

DISTRICT UNIFORM POLICY AND RICHARDSON PREP HI DRESS CODE

Richardson PREP HI School

All students will comply with the dress code, while at school and/or attending any School/District function.

In order to ensure a safe, drug and gang free environment for Richardson PREP HI students, the following rules will be enforced:

DRESS CODE:

- 1. HEAD WEAR: RICHARDSON HATS OR VISORS ONLY.** NO headgear of any type (ie. hats, caps, hoods, bandanas, head "rags", do rags, hairnets, stocking caps and head bands with bandana fabric, etc) with the EXCEPTION of Richardson hats/visors or school color (NO LOGOS) hats/visors FOR SUN PROTECTION ONLY and worn with the bills forward.
- 2. SHIRTS / TOPS: Attire that is sexually suggestive or extremely brief is not allowed.** Examples include, but are not limited to: low-cut garments, blouses that show cleavage, strapless tops, brief shoulder tops, camisoles or spaghetti straps, see through tops, and bare midriff tops, fishnets, visible undergarments, or tank tops with large armholes. **NO VULGAR / OFFENSIVE SLOGANS, OR SYMBOLS.** Shirts may not have inappropriate printing or inappropriate pictures on them, such as, tobacco, alcohol, drug or drug paraphernalia advertising, obscene language, Old English writing or clothing which depicts vandalism, violence, hate or animosity between groups. **Examples include but not limited to:** profanity, nudity, pimp, pimpology, player 69, playboy, 187 homicide, slogans or advertisements for alcohol, drugs or tobacco, T-shirts that are torn or slashed, Old English / gang lettering, white T-shirts, oversized shirts. Sleepwear of any kind is inappropriate for school. That means no pajamas of any kind. **Pants:** Pants will be worn at student's natural waistline. NO sagging, cut off pants with long white knee socks allowed. No slashed pants or pants larger than 2 inches at the student's waistline. Pants will be no wider than 5 inches wide at the knee. A student may not wear one pant leg rolled up and the other one down. Shorts, skorts, or skirts that expose posteriors are not allowed. Shorts, skorts and skirts must be fingertip length.
- 3. JEWELRY / BELTS: NO** large hoop earrings, dangling earrings, or facial piercings (lips, tongue, nose, eyebrow). This is a safety issue. No long or hanging belts and no initialed belt buckles.
- 4.** No wallet chains, bead whips, chokers, choke chains, jewelry with spikes or studs or large chain links allowed. No handkerchiefs or bandanas that are commonly used as gang affiliation.
- 5. SHOES:** No house slippers. NO strapless or back-less shoes allowed. Shoes must have a back to them.

Note: We recognize that styles change; therefore we reserve the right to ban any clothing styles which indicate gang affiliation or drug use, or any other items which may cause disruption to the educational process or is a safety hazard.

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

1. GUM
2. Skateboards, Scooters, skates, and shoes with wheels **ARE NOT ALLOWED AT ANY TIME ON CAMPUS!**
3. Bikes must be walked onto campus and student must wear a helmet.
4. **Tobacco products**, (lighters, matches, cigarettes, cigars, pipes, chew and snuff) and / or drug items are prohibited.
5. **Weapons, real or look-alike, are forbidden.** Examples: Guns, squirt guns, BB guns, toy guns, or knives (including pocket). Laser pointers or tasers are not allowed. No aerosol cans on campus. **The administration reserves the right to determine whether something is a weapon or not.**
6. No gang style writing on notebooks, backpacks or folders allowed. **Student may not carry** permanent markers, liquid white out or etching tools.
7. **Student should be encouraged not to bring more money than is needed for the day.** The cost of a basic lunch is \$1.75. Fees for other activities are announced in advance.
8. **Cellular Phones / Electronic Devices: (Examples include:** Radios, Walkman, CD players, Nintendo, Game boys, headphones beepers, pagers, mp3 players, etc.)
 - Must be kept with the power off and out of on campus.
 - May be confiscated when in use on campus.
 - The District and its employees will not be responsible for lost, damaged, or stolen cellular phones or electronic devices.

NOTE: THE SCHOOL IS NOT RESPONSIBLE FOR ANY OF THE ABOVE LISTED ITEMS THAT ARE BROUGHT TO SCHOOL AND CONFISCATED, LOST OR STOLEN!!!!

FIGHTING: Students who fight may be suspended and may be ticketed by School Police. If ticketed by police students will have to go to Juvenile Traffic Court.

CONTRACT REQUIREMENTS FOR ACADEMICS

GENERAL ACADEMIC CRITERIA FOR ALL GRADE LEVELS

At Richardson PREP HI, academic excellence is emphasized. Students are subject to contract cancellation according to the following criteria:

1. All students must maintain a minimum of 13 grade points for each trimester or they are placed on probation.
2. Students will be dropped at any trimester if they have three or more F's on a trimester report in any subject areas. Students who are dropped from Richardson due to academics **are ineligible to return to Richardson at any time.**
3. Students are allowed only one academic probationary period during their enrollment at Richardson. If a student fails to earn 13 grade points on subsequent trimester grade reports, he/she will be returned to the home school.
4. In order to allow students to focus on academics during the probationary period, students are restricted from participating in all extracurricular activities (including ASB dances, skating parties, after school or Saturday field trips, sports, incentive activities, etc.)
5. Students must achieve California grade level standards in all subjects.

SPECIFIC GRADE LEVEL CRITERIA

<u>Sixth Grade</u>	<u>Seventh Grade</u>	<u>Eighth Grade</u>
<p>6. If sixth grade students drop below 13 grade points for a trimester, they are on academic probation until the next trimester. During this probationary period, students are expected to improve their performance and achieve a minimum of 13 grade points on the next trimester grade report, or they will be returned to their home school.</p> <p>7. Sixth grade students will not be returned to their home school after the first day of the third trimester reporting period for academic reasons. Students who have less than 13 grade points at this time will be placed on probation and restricted from participating in all extracurricular activities until the end of the school year. Before the end of the school year, the sixth grade team, the counselor, and the administrators will evaluate the student and determine, based on student performance and behavior, if the student will advance to the next grade level and if the student will be returned to the home school.</p> <p>6. Sixth grade students, who are not achieving 13 grade points at the end of the first trimester, will be placed on probation and will be offered an Intensive Instruction Program and/or an academic support class.</p> <p>7. Sixth grade students who are failing or at risk of failing during the third trimester may be restricted from end of the year activities to continue work toward grade level standards and promotion.</p>	<p>6. Seventh grade students, who have not been on academic probation previously, but who do not earn a minimum of 13 grade points the first or second trimester, will be placed on probation and will be given until the next trimester to earn the minimum 13 points or they will be returned to their home school.</p> <p>7. Students entering seventh grade on academic probation from the sixth grade program will have the <u>first trimester</u> to earn a minimum of 13 grade points or they will be returned to their home school.</p> <p>8. Seventh grade students will not be dropped after the first day of the third trimester reporting period for academic reasons. Students who have less than 13 grade points at this time will be placed on probation and restricted from participating in all extracurricular activities until the end of the school year. At that time, the seventh grade team, the counselor, and the site administrators will evaluate the student and determine, based on student performance and behavior, if the student will advance to the next grade level and if the student will be returned to the home school.</p> <p>9. Seventh grade students, who are not achieving 13 grade points at the end of the first trimester, will be placed on probation and will be offered an Intensive Instruction Program and/or an academic support class.</p> <p>10. Seventh grade students who are failing or at risk of failing during the third trimester may be restricted from end of the year activities to work on promotion.</p>	<p>6. Eighth grade students, who have not been on academic probation previously, but who do not earn a minimum of 13 grade points the first or second trimester, will be placed on probation and will be given until the next trimester to earn the minimum 13 grade points or they may be returned to their home school.</p> <p>7. Students entering eighth grade <u>on academic probation</u> from Richardson PREP HI's seventh grade program will have the <u>first trimester</u> to earn a minimum of 13 grade points or they will be returned to their home school.</p> <p>8. Students entering eighth grade from another school will be given a one trimester probationary period to earn a minimum of 13 grade points, or they will be returned to their home school.</p> <p>9. Eighth grade students will not be dropped after the second trimester reporting period for academic reasons. Students having less than 13 grade points at that time will be restricted from participating in all extracurricular activities until the end of the school year. At that time, the eighth grade team, the counselor, and the site administrators will evaluate the student and determine, based on student performance and behavior, if the student will advance to the high school.</p> <p>10. Eighth grade students, who are on discipline level 4, are placed on probation for any reason, or are receiving a failing grade in any class at the time of the activity will be restricted from the end of the year eighth grade incentive trips, not academic field trips. The students will be given assignments to work toward promotion. Students with any of these restrictions may attend the 8th grade promotion banquet, but must go home with a parent immediately following the banquet and are excluded from the dance. Students will not be allowed to attend the Disneyland trip if they are serving any disciplinary probation days, are currently on Step 4, are on academic probation, or have earned an "F" in any class on the second trimester report card or Contract 7.</p>

HOMEWORK POLICY

Richardson PREP HI teachers provide homework assignments in order to promote academic excellence and teach responsibility. Homework and projects allows parents to be directly involved in the educational process. Parents who monitor homework know what their child 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. Students who read 20 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 for short 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.

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:

- 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

When a student forgets something and a parent or relative brings it to us, we must locate the student and deliver the forgotten item. With nearly 600 students, this becomes impossibility for our office staff to manage.

Therefore, if a student forgets something, we will deliver it the first time and warn the student. After that, the forgetful student will do lunch time trash pickup duty. Our experience is that soon students will remember to organize everything they need to bring to school the night before so that nothing is forgotten. This is a matter of our teaching responsibility to our students and their accepting responsibility for themselves. If there is a financial hardship, a parent/guardian should contact the principal or vice principal.

ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL PROMOTION

California Laws, AB 1626 and AB 1639, and the District Promotion Policy require each middle school student to fulfill 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 who 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 or CAPS and after school tutoring. These programs provide diagnostic testing and prescriptive teaching.

CONTRACT REQUIREMENTS FOR ATTENDANCE

GENERAL ATTENDANCE REQUIREMENTS FOR ALL STUDENTS

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.

All Richardson PREP HI students are expected to maintain regular attendance and to arrive at school on time (before 7:35 a.m.).

- A. Students are expected to maintain regular attendance and to be at school on time. Chronic absences or tardies may result in a recommendation for cancellation of the student's contract.
- B. Parents/guardians must send a note to the school or telephone the school to excuse legal absences. A doctor's note should be obtained when medical care is provided.
- C. All students who are late to school must obtain tardy permits from the attendance office before going to class.
- D. When the 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, etc.
- E. On the fourth unexcused tardy, a student will be referred to the contract Committee for disciplinary action.
- F. All students must obtain an early dismissal slip from the attendance office to leave school before the end of the school day.
- G. 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.
- H. Absences without valid excuse for more than three (3) days for the school year classify a student as being truant by state law (Education Code 48260). Students who are truant are cited by School Police and referred to the Juvenile Traffic Court. A habitually truant student may be referred to the School Attendance Review Board.
- I. At ten absences, a School Attendance Review Team (SART) meeting may take place and a summary will be filed.
- J. After twenty absences, a referral will be sent to the contract Committee for review.
- K. A student must be in school for three class periods or more in order to participate in extracurricular activities, including sports, trips, cheerleading, performances, etc.

MISSED ASSIGNMENT AND MAKE UP WORK

There is no doubt that an absent student misses valuable classroom instruction. Most of this classroom work simply cannot be made up when a student misses school. Classroom instruction is usually sequential in nature, involving both written and oral student participation. It cannot be expected that a teacher can reteach such a 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, after a student has been absent three consecutive days because of illness, homework assignments will be provided to compensate as much as possible for missing contract points because of the excused absence.

If a student is absent for only one or two days, he/she is instructed to contact their "study buddy" or classroom teacher for required homework assignments. It is the student's responsibility to request make up assignments and to turn them in on time. It is district policy that the student has the number of days equivalent to the absence to make up the work. For example, if a student is absent 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 totally 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, we can provide an independent study plan if you inform us about this absence several days in advance. This enables your student to get credit for most school work 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 our school office for more details or to receive this service.

Contract Requirements for Behavior

As members of the Richardson PREP HI school 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 are an integral part in supporting good conduct and character. The following contract requirements for behavior must be followed.

A. At All Times

1. Students are 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. Some examples of restricted behavior include:
 - a. Pushing, shoving, wrestling, chasing, rough play, or any other unsanctioned physical behavior as determined by school authorities.
 - b. Inappropriate yelling, screaming, laughing, mocking, putting downs, etc.
 - c. Bringing play or entertainment items to school
(i.e. water balloons, playing cards, Walkmen, electronic devices, video equipment).
 - d. Loitering around bathrooms, soda machines, or other restricted areas.
 - e. Food in the B-wing and other off limit places.
 - f. Throwing items on campus, except when directed to by a classroom teacher (i.e. P.E.).
 - g. Littering on campus.
 - h. Confrontational or challenging speech towards adults or fellow students.
 - i. Bullying or harassing behavior.
 - j. Inappropriate speech, gestures, drawing or writing, including profanities, vulgarities, or racial remarks.
 - k. Running on campus, except in P.E.
 - l. Other actions determined by school authorities to be disruptive.
 - m. No public displays of affection such as kissing, hugging, etc.
3. School fighting will not be tolerated. Students who engage in a fight or a battery upon another student will be subject to a Citation by School Police (PC 415) in accordance with the District's Zero Tolerance Policy for fighting.
4. Gum chewing is not permitted on campus and will result in immediate disciplinary action, including trash pick-up and gum removal.
5. Violations of the dress code will result in a parent notification; on the third letter, a student is referred to the Contract Committee and automatically placed on a Level 1 Probation.
6. Students must follow all classroom rules specified by each teacher and must fulfill all contract obligations as set forth by teacher regulations. Classroom violations, not returning the contract, and forging signatures are examples of not meeting contract obligations.
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 the 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 Ed. Code 48900, District Policy, and Richardson rules.

B. 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 unless playing an organized game in the P.E. area.
3. Students may never leave campus without permission.

C. Nutritional Advisory/Lunch Behavior

1. All middle schools in San Bernardino have closed campuses. Students may not leave school without permission.
2. All students must eat in designated areas, i.e. cafeteria/quad (picnic tables) area. 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, sports fields, or in any other undesignated areas.
3. On rainy days, students must eat in assigned designated areas.
4. Cutting in line is not allowed in the cafeteria or at the snack bar line.
5. Students can buy no more than four items at the snack bar line. Buying items for other students is not allowed.
6. All students are responsible for throwing away their trash and for keeping the lunch area clean.
7. Students must remain in the quad at nutritional advisory.

D. After School

1. Students must leave campus promptly and orderly at the end of the school day, unless participating in an after school program or school sport. Students need to follow designated travel paths and may not loiter prior to getting on a school bus.
2. Any student participating in an after school program, sport, or practice must report promptly to their teacher/coach and remain under their supervision during the entire activity time. While on campus and during all school functions Richardson PREP HI rules must be followed.
3. No later than fifteen minutes following an after school activity, students who do not ride a bus, must be picked up by a parent/guardian.

BUS BEHAVIOR

Students are expected to maintain the same high standard of appropriate behavior on school busses and at bus stops as they do on campus. 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.

- A. All students must respect other students and their property, the bus driver, and the property of the bus company.
 - B. Students may not eat, drink, or chew gum on the bus.
 - C. At all times, students must remain seated, face forward, and have their feet out of aisles.
 - D. No objects or trash may be thrown on or from the bus.
 - E. When waiting for the bus, students need to wait quietly off the sidewalk. Students may not engage in unsafe or disruptive behavior.
- A. The noise level on the bus must be kept to a safe standard. This is decided by the bus driver.
 - B. Students must respect private property at and near bus stops.
 - C. Sexual harassment, or other harassing behaviors will not be tolerated at any time or in any place.
 - I. 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.

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.

A. **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 consequences may be administered by teachers and grade level teams.

- Verbal correction or re-teaching of missed expectation
- Private student conference with teacher
- Parent contact through Home Referral, which requires the return signature of the parent
- Parent contact by phone
- Counseling
- Loss of privileges from individual teacher or Grade Level Team
- Assignment and documentation of violations on classroom contracts
- Lowering of citizenship grades
- Detentions
- Assignment of special tasks
- Parent/teacher conference
- Team interventions, including Student Study Team Conference (SST)

B. **School Wide 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 contact by phone, trash pick-up duty, gum scraping, on campus detentions, or special assignments. Serious violations of the Contract, including ongoing defiance will result in a referral to the Contract Committee.

C. **Contract Committee**

Any student may be referred to our Contract Committee for a major violation of the Richardson PREP HI Contract, Education Code, District Policy, or for continuing defiance of classroom or school wide rules.

This process begins when a student is sent to the office with a referral indicating a major violation of the Contract. Initially, a student is given the opportunity to share their accounting of what occurred to prompt a referral 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 our Contract Committee, the following has occurred or will occur prior to the Contract Committee meeting date:

- Investigation of Incident
- Student Statement of the Incident
- Review of Facts and Discussion with Student
- Review of Contract Violations/Requirements with Student
- Parental/Guardian Notification

The Contract Committee is comprised of teachers, administrators, support staff and our counselor. The teachers are selected to represent grade level teams and different subject areas. The Committee meets once a week to review referrals from students who have violated their Contract. By recommendation of the Contract Committee, 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
- Parental/Guardian Notification of Probationary Level Placement by phone
- A Letter of Notification will be sent to Parent/Guardian
- Restriction from all Extra-Curricular Activities or Functions for the duration of the Probation (including dances, skating parties, sports team participation, going to view games, special after school events, non-instructional time fieldtrips, lunch All Stars activities, Disneyland, cheerleading, etc.)
- Parent Conference with Administrator

In addition to a placement on 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.

C. **Disciplinary Level System**

Purpose and Definition.

Richardson PREP HI has 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 instructional days of restriction from extra-curricular activities
- Level 2 -Thirty instructional days of restriction from extra-curricular activities
- Level 3 - Forty five instructional days of restriction from extra-curricular activities
- Level 4 – Recommendation for a student to return to their home school

Any student given a disciplinary level keeps the designation of that level for the balance of the school year, even after their probation days have been served. Further level placements are added to previous ones. For example, if a student receives a Level 1 Probation for excessive tardies and later in the year is given a 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.

Any student receiving a Level 4 Placement has a right to request an Appeals Hearing. This hearing consists of the student, parents, Contract Committee members, and team teachers. The student who has been given a recommendation to return to their home school may address the committee with an appeal to remain at Richardson. If a student is allowed to stay, their probationary period is a minimum of 90 days, with any future contract infraction resulting in an immediate return to the home school. The granting of a Level 4 Probation is at the discretion of the school and is not a right.

Examples of Behavior Resulting in Disciplinary Levels

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 Contract Committee because of repeated or less serious offenses (e.g. excessive violations for disruptive behavior, forgery, “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, 3 unexcused tardies, 3 gum chewing violations, or 3 clothing violations). This action necessitates a conference with the parent/student/vice principal. A letter is sent to the parent.

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, defiance, damaging property, stealing, physical harm or endangerment of others, sexual harassment, egregious behavior with a substitute teacher, continuous unacceptable behavior). This action necessitates a conference with the parent/student/vice principal. A letter is sent to the parents.

Level 3

A student is placed on Level 3 and is put on probation for 45 instructional days for continued misbehavior. This action necessitates a conference with the parent/student/vice principal. A letter is sent to the parents. Students who reach level three or higher will be exempted from end of the year incentives and events.

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 returns to the home school. Parents have the right at this point to have a conference with a panel consisting of the Contract Committee 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 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.

Level Progression

The Level system is progressive 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 will not be reduced during the school year in which they occur.

Levels Carryover

A student who is on Level 3 at the closing of school will be reevaluated and may be recommended either to return to his/her home school or to remain at Richardson. If the student remains at Richardson, 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 dropped to Level 1 status with no probationary requirements.

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 or to remain at Richardson. A student on Level 4 at the closing of school who is allowed to return to Richardson the next year, 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 dropped to Level 2 status with no probationary requirements. If Level 4 is reached a second time, the student is returned to his/her home school. Students are allowed only one Level 4 probationary period while enrolled at Richardson. Students who are dropped for behavior are **ineligible to return to Richardson at any time**.

CHEATING

At Richardson PREP HI, we want every student to become a caring and productive citizen. Students are expected to achieve academic excellence and develop a strong character. The faculty, staff and administration expect each and every student at Richardson PREP HI to follow principles of honesty and integrity.

Cheating undermines learning and character. Therefore, cheating allegations are taken seriously and, if proven, will result in a referral to the Contract Committee and penalizing of the test or assignment grade.

Students will be considered to be cheating if they:

- Copy another person's homework, class work or project.
- Obtain papers, reports or projects from another source, such as the internet or a sibling, and turn them in as their own. (Plagiarism)
- Copy another person's test or quiz answers.
- Use unauthorized information on an exam or quiz. For example: use a crib sheet, notes, an assignment or a book.
- Give permission or allow others to knowingly copy their homework, project, quiz or test answers.
- Change grades or answers on an assignment or test by giving unearned points to another student or by changing answers or work after the work has been graded.
- Turn in another person's work as their own.

CITATIONS

In order to preserve a safe and orderly campus, Richardson PREP HI and the SBCUSD have a zero tolerance for fighting, drugs and/or weapons. Any student who participates in a fight, brings a weapon to school or is in possession of drugs or alcohol, may be suspended from school, referred to the Contract Committee and /or cited by SBCUSD Police. Students who are cited must appear in Juvenile Traffic Court. The court judge may assess a fine, assign community service or require enrollment in a rehabilitation program. If any student has a conflict on campus, observes a weapon or finds/sees drugs or alcohol, it is that student's responsibility to report the problem before he/she becomes involved as an accomplice.

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.

- A.1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- A.2 Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, facsimile, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed a robbery or attempted to commit extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, except as provided in Educational Code Section 48901.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (Education Code 48900.3).
- P. Sexual Harassment: In addition to the reasons specified above, a pupil may be suspended from school if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Education Code Section 48900.2).
- Q. Hate Violence: A pupil in any grades 4 to 12 , inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the principal determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence. (Education Code Section 48900.3)
- R. Intentional Harassment: The Superintendent or the principal of the school which a pupil in any grades 4 to 12, inclusive, may suspend or recommend for expulsion a pupil who has intentionally engaged in harassment, threats or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment. (Education Code Section 48900.4)
- S. In addition to the reasons specified in Sections 48900, 48900.2, 4900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both. (Education Code 48900.7)
- T. Unlawfully arranged to sell drug Soma
- U. Aided or abetted the infliction or attempted infliction of physical injury.
- V. Engaged in or attempted to engage in hazing.
- W. 48915 © Mandatory Expulsion

Electronic Signaling Devices

No school shall permit the use of any unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below.

- Pupils are permitted to possess cellular phones for use before and after the instructional day.
- Pupils must keep their cellular phones with the power off and out of sight during the instructional day.
- The District and its employees will not be responsible for lost, damaged, or stolen cellular phones.
- School administrators may confiscate from pupils cellular phones when in use during the instructional day.
- Pupils are prohibited from using cellular phones at school as recording devices and/or cameras.

No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a pupil and use of which is limited for purposes related to the health of the pupil (E.C. 48901.5).

STUDENT ACTIVITIES

ASB Activities

Richardson PREP HI Associated Student Body (ASB) offers a variety of activities for students, including dances, skating parties, bowling parties, assemblies, pep rallies and theme days. Fundraising events support these activities, reward incentive programs and the team field trips. Students and parents are invited to participate in the fundraisers. Prizes and incentives are given to encourage participation, but no student is denied participation due to financial hardship.

Students are required to follow the school dress code when attending ASB events and are held responsible for their behavior according to the Richardson contract standards.

Sports Program

Richardson PREP HI has boys and girls teams for volleyball, softball, basketball and soccer. These teams compete against the other seven middle schools for city championship and league championship. Tryouts are open to all students who meet the SBCUSD athletic eligibility list and who are not on probation. Students must be in class for a minimum of three class periods to compete on a game day.

In the spring, students prepare for the Mount Sac track and field meet. Richardson PREP HI students compete with track clubs and other middle schools for medals.

After School Program

The After School Program at Richardson PREP HI focuses on five areas: academics, technology, sports, culture and the arts. Intensive Instruction and CAPS are offered. Social development and academic achievement are the primary goals for students.

A variety of tutoring classes, sports, music and academic enrichment are offered in the after school program. Special field trips are planned for afternoons, evenings and Saturdays to provide cultural opportunities and college visitations.

PARENTAL RESPONSIBILITY FOR AFTER-SCHOOL EVENTS

Although we supervise all school activities, during the afternoons, evenings and Saturdays, **parents are expected to pick up students within 15 minutes** of the time the event ends or the time students are told to have their parents arrive. Teachers and administrators who are responsible for supervising these events have agreed to work beyond their regular workday for these activities, but have not volunteered to stay indefinitely.

Students, who are not picked up within fifteen minutes, may be excluded from participation in the next event.

RICHARDSON PREP HI
School Policy - Attachment
Parent/Student Copy

San Bernardino City Unified School District

STUDENT INTERNET USE AGREEMENT

The San Bernardino City Unified School District is taking great strides in the area of technology. We now have the ability to enrich your student's education by providing Internet access. Internet is a worldwide network of computers. It allows your student the opportunity to access rich information sources, share information, learn concepts, and communicate with people from other parts of the country and the world.

Student Internet use will be supervised at all times and every effort will be made to protect students from any misuses or abuses. It is possible for users of the worldwide Internet (including your child) to access information that is intended for adults. Although SBCUSD has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the district or school cannot prevent the availability of (or even begin to identify) inappropriate material elsewhere on the Internet. Computer security cannot be made perfect and it is likely that a determined student could make use of computer resources for inappropriate purposes.

SBCUSD believes that the benefits to students from access to the Internet far exceed any disadvantages. SBCUSD supports and respects each family's right to decide whether or not to apply for Internet access.

TERMS & CONDITIONS:

Individuals using the district network are subject to having all network activities monitored by district personnel. Anyone using these systems expressly consents to such monitoring. Any violations of the terms and conditions may result in disciplinary action, the revoking of Internet access, and appropriate legal action. Users of the San Bernardino City Unified School District electronic network are expected to abide by the generally accepted rules of network etiquette. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.

Unacceptable conduct includes the following:

1. Using the network for illegal, inappropriate, or obscene purpose, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of generally accepted social standards.
2. Using the network in violation of copyright laws or other contracts.
3. Using the network for commercial gain.
4. Degrading or disrupting equipment or system performance including the spreading of viruses.
5. Vandalizing the data of another user.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user without authorization.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Using abusive, sexist, racist or otherwise objectionable language in either public or private messages.
12. Sending of "chain letters," "broadcast" messages, or any other types of use that would cause congestion of the network or otherwise interfere with the work of others.

NONDISCRIMINATORY HARASSMENT POLICY: POLICY NO. 5150a

Purpose: To prevent discriminatory harassment in the educational environment.

Statement of Policy:

The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination in accordance with applicable state and federal laws. This nondiscriminatory learning environment is for the benefit of all District students and all students are expected to fully comply with the Policy. Additionally, non-District students who have contact with any of the District's students are expected to conduct themselves in accordance with this Policy in any District school or District school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this Policy.

In keeping with this commitment to a nondiscriminatory learning environment, the District maintains a strict policy prohibiting sexual harassment, discrimination or harassment based on race, ethnic group identification, color, sex, sexual orientation, gender, religious creed, national origin, ancestry, physical disability, or mental disability in accordance with applicable state and federal laws. This Policy prohibits all forms of discriminatory harassment through any means including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement) or visual (including leering, cartoons, drawings, magazines, notes, letters or posters).

This policy prohibits all conduct by which any student because of race, ethnic group identification, religious creed, color, national origin, ancestry, physical disability, mental disability, or sex, or sexual orientation, or gender is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting. Moreover, students will not be excluded on the basis of the aforementioned protected bases from participation in any educational program, curricular or extracurricular, including all sports and other activities, denied the benefits of participation, or subjected to harassment or other forms of discrimination in such programs.

Sexual Harassment:

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of substantially interfering with the academic performance or creating an intimidating, hostile, or offensive learning environment.

Examples of Prohibited Behavior:

- Exposing genitals
- Shouting obscenities
- Mooning
- Streaking
- Leaving obscene messages on school computers
- Whistling at other students and/or school employees
- Threatening rape
- Intentionally pressing or rubbing oneself sexually around another person
- Teasing other students and/or school employees about their sexual activity or body
- Unwanted deliberate hugging, kissing, touching, patting, pinching, grabbing, leaning over, or cornering a student or school employee
- Flipping up skirts
- Pulling down someone's pants, shorts or skirt
- Bra, pants, shorts or skirt snapping
- Continual staring at a person's body
- Sexual or dirty jokes
- Actual or attempted rape or sexual assault

- Unwanted letters or materials of a sexual nature
- Kissing sounds, howling, and smacking lips
- Looking a person up and down
- Sexual rumors
- Comments about the body
- Violating personal space
- Pornographic pictures, posters, drawings or stories
- Offensive displays of sex-related objects
- Offensive graffiti of a sexual nature, racial nature or of any discriminatory basis
- Holding a person against his or her will

Enforcement:

Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the District and proven by school officials that such student has engaged in conduct prohibited by this Policy.

No Retaliation:

No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this Policy, for participating in an investigation of a possible violation of this Policy, or for using the District's Uniform complaint Procedure.

Complaints:

Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or the District's Affirmative Action Officer, who is also the District's Title IX Coordinator. The complaint will be processed in accordance with the District's Uniform Complaint Policy and Procedure. It is encouraged and recommended that students utilize the District's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the District.

Notifications:

Pursuant to Educational Code 212.6, a copy of this policy will be displayed in a prominent location in the main administrative building at each school site of the District. Also this policy will be a part of any orientation program conducted for new students at the beginning of each trimester, semester, or summer session, as applicable. At the beginning of each school year, the District's sexual harassment policy will be included in the notifications that are sent to parents/guardians and will be disseminated to each staff member annually. This policy will also appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct.

Any teacher, counselor, or district employee who receives a sexual harassment incident report from any student or adult in the educational setting must report this information to the site administrator. Site administrators are required to submit a report to the Affirmative Action Office in order for the Affirmative Action Office to maintain a record of complaints.

Adopted by the Board of Education: July 6, 1993; Revised: February 18, 1997.

Legal references: Educational Codes 200-240, 212.5, & 212.6. Title IX of the Education Amendments of 1972.

Student Search Policy - Policy 5144 - Summary

School personnel have the right to search a student's belongings. We do not do so, however, unless there is reasonable suspicion... Only school police would conduct a body search if that were deemed necessary. Although these procedures very seldom occur at Richardson, they are legally permitted by Policy #5144 and, on occasion, are necessary.

Adopted by the Board of Education: July 12, 1994