SEPARATE COVER ITEM 14.2.6 MIDDLE SCHOOL SAFETY & VIOLENCE PREVENTION HANDBOOKS

MEETING: MAY 26, 2009

Changes have been made to the TUSD Middle School Handbook since the publication of last year's edition. The following table denotes the changes which appear in the 2009-2010 edition and the pages on which they can be found:

<u>Page</u>	Change
4	HIV/AIDS Prevention Instruction added
4	RIDE(Regional Immunization Data Exchange) added
7	Addition to Parents' Rights
7	Addition to Parents' Responsibilities
9	Search and Seizure added
10	Correction to "Appealing a suspension Point 1
11	SAP(Student Assistance Program) added
12-13	Additions to Education Code Section 48900
14	Additional explanation for Ed Code 48900 (a1)
16	Additional explanation for the notes regarding Ed
	Code 48900(c)
25	Ed Code 48900 (r): new addition
25	Ed Code 48900.3 and .4: New explanation
26	Hats and Protective Headwear: adjusted explanation
26	Unauthorized Group apparel addition
28-29	Bullying Prevention Policy addition
29	Conflict Resolution addition
39	Make-up Work addition

Parents and students are responsible for reading the *entire* Handbook. The changes above have been noted in **bold lettering** for your ease in referencing them as you review the Handbook with your student.

Tracy Unified School District

1875 W. Lowell Avenue Tracy, CA 95376

MIDDLE SCHOOLS (6th-8th)

School Safety and Violence Prevention Handbook

"The future belongs to the educated"

TABLE OF CONTENTS

TITLE	PAGE NUMBER
HEALTH	4
ACADEMIC HONESTY	4-5
ATTENDANCE	5
Tardy Policy	
CLASSROOM DISCIPLINE	5
DISCIPLINE PHILOSOPHY	5-6
CONDUCT CODE FOR STUDENTS-SCHOOL COMMUNITY	6-8
Student's Rights & Responsibilities	
o Parent's Rights & Responsibilities	
o Teacher's Rights & Responsibilities	
o Administrator's Rights & Responsibilities	
 School Board's Rights & Responsibilities 	
DISCIPLINARY VIOLATIONS AND CONSEQUENCES	8 - 25
 Due Process 	
Detention	
Alternate Placement	
Search and Seizure	
Suspension from School	
Teacher Suspension	
Principal/Assistant Principal Suspension	
Social Probation	
Appealing a suspension and/or Conditions of Probation	
SAP	
DART	
Expulsion from Tracy School	
❖ Definition and Length of Expulsion	
❖ Authority to Expel	
Grounds for Suspension and Expulsion	
EDUCATION CODE 48900	
• Subsection (a)	
Subsection (b)	
• Subsection (c)	
• Subsection (d), (e)	
• Subsection (f), (g), (h), (i)	
• Subsection (j)	
• Subsection (k)	
• Subsection (I)	
• Subsection (n), (n), (o), (p), (q)	
EDUCATION CODE 48900.2	
Sexual Harassment	
EDUCATION CODE 48900.3 and 48900.4	
Hate Violence/Bullying/Harassment	
STUDENT CONDUCT CODE	

DRESS STANDARDS	25 - 26
Confiscated Items	
Hats/Sun Protective Headwear	} .
• Footwear/Shoes	
Scholastic Eligibility	1
Unauthorized Group Apparel is Prohibited	
LIBRARY FINES AND RESTITUTION	26
PROMOTION/RETENTION	27-28
Sixth and Seventh Grade Earned Promotion	
❖ Eighth Grade Promotion Activities Behavior Standards	
❖ Eighth Grade Promotion Ceremony Dress Policy	
BULLY PREVENTION POLICY	28 - 29
SEXUAL HARASSMENT- DETAIL	29 – 33
UNAUTHORIZED GROUPS	34 - 38
PARENT'S GUIDE TO HOMEWORK	38 - 39

HEALTH

Vision and hearing screenings will be done for grades K, 2, 5 & 8.

HIV/AIDS PREVENTION INSTRUCTION

Californina State law requires that HIV/AIDS prevention education is taught in middle school and in high school. If comprehensive sexual health education is taught, the District shall follow state laws (Education Code 51933). The District may not pick and choose topics to teach. HIV/AIDS prevention instruction includes:

- Information on HIV/AIDS and how it affects the body.
- How HIV is and is not spread.
- Discussions of ways to lower risk of HIV, including:
 Sexual abstinence and the latest medical information on ways to prevent sexually transmitted HIV infection.
- Discussion of the public health issues related to HIV/AIDS.
- Places for HIV testing and medical care.
- Making good descisions and staying away from risky activities.
- Dsicussion about society's views on HIV/AIDS and people with HIV/AIDS.

You can examine instructional materials at your school site or in the District's IMC department. If you have questions, please contact the teacher or principal at your child's school. State law allows you to remove your student from comprehensive sexual health education or HIV/AIDS prevention education. If you do not want your student to participate in the comprehensive sexual health or HIV/AIDS prevention instructional program, please give written notice to the teacher prior to the introduction of the unit. The goal of the comprehensive health and sexual education program is to help students learn the facts and to make good descisions now and later in life.

RIDE

(Regional Immunization Data Exchange)

We are now authorized users of RIDE (Regional Immunization Data Exchange). RIDE is a computer-based program that helps us keep track of your child's shots and contact you when shots are due. The information in RIDE is confidential. Your information will only be shared with <u>authorized</u> users such as (a) A doctor, clinic, or hospitals (b) school or day care centers (c) WIC (d) health care plans (e) California Department of Public Health Immunization Branch. As the parent/legal guardian of your child, you do have the right to refuse to participate in this program. For more information please call your healthcare provider. RIDE Immunization Registry is a program of San Joaquin County Public Health Services (209) 468-2292 www.izride.com

ACADEMIC HONESTY

All work submitted by students should be a true reflection of their effort and ability. If it is not, then the student has demonstrated unacceptable behavior. The following instances are considered cheating:

- > Claiming credit for work that is not the product of one's own honest effort.
- > Providing unwarranted access to materials or information so that others may dishonestly claim credit.
- > Submitting work done entirely or in part by another person.
- > Giving test answers to another student or getting test answers from another student.
- > Representation of another person's words or ideas as your own by not properly citing the source and giving the author credit.
- > Copying from the internet and from another student.
- Knowledge and tolerating of the foregoing circumstances.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education. Students w cheat should expect to be confronted by their teacher and be subject to the following penalties.

- A "zero" on submitted work.
- Possible disciplinary referral.

4.

> Notification of parents.

If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will be referred to the Principal/Designee for a formal hearing of those concerned (student, teacher, parents, counselor, administrator). Consequences may include suspension from class, school, or loss of class credits.

ATTENDANCE: COMPULSORY ATTENDANCE REGULATIONS

- 1. Education Code 48260 -- Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.
- 2. Education Code 48261 -- Any pupil who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the Superintendent of the district.
- 3. Education Code 48262 -- Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261.
- 4. Education Code 48263 -- If any minor pupil in any district of a county is an habitual truant, or is irregular in attendance, as defined in this article, or is referred to a school attendance review board, the supervisor of attendance, or such other persons as the governing board of the school district or county may designate, making such referral shall notify the minor and parents/guardians of the minor, in writing, of the name and address of the board to which the matter has been referred and of the reason for such referral. The notice shall indicate that the pupil and parents/guardians of the pupil will be required, along with the referring person, to meet with the school attendance review board to consider a proper disposition of the referral.

TARDY POLICY FOR UNEXCUSED CLASSROOM TARDIES

Tardy

Students are tardy to class if they are not in their seat and quiet when the final bell rings. Please refer to school site tardy policy.

SART

School Attendance Review Team- SART may be conducted after a student has been declared truant. During this meeting a plan may be developed to correct a student's attendance.

SCHOOL ATTENDANCE REVIEW BOARD

A board comprised of teachers, administrators, counselors, law enforcement officials, and community representatives that utilize school/community services to help students resolve problems dealing with irregular school attendance or habitual truancy. The School Attendance Review Board also has the authority to refer habitually truant students, as well as their parents, to the District Attorney for appropriate legal action.

CLASSROOM DISCIPLINE

At the Middle Schools, if a student chooses not to be responsible, the teacher may take the following action:

- 1. Warning, detention, or referral (teacher will contact the parents the same day on referrals).
- 2. Automatic referral to the office for severe disruptions.
- 3. Systematic exclusion from class for constant or consistent disruption. A student-parent-teacher conference with an administrator will be held before this is put into effect with a student.

NOTE: Detention is to be served the same day or the following day. For extension of time, students must bring a note from a parent. If a student does not serve the detention, the teacher will contact the parent and double the detention time. A student who continues to not serve detention ("no show") will receive a disciplinary referral.

DISCIPLINE PHILOSOPHY

It is important that each individual develop sound social judgment and be allowed frequent opportunities to exercise this judgment and the self-discipline which must accompany it.

Students and teachers are entitled to an environment in which maximum learning and teaching can take place. In order to guide students to become responsible, self-disciplined individuals who are free to pursue academic studies, an appropriate amount of external discipline might be necessary.

All societies have rules. All students are expected to obey all classroom and school rules. Our aim is to improve the learning environment through positive reinforcement of good behavior and consistently applied consequences for inappropriate behavior.

With the cooperation of parents, parent volunteers, students, and school personnel, we can maintain schools where teachers teach and children learn.

We suggest that you retain this Handbook as a reference and for periodic reminders to your child.

FOR MORE EFFECTIVE COMMUNICATION ...

WHEN YOU HAVE A QUESTION OR CONCERN REGARDING YOU CHILD, PLEASE ...

RIGHTS & RESPONSIBILITIES RELATED TO DISCIPLINE FOR STUDENTS, PARENTS, CLASSIFIED STAFF, TEACHERS, ADMINISTRATORS, SCHOOL BOARD MEMBERS, & PARENT VOLUNTEERS WHERE APPLICABLE

EACH STUDENT HAS A RIGHT TO ...

- be taught the required curriculum in a professional manner.
- have a positive learning environment maintained in the classroom.
- be treated respectfully.
- attend school without harassment by other students.
- discuss grades, assignments, and discipline with the teacher in private, provided such a discussion is conducted with courtesy and consideration.
- fair treatment and due process.

EACH STUDENT HAS A RESPONSIBILITY TO ...

As a part of the Middle School's discipline policy, all students will be informed of their teacher's individual classroom rules and expectations. These will be discussed thoroughly at the beginning of the school year. If students break these classroom rules, each teacher will have the option to handle the situation according to his/her professional judgment, which may include after-school detention. In serious cases and/or repeated offenses, the consequences can include a disciplinary referral to the office.

The Principal/Designee will talk with the pupil about the problem and, if the problem is serious enough, the pupil's parent will be contacted. Occasionally a pupil will be suspended from school if other means of discipline fail to improve conduct. Most of the students at the Middle Schools rarely have any serious problems, but if they feel that they might have trouble, it is much better to see the Principal/Designee BEFORE problems actually happen, rather than wait until they are in trouble. Additionally:

- Students are responsible to all authorized school employees, and are expected to obey instructions quickly, quietly, and courteously, the first time.
- Students will obey all classroom and school rules.
- Students will treat others with courtesy and respect. This includes keeping hands, feet and objects to oneself. No vulgarity.

- Dishonesty, teasing, or put-downs including but not limited to race, religion, ethnic origin, size, or handicap are not allowed.
- Students will attend school daily unless ill or legally excused.
- Students will come to class prepared to work and will remain until dismissed by the teacher.
- Each student will have a pencil and/or pen, paper and binder as required by the individual teacher.
- Students will remain seated until the bell rings and the teacher dismisses the class.
- Since tardies affect academic pursuits, a student will be considered tardy if he/she is not in his/her seat and prepared to work when the tardy bell rings.
- Students will complete all assignments and meet deadlines.
- No gum, food, candy, or drinks will be allowed in class without prior permission.

EACH PARENT HAS A RIGHT TO ...

- be treated respectfully.
- expect his/her child to attend a school which emphasizes learning and growing in an environment free of detrimental influences.
- be informed of disciplinary problems and actions.
- due process for his/her child.
- visit the school and observe programs when prior arrangements have been made.
- be provided with a qualified translator when 15% of the students in school speak that language.

EACH PARENT HAS A RESPONSIBILITY TO ...

- be aware that he/she is <u>legally</u> obligated to share responsibility with the school for the behavior of his/her child while he/she is in transit or at school.
- understand and support local school behavior standards.
- help the child understand, accept, and respect all school rules.
- cooperate with school officials in carrying out appropriate disciplinary actions and seek out appropriate community agencies for assistance when necessary.
- Bring all issues, problems or concerns happening at school regarding other students to the site administration. <u>DO NOT</u> confront or address issues, problems or concerns with other students, with the student(s) in question, in person or directly.
- reinforce educational achievement of his/her child and communicate achievements at home to school staff for reinforcement at school.
- ensure regular and prompt attendance and notify the school in the event of an absence or tardiness.
- read all communications which come from school and respond when requested.
- be financially responsible for their children losing school materials/equipment and/or causing damage to school property or personal property of any school employee.
- send children to school clean, rested, well-nourished, appropriately dressed, and ready to learn.

EACH TEACHER HAS A RIGHT TO ...

- assign seats.
- require detention for up to one hour after school.
- give grades he/she considers appropriate.
- require compliance with classroom and school rules.
- expect students to obey directions.
- be treated respectfully.
- expect work to be completed on time.

EACH TEACHER HAS A RESPONSIBILITY TO ...

- provide a safe, secure, positive learning environment.
- review and enforce with students the district discipline policies and school rules.
- communicate regularly with students, parents, and appropriate school personnel regarding behavior problems and proposed solutions, and/or academic progress, as well as outstanding student achievements.
- inform parents of rules and policies related to behavior and discipline.
- exhibit fair, consistent treatment of all students.

EACH ADMINISTRATOR HAS A RIGHT TO ...

- be treated respectfully.
- expect students, parents, and teachers to cooperate with the administration of state laws, district policies, and school rules which
 govern the operation of the school.
- expect parents to communicate their concerns, questions, and suggestions first with the teacher and then the school administrator.
- give consequences for violation of the education code, state and federal laws.
- investigate violations and question students without parental consent.
- search and seizure with reasonable suspicion without parental consent.
- inform law enforcement agencies and ask for assistance/collaboration regarding student violation of state and federal law.
- request law enforcement agencies to investigate violations, and/or question students without parental consent.

EACH ADMINISTRATOR HAS A RESPONSIBILITY TO ...

- create a safe, secure, positive teaching-learning environment by properly exercising authority assigned by the School Board, the Superintendent, and state laws.
- communicate to parents, staff, and students the state laws, district policies, and school rules which govern behavior expectations.
- assist students, parents, and staff in seeking solutions to problems.
- establish procedures for encouraging and recognizing positive behavior.
- be fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- maintain open lines of communication between school and home.

THE SCHOOL BOARD HAS A RIGHT TO ...

- be respected as the policy formulating body of the school district.
- expect students, parents, teachers, and administrators to comply with state laws, and district policies as established by the Governing Board.
- expect parents to communicate their concerns, questions, and suggestions first with the teacher, then with the administration, and finally with the Governing Board.

THE SCHOOL BOARD HAS A RESPONSIBILITY TO ...

- establish policies and procedures which create a safe, secure, positive teaching-learning environment at each of the district's schools.
- assist students, parents, and staff in seeking solutions to problems by directing them to the appropriate administrative office.
- insure that administrators are fair, firm, and consistent in enforcing district policies and school rules, and in decisions affecting students, parents, and teachers.
- establish policies and procedures for encouraging and recognizing positive student behavior.
- establish policies and procedures which maintain open lines of communication between school and home.

DISCIPLINARY VIOLATIONS AND CONSEQUENCES

Due Process

Students facing major disciplinary action (such as suspension, expulsion or transfer to another school) have a right to a fair hearing. The process requires that procedures be established to guarantee that penalties which deny access to educational opportunity are administered for good and just cause.

Due process procedures entitle students to: 1) oral or written notification of the charges; 2) explanation of the evidence; 3) opportunity to present his/her side of the story; and 4) a right to appeal decisions resulting in major disciplinary action to the next higher authority.

The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. The nature of the corrective action must be reasonably related to the nature and circumstances of the violations.

It is hoped that students will never place themselves in a situation requiring the protection of due process. However, if a student does become involved in a situation in which a suspension, expulsion, or transfer might result, both the student and his/her parents will be given a more detailed description of the due process procedures.

Detention

Students may be assigned detention as a part of the Student Conduct Code. Detention can be assigned by the teacher or site administration. The detention can involve doing school work or community service for the school. Detention may be assigned at break, lunch, or after school. Parents not wishing children to serve detention at lunch or break must send a note to the school indicating that your child will not serve detention at that time and your child will be given an alternate time in which to serve the detention. ADMINISTRATIVE DETENTION is voluntary (per administration) when used in lieu of suspension.

Alternate Placement

The Alternate Placement program provides the staff at the Middle Schools with an alternative to student suspension from school, thus allowing designated students to spend more days at school. Alternate Placement may include detention, Administrative Detention, support room, assignment to another classroom or office. Students assigned to Alternate Placement must bring an appropriate amount of assigned class work from their regular classes. Violation of Alternate Placement rules and regulations will result in an immediate referral to the office for appropriate disciplinary action.

Search and Seizure (BP 5145.12)

<u>Search and Seizure:</u> Board Policy 5145.12 explains district policy and procedures on search and seizure, including the use of breathalyzers and metal detectors.

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search and seizure of students, their property, their lockers and/or vehicles by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure.

When possible, staff may use a metal detector when searching an individual for weapons.

The parent/guardian of a student subjected to an individualized search shall be notified by the district as soon after the search as possible.

Suspension from School

<u>Definition:</u> Suspension means removal of a student from on-going instruction for disciplinary purposes.

Teacher Suspension of a Student

A teacher may suspend, for any of the reasons contained in Section 48900 of the Education Code, any student from his/her class for the day of the suspension and the following day.

- 1. When a teacher suspends a student for any of the reasons contained in Section 48900, the teacher shall immediately report the suspension to the Principal/Designee for appropriate action.
- As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent/teacher conference regarding the suspension. A counselor should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.
- 3. A suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the Principal/Designee.

Principal/Designee Suspension of a Student

The Principal/Designee may suspend and/or place a student on probation for any of the reasons contained in Education Code Section 48900 and/or 48915. The suspension shall be limited to five (5) consecutive school days per offense.

- 1. Suspension shall be preceded by an informal conference between the student, a certificated school employee and whenever practicable, the teacher or supervisor who referred the student to the Principal/Designee. At the conference the student shall be informed of the reason(s) for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in support of his/her defense. The conference may be omitted if the Principal/Designee determines that an emergency situation exists, in that there is a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, then a meeting shall be held as soon as practicable, but not later than two (2) school days from the day the suspension is ordered unless the student is physically unable to attend due to hospitalization, incarceration, etc., in which case the conference will be held as soon as the student is physically able to return to school unless the student waives the right to the conference.
- 2. At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent/guardian in person or by telephone. A school employee shall also report the suspension of the student to the Director of Student Services.

- 3. A notice of the suspension shall be mailed by a school employee to the parent/guardian in the primary language of the parent/guardian; if practicable, containing each of the following:
 - a. A statement of the facts leading to the decision to suspend.
 - b. The day and time the student will be allowed to return to school.
 - c. A statement of the parent's or the student's right to have access to the student's record as provided in Education Code 48914.
 - d. A request that the parent/guardian attend a conference with school officials regarding the student's behavior, including notice that State law requires parents or guardians to respond to such request without delay.
- 4. White parents or guardians are required to respond without delay to a request for a conference regarding their child's behavior, no penalties may be imposed on the student for the failure of the parent/ guardian to attend such conference. In addition, the student's re-admission shall not be contingent on the attendance of the parents or guardian at such conference.
- 5. The pupil is in the complete custody and jurisdiction of his/her parents or legal guardian during the entire period of suspension.
- 6. The pupil is not to loiter on or near any school grounds at anytime, or attend any school activities, no matter where such activities may be taking place.
- 7. The teacher of any class from which a student is suspended <u>may</u> require the suspended student to complete any assignments and tests missed during the suspension. In addition, a suspended student <u>may</u> be allowed to complete all assignments and tests missed during the suspension which can be reasonably provided, and upon satisfactory completion, given full credit therefore. (Education Code 48913.)

Social Probation

A student will be placed on social probation for dances after a one to five-day suspension. The social probation will prohibit the student from attending any dance that falls within nine (9) weeks of the suspension. After a student has three suspensions or a total of seven days of suspension, the student will be excluded from all dances, athletic teams, and athletic team events for the remainder of the school year. Students may be excluded from assemblies and field trips if their presence would be disruptive. If social probation occurs during the last weeks of school for an eighth grader, it will include restriction from all activities except those which fall under the Promotion Behavior Standards. Certain severe violations of the school discipline policy will also result in social probation (see Disciplinary Violations and Consequences). SOCIAL PROBATION applies throughout as a consequence.

Appealing a suspension and/or Conditions of Probation

The student or the student's parent/ guardian may appeal the suspension and/or conditions of probation imposed by the Assistant Principal to the Principal of the school. This appeal must occur within ten days of the incident. If the appeal is not resolved at the school site by the Principal, then the student or the student's parent/ guardian may appeal the suspension and/or conditions of probation to the Superintendent or the Superintendent's designee. A meeting, if requested, must be held within three (3) school days of the time that the Superintendent or the Superintendent's designee receives the request for an appeal.

Under the provisions of Education Code 48914, the District has established the following procedures for appealing a suspension taken by the school:

- 1. The student or student's parent/ guardian may appeal a suspension and/or other disciplinary action imposed by the Principal/Designee of the school. The appeal shall be filed within ten (10) days of the time that the suspension and/or other disciplinary action took place. A meeting, if requested, must be held within three (3) school days of the time that the Principal received the request for the appeal. The Principal shall make a decision regarding the appeal within two (2) school days.
- 2. If the appeal is not resolved at the school site by the Principal, then the student or the student's parent/guardian may appeal the suspension to the Superintendent or the Superintendent's designee. The appeal shall be filed within ten (10) school days of the time that the Principal renders his/her decision. A meeting, if requested, must be held within three (3) school days of the receipt of the Superintendent or the Superintendent's designee. The procedure shall be as follows:
 - a. The Superintendent or Superintendent's designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
 - b. The student may designate a representative to be present with him/her at the meeting, but the representative shall not serve as legal counsel unless the district has a legal counsel present to represent the school district.
 - c. At the meeting the Superintendent or Superintendent's designee shall review all written documents in the case; and the student's parents or guardian and/or representative address the Superintendent or Superintendent's designee on the evidence or the appropriateness of the penalty.
 - d. The Superintendent or Superintendent's designee shall make a decision within five (5) school days. If the Superintendent or Superintendent's designee determines that no violation occurred, all record and documentation regarding the disciplinary proceedings and suspension shall be immediately destroyed and no information regarding the meeting shall be placed in the student's permanent record file. If the Superintendent or Superintendent's designee determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension and/or other disciplinary action sharbe revised to indicate only the facts leading to the penalty imposed by the Superintendent or the Superintendent's designee.

SAP

The Student Assistant Program (SAP) is designed for students experiencing behaviors that result in serious barriers to learning. The primary focus areas of concern are: attendance, academics, behavior and health. SAPs are designed to provide an intermediate level of intervention when classroom and school site interventions have not been successful. Parent and student involvement in the SAP intervention process is critical. The goal of SAP is to prevent further loss of classroom time due to behaviors that may lead to suspension and/or expulsion. Progressive discipline/intervention may include a S.A.P. referral prior to a DART.

DART

Discipline and Attendance Review Team- a DART is utilized at 10 days of suspension. It is used as a means to develop a plan regarding student's discipline and behavior.

EXPULSION FROM TRACY PUBLIC SCHOOLS

Definition and Length of Expulsion

Expulsion means the removal of a student from the immediate supervision and control, or the general supervision of school personnel for more than five (5) consecutive school days. The expulsion shall remain in effect until the governing board orders the re-admission of the student. At the time of the expulsion, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred unless expulsion under 48915 which may include a full year expulsion, when the student may apply for re-admission to school.

Authority to Expel

The governing board may expel students for any of the reasons contained in Education Code 48900 and/or 48915. Such action, except for single acts of a serious nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension, have failed. The Principal is required to recommend expulsion for the following acts (Education Code 48915):

- 1. Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:
 - a. Causing serious physical injury to another person, except in self-defense.
 - b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
 - c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - d. Robbery or extortion.
 - e. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- 2. Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- 3. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 4. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- 5. The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- 6. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certified school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- 7. Brandishing a knife at another person.
- 8. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 9. Committing or attempting to commit a sexual assault as defined in subdivision (n) or Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 10. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- 11. Is appropriately prepared to accommodate pupils who exhibit discipline problems.

- 12. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
- 13. Is not housed at the school site attended by the pupil at the time of suspension.
- 14. Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds, violated subdivision (f), (g), (h), (i), (j), (k), (l),(m), or (o) of Section 48900.3 or Section 48900.3, and either of the following:
- 15. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- 16. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

SUSPENSION AND EXPULSION FROM TRACY PUBLIC SCHOOLS

GROUNDS FOR SUSPENSION AND EXPULSION

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clover cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil mabe 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.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical Injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Grounds for suspension and/or expulsion also include Education Code Sections:

48900.2 In addition to the reasons specified in section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendant or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of section 233.

and 48915 (c) The principal or superintendant of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off of school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of section 48900.
- (5) Possession of an explosive.

STUDENT CONDUCT CODE

Most students at Art Freiler, Earle Williams, George Kelly, Monte Vista, North and Poet-Christian obey all school rules, display excellent citizenship and realize rules are established for everyone's help and protection. This conduct code outlines behavior expectations for students and gives examples of possible consequences should rules be broken. Parents and the school are partners in good discipline. The school will notify parents, whenever possible, if their student is having a behavior problem at school. We enjoy and anticipate good parent support for our discipline plan. State law and good parenting require parents to respond to all school requests for parent conferences. Notification of parents will include telephone calls and/or written communications.

The Student Conduct Code provides an indication of the types of behavior violations and potential consequences that may apply to students whose behavior is related to school activity or attendance which occur at any time, including but not limited to the following:

- (1) While on school grounds.
- (2) While coming to or going from school.
- (3) During the lunch period, whether on or off the campus.
- (4) During the period that school is in session when the student is truant from school.
- (5) During, or while going to or coming from, a school sponsored activity.

A student transferring from one middle school to another within the Tracy School District during a school year will be held accountable for his/her behavior record at the original school. (i.e. the behavior record transfers to the new school and is not canceled by the move).

All behavior violations shall be cumulative, regardless of the fact that they may pertain to different offenses. Also, in rare instances, the consequences outlined in the Student Conduct Code may be MODIFIED due to unusual circumstances. NOTE: Serious violations or violations of different sections of the Education Code can lead to maximum consequences on the first offense.

Unauthorized Group-related Conduct/Activity

Unauthorized Group-related Conduct/Activity on all school campuses and/or adjacent to the campus during all school sponsored events is a threat to the safety of others and is STRICTLY PROHIBITED.

EDUCATION CODE 48900

Subsection (a)

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.

	First Offense	Second Offense	Third Offense	Maximum
1. Agitation: EC-48900 (a)	Detention,	Administrative	2-5 day suspension.	Five (5) day suspension
Inciting Violence- Subject	Administrative	Detention or 1-5 day		and recommendation for
but not limited to: Threats,	Detention or 1-5 day	suspension.		expulsion, police
verbal, written or physical,	suspension.			contact.
possession or creation of slam				
books, participation in				
birthday punches or other				
such inappropriate hitting or				
touching, pictures, poems or				
stories depicting bodily		* * * * *		
injury towards students or				
staff.				
2. Continuing to Engage in	5 day suspension and	5 day suspension	5 day suspension	5 day suspension and
Combat: EC-48900 (a)	possible	and recommendation	and recommendation	recommendation for
A student who continues to	recommendation for	for expulsion.	for expulsion.	expulsion.
engage in combat and causes,	expulsion.			
attempts to cause, or threatens				
to cause harm after being		1 No. 1		
directed to stop and/or being				
separated by school	·	·		
personnel.				
3. Fighting: EC-48900 (a)	1-5 day suspension;	2-5 day suspension;	3-5 day suspension	5 day suspension and
Mutual combat in which both	possible	possible	and possible	possible
parties have contributed to	recommendation for	recommendation for	recommendation for	recommendation for
the situation by verbal and/or	expulsion and possible	expulsion and	expulsion and police	expulsion and police
physical action; or when a	police contact.	possible police	contact.	contact.
fight has been provoked by		contact.		
one person. Physical injury to				
another student.				
4. Hazing, Initiation and/or	1-5 day suspension	1-5 day suspension	1-5 day suspension	1-5 day suspension
Intimidation: EC-48900 (a)	and possible	and possible	and possible	and possible
Participating in or conspiring	recommendation for	recommendation for	recommendation for	recommendation for
to engage in harassing acts	expulsion.	expulsion.	expulsion.	expulsion.
that injure, degrade, or				
disgrace.				

ſ	5. Physical Injury: EC-	Five (5) day	Five (5) day	Five (5) day	Five (5) day	
	48900 (a)	suspension,	suspension,	suspension,	suspension,	
_{	Attempts to injure or threats	recommendation for	recommendation for	recommendation for	recommendation for	
	of force or injury to school	expulsion and police	expulsion and police	expulsion and police	expulsion and police	
· - í	personnel, their family or	contact.	contact.	contact.	contact.	
Ì	their property.					
Ì	6. Third Party Engaging in	Five (5) day	Five (5) day	Five (5) day	Five (5) day	
	Combat: EC-48900 (a)	suspension and	suspension and	suspension and	suspension and	
	A third party student who	possible	possible	possible	recommendation for	
ļ	attempts or threatens to cause	recommendation for	recommendation for	recommendation for	expulsion.	
1	harm to one or all of the	expulsion.	expulsion.	expulsion.		
- 1	students involved in Combat					
)	(fight).					
	7. Threats of Violence	Counsel student,	Counsel student,	Counsel student,	Counsel student,	
	Expression of an intention	Parent conference,	Parent conference,	Parent conference,	Parent conference,	
Ì	to harm: EC-48900 (a)	and/or Support Room,	and/or Support	and/or Support	and/or Support	
l		Administrative	Room,	Room,	Room/Administrative	
- {		detention, or 1-5 day	Administrative	Administrative	detention, or 1-5 day	
		suspension and/or	detention, or 1-5 day	detention, or 1-5 day	suspension and/or	
-		possible	suspension and/or	suspension and/or	possible	
Ì		recommendation for	possible	possible	recommendation for	
		expulsion.	recommendation for	recommendation for	expulsion.	
			expulsion.	expulsion.		
	8. Unprovoked Attack:	Five (5) day	Five (5) day	Five (5) day	Five (5) day	
i	EC-48900 (a)	suspension,	suspension,	suspension,	suspension,	
	Use of physical violence	recommendation for	recommendation for	recommendation for	recommendation for	
	without provocation.	expulsion and police	expulsion and police	expulsion and police	expulsion and police	
	<u> </u>	contact.	contact.	contact.	contact.	
	9. Unauthorized Group	Parent/guardian con				
	lelated: EC-48900 (a)		ension and recommenda	tion for an expulsion for	r a minimum of nine (9)	
	Violence/Physical Injury to	weeks.			İ	
	a Student.			or readmission to schoo	l after he/she has served	
	When a student causes,	the minimum expulsion period.				
	attempts to cause, or threatens	- 11 recommendation for a formed matter program that is subject to vertice at the time of				
	to cause physical injury to another student as a part of	application for readmission. The plan shall include, but is not limited to: community				
		service; 2) a minimum of nine (9) weeks of counseling; 3) prohibited from violating any				
	any unauthorized group activity, the following shall	one of the subsections (a) through (q) contained in Education Code 48900 associated with				
	result in:	school attendance; 4) prohibited from participating in unauthorized group -related activities; 5) prohibited from flying colors or displaying unauthorized group paraphernalia.				
	result III.					
			for an extension of the	suspension to the Discip	line Review Board	
		Hearing.		And the second second		

Subsection (b)

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

1. Possession of Any Firearm, Knife, Explosive, or other Dangerous Object: EC-48900 (b) Possession, use or sale of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil. Five (5) day suspension, recommendation for expulsion and police notification. The Principal may determine and report to the Governing Board, that suspension and/or expulsion is inappropriate due to the particular circumstances in the incident and has met with the parent/guardian explaining such. Known possession of a firearm at school or at school activities off school grounds verified by a school employee is a required recommendation for expulsion (E.C. Sections 48915, 48915.7).

 			
 First Offense	Second Offense	Third Offense	Maximum

2. Stink Bombs/Pepper	1-5.day	3-5 day	Five (5) day	Five (5) day suspension;
Spray:	suspension.	suspension.	suspension. Possible	recommendation for
EC-48900 (b) Discharge of,	The second of the second		recommendation for	expulsion.
sale of, possession of.			expulsion.	

Subsection (c)

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

NOTE: Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances.

	First Offense	Second Offense	Third Offense	Maximum
1. Alcohol: EC-48900 (c)	A minimum five	Five (5) day	Five (5) day	Five (5) day suspension
Unlawfully furnished,	(5) day	suspension,	suspension and	and recommendation for
possessed, used, or been under	suspension.	social Probation	recommendation for	expulsion.
the influence of alcohol.	social Probation	II and	expulsion.	
Unlawfully sold an alcoholic	I, possible	recommendation		
beverage.	recommendation	for expulsion.		
	for expulsion and		e e e	
	police			
	notification.			
2. Drugs: EC-48900 (c)	A minimum five	A minimum five	Five (5) day	Five (5) day suspension and
A. Unlawfully possessed, used,	(5) day	(5) day	suspension and	recommendation for
or been under the influence of	suspension,	suspension,	recommendation for	expulsion.
any controlled substance as	social Probation	social Probation	expulsion.	
defined in Section 11503 of the	#1 and possible	#2 and		
Health and Safety Code	recommendation	recommendation	•	
	for expulsion;	for expulsion;		1
B. Unlawfully offered,	police	police		
arranged, or negotiated to sell	notification.	notification.		
or furnish any controlled				
substance (drugs), alcoholic				
beverage or intoxicant of any				
kind.				

Conditions of Probation #1 (Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.) The conditions of probation shall include a minimum of nine (9) weeks restriction from all social and extra-curricular activities. The five day suspension is counted toward the nine weeks of restriction from social and extra-curricular activities. The nine weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary period shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. For example, if a student violated the Drug Code during the last week of school, he/she would be required to complete the social restriction the following regular school year. Counseling will also be a condition of the student's probation.

Conditions of Probation #2 (Failure to complete any of the conditions of probation, including mandatory counseling, will result in referring the student to the District Disciplinary Review Board for appropriate action.) The conditions of probation shall include a minimum of eighteen (18) weeks restriction from all social and extra-curricular activities. The five day suspension is counted toward the eighteen weeks of restriction from social and extra-curricular activities. The eighteen weeks of social and extra-curricular activities are counted only during regular school calendar weeks and include counting Winter and Spring break. The student will not be permitted to participate, practice, or play in any extra/co-curricular activity. Students can participate, practice, and play during the summer break. The student's probationary periods shall extend from one school year to the next when needed to complete the prescribed amount of community service and social restriction. The student will be recommended to a substance abuse treatment program.

Important Note to 8th grade Students:

Any student on Probation #1 or #2 may NOT participate in any promotion activity, including but not limited to the following:

- a. Promotion Field Trip.
- b. Promotion Celebration/Dance.
- c. Any other Promotion Activity.

NOTE: Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's school career. If a second offense occurs less than 12 months from the first offense, expulsion may be recommended.

NOTE: Failure to complete ALL conditions of Probation will result in reinstating the expulsion or a referral for a possible expulsion.

NOTE: Violations for drugs, alcohol and drug paraphernalia are cumulative throughout a student's school career.

Subsection (d)

Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any king, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

EC-48900 (d)	Five (5) day suspension from school and recommendation for expulsion.				
Represented					
)rug/Alcohol/Intoxicant Sales					

Subsection (e)

Committed or attempted to commit robbery or extortion.

	First Offense	Second Offense	Third Offense	Maximum
Extortion: EC-48900 (e)	Five (5) day	Five (5) day	Five (5) day	Five (5) day suspension
Acquisition of property from	suspension and	suspension and	suspension and	and recommendation for
another person by using	recommendation for	recommendation	recommendation	expulsion; police contact.
threatening or forceful behavior.	expulsion; police	for expulsion;	for expulsion;	
	contact.	police contact.	police contact.	

Subsection (f)

Caused or attempted to cause damage to school property or private property.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
Property Damage: EC-48900 (f)	Restitution and	1-5 day suspension,	3-5 day	5 day suspension and
Cause or attempt to cause damage	detention,	restitution; possible	suspension,	recommendation for
to school or private property	Administrative	police contact;	restitution;	expulsion, restitution and
including graffiti.	Detention, or 1-5	possible	possible police	police notification.
	day suspension	recommendation	contact; possible	
	and possible	for expulsion.	recommendation	
	recommendation		for expulsion.	
	for expulsion;			
	police contact.			

Subsection (g)

Stolen or attempted to steal school property or private property.

	First Offense	Second Offense	Third Offense	Maximum
Theft: EC-48900 (g)	Restitution and	1-5 day suspension	3-5 day	5 day suspension and
The taking of school or personal	detention,	and possible	suspension and	recommendation for
property without permission.	Administrative	recommendation for	possible	expulsion, restitution and
	Detention, or 1-5	expulsion;	recommendation	police notification.
	day suspension	restitution police	for expulsion,	
	and possible	contact.	restitution and	
	recommendation		police	
and the second second second second	for expulsion;		notification.	
	police contact.			

Subsection (h)

Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

	First Offense	Second Offense	Third Offense	Maximum
Tobacco: EC-48900 (h)	1 day suspension.	One (1) day	Three (3) day	Five (5) day suspension.
Possession or use of tobacco.		suspension.	suspension.	

Subsection (i)

Committed an obscene act or engaged in habitual profanity or vulgarity.

	First Offense	Second Offense	Third Offense	Maximum
1. Vulgarity/ Profanity / Obscene Acts: EC-48900 (i)	Detention, Administrative Detention or	1-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for
	suspension.	*		expulsion.
2. Verbal Abuse: EC-48900 (i) Student's use of abusive language, profanity, or vulgarity.	1-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.	Five (5) day suspension and possible recommendation for expulsion.	Five (5) day suspension and recommendation for expulsion.

Subsection (i) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
Drug Paraphernalia: EC-48900	A minimum five	A minimum five (5)	Minimum five (5)	Minimum five (5)
(j) Had unlawful possession of, or unlawfully offered, arranged, or	(5) day suspension from school;	day suspension and recommendation for expulsion; police	day suspension and recommendation for expulsion.	day suspension and recommendation for expulsion.
negotiated to sell any drug	notification.	notification.		
paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.				

Subsection (k)

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

NOTE: Students may be suspended from school when they have willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

	First Offense	Second Offense	Third Offense	Maximum
1. Bicycles: EC-48900 (k)	Warning and/or	Parent contact and/or	Suspend	Suspend
Bicycles shall be walked while	Support Room.	Support Room.	riding/parking on	riding/parking on
on campus. Bikes must be locked			campus for five	campus from five (5)
with a secure mechanism.			school days and/or	to twenty (20) school
Helmets must be worn while			Support Room.	days.
riding bikes to and from school.			7 7 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
2. Computer Usage:	Administrative	Administrative	1-5 day suspension	3-5 day suspension
EC-48900 (k)	Detention, or 1-5	Detention, or 1-5 day	and possible	and possible
Any use of computers in	day suspension	suspension and	recommendation for	recommendation for
riolation of the District	and possible	possible	expulsion.	expulsion.
Acceptable Use Agreement such	recommendation	recommendation for		
as accessing inappropriate web	for expulsion.	expulsion.		
sites, music, pictures, and/or				
sending or receiving emails, etc.				
that are offensive threatening, or				
otherwise inappropriate.				
3. Detention: EC-48900 (k)	Administrative	Administrative	Administrative	1-5 day suspension.
Failure to serve office detention	Detention, or 1 day	Detention, or 1 day	Detention, or 1-5 day	
without valid written	suspension.	suspension.	suspension.	
excuse/defiance.				
Failure to serve administrative	1 day suspension.	1 day suspension.	1-2 day suspension.	1-3 day suspension.
detention or violation of				
administrative detention rules				
and regulations.				

4. Defiance of Authority:	Detention,	Detention,	1-5 day suspension.	3-5 day suspension
EC-48900 (k)	Administrative	Administrative		and possible
A. Refusal and/or repeated	Detention or 1-5	Detention or 1-5 day		recommendation for
failure to follow school rules	day suspension.	suspension.		expulsion.
and regulations and/or				
severe disruption of school				
activities.				
B. Refusal to take direction	Detention,	1-5 day suspension.	1-5 day suspension.	3-5 day suspension
from a staff member or other	Administrative	i i i		and possible
responsible adult, including	Detention or 1-5			recommendation for
substitutes.	day suspension.			expulsion.
	, , ,			•
C. Extreme defiance of	1-5 day suspension	2-5 day suspension	3-5 day suspension	5 day suspension and
authority and/or verbal	with possible	with possible	with possible	recommendation for
abuse towards an adult.	recommendation	recommendation for	recommendation for	expulsion and police
	for expulsion and	expulsion and police	expulsion and police	contact.
	police contact.	contact.	contact.	
	ponce contact.	Comaci	Contact.	
D. Unauthorized presence on a	Warning: parent	Warning, parent	Report to School	Report to School
school campus.	contact.	contact, detention or	Resource Officer, 1-5	Resource Office 3-5
school campas.	Contact.	administrative	day suspension.	day suspension or
		detention or 1-3 day	day suspension.	possible expulsion.
		suspension.		possioie expuision.
5. Disruptive and/or Safety	Unit confiscated	Unit confiscated,	Confiscation and	Confiscation and
Items: EC-48900 (k)	by school	possible detention,	parent must pick up	parent must pick up
Including but not limited to:	personnel,	and parent must pick	item, Administrative	item, 2-5 day
rubber bands, matches, balloons,	warning, possible	up item.	Detention or 1-5 day	suspension.
squirt guns, toy guns, electronic	detention, and	up nom.	suspension.	See: "Defiance of
devices, laser lights, sunglasses	parent may have to		See: "Defiance of	Authority."
in class, felt marking devices,	pick up item.		Authority."	radionty.
cap guns, poppers, correction	pick up hem.	The second of	radiontry.	
fluid, marking devices, aerosol				
cans, glass bottles, lighters, hats,				
radios, tape recorders, noise		i ·		
making devices, skateboards,				
roller blades, dice, gum, shoe				
1				
skates, sports gloves, scooters,				
etc. 6. Dress Code: EC-48900 (k)		 	 -	
	Warning/ahanga	Change elether	Change elethes	1.5 day managing
Parents are responsible for	Warning/change	Change clothes, parent contact	Change clothes; Support	1-5 day suspension
sending their child to school dressed in a fashion which does	clothes.	1 -	Room/Administrative	and possible
not distract from the instructional		detention/ Support		recommendation
		Room.	Detention,	for expulsion.
process. Students are expected to			and/or 1-5 day	
dress within the guidelines			suspension from	
outlined in the Student	1		school.	
Handbook.*		<u> </u>		1

^{*}Note: Bandannas are prohibited at all times.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
7. Electronic Devices: EC-	Unit confiscated by	Unit confiscated;	Unit confiscated;	1-5 day suspension
48900 (k)	school personnel	Parents must contact	Support Room, or 1-3	from school.
Radios, cameras, IPods, MP3	and returned to the	the	day suspension and	
players, laser pointers, CD	owner via the	Principal/Designee's	Parent to contact the	
players, and tape recorders, but	Principal/Designee	office.	Principal/Designee.	
not limited to, are NOT allowed	at the close of the			
on campus unless authorized by	school day.			
the school administration.				
Students are allowed to have cell				
phones while on campus.				
However, they must be turned off				
and out of sight. Students are not				
to check voicemail, text	:			
messages, or turn on phone	,	. 1		
during the school day.				L

8. Explosives: EC-48900 (k) Maliciously informing any other person that a bomb or other explosive has been or will be placed, knowing that such information is false.	Five (5) day suspension and recommendation for expulsion. In addition, the principal/designee shall report the incident to the police department for appropriate legal action. (Per Penal Code 148.1: "Any person who maliciously informs any other person that a bomb or other explosive has been or will be placed in any public or private place, knowing that such information is false, is guilty of a felony and may be incarcerated in a state prison or the county jail for up to one year.")
9. Fire Alarms: EC-48900 (k) Tampering with a fire alarm or giving false alarms.	Five (5) day suspension and recommendation for expulsion. In addition, the principal/designee shall report the incident to the police department for appropriate legal action. Per Penal Code 148.4: "Any person who tampers with a fire alarm or gives false alarms, is guilty of a misdemeanor punishable by up to one year in the county jail and/or a \$1,000.00 fine."

	First Offense	Second Offense	Third Offense	Maximum
10. Forgery: EC-48900 (k)	Parent contact, Administrative Detention or possible suspension.	1-5 day suspension.	2-5 day suspension, possible recommendation for expulsion, Social Probation.	5 day suspension, recommendation for expulsion.
11. Food Fight: EC-48900 (k)	1-5 day suspension, Social Probation (9 weeks).	Five (5) day suspension, Social Probation (9 weeks) possible recommendation for expulsion.	Five (5) day suspension; recommendation for expulsion.	Five (5) day suspension, recommendation for expulsion.
12. Food Throwing, littering, cafeteria misbehavior: EC-48900 (k)	1-5 day detention and campus/cafeteria clean-up.	Administrative Detention and campus/cafeteria. clean-up, and possible-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for expulsion.
13. Gambling: EC-48900 (k) The playing of a game of chance for stakes.	Detention, Administrative Detention or 1 day suspension.	1-5 day suspension.	2-5 day suspension.	3-5 day suspension.

14. Impedance of Directives: EC-48900 (k)	Warning, 1-5 day suspension, and	Warning, 1-5 day suspension, and	1-5 day suspension and recommendation	1-5 day suspension and recommendation
A student, who obstructs,	possible			
	recommendation for	possible	for expulsion.	for expulsion.
delays, impedes or fails to follow the directives of school		recommendation for		
	expulsion.	expulsion.		And the second
personnel engaged in the			· v	
performance of their duties.	777			
15. Inappropriate Displays of	Warning, parent	Parent contact, 1-2	Parent contact, 1-3	Parent contact, 3-5
Affection: EC-48900 (k)	contact, 1-2 days	days placement in	day suspension.	day suspension.
Physical, verbal, or written	placement in support	support room or		4. 1
contact between students that	room or	administrative		
is not appropriate for public	administrative	detention and		
places.	detention and	possible suspension.		
4 C T (, , , , , , , ,)	possible suspension.	n	D 2.5	D
16. Intentionally running:	Warning, parent	Parent contact,	Parent contact, 3-5	Parent contact,
EC-48900 (k)	contact, and/or 1-2	and/or 1-2 days	day suspension.	3-5 day suspension
Intentionally running to,	days placement in	placement in support		and possible
moving toward, or gathering	support	room/detention		expulsion.
around fights that impede the	room/detention	and/or 1-3 day		
ability of supervisors to control	and/or 1-2 day	suspension.		
the situation and maintain a	suspension.			
safe school.				
17. Inappropriate Symbols:	Student sent home to	Parent/guardian	1-5 day suspension.	Five (5) day
EC-48900 (k)	change clothes or	conference, 1-5 days		suspension.
Wearing or carrying any	provided with	suspension or		
apparel, jewelry, accessory or	alternative clothing.	support room.		
notebook with crude or vulgar	Confiscation of			
lettering, printings, drawings,	jewelry, accessory			•
pictures, symbols that depict	notebook, etc.			
drugs, tobacco, alcoholic				
beverages, or are sexually suggestive.				
18. Leaving campus without	Administrative	Administrative	Administrative	1-5 day suspension.
	Detention and/or	Detention and/or	Detention and/or	1-3 day suspension.
permission: EC-48900 (k)		1	1	
10 T '4 ' FG 19000 (1)	suspension.	suspension.	suspension.	2.5.4
19. Loitering: EC-48900 (k)	Detention.	Detention,	1-5 day suspension.	2-5 day suspension.
Loitering in or about restrooms		Administrative		
and/or locker room, doorways		Detention or 1-5 day		
or anywhere else on campus.	377 11 1	suspension.	1.51	1.5.1
20. Loitering on or around	Warning/detention,	Administrative	1-5 day suspension.	1-5 day suspension.
other school campuses:	Administrative	Detention or 1-5 day		
EC-48900 (k)	Detention, or 1-5 day	suspension.	:	
21 Michabanian danian	suspension. Removal from	Removal from	Social and Activity	Social and Astinity
21. Misbehavior during	ľ		Social and Activity	Social and Activity
assemblies, rallies, dances:	activity; detention,	activity,	Probation (9 weeks),	Probation (9 weeks), 3-5 day suspension.
EC-48900 (k)	Administrative	Administrative	2-5 day suspension.	3-3 day suspension.
	Detention or 1-5 day	Detention, or 1-5		
	suspension.	day suspension.		D71 C 1
22. Out of class without an	1-5 days after school	Administrative	Administrative	Possible referral to
acceptable hall pass during	detention.	Detention or 1 day	Detention or 1-2 days	SARB Social
class time: EC-48900 (k)		suspension.	suspension.	Probation, and
				Administrative
				Detention, or 1-5
	.[1	1	days suspension.

NOTE: Students are allowed to have cell phones while on campus. However they must be turned off and out of sight. Students are not to check voicemail, text message, or turn on phones during the school day.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
23. Roughhousing, wrestling,	Detention,	Detention,	1-5 day suspension.	3-5 day suspension,
chasing, running in the halls,	Administrative	Administrative		possible
etc.: EC-48900 (k)	Detention, or possible	Detention or		recommendation for
	1 day suspension.	possible 1-5 day	, .	expulsion.
<u> </u>		suspension.		
24. Tardies: EC-48900 (k)	Letter home,	Letter home,	Letter home,	Letter home,
Over 30 minutes.	Administrative	Administrative	Administrative	Administrative
	Detention.	Detention.	Detention.	Detention and/or
1				referral to SARB, or
				1-5 day suspension.
25. Truancies or cutting	Administrative	Administrative	Administrative	Administrative
classes for more than 30	Detention, parent	Detention, parent	Detention, parent	Detention, parent
minutes: EC-48900 (k)	notification and/or	notification, 9 weeks	notification, possible	notification, 9 weeks
	suspension.	Social Probation	referral to SARB, 9	Social Probation,
		and/or suspension.	weeks Social	referral to SARB
			Probation and/or	and/or suspension.
	· · · · · · · · · · · · · · · · · · ·		suspension.	
26. Violation of Suspension:	1-5 day	3-5 day suspension.	3-5 day suspension.	1-5 day suspension
EC-48900 (k)	Suspension.			and recommendation
Physically present on the			1	for expulsion.
school campus at any time, in				
the immediate vicinity of				
school premises, or at a school				
- sponsored activity while				
suspended from school.				
NOTE: Per Penal Code				
626.2:				
"No student can be on				
:ampus during suspension."	L		<u> </u>	<u> </u>

27. Videotaping fights: EC-48900 (k) or other violations of school rules. A student who photographs, videotapes, records, reproduces, posts or possesses images of violations of school rules.

Unit confiscated by school personnel and parent must contact principal/designee; warning, or Support Room, or 1-5 days suspension, or Possible recommendation for expulsion.

Subsection (1)

Knowingly received stolen school property or private property.

	First Offense	Second Offense	Third Offense	Maximum
Theft: EC-48900 (l)	1-5 day suspension,	2-5 day suspension,	3-5 day suspension,	Five (5) day
The taking of or knowingly	restitution, and	restitution,	restitution,	suspension,
receiving stolen school or	possible police	recommendation for	recommendation for	restitution,
private property without	contact.	expulsion, and	expulsion, and	recommendation for
permission.		possible police	possible police	expulsion, and
		contact.	contact.	possible police
		<u> </u>		contact.

Subsection (m)

Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

	First Offense	Second Offense	Third Offense	Maximum
Look-Alike Guns:	Possible 1-5 day susp	pension and possible re	commendation for ex	pulsion. (E.C. 48900(m)).
EC-48900 (m)				
Possession of a look-alike gun.				

Subsection (n)

Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Sexual Assault: EC-48900	Parent conference, five (5) day suspension and recommendation for expulsion. Report to a law
(n)	reinforcement agency.

Subsection (o)

Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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.

Witness Intimidation: EC-	Administrative decision may include the following: Parent conference, Support Room or
48900 (o)	suspension from school for 1-5 days and recommendation for expulsion.

Subsection (p)

Unlawfully offered, arranged a sell, negotiated a sell, or sold the prescription of drug Soma.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
Drug Soma: EC-48900 (p)	Five (5) day	Five (5) day	Five (5) day	Five (5) day
Unlawfully offered, arranged a	suspension,	suspension,	suspension,	suspension,
sale, negotiated a sale, or sold	recommendation for	recommendation for	recommendation for	recommendation for
the prescription of drug Soma.	expulsion and police	expulsion and police	expulsion and police	expulsion and police
	contact.	contact.	contact.	contact.
				1

Subsection (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or reinitiating into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

	First Offense	Second Offense	Third Offense	Maximum
Hazing and Harassment EC-	Five (5) day	Five (5) day	Five (5) day	Five (5) day
48900 (q).	suspension,	suspension,	suspension,	suspension,
	recommendation for expulsion and police contact.			
	<u></u>			

Subsection (r)

Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel.

	First Offense	Second Offense	Third Offense	<u>Maximum</u>
Bullying: EC-48900 (r) Act of bullying, including but not limited to, bullying by means of an electronic act.	Warning, detention, Administrative Detention, or 1-5 day suspension; possible	1-5 day suspension, possible recommendation for expulsion, police contact.	2-5 day suspension, possible recommendation for expulsion, police contact.	5 day suspension, possible recommendation for expulsion, police contact.
	recommendation for			
	expulsion, police contact.			
	Harassment	,		
	agreement with students involved.			

Education Code 48900.2

Sexual Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.

	First Offense	Second Offense	Third Offense	Maximum
I. Sexual Harassment	Warning, detention,	1-5 day suspension,	1-5 day suspension,	1-5 day suspension,
Penal Code 212.5	Administrative	possible	possible	possible
Education Code 48900.2	Detention, or 1-5 day suspension; possible recommendation for expulsion, police	recommendation for expulsion, police contact and/or CPS referral.	recommendation for expulsion, police contact and/or CPS referral.	recommendation for expulsion, police contact and/or CPS referral.
	contact and/or Child		the state of the s	
	Protective Service		and the second s	
and the second of the second o	Referral.			

Education Code 48900.3, and 48900.4

Penal Code 422.6

Hate Violence/Hate Bias Incident/Bullying/Harassment: A substantiated charge against a student shall subject that student to student disciplinary action, up to and including suspension or expulsion.

Hate Violence/Hate Bias/Bullying/Harassment	First Offense	Second Offense	Third Offense	Maximum
Harassment or slurs included but not limited to ethnicity, religion, or any	Parent contact, Support Room/administrative	3-5 day suspension and possible recommendation for	3-5 day suspension and possible recommendation for	Five (5) day suspension and possible
handicapping condition.	detention or suspension from	expulsion.	expulsion.	recommendation for expulsion.
	school for 1-5 days			expuision.
	and possible recommendation for			
	expulsion.			
)	

DRESS STANDARDS

The primary responsibility for student dress and appearance rests with the parents. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind. As a guide, students should be dressed in clothing that would be appropriate in the workplace. Wearing apparel shall be neat, clean, safe, and not disruptive to instructional activities. All

students must wear some form of shoes, sandals, or moccasins. Crude or vulgar commercial lettering or printing, and pictures depicting occult messages, drugs, tobacco, alcoholic beverages, racial/ethnic slurs, unauthorized group affiliation or that are sexually suggestive, on shirts, sweatshirts and other wearing apparel are not acceptable. Such items as beach attire, nightwear, bedroom slippers, short shorts/skirts or unsafe accessories are not allowed. No spandex or Lycra material shorts, skirts or dresses. No bott or splits are to be shorter than where the student's fingertips reach when the arms and fingertips are fully extended on the sides. An clothing/accessory that may be deemed dangerous, i.e. chains, steel-toed boots, items with spikes or stude etc. are unacceptable. Clothes, apparel or attire must be sufficient to conceal undergarments at all times. Clothing, apparel or attire that fails to provide adequate coverage of the body, including but not limited to, see-through, fishnet fabrics, tops that do not touch the top of the pants/skirts, tank tops, tube tops, halter tops, off the shoulder or low cut tops or dresses and sagging pants are not allowed. No holes or tears that are revealing. Tank tops or T-Shirts with cut outs under the arms are not allowed. Clothing must fit or may be no larger than one size bigger. Pants must be worn at the waist, not at the hips. No hair rollers, shower caps, bandannas, hairnets, skull caps, wave caps, or other such grooming items are allowed. Tattoos must conform to the dress code.

Confiscated Items

Confiscated items must be picked up on or before the last day of school. Confiscated items not picked up will be discarded.

Hats/Sun Protective Headwear

Students are welcome to wear hats and sunglasses on campus, but maintain a classroom environment that is free of distractions and reflects an academic atmosphere. Sunglasses, hats and other head coverings are not to be worn inside the classrooms and/or at any indoor function except for religious or medical reasons. Sports caps may be worn outside the classroom and during sports but may not be altered. Red or blue headgears are prohibited for safety reasons. Students may write their legal name in the inside band but not on the bill, for identification. Sports caps must be worn forward. Pins or attachments to hats are not allowed. No hair rollers, shower caps, hair sets, skull caps, wave caps, or other such grooming items are allowed. All bandannas of any color are prohibited for safety reasons.

Footwear/Shoes

No flip-flops. Shoes of any type that present a safety hazard are prohibited. For safety purposes in specialty classes, the teacher will determine appropriate shoes.

Unauthorized Group Apparel is Prohibited

Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or according other attribute denotes membership in a gang or group is prohibited. No clothing or articles of clothing (including but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to group or gang that may provoke others to acts of violence are prohibited. Belt buckles with initials or red, blue, or brown web belts, belts hanging out of pants, red, blue or other colored shoelaces, bandanas of any type of color, either worn in hair or displayed in clothing, gloves, towels, suspenders or other items hanging from rear pants pockets or from belt, excessive clothing items of predominately one color, old English style writing on clothing or notebooks are prohibited. Because gang-related symbols are constantly changing, definitions of gang-related apparel may be reviewed and updated whenever related information is received by administrators and/or school safety committee.

If a student is determined to have violated the dress code by wearing unauthorized group colors, he/she will be banned from wearing specific colors or any unauthorized group related apparel.

Students are not permitted to wear hats or other head coverings in class, assemblies, or at any indoor school function. Sunglasses are not to be worn in the classroom. Any student who deviates from the accepted standards set forth in this policy will be required to prepare properly for the classroom before being admitted. Refusal to cooperate will result in disciplinary action.

LIBRARY FINES AND RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY

- 1. Any school site in Tracy Unified School District whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due-process rights, withhold the grades, diploma, transcripts and extra curricular activities of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in Education Code 48900(f).
- 2. The school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts, and extra-curricular activities pursuant to Education Code 48900(f). When the minor and parent are unable to pay for the damages, or to return the property, the school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released and student will be able to participate in extra-curricular activities.

3. The governing board of each school shall establish rules and regulations governing procedures for the implementation of this subdivision. The procedures shall confirm to, but are not necessarily limited to, those procedures established in this code for the expulsion of pupils.

PROMOTION/RETENTION

As early as possible in the school year and in the student's school career, the Superintendent or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, board policy, administrative regulation, and established district criteria. The district has established district promotional standards for promotion and retention in grades 8-9. Students may be retained at other grade levels by using the district prescribed processes. A student who accumulates more than four (4) "F" grades in one academic year will be considered for retention in grades 6, 7 and 8.

During the school year, the student may attend after school remediation classes to meet district promotional standards. Students may also attend summer school to meet district promotional standards. Students may be assigned additional periods. Attendance standards and satisfactory coursework must be maintained to receive credits.

Before promoting a student due to special considerations, students, parents, and staff shall make every effort for the student to have no more than four (4) failing grades in an academic year and meet the district promotional standards.

A student study team will review retentions and promotions from grades 6 to 7 and 7 to 8. Appeals will be forwarded to the principal whose decision will be final.

When an appealing party has a disagreement on promotion or retention of students in grades 8-9, after following prescribed procedures, the principal will refer the matter to the District Placement Appeal Team. The District Placement Appeal Team's decision shall be final.

Further, to participate in the 8th grade promotion activities and to receive an 8th grade certificate, students must meet district promotional standards. Students receiving F's for one-fifth of the grades for that school year (rounded up) will not be eligible for the 8th grade promotion ceremony and promotion activities. Eligibility status will transfer if students change schools and will be converted meet the eligibility standards of the receiving school.

Sixth and Seventh Grade Earned Promotion

- 1. Middle school students who have been retained in the 6th or 7th grades may be considered for an earned promotion at the beginning of the third quarter of their retained year if they maintain at least a 3.0 GPA, with no F's each quarter during both the first and second quarters.
- 2. Those students who are able to maintain a 3.0 GPA over two quarters will earn a promotion to the next grade for the second semester. This will negate the retention at middle school.
- 3. Students who have been retained in the 8th grade are not eligible for an earned promotion to high school.

Eighth Grade Promotion Activities Behavior Standards

Eighth grade students will be denied participation in eighth grade promotion activities as a result of inappropriate behavior in accordance with school standards. Behavior standards are as follows:

- 1. One (1) suspension during the year will cause a warning letter to be sent home about promotion activities.
- 2. Two (2) suspensions, or five (5) total days of suspension during the year will exclude a student from the eighth grade trip.
- 3. Three (3) suspensions, or seven (7) total days of suspension during the year-will exclude a student from the eighth grade promotion dance.
- 4. Four (4) suspensions, or eight (8) total days of suspension during the year will exclude a student from not only the eighth grade promotion ceremony but also all other promotion activities.

Significant improvement in behavior, as determined by the Promotion Review Committee and Principal, may be considered as grounds for the reinstatement of a Promotion privilege. A maximum of one privilege may be reinstated and that privilege will be the last vilege lost. Students who are suspended for serious offenses, which cause a danger to persons or property or threaten to disrupt the operation of the school or a school activity, after the Promotion Review Committee has met, may be excluded from any of the promotion activities.

- Any student excluded from the eighth grade trip, who is truant from school and goes to eighth grade trip that day, will lose the
 next activity.
- Expulsion of an eighth grade student may result in a loss of one or more Promotion activities, including the right to particin the eighth grade promotion ceremony.

Eighth Grade Promotion Assembly Dress Policy

The following guidelines shall be observed in determining appropriate school attire for the eighth grade promotion ceremony:

- 1. All students participating in the eighth grade promotion will wear the school adopted attire during the entire assembly. Students must wear the attire in their original condition and without modification. Students not conforming to this requirement will not be allowed to participate in the eighth grade promotion activities.
- 2. The regular school dress code will also be in effect throughout the eighth grade promotion activities.

6th Grade Extra/Co-Curricular Eligibility

All incoming 6th graders are academically eligible to participate in extra/co-curricular activities. At the end of the first grading period, 6th graders must have earned a "C" average (2.0 on a 4 point scale) and have no course failures.

Bullying Prevention Policy

The Tracy Unified School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

The Tracy Unified School District will not tolerate bullying which shall be defined as: Behavior that means one or more acts by a pupil or a group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, that causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or b means of an electronic act and social isolation or manipulation. An "electronic act" means the transmission of a communication, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

The Tracy Unified School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students whose behavior is related to school activity, students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Tracy Unified School District will provide staff development training on bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Tracy Unified School District will adopt a Student Code of Conduct to be followed by every student.

The Student Code of Conduct includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or staff.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. If the complaint

is not resolved at the school site/principal level the Office of Student Services should be contacted (830-3280). The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students, and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

Staff are expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

CONFLICT RESOLUTION POLICY

The Tracy Unified School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent a conflict, each school within the Tracy Unified School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Tracy Unified School District will provide training to develop the knowledge, attitudes, and skills that students will need to choose alternatives to self- destructive, violent behavior and dissolve interpersonal and intergroup conflict. Tracy Unified School District will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or at a school-sponsored activity, and during lunch period, whether on or off the campus. The Student Conduct Code includes but is not limited to:

Students are to resolve their disputes without resorting to violence.

Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peacefully.

Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence

Students needing help in resolving a disagreement, or students observing conflict may go to the office to contact an adult, or to set up an appointment with peer mediators.

Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult peer mediators. Staff and mediators will keep the discussions confidential.

Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

SEXUAL HARASSMENT

PERSONNEL & STUDENTS (BP4119.11, 4219.11, 4119.111, 4219.111, 5145.7)

It is the policy of the Governing Board of the district to maintain learning and working environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law.

It shall be a violation of this policy for any district employee to harass another district employee, applicant or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for

students to harass other students or district employees through conduct or communications of a sexual nature as defined in Administrative Regulation 4119.11; 4219.11; 4219.111 and 5145.7.

The district further prohibits retaliatory behavior against any complainant or participant in the complaint process concerning sexual harassment.

Definition of Sexual Harassment

- Prohibited sexual harassment includes, <u>but is not limited to</u>, unwelcome sexual advances, requests for sexual
 favors, and other verbal, visual or physical conduct of a sexual nature made by a district employee to a student or
 another district employee, or when made by a student to another student, where:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress; or
 - b. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
 - c. The conduct has the purpose or effect or having a negative impact on the individual's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
- 2. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include, <u>but</u> are not limited to:
 - a. Unwelcome leering, sexual flirtations, or propositions.
 - b. Sexual suggestions or obscene letters, notes, invitations, unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
 - Attempts to pull down pants or gym shorts or flip up skirts.
 - d. Sexual jokes, stories, drawings, pictures or gestures.
 - e. Spreading sexual rumors.
 - f. Touching an individual's body or clothes in a sexual way.
 - g. Impeding or blocking normal movements.
 - h. Purposefully limiting a student's access to educational tools.
 - i. Displaying sexually suggestive objects in the educational or work environment.
 - j. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
 - k. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation or other discipline will be used. Within the <u>educational</u> environment, implying will withhold or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment
 of another employee. Within the educational environment, engaging in coercive sexual behavior to
 control, influence, or affect the educational opportunities, grades, and/or learning environment of a
 student.
 - m. Offering favors or educational or employment benefits, such as grades or promotions, favorable
 performance evaluations, favorable assignments, favorable duties or shifts, recommendations,
 reclassifications, etc., in exchange for sexual favors.
 - n. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be considered.

Procedures - Student Harassment

Any student who feels that he or she is being sexually harassed by an employee, staff member or student in the district should immediately contact the principal or another administrator or faculty member and report the harassment without fear of reprisal. The student does not have to report the harassment to his or her teacher, especially if the student believes that the teacher is the harasser. The student can make this report alone or with his or her parent/guardian.

A district employee who receives a report of sexual harassment of a student or who witnesses the sexual harassment of a student shall immediately report the harassment to the Assistant Superintendent for Human Resources (if alleged harassment is by a district employee) or the principal or principal's designee (if the alleged harassment is by another student). Administrators, upon receiving a sexual harassment report from a student, shall inform the student of his or her rights and shall make every effort to assist the student in securing those rights. The administrator shall provide the student with a copy of the sexual harassment policy as well as the Administrative Regulation which contains procedures for filing complaints regarding sexual harassment.

Each complaint of sexual harassment shall be promptly investigated in a way that attempts to respect the privacy of all parties concerned. Formal complaints of sexual harassment filed in accordance with the complaint procedures contained in Administrative Regulation 4ll9.ll; 42l9.ll; 4119.111; 4219.111 and 5l45.7 will be investigated in accordance with "Step 2" of those procedures. If the complainant requests that his or her name not be disclosed to the harasser, an informal investigation of the allegations shall be conducted to the extent possible without disclosing the complainant's name. In order to file a formal complaint of sexual harassment, however, the student must be willing to disclose his or her name to the alleged harasser.

Students who allege sexual harassment by their teacher may request to be transferred out of the teacher's class. The district will attempt to accommodate such requests to the extent practicable. Students who believe that a district employee (e.g., teacher, staff member, etc.) has touched them inappropriately or made inappropriate comments to them of a sexual nature should report such conduct immediately. Even if such behavior is not considered sexual harassment under this policy, it may be in violation of other rules and standards of conduct of the district. (Refer to the complaint procedures contained within Administrative Regulation 5145.7 for filing a formal complaint of sexual harassment.)

Procedures Harassment of Employees/Staff/Applicants for Employment

Any employee or applicant for employment who feels he or she has been sexually harassed should immediately report such incidents to his or her supervisor, the Assistant Superintendent for Human Resources, or any other member of the Administration, without fear of reprisal. An employee or staff member need not first report the harassment to his or her supervisor, especially if the employee or staff member believes the supervisor engaged in or knowingly tolerated any harassment of the employee, staff member or applicant. A copy of the sexual harassment policy and Administrative Regulation which contains complaint procedures for filing a formal sexual harassment complaint will be provided to the complainant and to any other individual upon request.

Any supervisor or administrator who receives a sexual harassment complaint shall notify the Superintendent or the Assistant Superintendent for Human Resources, who shall ensure that the complaint is appropriately and promptly investigated. (See complaint procedures which are included Administrative Regulation 4ll9.ll; 42l9.ll; 41l9.ll1 and 42l9.ll1 for the necessary "steps: in filing a formal complaint of sexual harassment.)

<u>Procedures - Any Other Persons Alleging Harassment By a District Employee, or Student</u> Any person who alleges sexual harassment by any employee, or student in the district may file a complaint under the complaint procedures contained in Administrative Regulation 4ll9.ll; 4219.ll; 4119.111; 4219.111 and 5l45.7.

Sanctions

A substantiated charge of sexual harassment against an employee of the district shall subject the employee to disciplinary action, up to and including discharge. Such discipline shall be consistent with the California Education Code and any collective bargaining agreement, if applicable. If the conduct complained of constitutes sexual harassment under this policy, a charge of such conduct will be substantiated where a preponderance of evidence supports the allegations.

A substantiated charge against a student in grades 4 through 12 in the district shall subject that student to student disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code and the

California Education Code. If the conduct complained of constitutes sexual harassment under this policy, a charge of such conduct will be substantiated where <u>substantial</u> evidence supports the allegations.

PERSONNEL & STUDENTS

Notifications - Employees

A copy of the sexual harassment policy and administrative regulation shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell, Tracy, CA and in a prominent location near each school principal's office

Notice of the sexual harassment policy and the administrative regulation which contains the complaint procedures will be circulated to all employees of the district at the beginning of the first quarter or semester of the school year, and to any new employee at the time that the new employee is hired.

A copy of the policy and administrative regulation shall also appear in any publication of the district that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

All employees additionally shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing ("DFEH") that includes information on sexual harassment, including the legal remedies and complaint process available through the DFEH and directions on how to contact this agency. A notice advising employees of the DFEH's requirements, including the prohibition against unlawful harassment based on sex, shall be posted at the main administrative building. The address and telephone number of the DFEH are as follows:

Department of Fair Employment and Housing 2000 O Street, Suite 120 Sacramento, CA 95814 (916) 445-9918

Federal agencies enforcing the prohibition of sexual harassment are the Equal Employment and Opportunity Commission ("EEOC") and the Office of Civil Rights ("OCR"). The addresses and telephone number of these agencies are as follows:

Office of Civil Rights
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102

Equal Employment Opportunity Commission 1265 West Shaw Avenue, Room 103 Fresno, CA 83711

Notifications - Students

A copy of this policy shall be displayed in a prominent location in the main administrative building located at 1875 W. Lowell Avenue, Tracy, CA and in a prominent location near each school principal's office.

Notice of the sexual harassment policy and administrative which contains the complaint procedures will be sent to all students and parents or guardians upon enrollment and annually thereafter. A copy shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Students may also file a separate claim of sexual harassment with the OCR. The address and telephone number of the OCR is listed under the notifications section for employees. The time limit for filing a complaint with the OCR is 180 days from the date the act of sexual harassment occurred, or if a student decides to file a complaint internally with the district under the complaint procedures outlined in Administrative Regulation 5145.7, sixty (60) days after that complaint process is exhausted.

COMPLAINT PROCEDURES

The Governing Board designates the following compliance officers to receive and investigate compliants and ensure district compliance with law:

Superintendent 1875 W. Lowell 830-3200 Asst. Superintendent for Human Resources

1875 W. Lowell 830-3260 Director of Student Services 1875 W. Lowell 830-3280

It is desirable that problems and complaints of alleged sexual harassments brought by students, employees, parents or other members of the community be resolved in a prompt and equitable manner. If possible, such problems and complaints should be resolved in an informal manner. If the complaint cannot be resolved informally the following procedures shall be followed for filing a formal complaint of sexual harassment:

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance. The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

All types of complaints regarding sex equity and sexual harassment must be initiated, in writing, within sixty (60) calendar days of the date the alleged violation occurred, or the date the complainant first obtained knowledge of the facts of the alleged violation.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

Step 2: Investigation of Complaint

Within sixty (60) school days from receipt of the complaint, excluding summer session, when the alleged violation occurred during the regular school year, the Superintendent or designee shall complete the investigation of the complaint. This time period may be extended by written agreement of the complainant.

Step 3: Response

Within sixty (60) days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 4 below. If the complainant is dissatisfied with the Compliance Officer's decision, he/she may, within fifteen (15) calendar days, file his/her complaint, in writing, with the Governing Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting.

The Board may decide not to hear the complaint, in which case the Compliance Officer's decision is final. If the Board hears the complaint, the complaince officer shall send the Board's decision to the complainant within seven (7) calendar days or within the time period that has been specified in a written agreement with the complainant.

Step 4: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

- 1. The findings and disposition of the complaint.
- 2. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal.

If an employee or student is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee or student was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action. However, when a student is expelled as a result of a substantiated charge of sexual harassment, the expulsion record shall be a non-privileged, disclosable public record.

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

UNAUTHORIZED GROUPS (BP 5136)

The Governing Board desires to keep district schools and students free from the threats or harmful influence of any unauthorized groups which advocate drug use, or disruptive behavior, such as but not limited to violence, intimidation, threats, coercion, congregating in mass. The principal or designee shall maintain continual, visible supervision of school premises so as to deter unauthorized group intimidation of students and confrontations between members of different unauthorized groups.

The Superintendent or designee shall establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort.

The Superintendent or designee shall in cooperation with law enforcement provide in-service training which helps staff to identify various symbols, recognize early manifestations of disruptive activities, and respond to inappropriate behavior. Staff and selected students shall be trained in the use of conflict management techniques and alerted to intervention measures and community resources, which may help our students.

The Board realizes that many students become involved in unauthorized groups without understanding the consequences of unauthorized group association. Early intervention is a key component of efforts to break the cycle of unauthorized group association. Therefore, Violence prevention education in the schools may start with enrollment in TUSD.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook, tattoos or manner of grooming which, by virtue of its color, or combination of color, arrangements, trademark, or any other attribute, denotes membership in any unauthorized group, which advocates disruptive behavior such as but not limited to violence, intimidation, threats, coercion and congregation in mass. This policy shall be applied as the need for it arises at individual school sites.

If a student exhibits signs of unauthorized group affiliation, staff shall so inform the parent/guardian.

UNAUTHORIZED GROUPS (AR 5136)

A. Purpose and Scope

The Governing Board desires to give school sites and district guidelines that keep schools free from threats and harmful influence of any unauthorized group activity which advocate drug use, disruptive behavior, such as, but not limited to violence, intimidation, threats, coercion, congregating in mass.

B. Prevention and Intervention Measures

In order to discourage the influence of unauthorized groups, school staff shall take the following measures:

- 1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of unauthorized group affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.
- 2. Staff members shall be provided with the names of known unauthorized group members.
- 3. Students who seek help in rejecting unauthorized group associations may be referred to community-based unauthorized group suppression and prevention organizations.
- 4. Any unauthorized group graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus.
 - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.

- 5. Classroom and after-school programs at each school shall be designed to enhance individual self esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:
 - a. Explain the dangers of unauthorized group membership
 - b. Provide counseling for targeted at-risk students
 - c. Include lessons or role-playing workshops in unauthorized group avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills
 - d. Assign individual unauthorized group members to cooperative learning groups in which they may work toward common goals with students who are not members of their unauthorized group
 - e. Provide school-to-career instruction
 - f. Provide positive interaction with local law enforcement staff
 - g. Unauthorized group prevention lessons may be taught jointly by teachers and law enforcement staff.
- 6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
 - a. Positive sports and cultural activities and affiliations with the local community
 - b. Structured, goal-oriented community service projects

C. Community Outreach

Unauthorized group prevention classes or counseling offered for parents/guardians shall address the following topics:

- 1. The dangers of unauthorized group membership.
- 2. Warning signs which may indicate that children are at risk of becoming involved with unauthorized groups.
- 3. The nature of local unauthorized group apparel and graffiti.
- 4. Effective parenting techniques.
- 5. Conflict resolution techniques.

D. Discipline Process

Staff will use the following techniques and procedures to discourage the influence of unauthorized groups:

- 1. Upon a first offense, when a student causes, attempts to cause or threatens to cause physical injury to another student as a part of any unauthorized group activity, the following shall result:
 - a. Parent/guardian contact.
 - b. A five (5) day suspension and recommendation for an expulsion for a minimum period of nine (9) weeks.
 - c. A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period.
 - d. A recommendation for a rehabilitation program that is subject to review at a time of application for readmission. The plan shall include, but is not limited to:

- (i) Community Service minimum of 20 hours maximum of 80 hours, to be recommended by the District Discipline Review Board based upon the seriousness of the violation of the Education Code
- (ii) A minimum of eight (8) weeks of counseling.
- (iii) Prohibited from violating any of the sub-sections (a) through (q) contained in Education Code 48900 associated with school attendance.
- (iv) Prohibited from participating in unauthorized group related activities, flying colors, or displaying unauthorized group paraphernalia.
- e. A recommendation for an extension of the suspension to the expulsion hearing date.
- f. Unauthorized Group Contract.
- 2. Upon a first offense, when a student causes, attempts to cause physical injury to classified or certificated staff member as part of any unauthorized group activity, the following shall result:
 - a. Parent/guardian contact.
 - b. A five (5) day suspension and recommendation for an expulsion for a minimum period of the balance of the semester in which the violation occurred plus one additional semester.
 - c. A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period.
 - d. A recommendation for a rehabilitation program that is subject to review at the time of application for readmission. The plan shall include, but is not limited to:
 - (i) Community Service minimum of 20 hours maximum of 80 hours, to be recommended by the District Discipline Review Board based upon the seriousness of the violation of the Education Code.
 - (ii) A minimum of eight (8) weeks of counseling.
 - (iii) Prohibited from violating any one of the sub-sections (a) through (q) contained in Education Code 48900 associated with school attendance.
 - (iv) Unauthorized Group Contract and Law Enforcement Contact.
 - e. Contact with law enforcement agency.
- 3. Upon a first offense, when a student wears or carries any apparel, jewelry, accessory, notebook, or makes gestures that symbolize unauthorized group membership, the following shall result:
 - a. Referral to the principal or designee.
 - b. Student sent home to change clothes or provided with alternative clothing.
 - c. Confiscation of unauthorized group related jewelry, accessory, notebook, etc.
 - d. Parent/guardian contact.
 - e. Documented counseling with a "No Unauthorized Group Contract" and Law Enforcement contact.
- 4. A second offense of #3 above will result in the following:
 - a. Parent/guardian conference.
 - b. One to five day suspension.
- 5. A third offense will result in the following:
 - a. Parent/guardian contact.

- b. A minimum five day suspension.
- c. Contact with law enforcement agency.
- d. Possible recommendation for expulsion.
- 6. A fourth and subsequent offenses will result in the following:
 - a. Parent/guardian contact.
 - b. A minimum five day suspension and recommendation for expulsion
 - c. Contact with law enforcement agency.
 - d. Possible recommendation for expulsion.
- Any unauthorized group graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
 - b. Graffiti shall be photographed before it is removed. These photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
- 8. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of positive activities.
- 9. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging.
- 10. Each school within the Districts shall develop an action plan that includes but is not limited to the following.
 - a. In-service for all staff on signs and symptoms of unauthorized group activity.
 - b. Techniques and procedures to discourage the influence of unauthorized groups.
 - c. Campus safety and supervision.
 - d. Unauthorized group prevention education.
 - e. Outreach program for students identified as unauthorized group-oriented students as well as actual members of existing unauthorized groups.
 - f. Parent support program.

Unauthorized Group Prevention Education

- 1. Explain the dangers of unauthorized group membership.
- 2. Include lessons or role-playing workshops in nonviolent conflict resolution and unauthorized group avoidance skills.
- 3. Promote constructive activities available in the community.
- 4. Involve students in structured, goal-oriented community service projects.
- 5. Encourage positive school behavior.

Unauthorized group prevention lessons may be taught jointly by teachers, law enforcement staff, and contracted organizations.

Community Outreach

Unauthorized group prevention classes or counseling offered for parents/guardians shall address the following topics:

- 1. The dangers of unauthorized group membership.
- 2. The nature of local unauthorized group apparel and graffiti.
- 3. Ways to deal effectively with one's children.
- 4. Warning signs which may indicate that children are at risk of becoming involved with an unauthorized group.
- 5. Resources available to them for further assistance.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media shall address:

- 1. The scope and nature of local unauthorized group problems.
- 2. Ways that each segment of the community can help to alleviate these problems.

Intervention Measures

Staff shall make every effort to engage unauthorized group-oriented students into the academic, extra-curricular and social mainstream and into work experience programs. To this end:

- Staff members shall be provided with updated information regarding unauthorized group activities which advocate drug
 use, disruptive behavior, such as but not limited to violence, intimidation, threats, coercion, and congregating in
 mass.
- 2. Classroom teachers shall refer individual unauthorized group oriented students for individual and/or group counseling.
- 3. Students who seek help in rejecting unauthorized group associations may be referred to community-based unauthorized group suppression and prevention organizations.

Parent's Guide to Homework

HOMEWORK IN TRACY UNIFIED SCHOOL DISTRICT

Homework

The Governing Board believes that homework serves many purposes. Research supports that homework is an essential part of a student's academic achievement. Through their homework, students can reinforce academic skills taught in school, learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent as a contributing resource and to structure homework assignments so as to involve the parent to help oversee homework without diminishing the student's sense of responsibility. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce learning objectives and state standards.

Board Policy 6154

- Homework reinforces student learning to meet state and district standards
- Homework is planned, systematic, selectively checked and graded
- Homework is clear, specific and relevant
- Homework is a combination of skill reinforcement and exploration

- Long-term homework assignments will have checkpoints for completion and while students may work on them over holidays and weekends, ample time will be allowed to complete them during the week and prior to holidays
- · Homework will be reviewed in class and returned in a timely fashion
- K-5 students will not be required to complete homework on holidays and intercessions. K-5 students will not typically be given homework on weekends. 6-8 students will not be required to complete homework on intercessions. 6-8 students may be given limited homework on holidays and weekends.
- Per night, K-3 homework assignments will typically average thirty minutes; 4th-5th grade homework assignments will typically average one hour; 6th-8th grade homework assignments will typically average one and a half hours
- Unfinished classroom work may be sent home to be completed but should not be required in addition to homework. Unfinished classroom work can be done at recess and after school.
- Regular reading at home on a nightly basis is encouraged but not required in addition to the assigned homework.

Tips for Parents

- When there is a specific assignment, the best way for parents to help a child learn is by offering support when it is
 requested. At the same time, limits need to be set so that children learn to work independently. Even when children do
 not have specific assignments due, parents can be helpful by listening when children talk about school and by
 expressing interest in class work and school activities.
- Talk with teachers if assignments seem to be causing students continuing problems
- Share thoughts and ideas with children on many topics of interest
- · Read to your child
- In helping students with homework, parents should:
 - > Show interest in the student's work
 - > Encourage the child to work independently most of the time
 - > Provide a suitable place for study, free from distraction, and if possible, reserved for that student alone
 - > Check to see the homework assignments are completed, and reasonably neat and correct
 - > Assist in balancing school work with other activities

If you feel that your student's teacher is not following Board Policy 6154, Homework, please take the following steps: 1) Contact your student's teacher and discuss his/her homework practices. If it is not resolved then; 2) Contact your school principal. If it is not resolved, then 3) Contact Carol Anderson-Woo, Director of Curriculum, Accountability & Continuous Improvement at 830-3275.

Make-up Work

- Students shall be given the opportunity to make-up work missed because of an excused absence and shall receive full
 credit if the work is turned in according to a reasonable make-up schedule. Typically, each day of excused absence
 merits a make-up day.
- Teachers may or may not allow a suspended student to complete any assignments and tests missed during suspension.
- Students who miss school work because of unexcused absences may or may not be given the opportunity to make-up
 missed work for full or reduced credit. Teachers may assign such make-up work as necessary to ensure academic
 progress, not as a punitive measure.
- Teachers need at least twenty-four hours to supply make-up work.
- Teacher's procedures and processes for make-up work should be clearly explained to both students and parents.

