DISCIPLINE POLICY
AND
CODE OF CONDUCT

2018-2019
The Preuss School Code of Conduct

The purpose of The Preuss School Code of Conduct is to ensure a safe learning environment for the students at our school. The Preuss School Code of Conduct is structured to be a framework for a positive school environment.

Self-Discipline, Courtesy, and Commitment to Learning, Honesty, Respect, and Appreciation: These are qualities that will create a community at The Preuss School UC San Diego in which all students, parents, and staff can achieve their best. Students are expected to follow all rules as stated in The Preuss School Code of Conduct. The consequences for breaking school will depend on the severity of the infraction. These rules apply while students are at school as well as traveling to and from school.

The Preuss School Code of Conduct contains the Student Code of Conduct (written by the students), the Discipline Policy, the Honesty Policy, the Student Retention Policy, and the consequences for not following these policies. Please read through the entire Preuss School Code of Conduct. The Preuss School Code of Conduct packet is located on The Preuss School website for your review or you may pick up a copy in the main office of the school.

Student Code of Conduct

(Developed by Preuss Students)

Individually, we strive for achievement. Together, we are The Preuss School. We, the students of Preuss, have goals to succeed and have persistence to do quality work in a rigorous academic atmosphere. The quality of our leadership allows us to be our own role models, which helps us to become motivated as a student body. As students of The Preuss School:

1. We respect ourselves and don’t put others down.
   o Respect your mind and body and encourage yourself to be the best.
   o Don’t put yourself or anyone else down in any way.
2. We are positive leaders and not negative followers.
   o Try to set positive examples for others and be your own leader.
3. We never give up.
   o Strive to achieve goals without quitting. Give everything your best shot.
4. We treat staff and parents with the utmost respect.
   o Listen to parents and staff without back talk or negative attitude.
5. We are persistent with our quality work.
   o Enforce good work habits and do high quality work.
6. We do not slack off.
   o Be persistent with turning in homework, stay on task, pay attention, etc.
7. We take the responsibility to be on time.
   o Tardiness is not accepted.
8. We lend a helping hand to those who need it.
   o Be helpful to peers in need of help.
9. We can achieve what we put our minds to.
   o If you set a goal, you can achieve it with effort.
10. We solve our disagreements in a calm and civil manner.
    o No fights, no verbal abuse, no physical confrontations, etc.
11. We know when it’s time to work, and when it’s time to play.
    o Class time is used for working. Class time is educational, not a time to banter with others.
12. We don’t exclude others from our groups, under any circumstance.
    o Cliques and groups will not exclude students in any way.
13. We are well organized and prepared for class.
    o Come to school ready to learn with proper materials (pencil, pen, paper, etc.).
14. We follow the dress code.
    o The selected dress code colors are khaki (a light tan) for long skirts, shorts, or pants and maroon or navy for polo shirt tops. Outer garments (such as jackets and sweaters) are also to be navy blue, and must be embroidered with “The Preuss School UC San Diego”. Dress code attire may be purchased at Mario’s clothing. White, black, or brown shoes, without open toes, must be worn. No bagginess, etc., is allowed.
15. We respect others’ property and do not do graffiti of any kind.
    o Do not vandalize, or disrespectfully abuse the property of others.

We are proud to represent The Preuss School.
The Principal’s Advisory Council developed this Code of Conduct.
Framework for a Positive School Environment

Self-Discipline, Courtesy, Commitment to Learning, Honesty, Respect and Appreciation: These are qualities that will create a community at The Preuss School UC San Diego in which all students, parents, and staff can achieve their best.

1. All members of The Preuss School UC San Diego community are expected to show RESPECT for self, peers, school, and community at all times.
2. Students are expected to show RESPECT and cooperate with all school adults. They should follow any directions given by school adults.
3. Students are expected to show RESPECT for people and property. This includes using appropriate language at all times and keeping the campus clean and neat.
4. Students are expected to RESPECT the right of others to learn without distraction or disruption.
5. Students are expected to be where they are supposed to be at all times.
6. Students are expected to be in class on time and prepared to work.

Student Expectations and Commitments
1. All people will behave appropriately
2. Behavior is a matter of choice
3. A student will accept the responsibility for his/her actions
4. Teachers have the right to teach
5. Each student has the right to learn
6. No student should prevent a teacher from teaching or another student from learning

Staff Expectations and Commitments
1. Offering an academically rigorous curriculum based on standards
2. Guiding students to make appropriate choices
3. Communicating with students and parents in a positive manner
4. Formulating and implementing classroom rules and consequences
5. Reviewing the assignment calendar on a weekly basis
6. Preparing and distributing a course syllabus

Parent Expectations and Commitments
1. Reinforcing your student’s desire to learn
2. Knowing, understanding, and supporting the rules your student is expected to follow
3. Ensuring that your child is at school
4. Providing a quiet place at home for your child to study, read, and complete homework assignments
5. Reviewing homework each night and signing the planner each day
6. Sending your child to school with a good night’s sleep, in good health, and with a clean dress code attire
7. Seeking school assistance if you have questions or concerns about your student’s progress or about our policies

Ability is what you’re capable of doing. Motivation determines what you do.
Attitude determines how well you do it.
- Raymond Chandler
Attendance Policy/Procedures

It is Important that parents and students understand the following State and school guidelines. Regular and consistent attendance is a primary requirement for academic achievement and success at The Preuss School UCSD. Students cannot learn unless they are in school; parents can be of great assistance monitoring their students’ attendance. Be advised that parents must call the school office before 10:00 a.m. or send in a note to clear an absence. (CA Education Code Section 48349 (a)). Any absence not verified by a parent/guardian within 72 hours will be marked as unexcused. Unexcused absences will subject the student to disciplinary measures. A flagrant number of absences may result in the student being removed from The Preuss School UCSD. Changes of address, telephone number, or emergency contacts should be reported to the Attendance Office (858-822-0311).

Excused Absences: Absences or tardies are considered excused only for the following reasons: Illness such as vomiting, high fever or contagious disease. Medical/Dental appointments (time excused will only be for a reasonable time to attend appointment, please, try to schedule medical appointment before or after school hours to avoid lost instructional time). Court appearances requiring student’s presence. Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home). Religious Observance. School related and approved activities. Family emergencies that cannot be handled in some other manner. Students who are absent from school may not participate in after school activities on that day. This includes all extracurricular activities (sports, clubs, choir, etc.). Students who are absent on Friday may not participate in activities on Friday and the weekend. Students who have attained the age of eighteen (18) years are not permitted to sign his/her own excuse for absence.

Unexcused absences: An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, vacations, extended trips, traffic, and family celebrations. Families should plan vacations and trips when school is not in session. Excessive unexcused absences will lead to the loss of extracurricular activities. Excessive unexcused absences for seniors will lead to the loss of Seniors Activities (Grad Night, Prom, Senior Dinner, and Graduation). A student will be consider truant if he/she has 3 or more unexcused absences and the consequences for truancy will be incurred.

Excessive Absences/Truancy: Excessive absences due to illness may require a doctor’s note in order to be excused. Should a child’s excused absences exceed 10% of school days in a semester without a doctor’s note, absences will be recorded unexcused and Truancy Policy may be applied.

Truancies are defined as follows: Absences by a student from school without a valid excused (3 full days in a school year, or tardies or absence without a valid excuse in excess of 30 minutes on each of three occasions in one school year (Education Code Section 48260). Absences will remain part of the student’s records. Parent/guardian must provide reasons for absences even if they are considered unexcused.

Tardiness: Punctuality is important. Parent/Guardian must notify school if a student is late and a note should be provided. Habitual tardiness may result in detention, assignment to Saturday School, the loss of the privilege to participate in extracurricular activities.

Early Dismissal: A student can be dismissed from school before the end of the school day. Parent or guardian must sign the child out in the office and submit a note the next school day. A valid picture identification is required to pick up a student. A student may leave campus for a Doctor/Dentist appointment (must provide a doctor’s note upon returning the school the following day), Court appointment (must provide a related court document), or emergency circumstances (must provide a parent note). Any other reason for early dismissal will result in unexcused absence. Students can only be released to the person authorized by the parent/guardian and listed as emergency contact on our school records. Student must have a written request from his/her parent or guardian stating a reason for early dismissal with another person. Siblings over 18 years of age may be listed under the emergency contact section of the registration card. Parents/Legal Guardian must inform the school that older sibling will be picking up the student in advance of pickup. If parent/legal guardian does not inform the school that the older student will be picking up the student, then the student will not be released.

Parent/ Legal Guardian should contact the Preuss office by 10:00 a.m. to request a Departure slip for the student. Parents may call in advance to request a Departure slip. Students may pick up a classroom pass for departure before school, between classes or during lunch. Classroom passes for departure will ensure that students are on time for their appointments.
Truancy Policy

The Preuss School UC San Diego has taken a firm position on attendance and truancy. It is our belief that "the purpose of all students attending school is to receive an education, and that the responsibility of every student is to attend school regularly and on time." It is necessary for students to attend school every day in order to graduate and go on to college.

Habitual tardiness or truancies may result in detention, assignment to Saturday School, the loss of the privilege to participate in extracurricular activities. Each truancy will result in the assignment of a Saturday School. Parents of students must clear all absences. Students who have not cleared their full day absence within 72 hours or their period absence within 24 hours will be considered truant (CA Education Code Section 48260(a)). If the parent does not clear the absence, an attendance print out will be sent to the advisory teacher for the student to clear.

The following are considered truancies:
- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission.
- Not reporting to class within three minutes of obtaining a pass from the office.
- Three unexcused absences
- Arriving thirty (30) or more minutes late for class without a valid bus pass or other valid pass from the office. A period truancy will be recorded, if not cleared (CA Education Code Section 48260.5)

Student Absence Procedure

1st Truancy
Attendance Office notifies parent of absence by phone. If no answer, attendance office personnel sends pass for student.
Teacher must call parent/guardian to notify of non-attendance.

2nd Truancy
Attendance Office personnel sends first letter home to parent.
Attendance Office notifies parent of absence by phone. If no answer, attendance office personnel sends absence verification with student.

3rd Truancy
Attendance Office personnel refers student to advisory teacher.
Attendance office personnel sends second attendance letter.
Advisory teacher makes contact with student and parent.

4th Truancy
Advisory teacher refers to counselor for Student Attendance Review Team (SART) Meeting.
Counselor contacts parent to set up a SART conference.

5th Truancy
Attendance office personnel sends third attendance letter.
Counselor refers student to Vice Principal.
Vice Principal will hold a parent/student SART conference and sign a Truancy Contract.
Student and parent sign Truancy Contract.

6th Truancy
Vice Principal refers student and parent to SARB
Student may be recommended for suspension/expulsion

Discipline Policy/Consequences

Students are expected to follow all rules as stated in the discipline. The consequences for breaking school or district rules vary as to the severity of the infraction. Some of the rules and policies are listed below. Refer to the discipline policy for a complete list of all school rules and the consequences for breaking these rules.

Assembly Behavior
- Quietly enter the Walton Center or the Amphitheater and be seated according to the seating chart
- Sit quietly and listen to the presentation
- Applaud at the appropriate times. Do not boo, hiss, whistle, or make inappropriate noises
- Do not get up or leave the Walton Center until your class has been dismissed
- Teachers will to sit/stand with their students for the entire presentation

Body Sprays/Colognes
Body sprays and Colognes such as Axe sprays and other aerosols may not be used at school. It is a safety issue.
Bus Passes
Students may only ride their assigned route. Bus passes will only be issued for urgent family matters and must be requested in writing 48 hours in advance. You must have your Z pass to ride the bus to and from school.

Bus Riding Privileges
Students must follow all regulations on the bus. This includes, but is not limited to sitting safely at all times, appropriate volume, not having food, drink or gum, and possessing identification. Failure to follow rules may lead to a loss of riding privileges.

Cameras/Video
Cameras should not be brought to school. In addition, it is prohibited to use video features of other devices such as cell phones, at school.

Elevator
Students may not use the elevator unless accompanied by an adult, or with written permission of the nurse.

Flowers, Bouquets and Balloons
Flowers, bouquets and balloons are not permitted on campus during instructional periods. If they are brought to school, they will be held in the Front Office and can be picked up at the end of the day. Bringing these items into the classroom is disruptive to the learning environment.

Food
Students are not allowed to bring food to school for celebrations (cakes, cookies, etc.). Food is not allowed in the classrooms and will be confiscated. Candy and other “junk” food do not provide the adequate nutrition for success at school, and students should not bring them to school. Students are not allowed to order pizza or other foods from restaurants off campus and have them delivered by any method. Students are not allowed to sell food or other merchandise that is not part of a school approved fundraiser.

Gifts
Do not give gifts, presents, etc., to staff members. School policy and procedure states that school employees may not receive gifts, presents, or articles of value from students or classes.

Gum
Students will not chew gum anywhere on campus. Students will be issued Dress Code violations for chewing gum (see Dress Code and consequences above). Students will be disciplined for violating this policy.

Harassment Policy
Harassment of any kind will not be tolerated at The Preuss School UC San Diego. Harassment includes, but is not limited to threats and or continual comments, either verbally or in writing, which causes a negative impact on another person. Sexual harassment can be defined by unwanted sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Refer to the Sexual Harassment Policy). Racial harassment may include slurs, insults, or name calling which may result in hostility, anger and fear. The Preuss School UC San Diego is committed to making our campus free of harassment. Students should report any kind of harassment to their teachers, the counselor or to the Vice Principal.

ID Cards
Your ID card is your school ID as well as a means for you to check out books from the library. Your bus letter will be on your ID card. Bus drivers will be asking to see your ID card with the correct bus letter. The drivers may or may not ask to see your ID card on a daily basis, but you must be prepared to show it upon request. When you get your ID card, be sure that it has the correct bus letter. You must carry your ID card with you while you are at school, while riding the bus, and while at any school sponsored activity.

Non-School Items
Non-school items should not be brought to school. These items can be distracting, and may be lost or stolen. Non-school items will be confiscated and only returned to parents.

Permanent Markers
Permanent markers and overhead pens may not be brought to school. They will be confiscated and students will be disciplined.
Public Display of Affection
In appropriate and intimate displays of affection are not acceptable at The Preuss School UC San Diego. This includes, but is not limited to kissing, holding hands/arms, and intimate hugging. Students are expected to exercise good judgment and restraint while on the campus or riding the bus to and from school. The Preuss School is a learning environment and public displays of affection will not be tolerated.

The Preuss Campus
We have a beautiful campus, students are reminded that this is our campus and we must, together, keep it beautiful.

Graffiti
No graffiti or vandalism of any kind will be tolerated. Students will be subject to immediate removal from the school if they are caught vandalizing the school in any manner. Graffiti is also not allowed on notebooks, backpacks, clothes, etc.

Tobacco, Alcohol, and Drugs: The sale, furnishing, possession, use or being under the influence of any of these substances is against state law. Students must not possess drug paraphernalia. Students will be subject to immediate removal from the school. (Refer to Zero Tolerance Contract).

Cell Phones and Electronic Devices
The Preuss School recommendation regarding student possession and use of cellular telephones and other electronic signaling devices is as follows:

Student possession and use of cellular phones, Blackberries, iPad, iTouch, Kindle, any computer tablets, pagers, and other electronic signaling devices on The Preuss School campus, at school-sponsored activities, and while under the supervision and control of school and school district employees (including bus drivers) is permitted under the circumstances described below:

- All students may use these devices on campus before school begins and after school ends. Students in high school grades 9 – 12 also may use such devices during the lunch period.

Cameras should not be brought to school. In addition, it is prohibited to use video and camera features of other devices such as cell phones, at school.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Additionally, theft may result. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Parents must come to the school to retrieve confiscated items. Repeated unauthorized use of such devices may lead to disciplinary action.

Dress Code
The Preuss School UC San Diego has a dress code to establish a neat appearance and avoid disruptions in the school environment. The dress code also establishes a sense of community and team spirit. To belong to The Preuss School is to identify you as a motivated individual willing to work harder to achieve your dreams. Each student is provided a Preuss polo upon enrollment. No pupil shall be penalized academically or otherwise discriminated against or denied attendance to school if the pupil’s parents choose not to have the pupil comply with the school dress code policy. An opt-out form is available in the front office.

Each day the students are expected to dress according to the following standards:
Tops: Students must wear a maroon or navy polo shirt containing The Preuss School UC San Diego embroidery.
  A. Must not hang below the top of the inseam
  B. Must contain The Preuss School UC San Diego
  C. Must not be altered sloppily or in a distracting fashion

Bottoms: Students can wear slacks, shorts, skirts, or capri pants in khaki (a light tan).
  A. All of the garments must not:
    1. Be altered sloppily or in a distracting fashion
    2. Sag and must be supported at the waist
    3. Be made of form fitting material (must be made primarily of cotton or polyester (lycra or spandex are not permitted)
    4. Be tight fitting
    5. Have slits that extend past the knee (if they are long skirts)
  B. Skirts and shorts must hang to or near the knee
Shoes and Socks:
A. Only white, navy, black, or brown shoes
   (With the exception of minimal markings in other colors, i.e. a blue stripe)
B. No ballet shoes, high heels, or high platform shoes
C. All shoelaces must be solid colors of either white, navy, black, or brown
D. Shoes must not be open toed or open backed
E. No shoes with rollers will be permitted
F. Solid white, brown, or navy socks must be worn with shoes
G. No boots

Undergarments:
A. Only a white short sleeve t-shirt is allowed as an undergarment
B. White shirts must be tucked in and may not hang below the Preuss shirt
C. No bottom undergarments may show (i.e. tights, leg warmers, long socks, sweat pants)

Outer garments (jackets, coats, sweaters, sweatshirts, etc.):
A. Must be navy in color with “The Preuss School UC San Diego” embroidered on the front
B. Must contain no writing other than “The Preuss School UC San Diego”
C. School approved outer garments for clubs and activities are allowed

Headwear:
A. No hats are to be worn or brought to school
B. Hoods are not worn in the classroom or any other school buildings
C. No bandanas, beanies, visors, etc.

Accessories:
A. No excessive jewelry (jewelry that is distracting to the learning environment)
B. No body piercing except in the ear is allowed
C. No piercing in the nose
D. No chains, including wallet chains, are permitted
E. Belts must be black, brown, or navy blue
F. Belts must not hang and must be contained in belt loops
G. No neckties
H. No other inappropriate accessories
I. Neck scarves must be navy blue or maroon (must match shirt)

Miscellaneous:
A. Clothing must not distract from the learning environment
B. No unnatural hair color or style that is disruptive to the learning environment
C. No excessive make-up
D. No visible tattoos
E. Backpacs and school bags must not have inappropriate writing or patches
F. Gum chewing violates the school dress code

Consequences for Violating the Dress Code
Infractions will be routed to the advisory teacher, who will then follow through with appropriate discipline actions.

The following policy applies to the entire year (not per semester):

First Violation
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher phones parent and a solution is discussed.

Second Violation
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher holds conference with student and phones parent explaining why student has received violation and warns that next violation will lead to a referral and Saturday School.

Third Violation
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal and attaches the three Dress Code violations.
- Vice Principal assigns Saturday School and signs Dress Code Contract with student and parent. The Dress Code Contract warns that upon the next Dress Code violation a parent conference will be held and the student will lose school privileges (extracurricular activities, including dances).
- Citizenship grade lowered to an N in University Prep.
Fourth Violation
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Vice Principal holds parent conference.
- Saturday School assigned.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

Fifth Violation
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- University Prep teacher writes a referral to the Vice Principal with the Dress Code violation attached.
- Student is assigned In-school Suspension for defiance, and a parent conference is held.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

Sixth Violation (and thereafter)
- Dress Code violation brought home and signed by parent and returned to University Prep teacher.
- Student will not be allowed to participate in extracurricular activities for one semester, or the equivalent amount of time (five months).
- Citizenship grade lowered to a U in University Prep.

Tardy Policy
The following tardy policy applies to each semester:

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<tr>
<th>First Tardy</th>
<th>Teacher/ student conference</th>
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<tr>
<td>Second Tardy</td>
<td>Teacher/ student conference</td>
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<td>Teacher discipline (student completes written reflection)</td>
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<td>Third Tardy</td>
<td>Teacher/ student conference</td>
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<td>Teacher makes parent contact</td>
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<td>Teacher discipline</td>
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<td>Lower citizenship grade</td>
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<td>Fourth Tardy</td>
<td>Referral to Vice Principal</td>
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<td>Vice Principal makes parent contact</td>
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<td>Vice Principal assigns lunch detention</td>
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<td></td>
<td>Lower citizenship grade</td>
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<td>Fifth Tardy (and each additional tardy)</td>
<td>Referral to Vice Principal</td>
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<td>Vice Principal schedules parent conference</td>
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<td>Vice Principal assigns Saturday School (SEA)</td>
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<td>Citizenship grade lowered to a U</td>
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Zero Tolerance
The Zero Tolerance Policy is designed to make your school safe for you and other students and create an appropriate learning environment. "Zero tolerance” means the rules are strictly enforced for everyone; no excuses or exceptions. Under this Zero Tolerance Policy, the Principal must recommend expulsion if you engage in the following prohibited conduct on school campus or at a school-sponsored activity, whether on or off campus and whether during class time, recess or lunch or before or after school hours:
- Use, possession or brandishing of a weapon. Examples of “weapon” include a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. The Principal may determine that any other object used in a dangerous manner is a “weapon” for purposes of this rule.
- Repeated incidents of violent acts or causing serious injury to another person.
- Attempting to commit or committing a sexual assault and committing a sexual battery.
- Selling, furnishing or knowingly using or possessing alcohol, tobacco or any drug (other than one prescribed for your use). Being under the influence of alcohol or drugs on campus also violates the NO ALCOHOL AND DRUG USE POLICY.

The Principal may recommend expulsion if you engage in prohibited conduct on the way to or from school, or to or from a school activity, on the school bus or a school van or otherwise under the auspices of the school. Expelled students will not be readmitted to the Preuss School.
Academic Honesty Policy

The faculty and staff of The Preuss School UC San Diego agree that honesty and integrity are values which lie at the core of the educational process. Honesty is an essential component in creating a challenging classroom atmosphere for students, in maintaining community trust, and in preserving the dynamics of student-teacher interaction. The acts of academic dishonesty as outlined below are of major concern to The Preuss School UC San Diego. In all cases, academic grades and effort grades will be affected and a suspension from school is a possibility. Repeated violations may result in serious disciplinary consequences from The Preuss School UC San Diego. These acts will be dealt with as explained below.

All students will have due process, in which students may present supportive evidence against a claim of violation of the Academic Honesty Policy, in a supportive environment of third parties that may include, any or all of the following individuals: Principal, Vice Principal, counselor, teacher, or other staff member(s), in the handling of the infractions. Violations of the Academic Honor Code include, but not limited to, the following:

1. **Cheating on tests**
   Any intentional giving/discussing/using of external assistance relating to an examination, test or quiz, without express permission of the teacher.

   **Penalty:** A student who is guilty of dishonesty on an examination, test or quiz will receive a zero on that examination, test or quiz. That zero may not be dropped from the record and will be averaged into the student’s grade. The student will receive a referral to the counselor. Parents will be notified. A lowering of the citizenship grade to a U is in the discretion of the teacher.

2. **Fabrication**
   Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

   **Penalty:** If a student is found guilty of falsification of data or authority, or invention, the student will receive a zero on that assignment. That zero grade may not be dropped and will be averaged into that student’s grade for that grading period. The citizenship grade for that grading period may be lowered in the discretion of the teacher.

3. **Unauthorized Collaboration:**
   Intentional collaboration on an assignment between a student and another person is not permitted unless the teacher specified collaboration is permitted.

   **Penalty:** If students are guilty of collaboration that has not been authorized by the teacher, all of the students involved will be subjected to lowered academic and citizenship for that grading period.

4. **Plagiarism:**
   Any intentional use of another’s ideas, words, or works as one’s own. Plagiarism includes the misuse of published/copyrighted material whether written or visual and/or the work of other students.

   **Penalty:** Any student guilty of plagiarism will receive a zero grade on the assignment. That zero will be averaged with the other course assignment grade and may not be dropped. The citizenship grade for that grading period may also be lowered in the discretion of the teacher.

5. **Pattern of test or major project avoidance**
   A pattern of absences on test days or major project due dates for the apparent advantage of performing better on the make-up test or for gaining extra working/studying time.

   **Penalty:** If a student develops a pattern of test avoidance, the parents will be notified. At the teacher’s discretion, any further absences may result in a forfeit of make-up opportunities.
Serious Offenses
Subject to Suspension and/or Expulsion

The Preuss School UC San Diego has developed a Student Safety Plan, which includes the Student Code of Conduct, the Discipline Policy, the Honesty Policy, and the Student Retention Policy. The Plan delineates expectations for behavior as well as consequences for violations. With respect to discipline, in practice, the school follows a progressive discipline approach with the most serious offenses drawing suspension or even expulsion after appropriate investigations. The school typically recommends expulsion for assault and battery, possession of weapons or other dangerous objects, controlled substances, robbery, possession of tobacco or other nicotine products, and hate crimes. No student is suspended or expelled solely because of poor grades. Each student and parent or guardian is given a copy of the Student Code of Conduct. Signed acknowledgements are retained on file at the School. Students suspended from the school, and recommended for expulsion, will receive due process in the form of a review panel. Following is a list of items that may lead to suspension or expulsion.

1. **Weapons and/or explosive devices:** Students may not possess any type of weapon on campus, or on the bus to and from campus (Refer to the Zero Tolerance Contract). A weapon is defined as a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, or any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon. Lighters are dangerous objects and may lead to expulsion.

2. **Harassment:** Harassment of any kind will not be tolerated at The Preuss School UC San Diego. Harassment includes, but is not limited to threats and or continual comments, either verbally or in writing, which causes a negative impact on another person. Sexual harassment can be defined by unwanted sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (Refer to the Sexual Harassment Policy). Racial harassment may include slurs, insults, or name calling which may result in hostility, anger and fear. The Preuss School UC San Diego is committed to making our campus free of harassment. Students should report any kind of harassment to their teachers, the counselor or to the Vice Principal.

3. **Fighting:** Students must not cause, attempt to cause, or threaten to cause physical injury to another person. (Refer to the Zero Tolerance Contract).

4. **Tobacco, alcohol, drugs:** The sale, furnishing, possession, use or being under the influence of any of these substances is against state law. Students must not possess drug paraphernalia (Refer to Zero Tolerance Contract). If you are found to be using/under the influence, selling, furnishing or possessing a controlled substance, you will be recommended for expulsion on your first offence. Possession of a lighter may result in expulsion.

5. **Threats:** Students must not threaten other students or staff members.

6. **Stealing and Extortion:** Students must not steal or attempt to steal school or private property. Students must not use intimidation or violence to obtain money or items of value

7. **Vandalism:** Any student who maliciously damages or defaces school or personal property is required by law to pay for damages, and will be subject to immediate removal from the school.

8. **Profanity:** The use of offensive words or profanity is not allowed.

9. **Cheating:** Cheating is not allowed. Students are expected to his/her own work (Refer to the Academic Honesty Policy).

10. **Graffiti:** Graffiti will not be tolerated anywhere on campus. Any form of graffiti is prohibited. Students will be subject to expulsion from the school.

11. **Disorderly Conduct:** Students should not engage in pushing, shoving or horseplay in an aggressive manner.

12. **Tardiness or Truancy:** Students are expected to be on time and in class daily. Excessive tardiness will affect citizenship grades. It is the student’s and parent’s responsibility to clear absences (Refer to the Attendance Policy in the Student Handbook for more information).

13. **Abusive Conduct with Computers/ Network:** Such conduct includes, but is not limited to, damage or theft of system hardware or software; the altering of any system software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software. Any unauthorized electronic entry, including but not limited to any access downloading and/or printing of materials which would be considered pornographic, unlawful, obscene, or otherwise objectionable by any staff member.
Student Retention Policy and UC/CSU Eligibility Policy

The purpose of The Preuss School is to prepare students for admission to four year universities and colleges, including the University of California and other of the nation’s leading institutions. It provides students with the curriculum and training needed to achieve academic success.

The curriculum and culture of the school are focused on learning and high academic achievement by all enrolled students. All Preuss students are expected, through their personal behavior and performance, to exemplify a dedication to learning and academic excellence and to contribute to a school environment that fosters learning and academic excellence. Students who are not meeting the high academic and behavioral standards of The Preuss School will be counseled and supported to rise to the expected standards. Every effort will be made to assist students in improving their performance. We understand that it may take time for a student to adjust to the new and different environment of The Preuss School, and we will use a variety of supports to assist students in making that adjustment. Should a student be unable to meet the academic standards, despite counseling and support over a period of time, that student may be recommended for retention in his/her present grade.

UC/CSU Eligibility Policy

- The mission of The Preuss School is to prepare students for acceptance to a 4-year university. In order for seniors to take advantage of the school’s mission, students in grades 8-11 need to be on track to be UC/CSU college eligible.
- In order to be on track towards college eligibility, students in grades 8-11 need to pass their Math, English, Science, and History classes with a C- or better.
- Students earning lower than a C- need to take advantage of Preuss’ many academic supports to improve their academic performance.
- Students earning lower than a C- who DO NOT take advantage of Preuss’ supports will have the opportunity to get back on track towards college eligibility by repeating an entire grade.
- If students don’t want to repeat a grade, be sure to pass your classes with at least a C-, or take advantage of the school’s supports, including SEA, tutoring, tutorials, test corrections, counseling, and summer school.
- Advisory Teachers will review the specific eligibility policy for grades 8-12 in university prep classes.

Behavior, Effort, Motivation

Students must demonstrate comportment which reflects a personal commitment to learning and academic achievement. Student behavior must contribute to an environment that fosters a dedication to learning and high academic achievement, integrity and civil behavior by all at the Preuss School.

The following activities often lead to academic failure. These behaviors lead to a process of “Intervention,” outlined in a separate section of this statement.

- Patterns of unexcused absence or poor attendance.
- Unsteady work patterns: not turning in assignments, being late with assignments, not doing homework, not doing assignments in the proper format.
- Poor performance in Citizenship:
  - If a student earns a minimum of 2 N's (N= Needs Improvement) or 1 U (U= Unsatisfactory) grade in citizenship in one or more classes on any semester report card, the student is considered to have serious behavior concerns that may require interventions.
  - If a student does not improve the minimum grade level citizenship GPA by the end of the second semester progress report, the student is subject to retention.

Intervention for Students

The School is committed to working with students to improve their performance. It believes that all students are capable of performing effectively, and to the fullest extent its resources allow, will provide assistance to students who are not meeting the school’s standards in behavior, effort, motivation or academic performance. Such students will be notified about the concerns and then assisted in various ways, including:

- Counseling
- Round Table Conference: A meeting with all stakeholders in which a plan is drawn up for improvement and support.
- Tutoring
- Guidance from mentors
- Repeating of courses.
- Other interventions, as appropriate, including Saturday School and after-school tutorials.
- Student Study Team meetings to explore assessment for learning disabilities.
- Routine Progress Checks
- Referral to the School Nurse

If these opportunities for assistance are exhausted without the student improving performance sufficiently to pass courses in a non-probationary status, it may be necessary to retain the student. This may be the only recourse for The Preuss School UC San Diego when the students are:
- Not making progress through the curriculum sequence in terms of credits and courses passed;
- Unresponsive to interventions.

We expect student retention to be rare. The School is committed to aiding students in succeeding at the Preuss School, and will use this option only when thorough efforts have exhausted the School’s resources.

**Due Notification and Advisal**
- All students, parents, teachers and staff are informed of Academic, Behavior, and Retention Policies.
- A written plan or contract is prepared and signed by all parties whenever academic issues occur as outlined in this document.

**Implementation Schedule**
- Behavior, Effort, Motivation, is in effect with the Class of 2004 and all subsequent graduating classes.

## Consequences

The staff at The Preuss School UC San Diego feels that our Code of Conduct is fair and that all students will be able to follow the policies. We believe in consistent and appropriate intervention that allows the child to get back on track as soon as possible. Students who break the rules will be subject to the appropriate discipline, as determined by the level of inappropriate behavior.

Disciplinary action may include one or more of the following:
- Contact parent/guardian
- Confiscate item
- Conference with Counselor/Vice Principal
- Assign in-school detention
- Parent conference
- Lunch clean-up
- Suspension from school
  - Requires that the student remain home under adult supervision for a specified number of days as determined by the school guidelines. Students who are suspended may not attend any school-sponsored activities. While on suspension, students may not be on the Preuss campus.
- Referral to other agencies
  - This may include students being referred to appropriate outside agencies or to law enforcement personnel.
- Arrest: Students may be arrested and prosecuted
  - Students may be arrested and prosecuted for an offense that falls under the jurisdiction of local law enforcement.
- Expulsion from The Preuss School UC San Diego. In extreme cases students will be expelled from the school.