



UNIVERSITY PREPARATORY SCHOOL

STUDENT HANDBOOK

OFFICE HOURS

The office is open for business between the hours of 6:45 a.m. and 3:00 p.m.

ATTENDANCE

All students are expected to attend all classes and be on time. When a student is absent, the parent/guardian should call the school at 243-5940 ext. 35105 immediately. If no call is made, the student has three (3) days to clear the absences with either parent/guardian verification by phone call or written note. After three (3) days, the absence will be permanently **UNEXCUSED** and considered **TRUANCY**. Disciplinary action may result from unexcused absences. After three (3) days of cumulative unexcused absences, a truancy letter will be sent and the **DISTRICT TRUANCY OFFICE** notified. EC 48292; BP 5113(a), (b), and AR 5113(a), (b), (c)

TARDIES

All classes begin promptly. Tardy bells will be used to begin school, between classes, and for lunch time. When the tardy bell rings, students are expected to be in their assigned seats with necessary materials. After ten (10) minutes, students' tardiness will be considered **TRUANCY**. Excessive tardiness and cuts will be referred to the **DISTRICT TRUANCY OFFICER** for disciplinary action. EC 48292; BP 5113.1 (a), (b); and AR 5113.1 (a), (b), (c), (d), (e)

STUDENT ATTENDANCE REVIEW BOARD (SARB)

California compulsory education law requires students between the ages of 6 and 18 years of age to attend school. The Student Attendance Review Board (SARB) exists to promote regular daily attendance. This school is required by law to report habitual truants/absences to SARB. Parents/guardians will receive letters informing them of their student's tardies/absences. Parents may be brought before the SARB to rectify the absences. Continued attendance problems may be referred to the District Attorney's office for court action. EC 48292

SHORT TERM INDEPENDENT STUDY PROGRAM

The Short Term Independent Study Program is not intended to be longer than twenty (20) days in a school per year or less than (5) consecutive school days. Teachers need at least five (5) days to prepare "assigned work" for the time period requested. A Master Agreement must be completed and permission given before Short Term Independent Study Program is active.

Work Permit Application can obtained in the Counseling Office

ASSOCIATED STUDENT BODY (A.S.B.)

The Associated Student Body (A.S.B.) is made up of all the students who attend University Preparatory. Our student body is governed by a constitution, and in order that the rules and standards of that constitution may be carried out, we have a group of students elected by the student body who form the A.S.B. Student Council.

The A.S.B. Student Council acts as the legislative branch of the junior/high school government and takes care of student body business, special functions, and other student activities. It is made up of four officers – President, Vice President, Secretary and Treasurer. All class representatives are members of the A.S.B. Student Council.

STUDENT IDENTIFICATION CARDS

Student Identification Cards are to be in student's possession at all times while on campus and attending school functions. Identification cards will be issued at the time students pick up their schedules. Students not carrying an ID card while on campus will be referred to administration for disciplinary action. If an ID card is lost/stolen, the student must purchase a new one immediately. Replacement cards will be issued through the school counseling office at a cost of \$5.00. When a student withdraws from school, or at the end of the school year, their ID card must be returned to the school office. BP 5157

TEXTBOOK/LIBRARY BOOKS

Students are responsible for all textbooks, library books, and other materials checked out from the library. If a student damages a textbook, library book, or other materials, he/she must pay for the book/materials. If a student loses a textbook/library book or other materials either through actual loss or by theft, he/she must pay for the book or material. Payment for damage or loss should be made in the library for classroom texts,

textbook/library books, and other materials. If the book is found, the money will be refunded to you. STUDENTS WHO SUFFER LOSS OR DAMAGE TO BOOKS OR SCHOOL MATERIALS ARE FINANCIALLY RESPONSIBLE FOR THAT LOSS OR DAMAGE.

HEALTH SERVICES

Parents/guardians should keep the Office informed of any special health matters concerning their student. **ALL STUDENTS MUST HAVE AN UP-TO-DATE EMERGENCY CARD ON FILE IN THE OFFICE.** Students are **not** to bring medication to school. If medication must be administered at school, it must be kept in the office and be dispensed by trained school personnel. The medication must be in the original pharmacy container with the prescription printed on the label. It must be accompanied by a VVUHSD medication form which includes physician directions and signature and parent's signature requesting school assistance with medication. This policy includes prescription and over the counter medications (i.e. Tylenol, Aspirin, cold medicine, etc.). Over the counter medications without a written prescription can only be administered to a student directly by their parent. EC 49423. Student requiring asthma and/or anaphylaxis medications may carry emergency inhalers/epi-pens on their person. However, specific release forms signed by doctor and parent are required to be on file in the office. All medication forms are available from the school office. All students entering or repeating the 7th grade are required to present documentation of current immunizations which includes Hepatitis B and one additional dose of Measles, Mumps and Rubella (MMR). Any student who has not been properly immunized shall be excluded from school until such documentation is provided. Whenever there is a reason to believe a student is suffering from a recognized contagious or infectious disease, that student will also be excluded from school. During the 7th and/or 8th grade, the state of California mandates certain health screenings. These include Scoliosis screening for 7th grade girls and 8th grade boys, and hearing screening for all 8th graders. These tests are performed by registered nurses during the school day. A student may be exempt from these screenings only if the parent or guardian files a written statement with the principal stating they do not want any health or medical examinations for their student. Each student is required to participate in Physical Education unless a doctor's note is on file with the school office excusing him/her for a specific medical reason and time period. The school does not have a registered nurse on site. The district nurse is available for any questions or concerns at 955-3201 extension 10237. **PAYMENT METHODS**

Cash or money orders must be used when purchasing school items, paying for material fees, lost textbooks, etc., for your student. Checks are no longer accepted due to the loss of school funds resulting from returned checks.

HALL PASSES

Students are permitted to leave class only for emergencies or the most important of reasons. In all circumstances, when leaving class, students must have a pass in their possession. Any student out of class without his/her proper hall pass signed by the teacher will be considered as cutting class. **DO NOT LEAVE YOUR CLASSROOM WITHOUT YOUR HALL PASS SIGNED BY THE TEACHER**

CAFETERIA SERVICES

Our school cafeteria provides an excellent lunch for reasonable prices. Students are not to cut into cafeteria lines and are to dispose of their trash properly. Student who cannot behave in the cafeteria and cafeteria lines will lose their cafeteria privileges. Students at lunch are permitted to be in assigned lunch areas only. Students who qualify for free and reduced lunches must pick up the application in the office or at the Central Enrollment Center (CEC).

INSURANCE

Neither the school nor the school district provides health and accident insurance for pupils. However, insurance forms are available in the office for students desiring to purchase this type of insurance. REMEMBER, any student participating in the interscholastic athletic program MUST be covered by an insurance policy.

LOST AND FOUND

The Lost and Found Department is located in the office. Articles of clothing, textbooks, notebooks, jewelry, watches, eyeglasses and other miscellaneous objects are turned in here when they are found on campus. If you lose or misplace any of your belongings, check the Lost and Found collection. Unclaimed items are disposed of regularly.

PARENT ON-LINE ACCESS

Parent On-Line Access to student information is available. Parents/guardians may access their child’s student information i.e. demographics, emergency contacts, class schedule, test scores, attendance, grades, and medical (immunizations) information from the internet. If you are interested in obtaining Parent On-Line Access, please visit Ms. Warnett in the counseling office. Ms. Warnett will verify your identity, assign a user name, record your password and provide directions on how to log-on to the site. The web address for accessing student information is

<https://parent.vvuhsd.org>.

REPORT CARDS

Mid-quarter grades will be issued to all students at the 4-1/2 week mark of each quarter. Report cards will be issued every nine weeks. Progress reports and semester grades will be mailed home. One grade is given in each class for academics and one for citizenship. The report card is a cumulative report with a nine-week and an eighteen-week or semester grade. Teachers shall evaluate a student’s work in relation to standards that apply to all students at his/her grade level. Grades for achievement shall be based on mastery of standards and shall be reported each marking period. The academic grading symbols used are:

A= Outstanding Achievement	4.0 grade points	B= Above Average Achievement	3.0 grade points
C= Grade Level Standards’ Mastery	2.0 grade points	D= Grade Level below Standard	1.0 grade points
F= Does Not Meet Standard	0.0 grade points	I= Incomplete	0.0 grade points

BC5121(a),(b) and AR5121(a),(b) Citizenship grading symbols used are: O=Outstanding S=Satisfactory N=Needs Improvement

U=Unacceptable

HONOR ROLL

There is an Honor Roll for each semester based on a student’s total grade point average and satisfactory citizenship. The classifications are as follows:

PRINCIPAL’S HONOR ROLL:	4.00 (OR HIGHER) GPA
HONOR ROLL:	3.00 – 3.99 GPA

REQUEST FOR A STUDENT TRANSFER TO ANOTHER CLASS

Parents/guardians wishing their student to transfer to another class must fill out a “Student Transfer Request” obtained from the Counseling Department. The form must be completed in its entirety. Incomplete forms will be returned. The request will be reviewed by the student’s counselor, who shall then submit the request to the administration for approval or disapproval. Requests must be made the first two weeks of the semester. No schedule changes will be granted after the deadline.

MONEY AND VALUABLES

University Preparatory is not responsible for any valuable that is lost or stolen on school campus.

Borrowing, loaning, or paying back money in any amount will not be allowed at school. If you need money for lunch or other purposes, please call your parents to make the necessary arrangements.

RESTROOMS

Restrooms are to be used only for the purpose for which they are designed and built. A student who loiters or otherwise acts in an inappropriate manner will be subject to disciplinary action. Restrooms should be used before/after school, between classes and at lunchtime.

TELEPHONE

The office phones are for office business only. Students will not be called from class to the phone unless an emergency exists. In addition, students staying after school must make ride arrangements in advance. Students must be off campus by 2:30 p.m. (3:15 p.m. for those in an extra period), unless under direct supervision of a staff member. The office closes at 3:00 p.m. and telephones may not be available.

CELL PHONES

Cell phones are to be used for emergencies only. **They must remain off and not be seen throughout the day. This includes all hours between 6:30 A.M. and 2 P.M.** Cell phones will be confiscated and released at appointed days and times, to parents only, if used inappropriately. The consequences are listed in this handbook.

VISITORS

Parents/guardians are welcome to visit our school. All guests must check in at the office before visiting classrooms. Unauthorized visitors will be asked to leave campus. All visitors shall have a Visitor's Pass and it shall be visible while on campus. All visitors must be present identification when signing in at the front desk. The Visitor's Pass must be returned to the office when signing out.

PARENT INVOLVEMENT

Studies have shown that parental involvement has a positive impact on student achievement. Our campus fosters an environment that encourages family involvement. Parents/guardians who are interested in volunteering at our school or sharing their expertise with our students are encouraged to contact the school office at (760) 243-5940.

STUDENT SUPPLIES

Each student should have a 3-ring notebook with a supply of paper, pencils, and pens. Spiral notebooks will not be allowed. Further information as to specific course supplies will come from each instructor.

MATERIALS NOT RELATED TO SCHOOL

Any materials or articles not directly related to class work are **NOT** permitted at school. This includes, but is not limited to, radios, MP3 players, iPods, toys, sports equipment, lighters, matches, knives, animals, beepers/pagers, laser pens, playing cards, baseball cards, squirt guns, aerosol cans, cassette/CD players, cassettes/CD's, electronic games, and Nintendo game cartridges. Such items eventually cause problems between students and between students and teachers. Teachers or administrators will confiscate these items and they will be kept in the office until picked up by parents/guardians (with the exception of aerosol cans, laser pens, and weapons). Students who bring such items to school will be subject to disciplinary action. We will make reasonable attempts to keep confiscated items until picked up by parents/guardians. The school is not responsible for missing, stolen, or lost items. Unclaimed items will be donated to charity at the end of the school year.

PROMOTION, ACCELERATION, AND RETENTION

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. Progress toward promotion shall be based on the student's ability to pass the subjects and electives. The student must also meet the minimum proficiency requirements set by the Board. When academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and/or who are at risk of being retained in accordance with law, board policy, and administrative regulation. Students who should be retained and/or who are at risk of being retained will be identified on the basis of multiple measures of student achievement which shall include the following indicators of academic achievement:

1. Site and District Language Arts and Mathematics assessments
2. Grades/GPA

3. Standardized Testing and Reporting Program (STAR)
4. Mastery of Grade Level Standards in Language Arts and Mathematics

ED 5123 (a), (b), (c), (d), (e), (f), (g), (h.1), (h.3), (i), (j.1), (j.2); BP 5123 (a), (b); and AR 5123 (a), (b), (c), (d), (e), (f), (g)

HANDS OFF RULE

Students are expected to keep their hands and feet to themselves at ALL times. Students are not to touch others or their property without permission. We practice ZERO tolerance for fights. **RELEASING STUDENTS**

Students will be released during school hours only to those individuals listed on the student's emergency card. **A proper photo I.D. will be required in order for a student to be released.**

TOBACCO-FREE SCHOOLS/SMOKING

The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. In accordance with state and federal law, smoking of and using tobacco is prohibited in all district facilities and vehicles. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, student's, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district. The Board and the administration sincerely request the cooperation of everyone to insure the successful compliance with state and federal law and Board Policy and for the benefit of students. (Refer to Board Policy 3513.3)

BIKES AND SKATEBOARDS, ETC.

Students who ride a bike or scooter to school must wear a properly fitted and fastened helmet and must use the designated fenced area. Failure to do so may result in disciplinary action, citation, and/or confiscation of the item(s). Skateboards and roller-skates/blades are not permitted on campus.

PHILOSOPHY OF DISCIPLINE

When large groups of people work and live together for long periods of each day, as we do here at University Preparatory, it becomes necessary to set up guidelines for behavior to help ensure that each individual member of the group can work and move as freely and safely as every other member of the group. These guidelines serve to protect the rights of the students and faculty of our school and provide a positive and supportive environment for student growth and learning.

Individuals who choose not to respect the rights of others should expect disciplinary action against them to ensure the rights of everyone in our school.

Each student must follow the direction or orders of teachers, staff, and parent volunteers the first time given. **Any student who refuses to obey a staff member or parent volunteer is guilty of defiance and will be subject to disciplinary action up to and including suspension and/or expulsion.**

STANDARDS OF BEHAVIOR

Students shall observe acceptable standards of behavior while going to and from school, attending school, or at school-sponsored activities. A student who chooses not to follow the rules and regulations will face serious consequences, and a behavior contract may be written. After a student has been repeatedly warned for misbehavior, the parents are notified through a conference or other contact and acts of misbehavior continue, the principal shall prepare a written recommendation for expulsion to the Administrative Hearing Officer. This recommendation occurs only after other means of correction have failed to bring about proper behavior and if the student is a clear and present danger to him/herself and other students and staff or if his/her presence disrupts the educational process at University Preparatory School. The Board of Trustees acts on each of these recommendations.

AFTER-SCHOOL DETENTION (A.S.D.)

State law permits the school to assign a student to one hour of detention. Twenty-four hour notice shall be given to the parent. Transportation is not provided, students are responsible for transportation home. Possible Saturday School, community service, or suspension may result if a student fails to attend detention.

SEARCH AND SEIZURE

Campuses throughout the VVUHSD are routinely inspected by detection canines for prohibited items in order to provide students, parents, and staff with a safe learning environment. ED 49050; BP 5145.12, and AR 5145.12

UNIVERSITY PREPARATORY

2014-2015

DISCIPLINE CONTINUUM

POWER OF SCHOOL BOARDS TO ISSUE RULES OF CONDUCT

Each school district's governing board has the power to prescribe rules for the discipline of its schools. The district/school must notify parents and guardians of those rules as they pertain to student discipline and must communicate those rules to students at the beginning of each school year. (Education Code Sections 35291, 48980, and 48981)

DUTY OF PUPILS

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (EC 48908) *Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from use of profane and vulgar language (C.C.R. Title 5, Section 300).*

University Preparatory School implements the BEST Behavior Program. This program was designed to build positive behavior in schools. The BEST program identifies and rewards student for good behavior. The following matrix describes expected campus behavior and follows the three basic rules: **1) Be safe 2) Be respectful and 3) Be responsible.**

BEST BEHAVIOR MATRIX

Area/Rule	Safety	Responsibility	Respect
Classroom	<ul style="list-style-type: none">Use materials & furniture properlyKeep aisles clearKeep hands, feet and objects to self	<ul style="list-style-type: none">Return materials to designated areaClean up after yourselfBe on time and prepared for classNo food, drink or gum	<ul style="list-style-type: none">Have a positive attitudeFollow directions at all timesTreat others and property with respectUse appropriate voice and language.
Library and Computer Labs	<ul style="list-style-type: none">Use materials & furniture properlyKeep hands, feet and objects to selfKeep aisles clear	<ul style="list-style-type: none">Return materials to designated areaUse internet appropriately; print only what is neededNo food, drink, or gumClean up after yourself	<ul style="list-style-type: none">Follow directionsHave a positive attitudeTreat others and property with respectUse appropriate voice and language
Assemblies/ Special Events	<ul style="list-style-type: none">Keep hands, feet and objects to selfRemain seated during presentation	<ul style="list-style-type: none">Sit quietlyNo food, drink, or gum	<ul style="list-style-type: none">Be attentiveTreat others and property with respect

	<ul style="list-style-type: none"> ▪ Wait for dismissal instructions 		<ul style="list-style-type: none"> ▪ Use appropriate voice and language
Hallways	<ul style="list-style-type: none"> ▪ Keep hands, feet and objects to self ▪ Walk at all times 	<ul style="list-style-type: none"> ▪ Move to class on time ▪ Use drinking fountains appropriately 	<ul style="list-style-type: none"> ▪ Treat others and property with respect ▪ Use appropriate voice and language
Office	<ul style="list-style-type: none"> ▪ Use materials & furniture properly ▪ Keep hands, feet and object to self 	<ul style="list-style-type: none"> ▪ State your purpose politely ▪ Obtain written permission to enter office ▪ No food, drink or gum ▪ Be mindful of your own business 	<ul style="list-style-type: none"> ▪ Treat others and property with respect ▪ Use appropriate voice and language
Lunch Area	<ul style="list-style-type: none"> ▪ Keep hands, feet and objects to self ▪ Walk at all times 	<ul style="list-style-type: none"> ▪ Wait your turn in line ▪ Place trash in proper containers ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Treat others and property with respect ▪ Use appropriate voice and language
Bathrooms	<ul style="list-style-type: none"> ▪ Keep water in sink ▪ Wash hands ▪ Keep hands, feet and objects to self 	<ul style="list-style-type: none"> ▪ Place trash in proper containers ▪ Flush toilets ▪ Inform adults of vandalism 	<ul style="list-style-type: none"> ▪ Treat others and property with respect ▪ Use appropriate voice and language ▪ Give people privacy
Bus Area	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Keep hands, feet and objects to self 	<ul style="list-style-type: none"> ▪ Wait your turn in line ▪ No gum ▪ Pick up trash 	<ul style="list-style-type: none"> ▪ Treat others and property with respect ▪ Use appropriate voice and language
Cyclists/ Walkers	<ul style="list-style-type: none"> ▪ Walk and ride bikes safely ▪ Wear helmets ▪ No loitering 	<ul style="list-style-type: none"> ▪ Touch others' property only with permission ▪ Obey traffic rules ▪ Secure bicycles 	<ul style="list-style-type: none"> ▪ Treat others and property with respect

DISCIPLINARY CONSEQUENCES

TEACHER SUSPENSION FROM CLASS

A teacher may suspend any pupil from class from 1 to 2 days for any of the violations listed in EC48900. The length of a class suspension shall be the day of the suspension and, if applicable, the following day. The teacher shall immediately inform administration of the actions, and send the pupil to the proper administrator for actions. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. (EC 48910)The teacher should explore every reasonable solution to the problem, **INCLUDING CONTACTING THE PARENT**, when classroom misbehavior begins. This contact **MUST** also be made **BEFORE** referring the student to an administrator for minor, routine classroom problems. These attempts must be documented on the referral. Only extreme classroom discipline problems – such as fighting, threatening staff, etc., will be handled by administration without prior disciplinary intervention attempts by the teacher. The administrator reserves the right to alter or decide the offense entry level, depending on the severity of the offense, the past behavior of the student, and the effectiveness of the discipline for each student. If a student has been suspended 10 days, he/she will be referred to the district's Disciplinary Hearing Panel and a pre-expulsion contract will be put into effect. If a student is suspended 20 days during a school year, the principal is required to refer the student for expulsion.

TARDIES

Administrative Action:

Each subsequent tardy will result in a referral, after school detention and **loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School.**

Multiple referrals for tardies will result in suspension from school and/or referral to SARB. The number of days for suspension will be based on other discipline problems and referrals. University Preparatory's Tardy Policy is available in the office.

PROFANITY

Administrative Action:

Each subsequent use of profanity will result in a referral, after school detention and **loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School**. Multiple referrals for profanity will result in suspension from school. The number of days for suspension will be based on other discipline problems and referrals. CLASS CUT

Teacher and Administrative Action:

All class cuts will result in a referral. Two days of After School Detention will be issued for each class cut.

Note: Extreme cases may result in a Clean Sweep citation and/or referral to SARB.

DISRUPTIVE BEHAVIOR

Serious problems will result in an immediate referral. Disruptive behavior may include, but is not limited to: chasing students around the classroom, out of seat, not bringing materials, cell phone use, iPods, unnecessary noise making, eating or drinking in class, gum, etc.

Each subsequent disruption will result in a referral. *Throwing things (i.e. rocks) or shooting things (i.e. Rubber bands) at others is a safety issue and the student will be given an immediate referral.

Administrative Action:

Each subsequent disruption will result in a referral, after school detention and **loss of Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School**. Multiple referrals for disruption will result in suspension from school. The number of days for suspension will be based on other discipline problems and referrals.

DRESS CODE

Administrative Action:

1st violation – warning, sent to the office to change inappropriate Dress Code violation (if available) and documented in discipline file.

2nd violation – warning, sent to the office to change inappropriate Dress Code violation (if available), parent notification letter or phone call and documented in discipline file.

3rd violation – referral to the office to change inappropriate Dress Code violation (if available), 1 day of after school detention, parent notification and documented in discipline file.

4th violation and each subsequent violation – referral to the office to change inappropriate Dress Code violation (if available), 2 days of after school detention and documented in discipline file. Student will lose **Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School or After School Detention may be assigned**.

Multiple referrals for dress code violation will result in suspension from school. The number of days for suspension will be based on other discipline problems and referrals.

P.E. NON-SUITS

1st non-suit – warning

2nd non-suit – warning with parent notification

3rd non-suit – referral to Administration, parent notification, and 1 day of after school detention

4th non-suit and each subsequent non-suit will result in a referral.

DEFIANCE

Teacher Action:

Any type of student defiance will result in an immediate referral to the office. (i.e. Cutting breakfast/lunch lines and Public Display of Affection)

Administrative Action:

1st violation – referral and 1 day of school detention

2nd violation – referral, 2 day of after school detention

3rd violation – referral, loss of **Renaissance Award Activities, Dance privileges may be revoked and possible Saturday School and suspension.**

4th violation – suspension and possible dismissal

The number of days for suspension will be based on the other discipline problems and referrals.

BULLYING

The Victor Valley Union High School District (VVUHSD) and the University Preparatory staff believe that all pupils enrolled have the right to attend classes on school campuses that are safe, secure, and peaceful. Therefore, the University Preparatory School has a ZERO TOLERANCE for bullying of any kind. Sexual harassment, name calling, rumors, ridicule, extortion, hazing, racial remarks, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, may all be considered bullying.

In addition, we also have a ZERO TOLERANCE for Cyber bullying as well. “Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, "putdowns" or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them.” (California Department of Education) Any report of bullying, in any form, will be taken seriously/investigated and will be grounds for disciplinary action. Students are encouraged to report any concerns of bullying to teachers/administration.

Teacher Action:

Teachers are to report any forms of bullying to administration. **VANDALISM**

Vandalism of destruction of school property will result in an immediate referral to the office. Students who are found to have vandalized school property will be required to pay for the damages.

Administrative Actions:

VVUHSD DISCIPLINE CONTINUUM

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Attempted to, threatened to, or caused battery on student or school personnel <u>without injury</u> . * Not mutual combat. EC 48900(a-1)	<ul style="list-style-type: none"> • Suspension 1-5 days (student) or suspension 3-5 days (school personnel) • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Assault or battery on student <u>with injury</u> . * Willful use of force or violence. EC 48900(a-2)	<ul style="list-style-type: none"> • Suspension 5 days • Notify police • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Notify police • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Notify police • May recommend for expulsion
Assault or battery on school personnel. * EC 48900(a-2), 48915, 44014	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion • Notify police 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion • Notify police 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion • Notify police
Fighting (mutual combat). EC 48900(a-1)	<ul style="list-style-type: none"> • MS - Suspension 1-5 days • HS - Suspension 3-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • MS - Suspension 3-5 days • HS - Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Initiating threatening calls, messages to school; i.e., bomb threats, etc. EC 48900.7 48900 (a-1)	<ul style="list-style-type: none"> • Suspension 5 days • Notify CWA • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Notify CWA • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Notify CWA • May recommend for expulsion
Possession, sold, or otherwise furnished any firearm, knife, explosive, or a dangerous object having no reasonable use that is used in a threatening or	<ul style="list-style-type: none"> • Notify police • Suspension 5 days • Notify CWA • Recommend for expulsion 	<ul style="list-style-type: none"> • Notify police • Suspension 5 days • Retain weapon/object • Notify CWA 	<ul style="list-style-type: none"> • Notify police • Suspension 5 days • Retain weapon/object • Notify CWA

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
dangerous manner. EC 48900(b)		<ul style="list-style-type: none"> Recommend for expulsion 	<ul style="list-style-type: none"> Recommend for expulsion
<p>Possession of dangerous objects of no reasonable use including, but not limited to, firecrackers, razor blades, laser pens, poppers, bomb bags, stink bombs, paint guns, projectiles, or other items of no reasonable use that do not pose an immediate and significant danger to others. All objects will be assessed based on number, size, and potential to do harm. Also see K 8. EC 48900(b), 48915(a) (c)</p>	<ul style="list-style-type: none"> Suspension 1-5 days Retain weapon/object Notify CWA Recommend for expulsion for any dangerous object used in a threatening manner 	<ul style="list-style-type: none"> Suspension 3-5 days Retain object/weapon Notify CWA Recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days Retain object/weapon Notify CWA Recommend for expulsion
<p>Possession or use of a controlled substance, intoxicant, or caustic of any kind (including super glue, toluene, or mixture) if brought or used as a controlled substance. EC 48915(a), 48900(c)</p>	<ul style="list-style-type: none"> Suspension 5 days Refer for Insight/counseling May recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion
<p>Sale or providing alcohol or controlled substance, intoxicant or caustic of any kind (including prescription medicines, super glue, toluene, or mixture) if brought or used as a controlled substance. Sharing does not necessary fall under this provision. EC 48915(a), 48900(c)</p>	<ul style="list-style-type: none"> Recommend for expulsion Suspension 5 days Notify police 	<ul style="list-style-type: none"> Recommend for expulsion Suspension 5 days Notify police 	<ul style="list-style-type: none"> Recommend for expulsion Suspension 5 days Notify police
<p>Offer, arrange to sell or sell a controlled substance, alcohol and intoxicant of any kind, and then either sold or delivered in lieu of and representing it as a controlled substance (placebo). -EC 48915(c), 48900(d)</p>	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Notify CWA 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Notify CWA 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Notify CWA
<p>Robbery/Extortion (use of force or fear). <i>Robbery</i>—taking property by the use of violence <i>Extortion</i>—Using threats to obtain money or property from others. EC 48900(f), 48904</p>	<ul style="list-style-type: none"> MS - Suspension 3-5 days May recommend for expulsion HS - Suspension 5 days Recommend for expulsion Contact Risk Management regarding reimbursement of school property 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Refer to Risk Management regarding reimbursement of school property 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Refer to Risk Management regarding reimbursement of school property
<p>Fire setting, arson if poses a significant threat of harm to others. EC 48900(f), 48904</p>	<ul style="list-style-type: none"> Suspension 5 days Notify Fire Marshal and CWA Refer to Risk Management regarding reimbursement Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a) See A 1 if applicable 	<ul style="list-style-type: none"> Suspension 3-5 days Notify Fire Marshal and CWA Refer to Risk Management regarding reimbursement Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a) See A 1 if applicable 	<ul style="list-style-type: none"> Suspension 5 days Notify Fire Marshal and CWA Refer to Risk Management regarding reimbursement Recommend for expulsion if attempted to cause, or threatened to cause physical injury, combine with EC 48900(a) See A 1 if applicable
<p>Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, vandalism. EC 48904, 48900(f)</p>	<ul style="list-style-type: none"> MS - OCS 1-3 days Suspension 1-3 days HS - Suspension 1-5 days May recommend for expulsion Refer to Risk Management regarding reimbursement if school property 	<ul style="list-style-type: none"> MS - Suspension 3-5 days HS - Suspension 3-5 days Recommend for expulsion Refer to Risk Management regarding reimbursement if school property 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Refer to Risk Management regarding reimbursement if school property

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Stolen or attempted to steal school property or private property. EC 48900.5, 48900(g)	<ul style="list-style-type: none"> MS - OCS 1-3 days Suspension 1-3 days Contact Risk Mgmt regarding reimbursement school property HS - Suspension 1-5 days Behavior contact May recommend for expulsion Contact Risk Management regarding reimbursement if school property 	<ul style="list-style-type: none"> Suspension 3-5 days Notify police and CWA May recommend for expulsion Refer to Risk Management regarding reimbursement if school property 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion Refer to Risk Management regarding reimbursement if school property
Smoking, use or possession of tobacco or any placebo. EC 48900(h)	<ul style="list-style-type: none"> Suspension 1 - 3 day(s) 	<ul style="list-style-type: none"> Suspend 1-3 days 	<ul style="list-style-type: none"> Suspension 3-5 days
Written, verbal or physical act(s) when viewed as obscene. EC 48900.5, 48900(i)	<ul style="list-style-type: none"> MS - Suspension 1-3 days HS - Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 3-5 days May recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days May recommend for expulsion
Habitual profanity or vulgarity toward staff or student. EC 48900(i)	<ul style="list-style-type: none"> Suspension 1-5 days 	<ul style="list-style-type: none"> Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 5 days
Possession of drug paraphernalia. EC 48900(j)	<ul style="list-style-type: none"> MS - Suspend 1-3 days HS - Suspension 3-5 days 	<ul style="list-style-type: none"> MS - Suspension 1-5 days HS - Suspension 3-5 days May recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days May recommend for expulsion
Disruption of On-Campus Suspension. EC48900(k)	<ul style="list-style-type: none"> Suspension 1-3 days 	<ul style="list-style-type: none"> Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 3-5 days May recommend for expulsion
Exhibiting pre-fight behavior such as name-calling, insults, challenging to fight, squaring off, or using words likely to cause a physical altercation, etc. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> MS - Detention 2-4 days OCS 1-3 days Suspension 1-3 days HS - OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> MS - OCS 3-5 days Suspension 1-3 days HS - Suspension 1-5 days May recommend for expulsion 	<ul style="list-style-type: none"> MS - Suspension 1-5 days HS - Suspension 3-5 days May recommend for expulsion
Violation of hands-off (i.e. pushing, grabbing, hitting, spitting, etc.). EC 48900.5, 48900(k)	<ul style="list-style-type: none"> MS - Detention 2-4 days OCS 1-3 days HS - OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> OCS 3-5 days Suspension 1-5 days May recommend for expulsion 	<ul style="list-style-type: none"> MS - Suspension 1-5 days HS - Suspension 3-5 days May recommend for expulsion
Gang gesturing/writing. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> MS - OCS 3-5 days HS - Suspension 1-5 days May recommend for expulsion 	<ul style="list-style-type: none"> MS - Suspension 1-3 days HS - Suspension 3-5 days May recommend for expulsion 	<ul style="list-style-type: none"> MS - Suspension 3-5 days HS - Suspension 5 days May recommend for expulsion
Possession of electronic and/or signaling device. EC 48901.5, 48900(k)	<ul style="list-style-type: none"> Confiscate device and warn student Parent must pick up item 	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 3-5 days Suspension 1-3 days
Incite to riot, disturbance. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> Suspension 3-5 days Recommend for expulsion if combined with EC 48900(a) 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion if combined with EC 48900(a) 	<ul style="list-style-type: none"> Suspension 5 days Recommend for expulsion if combined with EC 48900(a)
"NO SHOW" to detention assigned by an administrator. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> OCS 1-3 days 	<ul style="list-style-type: none"> OCS 1-5 days Suspend 1-3 days 	<ul style="list-style-type: none"> Suspend 1-5 days
Inappropriate use of school, cell, or public phone. EC 48900(k)	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> Confiscate item Suspension 1-5 days 	<ul style="list-style-type: none"> Confiscate item Suspension 3-5 days
Possession of laser pen, stink bomb, poppers, water balloons, squirt gun, etc., water/food fights of any kind. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 2-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> Confiscate item Suspension 1-5 days
Unauthorized area. EC 48900(k)	<ul style="list-style-type: none"> OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> OCS 3-5 days Suspension 1-5 days 	<ul style="list-style-type: none"> MS - Suspension 1-3 days HS - Suspension 3-5 days
Buying or selling bus passes, food, drinks, or any unauthorized material. EC 48900(k)	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 3-5 days Suspend 1-3 days 	<ul style="list-style-type: none"> Confiscate item Suspension 1-5 days
Falsifying or altering documents, misuse of passes, wrongful possession of school materials, etc. EC 48900(k)	<ul style="list-style-type: none"> MS - Confiscate item Detention 2-4 days OCS 1-3 days HS - Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> MS - Confiscate item OCS 1-3 days Suspend 1-3 days HS - Confiscate item Suspension 1-3 days 	<ul style="list-style-type: none"> MS - Confiscate item OCS 3-5 days Suspend 3-5 days HS - Confiscate item Suspension 3-5 days

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
	<ul style="list-style-type: none"> Suspend 1-3 days 		
Gambling in any form (pitching coins, dice, wagering with cards, etc.). EC 48900(k)	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 3-5 days Suspension-1-3 days May recommend for expulsion 	<ul style="list-style-type: none"> Confiscate item Suspension 3-5 days May recommend for expulsion
Loitering/trespassing on another school campus. EC48900(k)	<ul style="list-style-type: none"> OCS 1-3 days Suspension 1-3 days Notification of Truant Officer 	<ul style="list-style-type: none"> Suspend 1-3 days Notification of Truant Officer 	<ul style="list-style-type: none"> Suspension 3-5 days Notification of Truant Officer
Violation of dress code. EC 48900(k)	<ul style="list-style-type: none"> Student to change clothing Detention 3 days 	<ul style="list-style-type: none"> Student to change clothing OCS 1-3 days Suspend 1-3 days 	<ul style="list-style-type: none"> Student to change clothing Suspension 1- 5 days
Tampering with or signaling false fire alarm, fraudulent or unauthorized use of 911. EC 48900(f), (k)	<ul style="list-style-type: none"> Suspension 5 days 	<ul style="list-style-type: none"> Suspension 5 days May recommend expulsion 	<ul style="list-style-type: none"> Suspension 5 days May recommend expulsion
Any form of pornographic material, whether in written or electronic form. EC 48900(k)	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 3-5 days Suspend 1-3 days 	<ul style="list-style-type: none"> Confiscate item Suspension 1-5 days May recommend expulsion
Possession or use of matches or lighter. EC 48900(k)	<ul style="list-style-type: none"> Detention 2-4 days OCS 1 day 	<ul style="list-style-type: none"> OCS 1-3 days 	<ul style="list-style-type: none"> OCS 3-5 days Suspend 1-3 days
Habitually unprepared for class. EC 48900(k)	<ul style="list-style-type: none"> Detention 1-3 days OCS 1-3 days (that teacher's class period only) 	<ul style="list-style-type: none"> OCS 1-3 days (that teacher's class period only) 	<ul style="list-style-type: none"> OCS 3-5 days (that teacher's class period only)
Habitual or flagrant disruption of school/classroom activities (i.e., horseplay, play-fighting, running, interruption of the learning process). EC 48900(k)	<ul style="list-style-type: none"> MS - OCS 1-3 days Detention 2-4 days HS - OCS 2-3 days 	<ul style="list-style-type: none"> OCS 3-5 days Suspend 1-3 days 	<ul style="list-style-type: none"> Suspension 1-5 days May recommend expulsion
Habitual or egregious cheating. EC 48900(k)	<ul style="list-style-type: none"> Suspension 1-5 days 	<ul style="list-style-type: none"> Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 5 days
Reckless riding, continued defiance of bike rules, riding skateboards, roller skates, roller blades, scooters, etc. on school campus. EC 48900(k)	<ul style="list-style-type: none"> Confiscate item Parent must pick up item After school detention 	<ul style="list-style-type: none"> Confiscate item OCS 1-3 days 	<ul style="list-style-type: none"> Confiscate item OCS 3-5 days Suspension 1-3 days
Engaged in or attempted to engage in physical conduct of a sexual nature,- or public display of affection/sex, "depantsing." EC 48900(k)	<ul style="list-style-type: none"> OCS 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> Suspension-1-5 days May recommend expulsion 	<ul style="list-style-type: none"> Suspension 3-5 days May recommend expulsion
Misuse of computer network account and password; allowing another student to use a student's network account and password, or using another student's network account. EC 48900(k)	<ul style="list-style-type: none"> OCS 1-3 days and suspend student's use of Internet for one semester Suspend 1-3 days 	<ul style="list-style-type: none"> OCS 3-5 days and suspend student's use of Internet for one semester Suspend 1-5 days 	<ul style="list-style-type: none"> Suspension 1-5 days and suspend student's use of Internet for remainder of year
Theft or unauthorized possession and/or use of a network account—theft of an account by watching another student or staff member log on, or by other means. EC 48900(k)	<ul style="list-style-type: none"> Suspension 1-5 days Remove student from use of VVUHSD network for one semester 	<ul style="list-style-type: none"> Suspension 5 days Remove student from use of VVUHSD network for remainder of year 	<ul style="list-style-type: none"> Suspension 5 days Remove student from use of VVUHSD network for remainder of year
Violation of computer and/or network security. EC48900(k)	<ul style="list-style-type: none"> Suspension 1-5 days and remove student from use of VVUHSD network for one or more semesters 	<ul style="list-style-type: none"> Suspension 5 days and remove from use of VVUHSD network for remainder of year 	<ul style="list-style-type: none"> Suspension 5 days and remove from use of VVUHSD network for remainder of year
Defiance of authority.—EC 48900(k)	<ul style="list-style-type: none"> MS - 2-4 detentions OCS 1-3 days Suspension 1-5 days HS - OCS 1-3 days Suspension 1-5 days 	<ul style="list-style-type: none"> MS - OCS 1-3 days Suspension 1-5 days HS - Suspension 1-5 days 	<ul style="list-style-type: none"> MS - Suspension 1- 5 days HS - Suspension 3-5 days
Intimidating or menacing school personnel or students including hand gestures, written materials, or verbal comments, etc.	<ul style="list-style-type: none"> Suspension 1-5 days 	<ul style="list-style-type: none"> Suspension 3-5 days May recommend for expulsion 	<ul style="list-style-type: none"> Suspension 5 days May recommend for expulsion

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Knowingly received stolen school or private property. EC 48900(l)	<ul style="list-style-type: none"> • OCS 1- 5 days • Suspension 1-3 days • Refer to Risk Management regarding reimbursement for school property 	<ul style="list-style-type: none"> • Suspension 3-5 days • Refer to Risk Management regarding reimbursement for school property 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion • Refer to Risk Management regarding reimbursement for school property
Imitation firearm. EC 48900(m)	<ul style="list-style-type: none"> • Suspension 5 days 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Committed or attempted to commit a sexual assault or committed a sexual battery (includes restraint against victim's will for purpose of sexual arousal). EC 48900(n)	<ul style="list-style-type: none"> • Suspension 1-5 days • Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 1-5 days • Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 1-5 days • Recommend for expulsion
Harassed, threatened, or intimidated a witness. EC-48900(o)	<ul style="list-style-type: none"> • Suspension 1-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. If sales, see C 2. EC 48900(p)	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Hazing/initiation. 48900(q), also see EC 48900.4	<ul style="list-style-type: none"> • Suspension 1-5 days • May recommend expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Aiding or abetting infliction or attempted infliction, (or instigating) of physical injury (cannot expel solely for this offense). EC 48900(s)	<ul style="list-style-type: none"> • Suspension 1-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Physical Sexual Harassment: Intentional and / or obvious unwelcome or offensive touching or sexual advances Could include "depantsing". EC 48900.2	<ul style="list-style-type: none"> • Suspension 4–3-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Visual Sexual Harassment: Offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. EC 48900.2	<ul style="list-style-type: none"> • OCS 1-3 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 1-5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend for expulsion
Verbal Sexual Harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. EC 48900.2	<ul style="list-style-type: none"> • OCS 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 1- 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 3-5 days • May recommend for expulsion
An act of hate violence, i.e., any words or actions which reflect negatively on a person's-disability, gender, nationality, race/ethnicity, religion, sexual orientation, or association with person/ group with one or more of the characteristics. EC 48900.3	<ul style="list-style-type: none"> • Suspension 1–3 days 	<ul style="list-style-type: none"> • Suspension 1- 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • May recommend for expulsion
Continual threats, intimidating or menacing another student, hostile environment, bullying, etc. EC 48900.4	<ul style="list-style-type: none"> • MS - OCS 3-5 days • Suspension 1-5 days • HS - Suspension 3-5 days 	<ul style="list-style-type: none"> • MS - Suspension 1-3 days • HS - Suspension 5 days • May recommend for expulsion 	<ul style="list-style-type: none"> • MS - Suspension 3-5 days • HS - Suspension 5 days • May recommend for expulsion
Terrorist threats. Any statement, written or oral, which is so unequivocal, unconditional, immediate, and specific as to convey to a person fear for his own safety. EC 48900.7	<ul style="list-style-type: none"> • Suspension 5 days • Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days • Recommend for expulsion

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Truancy	<ul style="list-style-type: none"> See school site plan, follow SARB process 	<ul style="list-style-type: none"> See school site plan, follow SARB process 	<ul style="list-style-type: none"> See school site plan, follow SARB process
Teacher Class Suspension EC 48900	<ul style="list-style-type: none"> Refer to district policy and use district adopted class suspension form 	<ul style="list-style-type: none"> Refer to district policy and use district adopted class suspension form 	<ul style="list-style-type: none"> Refer to district policy and use district adopted class suspension form
Bus offense	<ul style="list-style-type: none"> Refer to bus contract 	<ul style="list-style-type: none"> Refer to bus contract 	<ul style="list-style-type: none"> Refer to bus contract

The Discipline Continuum was developed for Principal Designees and Superintendent Designees, and outlines the consequences for inappropriate student actions that have been referred to the Superintendent, Principal, Assistant Principal, or Dean of Students. Infractions or possible consequences **are not be limited** to those found in the Continuum. It should be noted that although the Continuum affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, **each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of all student.** Each administrator must use his/her judgment in applying its provisions, within the limits of California Law, and Board Policy. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with the California Education Code 48900 and District policy. Any exception to the consequences stated in the Continuum will be documented by the school site. Some sites may use On Campus Suspension (OCS) as an intervention consequence.

You are on a CleanSweep Campus!

If you engage in any of the following activities, you may receive a ticket that will land you in Juvenile Traffic Court. Listed are violations and possible judgments (fines) other fines may be imposed at the discretion of the judge.

Code	Violation	Fine
SBCO 25.022(a)	Daytime Loitering (partial or full day)	Community Service Up to \$170
PC 308(b)	Smoking or tobacco products (including pipes, papers, Skoal, etc.	"Smokeless Saturday" Up to \$75/Community Service*
PC 374.4	Littering (Even if you clean up your mess)	Community Service \$100 - \$750
PC 330	Gaming (Dice, Cards, etc)	Community Service Up to \$170
PC 415	Fighting or disturbing the peace (Including challenging, gestures, etc)	"Anger Management" Up to \$400/Community Service*
PC 485	Keeping Lost Property ("I found it.")	Community Service Up to \$170
PC 488	Petty Theft (Taking anything not yours)	Community Service Up to \$1000
PC 594.1(e)(1)	Minor posses aerosol paint can	Community Service Up to \$1000
PC 594.2(a)	Minor posses graffiti tools (Markers, paint tips, etc)	Community Service Up to \$1000
PC 640.6	Affix Graffiti Any tagging, gang related, or not)	Up to 200 hours Community Service Up to \$1000/Drivers License Suspension**
PC 647(f)	Under the influence (Alcohol or marijuana)	Alcohol/Drug Diversion Up to \$1000/Drivers License Suspension**
BP 25662	Minor Possess alcohol (Any person under 18 years old)	Alcohol/Drug Diversion Up to \$250/Drivers License Suspension**
BP 25658(b)	Minor consuming Alcohol (any amount)	Alcohol/Drug Diversion Up to \$170/Drivers License Suspension**
HS 11357(e)	Possess less than 1 oz. marijuana (even 1 joint)	Alcohol/Drug Diversion Up to \$500/Drivers License Suspension

*Community Services

**Automatic 1 year Driver License Suspension

If you have any questions call the main office at (760) 243-5940

