



# WHITE HILL MIDDLE SCHOOL



## STUDENT/PARENT HANDBOOK & PLANNER 2019-2020

**Welcome to White Hill Middle School. We hope this Student/Parent Handbook & Planner will help answer any questions you may have about our school. For further assistance, please call the school office at 454-8390. We will be happy to assist you in any way possible.**

**<http://rossvalleyschools.org/whitehill>**

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PHONE \_\_\_\_\_

## TABLE OF CONTENTS

School Phone Numbers	5
White Hill Middle School Philosophy	5
General Information	7
Closed Campus and Visitation	7
Delivery of Miscellaneous Items	7
Phone Messages	7
Emergency Card	7
Financial Aid	7
Health	7
Authorization to Administer Medication at School	7
Insurance	8
Lost and Found	8
Money	8
Records	8
Replacement Policy	8
Interdistrict Transfers	8
Student Withdrawals	9
Extra-Curricular and Co-Curricular Activities	9
Attendance	9
Absences	9
Education Code Section 46010.1	11
Absences Relating to Activities	11
Notification of Office Regarding Absences/Late Arrivals	11
Tardy Policy	11
Independent Study Contract	11
Early Release of Student	12
Curriculum and Instruction	12
Academic Rights and Responsibilities	12
Student Files	12
Class Placement	12
Homework	13
Make-up Work	13
Late Work Policy	13
Field Trip and Homework Policy	13
Grading and Report Cards	14
Citizenship and Work Habit Marks	14

Promotion and Retention	15
Support Services / Special Needs	16
Counseling	16
Crisis Response Plan	16
Dress Policy Guidelines	16
Successful Student Attire	17
Student Conduct and Discipline	18
Appropriate Possessions	19
Academic Integrity	19
Technology Use	20
Safety	20
Bicycles	20
Skateboards / Scooters	21
Buses	21
Inappropriate Public Displays of Affection	22
Sexual Harassment (of or by a student)	22
Informal Sexual Harassment Complaint Procedures	22
Formal Sexual Harassment Complaint Procedures	23
Bullying	23
Substance Abuse and Nicotine Policy	25
Food and Drinks	26
Field Trips	26
Lunchtime	26
Disciplinary Actions and Behavior Interventions	27
Suspension and Expulsion	27
Suspension Due Process Rights	28
Make-up Work for Suspended Students	29

Dear Students and Parents/Guardians,

On behalf of the entire staff of White Hill Middle School, we want to welcome you to the 2019-2020 school year. We are looking forward to another great year filled with academic success for all. It is our hope that the information contained in this planner will become a guide to help each child reach his/her educational goals.

Contained in this handbook and planner is basic information on site expectations, policies, and procedures that make White Hill a well-structured and safe place for students and staff. In addition, it contains a variety of organizational and study skills materials that will enable students to plan time effectively and be academically successful. Throughout the first several weeks of school, teachers will guide students through these materials and discuss ways to utilize them effectively.

The student planner is one of the most beneficial tools students can use to meet the educational challenges of middle school. Throughout the year, it helps students stay organized, hand in assignments on time, and remember the expectations and policies of White Hill Middle School. Both parents and students will benefit from being familiar with the information contained in the planner. It should be brought to and from school each and every day.

Here's to a great year of academic excellence and positive social interactions for everyone!

Sincerely,

Matt Catanzarite, Principal

Maria Lubamersky, Assistant Principal

## **School Phone Numbers**

**MAIN OFFICE:** (415) 454-8390  
**ATTENDANCE:** (415) 454-8390 ext. 15003  
**REGISTRAR:** (415) 454-8390 ext. 15002  
**FAX:** (415) 454-3980  
**RVSD WEBSITE:** [www.rossvalleyschools.org](http://www.rossvalleyschools.org)

**PRINCIPAL: Matt Catanzarite**  
**(415) 454-8390**

**ASSISTANT PRINCIPAL: Maria Lubamersky**  
**(415) 454-8390**

Our administrative team is available to respond to any questions or concerns regarding White Hill, its policies, programs, and resources.

**TEACHERS:** Parents may contact teachers individually by calling 454-8390 and following the prompts. Teachers are glad to return your phone calls within 24 hours. Teachers may be emailed – you can find a list of teacher email addresses on our website. They are also available, by appointment, either before or after school for conferences about individual student achievement and/or behavior. Teachers will make time to assist students at break, lunch or before school when additional help is requested.

Our **ADMINISTRATIVE ASSISTANT, Cary Adriatico**, can inform you about the school calendar, upcoming events, facility use issues, etc., or can refer you to the appropriate person.  
[cadriatico@rossvalleyschools.org](mailto:cadriatico@rossvalleyschools.org)

Our **ATTENDANCE CLERK** should be notified of a student's absence by 9:00 a.m. on each day of the absence, or of any appointments you may have scheduled for your student during the school day. [whattendance@rossvalleyschools.org](mailto:whattendance@rossvalleyschools.org)

Our **REGISTRAR** can assist you with registering and/or provide copies of student records.  
[bdefrance@rossvalleyschools.org](mailto:bdefrance@rossvalleyschools.org)

Our **LIBRARY SPECIALIST, Tina Stolberg**, can answer your questions about library procedures/policies and overdue or lost books. [whlibrary@rossvalleyschools.org](mailto:whlibrary@rossvalleyschools.org)

### **WHITE HILL MIDDLE SCHOOL PHILOSOPHY**

White Hill Middle School is a community of learners that promotes excellence, respectful behavior, perseverance, and social emotional growth. Students and staff work together to maintain high standards of responsibility, independence, and self-advocacy.

**White Hill Middle School strives to provide:**

- A developmentally-appropriate curriculum within a supportive and structured setting.
- Instruction that engages adolescents actively in the learning process.
- Content that is relevant to middle school students.
- Instruction that focuses on the development of skills in the following areas: study habits, communication, research, technology, problem solving, critical thinking, and social interaction.
- Activities that encourage students to think critically and independently, act responsibly, develop self-confidence, and enjoy learning.
- A warm and supportive environment in which students and adults treat each other with dignity and respect at all times.
- Developmental guidance programs with social, emotional, and academic support.
- The foundation for an active working relationship between parents and school staff to help all our students reach their potential. Curricular and co-curricular activities that promote group unity, social interaction and physical and mental health (i.e., sporting events, field trips, social events, interdisciplinary units of study).

**White Hill School Culture**

A positive school culture at White Hill Middle School involves the entire school community. It is comprised of several elements, including Social-Emotional Learning, curriculum, Restorative Practices, and a Progressive Discipline system. Our overarching goal is for every student and school community member to feel safe, honored, valued, and respected at White Hill, as well as empowering students to promote positive interactions and choices. We are committed to creating and maintaining positive, caring relationships and repairing them when needed.

Our Progressive Discipline system helps students resolve most problems before they get to the point of meriting more significant discipline measures. However, behavior that hurts others, destroys property, creates an unsafe situation, or disrupts the learning environment for others or is an Education Code violation (violence, weapons, destruction of property, theft, etc.) may necessitate progressive disciplinary action. These progressive steps may vary depending on the severity of the behavior and prior incidents of discipline for the student. The goal of the system is to ensure the safety of all students. We are focused on determining the cause(s) of misbehavior and discussing rather than issuing punitive consequences.

In addition, White Hill offers the WEB (Where Everyone Belongs) student leadership program. WEB is a 6<sup>th</sup> grade orientation and transition program that is designed to welcome and support 6<sup>th</sup> graders by assigning them an 8<sup>th</sup> grade WEB leader as a mentor during their first year. This WEB Leader is a responsible older student who has met the qualifications of being a good role model and positive leader and received WEB mentor training.

## **General Information**

### **Closed Campus and Visitation**

White Hill is a closed campus. Students must remain on campus from the time they arrive until the time they are dismissed to go home. Parents or guardians and visitors who come to school are asked to obtain a visitor's pass from the office.

### **Delivery of Miscellaneous Items**

Parents who must drop off items or messages for their children during the school day should do so in the school office, not in the classrooms. If the delivery is planned in advance, please advise your child to go by the office at break or lunchtime for pick-up.

### **Phone Messages**

**The school office gladly accepts emergency phone messages.** Please do not leave phone messages regarding after-school activities, appointments, or other non-emergency concerns with office staff as it is difficult to manage scheduling calls for a school population of approximately 800 students.

### **Emergency Card - (A new "card" must be completed each year)**

Please complete the emergency card through SchoolMint located on the District's website. Any change of information, such as address, telephone number, employment, emergency numbers, should be reported to the school office immediately. Please be sure that friends or relatives who are listed on the emergency card are in the immediate area and are aware they might be called upon to transport or give assistance to your child if you are unavailable.

### **Financial Aid**

Assistance is available upon request for all school supplies, projects, activities, trips, PE uniforms, lunches, etc. Students and parents or guardians should contact White Hill's Administrative Assistant, Cary Adriatico, for additional information, 454-8390.

### **Health**

If a student becomes ill while at school, the parent or guardian will be contacted to make arrangements for sending the student home. If the parent or guardian is unavailable, persons listed on the emergency card will be contacted.

### **Authorization to Administer Medication at School**

According to California Education Code, Sec. 49423 and the American Disabilities Act. Sec. 504, all medications, *including prescription and over the counter medication* administered to students by school personnel or by students themselves, shall require a signed "Authorization to Administer Medication" form. The authorization form is available in the school office and must be signed by the legal parent/guardian and treating physician and shall include: 1) Student's name, medication name, medication frequency for administration and duration of treatment. 2) Consent authorizing designated school personnel to contact physician should a question arise.

All medication containers shall be clearly labeled with student's name, medication name, dosage, frequency and if applicable, expiration date of order. For any questions, contact the school nurse at (415) 451-4078.

### **Insurance**

Each student is encouraged to take advantage of the inexpensive student accident and health insurance that is offered at the beginning of the school year.

### **Lost and Found**

Lost articles are kept on the lost and found rack located outside the office. Small and or valuable items will be locked in the office. Unclaimed items are donated to a charitable organization at the end of each month.

### **Money**

If students bring money to school, they should keep money on their person (not in jackets or backpacks). Students are not to bring large sums of money to school. Bringing money to school is at the student's own risk, White Hill Middle School and the Ross Valley School District are not responsible for lost or stolen money. If, for some reason, a student has more than \$10.00 at school, he or she should leave it in the school office for the day.

### **Records**

Parents/guardians of pupils have the right to access the pupil records maintained by the school district related to their children. The editing and withholding of any such records is prohibited. Please contact the school office if you would like to schedule a review of your child's records.

### **Replacement Policy**

Students are required to replace or pay for textbooks, computers, materials, Handbook/Planner, ID cards, and personal or school property that are lost or damaged. Report cards, yearbooks and privileges may be withheld until replacement or payment is received.

### **Student Residency**

Student residency within the Ross Valley School District boundaries is to be verified at the time of registration and within 10 calendar days if the residency address changes. Annually, parents/guardians are to complete the Declaration of Residency form as part of the Back-to-School Packet.

### **Interdistrict Transfers**

Parents/guardians of students living outside of the Ross Valley School District may request an interdistrict transfer. If the request is approved, an agreement is signed by the student and parent. Students must remain in good standing or their transfer agreement may be revoked (see Ross Valley Schools Interdistrict Attendance Board Policy).



## **Student Withdrawals**

If a student leaves the Ross Valley School District to attend school elsewhere, their parent/guardian is to notify the school office promptly and provide the name and address of the school where the child will attend.

## **Extra-Curricular and Co-Curricular Activities**

White Hill Middle School offers a wide variety of extracurricular and co-curricular activities. All activities have behavior and academic standards for participation. The academic criterion is a 2.0 grade point average with no grades of F. Students participating in activities by contract must demonstrate good behavior and achieve and maintain qualifying grades or they will be dropped from the activity.

- After School Sports: Students will have opportunities to participate in competitive basketball, track and field, wrestling, cross country, golf and volleyball.
- Through support from the Yes Foundation, White Hill provides 6<sup>th</sup>-8<sup>th</sup> grade students opportunities to participate in a variety of classes and activities during non-school hours.
- Academic Programs and Competitions: White Hill offers a variety of academic activities that give students a chance to demonstrate their academic skills. Students will be provided descriptions of the activities when they are announced.

## **Attendance / Absences**

Regular attendance plays an important role in student achievement and is essential for student success. It is our responsibility under the law to ensure that students attend school regularly. Parents and guardians of children aged 6-18 are obligated by law to send their children to school. White Hill abides by state attendance laws and works with families to ensure prompt and regular attendance. Students with issues related to non-attendance and/or persistent tardiness are of serious concern and will be referred to administration and receive school-based support and/or consequences, such as counseling, school services, loss of privileges or SARB (Student Attendance Review Board) action.

## **Attendance Procedures**

**Attendance Hotline** (to call your student in absent): (415) 454-8390 ext 15003

- All absences must be cleared within 48 hours of the absence. Parents are encouraged to call in the morning of each day that a student is absent so this information can be recorded both accurately and in a timely manner.
- Students who become ill at school must be signed out by parent, guardian or adult listed on the emergency card in the office prior to leaving campus.
- Students arriving late to school must sign in at the Attendance Window.
- Excused absences include:
  1. Illness. NOTE: The school may request medical verification when the student has three sick days in a row. The school is required to document verification of the reason of an absence.
  2. Medical or dentist appointment (Parents are encouraged to schedule these appointments outside of the school day to avoid students missing class time).

3. Quarantine under the direction of a county or city health officer.
  4. Justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the student's religion.
- All other reasons for school absence must be considered unexcused. Please be aware that going "out of town" with your child while school is in session is an unexcused absence. If you are planning a family trip that cannot be scheduled during regular school vacations, and your student will be absent from school 5 or more school days, please ask your principal about Independent Study. This will allow your student to keep up on his/her school work and prevent the absence from being considered unexcused.

### **What happens if my student has unexcused absences?**

Once a student misses 30 minutes of instruction without an excuse three times during the school year, California Education Code 48260 requires that the student be classified as a "truant" and reported to the proper school authority. This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction. In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the absences, and that the notification must include specific information related to the student's unexcused absences.

### **What happens if my student has unexcused absences after the first notification?**

Once a student has been absent from school three or more times without a valid excuse and has been notified of the absences, any additional absence from school requires that the student be reported as a "chronic truant" and the parent be notified again. At this time, the school administrator needs to make a conscientious effort to hold a conference with the parent or guardian and the student to explain the compulsory attendance law and the importance of being in school for school success.

### **What happens if my student continues to be absent even after the conference with the school?**

If your student continues to have unexcused absences after the conference with the school, the school must again notify you that your student has been absent and must be declared a "habitual truant." The school must make every effort to have your student attend school and if your student continues to be absent from school without a valid excuse, a referral will be made to the Student Attendance Review Board (S.A.R.B.) which is operated by the Marin County Office of Education.

### **What happens if my student's absences are due to an illness?**

When a student is absent from school due to illness and those absences total more than 14 school days, the school must require a physician's note to verify any further absences (Board Policy 5113). If this illness is long term (requiring your student to be absent from school 3 weeks or more) you should talk to your school principal. Your student may be eligible for home and hospital instruction.

Regular school attendance is important to ensuring that all students are reaching their potential in school.

### **Education Code Section 46010.1**

This law allows the school to provide consent for a student to leave campus to visit a physician or clinic during school hours without the consent of a parent or guardian.

### **Absences Relating to Activities**

Students who are absent on a school day on which a school activity such as a concert, play, dance or sporting event is scheduled may not participate in that activity. Exceptions may be made in advance with the Principal's or Assistant Principal's permission.

### **Notification of Office Regarding Absences / Late Arrivals**

Please report absences to the school Attendance Office by 9:00 a.m. (454-8390 ext. 15003) or email [whattendance@rossvalleyschools.org](mailto:whattendance@rossvalleyschools.org) on each day of the student's absence. We have a 24-hour voicemail system for your convenience.

### **Tardy Policy**

Students are considered tardy if they are not in the classroom and ready to work when the bell rings. A student who arrives late to school must be checked in at the Attendance window before going to class. Students who arrive late to school or classes impede their own academic progress and interrupt the learning process for others.

Tardy students may be excused only for the following reasons:

1. Illness
2. Medical, dental, or court appointment
3. Death in the student's immediate family
4. Act of Nature

The following are consequences for students who are **tardy** to school **or late** to classes throughout the day:

- 4 tardies\* = school detention and phone call to parents
  - 5 tardies\* = school detention and phone call to parents
  - 6 or more tardies\* = meeting with parents and/or loss of activities
- \* Per quarter

### **Independent Study**

If a student must be absent from school for an extended period of time for any reason, we strongly encourage you to arrange for an Independent Study Contract. The steps in this simple process include:

- At least 2 weeks in advance of the anticipated absence, contact the school Registrar to initiate the process.

- Complete the assignments that the teacher posts on Google Classroom. Submit and/or return assignment(s) that were completed during the absence.
- If this last step is not fully completed, no credit will be assigned, and the student's grade will be affected. No late or partial assignments will be accepted.
- Independent study contracts will not be assigned after the first week of June.

### **Early Release of Student**

We understand that students may need to leave school early from time to time. If and when this is necessary, please keep in mind the following:

- Students will not be released to a ride share company
- Call the attendance clerk in advance to have your student ready
- Students must be signed out by a guardian or individual on the emergency car, the guardian or individual must 21 years or older

### **Curriculum and Instruction**

#### **Academic Rights and Responsibilities**

1. All students shall have the opportunity to take any classes offered, subject to scheduling availability, academic and enrollment limitations.
2. Students have the right to receive grades based on their achievement and participation.
3. Students must take responsibility for their learning and academic achievement and are expected to behave in a manner that promotes a healthy learning environment for their peers.

#### **Student Files**

A student's permanent record file shall include information on his/her academic and behavioral records, achievements, and awards. Such a file shall not be disclosed to any person or agency outside the school, except to the student's parent/guardian, without permission. All other records shall be available only to the student, his/her parent/guardian, and the school staff. All records shall be governed by strict safeguards for confidentiality.

#### **Class Placement**

Assigning students to classes is a lengthy process that involves a team effort by teachers and administrators. In order to provide the best possible learning environment for each student, placement decisions include gender and ethnic balance, levels of academic achievement, balance of students with special needs and student interest, motivation and behavior. There is a procedure by which parents may provide input about their child in relation to class placement. Board Policy 6152 outlines that process and includes a form by which parents can communicate their child's academic needs and learning style.

Requests for specific teachers are discouraged. However, listing the individual needs of your child enhances the ability of the school staff to make the best possible placement. We will do our best to work with parents toward that goal and consider all input. The Principal does reserve the right to make the final decision on student placement. Finally, please note that any requests of schedule changes during the first three weeks of school will not be accepted.

## **Homework**

White Hill Middle School recognizes the importance of appropriate homework. It not only reinforces material that is presented in class but helps the student develop life-long study habits. Students' academic success and grades are based partly on homework, so it is important for families to allow sufficient time and study space for their children to complete assignments.

Teachers work together in teams to make sure that assignments are coordinated and that students are not working on several major projects at the same time. If you have concerns about your child's homework, do not hesitate to contact your child's teacher(s) for assistance.

## **Make-Up Work**

**Students will be given the same amount of days they are absent to make up absent work.**

Normally the student can check for assignments on the class website or pick them up when he or she returns to school. Students are also encouraged to have a "study buddy" to call to obtain missed assignments and information. Long term projects are always due on the designated day unless prior arrangements have been made between the student and the teacher.

## **Late Work Policy**

The White Hill Late Work Policy is intended to support students staying on top of their work and meeting expected deadlines for assignments. The goal is to help students become responsible for their school work and successfully participate in the learning culture of their classroom. When students consistently turn their work in on time, they will learn more, feel better about their classroom experience and develop the confidence and executive functioning skills necessary to be successful in the future.

### **Generally:**

1. All assignments (including long-term assignments) are due on the due date.
2. Late assignments turned in within a week will result in a reduction in grade (percentage reduction determined by departments and/or grade level teams.)
3. After one week, if the missing assignment is not turned in, the student will be able to earn no more than 50% total credit on the assignment (percentage reduction determined by departments and/or grade level teams.)
4. Absences: In the case of student absence, work will be accepted for full credit up to the number of days the student was absent.

\*Special circumstances may allow for this policy to be adjusted with teacher/administrative approval.

\*\*Students with an IEP or 504 may also have this policy amended per teacher recommendation.

## **Field Trip and Assembly Homework Policy**

If a student misses class in order to attend a school activity such as a field trip, concert, or assembly, it is his or her responsibility to inform the teacher ahead of time and to make

arrangements to finish the work that was missed. If an assignment is due on the day that the student is absent, he or she must turn in the work on the following day at the latest.

### **Grading and Report Cards**

Grades are given at the end of each marking period on report cards. Grades on report cards are considered the final mark. Parents will be notified in the middle of each quarter if their student is earning a C- or below or has dropped a full grade from the previous marking period.

Whenever grades for achievement are given, they will be reported as follows:

A (94-100%)	Outstanding Achievement	4.0 grade points
A- (90-93%)		3.7 grade points
B+(87-89%)		3.3 grade points
B (83-86%)	Above Average Achievement	3.0 grade points
B- (80-82%)		2.7 grade points
C+(77-79%)		2.3 grade points
C (73-76%)	Average Achievement	2.0 grade points
C- (70-72%)		1.7 grade points
D+(67-69%)		1.3 grade points
D (63-66%)	Below Average Achievement	1.0 grade points
D- (60-62%)		0.7 grade points
F (0-59%)	Little or No Achievement	0.0 grade points
I	Incomplete	0.0 grade points

Incomplete grades on report cards must be made up within two weeks of the end of the marking period. Incomplete grades that are not made up within the allotted time may become F's. It is the student's responsibility to contact the teacher to find out what must be done to change an incomplete grade.

### **Citizenship and Work Habit Marks**

Report cards will also report citizenship and work habits. The following criteria will be used to determine marks in citizenship and work habits:

#### **Citizenship:**

**O** (Outstanding): A student who is more than well behaved; who brings a positive force to the class on a consistent basis; consistently behaves in a way that improves the climate of the classroom; consistently follows directions; consistently is on task; consistently participates; received very few, if any, warnings or redirections during the grading period

**S** (Satisfactory): A student who is well behaved on a regular basis; who regularly follows directions; most of the time is positive in class; rarely requires reminders to stay on task; may have received a small number of warnings, redirections or low-level consequences during the grading period

**I** (Inconsistent): A student who has as many good days as bad days; who requires frequent reminders to follow directions; requires frequent reminders to stay on task; received many

warnings, redirections, or low-level consequences during the grading period; may have been referred to the administration during the grading period

**N (Needs Improvement):** A student whose behavior is frequently unruly; who consistently requires reminders to follow directions; consistently requires reminders to stay on task; sometimes brings a negative force to the classroom; received a significantly large number of warnings, redirections, and/or low-level consequences; may have been referred to the administration during the grading period

**U (Unsatisfactory):** A student whose behavior is consistently unruly, who is disrespectful and/or defiant; consistently acts in ways that negatively affect the climate of the classroom; warnings and redirections have had little effect, received a significant number of consequences and was referred to the administration during the grading period.

### **Work Habits:**

**O (Outstanding):** A student who consistently gives full effort; who consistently shows dedication to learning and perseverance; consistently strives to learn as much as possible; rarely, if ever, misses an assignment, consistently completes work on time; consistently willing to take on challenging work

**S (Satisfactory):** A student who generally gives adequate effort; who often shows dedication to learning and perseverance; frequently strives to learn as much as possible; may have missed or turned in late a small number of assignments, generally willing to take on challenging work

**I (Inconsistent):** A student who has as many good days as bad days; who sometimes gives adequate effort, sometimes doesn't; sometimes shows dedication to learning; may have missed or turned in late a significant number of assignments; may turn in incomplete assignments; inconsistent willingness to take on challenging work

**N (Needs Improvement):** A student who rarely gives adequate effort; who rarely shows dedication to learning; often indifferent to assignments; has missed or turned in late a significant number of assignments; rarely, if ever, willing to take on challenging work; work that is produced is often below ability level, unorganized, underdeveloped, and incomplete

**U (Unsatisfactory):** A student who rarely gives any effort at all; who rarely shows any interest in learning; consistently shows indifference to assignments; rarely turns in complete work on time; working significantly below ability level

### **Promotion and Retention**

As early as possible in the school year, the school administration shall identify students who are at risk of being retained and notify the parents or guardians of those students in accordance with law and with district policy. A student will be considered at risk of retention based on grades, attendance, and performance on standardized tests.

When a student is recommended for retention or is identified as being at risk for retention, the school administration shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to tutorial programs, mentorship programs, and before/in/after-school programs. Promotion and retention decisions for Special Education students will be made by the IEP team, and for English Language Learner (ELL) students through a student study team.

Any 8<sup>th</sup> grader on Loss of Privilege (LOP) may not be allowed to participate in end of year activities and/or the promotion ceremony.

The administration will make the final decision regarding individual students.

### **Support Services / Special Needs**

White Hill provides services for the needs of students who qualify for Special Education, including Speech and Language, Occupational Therapy, Resource Specialist Program, and Learning Center. White Hill provides academic and behavioral accommodations and modifications for students who are eligible under Section 504 of the Rehabilitation Act.

A Student Study Team, made up of teachers, administrators and other support staff, reviews the special needs of referred students and recommends the appropriate school and community services necessary for the student's success. Students may be referred by staff, parents, and community members or by students themselves.

### **Counseling**

White Hill offers academic and mental health counseling services to students in need. Our counselors make referrals and provide advice for students and families. For more information, contact the school office at (415) 454-8390, and the office staff will refer you to the appropriate person.

### **Crisis Response Plan**

To provide effective response in the event of an emergency during school hours, the school Principal and the Superintendent will make decisions and determine actions within a framework of student and employee safety. In an emergency, all students are to remain on campus unless and until campus evacuation is carried out. Based on the nature of the emergency, students will be instructed to: drop and cover; evacuate buildings and assemble with supervising staff in prearranged areas; listen for instructions; and stay with a supervising adult. As stated on the school emergency card, in case of a disaster, students will only be released to those persons listed on the emergency card as alternative contacts.

### **Dress Policy Guidelines**

White Hill Middle School believes that the responsibility for the dress and grooming of a student rests primarily with the student and his/her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. Therefore, WHMS expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. WHMS is responsible for seeing that student attire does not interfere with the health, safety, and learning of any student, and that student attire does not contribute to an uncomfortable, hostile, or intimidating atmosphere for any student.



**With the understanding that:**

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement
- Reasons for conflict and inconsistent discipline should be minimized whenever possible

**The goals of White Hill’s student dress code are to:**

- Ensure that all students are treated equitably regardless of gender/ gender identification, sexual orientations, race, ethnicity, body type/size, religion, and personal style
- Allow students to wear clothing of their choice that is comfortable
- Allow students to wear clothing that expresses their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs
- Maintain a safe learning environment in classes where protective or supportive clothing is needed (such as lab sciences and/or PE)

Violation of Dress Code Policy will result in the student changing into school-provided clothing options unless and/or until dress code appropriate clothing can be retrieved. Student’s original clothing will remain in office until the school’s clothing is returned cleaned. Repeat offenses will result in parent contact and/or additional disciplinary measures.

**SUCCESSFUL STUDENT ATTIRE:**

**Students must wear** clothes that cover private areas of a student’s body.

This includes:

- **Shirt**
  - \* extends beyond the waistline of bottoms when standing
  - \* has opaque, or non-see through, fabric covering front, back and sides under the arms
  - \* has sleeves or straps on both arms
- **Bottom:** pants / sweatpants / shorts / skirt / dress / leggings

- \* bottoms must provide full coverage of rear end when standing and sitting
- **Shoes:** activity-specific shoe requirements are permitted (for example PE)

**Students cannot wear:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear. Visible bands or straps on undergarments worn under other clothing are not a violation
- Bathing suits
- Helmets or headgear that obscures the face (except as it relates to religious attire)
- Hats or hoods inside the classroom

## **Student Code of Conduct**

### **Expectations for Student Behavior for Middle School**

All White Hill Middle School, students have the right to an education that encourages them to reach their potential and is based on a meaningful curriculum. All students have the right to a safe school environment and the opportunity to learn without unnecessary distractions. In turn, each student has the responsibility to obey the laws and rules that govern our society and our school and to treat other members of the community with respect.

1. Students will be encouraged to develop to their full potential.
2. Personal safety and personal property will be reasonably protected.
3. Students shall have access to consultation with school personnel within a reasonable period of time after a request has been made.
4. Students have the right to security of their possessions, papers and effects. School personnel will respect students' privacy rights and follow the law in regard to those rights.
5. All rights given to students by local, state and federal law will be protected.

### **Infractions**

Conduct which may be subject to disciplinary actions include, but are not limited to, the following:

- Assault
- Bullying
- Cheating
- Drug/Tobacco possession
- Disruption/Defiance
  - Horseplay
  - Out of assigned seat without permission

- Talking out of turn/interrupting
- Throwing objects
- Refusal to follow rules
- Fighting
- Harassment
- Inappropriate possessions (ie: laser pointers, weapons)
- PDA (public displays of affection)
- Safety Violation
  - Campus
  - Bus
  - Bicycles, skateboards
- Technology Use Violation
- Theft
- Truancy/Excessive Tardiness
- Vandalism

### **Appropriate Possessions**

1. Students are to have possessions necessary for educational objectives, e.g. binders, paper, books, writing utensils, shoes, etc. It may help students to think of appropriate possessions this way: If it's not needed for a class or school activity, then it's not necessary to have at school.
2. Fireworks, weapons, dangerous objects and look-alike weapons are not allowed on school grounds or on the bus. Possession or use of dangerous objects on the way to or from school, on school grounds or on the bus is strictly prohibited and subjects the possessor to immediate disciplinary action including but not limited to; suspension, a possible recommendation for expulsion, and/or referral to law enforcement.
3. **Electronic communication and listening devices such as laptops and tablets, cell phones, MP3 players, iPods, etc. may be used before and after school only. If it is being used during the school day, school personnel may confiscate it. Students will receive a warning for the first offense, and a parent must pick up the phone in the office for second or subsequent offenses.**
4. No photos or video recordings may be taken on campus ever unless given permission by a teacher.
5. Students may not sell (or offer for sale) any personal item(s).
6. Students may not make bets or play games that involve betting or the exchange of money or property.
7. Students should not have laser pointers, correction fluid, Crazy Glue, silly putty, permanent markers, rubber cement, cologne or cologne deodorant sprays (such as AXE) with them while at school.

### **Academic Integrity/Cheating**

White Hill is committed to encouraging students to assume responsibility for their own ethical behavior and to support academic honesty among others. In pursuit of this ideal, students are expected to do their own work at all times and understand that cheating will adversely affect their grades and how they are perceived by others.

Cheating is defined as “obtaining or providing information or material for the purpose of claiming credit or grades dishonestly, or to help another person claim credit or grades dishonestly.” Examples of cheating include but are not limited to:

- Any talking or exchanging of information during a quiz or exam
- Having any item that might be used inappropriately on a quiz or exam
- Looking in the direction of another student’s quiz or exam
- Providing test questions or answers to students who have not taken a particular test
- Allowing another student to copy from homework, tests or quizzes.
- Presenting any material for credit not authored by the student
- Claiming credit for group work to which the student did not contribute

Consequences for academic dishonesty (cheating):

1. First offense – no credit on the assignment or test, referral to the office, parent contact, and lunch duty
2. Second offense - no credit on the assignment or test, referral to the office, parent conference, lunch duty, detention and possible counseling referral
3. Third offense – referral to the office, parent contact, counseling required, possible suspension and possible removal from the course with a failing grade

### **Technology Use**

The computers and technology here at White Hill are valuable resources for students and teachers. Technology is not only a tool used for learning, but it also improves the ability of students to meet the challenges of the future. It is important that the equipment, including computers, tablets, printers, DVD players, projection systems, video cameras, and calculators be available and in good working order.

Violation of appropriate use of school computers, the Internet, or any other technological equipment or software will result in disciplinary action. Such violations include but are not limited to: breach of privacy or security; transmission of copyrighted materials; threatening, harassing, obscene text or material; altering or removing computer files not belonging to the user; transmission of material promoting illegal activities; disconnecting equipment; or damage/vandalism of any kind.

### **Safety Rules**

State law and safety needs prohibit tackle football; baseball (hard ball); pushing; shoving; grabbing; tripping; roughhousing; play fighting; throwing rocks, metal, or other objects; or engaging in other acts that are hazardous. Students that engage in these types of behaviors will be subject to disciplinary actions.

### **Bicycles**

- Bicycles must be placed in bike stands and locked. Bicycles should not be leaned against the fence. Students should use a high-quality lock and should check to make sure that the lock is secure.

- Riding double is not allowed.
- Riders are to dismount once they arrive on campus.
- State Law requires that students wear properly fitting bicycle helmets.
- Although the school takes reasonable steps to ensure the security of students' bicycles, students bring their bikes to school at their own risk.
- Do not ride up or down Glen Drive, through the parking lot or enter or exit through the entrance driveway. Students are asked to use the bike path on Lefty Gomez Field with access on Sir Francis Drake Blvd.

### **Skateboards, Scooters, etc.**

Skateboards, roller blades, scooters, etc. may not be ridden on campus. These items must be stored in the shed behind the office at the beginning of the school day and remain in one location until afternoon dismissal. Failure to comply with this policy may result in the item being confiscated. Repeated violations may require a parent pickup of the item and/or a parent conference. The school is not responsible for lost or damaged items.

### **Buses**

Bus service is provided as a convenience and a privilege. Our main concern is the safety and welfare of students. Bus service for any student may be revoked at the discretion of the school, Michael's Transportation and/or Marin Transit. No refund shall be given for a pass that is suspended or revoked. Students must comply with school rules and laws when waiting for, boarding, riding on, or exiting the bus. In the morning, students may not get off the bus before arrival at White Hill and walk to school.

### **Students must follow these basic rules:**

- Only one student per seat
- No standing or leaving a seat while the bus is in motion
- No opening windows
- No tampering with or damaging the bus or its safety notices and devices
- No screaming, yelling or other loud noises
- No eating, drinking or littering on the bus
- No throwing objects or spraying cologne or spray-deodorant on or from the bus
- Obey the driver and bus line supervisor
- A bus pass may be used only by its owner

### **Consequences for bus suspension:**

1. The student's name will be noted, and administrators will determine whether the bus privileges will be suspended or reinstated.
2. The parent/guardian will be contacted.
3. The student will need to find alternate transportation for the length of the suspension. The student may not board another school-chartered bus. No refund shall be given.
4. The parent/guardian may incur repair costs if damage occurs to the bus as a result of the student's offense.

**Length of Bus Suspension:**

1. First offense = 1 week
2. Second offense = 1 month
3. Third offense = the remainder of the school year

If a bus pass is lost, students must obtain a temporary or replacement pass from the office and pay for the cost of the replacement card.

**Inappropriate Public Displays of Affection**

Middle school students are in various stages of maturation and development and need a socially and emotionally safe learning environment. Engaging in behaviors that are excessively intimate in nature such as kissing (or other inappropriate intimate physical contact) are not allowed at school, during school activities, or on the buses.

**Sexual Harassment (of or by a student)**

California law and Board Policy 5145.7 prohibit sexual harassment. Students in grades 4-8 may be suspended or expelled from school for engaging in unlawful sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature, which negatively impacts a student's academic performance or creates an intimidating, hostile, or offensive environment in the school. Sexual harassment may also involve conduct, whether blatant or subtle, that discriminates against a person solely because of that person's gender.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversations
4. Sexual jokes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully limiting a student's access to educational tools
9. Cornering or blocking of normal movements
10. Displaying sexually suggestive objects in the educational or work environment
11. An act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint
12. Classroom activities and projects that would disparage one gender's abilities

**Informal Sexual Harassment Complaint Procedures:**

Students or other individuals who feel aggrieved because of conduct that may constitute sexual harassment, are encouraged (but not required) to directly inform the person engaging in such

conduct that such conduct is offensive and must stop. An aggrieved individual is not required to complain first to his or her instructor if that instructor is the individual who is harassing the student.

#### **Formal Sexual Harassment Complaint Procedures:**

As soon as a student feels that he or she has been subjected to sexual harassment, the student should make a written complaint to a teacher, counselor, school nurse, site administrator, Superintendent, or Superintendent's designee.

Any student, who makes an oral complaint of sexual harassment to any of the above personnel, will be provided a copy of this regulation and will be requested to make a written complaint.

If a complainant is unable or unwilling to put the complaint in writing, the complainant shall be directed to site administrator, Superintendent, or Superintendent's designee, who shall assist the complainant. (If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed).

Complainants shall not be retaliated against or otherwise subjected to unlawful discrimination as a result of filing a sexual harassment complaint. Any person, who has been the subject of retaliation or discrimination in violation of this section, may file a complaint which shall be separately investigated or consolidated with the investigation of a prior complaint, as determined to be appropriate by the Superintendent or designee.

Information or assistance regarding the district's sexual harassment policy may be directed to Title IX Officer Marci Trahan at (415) 451-4064.

#### **Bullying**

White Hill and prohibits harassment and bullying during the school and after-school programs, at school field trips, school sponsored events, and when students are traveling to and from school. Below we have described our school's procedures to prevent and stop bullying. This policy prohibits reprisal or retaliation against any person who reports bullying. This policy applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

#### **Definitions**

**Bullying (CA Ed code 48900(r))** is different from conflict. It occurs when a student, or group of students, repeatedly try to hurt, humiliate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.

- **Relational bullying** is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading gossip or rumors.
- **Cyber bullying** is when a student uses their cell-phone, text messages, emails, instant messaging, chats and websites (such as Facebook, Twitter, YouTube or Instagram) to bully another student in any of the ways described above.

Bullying may at times amount to **harassment**. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment (48900.2)** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. This is dealt with further in our school's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

### **How students can end bullying**

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at White Hill have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

### ***All students agree to:***

- ***Value student differences and treat others with respect both online and face-to-face.***
- ***Ask the bullying student to stop when anyone is the target of bullying.***
- ***Walk away and seek help from any trusted adult on campus if they cannot safely stop the bullying.***
- ***Never take revenge or ask someone to hurt a student that has reported bullying.***

Our school takes a problem-solving approach to bullying. We have staff members trained in Restorative Justice to bring together a team of students and ask them to end bullying situations. Most Restorative Circles successfully end bullying situations after one or two meetings without using punishment.



## **Staff, Teacher and Parent Response to Student Harassment and Bullying**

Our school follows a four-level system for preventing and responding to bullying and harassment

### **Level 1 – Prevent & Interrupt**

**Level 2 – Check in with target of bullying and notify the principal, assistant principal or school counselor.**

**Level 3 – Restorative Justice, Progressive Discipline and other responses**

**Level 4 – Implement an Empathy-Building Action Plan**

### **Substance Abuse and Nicotine/Tobacco Policy**

The use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. We desire to promote a positive and healthy lifestyle and promote a safe environment for learning. The district intends to keep the schools free of alcohol and other drugs.

The Principal or designee will take appropriate action to eliminate furnishing, possession, use, or sale of alcohol and other drugs, related paraphernalia, nicotine/tobacco products and delivery devices\* or substances purported to be such drugs on school grounds, at school events, or any situation in which the school is responsible for the conduct and well-being of students. Students discovered to be in possession of or under the influence of alcohol, drugs, or other controlled substances will be subject to disciplinary procedures which will result in suspension or expulsion (this includes possession of fake or look-alike drugs or nicotine/tobacco products). The appropriate law enforcement agency will be notified as necessary.

*\*"Nicotine/Tobacco products and delivery devices" include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless (chewing) tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals that are not Federal Drug Administration (FDA) approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco or smoking equipment, device, material or innovation and all hand-to-mouth smokeless delivery devices.*

In the best interests of students, employees, and the general public, effective February 18, 1993, the Board of Trustees prohibited the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or event. It applies to any meeting on any property owned, leased, or rented by or from the district.

The Superintendent or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on district premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations. Violation of this policy by employees shall result in appropriate disciplinary measures.

The district shall maintain a list of clinics and community resources, which may assist employees and students who wish to stop using tobacco products. Information about these programs shall be made available upon request and whenever an employee violates the district's policy.

The district's complete Alcohol and Other Drugs Policy and Tobacco Policy, Regulations and Procedures, will be made available for every employee, parent, and student during the school year. For further information, please call 451-4065.

School rules and policies are refined periodically. Students will be informed of these changes through the daily bulletin. Parents will also be informed of these changes.

### **Other Infractions:**

#### **Food and Drinks**

1. Food and drinks are not allowed in the halls, classrooms, or field except under special circumstances.
2. Glass containers and soda of any kind are not permitted on the school campus.
3. Gum, sunflower seeds, and other shelled seeds or nuts pose a litter and maintenance problem and are not to be brought to school.

#### **Field Trips**

1. Students must have a permission slip signed by a parent/guardian to attend a field trip.
2. Students may not switch to another car without permission from the field trip coordinator and/or teacher in charge.
3. Students are not allowed to leave a field trip early except in an emergency.
4. Parent/Guardian drivers must complete and have a Field Trip Driver form, a TB test, and a volunteer form on record at the school.
5. Parent/Guardian drivers and chaperones may not leave the field trip location without permission from the field trip coordinator and/or teacher in charge.
6. Parent/Guardian drivers and chaperones must be of at least 25 years of age.
7. Administration and staff reserve the right to not take a student on a field trip and staff may request that the student's parent/guardian serve as a chaperone in order for the student to be allowed to attend.
8. All school rules, Board Policies, and State Education Code are in effect. Students who violate behavioral rules will be disciplined accordingly and may not be allowed to attend the next field trip/s.

#### **Lunchtime**

1. Students are asked to eat in designated areas only.
2. Students are asked to place all bags, paper and uneaten lunches in the garbage cans, compost bins and use the recycling containers.

## **Disciplinary Actions and Behavior Interventions**

Teachers and other school staff will try a variety of methods to help a student choose responsible, appropriate behavior. Some strategies may include:

- Verbal or nonverbal warnings
- Change of seating
- Conference with the student
- Conflict resolution
- Time-out
- Parent contact
- Parent-teacher conference
- Detention
- Lowering the citizenship mark on the report card
- Referral to Counselor
- Peer Mediation
- Referral to the Assistant Principal or Principal
- Out-of-class suspension
- Behavior plan
- Restorative Harm Circle
- Loss of Privilege
- Suspension
- Expulsion

The administration also reserves the right to treat each case on an individual basis and administer consequences accordingly, depending on the nature and seriousness of the offense.

### **Suspension and Expulsion**

According to Education Code, a student may be suspended from school or recommended for expulsion for specific violations of Education Code. The following is a partial list of the causes for suspensions and/or recommendations for expulsion according to Education Code sections 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. In some cases, the police will be notified.

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.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of a dangerous object, the student has 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.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully possessed, used, sold or otherwise furnished a controlled substance, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
12. Engaged in an act of bullying (including electronic).
13. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.
14. Knowingly received stolen school property or personal property.
15. Possessed an imitation firearm.
16. Committed or attempted to commit a sexual assault or committed a sexual battery.
17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
18. Committed sexual harassment.
19. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
20. Intentionally engaged in harassment, threats, or intimidation, directed against a student or a group of students.
21. Made terrorist threats against school officials or school property, or both.

A pupil may be suspended or expelled for acts enumerated in the above Education Code sections that are related to any school activity or to school attendance. Such acts may occur anytime, and in any location, including but not limited to: 1) while on school grounds; 2) while going to or returning home from school; 3) during the lunch period whether on or off the campus; or 4) while going to, attending, or coming from a school-sponsored activity.

While on suspension, the student may not be on any District-owned property and will not participate in any school-related activities. In addition, a student who is suspended is placed on LOP for the remainder of the marking period. A student who is suspended and/or placed on LOP during the final marking period may be excluded from end-of-the-year activities, including the graduation ceremony, based on administrator discretion.

### **Suspension Due Process Rights**

The student has the right to an informal conference with the Principal or Assistant Principal or certificated designee prior to a suspension, at which time he/she has these rights:

- To be informed of the charges against him/ her and the evidence used as a basis for the charges
- To present his/ her side of the incident and any supporting evidence of testimony

The parent or legal guardian has the right to:

- Oral notification at the time of suspension (School personnel will make a reasonable effort)
- Written notice following the suspension

- Request a conference with school personnel

Students may participate in a community service suspension program, if available, for the day(s) of suspension on a voluntary basis.

**Make-up Work for Suspended Students**

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. It is the student's responsibility to request missed work upon his/her return to school. Teachers may specify a time in which the work is to be completed to receive credit (Education Code 48913).