STUDENT/PARENT HANDBOOK 2026-2027

Welcome to White Hill Middle School. We hope this Student/Parent Handbook & will help answer any questions you may have about our school. For further assistance, please call the school office at 415-454-8390. We will be happy to assist you in any way possible.

http://rossvalleyschools.org/whitehill

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INTRODUCTION

HANDBOOK USE AND PURPOSE

This handbook is designed to help family members and students get acquainted with White Hill School. It explains some of our philosophies, beliefs, structures, procedures, and policies. This handbook will serve as an important reference to you while you are a part of our Wildcat community. We realize that we need norms of expected behavior so this handbook helps foster relationships and shared agreements.

OUR MISSION

Each day we prepare every student with the skills to become independent learners and community-minded leaders.

VISION

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which staff work together - interdependently - in collaborative teams to:

- Demonstrate a collective commitment to the social-emotional well-being and academic success of every student
- Provide a guaranteed and viable curriculum focused on priority skills
- Seek and implement evidence-based instructional strategies and interventions for improving student learning and monitor students' progress on a continuous basis

SCHOOL CONTACT INFORMATION

MAIN OFFICE: (415) 454-8390
ADMINISTRATIVE ASSISTANT: 415-454-8390 ext. 15001
ATTENDANCE: (415) 454-8390 ext. 15003
REGISTRAR: (415) 454-8390 ext. 15002
FAX: (415) 454-3980
RVSD WEBSITE: www.rossvalleyschools.org

ADMINISTRATORS

Our administrative team is available to respond to any questions or concerns regarding White Hill, its policies, programs, and resources.

Co-Principal: John Baker
jbaker@rossvalleyschools.org
(415) 454-8390 ext. 15011

Co-Principal: Mary-Clare Mullin
mmullin@rossvalleyschools.org
(415) 454-8390 ext. 15010

TEACHERS

Parents may contact teachers individually by calling 454-8390 and following the prompts. Teachers may be emailed – you can find a list of teacher email addresses on our website. They are also available, by appointment, either before or after school for conferences about individual student achievement and/or behavior. Teachers will make time to assist students during break, lunch or before school when additional help is requested.

ADMINISTRATIVE ASSISTANT

Our Administrative Assistant, Heather Canessa**,** can inform you about the school calendar, upcoming events, facility use issues, etc., or can refer you to the appropriate person. hcanessa@rossvalleyschools.org

ATTENDANCE CLERK

Our Attendance Clerk, Cristal Mondragon, should be notified of a student's absence by 9:00 a.m. on each day of the absence or of any appointments you may have scheduled for your student during the school day. whattendance@rossvalleyschools.org

REGISTRAR

Our Registrar, Beth DeFrance, can assist you with registering and/or providing copies of student records. bdefrance@rossvalleyschools.org

IMPORTANT DATES

HOLIDAYS, VACATION & PROFESSIONAL DEVELOPMENT DAYS (NO SCHOOL)

Aug. 12-13	Teacher Work Days
Aug. 14	Professional Development Day
Aug. 17	Teacher Work Day
Aug. 18	First Day Of School
Sept. 7	Labor Day
Sept. 21	Local Holiday
Oct. 12	Professional Development Day
Nov. 11	Veteran's Day
Nov. 23-27	Fall Break
Dec. 21 – Jan. 3	Winter Break
Jan. 4	Professional Development Day
Jan. 18	Martin Luther King, Jr. Day
Feb. 15-19	Mid-Winter Break
Mar. 5	Teacher Work Day
Apr. 5-9	Spring Break
May 31	Memorial Day
Jun. 9	8th Grade Promotion (5:00 pm-6:30 pm)
Jun. 10	Last Day of School

RVSD Calendar
2026/2027 Bell Schedule

ATTENDANCE

Regular attendance plays an important role in student achievement and is essential for student success. Research consistently shows that regular school attendance is crucial for students' social-emotional, and academic well being. Students who have regular attendance are more likely to form meaningful relationships with their peers and teachers, fostering a sense of community and support. **When students are absent they miss out on important social interactions and instruction which impact their connectedness to the school and classroom communities**.

We monitor attendance closely as it is our responsibility under the law to ensure that students attend school regularly. Additionally, RVSD receives state funding based on ADA (Average Daily Attendance). **We lose funding when students are absent for the day**. Students with issues related to non attendance and/or persistent tardiness are of serious concern and will be referred to administration and receive school-based support and/or consequences, such as counseling, school services, loss of privileges or SARB (Student Attendance Review Board) action.

Students who are absent on a school day on which a school activity such as a concert, play, dance or sporting event is scheduled may not participate in that activity. Exceptions may be made in advance with one of the principal's permission.

EXCUSED ABSENCES/TARDIES

Excused absences/tardies are instances when students are not present at school due one of the following reasons:

- Illness
- Medical or dentist appointment (When possible, please schedule these appointments outside of the school day to avoid students missing class time).
- Justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion

NOTE: The school may request medical verification when the student has three sick days in a row. The school is required to document verification of the reason for an absence.

When a student is absent from school due to illness and those absences total more than 14 school days, the school must require a physician's note to verify any further absences (Board Policy 5113). If this illness is long term (requiring your student to be absent from school 3 weeks or more) you should talk to your school principal. Your student may be eligible for home and hospital instruction.

Education Code Section 46010.1
This law allows the school to provide consent for a student to leave campus to visit a physician or clinic during school hours without the consent of a parent or guardian.

UNEXCUSED ABSENCES/TARDIES

Unexcused absences or tardies are absences or tardiness that fall outside of the excused reasons stated above. Please be aware that going "out of town" with your child while school is in session in an unexcused absence. If you are planning a family trip that cannot be scheduled during regular school vacations, and your student will be absent from school 5 or more school days, please ask your principal about Independent Study. This will allow your student to keep up on their school work and prevent the absence from being considered unexcused.

LATE POLICY

Arriving to class on time helps everyone have a smooth and focused start to the period. When students arrive late, it can disrupt their own learning, the flow of the lesson, and the focus of

their classmates and teacher. To support a positive learning environment, we ask all students to make every effort to be on time.

Students who arrive after the bell but within the first 30 minutes of class are considered late. Late students should go directly to the office to get a pass before heading to class.

Late arrivals may be considered either excused or unexcused.

- Excused Lates: We understand that sometimes delays are out of a student's control, such as being dropped off late by a parent, a meeting with a teacher or counselor, a late bus, or other challenges getting to school or class on time. In those cases, the late may be excused. **Please make sure a parent/guardian calls the office or sends a note if there is a valid reason for the late.** Without communication, the late will be considered unexcused.
- Unexcused Lates: If a late is unexcused, the student will receive a 10 minute lunch detention. To avoid this, please make sure a parent or guardian calls the office or sends a note if there is a valid reason for the late. Without communication, the late or tardy will be considered unexcused.

Parents will receive an automatic notification via ParentSquare regarding any classes their student arrives late to. You can also access this information under attendance in Aeries.

ATTENDANCE PROCEDURES

Attendance Hotline (to report your student absent) : (415) 454-8390 ext 15003 or email whattendance@rossvalleyschools.org. We have a 24-hour voicemail system for your convenience.

- Please contact the office no later than 9:00 the morning of the absence or late arrival. All absences must be cleared within 48 hours of the absence.
- Students arriving late to school must sign in at the Attendance Window.
- Students who become ill at school must be signed out by a parent, guardian, or adult listed on the emergency card in the office prior to leaving campus.

INDEPENDENT STUDY CONTRACT

If a student must be absent from school for an extended period of time for any reason, it may be possible to arrange an Independent Study contract for the period of their absence. If you know that your student will be absent please contact White Hill office staff at least two weeks in advance of the anticipated absence so we can determine if an independent study contract is possible.

EARLY RELEASE
We understand that students may need to leave school early from time to time. If and when this is necessary, please keep in mind the following:

- Students will not be released to a rideshare company
- Call the attendance clerk in advance to have your student ready
- Students must be signed out by a guardian or individual on the emergency card, the guardian or individual must 21 years or older

GENERAL INFORMATION

CLOSED CAMPUS AND VISITATION
White Hill is a closed campus. Students must remain on campus from the time they arrive until the time they are dismissed to go home. Parents or guardians and visitors who come to school are asked to obtain a visitor's pass from the office.

DELIVERY OF MISCELLANEOUS ITEMS
Parents who must drop off items or messages for their children during the school day should do so in the school office, not in the classrooms. If the delivery is planned in advance, please advise your child to go by the office at break or lunchtime for pick-up. Food delivery services are not allowed to deliver food to students during school hours

PHONE MESSAGES
The school office will relay important phone messages. Please do not leave phone messages regarding after-school activities, appointments, or other non-emergency concerns with office staff as it is difficult to manage scheduling calls for a school population of approximately 600 students.

INSURANCE
Each student is encouraged to take advantage of the inexpensive student accident and health insurance that is offered at the beginning of the school year.

LOST AND FOUND
Lost articles are kept on the lost and found rack located outside the office. Small and or valuable items will be locked in the office. Unclaimed items are donated to a charitable organization at the end of each month.

MONEY
If students bring money to school, they should keep money on their person (not in jackets or backpacks). Students are not to bring large sums of money to school. Bringing money to school is at the student's own risk, White Hill Middle school is not responsible for lost or stolen money. If for some reason a student has more than $20.00 at school, he or she should leave it in the school office for the day.

TRANSFERS
If a student leaves the Ross Valley School District to attend school elsewhere, his or her parent or guardian is asked to notify the school office promptly, and provide the name and address of the school where the child will attend.

INTERDISTRICT TRANSFERS
Parents with children living outside of the Ross Valley School District may request an interdistrict transfer. If the request is approved, an agreement is signed by the student and parent. Students must remain in good standing or their transfer agreement may be revoked (see Ross Valley Schools Inter-district Attendance Board Policy).

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES
White Hill Middle School offers a wide variety of extracurricular and co-curricular activities. All activities have behavior and academic standards for participation. The academic criterion is a 2.0 grade point average with no grades of F. Students participating in activities by contract must demonstrate good behavior and achieve and maintain qualifying grades or they will be dropped from the activity.

- After School Sports: Students will have opportunities to participate in competitive basketball, track and field, wrestling, cross country, golf and volleyball.
- Through support from the Parent Community, White Hill provides 6^{th}-8^{th} grade students opportunities to participate in a variety of classes and activities during non-school hours.
- Academic Programs and Competitions: White Hill offers a variety of academic activities that give students a chance to demonstrate their academic skills. Students will be provided descriptions of the activities when they are announced.

FIELD TRIPS
- Students must have a permission slip signed by a parent/guardian to attend a field trip.
- Students may not switch to another car without permission from the field trip coordinator and/or teacher in charge.
- Students are not allowed to leave a field trip early except in an emergency.
- Parent/Guardian drivers must complete and have a Field Trip Driver form, a TB test, and a volunteer form on record at the school.

- Parent/Guardian drivers and chaperones may not leave the field trip location without permission from the field trip coordinator and/or teacher in charge.
- Parent/Guardian drivers and chaperones must be of at least 25 years of age**.**
- Administration and staff reserve the right to not take a student on a field trip and staff may request that the student's parent/guardian serve as a chaperone in order for the student to be allowed to attend.
- All school rules, Board Policies, and State Education Code are in effect. Students who violate behavioral rules will be disciplined accordingly and may not be allowed to attend the next field trip/s.

HEALTH AND SAFETY

We are committed to maintaining a secure, healthy environment that ensures all students feel protected and supported. This includes implementing protocols for physical safety, such as emergency drills, as well as mental health support.

ILLNESS
If a student becomes ill while at school, the parent or guardian will be contacted to make arrangements for sending the student home. If the parent or guardian is unavailable, persons listed on the emergency card will be contacted.

AUTHORIZATION TO ADMINISTER MEDICATION AT SCHOOL
According to California Education Code, Sec. 49423 and the American Disabilities Act. Sec. 504, all medications, *including prescription and over the counter medication* administered to students by school personnel or by students themselves, shall require a signed "Authorization to Administer Medication" form. The authorization form is available in the school office and must be signed by the legal parent/guardian and treating physician and shall include: 1) Student's name, medication name, medication frequency for administration and duration of treatment. 2) Consent authorizing designated school personnel to contact physicians should a question arise.

All medication containers shall be clearly labeled with the student's name, medication name, dosage, frequency and if applicable, expiration date of order. For any questions, contact the school nurse, Meghan O'Hare at mohare@rossvalleyschools.org

COUNSELING
The mission of the counseling department is to facilitate meeting and enhancing students' social, emotional and academic development. Our counseling department consists of Michele Pelton, school counselor and Autumn Arbree, school social worker who can be reached by individual email or by emailing whcounseling@rossvalleyschools.org. The services provided by the counseling department include, but are not limited to:

- Short term, goal-focused individual counseling

- Clubs and small groups
- Identifying and removing barriers to academic success
- Collaboration with school personnel to identify and implement interventions
- Student Advocacy and Community
- Outreach
- Attendance Support
- Peer mediationStudents can sign up for counseling or be referred by parents or staff members.

CRISIS RESPONSE PLAN

To provide an effective response in the event of an emergency during school hours, the school Principals and the Superintendent will make decisions and determine actions within a framework of student and employee safety. In an emergency, all students are to remain on campus unless and until campus evacuation is carried out. Based on the nature of the emergency, students will be instructed to: drop and cover; evacuate buildings and assemble with supervising staff in prearranged areas; listen for instructions; and stay with a supervising adult. As stated on the school emergency card, in case of a disaster, students will only be released to those persons listed on the emergency card as alternative contacts.

CURRICULUM AND INSTRUCTION

Each day we prepare every student with the skills to become independent learners and community-minded leaders.

ACADEMIC RIGHTS AND RESPONSIBILITIES

- All students shall have the opportunity to take any classes offered, subject to scheduling availability, academic, and enrollment limitations.
- Students have the right to receive grades based on their achievement and participation.
- Students must take responsibility for their learning and academic achievement and are expected to behave in a manner that promotes a healthy learning environment for their peers.

STUDENT RECORDS

A student's permanent record shall include information on their academic and behavioral records, achievements, and awards. Such a file shall not be disclosed to any person or agency outside the school, except to the student's parent/guardian, without permission. All other records shall be available only to the student, their parent/guardian, and the school staff. All records shall be governed by strict safeguards for confidentiality. The editing and withholding of any such records is prohibited. Please contact the school office if you would like to schedule a review of your child's records.

CLASS PLACEMENT
Assigning students to classes is a lengthy process that involves a team effort in order to provide the best possible learning environment for each student. Our team works hard to create a balanced and effective schedule that meets the needs of all students. To maintain the integrity of the master schedule and the logistical constraints and the complexity of creating balanced class schedules, we regretfully cannot accommodate individual schedule changes. While we understand that unexpected situations may arise, please know our primary goal is to provide a structured and productive learning environment for all students. We truly appreciate your understanding and cooperation.

HOMEWORK
White Hill Middle School recognizes the importance of appropriate homework. It not only reinforces material that is presented in class but helps the student develop life-long study habits. Students' academic success and grades are based partly on homework, so it is important for families to allow sufficient time and study space for their children to complete assignments.

Teachers work together in teams to make sure that assignments are coordinated and that students are not working on several major projects at the same time. If you have concerns about your child's homework, do not hesitate to contact your child's teacher(s) for assistance.

CLASSROOM TECHNOLOGY USE PHILOSOPHY

Our Philosophy
At White Hill Middle School, we believe technology is a powerful tool for learning when used intentionally and in balance with other forms of instruction. Our goal is to help students become critical thinkers, effective communicators, and responsible digital citizens.

We also recognize that excessive or passive screen time can limit opportunities for hands-on learning, physical movement, social interaction, and deeper engagement with content. Therefore, we strive to use technology in ways that:

- Support active learning and problem-solving
- Enhance, rather than replace, teacher-led instruction and peer collaboration
- Foster healthy habits around technology use
- Prepare students for a balanced digital and offline life

Guiding Principles

1. **Purpose Before Device** – Technology is used when it serves a clear instructional purpose aligned with learning objectives.

2. **Active Over Passive** – Priority is given to interactive, creation-based uses (research, writing, design, coding) over passive consumption (watching videos, clicking through

slides).

3. **Balanced Approach** – Students engage in varied learning experiences, including discussion, reading, writing, lab work, hands-on activities, and movement.

4. **Digital Citizenship** – Students are taught to use devices responsibly, safely, and respectfully.

LATE WORK POLICY

The White Hill Late Work Policy is intended to support students staying on top of their work and meeting expected deadlines for assignments. The goal is to help students become responsible for their school work and successfully participate in the learning culture of their classroom. When students consistently turn their work in on time, they will learn more, feel better about their classroom experience and develop the confidence and executive functioning skills necessary to be successful in the future.

Generally:

1. All assignments (including long-term assignments) are due on the due date.
2. Late assignments turned in within a week will result in a reduction in grade (percentage reduction determined by departments and/or grade level teams.)
3. After one week, if the missing assignment is not turned in, the student will be able to earn no more than 50% total credit on the assignment (percentage reduction determined by departments and/or grade level teams.)

Absences:

In the case of student absence, work will be accepted for full credit up to the number of days the student was absent.

*Special circumstances may allow for this policy to be adjusted with teacher/administrative approval.
**Students with an IEP or 504 may also have this policy amended per teacher recommendation.

FIELD TRIP AND ASSEMBLY HOMEWORK POLICY

If a student misses class in order to attend a school activity such as a field trip, concert, or assembly, it is his or her responsibility to inform the teacher ahead of time and to make arrangements to finish the work that was missed. If an assignment is due on the day that the student is absent, he or she must turn in the work on the following day at the latest.

GRADING AND REPORT CARDS

Grades are given at the end of each marking period on report cards. Grades on report cards are considered the final mark. Parents will be notified in the middle of each trimester if their student is earning a C- or below or has dropped a full grade from the previous marking period. Whenever grades for achievement are given, they will be reported as follows:

A (94-100%)	Outstanding Achievement	4.0 grade points
A- (90-93%)		3.7 grade points
B+(87-89%)		3.3 grade points
B (83-86%)	Above Average Achievement	3.0 grade points
B- (80-82%)		2.7 grade points
C+(77-79%)		2.3 grade points
C (73-76%)	Average Achievement	2.0 grade points
C- (70-72%)		1.7 grade points
D+(67-69%)		1.3 grade points
D (63-66%)	Below Average Achievement	1.0 grade points
D- (60-62%)		0.7 grade points
F (0-59%)	Little or No Achievement	0.0 grade points
I	Incomplete	0.0 grade points

Incomplete grades on report cards must be made up within two weeks of the end of the marking period. Incomplete grades that are not made up within the allotted time may become F's. It is the student's responsibility to contact the teacher to find out what must be done to change an incomplete grade.

CITIZENSHIP AND WORK HABIT MARKS

Report cards will also report citizenship and work habits. The following criteria will be used to determine marks in citizenship and work habits:

O (Outstanding): A student who is more than well behaved; who brings a positive force to the class on a consistent basis; consistently behaves in a way that improves the climate of the classroom; consistently follows directions; consistently is on task; consistently participates; received very few, if any, warnings or redirections during the grading period

S (Satisfactory): A student who is well behaved on a regular basis; who regularly follows directions; most of the time is positive in class; rarely requires reminders to stay on task; may have received a small number of warnings, redirections or low-level consequences during the grading period

I (Inconsistent): A student who has as many good days as bad days; who requires frequent reminders to follow directions; requires frequent reminders to stay on task;

received many warnings, redirections, or low-level consequences during the grading period; may have been referred to the administration during the grading period
N (Needs Improvement): A student whose behavior is frequently unruly; who consistently requires reminders to follow directions; consistently requires reminders to stay on task; sometimes brings a negative force to the classroom; received a significantly large number of warnings, redirections, and/or low-level consequences; may have been referred to the administration during the grading period
U (Unsatisfactory): A student whose behavior is consistently unruly, who is disrespectful and/or defiant; consistently acts in ways that negatively affect the climate of the classroom; warnings and redirections have had little effect, received a significant number of consequences and was referred to the administration during the grading period.

PROMOTION AND RETENTION

As early as possible in the school year, the school administration shall identify students who are at risk of being retained and notify the parents or guardians of those students in accordance with law and with district policy. A student will be considered at risk of retention based on grades, attendance, and performance on standardized tests.

When a student is recommended for retention or is identified as being at risk for retention, the school administration shall provide opportunities for remedial instruction to assist the student in overcoming their academic deficiencies. Such opportunities may include but are not limited to tutorial programs, mentorship programs, and before/in/after-school programs.
Promotion and retention decisions for Special Education students will be made by the IEP team, and for English Language Learner (ELL) students through a student study team.

Any 8th grader on Loss of Privilege (LOP) may not be allowed to participate in end of year activities and/or the promotion ceremony.

The administration will make the final decision regarding individual students.

SUPPORT SERVICES

White Hill provides services for the needs of students who qualify for Special Education, including Speech and Language, Occupational Therapy, Resource Specialist Program, and Learning Center. White Hill provides academic and behavioral accommodations and modifications for students who are eligible under Section 504 of the Rehabilitation Act.

A Student Study Team, made up of teachers, administrators and other support staff, reviews the special needs of referred students and recommends the appropriate school and community services necessary for the student's success. Students may be referred by staff, parents, and community members or by students themselves.

STUDENT BEHAVIOR EXPECTATIONS

All White Hill Middle School students have the right to an education that encourages them to reach their potential and is based on a meaningful curriculum. All students have the right to a safe school environment and the opportunity to learn without unnecessary distractions. In turn, each student has the responsibility to obey the laws and rules that govern our society and our school and to treat other members of the community with respect.

- Students will be encouraged to develop to their full potential.
- Personal safety and personal property will be reasonably protected.
- Students shall have access to consultation with school personnel within a reasonable period of time after a request has been made.
- Students have the right to security of their possessions, papers and effects. School personnel will respect students' privacy rights and follow the law in regard to those rights.
- All rights given to students by local, state, and federal law will be protected.

INFRACTIONS

Conduct which may be subject to disciplinary actions include, but are not limited to, the following

- Assault
- Bullying
- Cheating
- Drug/Tobacco possession
- Disruption/Defiance
    - Horseplay
    - Out of assigned seat without permission
    - Talking out of turn/interrupting
    - Throwing objects
    - Refusal to follow rules
- Fighting
- Harassment
- Inappropriate possessions (ie: laser pointers, weapons)
- PDA (public displays of affection)
- Safety Violation
    - Campus
    - Bus
    - Bicycles, skateboards
    - ***Non compliance of health and safety requirements***
- Technology Use Violation
- Theft
- Truancy/Excessive Tardiness

- Vandalism

CELL PHONE & ELECTRONIC DEVICES POLICY

To create an environment that prioritizes learning, engagement, and social interaction, it is essential to minimize distractions during the school day. This policy ensures that students remain focused on their education by requiring all cell phones, smart watches, and other electronic devices to be put away from the arrival at school until the end of the school day. By implementing this policy, we aim to foster a more productive and respectful learning environment while also encouraging students to develop responsible technology habits.

The consequences for a student who does not abide by this policy is as follows:

- 1st Offense - the device is confiscated and turned in to the office for the student to pick up at the end of the day.
- 2nd Offense - the device is confiscated and turned in to the office for the student to pick up by a parent.
- 3rd Offense - the student is on a cell phone contract for the remainder of the trimester and must turn their phone into the office at the start of each school day.

If families need to communicate with their student during the school day, they can call the front office to request that a message be delivered. This ensures that important information reaches students without disrupting classroom learning. To help preserve the bandwidth of office staff, we kindly ask that messages be reserved for urgent or essential matters, such as changes in transportation, medical needs, or family emergencies. For non-urgent communication, we encourage families to plan ahead and discuss any necessary details before the school day begins. A phone is available in the front office for students to make calls to families if they need to communicate.

DRESS POLICY GUIDELINES

White Hill Middle School believes that the responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, we expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. White Hill is responsible for seeing that student attire does not interfere with the health, safety, and learning of any student, and that student attire does not contribute to an uncomfortable, hostile, or intimidating atmosphere for any student.

With the understanding that:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self expression.

- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement
- Reasons for conflict and inconsistent discipline should be minimized whenever possible

The goals of White Hill's student dress code are to:

- Ensure that all students are treated equitably regardless of gender/ gender identification, sexual orientations, race, ethnicity, body type/size, religion, and personal style
- Allow students to wear clothing of their choice that is comfortable
- Allow students to wear clothing that expresses their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- Maintain a safe learning environment in classes where protective or supportive clothing is needed (such as lab sciences and/or PE)

Violation of Dress Code Policy will result in the student changing into school-provided clothing options unless and/or until dress code appropriate clothing can be retrieved. Student's original clothing will remain in office until the school's clothing is returned cleaned. Repeat offenses will result in parent contact and/or additional disciplinary measures.

Successful Student Attire

Students must wear clothes that cover private areas of a student's body.

This includes:

- **Shirt**
  * has opaque, or non-see through, fabric covering front and back
  * has sleeves or straps on both arms
- **Bottom**: pants / sweatpants / shorts / skirt / dress / leggings
  * bottoms must provide full coverage of rear end when standing and sitting
- **Shoes**: activity-specific shoe requirements are permitted (for example PE)

Students cannot wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear. Visible bands or straps on undergarments worn under other clothing are not a violation

- Bathing suits
- Helmets or headgear that obscures the face (except as it relates to religious attire)
- Hats or hoods inside the classroom

APPROPRIATE POSSESSIONS

Students are to have possessions necessary for educational objectives. It may help students to think of appropriate possessions this way: If it's not needed for a class or school activity, then it's not necessary to have at school.

- Fireworks, weapons, dangerous objects and look-alike weapons are not allowed on school grounds or on the bus. Possession or use of dangerous objects on the way to or from school, on school grounds or on the bus is strictly prohibited and subjects the possessor to immediate disciplinary action including but not limited to; suspension, a possible recommendation for expulsion, and/or referral to law enforcement.

- Electronic communication and listening devices (cell phones/headphones/earpods) may be used before and after school. All cell phones and headphones/earpods must be turned off and placed in students' backpacks during class time unless a student receives specific permission from an adult on campus to use it. If it is being used during the class, school personnel may confiscate it.

- No photos or video recordings may be taken on campus ever unless given permission by a teacher.

- Students may not sell (or offer for sale) any personal item(s) or food or drinks.

- Students may not make bets or play games that involve betting or the exchange of money or property.

- Students should not have laser pointers, correction fluid, Crazy Glue, silly putty, permanent markers, rubber cement, cologne or cologne deodorant sprays with them while at school.

SAFETY RULES

State law and safety needs prohibit tackle football; baseball (hard ball); pushing; shoving; grabbing; tripping; roughhousing; play fighting; throwing rocks, metal, or other objects; or engaging in other acts that are hazardous. Students that engage in these types of behaviors will be subject to disciplinary actions. *Disciplinary actions may include a restorative meeting, replacement of property, an office referral, parent contact, a letter of apology, lunch detention, and/or suspension.*

ACADEMIC INTEGRITY/CHEATING

White Hill is committed to encouraging students to assume responsibility for their own ethical behavior and to support academic honesty among others. In pursuit of this ideal, students are expected to do their own work at all times, and understand that cheating will adversely affect their grades and how they are perceived by others.

Since ethical behavior is a large part of academic excellence and productive global citizenship, the faculty and administration of White Hill Middle School believe it is important to have a clear policy concerning plagiarism and other forms of academic dishonesty.

Definitions

Cheating is defined as, but not limited to:

- The inappropriate and deliberate distribution or use of information, notes, materials, or work of another person in the completion of an academic exam, test, quiz, project or assignment.
- Copying another's work.
- Letting another student copy your work.

Intentional Plagiarism is defined as, but not limited to:

- The act of taking ideas or writings from another and offering them as one's own.
- Obvious, substantial, verbatim reproduction of information.
- Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation.
- Submission of others' work as the student's own. This applies to un-cited paraphrasing of another's ideas as well as verbatim use of others' words.

Technical Plagiarism is defined as, but not limited to:

- Unsatisfactory paraphrasing of another's work.
- Improper citation of documentation that misrepresents a source.
- Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources).
- Inaccurate and/or excessive integration of direct quotations with the student's own writing.

Determination of Cheating/Plagiarism

Parents will be notified immediately when a student is suspected of cheating or plagiarism. Teachers will, in most cases, be able to provide documented evidence of plagiarism. Administration will review all cases of cheating and plagiarism to determine if cheating or plagiarism has occurred and if so, which specific type of plagiarism.

Consequences

- Evidence of **cheating** will result in the student receiving a grade of zero for that assignment.
- Evidence of **intentional plagiarism** will result in the student receiving a grade of zero for the assignment in which the plagiarism occurs.
- Evidence of **technical plagiarism** will result in a deduction of points for the work. The number of points will be determined by the teacher, based on the severity and the number of occurrences for the assignment in which the plagiarism occurred.
- **A second incident where there is evidence of cheating and intentional plagiarism** will result in a disciplinary referral and consequences.

SUBSTANCE ABUSE AND NICOTINE/TOBACCO POLICY

The use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. We desire to promote a positive and healthy lifestyle and promote a safe environment for learning. The district intends to keep the schools free of alcohol and other drugs.

The Principal or designee will take appropriate action to eliminate furnishing, possession, use, or sale of alcohol and other drugs, related paraphernalia, nicotine/tobacco products and delivery devices* or substances purported to be such drugs on school grounds, at school events, or any situation in which the school is responsible for the conduct and well being of students. Students discovered to be in possession of or under the influence of alcohol, drugs, or other controlled substances will be subject to disciplinary procedures which will result in suspension or expulsion (this includes possession of fake or look-alike drugs or nicotine/tobacco products). The appropriate law enforcement agency will be notified as necessary.

**"Nicotine/Tobacco products and delivery devices" include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless (chewing) tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals that are not Federal Drug Administration (FDA) approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco or smoking equipment, device, material or innovation and all hand-to-mouth smokeless delivery devices.*

In the best interests of students, employees, and the general public, effective February 18, 1993, the Board of Trustees prohibited the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or event. It applies to any meeting on any property owned, leased, or rented by or from the district.

The Superintendent or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on district premises share in the responsibility of adhering

to this policy and informing appropriate school officials of any violations. Violation of this policy by employees shall result in appropriate disciplinary measures.

The district shall maintain a list of clinics and community resources, which may assist employees and students who wish to stop using tobacco products. Information about these programs shall be made available upon request and whenever an employee violates the district's policy.

The district's complete Alcohol and Other Drugs Policy and Tobacco Policy, Regulations and Procedures, will be made available for every employee, parent, and student during the school year. For further information, please call 415-451-4065.

School rules and policies are refined periodically. Students will be informed of these changes through the daily bulletin. Parents will also be informed of these changes.

TECHNOLOGY USE

The computers and technology here at White Hill are valuable resources for students and teachers. Technology is not only a tool used for learning, but it also improves the ability of students to meet the challenges of the future.

Violation of appropriate use of school computers, the Internet, or any other technological equipment or software will result in disciplinary action. Such violations include, but are not limited to: breach of privacy or security; transmission of copyrighted materials; threatening, harassing, obscene text or material; altering or removing computer files not belonging to the user; transmission of material promoting illegal activities; disconnecting equipment; or damage/vandalism of any kind. *Disciplinary actions may include a restorative meeting, an office referral, parent contact, lunch detention, and/or suspension.*

TRANSPORTATION TO & FROM SCHOOL

The safety and well-being of our students are of utmost importance. This policy is designed to ensure the responsible use of bikes, e-bikes, scooters, and skateboards while promoting safety and adherence to traffic laws. All students using bikes, e-bikes, scooters, and skateboards to commute to school are required to follow these guidelines.

Additionally, we understand that students need to arrive at school through a variety of ways. To ensure that students have a place to park their mode of transportation, White Hill has designated specific areas for students to park.

BIKES, E-BIKES & PARKING

- Students must register their bike/e-bike/scooter with the office to be able to park on campus. Students and parents/guardians must also sign a pledge to act responsibly and safely and follow all traffic laws while riding to and from school.
- Students are asked to use the bike path on Lefty Gomez Field with access on Sir Francis Drake Blvd. Do not ride up or down Glen Drive, through the parking lot or enter or exit through the entrance driveway.
- Riders are to dismount once they arrive on campus.
- Riding double is not allowed.
- State Law requires that students wear properly fitting bicycle helmets.
- Although the school takes reasonable steps to ensure the security of students' bicycles, students bring their bikes to school at their own risk.
- Bicycles must be placed in bike stands and locked. Students should use a high-quality lock and should check to make sure that the lock is secure.
- Only legal e-bikes will be approved to park on campus. Please make sure you check with local laws when purchasing your student an e-bike. Only class 1 ebikes are legal for middle school students.
- As e-bikes require more parking space than regular bikes, there is designated e-bike parking separate from the bike parking. E-bike parking is available on the upper blacktop.
- E-bike parking spaces will be assigned to students for the year on a first-come, first-serve basis to ensure there is enough parking for all students. Students should get their assigned parking space from the office when they register their bike.
- Parking in non-designated areas or obstructing pathways, entrances, or exits is strictly prohibited. Designated parking spaces will be clearly marked and communicated to all students. If a student fails to park in the designated space, the administration reserves the right to lock or confiscate the mode of transportation.

SCOOTERS, ROLLERBLADES & SKATEBOARDS

- Skateboards, roller blades, scooters, etc. may not be ridden on campus. These items must be stored in the shed behind the office at the beginning of the school day and remain in one location until afternoon dismissal.
- The school is not responsible for lost or damaged items.
- Students who ride scooters must park it in one of the two bike cages (located by the PE/600 building and by the 8th grade/400 building). Both parking areas are secured by a lock during the school day.
- Students must keep their skateboards and rollerblades in the Skate Shed behind the main office.
- E-scooters and e-skateboards are not allowed to be parked on campus as riders must be sixteen years of age or older to lawfully ride.

BUSES

Bus service is provided as a convenience and a privilege. Our main concern is the safety and welfare of students. Bus service for any student may be revoked at the discretion of the school, the transportation company serving White Hill, and/or Marin Transit . No refund shall be given for a pass that is suspended or revoked. Students must comply with school rules and laws when waiting for, boarding, riding on, or exiting the bus. In the morning, students may not get off the bus before arrival at White Hill and walk to school.

Students must follow these basic rules:

- Only one student per seat
- No standing or leaving a seat while the bus is in motion
- No opening windows
- No tampering with or damaging the bus or its safety notices and devices
- No screaming, yelling or other loud noises
- No eating, drinking or littering on the bus
- No throwing objects or spraying cologne or spray-deodorant on or from the bus
- Obey the driver and bus line supervisor
- A bus pass may be used only by its owner

Consequences for bus suspension:

1. The student's name will be taken and administrators will determine whether the bus privileges will be suspended or reinstated.
2. The parent/guardian will be contacted.
3. The student will need to find alternate transportation for the length of the suspension. The student may not board another school-chartered bus. No refund shall be given.
4. The parent/guardian may incur repair costs if damage occurs to the bus as a result of the student's offense.

Length of Bus Suspension:

1. First offense = 1 week
2. Second offense = 1 month
3. Third offense = the remainder of the school year

If a bus pass is lost, students must obtain a temporary or replacement pass from the office and pay for the cost of the replacement card.

HARASSMENT AND BULLYING

White Hill prohibits harassment and bullying during the school and after-school programs, at school field trips, school sponsored events, and when students are traveling to and from school. Below we have described our school's procedures to prevent and stop bullying. This policy prohibits reprisal or retaliation against any person who reports harassment or bullying. This

policy applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

BULLYING

Bullying (CA Ed code 48900(r) is different from conflict. It occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.

- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

- **Relational bullying** is when a student repeatedly excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.

- **Cyber bullying** is when a student repeatedly uses their cell-phone, text messages, emails, instant messaging, chats and websites (such as Group Texts, SnapChat or Instagram, YouTube, Zoom, Google Meet) to bully another student in any of the ways described above.

REPORTING HARASSMENT AND BULLYING

There are multiple ways that a student can report harassment or bullying. Students can:

- Tell a trusted adult on campus, such as a teacher
- Anonymous tip line on our website
- Come to office and report to office staff or school

Every reported incident will be responded to in a serious manner.
School Administration will follow these steps:

- Make sure all students are safe.
- Investigate allegation(s) swiftly, thoroughly, and seriously.
- Preserve evidence and gather statements. Admin will interview everyone involved separately and collect written accounts.
- Protect confidentiality and the rights of all involved parties, including the student(s) allegedly responsible for the incident.
- Provide supportive measures to students who were impacted.
- Determine the extent to which counselors and/or outside agencies should be brought in and/or consulted.
- Admin will make a determination of corrective measures, if necessary, which may include restorative measures and/or disciplinary measures for those responsible for the incident.
- Parents will be contacted.
- The incident will be documented.

SEXUAL HARASSMENT (OF OR BY A STUDENT)

California law and Board Policy 5145.7 prohibit sexual harassment. Students in grades 4-8 may be suspended or expelled from school for engaging in unlawful sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, which negatively impacts a student's academic performance or creates an intimidating, hostile, or offensive environment in the school. Sexual harassment may also involve conduct, whether blatant or subtle, that discriminates against a person solely because of that person's gender.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions, including via text or other form of written message
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions, including via text or other form of written message
3. Graphic verbal comments about an individual's body or overly personal conversations, including via text or other form of communication.
4. Sexual jokes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors, in person or via text or other form of written communication
6. Sexual remarks or teasing other students about their sex or gender
7. Touching an individual's body or clothes in a sexual way
8. Purposefully limiting a student's access to educational tools based on their sex or gender
9. Cornering or blocking of normal movements
10. Displaying sexually suggestive objects in the educational or work environment

11. An 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
12. Classroom activities and projects that would disparage one's gender's abilities

INFORMAL SEXUAL HARASSMENT COMPLAINT PROCEDURES
Students or other individuals who feel aggrieved because of conduct that may constitute sexual harassment, are encouraged (but not required) to directly inform the person engaging in such conduct that such conduct is offensive and must stop. An aggrieved individual is not required to complain first to his or her instructor if that instructor is the individual who is harassing the student.

FORMAL SEXUAL HARASSMENT COMPLAINT PROCEDURES
As soon as a student feels that he or she has been subjected to sexual harassment, the student should make a written complaint to a teacher, counselor, school nurse, site administrator, Superintendent, or Superintendent's designee.

Any student, who makes an oral complaint of sexual harassment to any of the above personnel, will be provided a copy of this regulation and will be requested to make a written complaint.

If a complainant is unable or unwilling to put the complaint in writing, the complainant shall be directed to site administrator, Superintendent, or Superintendent's designee, who shall assist the complainant. (If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed).

Complainants shall not be retaliated against or otherwise subjected to unlawful discrimination as a result of filing a sexual harassment complaint. Any person, who has been the subject of retaliation or discrimination in violation of this section, may file a complaint which shall be separately investigated or consolidated with the investigation of a prior complaint, as determined to be appropriate by the Superintendent or designee. Information or assistance regarding the district's sexual harassment policy may be directed to Title IX Officer.

DISCIPLINARY ACTIONS AND BEHAVIOR INTERVENTIONS

Our restorative approach helps students resolve most problems before they get to the point of meriting more significant discipline measures. However, behavior that hurts others, destroys property, creates an unsafe situation, or disrupts the learning environment for others or is an Education Code violation (violence, weapons, destruction of property, theft, etc.) may necessitate disciplinary action. Disciplinary action may vary depending on the severity of the behavior and prior incidents of discipline for the student.

Teachers, administrators, and other school staff will try a variety of methods to help a student choose responsible, appropriate behavior. Below is a matrix of strategies and interventions that are used to help support the students. The administration reserves the right to treat each case on an individual basis and administer consequences accordingly, depending on the nature and seriousness of the offense

DISCIPLINARY CONSEQUENCES MATRIX

The following is the Disciplinary Consequences Matrix, which contains a list of potential inappropriate and disruptive behaviors and the appropriate interventions, restorative practices or consequences.

Levels of Interventions and Disciplinary Actions		
Level 1	● Teacher/Student Conference ● Teaching of Expectations and Skills	● Written Apology ● Student/Admin Meeting
Level 2	● Parent/Guardian Call ● Lunch Detention ● Loss of Privileges	● Accountability Project ● Referral to Counselor ● Student/Admin Meeting
Level 3	● Student/Teacher/Parent Conference ● Behavior Contract ● After-School Detention ● In-School Suspension ● Out of School Suspension ● Loss of Privileges	● Accountability Project ● Community Service ● Kognito Training ● YVAPE Program ● Referral to Counselor
Level 4	● Out of School Suspension ● Recommendation for Expulsion	● Alternative Educational Placement

Note: On the first instance of an inappropriate or disruptive behavior, use one or more interventions from the lowest level indicated for that behavior, or any lower level. If the same behavior is repeated during the same school year, one or more interventions or disciplinary responses from the next highest level may be used.

Inappropriate or Disruptive Behavior	**Levels**			
	1	**2**	**3**	**4**
Academic Dishonesty (e.g. cheating or plagiarizing)	X	X	X	
Alcohol ● Under the influence, using, or possession ● selling			X	

Assault or Battery ● Simple assault or simple battery ● Assault with a weapon or battery causing serious injury			X	X
Bullying		X	X	X
Bus Disruptions ● Minor disruption on the bus (e.g. eating, drinking, benign too loud, standing, throwing objects from the bus) ● Serious disruption on the bus	X	X	X	
Classroom Disruption (e.g. talking out loud in class or talking out of turn, throwing objects, and other behavior that distracts from student learning)	X	X	X	
Defiance of Authority and/or Insubordination (e.g. non-violent/non-physical, talking back to school staff, failure to follow directions, failure to respond to school staff questions or requests, refusal to participate in classroom activities, etc.)	X	X	X	
Disrespectful Behavior (e.g. verbal insults or put-downs, including the use of profane or offensive language; picking on, bothering, teasing, or distracting other students; making inappropriate gestures or comments, and other behavior that is rude or disrespectful)	X	X	X	
Dress Code Violation	X	X		
Electronic Device Use at Unauthorized Times	X	X		
False Activation of a Fire Alarm		X	X	
Fighting ● Physical aggression (e.g. pushing, and shoving) ● More serious fighting (may include incidents involving minor injuries		X	X	X
Hallway Misbehavior. Running, Making Excessive Noise, or Loitering	X	X	X	
Harassment based Race, Ethnicity, Gender, Sexual Orientation, Disability, or Religion Against Members of the School Community			X	X
Illegal Drugs or Controlled Substances ● Under the Influence, Using, or Possessing ● Selling		X	X	X

Lying to, Giving False Information to, or Misleading School Personnel	X	X	X	
Property Damage ● Intentional Damage or Defacement of Another Person's or School Property (less than $50) ● Intentional Damage or Defacement of Another Person's or School Property (more than $50)		X	X	
Sexually-Based Behaviors ● Sexual Harassment (eg unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature) ● Sexual Assault		X	X	X
Tardiness ● Persistent or excessive tardiness to class/school	X	X		
Theft ● Less than $50 ● Greater than $50		X	X	X
Trespassing			X	X
Tobacco Possession or Use ● Under the Influence, Using, or Possessing ● Selling		X	X	
Unexcused Absence from School or Cutting Class	X	X	X	
Weapons, Firearms, and Explosives ● Bringing or possessing fireworks ● Igniting fireworks ● Bringing, possessing, or using other explosives (non-fireworks) ● Threat or false report related to explosives ● Bringing, possessing, or using firearms ● Bringing or using other deadly weapons ● Possessing other deadly weapons			X	X

SUSPENSION AND EXPULSION

According to Education Code, a student may be suspended from school or recommended for expulsion for specific violations of the Education Code. The following is a partial list of the causes for suspensions and/or recommendations for expulsion according to Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. In some cases, the police will be notified.

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.

3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of a dangerous object, the student has 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.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully possessed, used, sold or otherwise furnished a controlled substance, an alcoholic beverage or an intoxicant of any kind, and then 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.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
12. Engaged in an act of bullying (including electronic).
13. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
14. Knowingly received stolen school property or personal property.
15. Possessed an imitation firearm.
16. Committed or attempted to commit a sexual assault or committed a sexual battery.
17. 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 and/or retaliating against that pupil for being a witness.
18. Committed sexual harassment.
19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
20. Intentionally engaged in harassment, threats, or intimidation, directed against a student or a group of students.
21. Made terrorist threats against school officials or school property, or both.

A pupil may be suspended or expelled for acts enumerated in the above Education Code sections that are related to any school activity or to school attendance. Such acts may occur anytime and in any location, including, but not limited to: 1) while on school grounds; 2) while going to or returning home from school: 3) during the lunch period whether on or off the campus; or 4) while going to, attending, or coming from a school-sponsored activity.

While on suspension, the student may not be on any District-owned property, and will not participate in any school-related activities. In addition, a student who is suspended is placed on LOP for the remainder of the marking period. A student who is suspended and/or placed on LOP during the final marking period may be excluded from end-of-the-year activities, including the graduation ceremony, based on administrator discretion.

SUSPENSION DUE PROCESS RIGHTS
The student has the right to an informal conference with a principal or certificated designee prior to a suspension, at which time he/she has these rights:

- To be informed of the charges against them and the evidence used as a basis for the charges
- To present them side of the incident and any supporting evidence of testimony

The parent or legal guardian has the right to:

- Oral notification at the time of suspension (School personnel will make a reasonable effort)
- Written notice following the suspension
- Request a conference with school personnel

MAKE-UP WORK FOR SUSPENDED STUDENTS

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. It is the student's responsibility to request missed work upon their return to school. Teachers may specify a time in which the work is to be completed to receive credit (Education Code 48913).