



RLS MIDDLE SCHOOL

Progressive Discipline Plan

The vision of Robert Louis Stevenson Middle School is to create an inspiring and innovative learning environment with the highest expectations for all students and staff, so that they are successful academically, socially, emotionally, and physically.

RLS's Progressive Discipline Plan focuses on applying fair and appropriate consequences for student classroom disruptions and attendance issues. Situations or negative student behaviors not addressed in this plan will be subject to SHUSD Board Policy and Education Code. It is the prerogative of RLS that depending on the nature of the act, students may be given consequences of the second, third, or fourth offense on the first offense.

PROGRESSIVE DISCIPLINE GOALS:

- Establishing and maintaining consistent school-wide behavior expectations.
- Teaching and modeling behavior expectations uniformly, fairly, and consistently.
- Implement proven, researched based management methods.
- Building positive relationships with our students; thereby, increasing the overall positive climate and culture of RLS School.

RLS SCHOOLWIDE BEHAVIOR EXPECTATIONS MATRIX:

| <u>Common Area</u> | <u>Be Safe</u> | <u>Be Respectful</u> | <u>Be Responsible</u> |
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| School Procedures and Norms | <ul style="list-style-type: none"> • Follow instructions of staff • Respect personal space | <ul style="list-style-type: none"> • Use kind words and actions • Non-instructional electronic devices need to be turned off and stored safely during class time | <ul style="list-style-type: none"> • Be prepared and move to class on time |
| Main/ Attendance Offices | <ul style="list-style-type: none"> • Follow directions of office staff • Obtain permission to use phone • Respect personal space | <ul style="list-style-type: none"> • Use kind words and be patient • Politely ask how we can help you | <ul style="list-style-type: none"> • Have pass ready • Have all important paperwork out and ready |
| Classroom | <ul style="list-style-type: none"> • Follow teacher's instructions • Keep aisle and walkways clear • Respect personal | <ul style="list-style-type: none"> • Use kind words and actions • Put food, gum or drinks away • Remove hats, hoods, | <ul style="list-style-type: none"> • Raise your hand to ask questions • Be prepared and come to class on time |

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| | space | <p>or any head gear if teacher classroom expectation</p> <ul style="list-style-type: none"> • Personal electronic devices need to be turned off and stored safely during class time | |
| Bus Area | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Respect personal space | <ul style="list-style-type: none"> • Use kind words and actions • Throw away your litter/garbage | <ul style="list-style-type: none"> • Wait to be picked up patiently • Remain on the sidewalk |
| Front of School | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Students needing to be picked up, stay on sidewalk until ride comes • Respect personal space | <ul style="list-style-type: none"> • Use kind words and actions • Throw away your litter/garbage | <ul style="list-style-type: none"> • Wait to be picked up patiently • Use crosswalks and look both ways when coming to or leaving school |
| Before opening bell | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Respect personal space | <ul style="list-style-type: none"> • Use kind words and actions • Throw away your litter/garbage • Be respectful of the neighbors | <ul style="list-style-type: none"> • Be prepared and move to class on time • Stay within designated areas |
| After closing bell | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Walk home using sidewalks • Students needing to be picked up, stay in front of the school until ride • Respect personal space | <ul style="list-style-type: none"> • Use kind words and actions • Throw away your litter/garbage • Be respectful of the neighbors | <ul style="list-style-type: none"> • Wait patiently to be picked up • Use crosswalks and look both ways when crossing street |
| Hallways | <ul style="list-style-type: none"> • Follow the directions | <ul style="list-style-type: none"> • Use kind words and | <ul style="list-style-type: none"> • Move to class on time |

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| | <ul style="list-style-type: none"> of all supervising staff/adults • Walk to class • Respect personal space | <ul style="list-style-type: none"> actions • Throw away your litter/garbage | <ul style="list-style-type: none"> • Bring your materials to class every day • Use drinking fountains/water filling stations appropriately and responsibly |
| Quad Area at Lunch | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Line up for lunch single file • Respect personal space | <ul style="list-style-type: none"> • Use kind words and be calm and patient in line • Throw away your litter/garbage in the appropriate bins | <ul style="list-style-type: none"> • Stay in your seat while eating • Wait your turn in line • Be polite to kitchen staff |
| Multimedia Center/Library | <ul style="list-style-type: none"> • Follow directions of Media Technician or staff • Follow internet use policy • Respect personal space | <ul style="list-style-type: none"> • Enter quietly and use kind words and actions • Handle books and multimedia items with care • Keep electronic devices on mute or use headphones | <ul style="list-style-type: none"> • Push your chair in when leaving • Check out library items before leaving • Use computers appropriately and responsibly |
| Auditorium | <ul style="list-style-type: none"> • Follow the directions of all supervising staff/adults • Enter and exit quietly in single file • Backpacks to remain closed and under seats • Respect personal space | <ul style="list-style-type: none"> • Use kind words and be calm and patient • Put food, gum or drinks away • Remove hats, hoods, or any head gear to not interfere with performances and or presentations • Electronic devices need to be turned off and stored safely during performances and or presentations | <ul style="list-style-type: none"> • Remain with assigned teacher • Listen responsibly and applaud appropriately |
| Bathrooms | <ul style="list-style-type: none"> • Keep water in sink • Wash hands • Respect personal space • Put paper towels in | <ul style="list-style-type: none"> • Flush Toilets • Inform adults of vandalism • Throw away your litter/garbage | <ul style="list-style-type: none"> • Give people privacy • Have a pass • Report any leaks/damage to the main office |

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| | garbage | | |
| Gym/Multi-Purpose Room | <ul style="list-style-type: none"> Follow teacher's instructions Use equipment as directed Respect personal space | <ul style="list-style-type: none"> Use kind words and actions—be a team player and encourage fellow classmates Remove hats, hoods, or any head gear if teacher's expectation Put food, gum or drinks away Electronic devices need to be turned off and stored safely | <ul style="list-style-type: none"> Come to class on time Dress for PE Return equipment to designated area |
| Quad | <ul style="list-style-type: none"> Follow the directions of all supervising staff/adults Walk to class Respect personal space | <ul style="list-style-type: none"> Use kind words and actions Throw away your litter/garbage | <ul style="list-style-type: none"> Use drinking fountains/water filling stations appropriately Move to class on time |
| Bus | <ul style="list-style-type: none"> Follow directions of bus driver Enter and exit the bus one at a time Remain seated Keep hands, arms, and objects inside the bus Respect personal space | <ul style="list-style-type: none"> Use kind words and actions Throw away your litter/garbage | <ul style="list-style-type: none"> Wait in the bus line patiently Come to the bus on time or directly after school |

ATTENDANCE:

RLS Policy for Tardiness:

Students have a 4-minute passing period. Once the tardy bell rings, late students are considered **tardy**. All RLS administrators and teachers are responsible for documenting and reporting student attendance.

RLS Attendance Policies and Responsibilities:

- Administrative Responsibilities:

- a. Students who are late to school will check-in to the attendance office and be issued a late slip to class.
 - b. The Campus Monitor will monitor students who are habitually late and will...
 - notify parents of tardiness
 - assign an appropriate progressive discipline/consequence
2. Teacher Responsibilities:
- a. Teachers will document as tardy in Aeries and send late students to the office to receive a late slip.
 - b. Students who are habitually late to class, despite documented teacher interventions (i.e., warnings, calls home, teacher detentions, etc.), will be referred to the Campus Monitor.

Once a student is identified as being habitually tardy, the following progressive discipline consequences will be utilized:

RLS Policy for Truancy:

A truant student is defined as any pupil who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant.

Truancy 1:

- A. After **Three** period/partial day/day truanancies, parents will be notified via Initial Truancy Letter and an appointment will be scheduled with the St. Helena Unified School District Student Attendance and Review Board (SARB) Chair.

Truancy 2:

- A. For truanancies **four through six**, parents will be notified via phone, email, or in person, whichever is most convenient for the parent.

Truancy 3:

- A. On the **sixth** truancy, the student will be referred to SARB. The SARB consists of the SHHS Vice Principal, RLS Principal and/or Counselor, SH Police Department, Student Support Services Coordinator, Napa County Probation, Napa County Sheriff, Napa County District Attorney, SH Family Center, and other invited members.
- B. On the **sixth** single period truancy the student will be dropped from the class for the remainder of the year, unless a student is enrolled in a semester class, and will receive a "NC" (No Credit) on his/her transcript. The student will then be enrolled in Independent Study (IS). To receive graduation credits, the student must complete all IS work by the close of the school year.

CLASSROOM DISRUPTION/DEFIANCE:

When conducting classroom discipline, teachers are required to follow the California Education Code (§48900-15), the teacher contract, SHUSD board policy, and due process when assigning disciplinary consequences to students. Parent communication is critical to our students' success; therefore, all Alternative Means of Correction (AMC) and disciplinary consequences will include parent contact and/or conference. Examples of AMCs and additional intervention strategies are listed in the appendix.

RLS Discipline Referral Process:

All certificated staff must inform the student of the disciplinary issue or problem and apply reasonable alternatives means of correction (AMC) as appropriate to the offense. Removing a student from instruction should be used only as a last resort.

RLS Discipline Philosophy:

The discipline philosophy of RLS includes a number of fundamental concepts:

- **Purpose:** Acknowledge that students are responsible for their own behavior.
- **Communication:** Knowing is half the battle. The Student Planner outlines the behavioral expectations and consequences that all students and parents/guardians need to know to function appropriately at RLS.
- **Partnership:** Parents/Guardians will be notified of behavioral violations in an effort to remedy the existing situation, as well as to lessen the chance of subsequent situations.

Teacher First Steps for Disciplining Students:

1. Warned/Positive Redirect
2. Review Behavior Expectations/Classroom Rules and Procedures
3. Detention
4. Phone Call Home/Parent Conference

Teacher Class Suspension Referral Process:

1. Inform the student of the problem and apply AMCs appropriate to the offense.
2. Complete an RLS referral form for the offense and send it to the Principal (this is sometimes not possible, so teachers then should write a note or email stating why the student has been suspended from class and contact the Principal during passing period, break, lunch, or after school).
3. "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes.
4. The referring teacher should immediately request a **conference with the parent**. Whenever possible, the Principal and all pertinent staff should attend the conference.

RLS Behavior and Consequence Matrix:

Mandatory Suspension and/or Expulsion Offenses:

| Education Code Violation | 1 st Intervention/Consequence | 2 nd Intervention/Consequence | 3 rd Intervention/Consequence | 4 th Intervention/Consequence |
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| 48915 (c)(1) Possession, selling, or otherwise furnishing a firearm | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A | N/A |
| 48915 (c)(2) Brandishing a knife | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A | N/A |
| 48915 (c)(3) Selling a controlled substance | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A | N/A |
| 48915 (c)(4) Committing or attempting to commit sexual assault or battery | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A | N/A |
| 48915 (c)(5) Possession of an explosive | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A | N/A |
| 48915 (a)(1) Causing serious physical injury to another person except in self defense | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A |
| 48915 (a)(2) Possession of any knife, or other dangerous object | 3 to 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | 5 day home suspension, notify police, and mandatory expulsion. | N/A |
| 48915 (a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana. | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to | 5 day home suspension, notify police, and mandatory expulsion. | N/A | N/A |

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| | the particular circumstance. | | | |
| 48915 (a)(4) Robbery or Extortion | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | 5 day home suspension; notify police, and mandatory expulsion. | N/A |
| 48915 (a)(5) Assault or battery upon a school employee | 5 day home suspension and notify police. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. | N/A | N/A | N/A |

Discretionary Suspension: For School and/or Classroom infractions

- In each column, one, some, or all bulleted options may be applied at the discretion of the administrator. Depending on the severity of the infraction, the administration may select consequences from any column they deem appropriate to the offense.

Police Notification/Report: Police notification or the filing of a police report can accompany any level of intervention/consequence depending on the nature and severity of the infraction.

| Education Code Violation | 1 st Intervention/Consequence | 2 nd Intervention/Consequence | 3 rd Intervention/Consequence | 4 th Intervention/Consequence |
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| 48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury on another person. | Threats: <ul style="list-style-type: none"> • Suspension (1 to 5 days); Check in with Administrator upon return • AMC | Threats: <ul style="list-style-type: none"> • Suspension (2 to 5 days); Check in with Administrator upon return • AMC | Threats: <ul style="list-style-type: none"> • Suspension (3 to 5 days); Check in with Administrator upon return • AMC | Threats: <ul style="list-style-type: none"> • Suspension (4 to 5 days); Recommendation for expulsion • AMC |
| Fighting may include pushing, shoving, and or punching. | Fighting: <ul style="list-style-type: none"> • Suspension (1 to 3); Check in with Administrator upon return • AMC | Fighting: <ul style="list-style-type: none"> • Suspension (3 to 5); Check in with Administrator upon return • AMC | Fighting: <ul style="list-style-type: none"> • 5 day suspension; Check in with Administrator upon return • AMC | Fighting: <ul style="list-style-type: none"> • 5 day suspension; Recommendation for expulsion • AMC |
| 48900 (b) Possession, sale, or furnishing of any knives, firearms, or other dangerous | <ul style="list-style-type: none"> • Suspension (1 to 5 days); Check in with Administrator upon return | <ul style="list-style-type: none"> • Suspension (3 to 5); Check in with Administrator upon return | <ul style="list-style-type: none"> • 5 day suspension; Check in with Administrator upon return | <ul style="list-style-type: none"> • Prior action in effect |

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| objects | <ul style="list-style-type: none"> Notify police in case of possession of firearm AMC | <ul style="list-style-type: none"> Notify police in case of possession of firearm AMC | | |
| 48900 (c) Unlawfully possessed, used, sold, or furnished, or been under the influence of any controlled substance or an intoxicant. | Under Influence: <ul style="list-style-type: none"> Suspension (1 to 5); Check in with Administrator upon return Counseling AMC | Under Influence: <ul style="list-style-type: none"> Suspension (3 to 5) Check in with Administrator upon return Counseling AMC | Under Influence: <ul style="list-style-type: none"> 5 day suspension Recommend for expulsion | Under Influence: <ul style="list-style-type: none"> Prior action in effect |
| | Possession: <ul style="list-style-type: none"> Suspension (3 to 5) Check in with Administrator upon return Counseling AMC | Possession: <ul style="list-style-type: none"> Suspension (4 to 5) Check in with Administrator upon return Counseling AMC | Possession: <ul style="list-style-type: none"> 5 day suspension Recommend for expulsion | Possession: <ul style="list-style-type: none"> Prior action in effect |
| | Furnishing: <ul style="list-style-type: none"> Suspension (3 to 5) Check in with Administrator upon return Counseling AMC | Furnishing: <ul style="list-style-type: none"> 5 day suspension Check in with Administrator upon return Counseling AMC | Furnishing: <ul style="list-style-type: none"> 5 day suspension Recommend for expulsion | Furnishing: <ul style="list-style-type: none"> Prior action in effect |
| | Sale: <ul style="list-style-type: none"> 5 day suspension Mandatory Recommendation for expulsion Police Notification | Sale: <ul style="list-style-type: none"> Prior action in effect | Sale: <ul style="list-style-type: none"> N/A | Sale: <ul style="list-style-type: none"> N/A |
| 48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, and alcoholic beverage, or an intoxicant of any kind, or represented a substance or material as a controlled substance, alcoholic beverage, or intoxicant | <ul style="list-style-type: none"> Suspension (3 to 5) Recommendation for expulsion Counseling Police Notification | <ul style="list-style-type: none"> 5 day suspension Recommendation for expulsion Police Notification | <ul style="list-style-type: none"> Prior action in effect | <ul style="list-style-type: none"> Prior action in effect |
| 48900(e) Committed or attempted to commit robbery or extortion | <ul style="list-style-type: none"> Suspension (1 to 5) Principal shall recommend expulsion, unless they find that | <ul style="list-style-type: none"> 3 to 5 day suspension Recommendation for expulsion Police Notification | <ul style="list-style-type: none"> Prior action in effect | <ul style="list-style-type: none"> Prior action in effect |

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| (See Definition) | <ul style="list-style-type: none"> expulsion is inappropriate, due to the particular circumstance. Police Notification | | | |
| 48900(f)* Caused or attempted to cause damage to school or private property. (Including Graffiti/ Tagging) | <ul style="list-style-type: none"> AMC Restitution Suspension (1 to 3) Notify Police | <ul style="list-style-type: none"> AMC Restitution Suspension (1 to 5) Notify Police | <ul style="list-style-type: none"> AMC Restitution Suspension (2 to 5) Notify Police | <ul style="list-style-type: none"> Recommendation for expulsion Restitution 5 day suspension Notify Police |
| 48900(g)* Stealing, or attempting to steal school or private property | <ul style="list-style-type: none"> AMC Restitution Suspension (1 to 3) Notify Police | <ul style="list-style-type: none"> Restitution Suspension (3 to 5) Notify Police | <ul style="list-style-type: none"> Recommendation for expulsion Restitution 5 day suspension Notify Police | <ul style="list-style-type: none"> Prior action in effect |
| 48900(h)* Possessed or used tobacco or nicotine products | <ul style="list-style-type: none"> AMC Counseling | <ul style="list-style-type: none"> AMC Suspension (1 to 2) Counseling | <ul style="list-style-type: none"> AMC Suspension (2 to 3) Counseling | <ul style="list-style-type: none"> Suspension (3 to 5) Counseling |
| 48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity | Obscene Act or Gesture: | Obscene Act or Gesture: | Obscene Act or Gesture: | Obscene Act or Gesture: |
| | <ul style="list-style-type: none"> AMC Suspension (1 to 3) | <ul style="list-style-type: none"> Suspension (2 to 5) | <ul style="list-style-type: none"> 5 day suspension | <ul style="list-style-type: none"> 5 day suspension Recommendation for Expulsion |
| | Profanity | Profanity | Profanity | Profanity |
| | <ul style="list-style-type: none"> AMC | <ul style="list-style-type: none"> AMC 1 day suspension | <ul style="list-style-type: none"> AMC Suspension (2 to 5) | <ul style="list-style-type: none"> AMC 5 day suspension |
| 48900(j)* Possessed, offered, arranged, or negotiated to sell drug paraphernalia | <ul style="list-style-type: none"> AMC Selling: Suspension (1 to 3) Counseling | <ul style="list-style-type: none"> AMC Suspension (1 to 3) Counseling | <ul style="list-style-type: none"> Suspension (3 to 5) Counseling | <ul style="list-style-type: none"> 5 day suspension Counseling Recommendation for Expulsion |
| 48900(k)* Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties. | <ul style="list-style-type: none"> AMC | <ul style="list-style-type: none"> AMC | <ul style="list-style-type: none"> AMC Suspension (1 to 3) | <ul style="list-style-type: none"> AMC Suspension (1 to 5) |
| 48900(l)* Knowingly received stolen school property | <ul style="list-style-type: none"> AMC Restitution Suspension (1 to 3) | <ul style="list-style-type: none"> AMC Restitution Suspension (1 to 5) | <ul style="list-style-type: none"> Restitution Suspension (3 to 5) | <ul style="list-style-type: none"> 5 day suspension Recommendation for Expulsion |
| 48900(m)* Possessed an imitation firearm | <ul style="list-style-type: none"> Suspension (1 to 5) Confiscate object | <ul style="list-style-type: none"> Suspension (3 to 5) Confiscate object | <ul style="list-style-type: none"> 5 day suspension Confiscate object | <ul style="list-style-type: none"> Prior action in effect |

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| that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm | | | <ul style="list-style-type: none"> • Recommendation for expulsion | |
| 48900(n) Committed sexual assault or battery (See Definition) | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion • Police notification | <ul style="list-style-type: none"> • Prior action in effect | <ul style="list-style-type: none"> • Prior action in effect | <ul style="list-style-type: none"> • Prior action in effect |
| 48900(o) Harassed, threatened, or intimidated a pupil who is witness in a school disciplinary proceeding for the purpose of intimidation or retaliation | <ul style="list-style-type: none"> • Suspension (1 to 3) | <ul style="list-style-type: none"> • Suspension (3 to 5) | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect |
| 48900(p) Unlawfully offered, arranged to sell, negotiate to sell, or sold the prescription Soma | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect | <ul style="list-style-type: none"> • Prior action in effect | <ul style="list-style-type: none"> • Prior action in effect |
| 48900(q) Engaged in, or attempted to engage in, hazing (See Definition) | <ul style="list-style-type: none"> • AMC • Suspension (1 to 5) • Check in with Administrator upon return | <ul style="list-style-type: none"> • AMC • Suspension (2 to 5) • Check in with Administrator upon return | <ul style="list-style-type: none"> • AMC • Suspension (3 to 5) • Check in with Administrator upon return | <ul style="list-style-type: none"> • AMC • Suspension (4 to 5) • Check in with Administrator upon return • Recommendation for expulsion |
| 48900(r)* Engaged in an act of bullying, including, but not limited to, bullying by means of an <u>electronic act</u> | <ul style="list-style-type: none"> • AMC • Counseling | <ul style="list-style-type: none"> • AMC • Counseling • Suspension (1 to 3) | <ul style="list-style-type: none"> • AMC • Suspension (1 to 5) | <ul style="list-style-type: none"> • Suspension (3 to 5) |
| 48900(t) Aided or abetted the infliction of physical injury or the attempted infliction of physical injury to another person | <ul style="list-style-type: none"> • Suspension (1 to 3) • Counseling | <ul style="list-style-type: none"> • Suspension (3 to 5) • Counseling | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect |
| 48900.2 Committed an act of sexual harassment (See Definition) | <ul style="list-style-type: none"> • Suspension (1 to 3) • Counseling • AMC | <ul style="list-style-type: none"> • Suspension (3 to 5) • Counseling | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect |
| 48900.3 Caused or attempted to cause, threatened to cause or | <ul style="list-style-type: none"> • Suspension (1 to 3) • Counseling • AMC | <ul style="list-style-type: none"> • 3 day suspension • Counseling | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect |

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| participated in an act of hate violence | | | | |
| 48900.4 Engaged in harassment, threats, or intimidation directed against school personnel | <ul style="list-style-type: none"> • Suspension (1 to 3) • Counseling • AMC | <ul style="list-style-type: none"> • Suspension (3 to 5) • Counseling | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion | <ul style="list-style-type: none"> • Prior action in effect |
| 48900.7 Making terroristic threats against school officials or property | <ul style="list-style-type: none"> • 5 day suspension • Recommendation for expulsion • Notify Police | <ul style="list-style-type: none"> • Prior action in effect | <ul style="list-style-type: none"> • Prior action in effect | N/A |

*Education Code 48900.5 states that suspension may occur on the first offense only if “the pupil’s presence causes a danger to persons or property or threatens to disrupt the instructional process.”

DEFINITIONS:

Assault: An unlawful attempt, coupled with present ability, to commit a violent injury to someone.

Battery: Any willful and unlawful use of force or violence upon the person of another.

Explosive: Defined as “a destructive device” which includes, but is not limited to: bomb, grenade, rocket with propellant charge of greater than 4 ounces, missile with a charge of greater than ¼ ounce, mine, similar devices, a weapon that can expel a projectile by explosive or propellant action, and parts which can be assembled into a destructive device.

Extortion: Using threats to obtain money or property from others.

Hate violence: Willful interference with or threatening another person’s personal or property rights due to his/her race, ethnicity, national origin, religion, disability, or sexual orientation.

Harassment, Threats, and Intimidation: Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Knife: As used in this section, ‘knife’ means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding blade that locks into place, or a razor with an unguarded blade.

Robbery: Taking property by the use of violence.

Serious Bodily Injury: A serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

Sexual Battery: As described in Penal Code section 243.4(d)(1): “Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of

sexual arousal, sexual gratification, or sexual abuse.” Intimate part means the “sexual organ, anus, groin, or buttocks of any person, and the breast of a female.”

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, if this behavior is sufficiently severe or pervasive to have a negative impact on the individual’s academic performance, or creates an intimidating, hostile or offensive educational environment. Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Intentional brushing against another’s body
- Inappropriate or unwelcome touching, patting, or pinching
- Public displays of affection, e.g., kissing, inappropriate touching/body contact, etc.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment
- Demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status

Reporting Sexual Harassment:

Anyone believing him/herself to be the victim of sexual harassment, whether a student or employee of the district, is to report the alleged act(s) to administration immediately. A reporting form is available in all building offices, but reports may also be verbal or by informal written note. The school will act to investigate all complaints.

Consequences for Sexual Harassment: Individuals who sexually harass either a student or an employee of the district may be subject to civil or criminal litigation or both, as well as discipline by the school district, including possible suspension, expulsion, leave without pay, or termination.

Dress Code:

RLS respects students’ rights to express themselves in the way they dress. All students who attend RLS are expected to respect the school community by following our school dress code, which is focused on creating a safe, age-appropriate, and equitable learning environment. This gender-neutral policy is intended to provide guidance for students, staff, and parents.

- Shoes must be worn at all times. Students must wear appropriate athletic shoes for PE.
- Gang-related apparel is prohibited.
- Clothing, jewelry, and personal items shall be free from images or language which create a hostile or intimidating environment, including hate speech, pornography, profanity, any depiction of drugs, alcohol, or weapons and any display of prejudice based on race, ethnicity, religion, or gender.
- Hats, caps, hoods, and other head coverings shall not be worn indoors unless required by a student’s religion or faith.

Appendix

Examples of Alternative Means of Correction

Attendance Strategies

- Suggest an alarm clock for parent/caregiver/student
- Suggest an earlier bedtime
- Direct parent/guardian information on simpler bus route
- Suggest parent/ guardian find more reliable transportation to school
- Suggest parent/ guardian bring child to school daily
- Suggest parent/ guardian make sure child gets on bus in morning
- Suggest parent/ guardian wake up earlier to get child to school on-time
- Suggest student wake up earlier

Behavioral Strategies

- Allow student to draw to calm down in class
- Allow student to walk around while reading
- Avoid helping too much (student can "learn helplessness")
- Build rapport with student (focus on strengths, interests); schedule regular time to talk
- Call home on a bad day for support
- Call home on a good day
- Change antecedent event (event that occurs prior to target behavior)
- Clarify consequences with student and follow step consistently
- Class change recommended (Administration approval with Team/SST meeting conducted prior to change)
- Classroom problem-solving sessions
- Collaboration with outside sources (Student Support Services)
- Daily check-in with student
- Develop/alter classroom rules ("Development of Classroom Rules")
- Display exemplary student work (classroom, hallway, etc.)
- Give leadership responsibilities/important jobs
- Recognize positive behaviors
- Move student's seat (preferential seating)
- Non-Verbal Signals Between Teacher and Student
- Offer student choices
- Pair student with older or younger student for structured academic activity, with emphasis on social skills
- Parent/ guardian will call teacher weekly
- Positive reward system developed at school or home
- Provide student frequent breaks for relaxation or small-talk
- Provide student time for physical activities/movement
- Refer for other services (e.g. group/mentor/counseling/)
- Relaxation techniques
- Survey/interview student to determine interests

Health Strategies

- Asthma class/group
- Vision screening/exam
- Refer to Student Support Services

Instructional Strategies and Modifications

- Academic contract
 - Allow previewing of content, concepts and vocabulary
 - Allow student to have sample or practice tests
 - Ask parent/guardian to structure study time (give them information about long-term assignments)
 - Collect homework daily instead of weekly
 - Communicate with last year's teachers
 - Connect student with drop-in tutoring
 - Cue/maintain eye contact with student when giving directions
 - Individual and/or small group instruction
 - Give student immediate feedback (make sure assignments are started correctly)
 - Give student options for presentation (written/oral or illustration/model)
 - Homework checklist or folder
 - Manipulative and Visual Prompts
 - Reduce assignments
 - Move child's seat (preferential seating)
 - Provide printed copy of board work/notes
 - Provide study guides/questions
 - Provide access to text-to-speech and/or speech-to-text
 - Read aloud to parent/guardian at home
 - Send home extra work
 - Send home unfinished class work
 - Supply student with work samples of work expected
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