

HANDBOOK

8TH GRADE PROMOTION CEREMONY PARTICIPATION REQUIREMENTS

Students must have a minimum average cumulative 2.0 GPA for **both** semesters of the 8th grade year to walk across the stage. This means that if you have a 1.5 GPA the first semester, you must have at least a 2.5 GPA the second semester. A 2.0 GPA is equivalent to having all C's in each of the eight classes.

GRADE-LEVEL ACTIVITIES PARTICIPATION REQUIREMENTS

Kickbacks after each marking period: NO suspensions, NO more than 1 office referral, NO more than 3 negative comments on behavior/discipline or tardies.

End of Year Activities – During the LAST Marking Period: NO suspensions, NO more than 2 office referrals, NO more than 3 negative comments on behavior/discipline or tardies.

AERIES PARENT PORTAL

Parents/guardians can set up an account to view student information, student attendance, and official grades by using Aeries Parent Portal (<https://parent.ousd.org>). To sign-in, parents/guardians will need an email address, student permanent ID number, home phone number on file, and the verification code. If you have not set up an account and need to obtain the information needed, please contact the main office.

ACCESSING ADMINISTRATION, COUNSELORS, TEACHERS and/or OFFICE STAFF

All staff are accessible via e-mail. Parents and students may also request a conference by completing a form in the Main Office or by calling the Main Office.

Students Visiting the Main Office

When students come to the office, they must have a pass from a teacher. Students will not be admitted to the office in the first/last fifteen minutes of class except in the case of an emergency. Students must sign in and state the purpose of their business and wait for an adult to respond. In the event that the requested adult is not available, students will be sent back to class with a pass and the requested adult will follow up with them.

ATTENDANCE

School funding is based on average daily attendance (ADA). The school will only receive money when the child is actually at the school site. Montera loses about \$30 for each day that a child misses school for any reason. Attendance is taken daily and monitored by both the District and the State of California.

Absences

If your child is absent, please call the Attendance Clerk, fill out an absence verification form in the office, or send a note to the office explaining the absence. You will receive a phone call each time your child is absent, and you have only 24 hours from the time you receive a message to confirm your child's absence, or your child will be marked unexcused. Plans for getting missed homework can be arranged with your child's teachers. Absences due to illness that lasts longer than three days will require a doctor's note in order for the absences to be excused.

Excused absences include: illness, religious observances, funerals.

Unexcused absences include: family trips, extra-long weekends, etc.

Tardies

If a student arrives to school tardy, parents/guardians must notify the school office by either sending a written note with the student or by calling the school office. **“On-time” means inside the classroom when the tardy bell rings.** All students are required to be punctual for each class. Coming to class tardy causes you to miss important material and the class to be disrupted. To make sure that you are on-time, walk with purpose between classes. Passing period is not a time to go to your locker, socialize, or wander. Walk quickly and directly to your next class. Locker time is before school, before lunch, or after school. If a student is more than 30 minutes late for any class period, it will be considered an absence for that class period. Students with excessive tardies and/or unexcused absences may be assigned After School Detention and/or Saturday School.

Tardy Sweeps

Periodic tardy sweeps will occur throughout the year. During a tardy sweep, teachers will lock their door to any student arriving past the bell. Tardy students must report to the Main Office for a Tardy Admit Slip. Please refer to the Montera Community Agreement for more information about discipline and interventions around tardies.

Leaving Early

If your child needs to leave early, he or she must have a "Permit to Leave School." This form needs to be obtained from the office by the parent/guardian prior to the student leaving campus.

Pick-up by Someone Other than a Parent or Guardian

If someone other than the parent/guardian is picking up the student, the office needs written permission (unless the person has been listed on the emergency card). Anyone picking up the student should have a photo ID for proper identification.

BICYCLES AND SKATEBOARDS

Students are **NOT** to ride bicycles, skateboards, scooters, or any other type of vehicle on school grounds. Students violating this safety expectation will have their property confiscated and parents/guardians will be notified. Bicycles, skateboards, and scooters must be stored properly.

BUS BEHAVIOR

Proper bus behavior is explained to students at the beginning of the school year. AC Transit reserves the right to deny bus transportation to any student who continually disrupts or is disrespectful. Administration works with AC Transit to alert families of the concerns and provides appropriate discipline to students who are continually disruptive. If inappropriate behavior continues after intervention, the student may be removed from riding the bus for a period of time up to and including the rest of the school year.

CELL PHONES AND ELECTRONICS

In accordance with state law and district policy, students may not have their cell phones and electronics turned on or visible during school hours. These items will be confiscated if used improperly and must be picked up by a parent or guardian. If an electronic item is taken once, it will be returned to an adult. If taken more than once, the administration reserves the right to keep the item until the end of the semester the item is taken. Any loss of an electronic device is the sole responsibility of the user or owner. The school is not responsible for the cost of lost electronic items.

CLASS CHANGE POLICY

The first ten school days of each semester is reserved for the following schedule change requests:

- Students missing a period in their day
- Students placed in the wrong level of a class (such as Exploratory Spanish instead of Spanish A/B)
- Correcting clerical errors

Requests for specific teachers are not appropriate and will not be considered when student placement is made. Student schedules may switch as the result of the need to balance class sizes or unforeseen changes to the Master Schedule.

DRESS CODE

The dress code at Montera is modeled on professional dress expectations.

- **All Clothing:** No obscene words or pictures, weapons, drug, alcohol, or tobacco-related items on clothing. No see-through clothing. No undergarments should be visible (ex. bras, underwear, under-shorts, etc).
- **Headgear (i.e. hats, bandanas, hoods, etc.):** Hats, visors and hoods may be worn outside and in hallways, but are to be removed at all times when entering school buildings and classrooms. No bandanas of any color.
- **Footwear:** All footwear must be secured to foot (no flip-flops or slides).

PE Dress Code

The Montera PE uniform consists of black PE shorts (or sweat pants), white T-shirt, tennis shoes (must be laced securely or have Velcro across the top), and socks. (Please refer to PE syllabus from your child's assigned teacher). Students not in complete uniform may be deducted points in each class period they are not fully dressed. School clothes may not be worn underneath PE uniforms. Shorts and T-shirts with Montera logo may be purchased at Montclair Sports, 1970 Mountain Blvd, Oakland, CA. (510-339-9313).

DROP-OFF/PICK-UP

Student drop-off and pick-up location is in the back parking lot, which is located on Scout Road. Please do not drop-off or pick-up students in the front of the school.

FOOD DELIVERY

Parents are welcome to bring food for students in person but food delivery from outside vendors and delivery services are not permitted during the school day. Please bring your child's food to the main office and we will alert them to come retrieve it.

IMMUNIZATIONS

Per state law, all students must be up-to-date on their immunizations before being able to register and attend school. Before starting 7th grade, every student must have proof of their Tdap booster shot.

LANGUAGE/PROFANITY

We strive to create a culture of positivity here at Montera in words and actions. Profanity and/or offensive language is not tolerated at school. This rule includes all spaces on campus and when you are off campus representing our school. Students exhibiting a pattern of profane language will be subject to a disciplinary consequence as outlined in our Montera Community Agreement.

LOCKERS

All students are issued lockers (hall locker and PE locker) at the beginning of the school year so that school and personal property may be safeguarded. Lockers may only be accessed before or after school and during the passing periods before and after lunchtime. Keep your locker locked at all times, keep your belongings in your locker, and **do not** give your combination to other students. Any student who allows another to share their locker will no longer be allowed to have locker privileges. We recommend that your child have a combination lock to avoid lost/misplaced keys. We also strongly recommend that students not bring expensive or valuable items to school or place them in their lockers.

The lockers remain the property of the school, not the student, and as such, the lockers remain under the authority of the school. However, **the school accepts no responsibility for articles lost or stolen.**

Additional Notification (Lockers Cont'd): According to the Fourth Amendment to the Constitution, citizens are protected from unreasonable searches and seizures. Middle school students do not lose this right. However, school officials have the right to conduct a search of a student's locker and/or a student's belongings if the administration has reasonable cause, as long as this right has been previously announced or published within the school.

MEDICATION

If it becomes necessary for a student to take any form of medication at school (either prescription and over-the-counter medications), a completed Authorization for Medication Form must be on file with the school nurse. All medication will be kept and dispensed through the nurse's office. Students may not carry medicine at school or store it in lockers.

MONTCLAIR VILLAGE AFTER SCHOOL

Businesses in Montclair look to the school to be responsible for students after school. If the school receives a complaint about a student, the school will ask the parents/guardians to pick up the student(s) after school at 3:30. Students may be given one warning before this takes place or may ask that the student be picked up from school after one incident. The administration reserves the right to make the decision.

PASSES

Students are required to have a pass any time they are out of class. There are no exceptions. Anyone in the hall without a pass will be sent back to class. Students will not be given passes during the first and last 15 minutes of any period except in case of emergencies.

PHONE CALLS

Parents/guardians are urged not to telephone or send messages to students except in case of an emergency. Students are encouraged not to use the phone in the office unless it is a medical emergency. Parents/guardians should not call their child's cell phone under any circumstances during the school day. Urgent messages may be called into the school office (510-531-6070) to be delivered to the student.

REPORT CARDS

Progress reports will be issued six (6) times during the year approximately one week after the end of the marking period.

- **Marking Period 1:** August 12 – September 20 (sent home with students)
- **Marking Period 2:** September 23 – November 1 (sent home with students)
- **Marking Period 3:** November 4 – December 20 (mailed home)
- **Marking Period 4:** January 6 – February 21 (sent home with students)
- **Marking Period 5:** February 24 – April 10 (sent home with students)
- **Marking Period 6:** April 13 – May 28 (mailed home)

If you do not see your student's report card, please contact the school and we can provide a copy for you directly. Parents/guardians can also access official grades via AERIES Parent Portal. Weekly progress reports are available through the main office upon the parent/guardian's request.

SEXUAL HARASSMENT

Title IX prohibits various forms of sex discrimination in schools, including sexual harassment, gender-based bullying, and sexual violence. Harassment can be verbal (comments about your/another person's body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories), physical (grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault) or visual (display of naked pictures or sex-related objects, obscene gestures). Incidents of sexual harassment will result in a disciplinary consequence as outlined in our Montera Community Agreement.

SCHOOL INTERNET USE

Internet use at school is for educational purposes only. Improper use of technology/internet (ie. cyberbullying, recording a fight, non-educational games, inappropriate searches, etc.) will result in a disciplinary consequence as outlined in our Montera Community Agreement.

TEXTBOOKS/LIBRARY BOOKS/PE LOCK

All textbooks and PE locks lent to students during the school year are to be kept clean and handled carefully. If a student's book or PE lock is lost or damaged, the student will be required to pay the replacement cost. If a student does not pay their debt, they may not be given their middle school promotion certificate.

VISITORS

Adult visitors are welcome to Montera Middle School. However, to maintain a continuous, safe and effective learning environment, certain guidelines are required.

- All visitors to Montera must report to the main office to state their business and sign-in. Photo ID required upon request. Signs to this effect are posted at the front and rear entrances to the school.
- Visitors who wish to observe classrooms should make prior contact with the teacher a minimum of 48 hours in advance of the planned visit.
- Visitor passes will be issued in the main office.
- Student visitors are NOT allowed to visit the school or classroom at any time.

Montera Community Agreement

Below is our school's behavior matrix that is used to determine consequences when harmful behavior is reported to school administration. When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavioral actions will be taken into consideration when determining appropriate consequences. Parents/guardians will always be notified via phone or e-mail depending on the individual circumstances.

All actions within a box will be used for each student action unless the student is unwilling to engage in the restorative actions. If a student is unwilling to engage in restorative practices, potentially more severe consequences may be issued.

Level 1	Level 2	Level 3
Minor behavioral OR first reported incident.	Moderate behavioral OR second reported incident.	Severe behavioral OR continued incidents.

When specified, teachers will be notified first via e-mail and then in person to provide further details.

If a student is suspended, there will be a pre-suspension conference and a reintegration conference that will include guardian, student, and administrator. Teachers are automatically notified of the incident and suspension.

BEHAVIOR	1 st INCIDENT/LEVEL	2 nd INCIDENT/LEVEL	3 rd INCIDENT/LEVEL
Absences			
	1 st truancy letter at 3 unexcused absences	<ul style="list-style-type: none"> • 2nd truancy letter at 5 unexcused absences • SART meeting (Truancy Mediation) with family, teacher and counselor if necessary • Teacher notification of process 	<ul style="list-style-type: none"> • 3rd truancy letter at 7 unexcused absences • SARB (Truancy Mediation) meeting at 9 unexcused absences • Teacher notification of results
Arson			
	<ul style="list-style-type: none"> • 5 days suspension • Guardian + student conference • Restorative circles* • Counselor referral • 1-3 hours community service • Police report • Possibility of expulsion recommended. 	<ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Guardian + student conference • Police report 	
Assault/Battery/Fighting			
Fighting level 1 Mutual combat resulting in minor injuries; instigating fight	<ul style="list-style-type: none"> • In-school detention and/or in-school suspension • Guardian + student conference • Conflict resolution or circle* 	<ul style="list-style-type: none"> • 1 day suspension • Guardian + student conference • Conflict resolution or circle* • Behavior contract 	<ul style="list-style-type: none"> • 1-2 days suspension • Guardian + student conference • Conflict resolution or circle* • COST Referral
Fighting level 2 One sided fighting resulting in minor injuries such as cuts and scrapes	<ul style="list-style-type: none"> • 1-2 days in-school suspension or suspension • Guardian + student conference • Conflict resolution or circle* • Behavior contract 	<ul style="list-style-type: none"> • 2-3 days suspension • Guardian + student conference • Conflict resolution or circle* • COST referral 	<ul style="list-style-type: none"> • 3-5 days suspension • Possibility of expulsion recommendation • Guardian + student conference • Conflict resolution or circle* • SST**
Fighting Level 3 Caused serious injury, except in self-defense	<ul style="list-style-type: none"> • 3-5 days suspension • Possibility of expulsion recommended (Ed. Code required) • Police report 		

Physical assault/battery	<ul style="list-style-type: none"> Guardian, student, counselor and an administrative conference 		
Committed or attempted sexual assault or battery (Ed. Code required)	<ul style="list-style-type: none"> 5 days suspension Mandatory expulsion recommended. (Ed. Code requires) Police contacted. 		
Cutting Class/Walk Out (15 min +)			
On Campus without permission	<ul style="list-style-type: none"> Lunch detention of double the time cut with a cap of 2 Guardian + teacher notified. 	<ul style="list-style-type: none"> Saturday school detention of double the time cut with a cap of 2 detentions. Guardian + student conference. Behavior Plan follow up. Teacher notified 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian, student, teacher and counselor conference COST Referral SST Possible referral to SART/SARB Teacher notified
Off campus/leaving without permission	<ul style="list-style-type: none"> Student's safety is ensured by calling parent, emer. contacts, and or police. Lunch detention of double the time cut with a cap of 2 Guardian + student conference. Behavior Plan Created. SST scheduled. Teacher notified. 	<ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police. 1 day in-school suspension. Guardian + student conference. COST referral. Teacher notified. 	<ul style="list-style-type: none"> Student's safety is ensured by calling parent, emer. contacts, and or the police. 2 day in-school suspension. Guardian, student, teacher, and counselor conference. COST follow-up. Possible referral to SART/SARB. Behavior Plan review / evaluation Teacher notified.
Defiance or Disruption			
Minor: Student does not follow repeated directions or requests from staff; behavior momentarily interrupts instruction, event or program	<ul style="list-style-type: none"> Restorative conference with student and teacher. Guardian contact. Possible Buddy-room referral 	<ul style="list-style-type: none"> Restorative conference. with student, teacher, and admin. Guardian contact. Behavior Plan 	<ul style="list-style-type: none"> Restorative conference with student, guardian, teacher and Admin. 2-3 days class suspension. Possible COST referral. SST scheduled.
Major or repetitive: Student does not follow repeated directions or requests from staff; behavior interrupts or stops instruction, event or program; administrator or supervisor support required	<ul style="list-style-type: none"> Lunch detention. 1 day class suspension.* Restorative conference. with student, guardian, teacher, and admin. Restorative re-entry process. Behavior Plan. 	<ul style="list-style-type: none"> 1-2 days class suspension Restorative conference Admin, Teacher, Guardian + student reintegration conference. COST referral. SST scheduled. 	<ul style="list-style-type: none"> Possible 1-2 days suspension Admin, Teacher, Guardian + student reintegration conference. Conflict Resolution circle*. Behavior plan review / evaluation COST follow-up.
Drugs and Controlled Substances			
Selling, buying, distributing	<ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Police report Guardian, student, counselor and admin conference 		
Possession	<ul style="list-style-type: none"> Guardian + student, admin conference Item turned over to police TUPE or Counselor referral Subject to future random searches 	<ul style="list-style-type: none"> 1-2 days in-school suspension Guardian + student, admin conference Item turned over to police Counselor follow-up Random bag checks possible 	<ul style="list-style-type: none"> 1-5 days suspension Possible expulsion recommended Guardian + student conference Item turned over to police Counselor follow-up Random bag checks possible
Under the influence	<ul style="list-style-type: none"> 1 day in-school suspension 	<ul style="list-style-type: none"> 2-3 days in-school suspension 	<ul style="list-style-type: none"> 1-5 days suspension Possible expulsion

	<ul style="list-style-type: none"> (counseling embedded) Brief Intervention Sessions Guardian + student conference TUPE or Counselor referral Subject to future random searches 	<ul style="list-style-type: none"> Guardian + student conference TUPE/Counselor follow-up Random bag checks possible 	<ul style="list-style-type: none"> recommended Guardian + student conference Counselor follow-up Random bag checks possible
Drug Paraphernalia			
Possession	<ul style="list-style-type: none"> Guardian + student, admin conference Item turned over to police TUPE or Counselor referral Subject to future random searches 	<ul style="list-style-type: none"> 1-2 days in-school suspension Guardian + student, admin conference Item turned over to police Counselor follow-up Random bag checks possible 	<ul style="list-style-type: none"> 1-5 days suspension Possible expulsion recommended Guardian + student conference Item turned over to police Counselor follow-up Random bag checks possible
Sale	<ul style="list-style-type: none"> 1-2 days suspension Brief Intervention Sessions Guardian + student conference Item turned over to police Counselor referral 	<ul style="list-style-type: none"> 2-3 days suspension Guardian + student, admin conference Item turned over to police Counselor follow-up 	<ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Item turned over to police
Electronics			
Possession (outside of Yondr Bag) or use	<ul style="list-style-type: none"> Device taken and logged in the office (released to student at the end of the day). 	<ul style="list-style-type: none"> Device taken and logged in the office, guardian phone call to release 	<ul style="list-style-type: none"> 3rd - Device taken and logged in office, guardian pick up 4th - Device taken and logged in office, guardian/student/admin conference
Recording/Posting a fight	<ul style="list-style-type: none"> 3 hours of community service 1 day in-school suspension Education/Reflection assignment Guardian contact 	<ul style="list-style-type: none"> 6 hours of community service 1 day suspension Education/Reflection assignment Guardian contact 	<ul style="list-style-type: none"> 9 hours of community service 1-3 day suspension Education/Reflection assignment Guardian contact
Destruction of Yondr Bag	<ul style="list-style-type: none"> 3 hours of community service 1 day in-school suspension Education/Reflection assignment Guardian contact Restitution of property value 	<ul style="list-style-type: none"> 6 hours of community service 1 day suspension Education/Reflection assignment Guardian contact Restitution of property value 	<ul style="list-style-type: none"> 9 hours of community service 1-3 days suspension Education/Reflection assignment Guardian contact Restitution of property value
Falsifying Records			
Falsely representing people or facts on school documents	<ul style="list-style-type: none"> Guardian + student conference Reflective assignment Warning of loss of privilege related to falsification/positions of trust 	<ul style="list-style-type: none"> Guardian + student conference Reflective assignment Loss of privilege related to falsification/positions of trust 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Reflective assignment Loss of positions of trust
Fire Alarms			
Pulling	<ul style="list-style-type: none"> 1-2 days in-school suspension Reflective assignment Restorative circle 	<ul style="list-style-type: none"> 1-2 days suspension Reflective assignment Restorative circle 	<ul style="list-style-type: none"> 3-5 days suspension Reflective assignment Restorative circle
Gambling			
	<ul style="list-style-type: none"> In-school detention Confiscation of equipment for guardian pick-up 	<ul style="list-style-type: none"> 1 period suspension Confiscation of equipment Guardian + student conference 	<ul style="list-style-type: none"> 1+ day in-school suspension Confiscation of equipment Guardian + student conference

	<ul style="list-style-type: none"> • Parent/Guardian contact 		<ul style="list-style-type: none"> • Counselor referral
Harassment & Bullying			
Unwelcome comments [spoken, written, electronic] or acts, which are ongoing, one-sided and make the recipient feel powerless and/or creates a hostile environment	<ul style="list-style-type: none"> • Lunch detention • Guardian + student conference • Conflict resolution or restorative circle* • Educational/reflective assignment 	<ul style="list-style-type: none"> • Possible 1-2 days suspension • Guardian + student conference • Conflict resolution or restorative circle* • Educational/reflective assignment • Harassment contract • COST referral • Possible schedule change 	<ul style="list-style-type: none"> • 1-5 days suspension • Possible expulsion recommended • Guardian + student conference • Conflict resolution or restorative circle* • Educational/reflective assignment • Counselor follow-up • Possible schedule change
Hate Speech/Acts			
Slur or derogatory comment about one's real or perceived identity. This includes body size, disability, gender, nationality, race, religion, sexual orientation, etc.	<ul style="list-style-type: none"> • Guardian contact • Restorative research and written reflection • Restorative circle* • Make amends with group impacted • Counselor referral 	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Research and written Restorative project or training about the specific area of hate • Restorative circle* • Make amends with group impacted • Counselor follow-up • COST • Possible schedule change 	<ul style="list-style-type: none"> • 1-5 days suspension • Possible expulsion recommendation • Guardian + student conference • Research and written reflection • Restorative circle* • Make amends with group impacted
Incendiary Devices (matches, lighters, etc.)			
Possession	<ul style="list-style-type: none"> • Guardian contact • Confiscation of Item • Restorative conversation with student + admin 	<ul style="list-style-type: none"> • Guardian contact • Confiscation of Item • Restorative conversation with student + guardian + admin • COST 	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student + admin conference • Confiscation of Item • Random bag checks
Use (lighting something on fire)	<ul style="list-style-type: none"> • 1 day suspension • Guardian conference • Confiscation of Item • Behavior plan 	<ul style="list-style-type: none"> • 2 days suspension • Guardian conference • Confiscation of Item • Possible random bag checks • COST 	<ul style="list-style-type: none"> • 3 days suspension • Guardian conference • Confiscation of Item • Restorative circle • Random bag checks
Offensive Comment			
Harmful or offensive comment that is not about a person's identity.	<ul style="list-style-type: none"> • Conflict resolution • Possible guardian contact 	<ul style="list-style-type: none"> • Behavior reflection form • Conflict resolution • Guardian contact 	<ul style="list-style-type: none"> • Behavior reflection form • Conflict resolution • Guardian contact • Counselor referral
Retaliation			
Harming someone because they caused or reported harm	<ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • Guardian contact • Restorative conference harmed parties • Possible counselor referral 	<ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • 1 day in-school suspension • Restorative conference with harmed parties + admin + guardian • Counselor referral • Retaliation contract 	<ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • Possible 1-5 days suspension • Guardian + student + admin conference • Restorative circle* • Counselor follow-up • Retaliation contract
Roughhousing (play fighting)			
	<ul style="list-style-type: none"> • Verbal warning • Teacher notifies asst. principal via email 	<ul style="list-style-type: none"> • Lunch detention • Guardian contact • Restorative conference • Counselor referral 	<ul style="list-style-type: none"> • 1+ period suspension/lunch detention • Guardian + student conference • Conflict resolution • Counselor follow-up
Selling, Buying, or Trading Prohibited Items (Ex. Candy)			
Uncontrolled substances	<ul style="list-style-type: none"> • Items confiscated for guardian pickup 	<ul style="list-style-type: none"> • Lunch detention • Items confiscated for 	<ul style="list-style-type: none"> • 5 hours of community service

	<ul style="list-style-type: none"> Guardian contact + policy signed 	<ul style="list-style-type: none"> guardian pickup Guardian contact 	<ul style="list-style-type: none"> Items confiscated for guardian to pick up Guardian + student conference
Sexual Harassment			
<p>Verbal/visual (creating or displaying pictures, signs, gestures, inappropriate material or verbal statement)</p> <p>Physical contact (of another in the act of harassment), includes pantsing</p> <p>Continual verbal, visual, or physical sexual harassment</p>	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Possible restorative circle* Counselor referral Possible schedule change Possible Behavior Plan 	<ul style="list-style-type: none"> 1-3 days suspension Conference with student, guardian, and counselor Possible restorative circle* Restorative project or training/contract Counselor referral Sexual Harassment contract Schedule change Possible COST referral 	<ul style="list-style-type: none"> 3-5 days suspension Possible expulsion recommendation Conference with student, guardian, and counselor Possible restorative conference with harmed parties Restorative project or training/ Sexual Harassment contract Counselor follow-up COST referral
Tardy			
	<ul style="list-style-type: none"> Warning 	<ul style="list-style-type: none"> 2-3 tardies - Lunch Detentions 	<ul style="list-style-type: none"> Admin + student + guardian conference Lunch detention Possible SART/SARB 6 or more tardies in Advisory may result in "F" (failing grade)
Theft/Possession of Stolen Property			
	<ul style="list-style-type: none"> Lunch detention Restitution to individual(s) and community Restorative guardian + student conference 	<ul style="list-style-type: none"> 1-2 days suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative conference Counselor referral 	<ul style="list-style-type: none"> 3+ days in-school suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative conference Counselor follow-up
Threats			
<p>Student to student:</p> <p>Witness intimidation using harassment and/or threat</p> <p>Threat of death or grave bodily injury</p>	<ul style="list-style-type: none"> 1 day suspension in or out-of-school Guardian + student conference Conflict resolution or restorative circle* Counselor referral with Threat Assessment Police report possible No Harm contract 	<ul style="list-style-type: none"> 2-3 days suspension Guardian + student conference Conflict resolution or restorative circle* Counselor/Threat Assessment follow-up Police report possible 	<ul style="list-style-type: none"> 3-5 days suspension Expulsion recommendation possible Guardian + student conference Conflict resolution or restorative circle* Counselor follow-up Police report possible
<p>Student to staff:</p> <p>Threat of death or grave bodily injury against school official, or against school property</p>	<ul style="list-style-type: none"> 1-2 days suspension Guardian + student conference Possible police report Restorative conference* Counselor referral/Threat Assessment Consider class change No Harm contract 	<ul style="list-style-type: none"> 2-3 days suspension Guardian + student conference Possible police report Restorative conference* Counselor follow-up/Threat Assessment follow-up Consider class change 	<ul style="list-style-type: none"> 3-5 days suspension Expulsion recommendation possible Guardian + student conference Possible police report Restorative conference* Counselor follow-up Consider class change
Vandalism, Graffiti, Destruction of Property			
<p>Destruction or harm to school or personal property requiring clean up or resulting in financial loss</p>	<ul style="list-style-type: none"> 1 day in-school suspension Restorative work and/or monetary restitution Guardian + student 	<ul style="list-style-type: none"> 2 days in-school suspension Restorative work and/or monetary restitution Guardian + student conference 	<ul style="list-style-type: none"> 3 days in-school suspension Restorative work and/or monetary restitution Guardian + student

	<ul style="list-style-type: none"> conference Police report possible 	<ul style="list-style-type: none"> Police report possible 	<ul style="list-style-type: none"> conference Police report possible
Verbal Abuse of a Staff Member			
	<ul style="list-style-type: none"> Possible 1 day class suspension Restorative conference Restorative action 	<ul style="list-style-type: none"> Possible 2-3 days class or in-school suspension Restorative conference including guardian Restorative action Behavior Plan Counselor referral 	<ul style="list-style-type: none"> Possible 3-5 days class or out of school suspension Restorative conference including guardian Restorative action Counselor follow-up
Weapons, Explosives, Dangerous Objects, Imitation Firearms			
Possession of a knife or blade, real or imitation	<ul style="list-style-type: none"> 1-2 days suspension Guardian + student conference Counseling referral Behavior plan 	<ul style="list-style-type: none"> 3-5 days suspension Guardian + student conference Counseling follow-up Possibility of expulsion recommended 	<ul style="list-style-type: none"> Suspension pending expulsion Expulsion recommended Guardian + student conference Counseling follow-up
Possession or use of a weapons, explosives, dangerous objects or imitation firearms Brandishing a knife			<ul style="list-style-type: none"> Suspension pending expulsion (Ed. Code required) Expulsion recommended Police called Guardian and student conference

*Note that school staff reserve the right to shift the nature of suspensions from in-school to out-of-school and vice versa when appropriate or necessary.

**SST process at any time as requested by administration, staff, and/or family.

***Conflict resolution** – A meeting between 2-3 individuals that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program may be made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

***Restorative circle** – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.