Bonita Unified School District

LONE HILL MIDDLE SCHOOL Student Handbook 2024 - 2025



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Table of Contents

		Lone Hill Middle School Standards 13
Bell Schedule	3	
		Student Safety
<u>ACADEMICS</u>		Arrival/Departure Tlmes
Academic Achievement	4	Campus Supervision
Renaissance/Academic Awards	4	Closed Campus
Intervention Programs	4	Hands Off Policy 14
Promotion Ceremony Criteria	4	Emergency Drills
Library	4	Insurance
Homework	5	Reporting of Accidents
Make Up Policy	5	Controlled Substance Policy 15
Physical Education	5	•
		Student Services
<u>Activities</u>		Student Counselors
Activities Program	6	Scheduling Changes
Activities Eligibility	6	Daily Announcements
ASB Cards	6	Deliveries to Students
Student Government	6	Lunch Program 16
End of School Year Activities	7	Health Services
		Medication At School 16
<u>Athletics</u>		Emergency Health Cards 16
Athletic Eligibility	7	Theft, Prevent It!
Conduct		Lost and Found
Athletic Attendance	7	Technology Use
Athletic Uniforms	7	3,
		Parent Communication
<u>Attendance</u>		Lone Hill & BUSD Website 17
Absences	8	AERIES Grade Access
SART/SARB		Homework Online
Health Circumstances		Progress/Grade Reports
Arrival Time	8	BTSN/Open House/Title I
Tardiness	8	Marquee
Truancy	8	PTA
Leaving Campus During School Hours	9	
Independent Study	9	<u>Transportation</u>
		Bicycles, Skateboards, Scooters 18
Campus Guidelines		Buses
Cell Phones		Dropping Off/Picking Up Students 19
Hall Passes	10	
Prohibited Items	10	Important Information
Responsibility	10	Uniform Complaint Procedure 19
Selling on Campus	10	Gender Equity
Visiting Other Schools	10	CHYA
		BUSD Progressive Discipline Policy 21
<u>Discipline</u>		Other Discipline Violations 24
Behavioral Expectations	11	Grounds for Involuntary Transfer 25
Lone Hill Discipline Plan	11	Grounds for Expulsion
Progressive Discipline Guidelines	11	Student Statement of Understanding 26
Student consequences	11	
After-School Detentions	12	STATEMENT OF NONDISCRIMINATION
Suspension/Expulsion	12	The Bonita Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and

Dress Code

environment that allows all students equal access and opportunities in the district's academic, extracurricular, and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics. Reasonable accommodation for handicapped pupils will be provided in accordance with the Rehabilitation Act of 1973 and E 504, Title VI, Civil Rights Act of 1964 and Title IX Education Amendment Act of 1972.

$\textbf{Lions will R.O.A.R (\underline{R} espect, \underline{O} wnership, \underline{A} ccountable, \underline{R} esponsible)}$



- Attend school on-time regularly
- Be ready to learn and work when the tardy bell rings
- Complete assigned assignments and read, everyday
- Respect self, classmates and school staff
- Take pride in OUR school and help keep it safe and clean

Office Staff

Principal Office	Assistant Principal Office	Counseling Office Academic Counselors	Front Office
Principal's Secretary: Ext: 7011 Principal Mr. Gribbon	Assistant Principal's Secretary: Ms. Pacheco Ext: 7031 Assistant Principal Ms. Mar Dean Mrs. Taggart	Mrs.Oldenburg (A - K) Ext.7052 Mrs.Yassine (L - Z) Ext. 7053 Mental Health Support Services Mrs. McLuckey Ext.7054 Mrs. Sutton Ext. 7041	Mrs. Mantilla Ext. 7040 <u>Health Clerk</u> Mrs.Tucker Ext. 7020

Bell Schedule

<u>5611 5611564115</u>			
<u>Regular Schedule</u>	Compact Day (Every Wednesday except during testing)		
Teachers' w/ 1 st Lunch Period 1 9:00 – 9:55 Period 2 10:00 – 10:54 Period 3 10:59 – 11:53 1 st Lunch 11: 53 – 12:33 Period 4 12:38 – 1:32 Period 5 1:37 – 2:31 Period 6 2:36 – 3:30	Period 1 9:00 – 9:40 Period 2 9:44 – 10:23 Period 3 10:28 – 11:06 Period 4 11:11 – 11:49 Lunch 11:54 – 12:24 Period 5 12:29 – 1:07 Period 6 1:12 – 1:50		
Teachers w/ 2 nd Lunch Period 1 9:00 – 9:55 Period 2 10:00 –10:54 Period 3 10:59 –11:53 Period 4 11:58–12:52 2 nd Lunch 12:52 – 1:32 Period 5 1:37 – 2:31	Minimum Day Period 1 9:00 – 9:30 Period 1 9:00 – 9:30 Period 2 9:35 – 10:05 Period 2 9:35 – 10:05 Period 3 10:10 – 10:40 Period 3 10:10 – 10:40 1st Lunch 10:45 – 11:15 Period 4 10:45 – 11:15 Period 4 11:20 – 11:50 2nd Lunch 11:20 – 11:50 Period 5 11:55 – 12:25 Period 5 11:55 – 12:25		



Academic Achievement

Students with outstanding academic achievements are recognized throughout the year for students who achieve 3.5 or higher.

Renaissance

Renaissance recognizes and rewards the academic accomplishments of our students. The goal of Renaissance is to encourage students to achieve their personal best through a variety of incentives.

- Students who have maintained a unweighted GPA of 3.5 or higher for 1st semester and 2ND semester quarter will be eligible for the Academic Awards.
- Any combination of 2 or more "N's" or 1 "U" in any category may exclude a student from academic achievement activities.

Intervention Programs

Lone Hill Middle School provides students with intervention opportunities within the school day. Placement is based on assessment data including: performance on state tests, BUSD benchmarks, and /or assessment tests in Math, English and Reading.

**Homework Club is available to all students on Monday, Tuesday and Thursday from 3:30 - 4:15

Promotion Ceremony Criteria

The 8th Grade Promotion Ceremony recognizes students who have successfully completed middle school. 8th graders have a structured schedule of activities to celebrate the completion of their middle school years. All 8th grade students and parents/guardians will sign the 8th grade contract. The 8th grade contract outlines expectations that students should adhere to in order to participate in activities.

<u>Library</u>

The library is open from 8:30 to 3:30. Please enjoy your food and drinks outside the library to help us maintain a clean space for everyone to use.

Textbooks, Library Books, and Chromebooks

- Assignment and Responsibility:
 - Textbooks and library books are assigned to each student for home use. Students
 are encouraged to take good care of these materials and return them promptly.
- Reporting and Payment:
 - If a book is misplaced, students should promptly inform the library staff. Timely reporting helps us maintain our resources. Students are expected to pay for any lost or damaged books to ensure that we can continue to provide these valuable

materials.

• Clearance and Participation:

• Students who have not cleared their assessed fines through the ASB Office may be prohibited from attending school activities, receiving their yearbook, etc.

Electronic Devices:

 BUSD electronic devices (Chromebooks) are given to all students. Caring for the Chromebooks is the responsibility of the student. In the event of loss, damage, or theft, students should inform library staff as soon as possible. Fines for damage and or lost Chromebooks may be assessed.

Homework

Homework provides students regular opportunities to reinforce skills and develop positive work habits and self discipline. The district has developed a policy regarding homework that is implemented at the school sites. Each teacher's implementation of the homework policy will be given to students at the beginning of the year and discussed at Back to School Night.

Make-up Policy

Students are responsible for all missed assignments due to being absent. Students are encouraged to keep accurate records of work in their student agenda and/or AERIES/Canvas. When you return to class after an absence, check with your teacher for missed assignments. Work may be requested for absences of 3 days or greater. Please allow 24 hours for the work to be collected. Make-up work <u>will not</u> be provided for students who are truant from school. Generally, a student has the number of days absent to return work for credit. Many teachers post class information and assignments online; check with your teacher for details by email and/or AERIES/Canvas.

Physical Education

The PE program at Lone Hill is designed for total fitness of the student. Daily dressing in school PE uniform and participation is required of all students. Students will dress daily unless notified by the instructor.

Students are expected to wear proper physical education uniforms to class every day. The uniform may be purchased from the Lone Hill Student Store. The physical education uniform includes a royal blue LHMS Physical Education T-shirt, black LHMS shorts and/or an LHMS sweatshirt/sweatpants. In addition, plain black shorts, plain royal blue shirts, plain black sweatshirts, plain black sweatpants are acceptable and may be purchased elsewhere. If you purchase the uniform elsewhere, the clothing must meet the above requirements and follow Lone Hill's dress code. All clothes should be clearly labeled with the student's last name, first name/initial. Clothes should be taken home on Fridays, laundered and returned for use on Monday.

• Excused from P.E. Activity

If you need to be excused from P.E. for a day, it will be necessary for you to bring a note from your parents. Students must obtain written verification from a doctor for an extended excuse of more than 3 days. That note must be delivered to the health clerk before going to your PE class. The health office will advise if further



Activities Program

Lone Hill wants every student to become involved in programs activities. As you continue to grow academically here at Lone Hill, the Activities Program will provide you with activities to grow socially. The Activities Program supports clubs, dances and student-lead lunch activities.

Activity Eligibility

Students must attend school the day of an event (4 periods) to be eligible to attend. In order to attend dances and activities, students must obtain and turn in a signed permission slip by their parents or guardian. The permission slip is the ticket into the activity and should be turned into the ASB Office by the due date. Students will not be allowed to enter the dance/activity without a signed permission slip.

Reminders

- Lone Hill activities are for Lone Hill students only
- Activities and ticket sales dates will be announced during the daily announcements and weekly parent announcements through parent square.
- District Policy requires that all students ride the bus to and from all school-sponsored events
- Students should follow the dress code policy outlined in the student handbook.
- Students who have not served discipline consequences cannot attend.
- These activities are considered a privilege and can be revoked by Lone Hill Administration. Students should follow all school rules and policies outlined in the student handbook
- Exclusion lists are by activity. Students who are on this list must be cleared prior to the purchase of an activity ticket.
- After May 1st, the ASB Office will only accept CASH (no checks). The "cash only" policy includes ALL school fees.

ASB Cards

Every student is encouraged to support and participate in Lone Hill sponsored activities. Your purchase of an ASB card ensures your eligibility to receive discounts on student admissions and other activities. ASB cards and yearbooks may be purchased during the August registration/Check-in process as well as during the school year.

Photo Identification Cards

A student photo identification card is provided to each student during student photos at the start of the year. Please carry them at all times. There will be a replacement card fee for lost ASB cards.

Student Planners/Agendas

All students will receive a student planner. If a student wishes to have a replacement, they can be purchased at the ASB Store for \$5.00.

Student Government

The Lone Hill Student Council is made up of officers elected by the general student body, club representatives and representatives elected in designated classrooms. The Student Council serves as a communication link between students and staff. The Student Council promotes

leadership and decision-making among its members. It is the duty of all Council members to bring to the Council's attention all suggestions, recommendations, and ideas from the students they represent regarding student activities, school policies, and other concerns. Additionally, Council members must report the actions of the Council back to the groups they represent, ensuring effective communication. All participants in Student Government must maintain a minimum "C" grade average and demonstrate satisfactory citizenship in all classes to remain eligible for participation. By fulfilling these responsibilities, Student Council members help create a vibrant and responsive school community.

End of School Year

Activities are planned for all 6th, 7th and 8th Grade students as both an incentive and a reward for a job well done throughout the year. Academics and behavior are key factors for eligibility in activities. All textbooks and school fines must be met in order to participate in school activities.



Lone Hill Sports

Available sports include: Football, Volleyball, Basketball, and Track.

Athletic Eligibility

The student members of our athletic teams represent Lone Hill Middle School. As school representatives, all athletes are expected to display good sportsmanship and exemplary behavior on and off the competitive field. To be eligible for a team, students must have a Parent Permission slip and a current <u>GPA of 2.0 or higher</u>. Medical P.E. exemption notes also mean that a student cannot participate in Lone Hill sports. <u>Satisfactory citizenship is also required of student athletes</u>. If a student's grades or citizenship fall below minimum standards, he/she will be ineligible to participate in athletics until the next grade check is assigned during the season.

Conduct

Each student is expected to behave in accordance with the Lone Hill School R.O.A.R Expectations. Any assigned detention must be served before participating in practice or games.

Attendance

In order to participate on the day of a game, the student must attend a minimum of four periods on that day.

Athletic Uniforms

All students are financially responsible for the care of their uniforms and agree to replace them in the event they are lost, stolen, or damaged.



Attendance

Daily attendance at school is the best way to achieve academic success. We encourage students to come to school ready and prepared to learn.

Excused Absences

At Lone Hill, attendance will be closely monitored. We expect parents/guardians to call Lone Hill on the day of an absence at (909) 971–8270 ext 7040 from 7:30 a.m. to 4:00 p.m. After 4pm, you may leave a voicemail regarding an absence. When leaving a voicemail, please leave the following info:

- Name (first and last) and the exact date(s) of absence
- Reason for the absence
- You may leave info regarding more than one absence.

SART/SARB

Showing up for school has a huge impact on a student's academic success. Families play a key role in making school attendance a priority and understanding why attendance is important for success in school.

Students with excessive absences will follow a progressive discipline model:

- 1) Meet with an Administrator regarding attendance issues
- 2) Placed on a S.A.R.T. (School Attendance Review Team) Contract/Possible SRO referral/home visit
- 3) Be referred to S.A.R.B. (School Attendance Review Board)

Health Circumstances

Students who require crutches, a wheelchair, or assistance getting from class to class etc. will need a doctor's note for confirmation to return to school. Please confirm with your child that the note was given to the health clerk on the day of his/her return to school. It is the responsibility of the parent/guardian to contact the school regarding absences.

Arrival Time

Campus supervision begins at 8:30 a.m. Students should not arrive before that time unless they are taking part in a supervised activity or zero period class.

<u>Tardiness</u>

Students are expected to be in their seats when the bell rings for each period. Every 5 tardies to any period will result in an after-school detention. Once a student reaches 15 tardies in a single semester, Saturday Schools will be assigned. Students more than 30 minutes tardy are considered absent and require a parent or doctor's note.

Truancy

Students who are absent from school for more than 30 minutes of any school day without their parent or guardian's knowledge and without a valid excuse are truant. Students who are truant more than three days will be reported to school authorities as habitually truant. If the truancy

continues, the student may be referred to SART, SARB or our SRO. All students with period or full-day truancies may be assigned consequences using our progressive discipline policy.

Leaving Campus During School Hours

Should you require your child to leave early for an appointment, please check them out through the front office. Checking your student out at lunch can be difficult due to activities going on at lunch time. Only those listed in the emergency contact list on AERIES will be permitted to check out students. When possible, try to schedule appointments so they do not conflict with school hours to minimize missed instruction and class disruption. Please refer to the school schedule on page 3. Emergency contacts who check in/out a student will be required to sign in/out the student and provide proof of identification.

<u>Independent Study</u>

The Independent Study Program is a state provision that follows strict guidelines. Independent study can be used for a maximum of 14 days during the school year. This is an excellent alternative to prevent your student from missing assignments and adding on to their absences. This privilege is for three or more consecutive missed school days due to doctor's orders, personal business, or vacation. Parents/Guardians must notify the school prior to the absences. An agreement form will be sent home for signatures from the student and parent/guardian. Please return the form to the school office. Independent Study homework must be completed in order to receive credit for days missed.



Campus Guidelines

Cell Phones

Electronic communication devices, such as cell phones, shall be permitted on campus with the following guidelines and restrictions:

- Middle school students who possess electronic communication devices may not turn on or use the electronic communication device during school hours, unless under direct supervision of a staff member.
- If a student needs to call a parent, they must use the office phone.
- They must be turned off after 8:55AM and students may turn them back on at 3:30PM or the end of the official instructional day.
- Cell phones that ring during the school day may be confiscated.
- Cell phone use is prohibited during passing periods, breaks, and lunches.
 - Repeated incidents will result in discipline -- see the Discipline section for details.
- Earbud/headphone use is restricted to inside the classroom only with teacher permission. Earbuds may be confiscated if seen being used outside of the classroom.
- All electronic devices that ring, are visible or used during the school day will be confiscated.
- Progressive discipline policy for ALL electronic devices:
 - o 1st offense warning, student can pick up at then end of the school day
 - o 2nd offense warning, parent phone call
 - o 3rd offense parent pick-up and after school detentions will be assigned
 - o 4th offense parent pick-up and possible after school detention/Saturday School

*Cell phones are permitted in class on a per teacher basis for educational purposes at teacher discretion.

**Any personal electronic device brought by students is the responsibility of the student. Lone Hill and Bonita Unified will not be held liable for any lost, damaged, or stolen devices. Parents are encouraged to purchase insurance on student devices.

***The district would like to ensure that parents and students are aware that making an audio and/or video recording while on school grounds or during a school-sponsored activity without permission from school or district staff is a violation of school rules. In addition, a recording made without permission in a classroom is a violation of California Education Code 51512, and a recording made of a confidential conversation or in a private setting without consent is a violation of California Penal Code 632.

Hall Passes

Students are not to be out of class without a teacher's authorized pass or an office summons. Students without a pass will be returned to class. When issued a pass, keep in mind that students are to use it for its intended purpose, reporting directly to their destination. Students outside of class without a pass may be marked truant for the class period.

Prohibited Items

Students should only bring to school materials needed for learning. Valuables are not to be brought to school. The following items are prohibited at school: Gum, sunflower seeds, toys, balloons, stuffed animals, collectables, excessive amounts of money, marking pens (Sharpies), spray containers/water guns, cameras, rollerblades/heelys, wallet chains, poppers, blankets, laser pointers, portable speakers, and portable gaming devices, etc.

*Confiscated items will NOT be returned to the student. <u>The item must be picked up by a parent. Some items may not be returned.</u> The school does not assume liability for misplaced, broken or stolen items.

<u>Responsibility</u>

Students are responsible for all items in their possession. Never leave your backpack, books, Chromebooks, or personal belongings unattended. The school cannot be held responsible for loss or damage to personal items. Large sums of money and articles of real or sentimental value SHOULD NOT be brought to school. When items of value must be brought to school, take them to the office for safekeeping until they are needed.

Selling on Campus

Students are not to sell anything on campus unless approved by the ASB Director. This includes school fundraisers. A student found selling will be reported to the Administration Office. Consequences will be given to students who are in violation of this policy.

<u>Visitina Other Schools</u>

All students must stay off all other school campuses. Students are not allowed to visit other students or teachers on any other campus at any time without permission. Regardless of the reason, consequences may result.



Behavioral Expectations

At Lone Hill we expect our students to treat each other with kindness and to demonstrate responsible behavior and good decision making.

We believe that Lone Hill Students should R.O.A.R:

- Show RESPECT to themselves and others
- Take OWNERSHIP of their actions on and off campus
- Be ACCOUNTABLE for their growth mindset
- Be RESPONSIBLE for all school and personal property

Students should come to school prepared to learn with materials (supplies, homework, P.E. clothes) needed for each class.

Lone Hill Discipline Plan

Lone Hill has designed a student-centered school-wide discipline plan that is built upon Restorative Practices and Progressive Discipline.

WE BELIEVE:

- Students are unique individuals
- Taking a proactive approach to progressive discipline by using active listening, counseling and restorative practices involving all staff members
- Providing a safe and orderly environment where students are free to learn
- In a consistent school-wide discipline plan that is built on a positive rewards system
- The Lone Hill Discipline Plan aligns with the California Education Code and Bonita USD Policies

By designing a student-centered progressive discipline plan, students will be able to:

- Come to school in a safe, clean environment ready to learn
- Make positive choices and learn from their mistakes to prepare them for high school
- Attempt new challenges
- Demonstrate positive self-image and higher self-esteem.

Student consequences at LHMS

Staff Discretion may also include but not limited to:

- PARENT CONTACT Parent phone call home, teacher consequence, etc.
- SCHOOL SERVICE Students assigned to school service will spend a portion or all of their lunch period participating in campus beautification.
- AFTER SCHOOL DETENTION Held after school Monday, Tuesday, Thursday, Friday from 3:35 to 4:20 p.m. or Wednesday 1:55 to 2:40 in a designated area. Prior parent notification is given for an after school detention. Failure to report to an after school

detention after a parent has been contacted will result in an additional consequence. The student will still be responsible for serving the originally assigned detention.

 SATURDAY SCHOOL - Saturday school is 8:00 a.m. to 12:00 p.m. on designated Saturdays. Students are required to bring their Chromebook, book and any assignments to be completed during this time. Students who do not attend Saturday school may result in additional consequences.

After-School Detentions

After-School detentions are held after school from 3:30 - 4:15 on Regular Days and 1:55 - 2:40 on Compact Days. If you are assigned an after-school detention, you will be issued a form. The issuer of the Detention will make parent/guardian contact to communicate behavior and detention date. Parents/guardians will always be given at least a one day notice before the detention must be served. Failure to report without rescheduling with the front office to after-school detention will result in the issuance of two detentions. Habitual failure to report to after school detentions for any reason will result in a referral to administration for further disciplinary action.

Suspension and Expulsion

Some situations may warrant an automatic referral to administration for suspension and possible expulsion. The California Education Code and the Bonita Unified School District's Code of Discipline (see appendix A) will be the basis for determining the appropriate consequence. Students who are suspended are not allowed on campus during their suspension.

EDUCATION CODE 48910 SUSPENSION BY A TEACHER FROM CLASS

A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school or the designee of the principal and send the student to the principal or the designee of the principal for appropriate action. The teacher must notify the parent to discuss the suspension (Ed Code 48910, subd. (a)).

B.U.S.D. Code of Discipline Guidelines on pages 21 - 26



In order to maintain a school climate for learning, increase self-esteem of students and ensure campus safety and security, Lone Hill has a dress code. PE uniforms are to be worn in PE class only. Students must wear street clothes to all classes except PE. We strictly follow the BUSD dress code policy.

Bonita Unified School District - Dress Code

The Board of Education subscribes to the philosophy that students will be provided with a quality education in a safe, secure environment. The Board believes that school dress significantly influences student behavior. Further, students' appearance should be neat, acceptable, and in keeping with the activities at the particular school while at school or at any school activity. The Board of Education is committed to providing school campuses that are

free from the threats or harmful influence of any group or gang that advocates drug use, disruptive behavior, and/or illegal activities.

The principal of each school in the district, or designated representative, is hereby authorized and directed to send home or require a change of clothing for any student who has failed to prepare properly for school as set forth in this policy. Students who persist in violating the following general standards will be placed in progressive discipline.

Student safety must always be at the foremost concern and the predominant criterion for the acceptability of student dress.

Standards for all Students

- 1. All students are to give proper attention to personal cleanliness, modesty, and safety in dress and grooming.
- 2. Clothing, hair, and accessories are to be neat, clean, safe, appropriately fitting, non-revealing, and non-distractive.
- 3. No student is permitted to attend school if their appearance is disruptive to the operation and administration of the educational process.
- 4. Certain types of clothing and attire that have the potential to cause a disruption of school activities will be prohibited.
- A. Clothing, jewelry, and/or accessories that may provoke others to acts of violence, may be disruptive to the educational environment, or may be used as weapons, including but not limited to gloves, hair nets, wristbands, belts, belt buckles, sharp ended piercing/jewelry, chains, and any gang-identified or unsafe items are prohibited.
- B. Clothing and jewelry shall be free of writing, pictures, and any other insignia or indications that are profane, obscene, sexually suggestive, or that advocate racial, ethnic, sexual or religious prejudice, tagging, gambling, violence, the use of drugs or alcohol or any other illegal activity. No tights may be worn as pants.
- C. Hats are allowed on campus, as long as they are worn properly and are not deemed a distraction to the learning environment. Students will remove hats upon request in offices, classrooms, and/or PE. For safety and identification of students. Hoods are not allowed except outside on days of cold weather and/or rain. Hoods may not be worn inside classrooms or the main building.
- D. Footwear must be worn at all times. Students must wear footwear that is safe and appropriate for the learning environment. Middle school and elementary school students must wear shoes that have a back or strap on the heel and have a platform of no more than 1 1/2 inches. Open toed sandals, slippers, and steel toed footwear are prohibited.
- E. Gang associated attire, which may include but is not limited to: belts, footwear, jackets, dark glasses not medically prescribed and worn in-doors, bandanas, hats, and/or headgear is prohibited.
- F. Shorts to the knee or longer worn with socks to the knee and/or bib overalls (unless both straps are buckled over the shoulders at all times) are prohibited.
- G. Clothing shall be worn as designed and shall not be excessively revealing and must be sufficient to conceal undergarments at all times. Examples of clothing that may be

inappropriate include, but are not limited to: short shorts/skirts, low-rise pants with high-rise underwear, see through or fishnet fabrics, halter tops, razor back tank tops, muscle shirts, tank tops [with straps of less than one inch], tube tops, spaghetti strapped clothing, off-the-shoulder or low cut tops, and bare midriffs.

H. Pajamas may NOT be worn to school outside of school spirit days sponsored by ASB.



Arrival/Departure Times

Lone Hill Middle School is open to students between the hours of 8:30 a.m. - 3:45 p.m., unless enrolled in a supervised activity. Students are NOT permitted in the main building before the bell rings at 8:55 a.m. unless prearranged with a staff member. Students must check in at the front office to enter the main building prior to 8:55a.m. There is no general supervision on campus outside of these hours. Students should be picked up or start going home from school by 3:45 or 15 minutes after an early dismissal bell.

Campus Supervision

Campus supervisors are hired by BUSD to help provide a safe and secure environment for our campus. Campus supervisors provide supervision before school, during passing period, at lunch and after school. During these times, students are to stay in supervised areas/boundaries.

Closed Campus

Lone Hill is a closed campus. Once a student arrives at school, they may not leave without proper authorization from the office until the end of the school day. All visitors, students, or adults are required to check in with the front office before going onto campus. Visitors must also show formal identification and will be screened through our RAPTOR system. Former students are considered visitors. Visitors on campus without office authorization will be asked to leave.

Hands off Policy - Respect Yourself, Respect Others, Respect Property

Our number one priority is the safety of all students. We want to create a learning environment where all students can thrive. Students are expected to keep their hands off one another and people's (and school's) property. Failure to do so will result in disciplinary action.

<u>Public Displays of Affection</u>, which may include kissing, handholding, or inappropriate hugging, are unacceptable and not allowed and will be subject to disciplinary action.

Emergency Drills

Emergency drills are required by law and are an important safety precaution. Student safety is our number one priority and it is essential that all BUSD students and staff know and follow protocols in case of an emergency. In the event of an emergency, teachers will instruct students on what to do. Students are expected to follow the classroom teacher's instructions, exit silently and line up in the area indicated by the teacher. If an emergency drill occurs when students are not in class, they should report to their Period 4 teacher's location.

<u>Insurance</u>

Student insurance is available at a nominal cost and is optional. The school acts as the facilitator by supplying the insurance information and forms, but assumes no liability, either for the injury or the subsequent negotiations with the company.

Reporting of Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to office personnel.

Controlled Substance Policy

Lone Hill Middle School is dedicated to the safety of all students. It is illegal for students to possess, use, or sell alcohol, nicotine and other illegal/legal drugs on school grounds. Students found to be in possession of illegal substances are subject to consequences in line with the California Education Code and the California Civil Code.

As a safety precaution, please be advised that school and district administration regularly use specially-trained dogs to sniff student personal property, such as backpacks, jackets, etc. for the presence of controlled substances and alcohol.



Student Counselors

Counselors are available to assist students and parents during their time at Lone Hill. Contact your student's counselor to schedule an appointment regarding academic progress and/or conference. They are also able to assist with student's social needs and conflict resolution.

Scheduling Changes

- Schedules may be changed for the following reasons only:
 - 1. To assist in the balancing of classes.
 - 2. To assign students to a different level of subject being taken because of student need (i.e. general math to advanced math).
- Schedule changes will NOT be permitted for:
 - 1. Changes to a different teacher in the same subject.
 - 2. Changes from a subject one period to the same subject a different period.

Daily Announcements

Daily announcements are read over the PA system at the beginning of each day. They are also posted in classrooms and hallways, and emailed home weekly to student contacts. Important information is provided regarding activities, including dates and deadlines for all activities.

Deliveries to Students

No flowers, balloons, gifts, food or non-school related deliveries of any sort will be accepted at school for delivery to students. In order to minimize classroom disruptions, we limit messages sent to students throughout the school day except for emergencies. Necessary Items for school

use that are dropped off may be picked up by students during passing periods or lunchtime only. If anything is forgotten, the use of office telephones will be allowed during passing periods or lunch time. Students will need to pre-arrange to come to the office on their own time to pick up any items left by parents.

- To ensure the safety of all students, <u>FOOD DELIVERIES</u> such as UBER EATS, GRUBHUB, pizzas ETC. will <u>NOT</u> be accepted by LHMS school personnel.
- Parent or service delivery of group food items to share such as, whole pizzas, cupcakes, or other fast food items will not be accepted.

Lunch Program

The cafeteria serves a complete and balanced FREE lunch. Each item on the menu meets or exceeds state and federal nutritional requirements. A balanced lunch includes: entree, salad or vegetables, fruit, and milk. A la carte items are also available.

Tables are provided for the students to eat their breakfast and lunch. Each student is expected to clean his/her own area. The following areas are off limits at lunch/breakfast: the south athletic fields, east of the portables; the sidewalk areas on the north side of campus; and inside the main building.

Health Services

The Health Office is located in the main office. If you become ill or injured while at school, obtain a pass from your teacher and report to the health office. <u>To maintain student safety, students who are ill should not use their cell phone to contact parents. All students must report to the Health Office where parent contact will be made by the LHMS staff.</u>

Medication At School

- The school nurse and health clerk <u>Do not dispense any medication without</u> written authorization from the parent and the doctor.
 - Students taking any medication must have a completed medication authorization form completed by the doctor and signed by a parent.
 Medication must be in a properly labeled container and delivered to the nurse or health clerk by his/her parents. Students must obtain a pass from the teacher to leave class to take medication.

Emergency Health Cards

Every student must have an emergency health card on file in the Health Office. PARENTS ARE REQUIRED BY LAW TO KEEP THIS INFORMATION CURRENT. Please be sure to update your emergency card information through the Infosnap website as changes occur.

Theft, Prevent it!

- Identify personal items such as books, notebooks, gym shoes, gym clothes, sweaters, and jackets by marking your name on each article.
- Lock your bike to the rack. Do not loiter in the bike area.
- Do not share your PE locker combination with anyone. Do not bring extra money or valuables to school. Remove important items from the backpack and place items inside

- the secured locker. Students are responsible for the condition and use of the assigned locker
- If a theft does occur, report it to the Front Office immediately. Make sure that you complete a theft report. The theft and a report do not relieve the student of payment for any lost item such as school materials (books, PE locks, Chromebooks, etc.).

Lost and Found

We encourage all LHMS students to make every reasonable effort to see that those who lose property get it back as promptly as possible. Students who find lost articles are asked to take them to the Office; textbooks/books/Chromebooks/chargers should be returned to the Media Center. Lunch boxes and personal items are located in the MPR.

Technology Use

Lone Hill Middle School offers a wide variety of technology resources for students to use. Students are expected to use these resources in a responsible and safe manner. Specific internet use forms must be completed and on file in order for students to have access to the internet. Students/Parents sign a technology use agreement during registration each year. Consequences for misuse are detailed in the agreement.



Parent Communication

An open line of communication between the school and parents is very important. <u>Parents are encouraged to always make contact with the teacher as a first step in communication about the student's academic progress.</u> There are several general ways that we try to keep the lines of communication open to you. The following are regular communication procedures.

Lone Hill and BUSD Website

The Lone Hill website is <u>www.lonehillms.com</u>. There, you will find a monthly calendar with weekly updates, students activities and other important events.

- Parents may also sign up to receive the Lone Hill weekly announcements via Parent Square.
- The BUSD website is http://do.bonita.k12.ca.us.

AERIES Grade Access

Parents have access to grades via a web based grade book, Aeries.net. Students and parents will be issued Aeries.net login information at the beginning of the school year. There is a link to Aeries.net through the Lone Hill MS website.

Homework Online

Many Lone Hill teachers post homework information online on their Canvas and/or Google Classroom Page. Contact your student's teachers to find out if they use this resource and what information you can expect to be posted there.

Progress/Grade Reports

Parents and students should always check AERIES/CANVAS for students on-going current academic progress throughout the year. Students will receive quarter grades and semester grades for all courses in which they are enrolled. Students may also receive citizenship marks during this grading period. After the close of each grading period, report cards will be mailed

home. If you have any concerns regarding your child's progress, you are encouraged to contact your child's teacher.

Back-to-School Night/Open House/Title I

These meetings/events are set aside for parents/guardians to celebrate accomplishments with their students. Title I meetings are a great way to get information regarding on-going funding and academic and social improvements for our students. Please check the calendar of school activities, and mark your personal calendar to attend.

Marquee

Periodic updates on our electronic marquee highlight upcoming events.

<u>PTA</u>

The PTA is very helpful in assisting the staff and students in many ways. The PTA Board is an active group and needs parental support throughout the year. If you would be willing to assist in any way, please call the school for more information.

To join PTA scan the QR Code



Transportation

Bicycles, Skateboards, and Scooters:

 While you are riding your bike, skateboard, or scooter to and from school you must obey all traffic rules, signs, and signals. Cross streets only at crosswalks and intersections.

*Helmets must be worn while riding your bike, skateboard, or scooter. IT'S THE LAW.

- 2. When you arrive at school, dismount your bike, skateboard, or scooter in front of the school and walk it to the bike racks.
- 3. <u>LOCK IT UP!</u> Although we take safety precautions, the school is not responsible for stolen bikes, bike parts, or damaged bikes. Bike, skateboard, and scooter riders must have their own individual bike lock.
- 4. When you are leaving school, walk your bike, skateboard, or scooter to the street before riding. Never ride your bike, skateboard, or scooter on school grounds. Roller blades are not permitted on campus.
- 5. Failure to follow the above guidelines may result in consequences and possible loss of privileges.

<u>Buses - Riding the bus is a privilege.</u> Students are expected to adhere to all school rules when riding the bus. Students who violate the rules may be issued a citation from the bus driver. Serious violations on the bus may result in further disciplinary measures.

At the Bus Stop

- 1. Arrive at least five (5) minutes before the scheduled departure time.
- 2. Wait in a safe place and respect private property.
- 3. Observe the same rules that apply at school.
- 4. When the bus approaches, line you orderly and have your bus pass ready for the driver.

- 5. Wait until the bus has come to a complete stop and the driver has opened the door before attempting to board the bus.
- 6. Go directly home after leaving the bus stop.
- 7. Follow the driver's instructions when crossing the street.

*If you lose your bus pass, you must pay for a new one at the district office (transportation department).

On the Bus

- 1. Be courteous and follow all directions.
- 2. Give proper identification to the driver when requested.
- 3. Sit where the driver directs. Remain seated at all times.
- 4. Face forward with both feet on the floor.
- 5. Do not shout, make loud noises, or cause other disturbances.
- 6. Keep the aisle clear of feet and objects.
- 7. There is no gum, food, drink, glass containers, animals, insects, birds, or reptiles allowed on the bus. Sack lunches may be taken on the bus but must remain closed.

Consequences of Bus Citation - Progressive discipline will be taken for bus citations.

Dropping Off/Picking Up Students

Drop off and pick up areas are on Lone Hill Avenue, Cypress Street, Covina Boulevard. Drop off in the Lone Hill parking lot requires drivers to pull as far forward as possible before dropping off students and following the directions of LHMS personnel. These directions are in place for the safety of our students.

Formal supervision of school grounds begins ~30 minutes before the start of the school day. Therefore, <u>students should not be dropped off to school prior to 8:30 am</u> unless they are here for a zero period class (where students will be supervised within a classroom). All students must be picked up when dismissed from school at 3:30pm, 1:50 pm or 1:00 pm on a compact/minimum day.



Important Information

<u>Uniform Complaint Procedures</u>

Complaints may be filed by any individual, public agency or organization regarding an alleged violation by the district or federal or state law or regulations governing educational programs including adult education, career/vocational education, child development, consolidated programs, migrant education, special education, child nutrition, and civil rights grantees including gender equity or allegations of unlawful discrimination (Policy 1312 SCCR 4622).

Gender Equity

The governing board is committed to equal opportunity for all individuals in education and in employment and does not discriminate on the basis of sex, race, color, national origin, religion, age, handicap, physical or mental disability or any other unlawful consideration.

The California Healthy Youth Act (CHYA) (CA EdCode Sections 51930-51939)

The California Healthy Youth Act (CHYA) (CA EdCode Sections 51930-51939) requires school districts to provide students with comprehensive and accurate sexual health and HIV prevention education at least once in middle school and once in high school. At Lone Hill, the CHYA curriculum is delivered in 7th-grade science classrooms.

Lone Hill will contact all 7th-grade families at least 3 weeks prior to instruction at which time, the curriculum will be available for review in the front office. There will be an evening opportunity for curriculum review provided before instruction as well. The date and times for the evening review will be communicated to parents in the same communication noted above.

Parents have the right to opt out of CHYA instruction. Once instruction begins, if a student opted-out, they cannot return to CHYA instruction. To opt-out, a parent should provide a written notice to the LHMS principal (email or paper copy).

The following procedures are general guidelines. **School administrators have discretion with respect to the** application of these guidelines on a case by case basis. All incidents will include counseling.

Offense	1st	2nd	3rd
Ed. Code 48900 A Caused, attempted to cause, or threatened to cause physical injury to another person (fighting) [serious injury: 48915-A1]	1-5 days suspension Counseling Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation	5 day suspension Possible hearing recommendation
Assault on school personnel (PC 241.2) [48915-A5]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 B Possession of "weapons" [knife: 48915-A2]	5 day suspension Police report Possible hearing recommendation	5 day suspension Police report Hearing recommendation	
Possession of dangerous Object [knife: 48915-A2] [firearm: 48195-C1]	1-5 day suspension Police Report Possible hearing recommendation	3-5 days suspension Police report Possible hearing recommendation	
Brandishing a knife [48915-C2]	5 days suspension Police report Recommend expulsion		
Poppers, stink bombs, lighters, matches	1 day suspension	1-3 days suspension	3-5 days suspension
Possession of firecrackers or other explosives [explosive: 48915-C5]	3-5 days suspension Possible hearing recommendation Police report	5 days suspension Recommend expulsion Police report	
Ed. Code 48900 C Possession, selling, furnishing, or under the influence of alcohol or Drugs [possible 48915-A3], [selling: 48915-C3]	5 days suspension Possible police report Recommend hearing	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 D Sale or distribution of drugs or alcohol or substances purported to be drugs or alcohol (look a likes) [48915-C3]	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E Robbery or extortion [48915-A4]	1-5 days suspension Possible police report Possible hearing recommendation	5 days suspension Possible police report Recommend expulsion	

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Ed. Code 48900 F Damage to school property or private property	Alternative to suspension Restitution	1-5 days suspension Restitution Possible police report Possible hearing recommendation	3-5 days suspension Restitution Possible police report Possible hearing recommendation
Ed Code 48900 G Stealing or attempting to steal	Possible suspension Possible police report	1-3 days suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 H Possession or use of tobacco Possession or use of e cigarette or vaping device	Alternative to suspension	1-5 days suspension Counseling Possible police report	3-5 days suspension Counseling Possible police report
Ed. Code 48900 I Obscene Act	Alternative to suspension	1-3 days suspension	3-5 days suspension
Habitual profanity towards other students	Alternative to suspension	1-3 days suspension	2-5 days suspension
Profanity towards staff	Alternative to suspension	1-3 days suspension	3-5 days suspension
Ed. Code 48900 J Possession of drug paraphernalia containing no drug	Possible suspension	1-5 days suspension Possible police report	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 K Disruption of school activities, Defiance of school authority	Behavior that disrupts school activities or in which a student willfully defies the authority of a school employee can be grounds for suspension the behavior is chronic. Other means of correction should be used and documented prior to a suspension. See the Progressive Discipline section below for additional details.		
Ed. Code 48900 L Received stolen property	Possible suspension Possible police report	1-3 days suspension Possible police report	1-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 M Possession of an imitation firearm	5 days suspension Possible police report Possible hearing recommendation	5 days suspension Police report Possible hearing recommendation	5 days suspension Police report Recommend hearing
Ed. Code 48900 N Committed or attempted to commit a sexual assault; or committed a sexual battery [48915-C4]	5 days suspension Police report Recommend expulsion		

Ed. Code 48900 O Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 Q Engaged in or attempted to engage to engage in hazing.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed Code 48900 R Engaged in an act of bullying, including but not limited to bullying by means of an electronic act directed at a pupil or staff member.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900 S Aids or abets the infliction or attempted infliction of physical injury to another person.	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.2 Sexual harassment	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.3 Hate violence (including racial, ethnic, religious, and sexual slurs) Caused, threatened to cause, or participated in an act of hate violence	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing recommendation
Ed. Code 48900.4 Harassment Intentionally engaged in harassment, threats, or intimidation	Possible suspension Possible police report Possible hearing recommendation	1-5 days suspension Possible police report Possible hearing recommendation	3-5 days suspension Possible police report Possible hearing Recommendation

OTHER DISCIPLINE VIOLATIONS	1st	2nd	3rd	4th
Forgery	DetentionParent phone call	Detention Parent phone call	DetentionParen t phone call	DetentionParen t phone call
Defiance / Disruption/ Inciting	 Warning Teacher Consequence Possible Detention Possible Class suspension Possible office referral 	 Warning Teacher Consequence Possible Detention Possible Class suspension Possible office referral 	 Warning Teacher Consequence Possible Detention Possible Class suspension Possible office referral 	 Warning Teacher Consequence Possible Detention Possible Class suspension Possible office referral
Misuse of Technology	 Warning Teacher consequence Possible detention Possible office referral 	 Teacher consequence Possible detention Possible office referral 	 Teacher consequence Possible detention Possible office referral 	 Teacher consequence Possible detention Possible office referral
Cell Phone Violation/ Electronic Media Device/Bluetooth headphones	WarningConfiscationReturn to student after school	 Confiscation Parent phone call Return to student after school 	ConfiscationDetentionParent phone callParent pick up	 Confiscation Detention Parent phone call Parent pick up
Cheating on Homework	 Teacher consequence Detention Possible Failing Mark on Assignment 	 Teacher consequence Detention Possible Failing Mark on Assignment 	 Teacher consequence Detention Possible Failing Mark on Assignment 	 Teacher consequence Detention Possible Failing Mark on Assignment
Cheating on Exam/ Major Project	 Teacher consequence Detention Possible Failing Mark on Exam/Project 	 Teacher consequence Detention Possible Failing Mark on Exam/Project 	 Teacher consequence Detention Possible Failing Mark on Exam/Project 	 Teacher consequence Detention Possible Failing Mark on Exam/Project
Tardies	Every 5 tardies = after school detention	15 tardies to any period within a semester will result in a Saturday School		
Truancy (Period)	Possible detention,	Possible detention,	Possible detention,	Possible detention,

	Saturday School or SART Contract	Saturday School or SART Contract	Saturday School or SART Contract	Saturday School or SART Contract
Gum	 Warning 	Teacher consequenceTeacher call home	Teacher consequence Teacher call home	Teacher consequenceTeacher call home
Dress Code Violation	 Change clothes Clothes returned at the end of the day 	Change clothesPhone call home	Change clothesPhone call homeDetention	Change clothesPhone call homeDetention
Disruption while with a substitute teacher	Teacher ConsequenceTeacher call home	Teacher ConsequenceTeacher call home	 Teacher Consequence Teacher call home Possible Office referral 	 Teacher Consequence Teacher call home Possible Office referral
Missed Detention	Reschedule detention	Reschedule detention	Reschedule detention and assign another one	Reschedule detention and assign another one
Hands off Policy	Ranges from warning to possible Suspension	Ranges from Lunch Detention to possible Suspension	Ranges from Proctor Detention to possible Suspension	Ranges from Double Proctor to possible Suspension

^{**} If infractions continue, moves to Ed Code 48900(k) with other codes cited as appropriate.

Grounds for Involuntary Transfer to Another School Within the District

- 1. Student in possession of or under the influence of drugs or alcohol
- 2. Student has accumulated 10 or more days of suspension within the school year
- 3. Other serious offenses at the discretion of the school principal

Grounds for Expulsion from the District (Education Code 48915)

- (A1-A) Causing serious physical injury to another person
- (A1-B) Possession of any knife or other dangerous object
- (A1-C) Possession of any controlled substance
- (A1-D) Robbery or extortion
- (A1-E) Assault or battery upon a school employee
- (C1) Possessing, selling, or otherwise furnishing a firearm
- (C2) Brandishing a knife at another person
- (C3) selling a controlled substance
- (C4) Committing or attempting to commit sexual assault
- (C5) Possession of an explosive

BONITA UNIFIED SCHOOL DISTRICT STUDENT STATEMENT OF UNDERSTANDING/DISCIPLINE PLAN AGREEMENT

SUSPENSION

California Education Code 48900: A student is subject to suspension or expulsion if he/she has:

- (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 a firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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 products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
- (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.
- (n) Committed or attempted to commit a sexual assault.
- (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.
- (t) Aided or abetted in the infliction or attempted infliction of physical injury to another person.
- (.2) Committed sexual harassment.
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.
- (.7) Made terroristic threats against school officials or school property, or both.

INVOLUNTARY TRANSFER

- 1. Student in possession of or under the influence of drugs or alcohol
- 2. Student has accumulated 10 or more days of suspension within the school year
- 3. Other serious offenses at the discretion of the school principal

EXPULSION

California Education Code 48915: A student is subject to expulsion for any of the following acts:

- (A1-A) Causing serious physical injury to another person, except in self-defense.
- (A1-B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (A1-C) Unlawful possession of any controlled substance.
- (A1-D) Robbery or extortion.
- (A1-E) Assault or battery upon any school employee.
- (C1) Possessing, selling, or otherwise furnishing a firearm.
- (C2) Brandishing a knife at another person.
- (C3) Unlawfully selling a controlled substance.
- (C4) Committing or attempting to commit sexual assault or sexual battery.
- (C5) Possession of an explosive.