

Richardson PREP HI Contract

Richardson is a public magnet program that stresses a close, cooperative relationship between students, parents, and school personnel. The primary vision of Richardson PREP HI Middle School, grades 6-8, is to provide a positive, supportive, and secure environment in which to develop responsibility and self-discipline for academic and social excellence within a framework of a contractual agreement between staff, parents, and students. This contract specifies standards for student conduct, attendance and academics. Violations of the contract are investigated by administration and reviewed by the Contract Committee, comprised of teachers, administrators, support staff and our counselor. Students violating the contract are placed on probation. Continued violations may result in termination of the student's contract and the student returning to their home school.

Our school has adopted the **ROAR Code of Conduct** to help students remember and follow the expectations for attendance, behavior, and academics. ROAR stands for:

Respect Ownership Attitude Responsibility

CONTRACT REQUIREMENTS FOR ACADEMICS

GENERAL ACADEMIC CRITERIA

At Richardson PREP HI, academic excellence is emphasized. Intervention plans are implemented for all students not making academic progress. After appropriate interventions have been applied, students are subject to contract cancellation according to the following criteria:

1. Students must achieve California grade level content standards in all subjects.
2. All students must maintain a minimum of 13 grade points (15 for students in an 8th period class) for each quarter. Grade points are awarded as follows: 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D.
3. Students who fail to earn 13 grade points at the quarter will be placed on academic probation for the following quarter. Students are allowed one academic probationary period during their enrollment at Richardson. If a student fails to earn 13 grade points on subsequent quarter grade reports, he/she will be returned to his/her home school. Students who earn three "F's" at the semester will be returned to his/her 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 dances, ASB events, skating parties, extracurricular after school or Saturday field trips, sports games, etc.).
5. Students on academic probation (or deemed "at-risk") will be offered appropriate interventions, such as CAPS homework club, subject specific tutoring, support classes (during the elective period), 8th period (after school) classes, or another intervention agreed upon by the team, which includes the teachers, the counselor, an administrator, the student and parent/guardian(s).
6. Students that earn three or more F's in any subject area on a semester report card are ineligible for academic probation and will be dropped at the semester.
7. Students who are dropped from Richardson due to academics **are ineligible to re-enroll at Richardson.**
8. During the fourth quarter, students placed on probation for any reason (academic or behavioral) or are receiving a failing grade in any class at the time of the activity will be restricted from incentive (non-academic) field trips, end-of-year activities (examples include 8th grade trip, Disneyland, Fiesta Village, incentive events/activities, etc.). During the activities, the students will be given assignments to work toward grade-level promotion. In addition, eighth grade students with these restrictions may attend the 8th grade promotion ceremony but may not attend the dance.

HOMWORK POLICY

Richardson PREP HI teachers provide homework assignments in order to promote academic excellence and teach responsibility. Homework and projects allow parents to be directly involved in the educational process. By monitoring homework, parents will be able to discuss with their child he/she is learning in class.

Daily homework is recorded in the school planner. Parents should check the planner and the required homework each evening. Homework is assigned five days a week. If no homework is assigned for a particular class, it will be noted in the planner. 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 in smaller increments of time each day. Parents may be asked to sign long-term assignments so that they can monitor progress and help their child with time management. Students should not try to complete long-term assignments/projects at the last minute.

RESPONSIBILITY FOR MATERIALS

It is very important for Richardson PREP HI students to know that it is their responsibility to bring everything they need to school each day. This includes:

- | | |
|---|--|
| <input type="checkbox"/> Bus Pass | <input type="checkbox"/> P.E. Uniform* |
| <input type="checkbox"/> Homework | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Books and Planner | <input type="checkbox"/> House Keys |
| <input type="checkbox"/> Notebook/Paper/Pens/Pencils/Other School Supplies* | <input type="checkbox"/> Permission Slips (Dances, School Pictures, Field Trips) |
| <input type="checkbox"/> Sack Lunch/Lunch Money | <input type="checkbox"/> Money for Fund-raisers or School Purchases |
| <input type="checkbox"/> Backpack* | |

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

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 difficult for our office staff to manage. Students that forget P.E. clothes will be provided with clean loaner clothes. Parents do not need to make an extra trip to bring forgotten P.E. clothes.

ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL PROMOTION

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

CONTRACT REQUIREMENTS FOR 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.

- 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. 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.
- B. All students who are late to school must obtain tardy permits from the attendance office before going to class.
- C. When a parent brings a student to school after 7:35 a.m., the parent should accompany the student into the office or send a written excuse. Lateness is an unexcused tardy unless there is a legal excuse, such as doctor's appointment.
- D. On the fourth unexcused tardy, a student will be referred to the contract Committee for disciplinary action.
- E. Students must obtain an early dismissal slip from the attendance office to leave school before the end of the school day.
- F. 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.
- G. 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.

- H. At six unexcused absences, a School Attendance Review Team (SART) meeting may take place and a summary will be filed.
- I. After ten absences, a referral will be sent to the Contract Committee for review.
- J. A student must be in school for three class periods or more in order to participate in extracurricular activities, including sports, trips, performances, dances, 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, due to illness, homework assignments will be provided to compensate as much as possible for missing instruction 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. Email is often an effective way to contact a teacher for missed assignments. It is the student’s responsibility to request make up assignments and to turn them in on time. It is district policy that the student has a 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 a reasonable 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 planned absence for five or more days, we can provide an independent study plan. We will need several days advance notice in order to process the independent study request. Independent study 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 by following the ROAR Code of Conduct. 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. Students who find lost property are responsible to turn in the lost property to a staff member immediately.
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, iPods, 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. Public displays of affection such as kissing, hugging, holding hands, etc.
 - m. Other actions determined by school authorities to be disruptive.
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. On the third violation, a student is referred to the Contract Committee.
 5. Violations of the dress code will result in a parent notification; on the third letter, a student is referred to the Contract Committee.
 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 or bullying behavior will not be tolerated.
 10. In addition to referrals to the Contract Committee, students may also be suspended for serious violations per Education Code 48900, which is contained in this document.
 11. Students must follow all the provisions of Ed. Code 48900, District Policy, Richardson rules, and the ROAR Code of Conduct.

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.
3. Students may never leave campus without permission.

C. Lunch Behavior

1. All middle schools in San Bernardino have closed campuses. Students may not leave school without permission.
2. Students will remain in-bounds during lunch, which includes the quad, cafeteria, the library (unless closed), and the Ping-Pong table area. Students may only leave these areas when escorted by and supervised by a staff member.
3. All students must eat in designated areas of the cafeteria and quad. No eating or drinking is allowed in classrooms without teacher approval. No eating or drinking is allowed in the library, in bathrooms, at Ping-Pong tables, along the perimeter of the quad, on sports fields, or in any other undesignated areas.
4. On rainy days, students must eat in designated areas out of the rain.
5. Cutting or saving a friend's place in line is not allowed.
6. All students are responsible for throwing away their trash and for keeping the lunch area clean.

D. After School

1. At the end of the day, students must proceed directly to their afterschool program (tutoring, sports, CAPS, etc.) or leave campus to go home. Students need to follow designated travel paths and may not loiter prior to getting on a school bus.
2. Students waiting to be picked up must wait in directly in front of the office. After 15 minutes if the student has not been picked up, they must check in to the after school program.
3. Any student participating in an after school program, sport, or practice must report promptly to their program/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. All students remaining after school must have a CAPS application file and sign-in to the program. All afterschool programs, including tutoring, are part of our CAPS program. Parents can sign students out of the program in the MU room. The CAPS program runs every day until 6 p.m., except on the first and last day of school and the day before winter break.
4. 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. Students not picked up will be assigned campus service and may not be allowed to

attend the next after school event (including dances, activities, and sports games).

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

BUS BEHAVIOR

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

- 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.
- F. The noise level on the bus must be kept to a safe standard. This is decided by the bus driver.
- G. Cell phone use is prohibited on the bus.
- H. Students must respect private property at and near bus stops.
- I. Sexual harassment, or other harassing or bullying behaviors, will not be tolerated at any time or in any place.
- J. On the way to the bus stop, on the bus, exiting the bus, or on the way home, any student who violates Education Code 48900, District Policy, or Richardson PREP HI school rules may be disciplined.

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

DISTRICT UNIFORM POLICY AND RICHARDSON PREP HI DRESS CODE

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

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

HEAD WEAR : Per education code 35183.5 hats may be worn outdoors for sun protection. Hats worn outdoors must be Richardson caps or plain school colors (orange, white, or black) with bills worn forward. Hats that do not offer sun protection are not allowed. Allowances to wear hoods or cold weather hats may be made in extreme weather situations (heavy rains, wind, temperatures below 50 degrees) as determined by administration. Examples of allowed hats include, Richardson caps, plain (orange, white, or black) cap with no designs worn forward, plain (orange, white, or black) bucket style hats, or plain (orange, white, or black) sunhats.

Not Allowed: all head coverings except those noted above, hoods, bandanas, head "rags", doo rags, hairnets, stocking caps, beanies

SHIRTS / TOPS: Tops must provide adequate coverage of the body, cover the undergarments, and must not distract from the academic environment. Administrators may elect to prohibit any clothing that is causing a disruption to the academic environment.

Not Allowed: Low-cut tops, blouses that show cleavage, strapless tops, camisoles or spaghetti straps, see through tops, bare midriff tops, visible undergarments (e.g., bra straps), thin strap tank tops (less than three fingers width), shirts with sexually suggestive images or words, references to tobacco/drugs/alcohol, or gang references

PANTS / SHORTS / SKIRTS: Pants will be worn at student's natural waistline. Pants must be in proper repair. Shorts, skirts, and dresses must be at least fingertip length. If overalls or suspenders are worn, the straps must be worn over the shoulders.

Not Allowed: Excessively baggy clothing; pants revealing skin underneath (ripped, cut, torn); sagging pants or pants worn low to show shorts or undergarments; items hanging from the pocket or pants (wallet chains, lanyards, suspenders, etc.)

JEWELRY / BELTS / ACCESSORIES: Hanging or hoop earrings must be of a nominal size. Belts must be threaded through belt loops and not hanging from pants. Belt buckles must be appropriate for school. Jewelry must be safe. Cold weather scarves and gloves are permissible during inclement weather. Sunglasses are allowed for sun protection only.

Not Allowed: gloves worn indoors or at times other than very cold weather; sunglasses worn indoors; large hoop or dangling earrings (larger/longer than 1"); facial piercings (lips, tongue, nose, eyebrow, etc.); long or hanging belts; buckles with gangs, drug, or alcohol references; wallet chains or other items hanging from pants; choke chains or jewelry with spikes (including earrings) or large chain links.

SHOES: For safety reasons, shoes must adequately cover the foot and have a back.

Not Allowed: Flip-flops, slippers, strapless or backless shoes, "string" sandals, or gladiator-style sandals with thin straps.

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

PROHIBITED ITEMS

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

1. Gum
2. Skateboards, scooters, skates, and shoes with wheels
3. Bikes must be walked onto campus. Student riding bikes to school must wear a helmet to and from school. Students must provide their own locking device.
4. Tobacco products (lighters, matches, cigarettes, e-cigarettes, cigars, pipes, chew and snuff) and drug items*
5. Weapons, real or look-alike, are forbidden. Examples: Guns, squirt guns, BB guns, toy guns, and knives (including any type of pocket knife)* Laser pointers are not allowed. The administration reserves the right to determine whether something is a weapon or not.
6. Aerosol cans (including hairspray and deodorant).
7. Gang style writing and tagging on the body, notebooks, backpacks, folders, or clothing
8. Permanent markers (including Sharpies), liquid white-out, paint products, or etching tools*
9. Student should be encouraged not to bring more money than is needed for the day. The cost of a basic lunch is \$1.75. Fees for other activities are announced in advance.
10. Electronic Devices including music devices (iPod, mp3 players, etc.) and gaming equipment (PSP, DS, etc.)
 - May be confiscated when in use or visible/out on campus
 - The District and its employees will not be responsible for lost, damaged, or stolen cellular phones or electronic devices.
 - Electronic e-readers (Kindle, Nook, etc.) are permissible for reading only. Students may not use e-readers to play games or access the Internet. The staff, school, and district are not liable for lost or stolen items.

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

CELLPHONE POLICY

- Must be kept with the power off and out of sight on campus.
- Use of cellphones to text, message, phone, record or view pictures/video/audio is prohibited during the school day or in the afterschool program.
- Students may call parents before boarding the school bus in the afternoon. Per Transportation policies, cellphone use is not allowed while riding the bus.

School Disciplinary Procedures

In order to sustain excellence in academics and provide a safe, orderly and positive learning environment, contract expectations and the ROAR Code of Conduct are regularly communicated, taught and reinforced through positive rewards and disciplinary consequences. Discipline is positive, 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
- Re-teaching of procedures or expectations
- 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 (classroom violations)
- 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, campus service, on campus detentions, or special assignments. Serious violations of the Contract, including ongoing defiance or repeatedly not following directions 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 conference and Notification of Probationary Level Placement by Administration
- 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 activities, Disneyland, cheerleading, etc.)
- A Parent/Team meeting may also be scheduled.

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.

D. 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 (exclusion from honor roll awards, see page 3)

Level 2 – Thirty instructional days of restriction from extra-curricular activities (exclusion from honor roll awards, see page 3)

Level 3 – Forty-five instructional days of restriction from extra-curricular activities (exclusion from honor roll awards, see page 3)

Level 4 – Contract cancellation and 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, District representation, 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. The request to extend the student's contract is granted, his/her probationary period will be a minimum of 90 days, with any future contract infraction resulting in an immediate contract cancellation and return to the home school. The granting of a Level 4 Probation and contract extension is at the discretion of the committee and is based on the student's discipline history and whether or not the student takes ownership and accountability for his/her current and future actions. Contract extensions are not guaranteed.

Eighth grade students who are on discipline level 4 or are placed on probation for any reason will be restricted from the end of the year eighth grade incentive trips, not academic field trips. Students with any of these restrictions may attend the 8th grade promotion ceremony but are excluded from the celebration dance. Students will not be allowed to attend the Disneyland trip if they are serving any disciplinary or academic probation days or are currently on Step 4.

Examples of Behavior Resulting in Disciplinary Levels

Level 1

When referred to the Contract Committee for less serious offenses, a student may be placed on Level 1 of the discipline system. At the discretion of the committee, students on level one probation will either be excluded from all extracurricular activities for 10 instructional days or excluded from 1 major school activity (dance, sports game, fun field trip, etc.). Athletic tryouts are not considered major school activities; however, acceptable behavior may be used in the criteria for placement on a team. Placement on level 1 necessitates a conference with the parent/student/vice principal. A letter will be sent to the parent.

Examples of behaviors that warrant level 1 disciplinary action include: multiple violations for disruptive behavior (including inappropriate behavior with a substitute teacher), use of cell phone without permission during the

school day or during after school programs-CAPS, inappropriate use of technology, not following directions, forgery, "out of bounds" or not under the direct supervision of a teacher without permission, unacceptable language, lying, first-offense cheating, 3 unexcused tardies, 3 gum chewing violations, 3 dress code violations, or violations of the ROAR Code of Conduct.

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, bullying – including cyber bullying*, making threats, use of extremely vulgar language or "hate speech**," possession of drugs, tobacco, alcohol or weapons, repetitive cheating or forgery, truancy, direct defiance, graffiti, damaging property, arson or possession of incendiary materials, 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.

*Cyber bullying includes the use of cell phones, cameras, recordings, Internet (Facebook, MySpace, etc.), or other electronic means to harass, threaten, or embarrass another student.

**Hate speech is any speech, gesture or conduct, writing, or display which is forbidden because it may incite violence or prejudicial action against or by a protected individual or group, or because it disparages or intimidates a protected individual or group.

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 a Level 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, his/her status will be dropped two levels 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.**

FORGERY

At RPH, we frequently send home communication to parents. For example, you will receive academic progress reports every 4-6 weeks, which we call Contracts. Students will bring home a paper copy of the "Contract" one week after that contract grading period. See page 20 for these dates. Students must bring the contracts back to school with a parent signature. Sometimes students forget to get the contracts signed and make the decision to forge their parent's signature. This practice

is not only dishonest but shows a lack of respect for the school and the parents. Students who forge documents will receive a referral to the Contract Committee and receive disciplinary actions.

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. Students are encouraged to be responsible and study for tests and to be proactive and complete assignments ahead of time to avoid situations that may lead them to cheating. Cheating is dishonest and 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. We encourage students to help one another learn concepts appropriately. We encourage parents to discuss with students the difference between helping a student with a homework problem and cheating. We also reinforce this distinction in the classroom.

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.

48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.

- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

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.

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, art and academic enrichment are offered in the after school program. Special field trips are planned for afternoons, evenings and Saturdays to provide cultural opportunities, college visitations, and school spirit.

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. Please remember that our staff members have their own families as well. **Students, who are not picked up within fifteen minutes, may be excluded from participation in the next event and assigned campus service. Students not picked up an unreasonable amount of time after the end of an event will be turned over to School Police.**

San Bernardino City Unified School District Student Internet Use Agreement

Please read this document carefully. The San Bernardino City Unified School District (SBCUSD) has made great strides in the area of technology, and we have the ability to enrich your student's education by providing Internet access. The Internet is a worldwide network of computers that 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. All District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. Although SBCUSD has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, it is possible for users of the Internet (including your child) to access information that is intended for adults. The District or school cannot prevent the availability of nor even begin to identify inappropriate material everywhere 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 Internet access far exceed any potential disadvantages. SBCUSD supports and respects each family's right to decide whether or not to apply for Internet access.

Terms and 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 purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as violation of

the intended purposes, goals or use of the network by students. Obscene activities 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 via "hacking" or other means.
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 which would cause congestion of the network or otherwise interfere with the work of others.
13. Using the network in an unethical manner.
14. Disclosing or disseminating personal information or the personal information of others to unauthorized parties.
15. Eating, drinking, or chewing gum while at a workstation

NONDISCRIMINATORY HARASSMENT POLICY: POLICY NO. 5145a

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 this 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, actual or perceived sex, sexual orientation, gender, religion, national origin, ancestry, physical, or mental disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics 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 actual or perceived sex, age, race, ethnic group identification, religion, color, national origin, ancestry, physical disability, mental disability, actual or perceived sex, sexual orientation, gender or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics 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 or access to any educational program, guidance and counseling programs, testing procedures, 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. Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereo typically associated with the person's assigned sex at birth.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education under Section 504)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5145.7 - Sexual Harassment)

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 having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment; where submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; where submission to, or rejection of, such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district and its school sites.

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 pressure for sexual favors or dates
- Making or mimicking sexual gestures with hands or through body movements
- 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.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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 designee or the district's Affirmative Action Director, 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 use the district's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the district. The district's Affirmative Action Office will have available the specific rule and procedures for reporting charges of sexual harassment and for pursuing available remedies.

Notifications

Pursuant to Educational Code 231.5, a copy of this policy will be displayed in a prominent location in the main administrative building at each school site of the district or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted. Also, this policy will be a part of any orientation program conducted for new students at the beginning of each quarter, 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, at the beginning of the first quarter or semester of the school year, or at the time a new employee is hired. This policy will also appear in any school or district publication that sets forth the school's 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 and/or if the alleged incident occurred on district property or school site, or at a district or school-related or sponsored activity, 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.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT adopted: June 17, 2008 San Bernardino, California

Student Search – Board Policy 5144 Summary

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Random searches of students, their belongings and district properties under their control are also allowable and may be conducted during the school year following board policies and California Education Code.

Use of Metal Detectors

The following procedures shall be followed when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets of metallic objects.
2. If an initial activation occurs, students shall be asked to remove other metallic objects they may be wearing (e.g., belt and jewelry) and to walk through a second time.
3. If a second activation occurs, a hand-held metal detector shall be used.
4. If the activation is not eliminated or explained, staff shall escort the student to a private area.
5. In the private area, an expanded search shall be conducted by a staff member of the same gender as the student, in the presence of another district employee.
6. The search shall be limited to the detection of weapons.