

Discipline Policy and Procedures

Students may be suspended or expelled if the act is related to school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period whether on or off campus; (d) during or while going to or coming from a school sponsored activity. Education code 49079 requires that teachers be informed of a pupil's suspension and the infraction specific to the case, as described in Education Code 48900, except for smoking. The information shall be provided confidentially to teachers for the previous three school years.

This document is intended to standardize disciplinary procedures as much as possible throughout the District. The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Classroom/Campus Disruption/Disobedience	Teacher-Pupil conference Teacher-Parent conference Warning Possible detention Possible removal from class	Teacher-Counselor-Parent-Student conference Suspension 1- 3 days Possible removal from class	Teacher-Dean/Administrator-Parent-Student conference Suspension 3-5 days Removal from class Possible adjustment transfer
Violation of School Rules	Warning Possible detention Parent conference Possible suspension	Parent conference Detention and/or suspension 1-3 days Possible adjustment transfer	Parent conference Suspension 3-5 days Adjustment transfer
Use of skateboards*, roller skates or roller blades. Possession or use of phones, airpods, earbuds, speakers, and non-approved hats/headgear on campus Violation of district policy for use of cameras, iPads, cellular phones, airpods, and other electronic devices. Cell phones, earbuds are not to be used without teacher permission from 8:00 AM – 2:54 PM)	Warning Confiscation of item for the day Possible parent conference Possible detention *Citation by police department	Parent conference Confiscation of equipment to be returned to parent at conference Detention Possible suspension 1-3 days *Citation by Police Department	Parent conference Confiscation of equipment to be returned at the end of the school year Suspension 1-3 days Possible adjustment transfer *Citation by Police Department
Cheating in classroom including plagiarism and using electronic devices	Parent contact - failing grade on test or assignment Written disciplinary referral Possible "U" in citizenship Possible removal from class Possible detention	Parent-Teacher-Student-Teacher-Counselor conference Failing grade on a test or assignment "U" in citizenship Suspension 1-3 days Removal from class Possible adjustment transfer	Parent-Student-Administrator Conference Failing grade on test/assignment "U" in citizenship Suspension 3-5 days Removal from class Possible adjustment transfer
Dress Code Violation	Parent contact Warning Change or cover	Parent conference Change or cover Possible detention Possible suspension 1-3 days	Parent conference Change or cover Suspension 1-3 days (defiance) Possible adjustment transfer
Profanity, vulgarity, inappropriate language/ attire, and/or ethnic slur to another person, including offensive materials on clothing and personal/ school items Gestures – including gang signs and/or ethnic slur	Warning - Parent contact Conference with Dean/Counselor Possible drop from class Suspension 1-3 days Possible citation by Police Dept.	Parent-Dean conference Possible drop from class Suspension 1-3 days Possible adjustment transfer Possible citation by Police Department	Parent-Dean conference Suspension 3 -5 days Possible adjustment transfer or possible recommendation to expel Possible citation by Police Dept.
Use and/or possession of tobacco or Salvia on campus and/ or paraphernalia including lighters and matches	Warning and/or detention possible nicotine education program Parent contact	Parent conference Possible detention Referral to intervention program Possible suspension 1-3 days	Parent conference Possible Suspension 5 days
Possession or use of any controlled substance or alcohol, or otherwise furnished, or under the influence of same Possession of or otherwise furnished any "look alike" controlled substance or alcohol Possession or sale of drug paraphernalia	Parent conference Refer to Police Department Suspension for 2-5 days Possible adjustment transfer Participation and completion of intervention program	Refer to Police Suspension 5 days	Refer to Police Dept. Suspension 5 days pending expulsion recommendation
Sale of any controlled substance, including Alcohol and the drug "Soma" Sale of any "look alike" controlled substance, including alcohol Brandishing a knife Possessing, selling or otherwise furnishing a firearm Possessing an explosive Committing or attempting to commit sexual assault or battery	Parent conference Refer to Police Department Suspension 5 days pending expulsion recommendation		

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Harassing, threatening, or intimidating a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both	Parent conference Refer to Police Department Suspension 5 days pending expulsion recommendation		
Possession or lighting of firecrackers Starting fires or setting off fire alarms	Parent conference Restitution Suspension 1-3 days Possible adjustment transfer Possible recommendation to expel Report to fire and police departments	Parent conference Restitution Suspension 5 days Possible adjustment transfer Report to fire and police departments Possible recommendation to expel	Parent conference Restitution Suspension 5 days Expulsion recommendation Report to fire and police depts
Assault, intimidation, fighting, or attempting To cause or threatening to cause injury to another person Aiding or abetting the infliction or attempted Infliction of physical injury to a person	Parent conference Suspension 1-3 days Possible adjustment transfer Report to police depending on severity of incident Possible citation by Police Department	Parent conference Suspension 3-5 days Possible adjustment transfer Report to Police Department Possible expulsion recommendation Possible citation by Police Department	Parent conference Suspension 5 days and expulsion recommendation Report to Police Department Possible citation by Police Dept.
Causing serious physical injury to another person except in self-defense Extortion Robbery Assault or battery upon any school employee Made terroristic threats against school officials or school property or both A two-on-one fight	Parent conference Suspension 5 days Expulsion recommendation unless Principal, in writing, recommends otherwise If recommendation not to expel, possible adjustment transfer Refer to Police Department		
Vandalism, graffiti, defacing school property or property of others including but not limited to, books, computers, electronic files, databases and e-mail Theft, or attempting to or knowingly stealing or receiving school or private property	Parent conference Removal from class Restitution Possible 1-3 days suspension Possible adjustment transfer Refer to police department Possible citation by police department	Parent conference Removal from class Restitution Suspension 3 –5 days Possible adjustment transfer Refer to police department Possible citation by police department	Parent conference Restitution Suspension / adjustment transfer Possible expulsion rec Refer to Police Department Possible citation by Police Dept.
Inappropriate use of computers See Electronic Information Resource Contract, AR 372.1	Parent conference Removal from class Restitution Possible 1-3 day suspension Possible adjustment transfer Referral to police department Possible citation by police department	Parent conference Removal from class Restitution Suspension 3-5 days Possible adjustment transfer Referral to police department Possible citation by police department	Parent conference Restitution Suspension and adjustment transfer Possible expulsion rec Referral to police department Possible citation by Police Dept.
Possession or sale of any knives Possession, use of, or sale of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm	Parent conference Referral to Police Department Suspension 1-5 days and Possible adjustment transfer	Parent conference Referral to Police Department Suspension 3-5 days Possible Adjustment transfer	Suspension 5 days Recommendation to expel
Excessive unexcused tardiness, excessive absences, truancy or class cuts	Board Policy - Attendance		
Daytime Loitering (Truancy)	Citation by Police Department	Citation by Police Department	Citation by Police Department
Sexual Harassment	Board Policy Parent-student conference Possible suspension 1-5 days Possible adjustment transfer Possible expulsion –r recommendation depends on severity Possible referral to police department	Parent-student conference Suspension 1-5 days Possible adjustment transfer. Possible expulsion - recommendation depends on severity Possible referral to police department	Parent-student conference Suspension 5 days and recommendation to expel Possible referral to Police Dept.

<u>OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
Hate Violence, harassment, teasing, threats, intimidation, or bullying including, but not limited to physical or mental disability, gender, nationality, race, religion, or sexual orientation; and/or bullying using electronic devices or websites Hazing	Parent-student conference Possible suspension 1-5 days Possible adjustment transfer. Possible expulsion - recommendation depends on severity Possible referral to police department	Parent-student conference Suspension 1-5 days Possible adjustment transfer Possible expulsion - recommendation depends on severity possible referral to police department	Parent-student conference Suspension 5 days and Recommendation to Expel Possible referral to Police Dept.

ATHLETICS: For any infractions of school rules, student athletes may be subjected to further disciplinary action by the Torrance High School Athletic Council.

ACTIVITIES : Students involved in certain activities may also be subjected to further disciplinary action. Check with your sponsor for more information.

DRESS STANDARDS:

A good school learning environment is created when students have an appropriate, well groomed appearance and conduct themselves properly. Anything which tends to detract from this environment is unacceptable. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are vulgar, profane, or which advocate racial, ethnic, sexual orientation, religious prejudice or drugs/alcohol..
3. Sunglasses, hats, caps and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Hats must be THS hats only that have been approved by the principal. Hoods are not to be worn. Sun-protective clothing must comply with District and school site dress and grooming standards.
4. Clothes shall conceal underwear at all times. See-through or fishnet fabrics, halter tops, tube tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear.
6. Regulation gym shorts may not be worn in classes other than physical education.
7. Tattoos are to be covered at all times. (District Regulation #5220)

Students appearing on school grounds in violation of the dress policy shall be counseled and sent home, as appropriate, in order to change clothes and dress properly for school. Students may initially be counseled by the teacher with a follow up referral to be filed. A student who willfully and continuously violates the policy may be subject to suspension and/or expulsion.

TORRANCE HIGH SCHOOL IS A CLOSED CAMPUS. ALL STUDENTS WILL REMAIN ON CAMPUS DURING LUNCH. 18 year old students who write their own notes are not permitted to write notes giving permission to leave at lunch and return to school later in the day.

Student picture ID's are provided for all THS students. ID's must be carried during the school day and at all school activities. ASB stickers are affixed and marked on these ID's. Between the hours of 8:00 AM to 3:00 PM, student ID's must be presented upon request of any school staff member or city authority. Students who are not required to be on campus between 8:30 AM and 1:30 PM must get a sticker placed on their ID card verifying this to avoid being given a truancy citation by the Police.

Skateboarding is not permitted on school grounds at any time. Violators will be referred to Torrance Police for violation of 49.2.7 (B) TMC.

Balloons/Flowers/Gifts are not to be carried to classes during the day. Please leave items in the **Student Services** office until the end of the day.

Throwing Items such as food, bottles, trash, water balloons etc. will be subject to disciplinary procedures. Water toys are not permitted on campus. (Saturday Detention)

Spitting on campus is a health concern and will not be tolerated. (Students may be suspended)

Lockers : Students are issued lockers and should lock their personal belongings and books in their own lockers. THS is not responsible for school or personal items missing from your locker. **Do not share lockers. You will be responsible for any illegal items found in your locker.** Lockers are school property and may be searched from time to time for health, safety or maintenance reasons.

Re-admits - students must line up outside of the Attendance Office prior to the first bell - **7:53**. Students who are late may receive one hour of detention.

Lost and Found: Located in the **Student Services Office** - across from the Counseling Office. Students who believe they may be victims of a theft should report this information in the Dean's Office.

Parking: Students may park in designated student parking lots or in legal parking spaces on the streets near campus. The parking lot behind the gym and the Annex are reserved for faculty and staff only. They are off limits to students at all times. Cars will be ticketed and possibly towed. Students must have the appropriate parking permit displayed in order to park in school lots. Permits are available in the Attendance Office.

Parking lots are off limits to students during the school day. Students are not to go to their cars at snack and may not eat lunch in their cars. The gates will be opened before school and from 3:00 - 3:30 PM. Parking permits will be pulled for violation of school rules.

Bicycles: Bicycle parking is available in front of the Counseling Office. Please make sure your bike is locked. Any student under 18 years of age is required to wear a helmet while riding their bikes in accordance with CA. state law. Students may not ride bikes on campus

Eating or drinking in classrooms is not permitted. Students are not to have "sippers" or sports- type plastic bottles. **Vending machines may not be used during class time.**

Football, Baseball, Hacky Sack, Soccer, and other games are confined to grassy areas away from buildings and sidewalks. Only "touch" football is permitted.

Passes: Students out of class during class time must have a "**pink**" **valid written pass** containing the student's name, time, destination, and teacher's signature. Students should request this pass before leaving the classroom.

Off-campus passes are required for students leaving campus. Failure to obtain a pass will result in the student being **TRUANT**. Passes may be obtained in the attendance office. **Athletes leaving prior to the end of the school day must show their athletic pass and school ID to campus security in order to leave.**

Truancy - Students observed leaving school without permission or returning to campus during the day without an appropriate pass will be considered truant and will be cited by Torrance Police and receive Saturday Detention.

Tardies: Tardiness affects citizenship grades and class participation. Tardy sweeps are conducted periodically. Students who are caught in a tardy sweep without a valid pass will be assigned one hour of community service with a valid ID. Students without ID will be assigned 2 hours.

Forged notes: Students who forge notes will receive Saturday Detention and be referred to Torrance Police.

Playing cards are permitted on campus during snack and lunch. However, **gambling** is illegal in California and students will be referred to the Police Department.

Rev. 7/12/04

TORRANCE HIGH SCHOOL

California Distinguished School



SCHOOL RULES AND EXPECTATIONS 2019 – 2020

The Torrance High School community is dedicated to creating and maintaining an environment that fosters democratic ideals and good citizenship; nurtures mutual respect and individual differences; develops life long learners and productive members of society; encourages critical thinking and problem solving; and recognizes personal responsibility for the well being of the environment and global society.

Regular attendance is the first requirement for a successful high school experience. Students preparing themselves for their life work need to regard daily attendance and punctuality as fundamental for later success. Irregular attendance is a handicap in school and on the job.

Education Code 48200. Compulsory Attendance. Each person between the ages of 6 and 18 is subject to compulsory full-time education.

Each teacher will discuss with their students the expectations and consequences of their behavior in class. If problems continue to occur the student will be referred to the Assistant Principal or the Dean of Students for further action.

The goal of our disciplinary program is to hold the student responsible for his or her actions, while continuing to provide a positive, educational experience. We believe that our policy will help to insure a campus environment that is clean, safe, and conducive to learning. We are confident that if we are clear about our standards, and firm and consistent in enforcing them, student's behavior will, in most cases, meet our expectation

The staff and students at our school actively protect the **SAFETY** of this campus. We enforce a policy of **ZERO TOLERANCE**, which means that the following violations will result in immediate **suspension** and **expulsion** from the Torrance USD:

- POSSESSION OF A FIREARM (including imitation firearms)
- POSSESSION OF AN EXPLOSIVE
- BRANDISHING A KNIFE
- SALE OF A CONTROLLED SUBSTANCE INCLUDING ALCOHOL
- COMMITTING OR ATTEMPTING TO COMMIT A SEXUAL ASSAULT OR BATTERY
- HARASSING, THREATENING OR INTIMIDATING A WITNESS

