

SCHOOL DESCRIPTION AND MISSION STATEMENT

Our staff has established high academic and behavior standards for all students. We are proud to have a diverse student body and strive to maintain an environment where differences are valued and honored, and where all students feel that they are safe and welcome. Our vision is to challenge students with a rigorous academic program and provide ample opportunities for them to flourish in the classroom, on the field, and in the community.

Our mission is to create an academic environment where every classroom is focused on learning so that every student has the opportunity to be successful in high school, in college, and in their career. Students will be able to critically think, problem solve, work collaboratively, write proficiently, and possess skills necessary for success in the 21st Century. We focus our efforts around our core values of collaboration, achievement, relationships, and environment.

GENERAL INFORMATION

STUDENT IDENTIFICATION CARDS

Student identification cards will be issued to all students to be used for entrance into student activities and to check out library books. If lost, students should go to the main office for a replacement at a cost of \$5.00.

EMERGENCY INFORMATION

An emergency card is distributed to each student during the first week of school. Students occasionally are severely injured or experience extreme health problems, and it is imperative we have accurate information in order to obtain proper health services. City schools provide only **limited** health services.

The form should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event of an emergency. If the information on the card needs to be changed, notify the attendance office (395-5371).

LOCKERS

Hall lockers will be assigned to students prior to the beginning of the school year. Students must use a combination lock and provide the office with their combination code.

Your P.E. teacher will assign your gym locker. Keep these lockers neat and clean and learn your combinations as quickly as possible. **Key locks are not to be used and will be cut off at the student's expense.** Do **not** share your combinations with anyone. Locks or lockers should not be switched without notifying Ms. Brown in room 102. If you have a problem, report it to Ms. Brown in room 102 or your P.E. teacher.

If you would like to share a locker with a friend, both you and your friend need to talk with Ms. Brown to start the contract process.

PROGRAM CHANGES

All schedule changes **must** be discussed with the teacher involved and can be requested through the school counselors. Schedule changes will occur for programmatic reasons, such as special program placement (i.e. special education, advanced courses, or for reasons deemed appropriate by school administrators). Please do not request a schedule change due to teacher preference.

LIBRARY-MEDIA SERVICES

The school library is open most days from 7:30 a.m – 3:30 p.m. A student ID card is required to borrow items from the library and those items must be returned in good condition and by the date due.

Students may check out two books from the library at one time. If a student loses or damages a book, he/she is responsible for replacing the book and library privileges may be revoked.

TEXTBOOKS

1. All books must be covered with strong paper or a book cover **immediately**.
2. Books are provided, but you will be held strictly accountable for them. Students will check books out from the library at the beginning of school.
3. Books must be returned at the end of the year in good condition. You will be charged for lost, stolen, or damaged books.
4. Students will be directed to write the date issued and their teacher's name in the stamped area on the inside front cover of the textbook. No other writing should appear on or in the textbook.

STUDENT USE OF TECHNOLOGY

The SCUSD Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology enables students to practice skills and to develop reasoning and problem-solving abilities, as well as supports improved academic achievement.

Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of school staff and abide by the rules of the school and school district. If students fail to follow the rules, they will be disciplined and may lose their computer privileges.

Students must abide by the following technology rules:

- a) Handle all equipment with care and only with permission.
- b) Any type of food, drink, or gum is not allowed in the library, in classrooms using mobile technology equipment, or near any computers at any time.
- c) Protect your password. Do not allow anyone else to use your password and do not use anyone else's password.
- d) Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices.
- e) Never vandalize or copy computer data, including copyright protected material (plagiarism) or other students' assignments.
- f) Students will only visit websites that are appropriate and that pertain to their class work.
- g) Students will be responsible, appropriate, legal and ethical users of technology.

LOST OR DAMAGED CHROMEBOOKS

Chromebooks are checked out to students by SCUSD and are the responsibility of each student to maintain. Students whose Chromebooks are lost or damaged will be charged \$50.00. Students intentionally damaging their own or others' Chromebooks will be referred to the Assistant Principal. Normal wear and tear will not result in fees.

STUDENT SERVICES

COUNSELING SERVICES

Counseling services are available. The school counselors have offices located in room 102 and in the main office. Students who are facing difficulties and conflict in their lives can also speak with any staff member who will then refer the student for services. Counselors are also available to help parents and students navigate high school options and the high school specialty application process.

SECTION 504 ACCOMMODATIONS/SPECIAL EDUCATION SERVICES

The SCUSD Board recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education. Under Section 504 of the federal Rehabilitation Act of 1973, individuals with a physical or mental impairment that substantially limits one of more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents' Rights are available upon request in the office or you can refer to our website for the Notice of Parents Rights and further information.

HOMEWORK

Homework is an important part of the instructional program that will affect the student's overall grade. When it is properly implemented, students will develop regular study habits and self-discipline basic to effective study and independent work. Parents/guardians are encouraged to check with students daily regarding homework completion.

TUTORING

Study hall is available Monday-Thursday before and after school with a certificated teacher present. In addition, individual teachers offer tutoring before school, during lunch, and after school, as outlined in their syllabus. Additional tutoring opportunities will be announced if they become available.

INFINITE CAMPUS

Parents and students now have access to our on-line grading system. Student grades and assignments are all accessible on a real-time basis via the internet. You may contact the main office for assistance with Infinite Campus.

PARENT/TEACHER/STUDENT CONFERENCES

Interdisciplinary teaching teams are available for parent conferences on **Tuesdays** after school. Prior to requesting a conference, parents are encouraged to monitor student grades on Infinite Campus, monitor homework, and communicate with teachers; students are required to attend tutoring and show effective use of student planner. Conference times are reserved for students struggling in more than one area. Please call your student's counselor to schedule a meeting.

LOST AND FOUND

Lost and found articles may be turned in or claimed in the main office. If you find an article not belonging to you, you must turn it into the office or **face disciplinary action for being in possession of lost or stolen property**. Items not claimed after a reasonable period of time will be sent to the PTA Clothes Closet.

If you find money, turn it in to the main office. Your name will be recorded and if the money is not claimed within two weeks, it will be given to you.

STUDENT ACTIVITIES

Your student ID card is required for admittance to certain school activities. Only students from our school are allowed to attend our student activity events.

GUIDELINES FOR STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students receiving any school suspension or excessive behavior infractions may not be allowed to participate in extracurricular activities (including dances, sports, etc.) for a length of time at the discretion of administration.

SPORTS PARTICIPATION

Students considering participating in any team sports must have a physical form, team participation form, and concussion form on file in the office before they will be allowed to try out.

AWARDS

Awards and recognition serve an important function here at school. Opportunities for recognition will occur on a quarterly basis to recognize students of the quarter and at the end of the year awards ceremony. Students here are appreciated for their academic achievement, school involvement, and positive actions.

7th GRADE END OF THE YEAR ACTIVITIES

In order for 7th graders to be able to participate in the end of the year activities such as the 7th grade picnic, etc. they may not have any suspensions in the 4th quarter, excessive referrals, or other major behavior infractions (up to administrative discretion).

8th GRADE END OF THE YEAR ACTIVITIES

Participation in the end of the year activities for 8th graders such as the ceremony, dance, theme park trip, etc. is a privilege earned in recognition and celebration of student achievement; students are expected to achieve minimal standards in attendance, academics, and behavior.

These standards are:

- No more than 1 “F” grade in the 4th quarter
- No excessive referrals or other major behavior infractions during their 8th grade school year
- No outstanding bills for lost or damaged textbooks, library books, or materials
- Suspensions in the 4th quarter will result in the loss of some or all of the end of the year 8th grade activities, which can include the promotion ceremony.

Any revisions to this policy will be communicated to students during the year if need be and are up to administrative discretion.

ATTENDANCE

We understand that unexpected situations can arise, and sometimes your student might need to miss school. However, regular attendance is crucial for their academic achievement and overall well-being. When students in 7th through 12th grade miss too much school, even a few days per month, it can be challenging to keep up with their peers and coursework. Missing just 2 days per month (10%) is considered chronic absence.

Please verify all absences and tardies as soon as possible. Letting the school know about an absence is quick and easy!

- **Complete the Quick Link – Attendance Form online www.miwok.scusd.edu (attach medical notes if available)**
- Email Tracy-Feickert@scusd.edu or call (916) 395-5371
- Send a note to school with your student: Briefly explain the reason for the absence, include your phone number, signature, and the date.

It's important to understand the different types of absences. Excused absences are approved for reasons like illness or doctor appointments. Unexcused absences occur when the school doesn't receive notification or the reason doesn't meet California Education Code guidelines.

After 10 days (or 60 periods) of absences for illness that have been verified by a written note, or conversation between the verifying employee and the student's parent/guardian, any further absences for illness must be verified by a physician.

If your student has more than 3 days (18 period absences), the school will contact you to discuss their attendance. After 7 (42 period) absences, a meeting will be scheduled to collaborate on getting them back on track. This is simply to ensure your student receives the full benefit of their education and support their success.

The school and CARE Team (916-643-2121) are always available to support you and your student.

EARLY DISMISSAL

Pre-arranged early dismissals are the most efficient and preferred way to pick up students during the school day. Whenever possible, please allow thirty minutes for processing. **Only persons listed on the emergency form can authorize a student's release from school.**

- **Complete the Quick Link – Attendance Form online www.miwok.scusd.edu (attach medical notes if available)**
- Email Tracy-Feickert@scusd.edu or call (916) 395-5371
- Send a note to school with your student **BEFORE SCHOOL**: Briefly explain the reason for the dismissal, include your phone number, signature, and the date.
- If an early dismissal is not pre-arranged, parents/guardians can come to the attendance office with their ID and request that their student be released. Please understand that students in PE or testing situations will require more time.
- In the event a student is ill and needs to go home, they should check in with their teacher and request a pass to the Assistant Principal's office to call their parent/guardian. When the parent/guardian arrives they can check the student out from the attendance office.

If the student returns to school after being released with an early dismissal, they should check back in with the attendance office to be readmitted.

TARDINESS

Repeated tardiness in the classroom reduces the amount of time for teaching and learning. It is disruptive to the school environment, disrespectful to other students who are ready for the classroom lesson, and reveals a lack of responsibility on the part of the tardy student. Students with excessive tardies may be restricted from participating in school related activities and be subject to disciplinary action. You will be considered tardy to class if you are not in the classroom by the time the bell rings. If a student arrives late to school (any time after 8:18), they must check in with the attendance office prior to going to class. Excessive tardiness to first period can result in a school attendance review team meeting and an engagement support plan.

SCHOOL RULES AND REGULATIONS

CLOSED CAMPUS

For the safety and welfare of students and staff, we have a closed campus. Once a student arrives on campus, the student is prohibited from leaving campus (including the morning before school starts). **Students may not leave campus for any reason without an early dismissal.**

VISITORS TO SCHOOL

Parents and guardians are always welcome and are encouraged to visit the school. It is important that we have your assistance in observing some guidelines in setting up a classroom visitation. All parents and visitors **MUST** report directly to the office to sign in and obtain a visitor's pass. If a parent wishes to speak to a teacher, an appointment should be made ahead of time. All teachers will be notified of your visit prior to sending you to the classroom.

BICYCLES/SKATEBOARDS

Bicycles/skateboards are acceptable means of transportation to and from school. Care must be taken to secure bikes and boards in the bike rack area on the school grounds. Each bike and board should be locked separately to the rack prior to the school day. (Each bike must have its own lock.) Bikes are not to be ridden on school grounds. The school assumes no responsibility for lost, stolen, or damaged bicycles or boards.

STUDENT BEHAVIOR

Every student is expected to:

- Attend school punctually and regularly.
- Demonstrate appropriate school behavior.
- Obey promptly all the directions of staff members and others in authority.
- Refrain from disruptive or dangerous behavior.
- Show respect for people and property.
- Complete all assigned schoolwork and maintain standards of academic honesty.

ACADEMIC HONESTY

Work submitted, including homework, should be the work of the individual student unless otherwise directed by the teacher. The use of the work of other students, plagiarism from internet or print sources, or the use of artificial intelligence to generate assignments in whole or in part, can be considered academic dishonesty.

CONDUCT TO AND FROM SCHOOL

By provision of the California Education Code, students are responsible to school administrators and teachers for their behavior to and from school, including on city or district buses, and on school grounds. Misbehavior on the bus may result in bus privileges being revoked and school discipline, including suspension.

CONDUCT OUTSIDE OF CLASSROOM

Students must refrain from yelling, screaming, shouting, whistling, any body contact, horseplay, and running in the halls. Students are expected to conduct themselves in an acceptable fashion at all times.

MIWOK MS DRESS CODE

Students are expected to wear clothing appropriate for a school setting. Any clothing deemed inappropriate or a distraction to a positive learning environment (including clothes that are too revealing) by the school administration will not be tolerated. **If you are unsure, don't wear it.**

- Shirts/tops must be opaque (not see through), have straps (no tube tops), and must cover cleavage. Tops must be long enough to not resemble undergarments (i.e. sports bras, swimwear, and bralettes shall not be worn as outerwear).
- Revealing shorts/skirts, sagging pants, or inappropriate or excessive torn/ripped clothing, cannot expose buttocks or undergarments.
- Clothing and jewelry that is not aligned with school and district policies, including profanity, obscenities, references to drugs or alcohol, gang-related attire, or sexually suggestive/racially offensive messages.
- No sunglasses inside the buildings or in classrooms.
- Hats can be worn that comply with the rules above. However, teachers can set their own classroom policies on hats. Hats and headwear must allow face and ears visible to school staff.
- Hoods are permitted outside only.
- Blankets should not be brought to school.

Appropriate measures will be taken to rectify violations of the dress code, including:

- Contact parent/guardian to bring a change of clothes to school
- Sending the student home to change
- Detaining student in the detention room
- Repeat offenders will face additional disciplinary consequences

The following items are not to be out during class or passing period:

Electronic devices, hair spray, skateboards, body spray, games, or large sums of money.

Note: Personal speakers are not allowed at any time on campus.

CELL PHONES/ELECTRONIC DEVICES

To provide a distraction free and positive environment for students throughout the day we ask that students:

- Use cell phones/headphones/earbuds BEFORE and AFTER school ONLY
- During class, lunch, and passing periods, keep their devices off and out of sight.
- Violations of this policy may result in confiscation. Confiscated items will be returned to the student or to a parent.

Parents, if you need to contact students during this time for an urgent matter, please contact the office.

***It is recommended that these items be left at home. We are not responsible for lost or stolen items. Anything of value should not be brought to school except in special cases with prior administrative approval.**

CAFETERIA/SNACK BAR AND LUNCH BEHAVIOR

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria.

Students are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

1. Students are to **stay on campus during lunch.**
2. Students must have teacher permission to be in the building during lunch.
3. Hallways should be clear during lunch. Students in the building in classrooms during lunch should remain there for the duration of lunch (not wandering around in the building).
4. Students may not cut in line or save spaces.
5. Food must be consumed in the cafeteria, the quad area, or other designated areas.
6. When finished eating, students are to clear their area of litter.
7. Off limit areas for students during lunch include behind portable buildings and any other area not supervised by an adult.

DISCIPLINE PROCEDURES

The important part of the philosophy of education here is that all students should be provided with every opportunity to fully experience worthwhile learning. The maintenance of good school discipline is an important part of the educational process and is necessary to reaching our goal of meaningful learning experiences.

If behavior concerns arise, a progressive sequence of interventions will be used to make a positive change in behavior. The progressive discipline policy may include classroom warning, parent conference, teacher assigned detention, office discipline referral, administrative detention, teacher class suspension, in house suspension, administrative suspension, school site behavior contract, schedule change, modified schedule, restrictions of attendance at assemblies, field trips, dances and other school activities and events, independent study, district behavior hearing, or expulsion.

Individual classroom discipline policies will be covered by the students' teachers during the first week of school.

Detentions are to be served during lunch or after school. Staff may keep a student after school for counseling or discipline. If after school detention is to exceed 15 minutes, the student will have the option of serving that day or the following day.

During periods of out of school suspension, a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Students who have been suspended from school may not be allowed to attend any extracurricular school events, such as dances, field trips or athletic events.

Minor Violations

Violations of a minor but annoying nature that disrupt the educational atmosphere of the classroom, such as, but not limited to, violating class rules and/or making disruptive comments may be reason for a behavior referral. These violations will be handled at the classroom level first.

Discipline detention, given by the principal or assistant principal, may be used in an effort to prevent students from getting into further difficulties. An accumulation of minor violations constitutes a major violation.

Examples of Minor Violations

1. Inappropriate class behavior.
2. Tampering with property of the school district or others.
3. Being present in an unauthorized area.
4. Loitering in restrooms or on campus without an apparent lawful purpose.
5. Gambling, wagering or being present during these activities.
6. Selling any items for personal profit.
7. School dress code violation.
8. Other violations of laws and regulations pertaining to students.
9. Public displays of affection.
10. Chewing gum (teachers can set their own classroom policy on gum chewing in their class).

Major Violations

Major violations are those violations that are severe enough to require an administrator's immediate attention. Offenses and punishments for major offenses shall be cumulative through two years of middle school. Consequences and interventions will vary depending on type of violation and are up to administrative discretion.

Examples of Major Violations*

1. Engaging in fighting of any kind or assault and battery upon another person.
2. Bullying (including cyberbullying)
3. Inappropriate use of technology or electronic devices. This includes, but is not limited to: leaving harassing phone messages or texting/posting inappropriate/disparaging comments; taking/sharing inappropriate pictures; taking pictures of tests/work; videotaping inappropriate actions.
4. Cheating(e.g.: using a cheat sheet; students giving/receiving answers to/from others; using another student's work; plagiarizing; text messaging on cell phones, use of artificial intelligence)
5. Forgery, or altering school passes, re-admits, or other school correspondence.
6. Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a controlled substance. Possession of tobacco products or drug paraphernalia including, but not limited to: vape pens/e-cigarettes, pipes, lighters, matches, etc.
7. Theft or possession of stolen property.
8. Students who posture or "square up" to fight, as well as onlookers, are subject to discipline and suspension. Students who videotape or post student confrontations online, or who perpetuate conflicts by spreading rumors or gossip are also subject to discipline and suspension. "Rough housing" or "Horseplay" can cause serious injury and are also strictly prohibited and may also result in suspension.
9. Threatening, intimidating, and menacing any other person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies.
10. Overt act of defiance, disrespect, or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or order of school personnel.
11. Habitual use of profane or indecent language, either verbally or in writing.
12. Insulting or abusing school personnel. Failure to identify oneself or giving false information to school personnel.
13. Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.
14. Willful damage to property - graffiti, cutting, defacing, or otherwise injury to district or private property.

*This is not an exhaustive list, all students are subject to all rules defined by the handbook and ca education code. These are examples of violations defined by education code/section 48900. For a comprehensive list, please refer to ca education code/section 48900 and 48915.

NOTE: Law enforcement agencies shall be notified at the discretion of the administration.

Accumulated Major Violations

An accumulation of major behavior referrals that requires school suspension for a total of 10 school days will result in an automatic referral to the District Hearing Office for further interventions.

District Behavior Hearing

A hearing may be called when all the school interventions have been exhausted without success. Possible results of the hearing may include an adjustment transfer to another middle school or behavior contract.

EXPULSION

Expulsion proceedings are reserved for the most serious infractions and are in accordance with Education Code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Sacramento City Unified School District up to a full school year. The Board of Education must directly approve of the expulsion.

CAUSES FOR MANDATORY RECOMMENDATIONS OF BEHAVIOR HEARING OR EXPULSION

1. Causing serious physical injury
2. Possession of a knife, explosive, or other dangerous objects.
3. Possession of drugs
4. Robbery or extortion
5. Assault or battery on a school employee

CAUSES FOR MANDATORY EXPULSION

1. Possession of a firearm
2. Brandishing a knife
3. Sale of drugs
4. Sexual assault/sexual battery

NON-DISCRIMINATION

Along with the Sacramento City Unified School District, we are fully committed in all of their activities, policies, programs, and procedures to provide equal opportunity for all students and employees to avoid discrimination against a person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

TITLE IX REGULATION

In compliance with the Title IX of education amendments of 1972, together with the Sacramento City Unified School District, we do not discriminate on the basis of sex in the admission of students to school programs, in their education programs or activities or in the recruitment and employment of personnel.

SEXUAL HARASSMENT

Sexual harassment violates federal and state law as well as the SCUSD Board Policies and Administrative Regulations- 4119.11(a) and 5147.7(a). By definition, "sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature..." The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school related activity. Examples of types of conduct which may constitute sexual harassment include, but are not limited to: unwelcome leering, sexual flirtations or propositions; sexual slurs, derogatory comments, or sexually degrading descriptions; graphic verbal comments about an individual's body; sexual jokes, notes, drawings, pictures, or gestures; spreading sexual rumors; touching an individual's body or clothes in a sexual way.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Employees who permit or engage in sexual harassment may be subject to disciplinary action up to and including dismissal. Violations can be reported to the site administrator for initial attempts at resolution, or the District Title IX Compliance Coordinator.

BULLYING PREVENTION PLAN

DEFINITION OF BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and has an imbalance of power. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; exclusion; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

SCOPE

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on or off school property (if there is a substantial disruption at school), at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists.

PREVENTATIVE MEASURES

1. Student Instruction/Awareness

Bullying will not be tolerated and all acts of bullying are prohibited. Students will do the following to ensure that all acts of bullying never occur at school:

Student Rules about Bullying

- We will not bully others
- We will try to help others who are bullied
- We will include students who are left out
- If we know someone that is being bullied, we will promptly tell an adult at school and at home

2. Staff Awareness/Action

Staff at school will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise students in all areas of the school.
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying. We will raise bullying awareness and create opportunities for response training to bullying for staff.

3. Student/Parent Action

We encourage students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Students who retaliate against those who report bullying may also be subject to investigation and disciplinary action.

4. Reporting Requirements

- Staff, students, parents and others are required to report bullying
- The Report of Suspected Bullying Form (located online or in the office) will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

ANONYMOUS REPORTING

- The district is utilizing the WeTip Bullying Report Hotline (1-855-86-BULLY)
- WeTip should be publicly posted and all staff, parents, and students should be notified annually
- WeTip will contact the district's bullying prevention specialist, who will send it to the site administrator

RESPONSE PROCEDURES

- Designated site administrator will investigate all reports of bullying and determine if bullying occurred
- If the report meets the SCUSD's definition for bullying, the administrator will:
 - Create a written student safety plan for the targeted student
 - Create a written student action plan for the student who engaged in bullying behavior
 - Contact the parents/guardians of the students involved
- The safety and action plan are placed in the student's cum and a copy of all the paperwork gets sent to the bullying prevention specialist.

INTERVENTIONS/CONSEQUENCES:

Acts of bullying will be investigated by the site administration in an efficient and timely manner. Consequences may include but are not limited to the following:

- Loss of privilege
- Parent conference
- Counseling
- Suspension
- Expulsion
- Referral to local law enforcement agency