

# San Altos Elementary School Code of Behavior

To promote a safe and supportive learning environment, students and parents/guardians have reviewed the San Altos School Code of Conduct Handbook and agree to:

## **Three rules:**

Be Safe

Be Respectful

Be Responsible

## **Attendance (*Education Code Sections 48200, 48290*)**

All students are expected to come to school on time. Supervision begins at 8:05 a.m.; the first bell rings at 8:15 a.m. signaling that students are to be lined up and ready to go to class. Students are to be seated when the bell rings at 8:20 a.m. The school will notify parents/guardians when a student has excessive tardies and the student may be referred for intervention/consequences.

## **Homework Policy**

Homework should be viewed as an extension of the classroom. Homework for all students TK-6<sup>th</sup> will be assigned based on the teacher's syllabus. All students must read a minimum of 20 minutes each night. Teachers will notify parents in the rare event that the syllabus is not followed. Homework should be a meaningful practice and explained thoroughly by the teacher prior to assignment. It should take into consideration the age and ability of the child. Homework will be reviewed regularly by the teacher. It may or may not be graded and recorded; this will depend upon the purpose and function of the particular homework. Whether the homework is considered part of the grading process depends upon the purpose and function of the particular homework. Homework provides a link between home and school. It opens up avenues of communication between the parent and the child. It gives parents an opportunity to get involved in their child's education and teaches the child responsibility for his/her own learning.

## **Bicycles, Skateboards, and Scooters (*CA Penal Code Section 21212*)**

State law requires anyone under the age of 18 to wear a helmet when riding a bicycle, skateboard, or scooter. The school has a bike rack where these items are to be locked and stored during the school day. Bicycles are not to be ridden on school property. **Roller blades, skateboards, rip sticks, and motorized scooters are prohibited from campus.** Only students in grades 4 – 6 are allowed to ride their bikes to school. The principal may make exceptions on a case-by-case basis.

## **School Dismissal**

At the end of the school day, students are expected to either leave campus or sign-in to a supervised after school activity. Loitering on or around school grounds is not permitted, and students should be on their way home by 3:00 p.m. (1:43 p.m. on minimum days) or be under the supervision of Extended Day Program (EDP) staff. Administration will contact the parents/guardians of students who repeatedly remain on or around campus

after school to request that they make arrangements for their child's proper supervision after dismissal. If a student has not been picked up by the time the office closes, we will notify the San Diego County Sheriff Department to send an officer over to pick up the student.

## **Principles of Behavior**

1. Behave appropriately in the classroom, on school grounds, and on the way to and from school. At no time engage in horse play including play fighting, chasing or any aggressive physical behavior. Follow all directions of classroom teachers and other school staff. Obey the rules and procedures of the school and each classroom. Avoid behaviors that disrupt school activities.
2. Resolve any potential conflicts with others without confrontation or threat of violence. Seek adult assistance to resolve issues. In the event of a potential physical or verbal altercation, students are to walk away from the incident. Students running towards or jumping into a physical or verbal altercation will possibly incur disciplinary action from the site administrators.
3. Act with personal integrity at all times. Treat classmates, staff, and visitors with courtesy and respect. At no time engage in plagiarism, forgery, theft, bullying, harassment, vandalism, or disruption of school activities.
4. Follow district policy which defines and prohibits sexual harassment. At no time use inappropriate language or make obscene gestures.
5. Wear appropriate attire while at school. Follow the dress code.
6. Arrive to school on time and report to class on time. Absences can only be excused by a parent/guardian. School attendance policy determines which absences are excusable and which are non-excusable.
7. Come to school prepared with learning supplies and completed assignments.
8. Take proper care of personal, school and district property at all times, and be respectful of the property of others.
9. Eat and drink only in designated areas unless given permission by a staff member. Food and drinks are to be put away while in classrooms, and students are to dispose of trash properly.
10. Keep cell phones turned off and put away during the entire day. Limit use to before/after school hours. Parents needing to reach their student during the school hours should contact the office.
11. Leave valuable personal items including electronic devices such as I-Pods, MP3 players, PSPs, cameras, etc. at home. They are not allowed at school. The school is not responsible for any lost or stolen personal items including cell phones and will not investigate the cause of such loss/theft.
12. Follow the drug, alcohol, and tobacco-free campus policy at all times. This includes not using, possessing, selling or distributing tobacco or any controlled substance including look-a-like drug substances or drug-related paraphernalia.
13. Follow district policy and state law which prohibit possession of any dangerous objects including but not limited to knives, guns, look-a-like weapons/toys, fireworks, poppers, laser pointers, etc.

14. If a student is eligible to bring his/her bike, scooter, or skateboard to school, He/she must wear a helmet when riding bikes, scooters, or skateboards. Roller blades/motorized scooters are prohibited.
15. Leave school grounds when dismissed and go directly to a supervised after school activity or home. Students are not to loiter on or near school grounds after 2:45 p.m.

## **Behavior Expectations**

All members of the school community expect and demand a safe, respectful, and orderly campus environment. Students are therefore expected to demonstrate responsible behavior which does not interfere with the safety, well-being, or educational opportunities of themselves or others. With this in mind, our school has developed, with parent/guardian, and staff input, a Student Code of Conduct and a set of Behavior Expectations which comply with Governing Board policy as well as state and federal law.

This section of the Student Handbook identifies specific behavior/conduct expectations. However, it should be noted that no list of guidelines or rules can be all-inclusive. Our school staff and administrators will work with students and parents/guardians to promote a positive campus environment where students can learn and teachers can teach. Students will be subject to disciplinary action any time their behavior is disruptive, illegal, or inconsiderate to others.

### **Dress for Success**

Student dress and appearance needs to reflect that our school is a place of learning. Students are asked to exercise good judgment regarding their clothing and grooming so that the educational environment will not be disrupted. Shoulder straps are to be fastened over the shoulders, including overall straps. Midriffs must be covered at all times. Sweatshirt/jacket hoods may not be worn while on campus, and closed-toed shoes are required. Students who wear inappropriate clothing to school will be directed to call their parents/guardians to have them bring appropriated clothing to school for them. Continued dress code violations will result in parent/guardian contact, disciplinary referral, and possible suspension from school for defiance.

### **Dress Guidelines**

The following attire is **not** allowed at school or during school-related activities:

- Backless, strapless, “muscle”, spaghetti strap, low-cut, see-through, tank tops or shirts that show bare midriff/cleavage.
- Shorts/skirts/dresses above mid-thigh. Jeans or pants with slits in them that goes up the legs from the mid-thigh up.
- Covering any of the above with a jacket, sweatshirt or sweater is not acceptable.
- Any form of headgear including, but not limited to hats, bandanas, caps, hoods, rags, hair nets, visors.

- Gang identification or the gang-look including sagging or oversized pants/shorts.
- Metal belt buckles with initials, pocket chains or any apparel that might be considered as a possible dangerous object may not be worn or displayed.
- Clothing with profanity or obscene language or pictures; racial/ethnic/sexist slurs, alcohol/tobacco products or messages that promote or encourage violence or use of drugs of any type.
- Platform/high heel shoes (greater than 2”), flip flops, open-toed shoes or sandals.
- Belts with large metal buckles.
- Pajamas or slippers.
- Blankets
- Shoes with rollers inserted.

*\*Dress guidelines are subject to change as needed to ensure a safe and respectful campus environment as determined by the site administrators.*

### **Sexual Harassment**

A vulgar gesture or any sexually explicit behavior is prohibited. Students are prohibited from sexually harassing one another. This includes prohibition against derogatory comments, jests, unwanted touching, threats and demands of unwanted actions of one person to another. School behavior codes and rules for students in grades 4 through 6 clearly outline the prohibition of sexual harassment of students. Teachers in grades 4 – 6 will discuss this with their students so that students know what is expected of them and what constitutes sexual harassment. Any student who feels that he or she has been the victim of sexual harassment shall immediately report it to his/her teacher and the principal. Any student who has knowledge of conduct (be it employees of the district, volunteers or other individuals in the school community, or students), which may constitute sexual harassment, shall immediately report this conduct to the school principal. Any pupil in grades 4 – 6, inclusive, may be suspended from school or recommended for expulsion if the superintendent, or principal of the school in which the pupil is enrolled, determines that the pupil has committed sexual harassment. Sexual harassment, such as verbal abuse, unwanted touches, statements that describe sexual acts, sexual assault, or unwelcome sexual advances are the type actions covered in this plan. Parents need to discuss with their student what sexual harassment covers, and help students know that it is not all right, even if a student thinks he/she is joking, to behave toward another person in an abusive manner.

### **Drugs and Weapons**

Suspension or expulsion will be automatic if a student brings illegal drugs, firearms, harmful weapons (knives, instruments of harm) toxic materials or other like items (the list is not all-inclusive) in order to sell, harm or disrupt the school environment. The Lemon Grove Governing Board has the final say on all expulsions. No student will “joke” or make threats regarding guns, knives, harming others or tell students they are planning a “surprise” to harm others. If a student makes possible harmful threats, the child being threatened will notify the principal.

## **Gangs**

The Lemon Grove Governing Board finds that gangs and gang-related activity create a clear and present danger of substantial disruption to the educational process. Any activity of this type will be reviewed by the Superintendent, Administrative Hearing Panel, or the Assistant Superintendent for action.

## **General Behavior Expectations:**

1. General Behavior
  - a. Students will obey adults in charge or on duty.
  - b. Students will be quiet in halls and restrooms.
2. The following behaviors are prohibited:
  - Interrupting or disturbing teaching or learning.
  - Any action resulting in the loss of safety for self or others.
  - Tackling, jumping on other, carrying others, play fighting, and wrestling.
  - Picking up rocks, throwing of any object other than assigned playground equipment made for throwing.
  - Name calling; use of foul or obscene language; sexual harassment.

## **Playground Behavior Expectations**

1. Students will remain on the playground during recess and must ask permission from the adult supervisor to see the nurse. Students are to use the restroom and return to the playground when finished. No playing or loitering in the restroom is permitted.
2. Equipment
  - a. Students must go in the same direction on bars, rings, or ladders.
  - b. One person is allowed on a swing at a time.
  - c. Students must swing straight without twisting.
  - d. Students may not jump out of swings.
  - e. Students may kick soccer balls only (red balls and basketballs are bounced).
  - f. Balls may be bounced on playground or designated area (not in halls or on ramp).
  - g. Adult-supervised flag football in a P.E. setting may only be played.
  - h. Jump ropes are for jumping only.
  - i. No student may leave the school grounds or climb fences to retrieve balls.
  - j. No personal equipment may be brought from home (i.e. tennis balls, footballs, bats, etc.) for recess.
3. Games
  - a. All games and play areas are open to all students.
  - b. Only school-provided equipment and teacher requested equipment may be used.
  - c. Softball games (no hardballs) must be played on a marked diamond.
4. Lining Up
  - a. When the bell rings, students will freeze, listen for a whistle, and then walk to designated line-up areas.

5. Snacks
  - a. Snacks will be eaten in designated areas.
  - b. All snacks brought from home must be in accord with San Altos Health and Wellness Guidelines.
  - c. Students must clean up all snack wrappers and leftovers.

## **Campus Behavior Expectations**

1. Hall Rules
  - a. Students must have a hall pass when in hallways.
  - b. Walk quietly.
  - c. Use walkways.
2. All bicycles are to be parked and locked at the bike rack. Bikes are to be walked, not ridden, around the school buildings or on school sidewalks. Helmets will be worn at all times.
3. Skateboards/Scooters/RipSticks/Rollerblades are not allowed.
4. Electronic devices, such as Game Boys, Nintendo DS systems, iPods, etc. are not permitted at school, even in backpacks.
5. Cell phones must be turned off and put away in backpacks or the office during the school day. Phones will be confiscated if a child is observed using it during the school day, and parents/guardian will be notified to pick it up.
6. Cameras are allowed at special events for parental use only. Student use only with permission from teacher/principal.
7. Silly Bands and bracelets may be worn unless they prove to be a distraction inside/outside the classroom, or disrupt the learning of the students.
8. Students may not leave school grounds during the day without permission from the office.
9. At no time shall students play on the front areas of the school. This includes the flagpole area, parking lot, and front grass area. Once students arrive at school, they will quietly wait for the gates to open. They are to quietly enter the campus and be in line at the bell for a teacher to lead them to class.
10. Students must be supervised by parents or teachers when attending after hour school functions.

## **Eating Areas – Courtyard and Cafeteria**

- Walking is required in the halls and the lunch area.
- Students should maintain a low noise level.
- Students are not allowed to throw food, squirt juice, or pop bags or cartons.
- Students are expected to clean up their own lunch area.
- All food and drinks must stay in the lunch area and are not allowed on the playground.
- Students are not allowed to share food.
- All food brought from home must comply with San Altos' Health and Wellness Guidelines.

## Use of Technology

Netiquette (Network Etiquette)

The use of LemonLink and the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to:

- **Be Polite.** Do not send abusive messages to anyone.
- **Use Appropriate Language.** Do not swear or use vulgarities or any other inappropriate language. Any reference to illegal activities is strictly forbidden. If you know about messages relating to illegal activities you must report this to the school authorities.
- **Keep What's Private ... PRIVATE!** Do not reveal your personal information or personal information of any one else. This includes names, addresses, phone numbers and images.
- **Respect Copyright.** Anything accessible on the internet should be assumed to be the property of the author and may not be reused without permission. In other words, it's not acceptable to copy/paste text, images, film clips, or music without citing the source or getting permission from the author.
- **Do Not Disrupt the Network.** Do not use the network in a way that would disrupt its use by others. This includes destroying data of another person or intentionally "hacking" into the system.

## Proper Care and Use of District-Provided Technology

The Lemon Grove School District has gone to a great deal of effort to provide each student, teacher, and classroom with the most up-to-date technology tools and equipment. You can show your respect and appreciation by demonstrating the following:

1. Keep the equipment safe. Do not intentionally harm or destroy any piece of equipment.
2. Take care when you start or finish using the equipment. Take a couple of extra seconds to properly put away your equipment and make it ready for the next person. Put the mouse, power cord, keyboard, and Ethernet cord in the correct place as directed by your teacher.
3. Keep the equipment clean. Please do not mark on cases, screens, or any other part of technology in your classroom or in your possession. Put your trash in the cans provided in each classroom. Keep food and liquids away!
4. Follow the Netiquette Rules. The use of this equipment is a PRIVILEGE not a right. Inappropriate use may result in cancellation of those privileges.

## Cyber-Bullying

Cyber-bullying can include email messages, instant messaging, text messaging, cell phone communication, internet blogs, chat rooms, postings, web sites, social media (Facebook/Twitter), or other means of communication through technology that:

- Deliberately threatens, harasses, intimidates or in any way ridicules an individual or group.
- Places someone in fear of being harmed or fear of damage to their personal property.
- Disrupts the orderly operation of the school.

- Sends mean, vulgar, or threatening messages or images.
- Posts sensitive, private information about another person without their permission.
- Allows someone to pretend to be someone else in order to make that person look bad. If you believe you or one of your friends is being cyber-bullied you should tell a school staff member, teacher, or principal.

Consequences for cyber-bullying may include disciplinary action at the classroom, school site, district-level, or by law enforcement. This may include behavioral interventions up to and including suspension or expulsion. (Education Code Section 48900).

## **Banned Items**

In addition to items prohibited under district policy and state law, students are not allowed to have items at school that create a disruption to the learning environment or a safety hazard. Items such as permanent markers/sharpeners, aerosol sprays, pump sprays, or cards/dice used for gambling purposes are prohibited.

## **Bullying**

A person is being bullied when he or she experiences repeated exposure, over time, to negative actions from others which can include:

- **Physical** – hitting, shoving, grabbing.
- **Verbal** – teasing, name-calling, including racial or sexual slurs.
- **Social** – spreading rumors, shunning or excluding.

Each of us is part of promoting a safe and respectful campus. Bullying is not allowed. Please report bullying to an adult so that this unacceptable behavior can be addressed.

## **Classroom Behavior**

It is our goal to provide classroom environments that are conducive to learning and to offer opportunities through which students may realize their academic potential. Teachers develop a behavior management plan for their classrooms and provide students and parents/guardians with information concerning their expectations and procedures.

Students are expected to demonstrate the following classroom behavior:

- Enter and exit classrooms in a quiet and orderly manner.
- Be in seats and ready to work when class begins.
- Remain orderly and on task in the classroom and be attentive to the teacher.
- Respond promptly and courteously to a request or to instruction by a teacher. Guest teachers are to be treated with the same respect afforded to regular teachers.
- Keep all textbooks covered. The full price for lost or damaged books will be charged to pay for replacement books. Textbooks are distributed to students as a tool to support learning. These resources are considered school property on loan to students. Once these resources have been assigned to a student, they become the sole responsibility of the student.
- Contribute to the learning environments.



## **Electronic Devices/Personal Property at School (Including Cell Phones)**

Students are not to bring valuables to school including expensive jewelry, large amounts of cash, and electronic devices such as cameras and i-Pods. Students who choose to bring these items must understand that the school will not be responsible or liable for any lost or stolen articles and will not investigate the cause of such loss or theft. In addition, electronic devices that are visible or in use during the school day will be confiscated, turned in to the office, and will only be released to a parent/guardian or authorized adult.

## **Graffiti**

All “tagging” or graffiti is considered an act of vandalism and will result in disciplinary as well as financial consequences. Students may not be in possession of notebooks, binders, or any other items which display graffiti. Marking pens or other items typically used to write graffiti are prohibited on campus.

## **Gum and Candy**

Gum chewing and candy eating are not allowed while at school. Chronic offenders will be assigned to clean-up duty or after school detention.

## **Public Displays of Affection**

Excessive displays of affection are inappropriate on school grounds or during school sponsored activities. Public displays of affection include kissing, hugging, and other physical demonstrations that are considered to be inappropriate when conducted in public.

## **Selling of Items**

Students are not allowed to sell any items on campus. This includes non-school related fundraising activities.

## **Sexual Harassment *CA Ed Code 48980, 231.5***

Sexual harassment involves the unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the education setting. Sexual harassment is prohibited and includes:

- Sexual assault
- Physical abuse (unnecessary or unwanted touching, pinching, or cornering).
- Verbal abuse (propositions, lewd comments, or sexual insults).
- Subtle or overt pressure for sexual favors accompanied by implied or overt threats.
- Leering, gestures, or displaying of material designed to embarrass or intimidate.

## **Threats**

A threat is any expression of an intent or plan to harm someone. Threats may be:

- Spoken, written, or expressed in other ways such as through gestures.
- Direct (“I’m going to beat you up”) or indirect (“I’m going to beat him up later”).
- Vague (“I’m going to hurt her”) or implied (“You better watch out”).
- Possession of a weapon will be investigated as a possible threat.

If a student feels threatened or knows about a serious threat to someone else, he/she should seek assistance from an adult. School staff and administrators take all threats seriously. Please report threats or threatening behavior to an adult as soon as possible.

### **Out of Bounds**

Students are expected to remain in designated areas of campus at all times. Examples include: during lunch – remain in the cafeteria until given permission to go outside; remain on the upper/lower playground unless given permission by a staff member to go elsewhere; during P.E., remain in the assigned P.E. area.

### **Vandalism**

Vandalism will result in disciplinary consequences including loss of privileges. Uploading or creation of computer viruses and damage of school property are forms of vandalism.

### **Searches/Seizures**

The law provides school administrators with wide latitude to search students, their possessions, and lockers in the ongoing effort to maintain a safe and secure campus. When an administrator/designee has a “reasonable suspicion” that a student may be in possession of an illegal item or dangerous object, the student and his/her possessions may be searched by the administrator/designee in the presence of another adult. Students should be aware that any item found in their possession will be assumed to belong to them. In addition, confiscated cell phones may be inspected and searched when a site administrator/designee has reasonable suspicion that a violation has occurred, is in the process of being committed, or has reasonable cause to believe that a search of the cell phone’s contents is necessary to maintain a safe school environment or enforce other school policies and state law.

### **Suspension from School**

Students may be suspended by administration for serious violations of school rules and expectations. Students on suspension are not allowed to be on campus at anytime during the suspension. When a student is suspended from school the parent/guardian is notified and a formal letter of suspension becomes part of the student’s permanent school record.

### **Expulsion**

In cases of repeated or extreme violations of the Education Code the principal may recommend that expulsion proceedings be initiated. An expelled student has gone through an extensive legal process, is no longer allowed to attend school on a regular campus, and must enroll in an alternative setting such as a Juvenile Court & Community School for up to one year.

### **California Education Code 48900**

A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occurs at any time including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During or while going to or coming from a school-sponsored activity whether on or off campus.

**Section 48900 includes but is not limited to:**

- a. Cause or threaten physical injury.
- b. Possession of any firearm, knife, explosive or other dangerous objects.
- c. Possession, use, or being under the influence of a controlled substance including alcohol and drugs.
- d. Sell or furnishing of a controlled substance (drugs or alcohol) or any substance represented as such.
- e. Commit robbery or extortion.
- f. Damage of school or personal property.
- g. Theft of school or personal property.
- h. Use or possession of tobacco.
- i. Commit an obscene act or engage in habitual profanity or vulgarity.
- j. Possession of drug paraphernalia.
- k. Disruption of school activities or defiance of school authorities.
- l. Possession of stolen property.
- m. Possession of an imitation/look-alike firearm.
- n. Sexual assault or batter.
- o. Harass, threaten or intimidate a witness.

**Section 48900.2**

Sexual harassment.

**Section 48900.3**

Hate violence.

**Section 48900.4**

Harassment, threats, or intimidation.

**Section 48900.7**

Threat against school officials, school property or both.

**California Penal Code Section 415.5 (*paraphrased*)**

Any person who (1) fights within any building or upon the grounds of any school or challenges another person to fight, or (2) maliciously and willfully disturbs another person within school buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within school buildings or upon the grounds which are likely to provoke an immediate violent reaction is guilty of a misdemeanor punishable by a fine not to exceed \$400 or by imprisonment in the county jail for a period of not more than 90 days or both.

## **Serious Infractions Leading to Suspensions**

### **Suspension Information**

A suspension is a temporary removal from school. It is normally from one to five days in duration. However, in the case of recommendation for expulsion, it may be extended until the next meeting of the governing board. A suspended student may be allowed, at each teacher's discretion, to complete assignments and tests missed during suspension if these can be reasonably provided. Upon satisfactory completion, full credit shall be given.

### **Suspension and Expulsion**

A student may be suspended from school or recommended for expulsion if the principal determines that the student has committed any of the following actions:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Intimidated or threatened any person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material as controlled substance, alcoholic beverages, or intoxicants.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.

**FOR STUDENTS UNDER 18 YEARS OF AGE, POSSESSION OF MARIJUANA IS PUNISHABLE BY A FINE NOT TO EXCEED \$250. SECOND AND SUBSEQUENT OFFENSES WILL BE PUNISHABLE BY A FINE NOT TO EXCEED \$500 AND COMMITMENT TO JUVENILE HALL, RANCH CAMP, FORESTRY CAMP, OR A SECURE JUVENILE HOME FOR NOT OVER 10 DAYS.**

- Committed robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole, or attempted to steal, school property or private property.
- Damaged, or attempted to damage, school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity. (Including pantsing).

- 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.
- Knowingly received stolen school or private property.
- In addition to the reasons specified in Section 48900 of California Code, a student in grades 4-5 may be suspended or recommended for expulsion if it is determined that the student has committed sexual harassment. Sexual harassment of a student includes such things as: unwelcome sexual advances, requests for sexual favors and other offensive remarks, physical conduct or written communication of a sexual nature.

No student shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A student may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school-sponsored activity.

Depending on the severity of the situation, the administrator may substitute detention, campus beautification, or other disciplinary action for suspension. Alternatives to suspension or expulsion may be imposed against any student who is truant, tardy, or otherwise absent from school activities, including detention. Additional consequences of suspension may include referral to law enforcement, restitution or compensatory work program.

SAN ALTOS ELEMENTARY  
CODE OF BEHAVIOR

Verification Page  
Return to your Child's Teacher

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Room Number \_\_\_\_\_

We have read San Altos' Parent/Student Handbook and Code of Behavior with our child. We have talked about the importance of following the rules at all times. Our signatures/initials below indicate that we understand and support the school rules, policies, and programs.

Please initial that you and your child have read and understand San Altos' Programs and Policies

\_\_\_\_\_Arrival and Departure of Students: Page 1

\_\_\_\_\_Attendance Policy: Pages 1

\_\_\_\_\_Academic Programs/Homework Policy: Page 1

\_\_\_\_\_Behavior Policy: Pages 2-5

\_\_\_\_\_Technology Use Agreement: Page 5-6

\_\_\_\_\_Suspension/Expulsion/Calif. Education Code 48900: Pages 10-13