

RICHARDSON PREP HI CONTRACT

GENERAL ACADEMIC CRITERIA

Richardson is a public magnet program that promotes a close, cooperative relationship between students, parents, and school personnel. The primary vision of Richardson PREP HI Middle School, is to provide a positive, supportive, and secure environment in which to develop responsibility and self-discipline for academic and social excellence within a framework of cooperative relationships between staff, parents, and students. This contract specifies standards for student conduct, attendance and academics. Violations of the contract are investigated by administration and reviewed by the Intervention Team, composed of teachers, administrators, support staff and our counselor. Students violating the contract are placed on probation. Continued violations may result in termination of the student's contract and the student returning to his or her home school.

CONTRACT REQUIREMENTS FOR ACADEMICS

Students are subject to Contract cancellation according to the following criteria:

- All students must maintain a minimum of 2.0 GPA during the Designated Grading Periods of progress report 2, semester 1, progress report 6, and semester 2 or they will be placed on probation until the next Designated Grading Period. GPA is calculated using points for grade as follows: A= 4 points, B = 3 points, C = 2 points, D = 1 point and F = zero points.
- Students will be placed on academic probation if they have three or more F's in any core academic subject area during the Designated Grading Periods. Students placed on probation for any reason (academic, attendance or behavioral) during the fourth quarter or are receiving a failing grade in any class at the time of the activity will be restricted from incentive (non-academic) field trips, end-of-year activities (examples include 8th grade trip, Disneyland, Fiesta Village, incentive events/activities, etc.) During the activities, the students will be given assignments to work toward grade-level promotion.
- In order to allow students to focus on academics during the probationary period, students are restricted from participating in ALL extracurricular activities (e.g. ASB dances, skating parties, field trips, sports, incentive activities, etc.), but are able to earn their way out of the probationary period.
- Students on academic probation will be offered appropriate intervention

HOMEWORK POLICY

Richardson PREP HI teachers provide homework assignments in order to promote academic excellence and teach responsibility. Homework and projects allow parents to be directly involved in the educational process. By monitoring homework, parents will be able to discuss with their child what he/she is learning in class. Daily homework is recorded in the school planner. Parents should check the planner and the required homework each evening. Homework is assigned five days a week. If no homework is assigned for a particular class, it will be noted in the planner. Daily reading is part of the RLA homework. Students who read 35 minutes each day will advance their reading level quickly. The amount of homework given is in accordance with the SBCUSD board policy. As a

general rule, sixth graders will have a minimum of one hour of homework; seventh and eighth graders will have a minimum of two hours. The amount of time allocated to projects and long-term assignments is regulated so that students can work in smaller increments of time each day. Parents may be asked to sign long-term assignments so that they can monitor progress and help their child with time management. Students should not try to complete long-term assignments/projects at the last minute.

RESPONSIBILITY FOR MATERIALS

It is very important for Richardson PREP HI students to know that it is their responsibility to bring everything they need to school each day. This includes: • Bus Pass • Homework • Books and Planner • Notebook/Paper/Pens/Pencils/Other School Supplies* • Sack Lunch/Lunch Money • Backpack* • P.E. Uniform* • Musical Instruments • House Keys • Permission Slips (Dances, School Pictures, Field Trips) • Money for Fund-raisers or School Purchases • Identification Badges

*If there is a financial hardship, a parent/guardian should contact the principal or vice principal.

If a student forgets something and a parent or relative brings it to us, we must locate the student and deliver the forgotten item. Students that forget P.E. clothes will be provided with clean loaner clothes. Parents do not need to make an extra trip to bring forgotten P.E. clothes.

ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL PROMOTION

California Laws, AB 1626 and AB 1639, and the District Promotion Policy require each middle school student to meet grade level standards in mathematics and language arts. Middle school students who achieve grade level standards will be promoted to the next grade level. Students that fall below grade level standards, as indicated by failing grades, or other board-adopted assessment criteria, may not be promoted. Parents/guardians of students at risk of being retained will be notified as early in the school year as possible. The decision to retain is made by the grade level team of teachers. The parent/guardian may appeal the decision of the teachers by writing a justification for overturning the decision to the principal within five days of final notification of retention. Students, who are at risk of being retained based on low grades, should take advantage of the Intensive Instruction Program (tutoring) and/or CAPS homework help. These programs provide diagnostic testing and prescriptive teaching.

CONTRACT REQUIREMENTS FOR BEHAVIOR

As members of the school community family, students are expected to maintain positive and appropriate behavior at all times. Students are responsible for knowing and meeting all Contract obligations. Staff will communicate and teach school wide and classroom expectations throughout the year. Parents/Guardians are an integral part in supporting good conduct and character. The following Contract requirements for behavior must be followed at all times, including to and from school.

1. First and foremost, all students must be responsible for respecting all adults and fellow students and must be cooperative with school authorities. Students are also responsible for respecting the property rights of others.
2. Any behavior disruptive to the educational environment or having the potential to create an unsafe or disorderly campus is prohibited as outlined in the school handbook.
3. Fighting will not be tolerated. Students who engage in a fight or a battery upon another student may be subject to a Citation by School Police (Penal Code 415).
4. Continued violations of the dress code will result in a parent notification. On the third violation, a student is referred to the Intervention Team.

5. Gum chewing is not permitted on campus and will result in immediate disciplinary action, including trash pick-up and gum removal. On the third violation, a student receives an Office Referral to the Intervention Team.
6. Students must follow all classroom rules specified by each teacher and must fulfill all Contract obligations as set forth by teacher regulations. Examples include: Classroom violations, forging parent signatures and students not returning the signed contract.
7. Any act of cheating, which includes copying without teacher approval or forgery, is considered a serious violation of the Contract and will result in strong disciplinary action.
8. Students must treat substitute teachers with respect and obey rules set forth by the substitute teacher.
9. Sexual harassment or any other form of harassing behavior will not be tolerated.
10. Students must follow all the provisions of Education Code 48900 and District Policy.
11. In addition to referrals to the Intervention Team, students may also be suspended for serious violations per Education Code 48900, which is contained in this document.

BEFORE SCHOOL

1. Upon arrival to school, whether by car, bus, or walking, students must go onto campus immediately.
2. Students will remain in the quad before school.
3. Students may never leave campus without permission.
4. Violation of 1 – 3 above is grounds for an Office Referral and review by the Intervention Team.

LUNCH BEHAVIOR

1. All middle schools in San Bernardino have closed campuses. Students may not leave school without permission.
2. Students will remain in-bounds during lunch, which includes the quad, cafeteria, the library (unless closed), and the Ping-Pong table area. Students may only leave these areas when escorted by and supervised by a staff member. Out of bounds is a referable offense.
3. All students must eat in designated areas of the cafeteria and quad. No eating or drinking is allowed in classrooms without teacher approval. No eating or drinking is allowed in the library, in bathrooms, at Ping-Pong tables, along the perimeter of the quad, on sports fields, or in any other undesignated areas.
4. On rainy and/or windy days, students must eat in designated areas out of the wind and/or rain.
5. Cutting the line or saving a friend's place in line is not allowed.
6. All students are responsible for throwing away their trash and for keeping the lunch area clean.
7. If poor lunchtime behavior becomes widespread, structured lunch will be implemented for the following day. Structured lunch implements a seating restriction that limits students to sitting in the covered outdoor area or the MU room, only. During structured lunch, students are dismissed to the bathroom individually and playground recess is canceled. An explanation of expectations will be provided to students during structured lunch. Persistent poor behavior may result in consecutive structured lunch days until behavior becomes consistently acceptable.

AFTERSCHOOL (CAPS)

1. All students MUST have an application on file with CAPS.
2. At the end of the day, students must proceed to their afterschool program (AIM or sports), to the MU room to sign into CAPS. or leave campus to go home. Students need to follow designated travel paths and may not loiter prior to getting on a school bus.
3. Students waiting to be picked up must wait directly in front of the MU room. After 15 minutes,

if the student has not been picked up, they must check in to CAPS.

4. Any student participating in an afterschool program, sport, or practice must report promptly to his/her program/teacher/coach and remain under adult supervision during the entire activity time. While on campus and during all school functions, Richardson PREP HI rules must be followed. All afterschool programs, including tutoring, are part of our CAPS program. Parents can sign students out of the program in the MU room. The CAPS program runs every day until 6 p.m., except on the first and last day of school and the day before winter break.
5. No longer than fifteen minutes following an afterschool activity, students who do not ride a bus, must be picked up by a parent/guardian.
6. Students are expected to follow the same procedures afterschool as they do during the school day. If students fail to follow any of these rules, they will receive a violation or referral. THREE referrals result in the loss of CAPS privileges for the remainder of the school year.

During the fourth quarter, students placed on probation for any reason (academic or behavioral) or are receiving a failing grade in any class at the time of the activity will be restricted from incentive (non-academic) field trips, end-of-year activities (examples include 8th grade trip, Disneyland, Fiesta Village, incentive events/activities, etc.). During the activities, the students will be given assignments to work toward grade-level promotion. In addition, eighth grade students with these restrictions may attend the 8th grade promotion ceremony but may not attend the dance.

BUS BEHAVIOR

Students are expected to maintain the same high standard of appropriate behavior and follow the ROAR Code of Conduct on school busses and at bus stops. Students who violate bus rules may receive disciplinary consequences from the Transportation Department as specified in transportation mailings and/or may receive school consequences for not meeting the obligations of their Richardson PREP HI Contract. Since the majority of our students are bussed to and from Richardson, transportation is an important element of school safety.

1. All students must respect other students and their property, the bus driver, and the property of the bus company.
2. Students may not eat, drink, or chew gum on the bus.
3. At all times, students must remain seated, face forward, and have their feet out of aisles.
4. No objects or trash may be thrown on or from the bus.
5. When waiting for the bus, students need to wait quietly on the sidewalk. Students may not engage in unsafe or disruptive behavior.
6. The noise level on the bus must be kept to a safe standard. This is decided by the bus driver.
7. Cell phone use is prohibited on the bus.
8. Students must respect private property at and near bus stops.
9. Students must use their designated bus stop only for boarding and exiting the bus. Students may not use a bus stop other than the one designated to them for any reason. Violation of this policy is grounds for loss of bus riding privileges.
10. On the way to the bus stop, on the bus, exiting the bus, or on the way home, any student who violates Education Code 48900, District Policy, or Richardson PREP HI school rules may be disciplined.

For questions about bus referrals the District's Transportation Department should be contacted at 388-6125. For bus referrals involving school disciplinary action, parents will be notified by school administration.

DISTRICT UNIFORM POLICY AND RICHARDSON PREP HI DRESS CODE

All students will comply with the dress code while at school and while attending any School/District function. The Board of Education and RPH are fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Styles change; therefore, we reserve the right to prohibit clothing styles that indicate gang affiliation or drug use and any other items that represent a safety hazard or causes disruption to the educational environment.

IDENTIFICATION BADGES (ID badges)

1. Students are required to wear identification (ID) badges while on campus, including CAPS (before and afterschool, with the exception of PE or sports).
2. ID badges must be visible at all times.
3. Students can use lanyards (around the neck) or a clip (on the shirt).
4. ID badges must be displayed above the waist.
5. Failure to wear ID badges or failure to wear ID badges in an appropriate manner will result in a violation.

HEAD WEAR

Per education code 35183.5 hats may be worn outdoors for sun protection. Hats worn outdoors must be Richardson caps or plain school colors (orange, white, or black) with bills worn forward. Hats that do not offer sun protection are not allowed. Allowances to wear hoods or cold weather hats may be made in extreme weather situations (heavy rains, wind, temperatures below 60 degrees) as determined by administration. Examples of allowed hats include, Richardson caps, plain (orange, white, or black) cap with no designs worn forward, plain (orange, white, or black) bucket style hats, or plain (orange, white, or black) sunhats. **Not Allowed:** all head coverings except those noted above; namely, hoods, bandanas, head "rags", do-rags, hairnets, stocking caps

SHIRTS / TOPS

Tops must provide adequate coverage of the body, cover the undergarments, and must not distract from the academic environment. Administrators may elect to prohibit any clothing that is causing a disruption to the academic environment. **Not Allowed:** Low-cut tops, blouses that show cleavage, strapless tops, camisoles or spaghetti straps, see through tops, bare midriff tops, visible undergarments (e.g., bra straps), thin strap tank tops (less than three fingers width), shirts with sexually suggestive images or words, references to violence, tobacco/drugs/alcohol, or gang references.

PANTS / SHORTS / SKIRTS

Pants will be worn at student's natural waistline. Shorts, skirts, and dresses must be at least fingertip length. If overalls or suspenders are worn, the straps must be worn over the shoulders. **Not Allowed:** Excessively baggy clothing; pants revealing skin underneath (ripped, cut, torn); sagging pants or pants worn low to show shorts or undergarments; items hanging from the pocket or pants (wallet chains, lanyards, suspenders, etc.)

JEWELRY / BELTS /ACCESSORIES

Hanging or hoop earrings may be no longer than one inch in length or diameter. Belts must be threaded through belt loops and not hanging from pants. Belt buckles must be appropriate for school. Jewelry must be safe. Cold weather scarves and gloves are permissible during inclement weather. Sunglasses are allowed for sun protection only. **Not Allowed:** gloves worn indoors or at times other than very cold weather; sunglasses worn indoors; large hoop or dangling earrings (larger/longer than 1"); facial piercings (lips, tongue, nose, eyebrow, etc.); long or hanging belts; buckles with weapon, gang, drug, or alcohol references; wallet chains or other items hanging from pants; choke chains or jewelry with spikes (including earrings) or large chain links.

SHOES

For safety reasons, shoes must adequately cover the foot and have a back. **Not Allowed:** Flip-flops, slippers, strapless or backless shoes, "string" sandals, or gladiator-style sandals with thin straps.

SPECIAL EVENTS

Dress code for dances and special events will be specified on the permission slip.

PROHIBITED ITEMS

Students are not allowed to bring the following items to school at any time:

1. Gum
2. Skateboards, scooters, skates, and shoes with wheels
3. Bikes must be walked onto campus. Student riding bikes to school must wear a helmet to and from school. Students must provide their own locking device.
4. Tobacco products (lighters, matches, cigarettes, e-cigarettes, vapes, cigars, pipes, chew and snuff) and drug items*
5. Weapons, real or look-alike, are forbidden. Examples: Guns, squirt guns, BB guns, toy guns, and knives (including any type of pocket knife)* Laser pointers are not allowed. The administration reserves the right to determine whether something is a weapon or not.
6. Aerosol cans (including hairspray and deodorant).
7. Gang style writing and tagging on the body, notebooks, backpacks, folders, or clothing
8. Permanent markers (including Sharpies), liquid white-out, paint products, or etching tools*
9. Student should be encouraged not to bring more money than is needed for the day. Fees for activities are announced in advance.
10. Electronic Devices including music devices (iPod, mp3 players, etc.) and gaming equipment (PSP, DS, etc.)
 - May be confiscated when in use or visible/out on campus
 - The District and its employees will not be responsible for lost, damaged, or stolen cellular phones or electronic devices.
 - Electronic e-readers (Kindle, Nook, etc.) are permissible for reading only. Students may not use e-readers to play games or access the Internet. The staff, school, and district are not liable for lost or stolen items.

*Student possession or use of such items on campus may result in suspension and/or citation by police

CELLPHONE POLICY

- Must be kept with the power off and out of sight on campus. Visibility through pockets is grounds for a written warning. Three written warnings is grounds for a referral.

- Use of cellphones to text, message, phone, record or view pictures/video/audio is prohibited during the school day or in CAPS.
- Students may call parents before boarding the school bus in the afternoon. Per transportation policies, cellphone use is not allowed while riding the bus.
- Field trips are an extension of the campus and cell phones may not be used without explicit permission from an adult.

CONTRACT REQUIREMENTS FOR ATTENDANCE

GENERAL ATTENDANCE REQUIREMENTS

California funds schools based on positive attendance. Under state guidelines, all absences (legally excused or otherwise) are deemed to be absences in computing average daily attendance and shall not provide state apportionment payments.

Students are expected to maintain regular attendance and to arrive at school on time (between 7:15 a.m. and 7:35 a.m. on Regular and Minimum Days; and between 9:15 a.m. and 9:40 a.m. on Modified Days). Times are subject to change based on any future calendar or school day modifications by the SBCUSD.

EXCUSED ABSENCES

1. Verbal communication is accepted for medical appointments, funerals, and illnesses. Doctors notes are preferred, but not required.
2. A written note or email is required for personal needs within five school days. Some examples of personal needs are: travel, participating in sporting events, observing religious events or holidays, and family vacations.
3. Absences not reported by the fifth school day will be unexcused.
4. When the student accumulates **three or more excused** absences the first excessive absences letter will be sent home.
5. When the student accumulates **6 or more excused** absences, a 2nd excessive absences letter will be sent home with an appointment for a SART (Student Attendance Review Team) meeting at the school.

UNEXCUSED ABSENCES

1. Absences without a valid excuse for more than three (3) school days classify a student as being truant by state law (Education Code 48260).
2. Verbal calls for personal needs are considered unexcused until a written note or email is provided within five school days. Some examples of personal needs are: travel, participating in sporting events, observing religious events or holidays, and family vacations.
3. The first truancy letter is sent after a student accumulates three unexcused absences.
4. When the student accumulates six unexcused absences, a second truancy letter is sent home with an appointment for a SART (Student Attendance Review Team) meeting at the school.
5. Students who have missed 10% of the school year are referred to the School Attendance Review Board (SARB) for a meeting.

LATE TO SCHOOL

1. All students who are late to school must obtain tardy permits from the attendance office before going to class.
2. When a parent brings a student to school after 7:35 a.m., the parent should accompany the

student into the office or send a written excuse. Lateness is an unexcused tardy unless there is a legal excuse, such as doctor's appointment.

3. Students must obtain an early dismissal slip from the attendance office to leave school before the end of the school day.
4. Three unexcused tardies of 30 minutes or more (sleeping late, late arrival without a parent, etc.) are equivalent to a day of truancy according to state law.

MISSED ASSIGNMENT AND MAKE UP WORK

Students are expected to maintain regular attendance and to be at school on time. Chronic absences and/or tardies may result in a recommendation for cancellation of the student's Contract or an increase in probationary level status. Research shows that an absent student loses valuable instructional time. A majority of the classroom instruction and class work cannot be made up when a student misses school. Classroom instruction is usually sequential in nature-involving both written and oral student participation. It is an unfair expectation that a teacher re-teach a missed lesson to a student who has been absent. Therefore, it is not possible for the student to make up all classroom work or receive credit for it. However, should a student be absent for three consecutive days due to illness, homework assignments (upon request) will be provided to compensate as much as possible for missing classroom grade points due to the excused absence.

If a student is absent for any days, he/she is instructed to contact their classroom teacher for required homework assignments. Email is often an effective way to contact a teacher for missed assignments. It is the student's responsibility to request make up assignments and to turn them in on time. Per Education Code, the student has the number of day's equivalent to the absence to make up the work. For example, if a student is absent for three days, he/she has three days to make up the missed work. If the student is not able to complete the work within the time allowed, the parent should contact the teacher to make arrangements for an extension.

INDEPENDENT STUDY

Independent Study is available for students who know that they will be absent for five or more days. Independent Study cannot replace classroom assignments because of the loss of instruction and group activities. In situations where a student will have a non-illness related absence for five or more days, the school can provide an independent study plan if the parent informs the school about the absence several days in advance. This enables students to get credit for most schoolwork and for attendance in case of a family emergency or other unavoidable reason to be out of town. Students will be assigned one hour of work for each class and the regular homework. Independent Study work is due the day that the student returns, unless a medical excuse from a doctor is provided. Contact the school office for more details

SCHOOL DISCIPLINARY PROCEDURES

In order to sustain excellence in academics and provide a safe, orderly, and positive learning environment, Contract expectations are regularly communicated, taught and reinforced through positive rewards and disciplinary consequences. Discipline is firm, fair, consistent, and caring. Parents are regularly communicated with as a key partner in maintaining student success.

IN CLASS DISCIPLINE

Teachers encourage positive behavior and utilize corrective measures to remedy inappropriate

behavior. Students are clearly and consistently taught classroom rules and procedures. Teachers are primary agents for communicating and enforcing school wide expectations. Depending on the nature of the offense and the level of severity, the following interventions may be administered by teachers and grade level teams.

- Verbal correction or re-teaching of missed expectation
- Private student conference with teacher
- Parent/Guardian contact through the classroom violation form, which requires the return signature of the Parent/Guardian.
- Parent contact by phone or email
- Counseling
- Loss of privileges from individual teacher or Grade Level Team
- Assignment and documentation of violations on classroom contracts
- Lowering of citizenship grades
- Detentions
- Assignments of special tasks
- Parent/teacher conference
- Team interventions, including Multi-Tier Student Support Team Conference (MTSS)

SCHOOLWIDE DISCIPLINE

Any staff member or school official may refer a student to the office for a violation of the Contract. If an infraction is confirmed, administrative action is taken. For minor, non-recurring offenses, administrative action may include a review of Contract requirements, counseling, a letter home indicating a violation, Parent/Guardian contact by phone, school beautification, on campus detentions, or special assignments. A low-level referral may also be written and sent home to with students as a means of documenting the behavior. Serious violations of the Contract, including ongoing defiance will result in a referral to the Intervention Team.

INTERVENTION TEAM

Any student may be referred to the Intervention Team for a violation of the Contract, Education Code, District Policy, or for continuing defiance of classroom and/or school wide rules.

This process begins when a student is sent to the office with or without a referral indicating a violation of the Contract. Initially, a student is given the opportunity to share their accounting of what occurred to prompt being sent to the office. Upon investigation of the incident, if the allegation against the student is confirmed, then disciplinary action is taken. If a decision is made to refer a student to the Intervention Team, the following has occurred or will occur prior to the Intervention Team meeting date:

- Written Student Statement of the Incident
- Investigation of Incident
- Review of Facts and Discussion with Student
- Review of Contract Violations and Requirements with Student
- Student is placed on probation pending Intervention Team meeting
- Parent/Guardian Notification

The Intervention Team is comprised of teachers, administrators, and support staff. The Intervention Team meets frequently to review referrals from students who have violated their Contract. By recommendation of the Intervention Team, students who have not met their Contract obligations may be placed on one of four probationary Levels, ranging from Level 1 to Level 4.

If a student is placed on a probationary Level, the following will occur:

- Student Notification of Probationary Level Placement
- Parent/Guardian Notification of Probationary Level Placement by mail, phone and/or home visit.
- Restriction from all extra-curricular activities or functions for the duration of the Probation (including, but not limited to, dances, skating parties, going to view games, special after-school events, non-instructional time field trips, lunch activities, 8th grade activities, cheerleading, etc.)

In addition to a placement of Probation, any student who commits a major violation of Education Code 48900, may receive an at home suspension, on campus suspension, or a citation by School Police. For the most serious offenses, students may be recommended for Expulsion from the San Bernardino City Unified School District.

DISCIPLINARY LEVEL SYSTEM

Purpose and Definition

The Lottery Magnet Schools have a system of probation aimed at correcting inappropriate behavior by restricting students from preferred activities for a period of time. While this system does not impact the permanent record of our students, it does offer strong enough accountability to motivate most students to fulfill the obligations of their Contract following their probationary period. Because disciplinary levels are progressive, this approach does not allow for continuous defiance or disruptions. The four disciplinary levels are defined as follows:

- **Level 1** - Ten (10) instructional days of restriction from extra-curricular activities
- **Level 2** - Thirty (30) instructional days of restriction from extra-curricular activities
- **Level 3** - Forty-five (45) instructional days of restriction from extra-curricular activities
- **Level 4** - Recommendation student to return to their home school.

Any student given a disciplinary level keeps the designation of that level. Further level placements are added to previous ones. For example, if a student receives Level 1 Probation for excessive tardies and later in the year is given Level 2 Probation for a cheating violation, the student would then be placed on Level 3 of the discipline system, with a 45-day probation. A Level 2 violation plus a Level 2 violation would result in a recommendation for a student to return to his/her home school or exit a specific program within the school.

Any student receiving a Level 4 Placement has a right to request an appeals hearing.

This hearing consists of the student, parents, administrators, District representation, Intervention Team members, and team teachers. The student who has been given a recommendation to return to his/her home school may address the committee with an appeal to remain at Richardson. The request to extend the student's contract is granted, his/her probationary period will be a minimum of 90 days, with any future contract infraction resulting in an immediate contract cancellation and return to the home school. The granting of a level 4 probation and contract extension is at the discretion of the committee and is based on the student's discipline history and whether or not the student takes ownership and accountability for his/her current and future actions. Contract extensions are not guaranteed.

EXAMPLES OF BEHAVIOR RESULTING IN DISCIPLINARY LEVELS

When referred to the Intervention Team for less serious offenses, a student may be placed on level 1 of the discipline system. At the discretion of the committee, students on level 1 probation may be excluded from all extracurricular activities for 10 instructional days or excluded from one

major school activity (dance, sports game, fun field trip, etc.). Athletic tryouts are not considered major school activities; however, acceptable behavior may be used in the criteria for placement on a team. In addition, students on a level 1 might be assigned additional consequences during their probation (gum renewal, lunch detention, etc.) This is an opportunity for students to reflect and make amends for poor choices. Placement on level 1 necessitates a telephone conference with the parent/student/vice principal. A letter will be sent to the parent.

Level 1

A student is placed on Level 1 of the discipline system and is put on probation for 10 instructional days when referred to the Intervention Team because of repeated or minor infractions. (Examples include but are not limited to: excessive violations for disruptive behavior, defiance, plagiarism or forgery, stealing, cyber bullying, loitering after school, "out of bounds" or not under the direct supervision of a teacher without permission, unacceptable language, lying, first offense cheating, inappropriate behavior with a substitute teacher, 10 unexcused tardies, or an HLR clothing violation). A letter is sent to the Parent/Guardian.

Level 2

A student is placed directly on Level 2 of the discipline system and is put on probation for 30 instructional days for serious offenses (fighting, repetitive cheating or forgery, truancy, excessive defiance, major cyber bullying, damaging property, tagging, stealing, drugs, physical harm or endangerment of others, sexual harassment, egregious behavior with a substitute teacher, continuous unacceptable behavior) or an at home suspension. This action necessitates a conference with the Parent/Guardian, student, and an administrator. A letter is sent to the Parent/Guardian.

Level 3

A student is placed on Level 3 and is put on probation for 45 instructional days for egregious continued misbehavior. This action necessitates a conference with the Parent/Guardian, student, and an administrator. A letter is sent to the Parent/Guardian.

Level 4

A student is placed on level 4 for continued misbehavior or for a further serious offense. This results in cancellation of the student's contract and the student will return to their home school. Parents have the right at this point to have a conference with a panel consisting of the Intervention Team and the grade-level team to appeal the contract cancellation. The parent and student may present the student's case for staying at Richardson at that time. If the appeal is granted, the student is still placed on 90 instructional days of probation. Once the probationary days are served, the student may participate in all activities again. However, another violation would immediately cancel the student's contract. Students who reach level four will be exempted from end-of-the-year events.

Level Progression

The Level system is progressive, at the Intervention Team's discretion, for a school year (i.e. for a student who has been placed on Level 1, a further offense would place him on Level 2, 3, or 4 depending upon the seriousness of the offense.) Levels can be reduced during the school year in which they occur if warranted.

Levels Carryover

If the student remains at the school (or specific program), he/she must complete any part of his/her probation that remained at the end of the previous school year. Upon completion of probation, he/she will be reset at the end of the year.

Level 4 Carryover

A student who is on Level 4 at the closing of school will be reevaluated and may be recommended either to return to his/her home school (exit a specific program) or remain at the school/program. A student on Level 4 at the closing of school, who has made significant progress may be allowed to return to the school for the next year. Upon completion of probation, the student's status will be reset for the following academic year. If Level 4 is reached a second time, the student is returned to his/her home school (or program exit) at the end of the academic year. Students are allowed only one Level 4 probationary period while enrolled at the school.

RULES AND REGULATIONS OF THE CALIFORNIA EDUCATION CODE

Education Code (48900) is in effect for all schools in California. This Education Code specifies the following types of student behaviors that are subject to disciplinary action (including suspension, expulsion and citation) at Richardson PREP HI and all other California public schools.

48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (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.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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 a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) 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.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (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 a witness in a school disciplinary proceeding for purposes 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. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially

recognized by an educational institution, that 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.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a 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 a school activity or school 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

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(Amended by Stats. 2018, Ch. 32, Sec. 49. (AB 1808) Effective June 27, 2018.)