

Adelanto Elementary School District



Student/Parent Handbook 2017-18

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At Columbia, we provide a rigorous Science, Technology, Engineering, and Math (STEM) curriculum and collaborate to ensure all students learn at high levels.

14409 Aster Rd. Adelanto, California 92301 • Phone: 760-530-1950 • Fax:
760-530-1953

OUR EDUCATIONAL PHILOSOPHY

We believe all students are capable of learning at high levels regardless of their background, the color of their skin, or how much money their family makes. It is our job as educators to ensure all students learn by providing excellent instruction. Because students learn at different rates, we do this by using data to identify those who require additional assistance and providing targeted reteach lessons when necessary. By working together as a professional learning community, we ensure all students learn at high levels.

ACADEMICS

AVID

The Advancement Via Individual Determination (AVID) program is designed to help students who might not otherwise go to college learn the skills necessary and eventually gain admittance to a college. AVID students generally meet the following qualifications:

- *A GPA between 2.0 and 3.5*
- *The first in their family to attend college*
- *Highly motivated*

AVID is an elective which demands a lot of work out of students, but also provides many awards. Students can apply to join AVID at any point in the 2017-18 school year by completing an application in the front office.

ACCELERATED READER

All students begin each day in their homeroom class engaged in silent reading. Using the Accelerated Reader program, students read books at their level and take a computerized test which tests their reading comprehension.

RESPONSE TO INTERVENTION (RTI)

Every six weeks, students will take common assessments covering what they learned during those weeks. These assessments along with STAR Reading and STAR Math scores will be used to assign students to an RTI class. Students with low STAR scores will receive a specific intervention class. Students with low common assessments will receive a reteach class and the opportunity to retake the assessment; students with proficient scores will receive an enrichment class, such as video or ASB.

TECHNOLOGY

As a technology school, Columbia incorporates the use of technology in all classes. Students are encouraged to bring their personal devices for educational purposes. Acceptable electronic devices include the following:

- *Laptops, netbooks, or chromebooks*
- *Tablets*
- *Cell phones/smart phones*
- *Computer Labs*

In order to use their technology on campus, students must adhere to the Adelanto School District Acceptable Use Policy. Students should be aware they can only use such devices when given permission by their instructor. Students who do not adhere to this policy may have their technology privileges revoked.

Students and parents should be aware that although students are allowed to bring their own devices, they do so at their own risk. The Adelanto Elementary School District and Columbia Middle School take no responsibility for lost, stolen, or damaged devices. Families are encouraged to insure their devices through companies such as Worth Ave. Group at <http://worthavegroup.com> (1-800-620-2885).

BEHAVIOR

OUR CORE BELIEFS

1. *We believe every attempt should be made to maintain the dignity of both the adult and the student.*
2. *We believe that students should be given the opportunity to make decisions and live with the results whether the consequences are good or bad.*
3. *We believe that there should be a logical connection between misbehavior and resulting consequences.*
4. *We believe misbehavior should be handled with natural consequences instead of punishment, whenever possible.*
5. *We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.*

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Columbia utilizes PBIS as a means of preventing student misbehavior. By explicitly teaching specific behavioral expectations and recognizing students for their positive behavior, we believe we can prevent the majority of student behavioral issues. PBIS is based upon three general expectations: Be Safe, Be Respectful, and Be Responsible. For every location or event on campus, what these expectations look like may vary. Our campus PBIS matrix is on p. 8.

CONSEQUENCES & INTERVENTIONS

When students do choose to misbehave, they may be subject to one or more of the following consequences:

- *Teacher detention*
- *After school detention*
- *Lunch Clean Up*
- *Community Service*
- *Revoking of Privileges*
- *Clean Sweep Citation*
- *Suspension*
- *Expulsion*

Whenever possible, we utilize alternatives to suspension. Because our main goal is to change misbehaviors, we may also offer the following interventions:

- *Parent Conference*
- *Counseling*
- *Behavior Support Plan*
- *Referral to SST*
- *Referral to SELPA counseling*
- *Why Try? Program*

ANTI-BULLYING POLICY

Any kind of bullying behavior will not be tolerated at Columbia. Any students who attempt to intimidate, bully, or harass a student or staff member either verbally, physically, or electronically will be subject to strict disciplinary consequences.

All students are encouraged to report bullying either by telling an adult, completing an incident report in the front office, or utilizing the anonymous link on our website at <http://cms.aesd.net>.

At Columbia, we have a vigorous anti-bullying program which includes special trainings, events, and assemblies throughout the year. It is our goal to be a bully-free zone where students feel safe at school.

CYBER-ACTIVITY

Students can and will be held accountable for their online activities which affect the campus. This includes slandering other students, recording and/or posting videos of fights, instigating fights, or promoting gang activity.

FIGHTING & INTIMIDATION

Fighting is not tolerated at school, on the way to school, or on the way home from school. Such offenses will result in serious disciplinary action. If you have a grievance that you cannot settle peacefully, please seek help from an adult at home or school. Fighting or intimidation of another will usually result in suspension on the first occurrence. Students may also receive a court citation. A large group of students approaching another student to demand answers or make threats can be intimidating and will not be tolerated.

PARENT POLICIES

ATTENDANCE

California State Law requires students to attend school regularly and promptly. According to State Law it is the obligation of all parents to ensure that every middle-school-aged child under their care and supervision receives adequate education and training and attends school. Regular school attendance is a very important part of a successful school experience. Poor attendance is the most frequent cause of unsatisfactory achievement. A

student who is frequently absent places himself/herself at a serious disadvantage because he/she misses out on valuable instruction. We expect students to attend school each day and attend all classes.

ABSENCES

If a student is to be absent from school it is the parent's responsibility to call the office at 760-530-1950 or the attendance line at 760-530-7651, and notify the attendance clerk of the absence. Notes should be turned into the office. An accurate record is kept of all absences and tardies. Please try to schedule all medical/dental appointments after school, particularly on the minimum days.

Excessive tardies and absences will result in a parent conference and/or a SARB (School Accountability Review Board) referral for administrative action. Tardies and absences accumulate for the year. Student(s) may be cited for excessive tardies and truancies.

UPDATING PARENT CONTACTS

It is vital that we always have working phone number and address on file. In case of an emergency, we must be able to get ahold of a parent or guardian. We are a school of choice, so no matter where you live, you will still be welcome to attend Columbia. We request that you notify the office any time your contact information changes.

PARENT VISITS

Parents are always welcome on campus and are encouraged to visit classrooms with advanced notice. To ensure student safety, all visitors to the campus must sign in at the front office and show an ID in order to receive a visitor's pass.

CHECKING STUDENTS OUT EARLY

Raptor - Visitor Response System

Adelanto Elementary School District has adopted and enacted a visitor response protocol, in our collaborative effort to protect every child, every school, every day. In line with best practices, we make every effort to ensure safety, privacy and reputation of the community. We need to be sure of who is on our campus.

Raptor is a visitor tracking system that incorporates a search of sex offender databases in all 50 states. This internet based program allows our schools to take the driver's license or photo ID of individuals, scan through a reader, and automatically log the visitor's name, address and partial driver's license or ID number into a visitor database. The system quickly prints visitor badge that include a photo, the name of the visitor, time and date. This search is done by our authorized campus staff to take appropriate steps to keep the campus safe. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

Students may only be picked up from campus by someone on their emergency contact list who shows a valid ID.

CAFETERIA

All students at Columbia receive free breakfast and lunch.

IMMUNIZATIONS & MEDICAL ISSUES

To enter or transfer into public and private elementary and secondary schools, children must have the required immunizations. There are no exceptions to this policy.

If your child has medical problems restricting him/her in any way, or is required to take medication at school, forms must be obtained in the school office and filled out by a physician. This notification must be on file in the office and indicated on the registration form.

MEDICATION

Any medication needed by the student during the school day must be kept in the office, accompanied by a signed release form from a doctor giving the office permission to administer this medication. Aspirin and non-prescription medications are included in the list of medications needing a signed release. Asthma Inhalers and Epi-pens may be kept in the nurse's office with a doctor's note.

VOLUNTEERS

All parents or other adults spending extended time on campus must be board-approved as a volunteer. The application may be picked up in the office. Volunteers are required to pick up their badge from the front office and wear it whenever they are on campus.

STUDENT POLICIES

TARDIES

Students are expected to be in class on time. Random tardy sweeps will be conducted frequently. Consequences will be given for students who are not present in class.

ATTENDANCE/TARDY POLICY

By law, **every student is expected to attend school on time except daily** except for illness, doctor/dental appointments, death in the immediate family, or court appearances. If a parent knows in advance that their child will be out of school for 5 or more days, contact the office for an Independent Study Contract. Students completing an I.S.C. will be excused. Requests must be made 3 days in advance.

Upon returning to school after an absence, students must bring an absence note, signed by their parent or guardian, stating the date(s) of absence and the reason they were out. Phone calls from a parent or guardian are also acceptable. **Any absence not verified within 10 days becomes unexcused.** Senate Bill 813 allows a teacher to fail a student who has missed 10% of class during the grading period.

TARDY POLICY

Students must be seated when the bell rings or they are considered tardy. When a student is late to school or class, it disrupts the instructional process. Tardies that result from illness, doctors' appointments, funerals, and/or court appearances are considered excused by the Education Code.

Frequent unexcused tardies in excess of 30 minutes will be referred to the School Attendance Review Board as a truancy issue. Students who are late to school must check in to the office with a parent or a note from a parent. If a student has been at a doctor's appointment please ask the doctor's office for a re-admit to school slip. Students cannot excuse their own tardies or absences.

Habitual, unexcused tardies to class for any duration of time are considered to be DAYTIME LOITERING. Ongoing issues of class cuts and tardies will result in Daytime Loitering citations as listed below:

- 1st Tardy: Warning
- 2nd Tardy: Parent Contact/ Lunch Detention
- 3rd Tardy: Letter Mailed Home
- 4th – 6th Tardy: After School Detention
- 7th Tardy: After School Intervention/Saturday
School
- 8th Tardy: Student Study Team (SST)
- 10 or more: SARB B

INSURANCE

The school district does not provide medical, dental, or accident insurance coverage for students-including coverage for injuries that occur on school grounds. The school district is totally self-insured and carries no liability insurance. If you wish to obtain student insurance, information will be provided enabling you to purchase insurance through a private carrier. Remember, the school district does not provide student accident insurance. You are responsible for providing coverage for your child.

INTER-DISTRICT STUDENTS

Inter-district students are those who live outside of the district boundaries. These students are admitted as space allows. Inter-district status is conditional and may be revoked at any time for any of the following reasons at the discretion of the administration:

1. Failing grades
2. Discipline problems
3. Poor attendance/tardies to school

MAKE-UP WORK FOR STUDENT ABSENCES

If a student has an excused absence, they are permitted make up work equivalent to the number of days absent. Students who have been absent from school are responsible to check with their teachers as to missed assignments upon their return. A student is granted time equivalent to the number of days absent to make up all missed assignments.

PHONE USE

Students may only use the office phone in the case of an emergency. Students are not allowed to use the phone to make arrangements for transportation and/or permission to stay after school for activities. This should be arranged before coming to school each day. The learning environment is sacred. **We cannot interrupt classes to deliver messages or items to your student unless it is an emergency of the utmost importance.** Please do not ask us to do so.

Students who use cell phones shall do so only before or after the instructional day. Cell phones are to be turned off in the classroom. If seen or heard during the school day, cell phones will be confiscated and consequences will be issued.

Students who use cell phones or other devices to record violent or illegal acts will be suspended.

SNOW DAY MAKE UP DATES

If school is closed during the year due to inclement weather, make-up days will most likely occur at the end of the year or during Spring Break.

VISITORS

Parents are encouraged to visit their child's classes. All visitors to the Columbia campus are required to check in through the office with a valid I.D. This I.D. must be scanned through our visitor computer system in order to print a pass which must be worn at all

times when on campus. To ensure the safety of all students, anyone without I.D. will not be allowed on campus. **Children, not yet eighteen years old, may not volunteer or visit in classrooms during the student attendance day.** All visitors are expected to leave promptly when their business is completed.

VOLUNTEERS

Parents or any persons spending time in the classroom must be board-approved as a volunteer. All volunteers must fill out an application, be approved by the board, have a negative reading on their TB Tine test and receive information about the rights and responsibilities of working at the school. Volunteers may not discipline students. Volunteers can never be left alone with students. Volunteers must be trained before using work room equipment and limit such use during teacher breaks.

HALL PASSES

It is expected that students remain in class as much as possible. Should a student need to be excused from class for any reason, they must either have a hall pass. Only one student will be allowed a hall pass from class at a time. Security will stop students in the hall and request to see their pass. Students without passes will be escorted back to class and may face consequences for being truant.

LIBRARY

Each student will be checked out a set of textbooks for their classes. Students are responsible for any item they check out from the library, and will be held responsible for any fines resulting from lost or damaged books. 8th grade students will not be allowed to participate in the end of year promotion ceremony unless they have returned all books and cleared any library fines.

BUS TRANSPORTATION

Riding the bus is a privilege, not a right. Students must show their bus pass to board the bus and follow all bus expectations. Those who do not may receive consequences up to and including suspension from the bus for the remainder of the year. Bus pass applications may be picked up and submitted to the office.

BICYCLES/SKATEBOARDS/SCOOTERS

Students who use bikes, skateboards, or scooters as transportation to school may not ride them on campus and must lock them in the bike racks during the day.

DANGEROUS & FORBIDDEN OBJECTS

Objects which can be dangerous to another are strictly forbidden from schools. Such objects include: knives, blades, laser pens, pepper spray, fireworks, imitation firearms, and actual firearms. In addition, permanent markers, paint markers, or spray paint are not allowed.

PERSONAL PROPERTY

Students are discouraged from bringing personal property to school, such as iPods, MP3 players, PSPs, Nintendo DS, etc. Those who do, do so at their own risk. The school is not responsible for lost or stolen items and will not investigate them.

DRESS CODE

To ensure a safe, clean, and respectful campus, all students are expected to adhere to the following dress code:

- *Hats and sunglasses may only be worn while outdoors and must be removed while in the classroom.*
- *Tops must have straps at least 1 inch wide and cover cleavage.*
- *No clothing containing sexual innuendo or promoting alcohol, tobacco, drugs, weapons, hate, intolerance, or violence.*
- *No gang related attire, such as bandanas, or gang related drawings, symbols, or writing on clothing, notebooks, shoes, backpacks, etc.*
- *Shorts and skirts must be fingertip length or longer.*
- *Clothes must fit at the waist.*

Students who violate this dress code will be instructed to change into their PE clothes. Repeated violators may be subject to disciplinary action.

SCHOOL COMMUNICATION

WEBSITE

Visit our school website at <http://cms.aesd.net>. There you can view our event calendar, read about what Columbia has to offer, access parent and student resources, and find out how to contact our staff members.

PHONE CALLS

Contact us at any time at (760) 530-1950. If you wish to speak with a specific staff member, our front office staff will take a message, and you will be contacted back within 24 hours, excluding weekends.

PARENT/TEACHER CONFERENCES

If you wish to schedule a conference with one or more of your student's teachers, please contact the front office. They will relay your request to the teachers, who will contact you to schedule a time.

INTOUCH MESSAGES

Whenever we have important announcements or family events, we will send an Intouch Message home. This program automatically dials your main contact number and relays a prerecorded message delivering the information.

AERIES ABI

Parents can access their child's grades at any time from home at <https://www.adelantoschools.com/abi/>. All parents will receive an access code for their

student within the first two weeks of enrollment. If you do not have access to a computer at home, you may come to the school and use one here.

SCHOOL PROGRAMS

RED CROSS

Interested in the Red Cross School Clubs? Join today! Red Cross High School or Middle School Clubs provide you and your peers with opportunities to make a difference by addressing your community's greatest needs and developing leadership skills. Challenge your friends to join and serve under the symbol of the largest international humanitarian organization in the world. As a Red Cross Club member you will plan and implement projects that will save hundreds of lives from blood drives to disaster preparedness education.

ATHELETIC CLUB

Basketball-Girls/boys

Soccer Girls/boys

Volleyball- Girls/Boys

Cheerleading

Dance

SPORTS

Intramural sports include volleyball, basketball, soccer, and track and field and are held after school. C.I.F. guidelines are followed. Generally, each sport lasts for four weeks, with games played Monday through Thursday from 3:00 to 5:00 p.m. Parents must arrange transportation home for students who participate in sports.

High Desert Athletic League sports require a current physical prior to tryouts. Sports physicals are valid for one year. Coaches will rely upon the last available report card to determine eligibility. HDAL eligibility requirements are a 2.0 GPA and no F's.

To participate in after school sports team and activities, such as dances, all students must meet the following criteria:

- Minimum GPA of 2.0
- No suspensions from the current quarter
- Signed permission slip

ASB

ASB Officers are elected by students at the beginning of the year. In addition, each homeroom will select a representative. ASB officers and representatives will meet throughout the year during homeroom/RTI periods to organize student activities.

CITIZENSHIP

One of the school's duties is to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship, as well as preparing them for jobs and higher education. For this reason, it is as important for the

school to teach and evaluate citizenship, as it is to teach and evaluate academic work. Parents and students should be as interested in citizenship “ability” as math, music, or athletic ability.

The following criteria shall be used in determining a student’s citizenship grade in his/her classes:

1. Attends class regularly.
2. Comes to class on time.
3. Comes to class with necessary materials.
4. Completes homework assignments.
5. Meets deadlines.
6. Does his/her own work when independent work is required.
7. Participates in class activities and discussions.
8. Exercises care of school property.
9. Shows respect for students and school staff.
10. Does not disrupt class.

Teachers are required to discuss these standards with their students and explain their expectations. Students will be evaluated and receive the following as citizenship grades:

O= Outstanding/Excellent

S= Satisfactory/Good/Average

N= Needs improvement/Poor

U= Unsatisfactory/Make teacher contact

Citizenship grades will have a direct bearing on student participation in extracurricular activities, and assemblies.

AFTER SCHOOL ACTIVITIES

To participate in after school activities, such as dances, all students must meet the following criteria:

- Minimum GPA of 2.0
- No suspensions from the current quarter
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AVID

The Advancement Via Individual Determination (AVID) program is designed to help students who might not otherwise go to college learn the skills necessary and eventually gain admittance to a college. AVID students generally meet the following qualifications:

- *A GPA between 2.0 and 3.5*
- *The first in their family to attend college*
- *Highly motivated*

AVID is an elective which demands a lot of work out of students, but also provides many awards. Students can apply to join AVID at any point in the 2013-14 school year by completing an application in the front office.

AFTER SCHOOL PROGRAM (Think Together)

All Columbia students are welcome to attend the Think Together program, which runs after school every day for three hours. Students will receive a free snack and participate

in homework time and engage in an interest activity of their choice. These activities will change throughout the year, and may include soccer, basketball, flag football, cheerleading, flags, video animating, computers, art, guitars, gardening, journalism, yearbook, and more.

COUNSELING SERVICES

When problems are interfering with a student's success at school, counselors are available to help. Appointment slips can be picked up in the office. A counselor will make every effort to meet with students the same day they request to see

LIBRARY SERVICES

* **Do NOT lend library books or textbooks to other people.** When you check out an item, YOU are responsible for it. If your friend loses or damages an item, you are still responsible for paying for it. Overdue fines and replacement fees cannot be transferred to someone else's record.

Book Loss/ Damage Procedures:

* If a book is damaged beyond repair, the student's parent/guardian will be held responsible for the replacement cost of the book. You must return the book to the library for assessment of the damage.

* If a book is lost, the student's parent/guardian is responsible for paying a replacement cost of the book. If the book is found after the fine is paid, a refund will be issued as soon as it is returned.

* Books purchased at a bookstore will not be accepted as a substitute for the replacement cost since they are not intended to withstand heavy circulation use in a library.

PARENT COMMUNICATION

Parents can call the office (530-1950) to arrange appointments with teachers and/or counselors. A conference is encouraged if a student has received an academic grade of "D" or "F", a citizenship grade of "N" or "U", or if comments denote a student is in danger of failing. There are official parent conference times scheduled in November and April.

P.E. POLICY

P.E. Uniform: The P.E. uniform consists of the school physical education shirt, shorts, sweatpants, and/or sweatshirts. Solid royal blue or gray sweat pants and/or sweatshirts may be worn ONLY if proper P.E. shirt and shorts are on underneath. Not having proper athletic shoes or tying shoes improperly is a safety hazard and will not be tolerated. School clothes should be completely removed before uniform is put on. Anyone wearing school clothes under P.E. clothes will receive negative marks against their P.E. grade. Not dressing into proper P.E. clothes or not having appropriate athletic shoes will result in negative marks against their P.E. grade.

P.E. Loaners: If a student forgets their P.E. clothes, loaners may be provided. Students not returning loaners will be charged and will not be allowed to participate in field trips, activities, or promotion until clothes are returned or fines are paid.

Consequences for not dressing out:

1. Warning
2. Detention/Phone call home.
3. Parent Conference

Participation: Participation is taking part in what the class is doing for the day. If a student is not behaving properly or chooses to not do the activity, they will get negative marks against their P.E. grade. If a student is absent, they will lose points for that day and will need to check with their P.E. teacher for make-up assignments.

Tardies: If a student is not in the appropriate designated area (locker rooms or blacktop numbers) by the time the bell rings, that student is tardy. A student is also tardy if they have not reached their designated number after dressing into P.E. clothes and their teacher is taking attendance or monitoring for student non-dresses.

PROMOTION

Student eligibility to participate in 8th grade promotion ceremony and all 8th grade activities will be based on academic success and behavior and are considered to be a privilege. Therefore, in order to participate, students must meet the following criteria:

8th Grade Scholastic Achievement Field Trip

- No suspensions for the entire school year
- No SARBs for the entire school year
- No F's 4th quarter progress report card
-

8th Grade End of Year Activities/Promotion

Grades: Students may not have a grade of "F" in any subject at the end of the second semester grade reporting period. Final grade checks will be completed in June. Students who are not making satisfactory progress will be notified.

Behavior: Students may not have been suspended during the 4th quarter, nor have been referred for SARB-B, SARB-A/Truancy, or expulsion during the school year. Participating in 8th grade activities is a privilege, and only students maintaining good behavior throughout the year will qualify to participate.

Library: All library/textbooks must be returned in good condition according to the CMS library contract. Students will be ineligible to participate in 8th grade activities until their library account has been cleared.

SCHOOL MATERIALS AND BOOKS

Students use and are loaned books and other materials. Students are responsible for these items and must pay for damages or loss whether the item is lost, stolen, or misplaced. Items still missing after 7 days are considered lost. However, refunds are made for items that are found and returned. School records, including report cards, may be retained for any student owing fines for overdue, lost, stolen or damaged books. Textbooks should be covered in order to prevent damage. Students are given and are required to have their Binder Reminder with them every day. If a student loses the Binder Reminder, they must purchase another. Binder Reminders are not to be damaged or defaced in any way. All pages of the binder (including school rules and calendar pages) are to remain in the

binder. Students are not to rip out or fold pages.

Students should come to class prepared. **In addition to the Binder Reminder, students should have paper, blue/black pens (not red, glitter or pastel color), pencils for math, required textbooks, and a free reading book. Not having required class materials (including the Binder Reminder) may result in disciplinary consequences.**

STUDENTS' DAILY ACADEMIC RESPONSIBILITIES

All students have the responsibility to:

1. *Protect the rights of others to study and learn.*

Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.

2. *Be on time for classes.*

Students who enter a classroom after the tardy bell are interfering with the rights of others to learn and study. Punctuality is a habit. Future employers are not going to take time to teach it.

3. *Come to class with necessary textbooks, reading books, class materials, and Binder Reminder (required daily).*

A teacher should not have to delay starting class because a student has come unprepared to begin work. This is interfering with the right of others to learn and study.

4. *Complete all in-class and homework assignments and meet deadlines.*

The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work.

5. *Respect public property and carefully use and return all materials and equipment.*

Schools are a community's gift to its young people. It is wrong to abuse that gift; it forces the people to spend additional money in order to provide the same opportunities for those students who come after you.

6. *Attend school daily unless ill or legally excused.*

In California, a student is required by law to attend school, on time until the age of 18. Schools cannot educate students who do not attend class, and they will not promote those who do not.

7. *Respect the authority of all school personnel.*

All school personnel have a responsibility to ensure a safe and appropriate environment. Students shall follow their directions and instructions in a courteous and timely manner.

8. *Obey school rules.*

Rules are designed to allow a school to meet its obligation to educate students. Schools cannot achieve this task if they must spend much of their time maintaining order.

9. *See that school correspondence to parents reaches home.*

Education requires a partnership between the home and the school. For a partnership to work, everybody must know what is happening. Sometimes, students are asked to be the messenger. More often, students are merely asked to meet their responsibility to be honest and not intercept and destroy progress reports, attendance information, and report

cards. One requires a little effort, the other a little integrity. Students will often be asked to carry several important documents home as well as correspondence in the Binder Reminder.

STUDENTS' HOMEWORK RESPONSIBILITIES

1. To make sure you have assignments written in your Binder Reminder and understand them.
2. To bring home necessary books and materials to complete assignments.
3. To complete assignments neatly and legibly.
4. To show completed assignments to your parents.
5. To return completed assignments on time.

STUDY STUDY TEAM (SST)/STUDENT ADVOCACY TEAM (SAT)

Parents, teachers, or students may request an SST/SAT for students who are academically or behaviorally at-risk. This team, consisting of the student, parents, counselors, teachers, and administrator will meet to develop a plan of strategies to improve student performance and success at school.

TEACHERS' HOMEWORK RESPONSIBILITIES

1. To post daily assignments in the classroom.
2. To assign work only after careful consideration of class needs, maturity, and ability.
3. To adequately prepare and properly motivate the student/class prior to assigning the work.
4. To report progress to both child and parents.

TECHNOLOGY USE

As part of our educational program, students will have computer access in the 6-8 grades. Students must have a signed "Acceptable Use Policy Contract" (AUP) on file before they use the Internet or the CMS network. If a student violates the terms of the contract, computer use privileges may be revoked and other consequences may be assigned. Parents may request that their child not be given access to networked computers.

ANTI-BULLYING/SEXUAL HARASSMENT POLICY

CMS believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. The district will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as inappropriate touching, unwanted sexual comments or advances, hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. **This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.**

Students who act in violation of this policy may be subject to school/district disciplinary

procedures up to and including expulsion.

All schools of the Adelanto School District are Tobacco and Drug Free.

There is NO SMOKING at any school site or parking lot.

STUDENT WELFARE AND ATTENDANCE

ATTENDANCE LAWS

California Education Code Section 48200 states that every person between the age of 6 and 18 is subject to compulsory, full-time education. The only exceptions to this law are:

- Passing of the high school proficiency examination by the minor
- Attendance at a recognized private school

Individuals and organizations that operate private schools in California are required to file annually a California Department of Education R-4 affidavit with the county schools office before October 15 of each school year.

Any student absent from school without a valid excuse for more than three (3) days, or tardy in excess of thirty (30) minutes for three (3) or more days (consecutive or non-consecutive), is considered to be truant under California Education Code Section 48260. Although we understand that unforeseen emergencies arise, in accordance with Education Code Section 48205, there are only four (4) excused reasons for absence from school:

1. Illness of the student
2. Doctor or dental appointment for the student
3. A death in the immediate family (maximum of three (3) days allowed)
4. Appearance in a court of law as a witness

According to district policy, you have ten (10) school days to verify an absence in accordance with the Compulsory Education Law. In addition, any time your child is late or tardy to school, a note is required.

Student Attendance Review Board

Truancy matters are referred to the **School Attendance Review Board**. The SARB consists of district representatives, as well as representatives from the Probation Department, Child Protective Services, law enforcement, and the community. This panel meets once a month to hear truancy cases. Outlined below is the process for referral to the SARB and possible consequences of such a referral:

1. Home contact is initiated by the district attendance administrator or designee after the third unexcused absence, thirty (30) minute tardy, or combination thereof.
2. The first SARB letter is sent to parent informing them of the truancy laws after the fourth unexcused absence, or thirty (30) minute tardy, or combination thereof.
3. A second SARB letter is sent to parents upon the next unexcused absence or tardy.
4. Upon the next unexcused absence or tardy, or upon no response from the parents to the previous correspondence, a subpoena is sent to the parents mandating appearance before the SARB.
5. Upon appearance before the SARB, the next unexcused absence or tardy will result in issuance of a citation (court appearance and fine).
6. The next unexcused absence or tardy will result in issuance of a second citation (court appearance and increased fine).
7. The next unexcused absence or tardy will result in issuance of a third citation (court appearance and fine up to \$500). This procedure is repeated for each subsequent violation.

If your student(s) is attending school in the Adelanto School District under an interdistrict attendance agreement and attendance is unsatisfactory, the interdistrict agreement will be terminated and you will be referred to the district of residency to enroll.

San Bernardino County Ordinance 25.022(a) – Daytime Curfew

The San Bernardino County Board of Supervisors passed County Ordinance #3653, which established a daytime curfew for any minor under the age of 18 who is subject to compulsory education. In accordance with this ordinance, any unsupervised juvenile who is found on the streets or public places between the hours of 7:30 a.m. and 2:30 p.m. on school days may be taken into custody by any law enforcement officer, cited and returned to school, or released to his or her parent(s).

The citation for this ordinance requires the juvenile and his or her parent(s) to appear in court where the juvenile may be fined \$250 and be required to perform 20 hours of community service. This ordinance also applies to students on independent study and students attending alternative programs.

Independent Study

The district understands that taking a student out of school for other than the allowed reasons is sometimes unavoidable. Current law requires that students be out of school for five (5) consecutive days prior to placement on an independent study contract for attendance accounting purposes. If a parent knows in advance that their student is going to be absent from school due to family or business reasons, the parent can request an independent study contract to cover the period the student will be absent. Independent study contracts should be requested through the school office and require three days notice. If the independent study contract is completed and turned in upon return to school, the student does not receive an absence. **If the independent study contract is not completed, the absences will be counted as unexcused and the student will be subject to referral for truancy.**

The district wishes to provide students the opportunity to make up work missed during periods of absence of fewer than five (5) consecutive days. In these cases, your child is responsible to obtain missed assignments from their teachers.

WeTip

1-800-78-CRIME

What is WeTip and how does it work?



WeTip is a national nonprofit organization, staffing tip operators that take anonymous tips from all 50 states including Puerto Rico and the Virgin Islands. For over 33 years, WeTip has taken over 411,000 tips. These Tips are always anonymous, WeTip never knows who you are. The hotlines are answered by bilingual tip operators, 24 hours a day, 365 days a year.

When someone calls WeTip, no one asks them who they are or where they live. The operator will answer, **"this is the WeTip hotline, please do not give your name"** after this the WeTip operator asks some questions to find out about the crime and who committed it. The operator will give the caller a case number so that they can call back if they find out more information, or if they want to find out the status of the case. No one will ever know who made the call...Not us... Not ever!



The tipster is then asked if they are interested in a reward if there is an arrest and a conviction. If they are interested in a reward, they are given a fictitious code name. This is the name to give when they pick up their reward. If the person who was turned in gets arrested and is found guilty, then a reward of up to \$1,000 is offered to the tipster. The reward is paid at the post office chosen by the person who gave the tip. They will receive the cash reward money by giving the code name that was given them when the tip was first given.

WeTip forwards the information to law enforcement, in the proper jurisdiction. The information is faxed to designated investigators in member cities. It is up to law enforcement to decide the best course of investigative action to take at that point. WeTip tracks the cases through police custody and prosecution and then when there has been a conviction in the case, WeTip approves a reward, and generates a press release, distributed to local media, and here on the internet, informing the caller (informant) there there is a reward approved on the case.



WeTip is not an investigative agency. We are a neutral independent 3rd party organization that operates fully staffed hotlines, answered in both English and Spanish, that assures the caller complete anonymity. We do no actual investigation of our own. WeTip acts as an anonymous conduit, through which information flows safely from the informant to the police, sheriffs, and investigators in several different jurisdictions.

You are on a CleanSweep campus!

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

Code	Violation	Possible Fine
PC308	Smoking or tobacco products (Includes pipes, papers, Skoal, etc.)	"Smokeless Saturday" Up to \$75/30 hrs CS*
PC415	Fighting or disturbing the peace (Includes challenging, gestures, etc.)	"Anger Management" Up to \$400
PC374.4	Littering (Even if you clean up your mess)	Community Service \$100 to \$750
PC25662	Minor possess alcohol (Any person under 18 years old)	Alcohol/Drug Diversion Up to \$250/DL suspension**
PC488	Petty Theft (Taking <u>anything</u> not yours)	Community Service Up to \$1000
PC647F	Under the Influence (Alcohol or marijuana)	Alcohol/Drug Diversion Up to \$1000/DL suspension**
PC594a	Vandalism (Destruction of property)	Community Service Up to \$50,000
PC594a(1)	Minor possess aerosol paint can	Community Service Up to \$1000
PC594.2a	Minor possess graffiti tools (Markers, paint tips, etc.)	Community Service Up to \$1000
PC640.6	Affix Graffiti (Any tagging, gang related or not)	Up to 200 hrs CS Up to \$1000/DL suspension**
HS11357e	Possess less than 1 oz. marijuana	\$250 to \$500/DL suspension**

*Community Service

**Automatic Driver's License Suspension

Be part of the solution!

Make this a safe campus for everyone!

Discipline Guidelines

Student Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd, Subsequent Intervention/ Consequence
Aiding or abetting infliction or attempted infliction of physical injury (cannot expel solely for this incident). EC 48900(s)	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 3-5 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension
Alcohol, marijuana, controlled substance, intoxicant Offer, arrange to sell or sell a controlled substance, alcohol and intoxicant of any kind, and then either sold or delivered in lieu of and representing it as a controlled substance (placebo). EC 4891 5(c), 48900(d)	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify CWA, notify police Clean Sweep Citation 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify CWA, notify police Clean Sweep Citation 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify CWA, notify police Clean Sweep Citation
Arson Fire-setting, arson, if poses a significant threat of harm to others. EC 48900(f), 48904 - Fire Marshall contacted	<ul style="list-style-type: none"> • Notify Fire Marshall, Suspension, Contact Risk Management, for costs/reimbursement • May recommend for expulsion (if also meets 48900 a1) 	<ul style="list-style-type: none"> • Notify Fire Marshall, Suspension, Contact Risk Management, for costs/reimbursement • May recommend for expulsion 	<ul style="list-style-type: none"> • Notify Fire Marshall, Suspension, Contact Risk Management, for costs/reimbursement, Recommend for expulsion
Assault or battery on school personnel or willful use of force or violence. EC 48900(a2), 48915, 44014	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify police 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify police 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify police
Assault or battery with injury Assault or battery on student <u>with injury</u> or willful use of force or violence (Not mutual combat EC 48900(a2))	<p>Suspension 5 Days Citation/ Police Contact Anger Management</p> <ul style="list-style-type: none"> • Recommend for expulsion 	<p>Suspension 5 Days Citation/ Police Contact Anger Management</p> <ul style="list-style-type: none"> • Recommend for expulsion 	<p>Suspension 5 Days Citation/ Police Contact Anger Management</p> <ul style="list-style-type: none"> • Recommend for expulsion
Assault or battery without injury Attempted to, threatened to, or caused battery on student or school personnel <u>without injury</u> . (Not mutual combat) EC48900(a1)	<ul style="list-style-type: none"> • Suspension 5 days • May Recommend for expulsion • Notify police 	<p>Suspension 5 Days Citation/ Police Contact Anger Management</p> <ul style="list-style-type: none"> • Recommend for expulsion 	<p>Suspension 5 Days Citation/ Police Contact Anger Management</p> <ul style="list-style-type: none"> • Recommend for expulsion
Defiance of authority/Disruptive Behavior including lying and refusing to provide or falsifying information, etc. EC 48900(k)	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • 1-5 Days Suspension
Dress Code Violation EC 48900(k)	Change to PE clothes or call home for change of clothes. Item is confiscated and held in office for parent pick up. Entry placed in discipline file.	Change to PE clothes or Call for change of clothes. Item is confiscated and Held in office for parent Pick up. Entry placed in discipline file	: After School Detention ASI. Parent Conference 1-3 Days Suspension
Drug Look-alikes EC 48900 D	3-5 Days Suspension	3-5 Days Suspension	5 Days Suspension Refer for Expulsion
Drug Paraphernalia Possession or sales of drug paraphernalia. EC 489000)	<ul style="list-style-type: none"> • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • 3 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension

Student Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd, Subsequent Intervention/ Consequence
Drug-Soma EC 48900P	5 Days Suspension	5 Days Suspension	5 Days Suspension Refer for Expulsion
Electronic Entertainment Equipment or Electronic Signaling Device Inappropriate use of school phone, cell phone, or public phone. 48900(k)	• Confiscate item	• Confiscate item • Detention • ASI • 1-3 Days Suspension	• Confiscate item « ASI • 1-3 Days Suspension
Explosive Devices Possession of dangerous objects of no reasonable use including, but not limited to, firecrackers, razor blades, laser pens, poppers, bomb bags, stink bombs, paint guns, novelty shock items, projectiles, or other items of no reasonable use that do not pose an immediate and significant danger to others. All objects will be assessed based on number, size, and potential to do harm. Also see K 8. EC48900(b),48915(a)(c)	• Suspension 1-5 days, retain weapon/object, notify CWA	• Suspension 3-5 days, retain object/weapon, notify CWA	• Suspension 5 days, retain object/weapon, notify CWA Recommend for Expulsion
Extortion/Robbery EC 48900E	5 Days Suspension Citation Consideration for Expulsion	5 Days Suspension Citation Consideration for Expulsion	5 Days Suspension Citation Recommendation for Expulsion
Failure to Report (On a Referral) EC 48900 K	ASI	1-3 Days Suspension	1-5 Days Suspension
False Fire Alarm Tampering with or signaling false fire alarm, fraudulent or unauthorized use of 911.	• 3 Days Suspension, Contact CWA and police	•5 Days Suspension, Contact CWA and police	• 5 Days Suspension, Contact CWA and police Recommend for Expulsion
Falsifying or altering documents, misuse of pass, wrongful possession of school materials, etc. EC 48900(k)	• Detention • ASI	• Detention • ASI	• ASI • 1-3 Days Suspension
Fighting (mutual combat). EC 48900(a1)	• Suspension 1-5 days • Notify police	• Suspension 3-5 days • Notify police	• Suspension 5 days » Recommend for expulsion • Notify police
Forgery EC 48900 K	Detention	ASI 1-3 Days Suspension	3-5 Days Suspension
Gambling/Gaming EC 48900 K	Warning/ ASI Clean Sweep Citation	1-3 Days Suspension Clean Sweep Citation	3-5 Days Suspension Clean Sweep Citation
Gang gesturing/writing. EC 48900.5, 48900(k)	• ASI / 1-3 Days Suspension	• 3-5 Days Suspension	• 5 Days Suspension SARB Recommendation
Habitual or flagrant disruption of school or classroom activities (i.e., horseplay, play fighting, running, other interruption of the learning process. EC 48900(k),	» Detention « • ASI • 1-3 Days Suspension	• Detention • ASI • 1-3 Days Suspension	• ASI • 3 Days Suspension
Habitually unprepared for class	• Call parent • SST – Level 1 Detention	• Detention • SST Level 2	• SARB Recommendation
Harassed, threatened, intimidation, or intimidated a witness. EC 48900.2	• ASI• 1-3 Days Suspension	• 3 Days Suspension	• 5 Days Suspension Refer for Expulsion

Student Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd, Subsequent Intervention/ Consequence
Hate Violence: use of force or threat of force to intimidate or injure a person or person's property because of that person's race/ethnicity, color, ancestry, religion, national origin, disability, gender, or sexual orientation. EC 48900.3	<ul style="list-style-type: none"> • Detention • ASI • 1-5 Days Suspension 	<ul style="list-style-type: none"> • 3-5 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension SARB Recommendation
Hazing EC 48900 Q, 48900 K	Warning/ Parent Conference ASI	3-5 Days Suspension	5 days Suspension Recommendation for Expulsion
Imitation firearm. EC 48900(m) Including squirt guns	<ul style="list-style-type: none"> • Suspension, Notify CWA • May recommend expulsion if combined with 48900 a1 	<ul style="list-style-type: none"> • Suspension, Notify CWA • May recommend expulsion if combined with 48900 a1 	<ul style="list-style-type: none"> • Suspension, Notify CWA • May recommend expulsion if combined with 48900 a1
Inappropriate Display of Affection EC 48900 K	Warning	1-3 Days Suspension	3-5 Days Suspension
Inciting Unrest Exhibiting pre-fight behavior such as name-calling, insults, challenging to fight, squaring off, using words likely to cause a physical altercation etc. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> * ASI •Suspension 1-3 Days Clean Sweep Citation 	<ul style="list-style-type: none"> • 3 Days Suspension Clean Sweep Citation 	<ul style="list-style-type: none"> • 5 Days Suspension Recommend for Expulsion Clean Sweep Citation
Intentional threats, intimidating or menacing, creating a hostile environment, bullying, including cyber bullying, etc of students or staff. EC 48900.4	<ul style="list-style-type: none"> • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • 3-5 Days Suspension • May recommend for expulsion 	<ul style="list-style-type: none"> • 5 Days Suspension . May recommend for expulsion or SARB
Intimidating or menacing school personnel or students, including hand gestures, written materials, verbal comments, etc. EC 44014	<ul style="list-style-type: none"> • Detention • 1-3 Days Suspension 	<ul style="list-style-type: none"> • Saturday School • 1-3 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension
Misuse of Technology	Warning	ASI	Revoke Technology Usage
No Show Detention or ASI "No show Detention" to administrator-assigned detention. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> • ASI 	<ul style="list-style-type: none"> • ASI• 1-3 Days Suspension 	<ul style="list-style-type: none"> • 3 Days Suspension
Obscene Act Written, verbal, or physical act(s) when viewed as obscene. EC 48900.5, 48900(i)	<ul style="list-style-type: none"> • Detention/• ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • Detention • ASI • 3-5 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension • Recommend for expulsion
On Another Campus Unauthorized EC 48900 K	Warning Clean Sweep Citation	ASI Clean Sweep Citation	1-3 Days Clean Sweep Citation ;Suspension
Out of Bounds Area Unauthorized area. EC 48900(k)	<ul style="list-style-type: none"> • Detention • ASI 	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 3-5 Days Suspension
Physical Sexual harassment: intentional or obvious unwelcome touching or sexual advances. Could include "depantsing". EC 48900.2 Grades 4-12 only	ASI / Citation	<ul style="list-style-type: none"> • ASI• 3 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension • Recommend for expulsion
Possession of water balloons, squirt guns, water or food fights of any kind, inappropriate novelty items, and poppers. EC 48900.5, 48900(k)	<ul style="list-style-type: none"> • Confiscate item <u>and</u> ASI • Detention • 	<ul style="list-style-type: none"> • Confiscate item <u>and</u> • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • Confiscate item <u>and</u> • ASI • 3-5 Days Suspension

Possession or use of a controlled substance, intoxicant, or caustic of any kind (including prescription medication, inhalants, super glue, toluene, or mixture) if brought or used as a controlled substance. EC 48915(a), 48900(c)	<ul style="list-style-type: none"> • Suspension 5 days, notify police, notify CWA, refer for Insight/ counseling • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify CWA, notify police 	<ul style="list-style-type: none"> • Suspension 5 days, recommend for expulsion, notify CWA, notify police
Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Possession or use of matches or lighter. EC 48900(1)	<ul style="list-style-type: none"> • Confiscate item <u>and</u> • Detention • ASI 	<ul style="list-style-type: none"> • Confiscate item <u>and</u> • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • Confiscate item <u>and</u> • 5 Days Suspension
Profanity/Vulgarity On Campus/ Classroom Habitual (pattern established) profanity or vulgarity. EC 48900(i) (previous warnings documented)	<ul style="list-style-type: none"> ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 3 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension
Received Stolen Property Knowingly received stolen school or private property. EC 48900(1)	<ul style="list-style-type: none"> • 1-3 Days Suspension • Citation/ 	<ul style="list-style-type: none"> • 3 Days Suspension • Citation/ 	<ul style="list-style-type: none"> • 5 Days Suspension Refer for Expulsion
Removal from Detention EC 48900 K	1-3 Days Suspension	3-5 Days Suspension	5 Days Suspension Referral for SAR B
Riding Bicycle, Skateboard, Skates, Scooter Reckless riding, continued defiance of bike rules, riding skateboards, roller skates/ blades, etc. EC 48900(k)	<ul style="list-style-type: none"> • May confiscate item 	<ul style="list-style-type: none"> • May confiscate item • Detention 1-3 days • ASI 	<ul style="list-style-type: none"> • Confiscate item and • Revoke bike • ASI • 1-3 Days
Sale, providing, possessed, used, under the influence of alcohol or controlled substance, intoxicant or caustic or any kind (including prescription medicines, super glue, toluene, or mixture) if brought or used as a controlled substance. Sharing does not necessary fall under this provision. EC 4891 5(a), 48900(c)	<ul style="list-style-type: none"> • Recommend for expulsion, suspension 5 days, notify police, notify CWA, refer for Insight/ counseling 	<ul style="list-style-type: none"> • Recommend for expulsion, suspension 5 days, notify police 	<ul style="list-style-type: none"> • Recommend for expulsion, suspension 5 days, notify police
Sexual Assault/Battery Committed or attempted to commit a sexual assault or committed a sexual battery (includes restraint against their will for purpose of sexual arousal). EC 48900(n)	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion
Stealing, Attempting to Steal Including Keeping property not his/her own and appropriating it for his/her or another's benefit EC 48900 G	<ul style="list-style-type: none"> ASI Restitution of stolen items Clean Sweep Citation 	<ul style="list-style-type: none"> 1-3 Days Suspension Clean Sweep Citation 	<ul style="list-style-type: none"> 5 Days Suspension Recommendation for Expulsion Clean Sweep Citation
Swearing, use of profanity towards school personnel EC 48900(k)	<ul style="list-style-type: none"> • Detention • ASI • Suspension 	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • See I-2, Habitual Use of Profanity or Vulgarity
Tardy	<ul style="list-style-type: none"> • Refer to Student Handbook, use SAR B process 	<ul style="list-style-type: none"> • Refer to Student Handbook, use SAR B process 	<ul style="list-style-type: none"> • Refer to Student Handbook, use SAR B process
Terroristic threats: any statement, written or verbal, that is so unequivocal, unconditional, immediate, and specific as to convey to school staff or district employee to fear for his own safety. EC 48900.7	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion Refer to Deputy Citation 	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion Refer to Deputy Citation 	<ul style="list-style-type: none"> • Suspension 5 days, Recommend for expulsion Refer to Deputy Citation
Theft or attempted theft of school property or private property. EC 48900.5, 48900(g)	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension • Contact Risk Management for costs/reimbursement of school property Clean Sweep Citation 	<ul style="list-style-type: none"> • ASI • Suspension • Contact Risk Management for costs/reimbursement of school property Clean Sweep Citation 	<ul style="list-style-type: none"> • 3-5 Days Suspension • Contact Risk Management, for costs/reimbursement of school property • May recommend expulsion Clean Sweep Citation

Threats Initiating threatening calls, messages to school; i.e., bomb threats, etc. EC 48900.7 48900 (a1) Felony	<ul style="list-style-type: none"> • Suspension 5 days, notify CWA, notify police • May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days, notify CWA, notify police « May recommend for expulsion 	<ul style="list-style-type: none"> • Suspension 5 days, notify CWA, notify police • May recommend for expulsion
Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Tobacco, or Tobacco Products Smoking, used, furnished or possession of tobacco or any placebo. EC 48900(h)	<ul style="list-style-type: none"> • Citation/Suspension • Refer for Expulsion • Clean Sweep Citation 	<ul style="list-style-type: none"> • Citation/Suspension Refer for Expulsion Clean Sweep Citation 	<ul style="list-style-type: none"> • Citation/Suspension Refer for Expulsion Clean Sweep Citation
Transportation (Bus Conduct) EC 48900	3 Days Suspension from Bus	5 Days suspension from Bus	Bus Privilege Revoked
Truancy – Class Cuts/Off Campus without permission	<ul style="list-style-type: none"> • Refer to Student Handbook, use SARB process Clean Sweep Citation 	<ul style="list-style-type: none"> « Refer to Student Handbook, use SARB process Clean Sweep Citation 	<ul style="list-style-type: none"> • Refer to Student Handbook, use S Clean Seep Citation ARB process
Vandalism - Damage to school property Caused or attempted to cause damage to school property or private property, including graffiti, tagging, etching, vandalism, etc. EC 48904, 48900(f)	<ul style="list-style-type: none"> ASI • Detention 1-3 Days Suspension • Contact Risk Management for costs/reimbursement of school property. Clean Sweep Citation 	<ul style="list-style-type: none"> • Detention • ASI • 3-5 Days Suspension • Contact Risk Management for costs/reimbursement of school property. Clean Sweep Citation 	<ul style="list-style-type: none"> • 5 Days Suspension • Recommend for expulsion • Contact Risk Management, for costs/reimbursement of school property, Clean Sweep Citation
Verbal sexual harassment: offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. EC 48900.2 Grades 4-12 only	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 3-5 Days Suspension 	<ul style="list-style-type: none"> • 5 Days Suspension
Violation of hands-off (i.e., pushing, grabbing, hitting, spitting, etc.) EC 48900.5, 48900(k)	<ul style="list-style-type: none"> • Detention • ASI 	<ul style="list-style-type: none"> • Suspension 1-3 days • ASI 	<ul style="list-style-type: none"> • ASI • Suspension 3-5 days
Visual sexual harassment: offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. EC 48900.3 Grades 4-12 only	<ul style="list-style-type: none"> • Detention • ASI • 1-3 Days Suspension 	<ul style="list-style-type: none"> • ASI • 3 Days Suspension 	<ul style="list-style-type: none"> • Suspension » Recommend for expulsion
Weapons, Dangerous Objects - Possession, sold, or otherwise furnished any firearm, knife, explosive, or a dangerous object having no reasonable use [EC 48900(b)] of which dangerous object is defined as an object that becomes dangerous of its use, intended use, or if perceived by others as being dangerous.	<ul style="list-style-type: none"> • Call police for firecracker (M-80 or equivalent gun powder), knife with locking blade, knife with 3" or longer blade, suspension 5 days, Retain weapon/object, notify CWA, recommend for expulsion, Citation 	<ul style="list-style-type: none"> • Call police, suspension 5 days, retain weapon/object, notify CWA, recommend for expulsion Citation 	<ul style="list-style-type: none"> • Call police, suspension 5 days, retain weapon/object, notify CWA, recommend for expulsion, Citation

The Sequential Discipline Standard outlines the consequences for inappropriate student actions that have been referred to the Principal, Assistant Principal, or Dean of Students. Infractions or possible consequences may not be limited to those found in the Sequential Discipline Standard. It should be noted that although the Sequential Discipline Standard affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District policy and the California Education Code. All unauthorized items brought to school may be confiscated by staff. Items not held in evidence may be recovered by the parent(s) at the school's discretion in a reasonable period of time, as defined by the school site. The school will not be responsible for any item not recovered in a responsible period of time, as defined by the school. Columbia Middle School or any individual employee is not liable for damage or loss to confiscated items. The primary objective of requiring students not to bring restricted materials to school is to prevent the loss or damage of private property, to ensure a focus on education, and to promote a safe and secure school environment.

School Districts of San Bernardino County Suspension Form

Pupil _____ CSIS # _____ DOB _____ M () F () Date of Incident _____
School _____ Grade _____ Ethnicity _____
Special Ed _____ Yes _____ No 504 _____ Yes _____ No ELL _____ Yes _____ No
Parent/Guardian's Name _____ Phone # _____
Address _____
Suspended from school by Principal/Designee (name) _____
Number of days _____ from _____ to _____ Expulsion _____ is _____ is not recommended.
Date/Time leaving school _____ Date/Time return to school _____

Reason for Suspension (EC 48900). Check appropriate line (s):

- a1. Caused, attempted to cause, or threatened to cause physical injury to another person
 - a2. Willfully used force or violence upon the person of another, except in self-defense
 - b. Possessed, sold, or furnished any knife, firearm, dangerous object or explosive
 - c. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant
 - d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcohol or intoxicant or representation of items
 - e. Committed robbery or extortion
 - f. Caused or attempted to cause damage to school or private property
 - g. Stolen or attempted to steal school or private property
 - h. Possessed or used tobacco or tobacco products
 - i. Committed an obscene act or engaged in profanity or vulgarity
 - j. Unlawfully offered, possessed, arranged or negotiated to sell any drug paraphernalia
 - k. Disrupted school activities or willfully defied valid authority
 - l. Knowingly received stolen school property or private property
 - m. Possessed an imitation firearm
 - n. Committed or attempted to commit a sexual assault
 - o. Harassed, threatened, or intimidated a witness
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
 - q. Engaged in, or attempted to engage in, hazing as defined in Education Code Section 48900
 - r. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261
 - s. Aid or abet the infliction or attempted infliction of physical injury
 - 48900.7 Pupil has made terrorist threats against school officials or school property, or both
- THE FOLLOWING THREE (3) VIOLATIONS APPLY TO STUDENTS IN GRADE 4-12**
- 48900.4 Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or groups of pupils
 - 48900.3 Hate Violence
 - 48900.2 Sexual Harassment

*Education Code Section 48915 (Abridged):

- (a)(1) Causing serious physical injury to another person, except in self-defense (c)(1) Possessing, selling, or otherwise furnishing a firearm
- (a)(2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil (c)(2) Brandishing a knife at another person
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana) (c)(3) Unlawfully selling a controlled substance
- (a)(4) Robbery or extortion (c)(4) Committing or attempting to commit a sexual assault
- (a)(5) Assault or battery upon any school employee (c)(5) Possession of an explosive

Explanation of incident (s) _____

Who reported the incident _____ Student _____ Teacher _____ Administrator _____ Other _____
Principal/Designee held an informal conference with pupil prior to suspension Yes _____ No _____
Pupil was informed of reason for suspension Yes _____ No _____
Did pupil have an opportunity to provide an explanation? Yes _____ No _____
Other means of correction attempted Yes _____ No _____ N/A _____

Please Note: During the school day and while on suspension, your child must not be on or near any school campus nor attend any school events or activities.

This makes a total of _____ day(s) suspension during this school year. We wish to cooperate with you in an effort to avoid further behavior problems. To arrange a conference with the Superintendent or Superintendent's designee (pupil must be present), parent/guardian may call _____ between the hours of 9:00 am-4:00 pm.

Law Enforcement Report _____ Yes _____ No

Date _____ Time _____

Sincerely,

