs or activities, contact:
Shakenya Edison
Assistant Superintendent, Student Services
720 Santa Barbara Street
Santa Barbara, CA 93101
805-963-4338
kedison@sbunified.org

Title IX Compliance Officer:
Shakenya Edison
Assistant Superintendent, Student Services
720 Santa Barbara Street
Santa Barbara, CA 93101
805-963-4338
fwageneck@sbunified.org

# Withdrawing from La Cuesta High School

Requests to withdraw a student from La Cuesta must be initiated in person with the school Registrar by the student's parent or guardian or a student 18 years or older. Students must complete the withdrawal form. This includes collecting signatures and withdrawal grades, citizenship and work habits marks from all teachers, as well as returning all school materials including but not limited to textbooks, iPad, and Chromebook and clear any financial debts with the business office and / or cafeteria. The withdrawal form must be returned to the Registrar's office to complete the withdrawal process. Please note that we will withhold all educational records until the process is complete.

# Work Permits

All students who are under the age of 18 need a valid work permit. Only students with above a 2.0 GPA (based on previous quarter grades) and acceptable attendance will be issued work

permits. All permits expire after Labor Day each year. It is the student's responsibility to fill out a new work application each year.

Follow this link to access the Work Permit Application. Once completed, you must do one of the following

1. Drop off the completed application at La Cuesta High School, 710 Santa Barbara St. If you would like to drop off your application at LCHS there is a designated metal drop box in the front office located just inside the double doors.
2. Mail your completed application to La Cuesta High School. If you mail in your application please put attention to: Work Permit Application: College and Career Technician.

Please make sure that the application is legible and has all of the required signatures in blue or black ink or it will not be processed. The application needs to be signed in wet signatures (no electronic signatures will be accepted). We cannot process applications unless we have the ‘original’ document. It is the student's responsibility to give the work permit application to the employer. Student’s can pick up Work Permit applications on Wednesday and Friday from 9:00-3:00 pm. Please allow a one week turnaround time.

# Appendix 1 (Suspendable Offenses)

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---|---|---|---|---|
| 1 | **Assault and/or battery on a school employee** [EC 48915 a(1)E, SBUSD BP 5131 and SBUSD BP 5144.1] | Due to the potential seriousness of this offense, an infraction of this rule will result in 5 days suspension, and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. | None permitted. |
| 2 | **Offering or selling a controlled substance or alcoholic beverage or intoxicant** [EC 48915 (a)(1)C, EC 48915 (c)(3), SBUSD BP 5131.6, SBUSD BP 5131 and SBUSD BP 5144.1] | Due to the potential seriousness of this offense, and the requirements of the CA Ed Code 48900/48915, this will result in 5 days suspension and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. | None permitted. |
| 3 | **Brandishing a knife or explosive or possession of any firearm** [EC 48915 (c)(2), EC 48915 (c)(5), EC 48915 (c)(1), SBUSD BP 5131 and SBUSD BP5144.1] | Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion. Fire marshall and/or law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. | None permitted. |
| 4 | **Sexual assault, committing or attempting to commit sexual assault or committing sexual battery** [EC 48915 (c)(4), SBUSD BP 5131, and SBUSD BP 5144.1] | Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion. Fire marshall and/or law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. | None permitted. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---|---|---|---|---|
| 5 | **Possession of a knife or other dangerous object at school or school activity** [EC 48915 (a)(1)B, EC 48900B, SBUSD BP 5131.7 and SBUSD BP 5144.1] | 5 days suspension recommendation for expulsion unless a written report explaining the circumstances is provided to the governing board. Fire marshall and/or law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion.<br><br>**2ND OFFENSE**<br>5 days suspension and recommendation for expulsion. | See previous | None permitted. |
| 6 | **Willfully causing serious injury to another person, except in self defense**[EC 48915 (a)(1)A, EC 48900 a(1), EC 48900 a(2), SBUSD BP 5131 and SBUSD BP 5144.1] | Due to the potential seriousness of this offense and the requirements of the CA Ed Code 48900/48915, this will result in 5 days suspension and recommendation for expulsion (48915 only). Law enforcement notification.<br>Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction.<br><br>**2ND OFFENSE**<br>5 days suspension and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | See previous | None permitted. |
| 7 | **Possession, under the influence and/or use of any controlled substance, alcoholic beverage or intoxicant** [EC 48900C, SBUSD BP 5131, SBUSD BP 5144.1and SBUSD BP 5131.6] | 5 days suspension, parent- student conference, mandatory counseling referral to substance use education program to be completed within 45 school days. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | **2ND OFFENSE**<br>5 days suspension, parent-student conference, and referral to a substance use treatment program. **The principal or superintendent may recommend the pupil for expulsion or an involuntary transfer based on a case-by-case analysis of the pupil's individual circumstances including whether the pupil has complied with the district's discipline policy requirements for the first time offense.** | **3RD OFFENSE**<br>5 days suspension, parent-student conference, law enforcement notification, and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---|---|---|---|---|
| | | | Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | |
| 8 | **Aids or abets the infliction or attempted infliction of physical injury to another person** [EC 48900T, SBUSD BP 5131 and SBUSD BP 5144.1] | 5 days suspension, parent conference, possible law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. **2nD OFFENSE** 5 days suspension, Law enforcement notification, recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted | None permitted |
| 9 | **Robbery and/or extortion** [EC 48915 (a)(1)D and EC 48900E, SBUSD BP 5131 and SBUSD BP 5144.1] | Due to the potential seriousness of this offense, and the requirements of the CA Ed Code 48900/48915, this will result in 5 days suspension and recommendation for expulsion (48915 only). Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | 5 days suspension and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted |
| 10 | **Terroristic Threats** [EC 48900.7, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and/or possible recommendation for expulsion and Law enforcement notification, and/or restorative conference. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. |
| 11 | **Hate crime or violence** [EC 48900.3, SBUSD BP 5145.3, SBUSD BP 5131, SBUSD BP 5136 and SBUSD BP 5144.1] | Up to 5 days suspension, parent conference, referral to counseling, law enforcement notification. Possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension, parent and law enforcement notification, recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | None permitted. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
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| 12 | **Obscene acts, habitual profanity or vulgarity** [EC 48900i, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches and/or up to 5 days suspension. Other means of correction. | Up to 5 days suspension, and parent conference. Will result in a restorative conference upon return from suspension. | Up to 5 days suspension. Will result in a restorative conference upon return from suspension. Other means of correction. |
| 13 | **Possession, sale and/or trade of drug paraphernalia** [EC 48900j, SBUSD BP 5131, SBUSD BP 5131.6 and SBUSD BP 5144.1] | Up to 5 days suspension, parent conference, mandatory counseling (SUPER program). Law enforcement notification. Will result in a restorative conference upon return from suspension | 5 days suspension and possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 14 | **Theft, attempted theft, or possession of stolen school or personal property** [EC 48900g, EC 48900L, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternate means of correction including Restorative Approaches, and/or up to 5 days suspension, restitution, parent conference, Possible law enforcement notification and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of terms of expulsion. | Up to 5 days suspension, Law enforcement notification and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension and possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 15 | **Caused or attempted to cause damage to school or property** [EC 48900f, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches and/or up to 5 days suspension, and parent conference. Law enforcement notification and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of terms of expulsion. | Up to 5 days suspension, law enforcement notification and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | Up to 5 days suspension, law enforcement notification and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 16 | **Possession or use of tobacco or nicotine products** [EC 48900h, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches, notification of parent and/or up to 5 days suspension. Will result in a restorative conference upon return from suspension. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
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| 17 | **Harassment, threats or intimidation, including via electronic transmissions** [EC 48900.4, SBUSD BP 5145.3, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches and/or up to 5 days suspension, parent notification, possible law enforcement notification, and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or expulsion. | Up to 5 days suspension, parent conference. Possible law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | Up to 5 days suspension, law enforcement notification and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 18 | **Engaged or attempted to engage in hazing** [EC 48900q, SBUSD BP 5145.3, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches and/or up to 5 days suspension and possible recommendation for expulsion. Parent conference, and possible law enforcement notification. Will result in a restorative conference upon return from suspension. | Up to 5 days suspension, parent conference, and possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | Up to 5 days suspension and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 19 | **Engaged in an act of bullying** [EC 48900r, SBUSD BP 5131.2, and SBUSD BP 5145.3] | Up to 5 days suspension, parent notification, restorative conference, referral to counseling, possible law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension, parent conference, referral to counseling. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | 5 days suspension, parent notification, and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 20 | **Willful disobedience/defiance and/or disrupting school activities** EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction including Restorative Approaches and/or up to 5 days suspension, parent conference. Will result in a restorative conference upon return from suspension. | Up to 5 days suspension, parent conference, and Restorative Approaches. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. |
| 21 | **Sexual harassment** [EC 48900.2, SBUSD BP 5145.3, SBUSD BP 5145.7, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension, parent notification, restorative conference, referral to counseling, possible law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension, parent conference, Teen Court services. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | 5 days suspension, parent notification, and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---|---|---|---|---|
| 22 | **Sale of any look alike substance representing drugs or alcohol** [EC 48900d, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and parent conference, Restorative Approaches. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 23 | **Possession of unauthorized articles (i.e., pornographic material, chains, or misuse of electronic devices)** [EC 48901.5 and EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction, including but not limited to parent notification; retrieval of item confiscated at restorative conference, and appropriate application of restorative consequences. (Cell phones, electronic devices referred to site administration after school.) | Parent notification; item confiscated-to be returned to parent only, alternative means of correction including restorative conference. | Up to 5 days suspension and/or parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. |
| 24 | **Use of physical force upon another person**[EC 48900 a(1), SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension, restorative conference, parent conference, and possible law enforcement office notification. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and parent conference. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | 5 days suspension and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 21 | **Sexual harassment** [EC 48900.2, SBUSD BP 5145.3, SBUSD BP 5145.7, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension, parent notification, restorative conference, referral to counseling, possible law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension, parent conference, Teen Court services. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | 5 days suspension, parent notification, and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 22 | **Sale of any look alike substance representing drugs or alcohol** [EC 48900d, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and parent conference, Restorative Approaches. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | 5 days suspension and recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
|---|---|---|---|---|
| 23 | **Possession of unauthorized articles (i.e., pornographic material, chains, or misuse of electronic devices)** [EC 48901.5 and EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Alternative means of correction, including but not limited to parent notification; retrieval of item confiscated at restorative conference, and appropriate application of restorative consequences. (Cell phones, electronic devices referred to site administration after school.) | Parent notification; item confiscated-to be returned to parent only, alternative means of correction including restorative conference. | Up to 5 days suspension and/or parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. |
| 24 | **Use of physical force upon another person**[EC 48900 a(1), SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension, restorative conference, parent conference, and possible law enforcement office notification. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and parent conference. Law enforcement notification. Will result in a restorative conference upon return from suspension. Other means of correction. | 5 days suspension and recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 25 | **Falsification and/or forging or altering school correspondence, passes or absence re-admits** [EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and/or alternative means of correction, restorative conference, and will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension, parent conference, referral to counseling services. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 26 | **Upbraiding, insulting, or abusing teachers or other school personnel** [EC 48900K, SBUSD BP 5131 and SBUSD BP 5144] | Up to 5 days suspension, possible removal from class and/or alternative means of correction, parent conference, and restorative conference. Will result in a restorative conference upon return from suspension or as part of terms of expulsion. Other means of correction. | Up to 5 days suspension, parent conference and/or possible removal from class and restorative conference Possible recommendation for involuntary transfer or expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. | Recommendation for Involuntary transfer or possible recommendation for expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. Other means of correction. |
| 27 | **On any other campus without permission** [EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and/or alternative means of correction, Restorative Approaches, and parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension and parent conference. Will result in a restorative conference upon return from suspension. Other means of correction. |

| | OFFENSE | 1ST OFFENSE | 2ND OFFENSE | ADDITIONAL OFFENSES |
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| 28 | **Academic integrity (e.g., cheating/plagiarism)**[ EC 48900(k) and SBUSD BP 5131] | Failing grade on affected assignment, parent contact, and referred to appropriate academic supports, restorative conference. | Second offense within 12 months will result in failed grade in most recent affected class (contributes to GPA), parent contact, mandatory school counselor conference, and/or suspension up to 5 days. Will result in a restorative conference upon return from suspension. Other means of correction. | All subsequent incidents result in failure in affected class, parent contact, and/or suspension up to 5 days. Depending on the seriousness of the offense, there may be recommendation for involuntary transfer or expulsion. May result in a Restorative Approach (RA) conference. Other means of correction. |
| 29 | **Misuse of computers and/or the Internet (see computer "Acceptable Use Policy" in Appendices)** [EC 48900K, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and/or alternative means of correction including Restorative Approaches, loss of access for specified time. Possible recommendation for expulsion. Depending on the seriousness of the offense, there may be law enforcement notification and/or recommendation for involuntary transfer. Will result in a restorative conference upon return from suspension. Other means of correction. | Up to 5 days suspension, parent conference and loss of access to school computers for a specified time. Possible recommendation for expulsion. Depending on the seriousness of the offense, there may be law enforcement notification and/or recommendation for involuntary transfer or expulsion. Will result in a restorative conference upon return from suspension or as part of terms of expulsion. Other means of correction. | Up to 5 days suspension, parent conference and loss of access to school computers for the rest of the school year. Possible recommendation for expulsion. Depending on the seriousness of the offense, there may be law enforcement notification and/or recommendation for involuntary transfer or expulsion. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |
| 30 | **Possession of an imitation firearm)** [Education Code 48900M, SBUSD BP 5131 and SBUSD BP 5144.1] | Up to 5 days suspension and/or alternative means of correction including Restorative Approaches, possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | Up to 5 days suspension, and parent conference. Possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. | Up to 5 days suspension, and parent conference. Possible recommendation for expulsion. Law enforcement notification. Will result in a restorative conference upon return from suspension or as part of conditions of expulsion. |