



STUDENT DISCIPLINE & BEHAVIOR EXPECTATION PLAN

2016 – 2017 SCHOOL YEAR



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I. *Introduction and General Expectations*

VISION

The vision of Woodland Hills Academy (WHA) is to prepare students to become college and career ready and globally competent.

MISSION

With our commitment to college and career readiness, WHA strives to prepare our students with the skills needed to be competitive in their academic future and beyond.

GUIDING PRINCIPLES

Listen from the heart

Global citizens consider and respect different perspectives.

Be honest with yourself and others.

Seek positive solutions and take action.

COLLEGE AND CAREER READINESS OUTCOMES

Investigating the World

College and Career Readiness starts by being aware, curious, and interested in learning about the world and how it works. Competent 21st century students ask and explore critical questions and "researchable" problems - problems for which there may not be one right answer, but can be systematically engaged intellectually and emotionally. Their questions are *globally significant*, questions that address important phenomena and events that are relevant world wide - in their own community and in communities across the globe. Additionally, these students apply the knowledge they have learned in *all* aspects of their lives –from their studies to their home environments and beyond.

College and career-ready students can articulate the significance of their questions and know how to respond to these questions by identifying, collecting, and analyzing credible information from a variety of local, national and international sources, including those in multiple languages. They can connect the local to the global, for example, by explaining how a local issue like their school recycling program exemplifies a global process far beyond their backyards.

From analysis to synthesis to evaluation, they can weigh and integrate evidence to create a coherent response that considers multiple perspectives and draws defensible conclusions --be it an essay, a problem or design solution, a scientific explanation or a work of art.

Weigh Perspectives

College and career-ready students recognize that they have a particular perspective, and that others may or may not share it. They are able to articulate and explain the perspectives of other people,

groups, or schools of thought and identify influences on these perspectives, including how differential access to knowledge, technology, and resources can affect people's views. Their understanding of others' perspectives is deeply informed by historical knowledge about other cultures as well as contemporary events. They can compare and contrast their perspective with others, and integrate their own and others' viewpoints to construct a new one, when needed.

Communicate Ideas

College and career-ready students understand that audiences differ on the basis of culture, geography, faith, ideology, wealth, and other factors and that they may perceive different meanings from the same information. They can effectively communicate, verbally and non-verbally, with diverse audiences. Because it is increasingly the world's common language for commerce and communication, college and career ready students in the US and elsewhere are proficient in English as well as in at least one other world language.

Communicating ideas occurs in a variety of culturally diverse settings, and especially within collaborative teams. College and career-ready students are able to situate themselves in a variety of cultural contexts, organize and participate in diverse groups, and work effectively toward a common goal.

College and career-ready competent students are *media and artistically* savvy; they know how to choose and effectively use appropriate technology and media to communicate with diverse audiences, including through respectful online social networking. In short, they are technology and media literate across diverse environments.

Take Action

What skills and knowledge will it take to go from learning *about* the world to making a difference *in* the world? First, it takes seeing oneself as capable of making a difference. College and career-ready students see themselves as players, not bystanders. They're keenly able to recognize opportunities from targeted human rights advocacy to creating the next out-of-the-box, must-have business product we didn't know we needed. Alone or with others, ethically and creatively, College and career-ready students can envision and weigh options for action based on evidence and insight; they can assess their potential impact, taking into account varied perspectives and potential consequences for others; and they show courage to act and reflect on their actions.

COMMUNITY

Part of our school's vision is to create learning environment in which students, parents/guardians, teachers, administrators, and other staff members work together as a community to make sure each student reaches his/her potential as a learner and leader. As a community we agree that to ensure student success through four common areas: learning environment, collaboration, communication, and leadership.

Introduction and General Expectations

Our staff believes that every student at Woodland Hills Academy has the right to learn in a safe and friendly place. We believe our school must have rules that help students be the best they can be. With the support of the Parent/Guardians and staff, is our belief that students can succeed academically, develop good character, and become self-disciplined.

With this in mind, the staff at Woodland Hills Academy has developed a Student Discipline and Behavior Expectation Plan which allows students to make responsible choices. When students know and understand the rules and consequences to become better self-managers.

At the beginning of the school year, Students will bring home the Woodland Hills Academy Student Discipline and Behavior Expectation Plan for you to review and discuss with your child. With your support, we will give our students, your children, the order and discipline that are required to assure a positive learning environment, and a time in their lives they will remember.

Any disciplinary action taken at school will be fair and dealt with individually. Oftentimes a verbal warning will solve a problem; however, in the case of more severe behaviors or repeated offenses, appropriate corrective procedures or consequences (some actions are confidential and cannot be shared) will be determined.

When a student makes a poor choice in their behavior, his/her Parent/Guardians will be contacted. Most behavior will be dealt with through discussion and/or lower level consequences. However, poor choices that are more severe will result in the student being sent to the office, Parent/Guardians being notified, and higher level consequences. These rules and corrective procedures are clearly outlined in this Student Discipline and Behavior Expectation Plan.

Parental involvement is a critical factor in Students academic development, and is encouraged by all Woodland Hills Academy stakeholders.

Classroom Management Philosophy

Woodland Hills Academy has incorporated *Best Behavior* practices, a system of research-based strategies and tactics to improve student behavior and establish and maintain a positive school climate.

We believe that *Best Behavior* practices will provide management methods for students in classrooms and school common areas (all students), for students who are at risk of behavior problems (some students), and for those who are already disruptive (few students). *Best Behavior* provides teachers with standardized staff development which is aimed at improving school and classroom discipline as well as reducing school violence and substance use and abuse.

Best Behavior addresses school-wide, classroom, and individual student interventions, as well as family collaboration.

The staff of WHA believes that the *Best Behavior* methods of classroom and school-wide management will improve the academic achievement of our students and promote their healthy social development in a safe environment that is necessary for learning.

“Twelve Characteristics of the Mindset of Effective Educators”

1. Understand the lifelong impact they have on students, including instilling a sense of hope and resilience.
2. Believe that the learning that occurs in the classroom and the behavior exhibited by students has as much, if not more, to do with the influence of teachers than what students might bring into the situation.
3. Believe that all students yearn to be successful and if a student is not learning, educators must ask how they can adapt their teaching style and instructional material to meet student needs.
4. Believe that attending to the social-emotional needs of students is not an “extra-curriculum” that draws time away from teaching academic subjects.
5. Recognize that if educators are to relate effectively to students, they must be empathetic, always attempting to perceive the world through the eyes of the student.
6. Appreciate that the foundation for successful learning and a safe and secure classroom climate is the relationship that teachers forge with students.
7. Recognize that students will be more motivated to learn when they feel a sense of ownership for their own education.
8. Understand that one of the main functions of an educator is to be a disciplinarian in the true sense of the word, namely, to perceive discipline as a teaching process rather than as a process of intimidation and humiliation.
9. Realize that one of the greatest obstacles to learning is the fear of making mistakes and feeling embarrassed or humiliated.
10. Subscribe to a strength-based model, which includes identifying and reinforcing each student’s “islands of competence.”
11. Recognize that the constructive relationships with Parent/Guardians facilitate the learning process for students.
12. Develop and maintain positive, respectful relationships with colleagues.

II. *Stakeholder Responsibilities*

Teacher Responsibilities

Teachers must plan and implement an effective instructional program, recognizing that students who are actively involved in learning and instruction, which keep them productively busy and achieving, are less likely to violate rules of good conduct. Teachers:

- Must teach Common Core State Standards (CCSS) as well as classroom expectation. Students will receive a class syllabus with expectations and rules. Classroom standards should be communicated to Parent/Guardians at Back to School Night, by conference, telephone and/or written notice.
- Must be certain that students know what is expected of them.
- Will attempt a behavioral change before sending students from the classroom and must give students an opportunity to analyze behavior for present and future values.
- Will involve Parent/Guardians in assisting with the modification of behavior when unacceptable behavior persists.
- Must explain to student the reason for a referral to the office and give the student a chance to explain reason for their behavior.
- Must keep records of conferences, Parent/Guardian phone calls, letters sent home, detentions, etc. Do not forget to document referrals in MiSiS
- Will remember that a warm relationship is the first step in influencing a student's behavior.
- Will develop a variety of methods to reward positive behavior.

The following offenses should be dealt with using classroom management techniques:

- Tardiness
- Lack of homework
- Lack of materials
- Off-task behavior
- Eating in class
- Gum chewing
- Inappropriate language
- Teasing
- Talking out of turn
- Leaving seat
- Low or failing grades
- Lack of school/PE uniform
- Tagging with pencil or other non-permanent pen or marker
- Mild disobedience
- Cheating
- Horseplay
- Profanity that is not directed at teacher

Referrals should be made to the Dean/Counselor or School Administrator only after the teacher has attempted three (3) interventions that have failed (Teacher detention, phone call, Parent/Guardian conference, etc.). Please document these interventions in your MiSiS or written referral. Please remember to document these in MiSiS.

Student Responsibilities

1. Must show respect and courtesy to all school staff and students.
2. Must follow school rules and procedures outlined in the Discipline Plan.
3. Must remember that they and their Parent/Guardians agreed in writing to support and cooperate by following the General School Rules, Dress Code, and Rules of Student Behavior.
4. Must use Planners as required.
5. Must do their best in completing school work assignments and achieving Common Core State Standards.

Dean/Counselor Responsibilities

1. All programming matters
2. Social interaction problems
3. Academic issues
4. Disruptive behavior in the classroom (after teacher intervention has taken place)
5. Daily progress reports or attendance checks
6. Referrals to outside agencies
7. Advisory period visits
8. Uniform and dress code violations
9. Tardiness/absences
10. Repeatedly not participating in class activities
11. Sexual harassment

Actions include: counseling, calling home, meeting with Parent/Guardians, issuing consequences, referring habitual referrals to School Administrator, and documenting in MiSiS.

School Administrator Responsibilities

1. Habitual referrals from the Dean/Counselor
2. Defiance of authority
3. Fights
4. Gang activity
5. Tagging
6. Weapons
7. Drugs/Alcohol
8. Dress code violations
9. Destruction of Property
10. Habitual Profanity or Profanity toward adults
11. Threats
12. Theft

Actions include: calling home, scheduling Parent/Guardian conferences with teachers, issuing consequences, and documenting in MiSiS.

Administrator Responsibilities (Con't)

1. Approve all home suspensions and attend post suspension conferences.
2. Provide guidance and support to staff, students, and Parent/Guardians.
3. Remind staff that these procedures are part of their adjunct duties and responsibilities.
4. Provide consistent enforcement of rules.
5. Maintain campus security and provide Parent/Guardians with a visitor's pass.
6. Document in MiSiS.
7. Principal recommendation on Expulsions; Representative in Expulsion hearings.

Parent/Guardian Responsibilities

1. Will support the rules of the WHA Discipline and Behavior Expectation Plan that was signed.
2. Will work closely with the school to bring about behavior change.
3. Will respond to letters and/or phone calls promptly.
4. Will bring student to school for conferences, SST, or any disciplinary meeting.
5. Will make sure students are in attendance and completing school work as required.

III. General Explanation of Expectations and Consequences

General Classroom and School-wide Corrective Procedures

Students are expected to follow Woodland Hills Academy and LAUSD rules and policies. Violations of such rules and policies will result in disciplinary action including the following: (Disciplinary actions are not limited to the following, nor will they always occur in the following order. For specific violations and consequences see the pages below.)

Teacher Initiated Actions

1. Verbal warning
2. Teacher Detention (10 min. at lunch and/or after school)
3. Teacher After School Detention (longer than 10 minutes with prior Parent/Guardian notification)
4. Conference with the student.
5. Parent/Guardian phone call
6. BlackBoard Connect system for notification of entire class news (Does not replace a conference on individual student information.)
7. Parent/Guardian conference
8. Lunch Detention
9. Dean/Counselor Referral
10. PSA Referral
11. Administrator referral (Online MiSiS)
12. Suspension from Class. (UTLA/LAUSD Contract Article XXIV)

Dean or Administrative Initiated Actions

1. After School and/or Lunch Detention
2. Parent/Guardians will be asked to accompany student to classroom (With prior approval)
3. Lunch Detention
4. Referral to Social and / or Mental Health Partner Program
5. In School suspension
6. Suspension from School
7. Program Changes
8. Opportunity Transfer
9. Expulsion from LAUSD (Principal recommendation only).

IV. School Policies and Procedures

Before School Access

Between 7:15-8:10 a.m., students are to enter through the Irondale gate and proceed to the gym area. Students do not have access to the school grounds and lockers before 7:42 a.m. except when clearing an absence at the Attendance Office.

Attendance Policies

Any time a student is absent, it is required that they clear this absence through the WHA Attendance Office the day they return from an absence. To clear an absence, students must always visit the attendance office by 8:00 a.m. For all absences, it is mandatory that a note be provided, from a doctor when applicable, explaining the absence.

Tardy Policy

A student is considered tardy when they are not in their assigned seat when the tardy bell begins to ring.

CONSEQUENCES

1. Tardies will only be reflected in student Work Habits grade.
During a five (5) week period:
0-1 Unexcused Tardies = Excellent
2 Unexcused Tardies = Satisfactory
3 Unexcused Tardies = Unsatisfactory
2. It is up to an individual teacher to decide if and how a student may make up an unexcused tardy or clear the "U" from the progress reports.
3. Detention will be assigned for every 3rd tardy. Tardy detentions are served during lunch.

Truancy/Ditching

If a student is out of class without permission for at least thirty minutes, he/she will be counted truant, and will be referred to the Dean/School Administrator, and assigned Lunch Detention. Parent/Guardians will be notified.

Passing Periods

The five-minute passing period between classes is designed to give students enough time to go from one class to the next. Upon being dismissed from class, it is each student's responsibility to go directly to their next period. **STUDENTS ARE NOT TO USE THIS TIME TO TALK TO FRIENDS OR "HANG OUT"**.

If a student needs to get a drink of water or use the restroom, it is important to do so immediately, and not to waste any time. Students late for any reason without a pass will be subject to the Woodland Hills Academy Tardy Policy.

CONSEQUENCES

1. Any time a student is late to class without a pass from another teacher they are subject to the WHA Tardy Policy.
2. When a "tardy sweep" is being conducted, students will receive Lunch Detention after a third violation. Parents will be notified.

Physical Education Dress Policy

- Students must wear a Woodland Hills Academy T-Shirt and shorts that can be purchased at the Student Store for a total of \$25.
- Students who do not have the uniform will receive “loaners” from their Physical Education teacher in the locker room.

ADMINISTRATION HAS THE RIGHT TO BAN ANYTHING THAT VIOLATES THE INTEGRITY OF THE WHA SCHOOL Dress Code

Uniform and Dress Code

- Students must wear uniforms every day.
- Students will not wear hooded sweatshirts on campus.
- On Fridays, students may wear a *non-hooded*, college sweatshirt of their choosing.

In order to maintain an appropriate educational atmosphere and to ensure safety and security for students the following items are not allowed on the WHA campus at any time:

- Oversized, sagging, or baggy pants (waist size more than two inches bigger than the students' waist).
- NO low-riding pants (i.e.: “gangster style”).
- Oversized shirts.
- Cut-off pants with high socks, pants with split seams or frayed ends, overalls, see-through or mesh type shirts that are associated with gangs.
- Gang apparel, including items with sports team logos.
- Items identifying with drugs, alcohol, tobacco, or prison life.
- Items with racial slurs.
- Items showing graffiti.
- Unsafe items: spiked jewelry, safety pins, flip flops, open-toed or open heel shoes, or; metal spikes, studs, or chains on belts or bracelets.
- Underpants (i.e.: briefs or boxers) may not be exposed.
- NO cut-off pants or sweatpants.
- Tank tops, spaghetti straps, bathing suit type tops, blouses or shirts that expose the shoulders or bare midriff.
- Shoe laces that are excessively large, or deemed to be associated with gangs.
- Hat/caps other than School team hats or caps. Hoods are not to be worn.
- Hair net or bandanas.
- Pendleton style flannel shirts.
- Sun glasses.

Consequences

1. Conference with Dean/Counselor, call home, and change clothes.
2. Conference with Dean/School Administrator, call home, detention, and change clothes.
3. Conference with Dean, School Administrator, and Parent/Guardian, and change clothes.
4. Students who repeatedly violate dress code policy are subject to Detention.

THE ADMINISTRATION OF WOODLAND HILLS ACADEMY RESERVES THE RIGHT, TO CONFISCATE ANY INAPPROPRIATE ARTICLES OF CLOTHING WHICH MAY BECOME ASSOCIATED WITH GANG MEMBERSHIP AND/OR AFFECT THE SAFETY AND SECURITY OF THE CAMPUS.

If you have any questions regarding the dress code, please contact the Dean, Administrator's or Counselor's Office at (818) 226-2900.

Backpacks/Notebooks

In accordance with Woodland Hills Academy's Uniform Policy, student backpacks may not have tagging or offensive writings.

Consequences

1. The backpack, notebook, or materials within a notebook may be confiscated by a teacher or administrator.
2. Student may be assigned Lunch Detention or Afterschool Detention.
3. Parent/Guardians may be contacted depending on the nature of the violation.
4. Repeat offenders will be assigned Lunch Detention and will have a Parent/Guardian conference with the School Administrator or an administrator.

Students out of Class/Hall Pass Policy

Any time a student is out of the classroom, he/she must have the official WHA Hall Pass attached to a clipboard. The pass must be signed by the teacher, have the correct date, the time the student left class, and the destination. Students are not to be sent out the class in groups of more than two, and may not be out of class during the **first** or **last** 10 minutes of a period.

Consequences

1. If a student is out of class either without a pass, or with an invalid pass, they will be considered ditching class/truant and subject to the WHA Truancy Policy depending on the circumstances.
2. If students are out of class with a valid pass during the first or last 10 minutes of a period, they will immediately be sent back to class.

Cheating Policy

Cheating is a type of academic dishonesty that can occur in a number of ways:

- Copying of work, assignments, quizzes, tests, or projects.
- Allowing someone to copy work.
- Plagiarism, which involves passing of someone else's ideas as your own. This can include taking ideas from web sites, books, magazines, encyclopedias, internet graphics/pictures, and other sources, by either not using quotation marks and/or not providing a citation crediting the original author.

At Woodland Hills Academy, all students are working to develop strong academic habits and character traits that will lead to them becoming successful citizens. Any and all instances of cheating will be treated seriously and dealt with according to this policy.

CONSEQUENCES

1. All students involved in any form of cheating will receive After School and/or Lunch Detention. Parent/Guardians will be notified.
2. Students will also receive a zero on the assignment, test, quiz, or project.
3. Repeat offenses will receive the above consequences, as well as a Parent/Guardian conference with the counselor and/or an administrator.

Cell Phone Policy

In accordance with LAUSD policy, the use of cellular phones, and electronic signaling devices is prohibited at Woodland Hills Academy during school hours, unless being used as part of a teacher directed lesson. If a student has a cell phone it is the student's responsibility, not the school's responsibility if the phone is lost or stolen.

CONSEQUENCES

1. Any cell phone being used during school hours will be confiscated and will only be returned to the Parent/Guardian when they come if for a conference, or the student can serve
2. Three sessions of detention (1.5 hrs) or will be held for five days.
3. Any time a phone rings or makes noise during a testing situation, the phone will be confiscated, and the student will immediately be removed from the test setting.

Electronics/Toys Policy

Electronic devices (including iPods and video games) are not permitted on the WHA campus at any time. Additionally, toys, "play objects", or any other items that could be distracting or disruptive in a learning environment are not allowed. If an electronic device is confiscated, WHA is not responsible if it is lost or stolen.

CONSEQUENCES

1. Any electronic device, toys, or "play objects" are subject to immediate confiscation.
2. Students caught with these items are subject to Lunch Detention depending upon the circumstances.
3. To recover confiscated items, a student's Parent/Guardian must meet with the Administrator.
4. If a student has an electronic device confiscated a third time, it will not be returned without a Parent/Guardian/guardian conference and signature.

*Please make sure to lock-up the phone or electronic device in a safe place until you can give it to the Dean. **Do Not Send It With A Student.** Be sure to include the students name, your name and the period it was taken. If the cell phone or electronic device is lost or stolen from your possession, you are responsible for its replacement.*

Grooming/Makeup/Earrings/Piercings/Tattoo Policy

In accordance with LAUSD policy, students at WHA are expected to maintain personal cleanliness, health, neatness, and suitability of clothing and appearance. Students' clothing and appearance may not create a distraction, be a health hazard, or be a safety hazard.

- Excessively large hoop earrings are not allowed.
- Plugs, spikes, or piercings similar to these are not allowed.

CONSEQUENCES

1. Any student, whose appearance is deemed to be either a distraction, or a hazard, will be removed from the classroom, and asked to correct the problem.
2. Makeup or grooming products on campus are subject to confiscation.
3. Excessively large hoop earrings, spikes, and plugs are subject to confiscation and will only returned to a Parent/Guardian with a signature.

Celebrations/Parties

Unless approved by administration, students are not allowed to hold celebrations on campus. This includes special activities for birthdays or holidays. No presents, cakes, balloons, stuffed animals, or any other items deemed to be a distraction may be brought to WHA as part of a celebration.

CONSEQUENCES

Any items brought to WHA as part of an unapproved celebration will be confiscated.

Gum Chewing/Candy Policy

Gum, candy, food, and drink (water only allowed with teacher permission) are not allowed in classrooms at Woodland Hills Academy. **Gum is never permitted anywhere on the WHA campus.**

CONSEQUENCES

1. Students caught eating, drinking, or chewing gum in class will receive a teacher consequence. Repeat violations of this policy will result in more serious consequences, including a Parent/Guardian conference, and/or Lunch Detention.
2. Students who choose to repeatedly violate this policy will be subject to Campus Beautification.

Inappropriate Language

Students are expected to always use appropriate language while at WHA. This includes inside the classroom, in common areas, and in their private conversations. Education Code § 220 prohibits Profanity, sexually or racially charged language, or inflammatory language used to initiate a conflict or problem, discrimination, harassment, intimidation, bullying, sexual orientation, gender identity or expression, ethnicity, race, nationality, ancestry, religion, color, physical or mental handicap is not allowed.

CONSEQUENCES

1. If the noise or disturbance is deemed to be unintentional, a student will be asked to stop the behavior.
2. If the student continues to make the noise after receiving a warning, he/she will be subject to progressive discipline actions, which can include Parent/Guardian phone call, After School or Lunch Detention.

3. In extreme instances, such as intentionally disrupting another class, loudly using inappropriate language, or causing a disruption in an assembly, a student may be removed from the classroom or assembly, referred to the Dean or School Administrator's Office, and is subject to the WHA Corrective Procedures.

Skateboard Policy

Skateboards are not allowed on the WHA campus or the general area around school.

Title IX- Protection from Discrimination based on Sex and Sexual Harassment

A federal law called Title IX prohibits anyone at school from discriminating against any student on the basis of gender. Boys and girls must be treated equally in all areas, including:

- All classrooms
- All common campus areas
- Counseling they are provided
- Extra-curricular activities in which they participate in.
- The honors, special awards, scholarships, and graduation activities in which they can participate.

Public Displays of Affection (PDA)

Students are to conduct themselves appropriately at all times and are not to engage in public displays of affection.

CONSEQUENCES

1. Conference with Dean/Counselor and a Parent/Guardian phone call or note home.
2. Conference with Dean, Administrator, Parent/Guardian, and assigned After School and/or Lunch Detention.
3. Conference with Dean, Administrator, Parent/Guardian, and other corrective measure as the situation warrants.

Books

Students and Parent/Guardians must assume responsibility for school books and the proper care of them. Books that are lost, defaced, or damaged require compensation. The charges are predetermined as to the cost of repair or replacement. In order for books to be protected and students not charged for damages which pre-exist, students must:

- Check the condition of the book when it is issued and note any marks or damages with the teacher.
- Write his/her name and the school year on the nameplate on the inside front cover of the book so it is clear to whom the book was issued to and the room number.

V. Violations against Persons

Fighting

Fighting is a mutual combat in which both parties have contributed to the situation through their physical action. No form of fighting will be tolerated on campus. **Games that involve hitting or “play” fighting are not allowed.**

CONSEQUENCES

1. Students involved in a fight are subject to detention, suspension, and/or a citation by School Police. Parent/Guardians will be notified.
2. Repeat occurrences of fighting or violence may lead to a longer suspension and/or an opportunity transfer to another school.
3. If the fight is severe, or someone is injured, the incident may be referred to LAUSD Campus Police, and students will be issued a citation, and with the possibility of being arrested and charged with a crime.

Bullying/Hazing and Cyber Bullying

Bullying/Hazing and Cyber Bullying involves doing, saying, writing, texting, posting and or blogging any things that harass, injure, degrade, or disgrace individuals. This includes an initiation into a student group. These actions are never allowed.

CONSEQUENCES

Depending on the severity of the actions, students involved in Bullying/Hazing /Cyber Bullying will be subject to immediate disciplinary action as needed up to including suspension.

Defiance

Defiance is defined as “bold resistance to authority.” Students are expected to follow the directions of teachers, Administrators, Dean, Counselors, School Safety Officer, Campus Aides, Cafeteria Personnel, and other school personnel.

CONSEQUENCES

1. Teachers may notify Parent/Guardian or may refer student to the Dean/Counselor who will take appropriate corrective measures.
2. Dean, Counselors, and Administrators will handle defiant behavior on a case- by-case basis and may take corrective measures up to and including detention, Parent/Guardian conference, campus beautification.

Hate Crimes/Racism/Religion

1. Students may not be involved in “hate crimes”, intimidation, or harassment of any type. This includes verbal and written actions that involve race, sexual orientation or religion.

CONSEQUENCES

1. Students involved in making comments that involve race will be referred to the Dean/Counselor and the issue will be discussed and appropriate corrective measures taken.
2. In more serious instances, or when a crime or damages have occurred, individuals involved in this type of activity will be subject to detention or suspension, and incidents will be referred to LAUSD School Police.

Throwing Objects

Throwing objects is not allowed anywhere on the WHA campus. This includes throwing objects at individuals, as well as throwing things into the air that are not directed at anyone specifically. Throwing food and liquids is not permitted.

CONSEQUENCES

1. For violations of this policy in which it is unlikely an injury could result, a student will be conferenced by the Dean and appropriate consequences will be taken.
2. Throwing objects at an individual in a violent manner, or in a way that could lead to injury, and may result in Suspension.
3. In situations where a student is injured, or the intent is to hurt someone as a result of throwing an object, or damage to property is sustained, the incident will be referred to LAUSD School Police for a possible citation or arrest.

Sexual Harassment

LAUSD Policy defines Sexual Harassment as unwelcome sexual advances, requesting sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the educational setting.

If someone is harassing you, please tell a teacher, counselor, dean, or administrator. The important thing to remember is to inform an adult and write notes of when it happened, where it happened, and the names of the person or persons who are harassing you. You have six months from the time of the incident to file a written complaint to your school principal. The principal will provide you with a written decision regarding your complaint. If your complaint is valid, the principal will try to correct the situation. If the action taken resolves your complaint, the matter will be considered closed.

Sexual harassment is a violation of state and federal laws, and LAUSD policy. Any instances of sexual harassment will be treated immediately and in a very serious nature.

CONSEQUENCES

Corrective Procedures taken for instances of Sexual Harassment will depend upon the nature of the violation.

1. For less serious first-time offenses, students will be referred to a counselor, and Parent/Guardians will be contacted.
2. For more serious offenses, or repeat offenses, a Parent/Guardian conference will be scheduled that will include a Counselor, Dean, and/or Administrator to discuss the incident. Additionally, the student involved will be subject to corrective procedures including detention, suspension, program change, and in certain instances expulsion. Information will be forwarded to LAUSD.

VI. Violations Against Property

Willful Damage of School Property

Any student, who intentionally defaces, damages, breaks, or otherwise damages property belonging to LAUSD or persons at school is liable for the damages.

CONSEQUENCES

1. Students found to be willfully damaging property at WHA will be referred to the Administrator and subject to Corrective Procedures.
2. Student's Parent/Guardian will be liable, and billed for the cost of the damage.

Tagging

"Tagging" or graffiti style writing is not allowed at WHA. This includes this style of writing on school and personal property such as, books, book covers, backpacks, notebooks, desks. In addition to "tagging" style writing, students may not write inappropriate words, slogans, song lyrics, group names, etc.

CONSEQUENCES

- Students caught "tagging" will be referred to the Administrator. Individuals found to be tagging will be subject to corrective procedures, including detention or in school suspension, a citation by School Police and may be required to clean any damage they have caused.
- In instances where damage is caused, student's Parent/Guardians will be liable for any cleaning charges.
- Serious incidents of "tagging and repeat offenses will be referred to School Police for a possible citation. The student may also face possible suspension and/or an Opportunity Transfer.

Theft

Theft is the unlawful taking of property. This includes property belonging to WHA, students, and teachers.

CONSEQUENCES

1. The student will be referred to the Administrator, and is subject to Corrective Procedures, up to and including possible suspension. Incidents may be referred to School Police.
2. A student involved in a theft must either return the item taken, or pay for the cost of replacement.
3. Students found to be in possession of lost or stolen property, regardless of whether or not they are responsible for the theft, are subject to Corrective Procedures, replacement cost and/or suspension.

VII. Violations against Public Health and Safety

Alcohol/Tobacco/Drug Policy – Zero Tolerance Policy

In accordance with LAUSD policy, WHA does not tolerate the use, possession, or sale of drugs, alcohol, Vapor Pen, and tobacco on campus or at school-sponsored activities.

Any student, staff member, or visitor who possesses, uses, or sells narcotics, other drugs or intoxicants or drug-related paraphernalia on school grounds shall be subject to arrest, suspension, expulsion, or other disciplinary actions.

Any student who sells narcotics or other dangerous substances on campus will be recommended to the Superintendent and the Board of Education for expulsion.

CONSEQUENCES

1. Any violations of the alcohol, tobacco, and drug policy will be referred to the Dean, with Counselor and Administrator involvement.
2. Students who violate this policy will be disciplined according to WHA Corrective Procedures with the cooperation of LAUSD School Police and appropriate community agencies.
3. Discipline for violations of this policy will be handled on a case-by-case basis, and administrators may use prevention education, direct intervention, or arrest to keep WHA School drug, alcohol, and tobacco free.

LAUSD offers a number of drug and alcohol education, intervention and prevention programs. Parent/Guardians and students are encouraged to seek assistance.

Weapons and Dangerous Objects Policy

Students at WHA may not possess weapons, or objects deemed to be dangerous. This includes firearms in accordance with the Federal Gun Free Safe Schools Act and California Law.

CONSEQUENCES

1. Students in possession of a weapon will be referred to the Dean, Administration and School Police will be involved on a case-by-case basis.
2. The weapon or dangerous object will be immediately confiscated and locked up.
3. Students in violation of this policy will be subject to WHA Corrective Procedures, and may face serious disciplinary measures including Suspension and/or Expulsion.
4. Additionally, violations of this policy may be subject to arrest by LAUSD School Police.
5. Pursuant to the Federal Gun Free Safe Schools Act and California law, any student found to be in possession of a firearm will be subject to immediate arrest, and will be recommended for expulsion immediately.

Robbery/Extortion

Robbery/Extortion is the taking or attempt to take money or property under the threat of bodily harm. This includes the taking of property with consent, which is induced by use of force, threat, or intimidation. Additionally, students are not to ask other students for money.

CONSEQUENCES

1. Students involved in Robbery/Extortion will be referred to the Dean, Administrator and are subject to Corrective Procedures, up to and including Suspension (or Expulsion if weapons are involved).
2. Incidents of Robbery/Extortion may be referred to School Police, and students involved may be cited, suspended, or expelled.