

RIVERSIDE MEADOWS INTERMEDIATE SCHOOL
2009-2010

1751 Cimarron Drive
Plumas Lake, CA 95961

Administration / Attendance (530) 743-1271
Fax (530) 743-8970

Property of: _____
Advisory Teacher: _____ Grade: _____

Riverside Meadows Intermediate School

STUDENT HANDBOOK

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Plumas Lake Elementary School District
Riverside Meadows Intermediate School
Directory

Mission Statement

“The mission of Riverside Meadows Intermediate School is to provide all students with a safe and healthy learning environment that provides access to a rigorous and challenging curriculum while promoting good citizenship.”

Core Values

- We will show respect for ourselves and others; including thoughts, ideas, and property.
- We will accept responsibility for our achievement, actions, and effort.
- We will be effective communicators and use our critical thinking skills to solve problems.
- We will prepare ourselves for the personal, social, and civic challenges of the future.

Board of Education

Craig Bommarito
Derek Bratton
Merrilee Leinweber
Chuck Mackay
David Villanueva

District Administration

Dr. Jeff Roberts, Superintendent

Riverside Meadows School Administration

Christopher Morris, Principal

School Secretary

Leslie Fitzpatrick

Attendance Clerk

Gen Santos

GENERAL INFORMATION

BICYCLES / SKATEBOARDS / SCOOTERS

Bicycles, skateboards and scooters must be locked in the area designated for bicycle storage. State law states that *“A person under 18 years of age shall not operate a bicycle, or ride upon a bicycle as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet...”*

Bicycles, skateboards, and scooters may not be ridden on the school campus at any time. Riverside Meadows School is not responsible for unlocked bicycles or for bicycles left overnight at the school.

BUS TRANSPORTATION

Transportation is provided to students at Riverside Meadows who meet transportation criteria. In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the Plumas Lake School District.

STUDENT CONDUCT ON BUSES

I. Rules and Regulations

- a. Students are required to:
 1. Arrive at the bus stop five minutes before the bus is scheduled to arrive.
 2. Use only their appropriate stop.
 3. Arrange for live animals to be transported to school other than on the bus.
 4. Refrain from transporting hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, sharp or pointed objects, skateboards, or baseball bats.
 5. Respect the rights and property of others on the bus and at the bus stop.
 6. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
 7. Always enter and leave the bus through the entrance door except in emergencies.
 8. Remain seated, facing forward, with feet, legs and other objects clear of aisle while the bus is in motion.
 9. Keep all parts of the body inside the bus.
 10. Remain quiet at railroad crossings.
 11. Not use profane language, obscene gestures, or create unnecessary noise.
 12. Not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shoot or throw any objects inside/outside or at the bus, or in any way endanger the safety of others.
 13. Help keep the bus safe from litter by not eating or drinking on the bus.
 14. Be respectful to the bus operator, other students, and passersby.

15. Obey the request of the bus operator; give proper identification when requested.
16. When leaving the bus at other than the student's appropriate bus stop, give the bus operator a written request signed by the parent/guardian and approved by the site administrator and/or his/her designee.
17. When necessary to cross the street, always cross in front of the bus.

II. Discipline Process

- a. The Principal or designee is responsible for notifying the parent of all violations. The normal progression for violations of the rules and regulations on the bus are:

First Violation:	Warning by the principal
Second Violation:	1 day suspension from riding bus
Third Violation:	5 day suspension from riding bus
Fourth Violation:	10 day suspension for riding bus
Fifth Violation:	Permanent suspension from riding bus for the remainder of the school year

In cases of severe misconduct, students may be assigned penalties more severe than provided for in the normal process. All other school district rules and regulations, together with their penalties, shall apply to conduct on buses and shall be administered by the Principal or other appropriate authorities.

CAMPUS COURTESY

Students are asked to show respect for their peers by:

1. Keeping corridors open to traffic by walking to the right and not blocking hallways by standing in groups.
2. Passing through corridors quietly being considerate of others in the hallways and classrooms.
3. Discarding trash in the containers provided and keeping the school clean.
4. Acknowledging that a quiet, calm atmosphere is essential to learning and that nothing contributes more to this atmosphere as does being quiet, which includes the following: using quiet voices, gently handling books and desks, and being silent near classrooms.

CELLULAR PHONES AND ELECTRONIC DEVICES

Students are permitted to use cell phones before entering school and after leaving school only. **Students will not be allowed to use cell phones or other electronic devices non-essential to the classroom while on campus.** Students are not allowed to use their phones for making calls, paging, sending text messages, internet usage, calculator use, games, listening to music, or transmitting photos or videos during the

school day. The school day includes breaks, passing periods, and lunch. If a student violates these conditions, they are subject to the disciplinary consequences listed below. **Riverside Meadows School is not responsible for any lost or stolen cell phones or other prohibited devices.**

CD players, IPODs, MP3 players, cameras, video cameras, video games, electronic toys, or other electronic devices or games are not permitted at school. Not only do they disrupt class, they are often lost or stolen. **The school will not be responsible for prohibited items that are stolen.**

Consequences:

1. **Warning**
 2. **Detention– Confiscation**
 3. **Friday Night School– Confiscation**
 4. **Referral to administration – Confiscation**
- Prohibited items that are confiscated, may require parent pick up.

CLOSED CAMPUS POLICY

Riverside Meadows School has a “Closed Campus” policy. Students are expected to stay on campus once they arrive unless they have legal permission to leave. Permission to leave is obtained through the Administration Office. Teachers may not excuse students to leave campus for any reason. Students found on another campus during the regular school day will be subject to disciplinary action.

VISITORS

All visitors must enter through the office, sign in, and receive a visitor’s badge. Parents/guardians are welcome to visit the school; however, appointments are preferred when wanting to confer with your child’s teacher(s). Generally, we do not issue any student visitor passes. Any exception to this must have administrative approval.

FOOD AND NUTRITION SERVICES

Plumas Lake School District participates in the National School Lunch and Breakfast Programs through Food Services. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<http://www.mypyramid.gov>).

Meal Prices: Student Breakfast: \$1.25 Student Lunch: \$2.00

Cafeteria Rules:

1. Wait quietly in line in the order assigned by the teacher.
2. Take one main entrée and choice of fruits / vegetables, milk and juice.
3. Speak in soft voices.
4. Glass containers are not allowed.

5. Raise your hand to be dismissed.
6. Clean your space after eating.
7. Food may not be taken out of the cafeteria.

GUEST TEACHER / SUSTITUTE POLICY

Students are expected to welcome Guest Teachers (substitute teachers) with cooperation and respect. Students will represent Riverside Meadows with their best behavior towards our Guest Teachers. Students who are not cooperative and respectful toward Guest Teachers will receive the following consequences:

- | | | |
|------------------|---------|---|
| 1 st | Offense | Sent to "Buddy Room" or office /notify parent |
| 2 nd | Offense | Detention (after school or lunch) or On-Campus Suspension |
| 3 rd | Offense | Friday Night School |
| Further Offenses | | 1 Day Home Suspension |

ILLNESS AT SCHOOL

The School office staff is available during regular school hours for illness, injury, and validation of P.E. excuses. Students needing to go to the office must obtain a pass from their teacher. All health information should be updated annually. Changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be kept current with the school office.

LOST AND FOUND

Students who find articles of clothing, books, wallets, backpacks, jewelry, personal items, etc need to take them to the office. The items will be placed in "Lost & Found" to be reclaimed by their owners. At the end of the day, larger items will be taken to the Multipurpose Room and smaller items will be kept in the office. ALL UNCLAIMED ITMES WILL BE DONATED TO CHARITY. IN ADDITION, THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

MEDICATION

Students are not permitted to bring prescription or over the counter medication to school without written doctor's approval on the appropriate form. If your child must take medication at school, a parent must come in and pick up an authorization sheet to be filled out by the doctor before medication can be administered. A parent should bring the medication to the school in its original container with the physician's instructions for administering the medication along with the authorization sheet. The medication and/or reserve supply should be securely locked in the health office at all times.

LIBRARY

We encourage all students to explore and use all of the library resources. We provide access to current, adequate, and appropriate information resources. The library includes a variety a variety of materials which may include the following: print, video, audio, and online sources. When students need help, they are encouraged to ask the library staff.

Student Expectations

- Speak quietly and behave in a manner consistent with serious study.
- During class time, students must have a pass to use the library.
- Food, candy, and drinks are not allowed in the library.
- Enter the library in an orderly manner and lower your voice.
- All items removed from the library must be checked out.
- Respect the resources in the library, the library staff, and your peers.
- Obey all school and district rules and polices
- If you have an overdue book you cannot check out any library materials.
- **LOST AND DAMAGED BOOKS ARE THE RESPONSIBILITY OF THE STUDENT WHO CHECKED THE BOOK(S) OUT.**

TEXTBOOK POLICIES

Students are **required** to cover all textbooks to protect the books from dirt and damage. Any book checked out to a student becomes his or her responsibility along with their parent/ guardian. Do not leave books and other valuable unattended or in a classroom for danger of them being lost or stolen. Fees are placed on damaged books to provide replacement books.

Damage to book and lost books will include the following assessments:

- Writing on a page \$5.00
- Writing or marks on the edges \$5.00
- Missing or damaged bar codes \$5.00 minimum
- Broken, bent, or damaged cover \$10.00 minimum
- Water damage (book is still usable) ½ the cost of book, minimum
- Water damage (mold, unusable)-replacement cost of the book
- Lost book - replacement cost of the book

Payment for a lost book clears the student's account and allows the student to continue to check out books. If the book is found and returned within one year of the original due date, the payment will be refunded.

ATTENDANCE

I. HOW TO CLEAR ABSENCES

- A. Absences must be called in the day the student is absent or a note must be sent to school when he/she return. Students who do not clear their absence(s) within three days will be considered truant.
- B. Parents may call the attendance office or write a note. Notes must include:
 - 1. The student's name
 - 2. Date(s) of absence
 - 3. Reason for absence
 - 4. A telephone number where the parent can be reached to verify the note
 - 5. Parent / guardian signature
- C. Excessive Absences
 - 1. Students are required to attend school on a regular basis
 - 2. Students with excessive absenteeism will be reported to the Positive Attendance Officer and the School Attendance Review Board (SARB) and may be required to provide verification of illness from a doctor.

II. CLASSIFICATION OF ABSENCES (Ed Code 48260, 48261, 48262)

- A. **EXCUSED:** Illness, medical or dental appointments, death in the immediate family
- B. **SCHOOL APPROVED:** Field Trips
- C. **UNEXCUSED:** Truancy, flat tires, running out of gas, missing the bus, oversleeping, suspension, and vacations

III. EARLY DISMISSALS & LEAVE OF GROUNDS

- A. Parents are required to show ID and sign students out when picking their child up early. In addition, they must call one hour ahead or write a note asking that the student be released from school early. The note should include all of the information noted above under I (B) **AND** the date and time the student needs to be excused from class and the expected date / time of return. The note must be brought to the office before school.
- B. Only adults listed on the student's enrollment form or emergency contacts will be allowed to sign out a student. **THEY MUST BE PREPARED TO SHOW ID.**

TARDY POLICY

Being tardy to class disrupts the instructional program. Students need to know the importance of not interrupting the other students in class. Students need to know the standards of behavior expected and need to accept the responsibility for their own actions. Teachers are prepared to progressively work with students, parents, and if necessary the administrative team for students violating the tardy policy.

The following is the policy regarding tardiness:

1. All students are expected to be in their classroom ready to work when the bell rings.
2. If a student arrives 10 minutes or more after school is in session, the student must go directly to the office for a tardy slip. The only approved tardiness is the same as those listed above in **ATTENDANCE, II (A)**.
3. Students entering the classroom after the tardy bell, with an appropriate pass, will be admitted to class without penalty.
4. Consequences for tardiness
 - a. 1st tardy: Teacher warning
 - b. 2nd tardy: Teacher warning / parent notification
 - c. 3rd tardy: Detention / parent notification
 - d. 4th tardy: Friday Night School

CONSEQUENCES FOR TRUANCY

1 st Truancy	Friday Night School / parent notification
2 nd Truancy	Friday Night School / parent notification
3 rd Truancy	Referral to Administration, Friday Night School / Attendance Letter #1 mailed (1 st step in SARB process)
4 th & 5 th Truancy (Repeat Truant)	Referral to administration, Friday Night School
6 th Truancy (Habitual Truant)	Referral to administration, Friday Night School, student placed on "No-Activities List), Attendance Letter #2 mailed
7 th Truancy	Referral to administration, Friday Night School, Attendance Letter #3 mailed / SARB Hearing Scheduled

EXTENDED ABSENCES DUE TO ILLNESS

Plumas Lake Elementary School District firmly believes that a strong home and school partnership will help our students achieve in a positive and effective academic environment. Your assistance is critical in ensuring that your child misses as little school as possible. While there may be instances when extenuating circumstances require you to pull your student out of school, please make every effort to plan any family vacations during the summer or holiday breaks.

Because California Education Code defines family vacations as unexcused, teachers may elect to provide make up work for the student, although they are not required to do so. In the event that students have two or more concurrent weeks of unexcused absences, they will be dropped from their school and will need to reenroll upon their return.

ACADEMIC SUPPORT

HOMEWORK REQUESTS

The following is the procedure for homework requests for students:

1. Students who absent one or two days will receive their homework upon their return to school
2. Students who are absent for three or more days should call the school office and request homework. Homework will be ready for pickup the following day after school until 3:30.
3. Students will have one day to complete homework for each day of absence.
4. Homework for unexcused absences (i.e. vacations, suspensions) is at the discretion of the teacher.

Short-Term Independent Study

Short-Term Independent Study may be an option for students who have unavoidable absences and will be absent for more than five (5) consecutive days. Eligible students may have their parent apply for a Short-Term Independent Study contract at the school attendance office at least two weeks before the student absence begins.

To be eligible for a Short-Term Independent Study contract, students must have satisfactory academic progress and attendance.

1. Academic Requirements: 2.0 Grade Point Average and no more than one (1) F as determined by the most recent progress report or quarter grades.
2. Attendance Requirements: Less than 21 periods of unexcused absence since the start of school.
 - a. If students do not meet the eligibility requirements for a Short-Term Independent Study contract, absences will be considered to be “unexcused”, and will be added in when considering truancy referrals for the student.
 - b. Short-Term Independent Study contracts will neither be issued during STAR state testing periods, nor during finals weeks which are the last weeks of each semester.
 - c. There can be no more than two (2) Short-Term Independent Study contracts granted per student per school year.
 - d. All contracted work must be submitted to the school on the contracted day of return.

- If all the contracted work is returned with satisfactory progress, the student will maintain a clear attendance record.
- If the student's work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned. The additional days of absences will be considered unexcused, and will count towards truancy limits.

GRADE REPORTING SCHEDULE

	Sent home with students	Mailed home
1 st Trimester Progress Report	Friday, September 25	
1 st Trimester Report Card		Tuesday, November 10
2 nd Trimester progress Report	Thursday, January 14	
2 nd Trimester Report Card		Tuesday March 9
3 rd Trimester Progress Report	Friday, April 23	
3 rd Trimester Report Card		Tuesday, June 8

1 st Trimester	August 17	to	November 9
2 nd Trimester	November 10	to	March 5
3 rd Trimester	March 8	to	June 5

PROMOTION POLICY

Students earn credits by passing classes with grades of A, B, C, or D. Students earn 3 credits for each class passed per trimester for a total of 54 credits earned at the end of the school year.

Course	1 st Tri.	2 nd Tri	3 rd Tri	Total
English	3.0	3.0	3.0	9
Math	3.0	3.0	3.0	9
Science	3.0	3.0	3.0	9
Social Studies	3.0	3.0	3.0	9
PE	3.0	3.0	3.0	9
Academic Enrichment / Intervention	1.5	1.5	1.5	4.5
Elective or Visual, Performing Art	1.5	1.5	1.5	4.5
	Total			54

PROMOTION CRITERIA: 6TH GRADE

- Sixth-grade students who earn between **42 and 54 credits** will promote to the 7th grade in June.
- Sixth-grade students earning between **36 and 41 credits** will be reviewed by the Retention Committee for determination of academic placement for the following school year.
- Sixth-grade students who earn **35 credits or fewer** will be recommended for retention.

PROMOTION CRITERIA: 7TH GRADE

- Seventh-grade students, who have earned between **84 and 108 credits** for 6th & 7th grades combined, will promote to the 8th grade in June.
- Seventh-grade students who have earned between **71 and 83 credits** for 6th & 7th grades combined will be reviewed by the Retention Committee for determination of academic placement for the following school year.
- Seventh-grade students, who have earned **70 credits or fewer** for 6th & 7th grades combined, will be recommended for retention.

PROMOTION CRITERIA: 8TH GRADE

- Eighth-grade students, who have earned between **126 and 162 credits** for 6th, 7th, & 8th grades combined, will promote to the 9th grade in June.
- Eighth-grade students who have earned between **106 and 125 credits** for 6th, 7th, & 8th grades combined credits will be reviewed by the Retention Committee for determination of academic placement for the following school year.
- Eighth-grade students, who have earned **105 credits or fewer** for 6th, 7th, & 8th grades combined, will be recommended for retention.

Students who have not attended Riverside Meadows for consecutive years will have their credit requirements prorated.

ADVISORY

Advisory will help all students understand the importance of what they are doing now and its impact on the future and to help personalize the school environment. The class will meet daily for 20 minutes in order to achieve the following objectives:

- Provide each student one staff member who acts as guide and advocate
- Provide a forum for open discussion of adolescent topics in the area of character education and civic responsibility
- Provide activities which target skills in:
 - Goal setting
 - Decision making
 - Problem solving

- Social skills
- Citizenship
- Study habits
- Support students with their academic endeavors
- Provide support and guidance to students as they make critical life decisions
- Help students to respect and appreciate diversity and to actively contribute to the Riverside Meadows community and the community at large.

The Advisory teacher will monitor students' academic courses and act as a general advocate for students. In addition, the teacher will help to facilitate communication with the student's other teachers, parents / guardians, and administration.

ACADEMIC CODE OF CONDUCT

The staff at Riverside Meadows expects the highest standards of honesty, integrity, and responsibility from all students. To protect everyone's right to a fair and meaningful education, the school has adopted an Academic Code of Conduct.

- Students will not exhibit any behavior, which in the judgment of the teacher/administration indicates dishonesty.
- Students will not copy an assignment from another student, or allow their assignment to be copied.
- Students will be in violation of the Code if they, for the purpose of cheating, enter a classroom carrying evidence of premeditation, such as aides or unauthorized notes.
- Students will be in violation of the Code if they take another person's work or project and turn it in as their own. This is to also include plagiarism of any print or online material.
- Students will be in violation of the Code if they display unethical behavior and/or are involved in any activity for the purpose of cheating, altering or falsifying records, removing or copying of any materials.

Students who violate the Academic Code of Conduct will face the following disciplinary action:

1. will receive a zero on the assignment
2. will not be allowed to make up the assignment
3. detention, Friday Night School, and or home suspension

COURSE SYLLABUS, CLASS STANDARDS AND GRADING POLICY

During the first week of the trimester, all students will receive a class expectations sheet/course syllabus in each class. Class standards, homework expectations, grading policy, course requirements, and instructional sequence or outline will be reviewed. All courses will have homework expectations.

EXTRACURRICULAR ACTIVITIES

PAYMENTS TO SCHOOL

Personal checks are not accepted after May 1st of the school year. This includes payments for:

- a. Yearbooks
- b. PE clothes
- c. Spirit wear
- d. Field trips
- e. Library books / fines

After May 1st all payments must be made in cash or money order.

RETURNED CHECK POLICY

There will be a \$15.00 processing fee for checks returned by the bank for insufficient funds written to Riverside Meadows Intermediate School. Student accounts must be paid in full prior to participation in promotion and end of the year field trips.

IDENTIFICATION CADS (ID)

Riverside Meadows will issue an ID card to each student at the beginning of the year which must be carried at all times. ID cards are required to check out books and library materials. Staff members may ask for students to show their ID card at any time.

ASSEMBLIES

Assemblies are a part of the school program. They help promote school spirit, develop leadership and talent, and give the student body good entertainment with educational value. Student conduct is of the greatest importance in assemblies and rallies.

Students will be expected to support the performers, to always respond in a positive manner, and encourage the other students in the audience. Students are expected to enter the room quietly, orderly, and sit in designated areas with their teacher.

Rules of Conduct:

1. Courtesy and respect will be shown at all times to anyone appearing before your class of the student body.
2. Enter the building quietly and with your teacher.
3. No talking once the program has begun expect for appropriate i.e. laughter or response to the speaker.
4. Students are to remain seated until dismissed.
5. Inappropriate behavior during an assembly will result in immediate removal, disciplinary consequence, and the loss of participation in future assemblies or rallies.

DANCE POLICY AND PERMISSION SLIP

The following is a list of requirements and expectations for attending dances at Riverside Meadows. Attendance at school dances requires that both the student and the student's parent or legal guardian sign the dance permission form.

1. Prior to Dance
 - a. The dance permission form must be signed and returned to school prior to being eligible to purchase a ticket.
 - b. Students will not be able to enter the dance without a ticket
 - c. Students whose name appears on the No Activities List will not be allowed to purchase a dance ticket.
 - d. If a student is added to the No Activities List after purchasing a dance ticket, their money will be refunded and he/she will not be allowed to attend.
2. Requirements & Expectations during and after dances
 - a. Respectful and polite behavior is expected.
 - b. No inappropriate dancing. This may result in student being removed from the dance.
 - c. Dances are open to Riverside Meadows students only.
 - d. Students must enter the dance within 30 minutes of the dance start time and are to remain at the dance until the ending time of the dance; unless being picked up early by a parent or guardian.
 - e. Parents are welcome to accompany their child to the dances. Parents may volunteer as chaperones, ticket takers, and general supervision.
 - f. **STUDENTS WHO VIOLATE ANY OF THE DANCE OR DISCIPLINE RULES MAY BE EXCLUDED FROM FUTURE DANCES AND PLACED ON THE NO-ACTIVITIES LIST.**
3. The school Dress Code will be strictly enforced at all dances.

NO-ACTIVITIES LIST

A No-Activities list is kept at Riverside Meadows to reinforce our expectations that all students behave responsibly. To participate in school sponsored activities at Riverside Meadows, a student must:

- Maintain a 2.0 GPA with no Fs.
- Maintain satisfactory citizenship with no Us in citizenship.
- Meet behavior eligibility criteria
 - No un-served detentions
 - Is not assigned to Friday Night School during the week of the activity
 - Has not served a home suspension during the week of the activity
 - Has not served two or more home suspension during the trimester of the activity
- Not have any overdue library materials or unpaid fines.

A student may not participate in any school activities, including sports, when placed on the NO-Activities list.

If a student does not meet the academic or citizenship criteria for participation in school-sponsored activities, his/her will be placed on the No-Activities List until the student's academics and/or citizenship improves.

DISCIPLINE

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, PDA, are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with bodies touching, rubbing etc. Students violating the display of affection policy may be issued a disciplinary consequence.

CYBERBULLYING

As of January 1st, 2009 students can be suspended or recommended for expulsion for bullying, including bullying by electronic act, "cyberbullying." CA Education Code Section 48900 (r).

Examples of "cyberbullying" include:

Flaming—Online fights using electronic messages with angry or vulgar language

Harassment—Repeatedly sending offensive, rude, and insulting messages

Cyberstalking—Repeatedly sending messages that include threats of harm or are highly intimidating. Engaging in other online activities that make a person afraid for his or her safety

Denigration—"Dissing" someone online. Sending or posting cruel gossip, video, or rumors about a person to damage his or her reputation or friendships

Impersonation—Breaking into someone's account, posing as that person and sending messages to make the person look bad, get that person in trouble, or danger, or damage that person's reputation or friendships.

Outing and Trickery—Sharing someone's secrets or embarrassing information online. Tricking someone into revealing secrets or embarrassing information, which is then shared online.

Exclusion—Intentionally excluding someone from an online group, like a "buddy list" or a game.

GRAFFITI

Graffiti, tagging, destroying or otherwise marking on school property is strictly prohibited. Violators are subject to disciplinary action that may include suspension or recommendation for expulsion, as well as possible criminal charges. Parent(s) / guardian(s) and the student will be charged for any costs related to the repair and / or cleanup of any damage caused by their child.

DETENTION

As a disciplinary consequence, detention may be assigned to students. Detention may be held during the following times:

- before school 7:30 – 7:55
- after school 3:00 – 3:30
- At the teacher’s discretion, they may choose to issue detention in their rooms.

During detention, students are expected to follow these rules:

- * No talking
- * Stay on task
- * Keep head up and sit forward
- * No disruption of class
- * No bathroom breaks
- * One warning for disruptions

Being removed from detention will result in being assigned Friday Night School

CAMPUS BEAUTIFICATION / COMMUNITY SERVICE

Campus beautification may be assigned by an administrator to any student for minor infractions and in lieu of detention or other disciplinary consequences. The student will generally work with our custodial staff to assist in keeping the grounds or cafeteria clean. Campus beautification may be assigned during lunch time or after school.

TOBACCO FREE CAMPUS

Riverside Meadows and all schools within the Plumas Lake School District are tobacco free campuses. Tobacco use by school staff, students, parents, and visitors is strictly prohibited. Included is the possession or use of tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

DRESS CODE & GROOMING GUIDELINES

The Plumas Lake School District has the responsibility to establish and maintain appropriate standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person’s taste in attire or appearance. Students should be clean and neatly dressed in a

manner that will be decent, not hazardous to the health and safety of others, and not disruptive or distracting from the educational program of the school.

In addition, no articles of clothing or school materials, including hats, backpacks, book covers, and binders, may have pictures, printing, or writing that is gang affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant. Nor shall those articles promote violence, the use of drugs or alcohol, or which in the opinion of Riverside Meadows School administration, is disruptive to the learning environment.

The School reserves the right to determine and enforce this dress code and to determine what constitutes a violation. Specifically, the students at Riverside Meadows School are expected to abide by the following dress code:

1. TOPS, SHIRTS, BLOUSES:

- No exposed midriff. The midriff should remain covered when arms are raised above the head
- No spaghetti straps or tank tops
- No tube tops, halter, bare shoulders, one-shoulder tops, see-through or fish net fabrics, or exposed “cleavage.”

2. PANTS, SHORTS, SKIRTS:

- Skirt and short length needs to be *mid thigh when seated*.
- Waistbands must be worn not below the hip bone – no “sagging.”
- No pajamas
- No ripped jeans, clothing or cut-offs.

3. HEADWEAR:

- Caps and visors must be worn forward while on campus to offer the maximum protection from the sun.
- Caps and visors must be free from writing and/or images that may disrupt the learning environment.
- No grooming items may be worn in the hair.
- Students are prohibited from wearing hats, hoods, or “beanies” indoors. Students may wear head coverings required in observance of their religion or for medical reasons approved by administration.

4. FOOTWEAR:

- No flip flops/thongs, spiked heels, steel toe shoes, slippers, or “Heelies.”
- All footwear must have a strap around the heel

5. SUNGLASSES:

- Must be removed outdoors upon request and while indoors at all times

6. JEWELRY AND ACCESSORIES:

- Apparel, jewelry, accessories, body markings, backpacks, and binders must be free of writing, pictures, stickers or any insignia which promote violence or disruptive behavior, appear to be crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or use of drugs or alcohol, or gangs.
- Must also conform to the same standards listed above

7. TIGHT FITTING CLOTHING:

- Clothing must be appropriate in size so as not to constrict or prevent students from performing everyday activities at school.






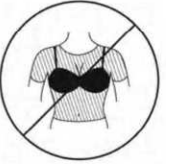



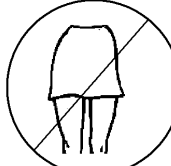
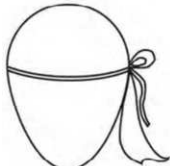

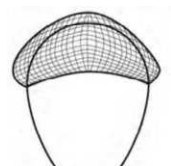
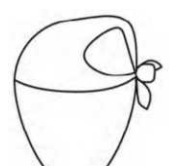

8. SPIRIT WEAR

- Dress code must be followed
- Approved school uniforms are exempt from dress code requirements

9. School staff may impose specific dress requirements to accommodate the special needs of certain sports and/or classes.

NOTE: It is important to recognize that the dress code changes as new information is gathered as to specific meanings or if disruption on campus occurs because of a specific symbol, color combination, logo, etc. Parents and students will be made aware of these changes as they occur; compliance with them is essential. The school reserves the right to determine and enforce this dress code and to establish what constitutes a violation.

Dress Code Prohibited Clothing Illustrations

		
No Backless Tops	No Halter Tops	No Midriffs
		
No Tube Tops	No Spaghetti Straps	No See-Through Tops
		
No single Shoulder Tops	No Tank Tops	No Sagging Pants
		
No "Short" Shorts or Micro Mini Skirts	No Do Rags	No Hair Rags
		
No Hair Nets	No Bandanas	No Altered Caps

PREVENTING SUSPENSION AND EXPULSION

As previously stated in this handbook, Riverside Meadows School and Plumas Lake School District will not tolerate any student causing physical injury to another person, bringing a weapon to school, or selling drugs. Any of these actions will result in the student being suspended from school and recommended for expulsion from the school district. Other serious violations of the school rules such as chronically disrupting classes or defying the valid authority of school officials can also lead to suspension and expulsion

Students and parents are advised that in order to maintain a safe and violence-free environment, **no student is allowed to hit another student for any reason. Students who hit other students will be suspended from school.** If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member.

To avoid suspension or expulsion, students should:

- Stay away from people who make them angry.
- Ignore or walk away from challenges to fight.
- Practice strategies to calm down.
- Seek help from teachers, campus supervisors, or an administrator.
- Talk to their parents about any problems they are having at school

HOME SUSPENSION

When a student violates the Riverside Meadows School discipline code and commits an offense listed in Sections 48900 or 48915 of the California Education Code, he/she is subject to suspension from school for a period of one to five days. When suspended from school, the student is not allowed to be on or about any campus of the Plumas Lake School District for any reason. This includes school-sponsored events. Students may be suspended from school for any of the following Education Code violations:

California Education Code Section 48900

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person
- (a2) Willfully used force or violence upon the person of another, except in self defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented

the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault or battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
- (.2) Students in grades 4 through 12: engaged in sexual harassment against school personnel or other pupils.
- (.3) Students in grades 4 through 12: caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- (.4) Students in grades 4 through 12: intentionally engaged in harassment, threats or intimidation which is: (a) directed against one or more students; (b) severe and pervasive; (c) has the actual and expected effect of materially disrupting classes, creating substantial disorder, and creates and intimidating or hostile education environment.
- (.7) Terrorist threats against school officials or school property.

EXPULSION

For extremely serious violations of the California Education Code, students may be expelled from Riverside Meadows School and the Plumas Lake School District for a period up to one year. The law requires the administration at Riverside Meadows School to **recommend expulsion** for students under the following circumstances outlined in the **California Education Code, Section 48915:**

- (a1) Causing serious physical injury to another person, except in self defense.
- (a2) Possession of a knife, or other dangerous object of no reasonable use to the pupil at school.
- (a3) Unlawful possession of any controlled substance except for the first time offense for the possession of not more than one ounce (by weight) of marijuana, other than concentrated cannabis.
- (a4) Robbery or extortion; and or
- (a5) Assault or battery upon a school official

In addition, the following violation outlined in the California Education Code, **Section 48915**, require **mandatory expulsion from Riverside Meadows School and Plumas Lake School District:**

- (c1) Possessing, selling, or otherwise furnishing a firearm (verified by an employee of the school district.
- (c2) Brandishing a knife at another person
- (c3) unlawfully selling a controlled substance
- (c4) Committing or attempting to commit a sexual assault or sexual battery as defined in the California Penal Code
- (c5) Possession of an explosive

Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data including grades, attendance, and/or discipline history, or who knowingly allows another person to engage in such conduct is subject to suspension, expulsion, and arrest. (E.C. 48900 (f), E.C. 48900 (g), and Penal Code 502.)

Based on the severity of a single event, or upon a student's behavioral history, the Riverside Meadows School administration may also recommend expulsion for any of the offenses outlined in the California Education Code Section 48900.

DISCIPLINARY APPEALS PROCESS

Students' parents may appeal a disciplinary action by submitting a Request for Disciplinary Appeal form to the school principal. The forms are available from the school secretary. Appeals should be made within one school day of the issuance of the disciplinary action. A consequence of home suspension is not delayed due to a pending appeal.

DISCIPLINARY CONSEQUENCES FOR BEHAVIORAL VIOLATIONS

The following disciplinary consequences may be assigned to students. California Education Code Section 48900 (s) states that a pupil may be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

	Violation	Minimum Consequence	Maximum Consequence
48900 (a1)	<u>Fighting / Use of force or Violence</u> Caused, attempted to cause, or threatened to cause physical injury to another person.	Conflict management, parent notification, Friday Night 1-3 days home suspension	5 days home suspension, recommendation of expulsion, police report, arrest
48900 (a2)	Willfully used force or violence upon the person of another, except in self-defense.	1-3 days home suspension	5 days home suspension, recommendation for expulsion
48900 (a1)	Mutual fight between two students	3 days home suspension	5 days home suspension, recommendation for expulsion
48915 (a1)	Causing serious physical injury to another person	5 days home suspension, recommendation for expulsion	5 days home suspension, recommendation for expulsion, police report, arrest
48900 (a,k)	Threatening or attempting to incite a fight or riot	Friday Night School, 1-3 days home suspension	5 days home suspension, recommendation for expulsion, police report, arrest
48900 (q)	<u>Hazing</u>	Conflict management, parent notification, Friday Night School, 1-3 days home suspension	5 days home suspension, recommendation for expulsion
48260, 48261 48262	<u>Attendance</u> Absent from school without a valid excuse (truant)	Friday Night School	Friday Night School, SARB Referral
48900 (k)	Failure to remain in class or designated area. Entering a building that is unsupervised	Detention, Friday Night School	Friday Night School
48900 (k)	Failure to remain on campus during the school day.	Campus Beautification, Detention, Friday Night School	Friday Night School

	Violation	Minimum Consequence	Maximum Consequence
48900 (k)	<u>Cheating / Forgery / Plagiarism</u> Cheating / Plagiarism	Receive failing grade on assignment (see Academic Code of Conduct)	1-3 days home suspension
48900 (f,g,k)	Changing a grade in a teacher's computer or grade book	1-3 days home suspension	5 days home suspension, recommendation for expulsion, police report, arrest
48900 (k)	Forgery or falsification of signature or voice	Friday Night School, 1-3 days home suspension	5 days home suspension
48900 (k)	<u>Computer Hacking / Inappropriate Access</u> Accessing inappropriate sites, Violation of acceptable use policy	Loss of computer privileges, Friday Night School, 1-3 days home suspension	5 days home suspension, police report, restitution, recommendation for expulsion, police report, arrest
48900 (r)	<u>Cyberbullying</u> Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel.	5 days home suspension	5 days home suspension, recommendation for expulsion, police report, arrest
48900 (f)	<u>Damage</u> Caused or attempted to cause damage to private or school property	Minor- Notify parent, detention, Friday Night School, and restitution, 1-3 days home suspension	Major- 3-5 days home suspension, recommendation for expulsion, restitution, police report, arrest
48900 (k)	<u>Dress Code</u> Dress code violation, vulgarity on clothing, inappropriate appearance	Warning and parent notification, have student change clothes or appearance, detention, Friday Night School	All day on campus suspension if no change of clothes available, 1-3 days home suspension for repeat violations
48900 (c) 48915 (c)	<u>Drugs / Alcohol</u> 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 days home suspension, confiscation, recommendation for expulsion, police report	5 days home suspension, confiscation, recommendation for expulsion, police report
48900 (d)	Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind.	5 days home suspension, confiscation, recommendation for expulsion, police report	5 days home suspension, confiscation, recommendation for expulsion, police report

	Violation	Minimum Consequence	Maximum Consequence
48900 (j)	<u>Drugs / Alcohol (con't)</u> Unlawfully possessed or otherwise offered, arranged, or negotiated to sell any drug paraphernalia.	3-5 days home suspension, confiscation, recommendation for expulsion, police report	5 days home suspension, confiscation, recommendation for expulsion, police report
48900 (p)	Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	5 days home suspension, confiscation, recommendation for expulsion, police report	5 days home suspension, confiscation, recommendation for expulsion, police report
48900 (b) 48915 (a2)	<u>Explosives</u> Possession, use, or sale of explosives or fireworks.	1-5 days home suspension, confiscation	5 days home suspension, confiscation, recommendation for expulsion, police report
48900 (k)	<u>Gambling</u> Gambling	Detention, Friday Night School, confiscate gambling implements i.e. dice, cards etc	3-5 days home suspension, restitution, police report
48900 (i,k)	<u>Indecent Exposure</u> The display of bare parts of the body that, according to the standards of the individual's surroundings, would otherwise be covered by clothes.	3-5 days home suspension	5 days home suspension, recommendation for expulsion
48900 (i,k)	"Pantsing" another student	1-3 days home suspension	3-5 days home suspension
48900.3	<u>Hate Violence</u> Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	3 days home suspension	5 days home suspension, recommendation for expulsion, police report

	Violation	Minimum Consequence	Maximum Consequence
48900 (k)	<p><u>Inappropriate Objects</u> Possession of the following articles is not allowed at school:</p> <ul style="list-style-type: none"> • Articles denoting gang affiliation • Audio/video equipment, cameras • Gambling objects - dice, cards, taro cards, dominoes • Electronic games • Spikes • Slam books • Stink Bombs • Pacifiers • Water Pistols • Water balloons • Laser Pointer • Spray paint • Oversized markers • Any Items inappropriate to a school setting 	Confiscate, notify parent and return object to parent/guardian, Friday Night School, 1 day home suspension	1-5 days home suspension for repeat violations
48900 (o)	<p><u>Intimidation</u> Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness.</p>	3-5 days home suspension	5 days home suspension, recommendation for expulsion
48900 (a1,k)	<p>Hard Looks – Looking at another person in a threatening or challenging way.</p>	Friday Night School, 1-3 days home suspension	3-5 days home suspension
48900 (k)	<p><u>Littering</u> Littering</p>	Campus beautification, detention, FNS	1-3 days home suspension
48900 (k)	<p><u>Loitering</u> Failure to leave campus in a timely manner after dismissal, on or about any campus without a valid reason.</p>	Notify parent, detention, Friday Night School	1 day home suspension

48900 (i)	<u>Profanity / Vulgarity</u> Possession of obscene, demeaning, or racially inappropriate materials	Warning, detention, Friday Night School, 1-3 days home suspension	3-5 days home suspension
48900 (i)	Swearing, writing, gestures and / or the use of obscene language directed towards another student.	Detention, Friday Night School, 1-3 days home suspension	3-5 days home suspension
48900 (i)	Committing an obscene or vulgar act. Use of profanity	Detention, Friday Night School, 1-3 days home suspension	3-5 days home suspension
48900 (i)	Swearing, writing, gestures and / or the use of obscene language directed towards a staff member or other adult	3 days home suspension	5 days home suspension, recommendation for expulsion
48900 (e) 48915 (a4)	<u>Robbery</u> Committed or attempted to commit robbery or extortion.	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48900 (n) 48915 (c4)	<u>Sexual Assault</u> Committed or attempted to commit a sexual assault or battery	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48900.2	<u>Sexual Harassment</u> Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and/or visual, verbal, or physical conduct of a sexual nature.	Administrative conference with student, review sexual harassment guidelines, 1-3 days home suspension	3-5 days home suspension, recommendation for expulsion
48900 (g)	<u>Theft</u> Stolen or attempted to steal school property or private property.	1-3 days home suspension	5 days home suspension, recommendation for expulsion, police report
48900 (l)	Knowingly received stolen school property or private property.	1-3 days home suspension	5 days home suspension, recommendation for expulsion, police report
48900 (a1)	<u>Threats</u> Threatening to cause harm to another student	Conflict management, Friday Night School, 1-3 days home suspension	3-5 days home suspension
48900.4	Threatening to cause harm to a school employee, Terrorist threats against school personnel or property	5 days home suspension	5 days home suspension, recommendation for expulsion, police report

	Violation	Minimum Consequence	Maximum Consequence
48900 (h)	<u>Tobacco</u> Possessed or used tobacco, or any products containing tobacco or nicotine products.	Confiscation, Friday Night School, 1-3 days home suspension	Repeat violations – 3-5 days home suspension
48900 (v)	<u>Truancy</u>	Friday Night School	Friday Night School, SARB
48900 (b) 48915 (a2)	<u>Weapons / Dangerous Objects</u> Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48900 (b)	Possession of a knife or other dangerous object of no reasonable use to the pupil.	5 days home suspension	5 days home suspension, recommendation for expulsion, police report
48915 (c2)	Brandishing a knife at another person	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48900 (m)	Possessed an imitation firearm or look-alike gun that is similar in properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48915 (c1)	<u>Possessing, selling, or otherwise furnishing a firearm</u>	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report
48900 (k)	<u>Willful Defiance</u> Failure to follow staff directive / disruptive behavior	Campus beautification Detention, Friday Night School, 1 day home suspension	Repeat violations 1-5 days home suspension, recommendation for expulsion
48900 (k)	Willful defiance of school rules and / or staff	Campus beautification Detention, Friday Night School, 1 day home suspension	Repeat violations 1-5 days home suspension, recommendation for expulsion
48900 (k)	Disruptive behavior in “Buddy Class” or time-out room.	Friday Night School	1 day home suspension
48900 (k)	Failure to correctly identify self to staff member	Detention, Friday Night School, 1 day home suspension	2 days home suspension
48900 (k)	Failure to serve detention	2 detentions for each missed, Friday Night School	1 day home suspension

	Violation	Minimum Consequence	Maximum Consequence
	<u>Willful Defiance (con't)</u>		
48900 (k)	Failure to serve Friday Night School	Reassign Friday Night School, 1 day home suspension	1 day home suspension
48900 (k)	Failure to complete assigned disciplinary consequence	Consequence increases depending on severity of offense	1-5 days home suspension
48900 (k)	Public Displays of Affection	Notify parent, Friday Night School	1 day home suspension for repeat violations
48900 (k)	Spreading rumors	Campus beatification, detention, Friday Night School	1 day home suspension
48900 (k)	“Play fighting”	Warning, campus beatification, detention, Friday Night School	1-3 days home suspension
48900 (k)	Student who arrives on any PLUSD campus without administrative approval while serving home suspension.	Home suspension extended to 5 days, law enforcement notified	Home suspension extended to 5 days, law enforcement notified
48900 (k)	Writing / drawing on hands, body	Remove writing or drawing, detention	Friday Night School