

DISCIPLINE GUIDELINES

At Excelsior we believe that students require a safe and orderly environment to learn. Providing that environment is the responsibility of every staff member on our campus. At the same time, we are preparing students to be adults. We expect students who come to campus to not simply comply with the rules, but to actively support and promote a safe and orderly environment. Every person on the campus, staff, students and parents included, is expected to treat others as individuals with dignity, respect and sympathy in order to promote achievement of each student's personal best. Students who take up this mandate are no longer focused on the rules and consequences; rather they are focused on maintaining the values of the Excelsior culture. They take pride in their school, and it is reflected in their actions. This is the sign of a mature student, one who is ready for the adult world. Of course, there are students who are still working their way towards that maturity and require some clear rules and consequences as set forth in the following guidelines.

TRUANCY

Between the hours of 8:00 a.m. and 4:00 p.m. students should not be out in the community without a parent. Students, who fail to show for an appointment with their facilitator and are not current with their attendance, are considered truant.

DITCHING

Students are expected to follow the planned on-campus schedule as determined by the educational team. Failure to meet this requirement can result in removal from all on campus classes and activities. It is the responsibility of the parent to excuse a student from class/classes prior to the scheduled class time. Ditching is considered a violation of school rules.

CLOSED CAMPUS POLICY

Excelsior strives to provide students with the safest possible environment for learning. With that in mind, we have a closed campus policy. All students must check out in the office when leaving campus during the school day (8:00 a.m. and 4:00 p.m.). Students may not leave campus apart from their scheduled departure time, with the exceptions of students DUALy enrolled in college classes and students being picked up by a parent/guardian.

Parents, however, may choose to allow their child to leave and return to campus during the day if they have a break in their on-campus schedule. Parents must sign an off-campus permission slip and have it on file with their facilitator. Parents choosing to allow their child to leave and return to campus during the day waive Excelsior's responsibility to provide supervision during that time frame.

LOITERING

Students who have completed their school day on campus are to check out at the front office. Students should leave or be picked up no more than 15 minutes after checking out. Students will be waiting in facilitators offices after 15 minutes of waiting in the front of the school. Students will be considered loitering if not in their facilitator's office or where their schedule designates. The parking lot is an extension of the Excelsior Campus, therefore all school rules apply to this area as well. Loitering is a violation of school rules.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, Excelsior officials will from time to time conduct random searches. Such searches are conducted without a warrant and as permitted by law. Searches may include metal detector devices such as hand wands.

VIDEO SURVEILLANCE

Excelsior facilities may employ video surveillance equipment.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are expected to conduct themselves within the limits of common sense and propriety. With the exception of holding hands, displays of affection involving bodily contact between students such as kissing, sitting on laps, or any other types of physical displays of affection (except as mentioned above) are not acceptable on campus. Show your affection by demonstrating respect for your special friend.

BULLYING

Bullying of students occurring in the schools is strictly prohibited and will not be tolerated.

Reference: Student Policy #3

CAUSES FOR SUSPENSION/EXPULSION

A student may be suspended or expelled for committing any of the acts listed below (violations of California Code 48900) if the act is related to a school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following: While on school grounds while going to or coming from school during, going to, or coming from a school-sponsored activity

Also, students shall be suspended or expelled according to the following as required by law:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Education Code 48900 (a1))
2. Willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900 (a 2))
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal's or designee's concurrence. (Education Code 48900 (b) (cf. 5131.7 – Weapons and Dangerous Instruments))
4. Unlawfully possessed, used, sold, or otherwise furnished, or was under influence of any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900 (c) (cf. 5131. 6 Alcohol and Other Drugs))
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900 (d))
6. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
7. Committed or attempted to commit robbery or extortion. (Education Code 48900 (e))
8. Caused or attempted to cause damage to school property or private property. (Education Code 48900 (f))
9. Stole or attempted to steal school property or private property. (Education Code 48900 (g))
10. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, clove cigarettes, smokeless tobacco, snuff, chewing packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900 (h))
11. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900 (i))
12. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section in section 11014.5 of the Health and Safety Code. (Ed. Code 48900 (j))
13. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900 (k))
14. Knowingly received stolen school property or private property. (Education Code 48900 (l))
15. Possessed an imitation firearm, i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900 (m))
16. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, Penal Code 286,288,288a, or 289, or committed sexual battery as defined in Penal Code 243.4 ((Education Code 48900 (n))
17. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. ((Education Code 48900 (o))
18. Engaged in an act of bullying
 - "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - A message, text, sound, video, or image.
 - A post on a social network Internet Web site, including, but not limited to:
 - Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - An act of cyber sexual bullying.
 - For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

19. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2) (cf. 5145.7 – Sexual Harassment)
20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5. (Education Code 48900.3)
21. Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably affected expected effort of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.
22. In addition to the reasons stated in Sections 48900 and 48900.2, 48900.3, 48900.4 and 48900.7, a student may be suspended from school and recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has made terrorist threats against school officials or school property or both.

Reference: Student Policy #5

RULE VIOLATIONS/LEVELS

LEVEL I VIOLATIONS

- Failure to bring student ID
- Failure to have student ID visible on your person at all times
- Tardy
- Ditching
- Violation of any Classroom Rule/School Rule
- Dress code violations
- Inappropriate display of affection
- Profanity or vulgarity
- Lack of appropriate materials
- Leaving school grounds without permission/no off-campus permission slip
- Loitering/Trespassing

LEVEL II VIOLATIONS

- Cheating/Plagiarism
- Verbal altercation with another student
- Possession or use of tobacco or any tobacco paraphernalia
- Possession or use of vape or any vape products
- Improper, abuse or dangerous use of school equipment
- Misrepresentation, lying, forgery
- Interfering with disciplinary proceedings

LEVEL III VIOLATIONS

- Bullying/intimidation/harassment/threats
- Physical altercation with another student
- Verbal altercation with a staff member
- Possession/use of or intent to sell alcohol, drugs, tobacco
- Vandalism/intentional damage or defacing of school property
- Gang activity including massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence.
- Theft
- Sexual harassment
- False reporting, false fire alarm, false 911
- Possession / use of destructive device or dangerous instrument

LEVEL IV VIOLATIONS

- Physical altercation with a staff member
- Brandishing a weapon
- Sexual assault

Any violation not listed above will be placed appropriately by Administration.
Consequences may be altered by Administration as deemed necessary.