

SEPARATE COVER ITEM

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Document: Handbook-Middle School (6-8)

***Tracy Unified
School District***

MIDDLE SCHOOLS

***Safety and Violence
Prevention Handbook***

“The future belongs to the educated”

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HEALTH

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

HIV/AIDS PREVENTION INSTRUCTION

California 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 decisions and staying away from risky activities.
- Discussion 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 decisions 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 authorized 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

PERTUSSIS

On September 29, 2010, a new law was passed (AB 354) that changed California immunization requirements for students entering 7th grade in public and private schools.

- All students entering 7th–12th grades in the coming school year (2011– 2012) must have proof of a Tdap booster shot. Documentation must state the shot was given on or after their 7th birthday. This means that ALL current 6th–11th graders must get up to date now.
- Schools will turn away students who are not up to date beginning July 1, 2011.
- All students entering 7th grade in the coming school year (2012– 2013) must have proof of a Tdap booster shot. Documentation must state the shot was given on or after their 7th birthday. This means that ALL current 6th graders must get up to date before entering 7th grade.

Remember to ask your physician about other vaccines your child may need, and bring your child's yellow immunization card to the visit. Please return a copy of ALL up to date immunizations to your child's school.

For questions, please call your primary physician today or call the San Joaquin County Public Health Services Immunization Program at (209) 468-3481.

No students will be allowed to attend school, without up to date immunizations.

DIABETES

Type 2 Diabetes Information

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see [available translations](#) of this information.

Description

Type 2 diabetes is the most common form of diabetes in adults.

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

Inactivity. Being inactive further reduces the body's ability to respond to insulin.

Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop Type 2 diabetes.

Puberty. Young people in puberty are more likely to develop Type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has Type 2 diabetes.

Increased hunger, even after eating

Unexplained weight loss

Increased thirst, dry mouth, and frequent urination

Feeling very tired

Blurred vision

Slow healing of sores or cuts

Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms

Irregular periods, no periods, and/or excess facial and body hair growth in girls

High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat Type 2 diabetes with medication.

The first step in treating Type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to Type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children, is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

References

American Diabetes Association Clinical Journal (Outside Source)

Helping Children with Diabetes Succeed: A Guide for School Personnel (PDF; Outside Source)

Kids Health (Outside Source)

Mayo Clinic (Outside Source)

National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine (Outside Source)

US Centers for Disease Control and Prevention (Outside Source)

SECURITY

Surveillance Cameras on Campus

Cameras are being installed at the school sites for safety and security, and information will be shared with the Tracy Police for any violations of the law.

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 who cheat should expect to be confronted by their teacher and be subject to the following penalties.

- A "zero" on submitted work.
- Possible disciplinary referral.
- 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 YOUR CHILD, PLEASE ...

- | | | |
|----|--|--------------------------------------|
| 1. | <u>discuss matters with your child's</u> | <u>TEACHER(S)</u> |
| | . . . if questions or concerns remain, | |
| 2. | <u>discuss matters with the</u> | <u>SCHOOL ADMINISTRATOR</u> |
| | . . . then, if you wish, | |
| 3. | <u>discuss matters with the</u> | <u>DIRECTOR FOR STUDENT SERVICES</u> |
| | . . . and then, if you wish, | |

4. request through the Superintendent
to meet with the

GOVERNING BOARD

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 legally 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. DO NOT 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, 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)

Search and Seizure: 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

Definition: 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.
2. 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. While 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 may require the suspended student to complete any assignments and tests missed during the suspension. In addition, a suspended student may 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. 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 shall be 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:
 - a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - b. 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.
 - c. 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:
 - d. 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.
 - e. Brandishing a knife at another person.
 - f. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - g. 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.
3. 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:
 - a. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - b. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - c. Is not housed at the school site attended by the pupil at the time of suspension.
4. 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, or Section 48900.2 or 48900.3, and either of the following:
 - a. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - b. 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

GROUND FORS 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 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 may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 1. While on School Grounds.
 2. While going to or coming from school.
 3. During the lunch period whether on or off the campus.
 4. During, or while going to or coming from, a school sponsored activity.
- (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 superintendent 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.

48915 (c) 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 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

Because the Tracy Unified School District is not using the Support Room as part of its disciplinary system, the following adjustments have been made:

ADMINISTRATIVE DETENTION is determined by the Principal or his/her designee. It is defined as, but not limited to:

- Alternate Placement
- Community Service
- Campus Beautification
- Saturday School
- Before or After School Detention]
- Lunch Detention
- In-School Suspension

- 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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Agitation: EC-48900 (a) Inciting Violence- Subject but not limited to: Threats, verbal, written or physical, 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.	Detention, Administrative Detention or 1-5 day suspension.	Administrative Detention or 1-5 day suspension.	2-5 day suspension.	Five (5) day suspension and recommendation for expulsion, police contact.
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
2. Continuing to Engage in Combat: EC-48900 (a) A student who continues to engage in combat and causes, attempts to cause, or threatens to cause harm after being directed to stop and/or being separated by school personnel.	5 day suspension and possible recommendation for expulsion.	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.	5 day suspension and recommendation for expulsion.
3. Fighting: EC-48900 (a) Mutual combat in which both parties have contributed to the situation by verbal and/or physical action; or when a fight has been provoked by one person. Physical injury to another student.	1-5 day suspension; possible recommendation for expulsion and possible police contact.	2-5 day suspension; possible recommendation for expulsion and possible police contact.	3-5 day suspension and possible recommendation for expulsion and police contact.	5 day suspension and possible recommendation for expulsion and police contact.
4. Hazing, Initiation and/or Intimidation: EC-48900 (a) Participating in or conspiring to engage in harassing acts that injure, degrade, or disgrace.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.
5. Physical Injury: EC-48900 (a) Attempts to injure or threats of force or injury to school personnel, their family or their property.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.

6. Third Party Engaging in Combat: EC-48900 (a) A third party student who attempts or threatens to cause harm to one or all of the students involved in Combat (fight).	Five (5) day suspension and possible recommendation for expulsion.	Five (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.
7. Threats of Violence Expression of an intention to harm: EC-48900 (a)	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.	Counsel student, Parent conference, Administrative detention, or 1-5 day suspension and/or possible recommendation for expulsion.
8. Unprovoked Attack : EC-48900 (a) Use of physical violence without provocation.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.	Five (5) day suspension, recommendation for expulsion and police contact.
9. Unauthorized Group Related: EC-48900 (a) Violence/Physical Injury to a Student. 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 in:	<ul style="list-style-type: none"> • Parent/guardian contact. • A five (5) day suspension and recommendation for an expulsion for a minimum of nine (9) weeks. • A requirement that the student must apply for readmission to school after he/she has served the minimum expulsion period. • 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: community service; 2) a minimum of nine (9) weeks of counseling; 3) prohibited from violating any one of the subsections (a) through (q) contained in Education Code 48900 associated with school attendance; 4) prohibited from participating in unauthorized group -related activities; 5) prohibited from flying colors or displaying unauthorized group paraphernalia. • A recommendation for an extension of the suspension to the Discipline Review Board Hearing. 			

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).
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	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
2. Stink Bombs/Pepper Spray: EC-48900 (b) Discharge of, sale of, possession of.	1-5 day suspension.	3-5 day suspension.	Five (5) day suspension. Possible recommendation for expulsion.	Five (5) day suspension; recommendation for 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.

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

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 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.

EC-48900 (d)**Represented****Drug/Alcohol/Intoxicant Sales**

Five (5) day suspension from school and recommendation for expulsion.

Subsection (e)

Committed or attempted to commit robbery or extortion.

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

Subsection (f)

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

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

Subsection (g)

Stolen or attempted to steal school property or private property.

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

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.

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

Subsection (i)

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Vulgarity/ Profanity / Obscene Acts: EC-48900 (i)	Detention, Administrative Detention or suspension.	1-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for 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 (j)

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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Drug Paraphernalia: EC-48900 (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.	A minimum five (5) day suspension from school; police notification.	A minimum five (5) day suspension and recommendation for expulsion; police notification.	Minimum five (5) day suspension and recommendation for expulsion.	Minimum five (5) day suspension and recommendation for expulsion.

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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
1. Bicycles: EC-48900 (k) Bicycles shall be walked while on campus. Bikes must be locked with a secure mechanism. Helmets must be worn while riding bikes to and from school.	Warning.	Parent contact, Warning.	Suspend riding/parking on campus for five school days Warning.	Suspend riding/parking on campus from five (5) to twenty (20) school days.

2. Computer Usage: EC-48900 (k) Any use of computers in violation of the District Acceptable Use Agreement such as accessing inappropriate web sites, music, pictures, and/or sending or receiving emails, etc. that are offensive threatening, or otherwise inappropriate.	Administrative Detention, or 1-5 day suspension and possible recommendation for expulsion.	Administrative Detention, or 1-5 day suspension and possible recommendation for expulsion.	1-5 day suspension and possible recommendation for expulsion.	3-5 day suspension and possible recommendation for expulsion.
3. Detention: EC-48900 (k) Failure to serve detention without valid written excuse. Failure to serve administrative detention or violation of administrative detention rules and regulations.	Administrative Detention or 1 day suspension. 1 day suspension.	Administrative Detention or 1 day suspension. 1 day suspension.	Administrative Detention, or 1-5 day suspension. 1-2 day suspension.	1-5 day suspension. 1-3 day suspension.

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

***Note: UGAP clothing is prohibited at all times.**

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
7. Electronic Devices: EC-48900 (k) Radios, cameras, iPods, MP3 players, laser pointers, CD players, and tape recorders, but not limited to, are NOT allowed on campus unless authorized by 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 during the school day.	Unit confiscated by school personnel and returned to the owner via the Principal/Designee at the close of the school day.	Unit confiscated; Parents must contact the Principal/Designee's office.	Unit confiscated; 1-3 day suspension and Parent to contact the Principal/Designee.	1-5 day suspension from school.

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."			

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
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 1-5 day suspension.	2-5 day suspension.	3-5 day suspension and possible recommendation for expulsion.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
13. Unauthorized Groups EC-48900 (k) Wearing or carrying any apparel, jewelry, accessory, notebook, drawing, or making gestures that symbolize unauthorized group membership.	Referral to administration. Sent home to change or given clothes to change into. Confiscate items. Parent/Guardian contact. Documented Counseling with a "No Unauthorized Group Contract" and Law Enforcement contact.	Parent/guardian conference. 1-5 day suspension	Parent/guardian contact. A minimum 5 day suspension. Contact with law enforcement agency. Possible recommendation for expulsion.	<u>Fourth Offense</u> Parent/guardian contact. A minimum 5 day suspension and recommendation for expulsion. Contact with law enforcement agency.
14. 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.
15. Impedance of Directives: EC-48900 (k) A student, who obstructs, delays, impedes or fails to follow the directives of school personnel engaged in the performance of their duties.	Warning, 1-5 day suspension, and possible recommendation for expulsion.	Warning, 1-5 day suspension, and possible recommendation for expulsion.	1-5 day suspension and recommendation for expulsion.	1-5 day suspension and recommendation for expulsion.
16. Inappropriate Displays of Affection: EC-48900 (k) Physical, verbal, or written contact between students that is not appropriate for public places.	Warning, parent contact or administrative detention and possible suspension.	Parent contact or administrative detention and possible suspension.	Parent contact, 1-3 day suspension.	Parent contact, 3-5 day suspension.
17. Intentionally running: EC-48900 (k) Intentionally running to, moving toward, or gathering around fights that impede the ability of supervisors to control the situation and maintain a safe school.	Warning, parent contact, Administrative Detention and/or 1-2 day suspension.	Parent contact, Administrative Detention and/or 1-3 day suspension.	Parent contact, 3-5 day suspension.	Parent contact, 3-5 day suspension and possible expulsion.
18. Inappropriate Symbols: EC-48900 (k) Wearing or carrying any apparel, jewelry, accessory or notebook with crude or vulgar lettering, printing, drawings, pictures, symbols that depict drugs, tobacco, alcoholic beverages, or are sexually suggestive.	Student sent home to change clothes or provided with alternative clothing. Confiscation of jewelry, accessory notebook, etc.	Parent/guardian conference, 1-5 days suspension or support room.	1-5 day suspension.	Five (5) day suspension.
19. Leaving campus without permission: EC-48900 (k)	Administrative Detention and/or suspension.	Administrative Detention and/or suspension.	Administrative Detention and/or suspension.	1-5 day suspension.

20. Loitering: EC-48900 (k) Loitering in or about restrooms and/or locker room, doorways or anywhere else on campus.	Administrative Detention.	Administrative Detention, Administrative Detention or 1-5 day suspension.	1-5 day suspension.	2-5 day suspension.
21. Loitering on or around other school campuses: EC-48900 (k)	Warning/detention, Administrative Detention, or 1-5 day suspension.	Administrative Detention or 1-5 day suspension.	1-5 day suspension.	1-5 day suspension.
22. Misbehavior during assemblies, rallies, dances: EC-48900 (k)	Removal from activity; detention, Administrative Detention or 1-5 day suspension.	Removal from activity, Administrative Detention, or 1-5 day suspension.	Social and Activity Probation (9 weeks), 2-5 day suspension.	Social and Activity Probation (9 weeks), 3-5 day suspension.
23. Out of class without an acceptable hall pass during class time: EC-48900 (k)	Administrative Detention; 1-5 days detention.	Administrative Detention or 1 day suspension.	Administrative Detention or 1-2 days suspension.	Possible referral to SARB Social Probation, and Administrative Detention, or 1-5 days suspension.

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
24. Roughhousing, wrestling, chasing, running in the halls, etc.: EC-48900 (k)	Detention, Administrative Detention, or possible 1 day suspension.	Detention, Administrative Detention or possible 1-5 day suspension.	1-5 day suspension.	3-5 day suspension, possible recommendation for expulsion.
25. Tardies: EC-48900 (k) Over 30 minutes.	Letter home, Administrative Detention.	Letter home, Administrative Detention.	Letter home, Administrative Detention.	Letter home, Administrative Detention; DART meeting, and/or referral to SARB, or 1-5 day suspension.
26. Truancies or cutting classes for more than 30 minutes: EC-48900 (k)	Administrative Detention, parent notification and/or suspension.	Administrative Detention, parent notification, 9 weeks Social Probation and/or suspension.	Administrative Detention, parent notification, possible referral to SARB, 9 weeks Social Probation and/or suspension.	Administrative Detention, parent notification, 9 weeks Social Probation, referral to SARB and/or suspension.
27. Violation of Suspension: EC-48900 (k) Physically present on the 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 campus during suspension."	1-5 day Suspension.	3 2 -5 day suspension.	3-5 day suspension.	3 -5 day suspension and recommendation for expulsion.

28. 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.
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Subsection (l) Knowingly received stolen school property or private property.

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

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Maximum</u>
Look-Alike Guns: EC-48900 (m) Possession of a look-alike gun.	Possible 1-5 day suspension and possible recommendation for expulsion. (E.C. 48900(m)).			

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 (n)	Parent conference, five (5) day suspension and recommendation for expulsion. Report to a law reinforcement agency.
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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-48900 (o)	Administrative decision may include the following: Parent conference, Support Room or suspension from school for 1-5 days and recommendation for expulsion.
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Subsection (p) **Unlawfully offered, arranged a sell, negotiated a sell, or sold the prescription of drug Soma.**

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

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

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.

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<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 recommendation for expulsion, police contact. Harassment agreement with students involved.	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.

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.

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

Education Code 48900.3, and 48900.4 **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

Penal Code 422.6**suspension or expulsion.**

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

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 bottoms or splits are to be shorter than where the student's fingertips reach when the arms and fingertips are fully extended on the sides. Any clothing/accessory that may be deemed dangerous, i.e. chains, steel-toed boots, items with spikes or studs 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.

Scholastic 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.

Unauthorized Group Apparel is Prohibited

Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any 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 or blue 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.
4. All books not returned by the last day of finals will have an overdue charge of \$5.00 per book.

Lost and/or Damaged Books

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes textbooks and library materials. Students must compensate the District for damaged and/or lost library and textbooks as follows:

<u>Description of Book Damage or Loss</u>	<u>Fee</u>
Any Book Damaged Beyond Use	Replacement cost
Bar Code Missing or marked	\$5.00
Missing Pages (maximum of five pages)	\$5.00 per page
Missing/Torn page	Starts at \$5.00 per page
Missing/Tom Pages (more than five pages)	Replacement cost
Water Damage	Begins at \$10.00
Cover Damage	Begins at \$5.00
Marks/Scribbles	\$5.00 per page
Minimal Spine and/or Cover Damage	\$5.00
Severe Spine and/or Cover Damage	Replacement cost
Stolen/Lost	Replacement cost

After receiving a textbook, the student should carefully inspect its condition. The student has five (5) school days after receiving a textbook to report damage to the library. After this grace period, the student and parent/guardian are liable for all damages.

It is required that all library books and/or textbooks be returned either at the end of the school year or at the time a student checks out of school during a school year. If a textbook is lost or stolen, the student will be charged the replacement cost of the book. If the book is found within a year from the date the book was lost, a student may get a refund upon presenting a receipt. All books not returned by the last day of finals will have an overdue charge of \$5.00 per book, **or at the time the student checks out of school.**

A student's grades, high school diploma, and transcripts will be held from students and parents/guardians until the lost or damaged book is either returned or the fee is paid. Upon return of the book in good condition or payment of the fee, the student's diploma will be released. If a book is misplaced and then found at a later date, the student may return it for release of the diploma only within one year's time (June of the following year). After a year, the student may receive his/her diploma only by paying the replacement cost of the book plus all fees.

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 to 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 privilege 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 participate in 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.

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 by 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 members 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; 4119.111; 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

1. Prohibited sexual harassment includes, but is not limited to, 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 of 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, but 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.
 - c. 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 educational 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.
 - l. 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 4119.11; 4219.11; 4119.111; 4219.111 and 5145.7 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 4119.11; 4219.11; 4119.111 and 4219.111 for the necessary "steps: in filing a formal complaint of sexual harassment.)

Procedures - Any Other Persons Alleging Harassment By a District Employee, or Student 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 4119.11; 4219.11; 4119.111; 4219.111 and 5145.7.

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 substantial 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 93711

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 complaints 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
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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 compliance 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.
7. 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:

1. 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

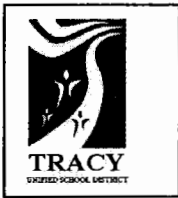
If you feel that your student's teacher is not following Board Policy 6154, Homework, please take the following steps: 1) Contact your student's teacher and discuss his/her homework practices: If it is not resolved then; 2) Contact your school principal: If it is not resolved, then 3) Contact Carol Anderson-Woo,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

REQUEST FOR OFFICIAL TRANSCRIPTS &/OR COPIES OF RECORDS

The District has provided forms for parents' requests for official transcripts. A copy of the form is provided on the next page.



TRACY UNIFIED SCHOOL DISTRICT
1875 W. Lowell Avenue
Tracy, CA 95376
209-830-3200

OFFICIAL TRANSCRIPT REQUEST FORM

TRACY
SCHOOL

UNIFIED
DISTRICT

Turnaround time for current students is 2-4 Days. Turnaround time for past students is 7-10					
1. Name (Current):			2. Name Used in School (If different from Current)		
Last		First	Last		First
<i>*If you have changed your name since attending a TUSD school, other than through marriage, please send a copy of the legal document(s) showing both your former name and new name. Your request will not be processed without this required documentation. A legal document may be a copy of Naturalization Certificate (copy of both sides) or Court document indicating the name change.</i>					
3. Current Address			City		
Number and Street					
4. Telephone		5. Email Address: ¹		6. Social Security	
()		@		- -	
7. Year Graduated or Last Year Attended: (YYYY)			8. School Last Attended in TUSD:		
9. Send Transcripts To (If different than Current Address in			10. Type of Records Requesting / Indicate Quantity &		
• Name of			Transcript Type	Fee	Quantity
Attention:			Official High School Transcript	\$ 3.00	= \$
Number and Street:			Transcripts Prior to 1993	\$ 7.00	= \$
City: State:			Proof of Graduation Letter	\$ 5.00	= \$
• Name of			Photo Copy of Records/per	.25	= \$
Attention:			Faxing of Transcripts	\$5.00	= \$
Number and Street:			Education Verification for	\$3.00	= \$
City: State:					
• Name of Institution:			Special Services	Fee	Cost
Attention:			Walk-in / Same Day Service – this fee is in addition to the cost of the transcript. Average wait time is 30-40 minutes.	\$10.00	= \$
Number and Street:					
City: State:					
For additional addresses, print another request form. Complete Section 9 and submit with the original request form.				Total Fees Enclosed \$	
NO PERSONAL CHECKS ACCEPTED • FEES ARE PAYABLE BY MONEY ORDER OR CASH					
11. Authorization for Release					
<i>The signature below verifies that I have completed all sections accurately and enclosed the correct fee. I understand that the fees are nonrefundable. I also understand that this application will not be processed if it is incomplete.</i>					
Signature			Date		

ACCEPTABLE USE AGREEMENT (AUA)
NETWORK AND COMPUTER RELATED RESOURCES (3/05)

In exchange for the use of the Tracy Unified School District (TUSD) data networks and computer systems, either locally attached or through remote connection, the following agreement will apply. **Please read this document carefully.** It is a legally binding agreement when signed. The guardian/parent must sign when the user is under 18 years of age.

The use of the TUSD network/computer system is a privilege for which users accept responsibility. It is intended to provide:

- Support for learning
- Improved administrative efficiency
- Increased opportunities for communication
- Additional resources for general information
- More timely and accurate information
- Increased opportunities for professional/personal growth

The TUSD network/computer system is shared and available to all registered users. The system may not be used in a way as to disrupt or interfere with its use by others. Inappropriate use of the system includes, but is not limited to:

- Damage, vandalism or theft of equipment as well as theft, piracy or altering of software.
- Theft of services, including connection of unauthorized network/computer equipment to the system.
- Use of the system to communicate unlawful information or to transmit computer viruses.
- Accessing or communicating information which is pornographic, obscene, sexist, racist or abusive.
- Access or communication of "Harmful matter" as defined by California Penal Code 313.
- Violation of copyright law and Plagiarism of ideas or information.
- Use of the system for anonymous access or communication of information.
- Use of the system for commercial purposes or for political campaigning.
- Other conduct deemed objectionable by the Tracy Unified School District.
- Any violations of the classroom rules, school conduct code, educational code, or penal code.

The District will log the use of all systems and monitor all system utilization. Any and all information on the TUSD networks, with the exception of student and personnel records is **not** deemed private. All District computers will comply with A.R.S. 34-501 (enacted, 1999) (access to materials harmful to minors) and all District employees are required to comply with the Family Education and Privacy Rights Act of 1974 (disclosure of personally identifiable information). Student names will be included as part of their network user/email accounts. TUSD staff members will determine what is appropriate use of technology resources and their decision are final. The TUSD reserves the rights to any materials stored in files, and will remove any material which the staff may believe to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. The TUSD staff will refer for disciplinary action anyone who does not comply with the provisions of this agreement. Cancellation of user privileges will be at the discretion of the staff after application of due process.

The Tracy Unified School District will not be held responsible for the loss of data resulting from delays, non-deliveries, or service interruptions sustained or incurred in connection with the use, operation, or inability to use the system. The TUSD specifically denies any responsibility for the accuracy or quality of information obtained electronically. Use of any information obtained electronically is at the risk of the user.

One of the services available through the TUSD network/computer system is the Internet. The Internet, a community of network systems, is not governed by any entity. The District does not have control over the kind or quality of the information that is accessible to Internet users. It is not feasible to limit access to all materials or all emails that a parent or guardian might consider inappropriate; therefore, inappropriate use is the responsibility of the user.

The use of TUSD network/computer system requires that all users abide by the following rules:

- Be polite, do not send or respond to abusive, harassing, or suggestive messages to anyone. Report such messages.
- Respect (do not access, delete, move, or alter) anyone else's files and/or data.
- Use appropriate language. Do not swear, use vulgarities, or express yourself in any other inappropriate language.
- Communication advocating, encouraging or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal the personal address or phone numbers of yourself or anyone else.
- District e-mail accounts are not private. TUSD e-mail is operated for and by the District.
- Respect the originator of email and do not forward e-mail messages or information without permission.
- Individuals will **ONLY** use authorized accounts they have been personally issued.
- All users must keep their account passwords confidential.
- Do not send "junk", "mass", or "spam" email.
- Use of a modem connected to a TUSD computer must have specific approval from the ISET department.

The Tracy Unified School District computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems which arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. Use of the account by someone other than the registered user will be grounds for cancellation and/or may result in disciplinary action.

Required Signatures

ACCEPTABLE USE AGREEMENT NETWORK AND COMPUTER RELATED RESOURCES (3/05) Tracy Unified School District

The two following sections are for students and their parents.

STUDENT

I have read the Tracy Unified School District "NETWORK AND COMPUTER RELATED RESOURCES (3/05)" agreement and understand its provisions. I accept responsibility for the appropriate use of the TUSD computer system as outlined in the TUSD Acceptable Use Agreement, NETWORK AND COMPUTER RELATED RESOURCES and that violations will result in disciplinary and if appropriate criminal action. I understand that misuse of the system will result in disciplinary action and/or the cancellation of privileges. I agree to report any misuse to the system administrator.

Student or Community User (PRINT NAME)

Site

SIGNATURE

Date

PARENT

I have read the Tracy Unified School District "NETWORK AND COMPUTER RELATED RESOURCES (3/05)" agreement and understand the responsibility my child has for the use of the TUSD computer system and that violations will result in disciplinary and if appropriate criminal action. I accept full responsibility for my child's use. I also agree to report any misuse of the system to the system administrator.

Parent (PRINT NAME)

SIGNATURE

Date

===== The section below is for TUSD employees =====

TUSD TEACHER/STAFF MEMBER AGREEMENT

I have read the Tracy Unified School District "NETWORK AND COMPUTER RELATED RESOURCES (3/05)" agreement and agree to instruct the users for whom I have responsibility in the acceptable use of the TUSD computer system and that violations will result in disciplinary and if appropriate criminal action. I cannot be held responsible for student access to technology resources for their individual work or in the context of another class. I agree to report any misuse of the system to the system administrator.

I understand and accept responsibility for supporting the provisions of this agreement with all users and for personally abiding by the rules of this agreement in my own use of the TUSD computer system.

Teacher/Staff Member
(PRINT NAME)

Site/Department

Job/Title

SIGNATURE

Date

