



Student / Parent Handbook

Arroyo Valley High School
1881 West Baseline
San Bernardino, CA 92411
(909) 381-HAWK
2014 Edition

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Introduction

This handbook is provided to inform students and parents of the major policies, rules, regulations, and procedures that will be in operation at Arroyo Valley High School. Some of the information presented here is a reflection of District policies that are in effect at all schools in the San Bernardino City Unified School District, while other information is unique to Arroyo Valley High School. It is intended that the implementation of these practices will result in a school that meets the educational needs of its students while providing them with a pleasant and safe environment.

All students and their parents are encouraged to read this handbook and keep it handy for future reference when needed. Please note that the Table of Contents will assist the reader to quickly locate subjects of special interest. The “How To” section at the end of this handbook is a quick source of answers to often asked questions.

A Special Note

It is extremely important for students to realize that their performance in high school will have a great impact on their future. Many employers require applicants to have high school diplomas before they will be considered for employment, and a diploma is required for enlistment in the Armed Services. High school grades are an important factor in determining whether or not a student will attend college, and excellent grades are essential to gaining admission to many of the best colleges and universities. Participation in athletics, student government, band, choir, drama, or other extra-curricular activities not only make the high school experience more enjoyable but sometimes can be important in gaining access to some colleges and universities, and such activities often result in the development of rewarding lifelong interests.

Students and parents should be aware that regular attendance is essential to good performance in high school. **Students with excellent attendance records almost always graduate with their class; students with poor attendance records seldom do.**

Chapter 1: School Information

History of Arroyo Valley High School

Arroyo Valley High School (AVHS), whose motto is “Above all the Rest,” is a community of diverse social and economic backgrounds from suburban and urban populations. Opening in 2001, AVHS became the city’s first high school constructed in the western quarter of San Bernardino, a traditionally underserved area. Since the school’s inception, the students, staff, parents, and community have developed an impressive sense of pride in Arroyo Valley as all stakeholders continue to support the city of San Bernardino’s diverse cultural values and traditions. AVHS promotes school effectiveness and leadership opportunities for students and staff.

The mission of Arroyo Valley is to provide each student with a safe, secure, challenging, and nurturing learning environment, an educational setting rich in the arts that empowers each student to become a responsible, productive citizen with the necessary knowledge to find success in a highly competitive, technological, and multicultural society.

Alma Mater

*Arroyo Valley High School,
Loud praise we sing to thee,
And to your colors, black and gold, we pledge our loyalty.
You help us stand among the best,
A light for all to see.
We’re soaring high above all the rest,
Where ever we may be.
Arroyo Valley High School,
Your praises we now sing.
Forever in our hearts you’ll stay,
Fly on to victory.*

Policy Statement for Title VI, Title VII, Title IX, and Section 504

The San Bernardino City Unified School District does not discriminate on the basis of race, color, national origin, ancestry, religious creed, marital status, sex (including sexual harassment), disability (physical or mental), or age in any of its policies, procedures, or practices in compliance with the Title VI and Title VII of the Civil Rights Act of 1964 (pertaining to race, color, and national origin); Title IX of the Education Amendments of 1972 (pertaining to gender); Section 504 of the Rehabilitation Act of 1973 (pertaining to disability); and Age Discrimination in the Employment Act of 1975 (pertaining to age 40 and over), the Americans with Disabilities Act of 1990, the Federal Family and Medical Leave Act, the California Family Rights Act and the Fair Employment and Housing Act. This nondiscrimination policy covers admission, participation, and accessibility to any program or activity of the District and selection, advancement, discharge and other terms, condition and privileges of employment. Inquiries regarding the equal opportunity policies, equal program accessibility policies and the filing of complaint procedures alleging discrimination, including sexual harassment, may be directed to the school principal/site administrator or to the District:

Title VI, Title VII and Title IX Coordinator
Marie Arakaki, Affirmative Action Officer
San Bernardino City Unified School District
777 N. F Street, San Bernardino, CA 92410
(909) 381-1122

ADA/504 Coordinator
Marie Arakaki
Affirmative Action Officer

Section 504 Plan Coordinator
Dr. Keith L. Drieberg—(909) 880-6788
Psychological Services Coordinator

The San Bernardino City Unified School District recognizes its obligation to provide overall program accessibility throughout the District for individuals with disabilities. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

The lack of English language skills will not be a barrier to admission and participation in the District's programs. You may obtain additional information regarding languages other than English by calling the English Learners Program Department. The telephone number is (909) 891-1021.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 established the right of parents or legal guardians, and students who are 18 years of age or attending a post-secondary school, to inspect, review, and challenge student educational records. School records include all verified information such as health records, achievement records, test records, discipline, attendance records, etc. Requests may be made to the school principal or high school counselor to review and inspect student records.

A written statement regarding a challenged educational record may be made and included in the educational record if so desired by the parent.

Using discretion based upon the best interest of the student, “directory information” may be released without the consent of the parent. Directory information will be released by the educational staff to local, state, county and federal agencies such as law enforcement, protective, adoption, and health agencies; employers; scholarship award committees; PTA room mothers; private business, or any public agency working on behalf of minors. Parents are advised that, should they not want directory information to be released, they must notify the principal of the school in writing within 30 days after the first day of school each year.

Directory information includes one or more of the following items: student’s name, address, date and place of birth; major field of study; participation on athletic teams; grade average; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Student cumulative records, K-12, are maintained by the District for a period of five years after the student reaches the age of 18 or graduates from high school.

Administration

Mr. Principal

Ms. Deena RodriguezACII

Dr. Mary Shelton Vice Principal (A-G)

Mr. Ray Gallardo Vice Principal (H-N)

Ms. Ali Del CastilloVice Principal (O-Z)

Counselors

Maria Alegria
Karla Alvarez
Josiane Beckles
Helene Bishop
Michael Bennie
Christina Dool
Guinevere Pittman
Veronica Ramirez

Athletics

Mr. Matt Howell, Athletic Director

Bell Schedule

Time

8:00 – 9:30
9:45 – 10:20
10:26 – 10:58
11:04 – 11:36
11:42 – 12:17
11:36 – 12:11
12:11 – 12:17
12:17 – 12:52
12:17 – 12:52
12:58 – 1:31
1:37 – 2:10
2:16 – 2:50

Period

Staff Planning
Period 1
Period 2
Period 3
Period 4A
First Lunch (B, C, D, E, H, I, N)
Transition
Second Lunch (F, G, J, PE, I-104, I-107)
Period 4B
Period 5
Period 6
Period 7

MONDAY SCHEDULE

Time

6:34 – 7:24
7:30 – 8:24
8:30 – 9:20
9:26 – 10:16
10:22 – 11:12
10:16 – 10:51
10:51 – 11:12
11:12 – 11:47
10:57 – 11:47
11:53 – 12:43
12:49 – 1:39
1:45 – 2:35

Period

Period 0
Period 1
Period 2
Period 3
Period 4A
First Lunch (B, C, D, E, H, I, N)
Transition
Second Lunch (F, G, J, PE, I-104, I-107)
Period 4B
Period 5
Period 6
Period 7

TUE, WEDS, THU, FRI SCHEDULE

Open Enrollment

On April 19, 1994, the Board of Education of the San Bernardino City Unified School District adopted an open enrollment policy, which became effective on July 1, 1994. Under this policy students may transfer to another school provided that:

1. There is space available to accommodate the student, and
2. The racial and ethnic balance of the sending and receiving schools are not negatively affected. In order to be considered for the open enrollment program, the student must submit an application.

The applications are available at all school sites and at the district office, which is located at 777 N. F St. in San Bernardino, California. Students in the same family may submit one application for open enrollment at a single school.

Chapter 2: Attendance

Attendance Procedures and Policies

Regular school attendance at Arroyo Valley High School is a very important part of a successful school experience. It has been proven that poor attendance is the single most frequent cause of unsatisfactory achievement, and a student who is often absent places himself in a position of not passing classes required for high school graduation.

We expect all students to attend, each day, all of the classes in which they are registered. We expect students to be in their appropriate classrooms when the bell rings at the end of passing period.

Absences

The following reasons constitute legal absences from school:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental, optometric, or chiropractic services rendered
4. Attending funeral services of a member of the pupil's immediate family (CAC Title 5 - 420)
5. Jury Duty
6. Lack of immunization—five day maximum

High School Attendance and Grading Policy

The Board of Education is committed to encouraging good attendance. Regular attendance is essential for students to earn satisfactory grades. Students who have good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school. Likewise, there is a direct relationship between poor attendance and class failure.

All students are expected to attend school regularly and to be on time for all classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

I. Attendance and Grading

- A. In order to promote positive attendance, the Board of Education authorizes teachers to assign a failing grade for the semester to any pupil whose unexcused absences equal or exceed ten (10) in that semester. A failing grade may not be assigned for this reason until a student has accumulated all ten (10) unexcused absences.
- B. Students with verified excused absences will be given one day for each day of absence from a class to make up work missed in class. Teachers are not obligated to provide makeup work to students with unexcused absences.

C. Classification of Absences

1. Excused absences are:
 - a. Verified absences allowed by state law for computing attendance (Ed Code Sec. 46010(b); illness, quarantine directed by county health officer; medical, dental or optometric appointments; funeral of a member of immediate family; and jury duty.
 - b. Verified absences for justifiable personal reasons as provided by state law (Ed Code Sec. 48205), (Administrative Regulation No. 5113, Section 7) bereavement, critical illness of a family member, appearance at a SARB meeting, attendance at an event approved by the principal, family emergencies, exceptional circumstances (court appearance, religious observance [4 days max.]), or pupil is custodial parent of an ill child or child with a medical appointment.
 - c. Suspensions, including on-campus suspensions.
2. Unexcused absences are any absences not described under Section C-2 above, or not verified as excused with a valid excuse within three days of the student's return to school. Unexcused absences include, but are not limited to, truancies.

Auto Caller

A computerized Auto-Caller System will call parents in the evening to notify them when their child has one or more uncleared period absences. Please contact the school if your telephone number has changed.

Clearing Absences

When a student is absent from school, a written excuse from a parent or guardian must be brought to the Attendance Office or the parent or guardian may call the Attendance Office to clear an absence no later than 5 days after the student returns to school. The note must state the reason and date(s) of absence(s). The full name of the student and a parent signature must also be on the note. All written excuses and phone excuses are recorded and filed and held for audit by the State. All absences for which written and phone excuses are received after 5 days of the student's return to school will be coded as unexcused.

Early Dismissal

Students requesting special permission to leave campus during regular school hours must provide the Attendance Office with a note from the parent.

The Attendance Office in turn will issue a yellow Early Dismissal Slip. Early dismissal slips will be issued **before school** and **during lunch only!**

Students who become ill and wish to go home early should report to the Health Office. A parent or another person listed on the emergency card must be contacted before an ill student can be released. A student who leaves campus during the school day (except at lunchtime) without an "Early Dismissal Slip" will be considered truant.

Parent Contacts

It is suggested that parents contact the Attendance Office any school day between 7:00 a.m. and 4:00 p.m. to clear or check on their child's attendance. As time allows, attendance personnel will contact parents by telephone to verify absences from a Master Absence List. Parent contacts that cannot be completed by telephone will be referred to attendance verifiers for a home visit.

Truancy

Truancy is defined as an uncleared absence from one or more classes without a valid parent or guardian excuse and/or a verified school activity.

Late Arrival

Students arriving at school after 11:30 a.m. will be admitted to class after presenting a valid parent or guardian excuse to the attendance office.

Perfect Attendance

Perfect attendance at Arroyo Valey High School is defined as having no partial- or full-day absences, excused or unexcused. Absences due to verified school activities do not affect a student's qualification for perfect attendance.

Tardies

All students entering the classroom after the bell rings will be marked as Tardy. If the student supplies the teacher with a valid excuse, the Tardy will be marked excused.

Chapter 3: Curriculum and Instruction

Curriculum and Instruction

Over the past seven years, California has embarked on a comprehensive public school reform effort that is based on preparing each student to meet or exceed world-class standards for academic excellence. At the heart of this reform movement is a commitment, by both individuals and institutions, to increase academic expectations and the achievement of each student in every California public school. In that regard, California is well positioned to comply with both the letter and the spirit of the No Child Left Behind Act of 2001 (**NCLB**). NCLB sets several key performance goals for the state:

- Highly qualified teachers will teach all students by 2005-06
- All students will attain “proficiency” in reading and mathematics by 2014, including English learners and students with disabilities
- All English learners will become proficient in English
- All students will learn in schools that are safe and drug free
- All students will graduate from high school.

Arroyo Valley High School staff is busy putting into place the necessary components to meet the requirements of NCLB. Our comprehensive school reform program incorporates the following components:

- Employs proven methods and strategies based on scientifically based research;
- Provides ongoing, high-quality professional development for teachers and staff;
- Includes measurable goals and benchmarks for student achievement;
- Is supported within the school by teachers, administrators and staff;
- Provides support for teachers, administrators, and staff;
- Provides for meaningful parent and community involvement;
- Plans for the evaluation of strategies for the implementation of school reforms and for student results achieved, annually.

The instructional materials teachers use at Arroyo Valley is aligned with California’s academic content standards and also includes teaching strategies for the English learner student. The four core content areas are history-social science, English/language arts, mathematics, and science. The elective and physical education classes also teach a standards-based curriculum that includes mathematics, reading, and writing strategies.

During the summer of 2002, staff, students, and parents worked together to develop and implement academic goals for all San Bernardino High School students. Following are the critical academic needs:

- **Reading Comprehension**
- **Written Communication Skills**

The data used to determine the critical academic needs also helped staff, students, and parents to determine what the expected school-wide learning results should be for students who graduate from Arroyo Valley High School. Following is that information:

Academic Skills/Critical Thinking/Problem Solving

- ◆ All students will read for comprehension using grade-level standards enabling them to analyze, interpret, and evaluate written text
- ◆ All students will demonstrate the ability to write in a clear, organized, and concise manner appropriate to the subject at or above grade level
- ◆ All students will analyze, evaluate, and synthesize information using mathematical computation at or above grade level

Life/Social Skills and Career Awareness

- ◆ All students will work collaboratively with diverse populations
- ◆ All students will exercise responsible behavior to facilitate academic, physical and social success by regular and punctual attendance
- ◆ All students will set and pursue realistic and challenging career and personal goals

Technology Competency

- ◆ All students will demonstrate technological literacy

Chapter 4: Counseling and Guidance

Counseling Services and Information

The counseling program at Arroyo Valley High School provides student services that are helpful to high school students in planning for further education or employment after graduation. The role of the high school counselor is to assist the student in making sound educational and personal decisions to reach these goals. Educational counseling includes assisting students and informing parents and guardians. Some of the benefits that the counseling department offers are:

- Helping students when experiencing problems at home or school
- Targeting at-risk students to help them be successful in the school environment
- Working with teachers, parents, and administrators to assist in the learning process
- To help students understand their life career development
- Ensure that all new students have adjusted and are excelling in their new school
- Provide information about post-secondary options

Counselors contact students each semester to help students:

- Develop a four-year plan to meet high school graduation requirements and post-secondary options
- Assess their academic progress toward graduation and select appropriate courses
- Develop self-understanding and self-awareness
- Plan for post high school educational and employment opportunities

Personal counseling develops a professional rapport with students who have personal problems and assists them in functioning adequately in school. The counselor also:

- Promotes positive attitudes and values among students
- Maintains student confidences
- Interprets *Family Rights and Privacy Act* regulations

Counseling Office Procedures & Guidelines

**Office Hours: 7:00 a.m. - 3:30 p.m.
Monday-Friday
381-4295**

Appointments

Students may make an appointment to see a counselor before school, after school, or during lunch. Students who have emergency or crisis situations may see their counselor immediately. Parents are advised to call for an appointment so that time may be set aside to sort through a problem or issue.

Special Programs

JROTC: This is a four-year course of study that is designed to help the high school student of today prepare to become tomorrow's aerospace-age citizen. The curriculum integrates social studies and physical sciences and applies them to aerospace. This course is an initial exploration of aerospace activities, familiarization with aircraft and spacecraft, an examination of the environment in which such craft operate, and an orientation to the U.S. Air Force and the customs and courtesies used by its leadership and management.

AVID (Advancement Via Individual Determination): AVID is an elective college preparatory class for students with academic promise and potential. Students are taught high school/college survival skills, including note-taking, study skills, test-taking, time-management, SAT and college entrance/placement exam preparation, effective textbook-reading, and library research skills. Students also receive extensive help in preparing college applications and financial aid forms. These preparations increase the coping skills of the students, motivate them to seek college educations, and increase the student's level of career awareness.

S.O.A.R.: The Honors Program is offered to capable, highly motivated, and identified gifted students who are desirous of the most highly challenging course of studies available during their four years in high school. A Senior Project is the culminating activity, completing the requirements to graduate with Phoenix Recognition.

California Partnership Academies: This program is designed to counsel students from different backgrounds. The challenge of this program is to help and support each student through his or her different life experiences. This program is set up to build strength and self-esteem against obstacles, failure, threats, and many negative situations. The program goal is to identify problems within a child's family structure. The result is an emphasis on successful intervention strategies that will produce positive young adults.

C.A.P.S.: After-school programs can provide an important educational setting for our students. At San Bernardino High School, the goals of our Cardinal After-School Academy (CASA) are three-fold. They are: 1) to provide access to college-preparation activities; 2) to provide service-learning experiences for our students, which will be paid for them at the same time; and 3) to provide safe, enriching, and "fun" activities for our students after the school day is over. These activities will be Monday through Thursday from 2:45 to 5:45 p.m. To promote this, we have our library open from 7:15 a.m. to 6:00 p.m. Students and our community will have access to the library and technology.

Outreach Worker: The outreach worker assists parents and students who are having difficulty performing within the school system. The outreach worker is located in A205. The services offered are:

- Short-term crisis intervention
- Referrals to agencies regarding health, child abuse, suicide prevention, and parent-student conflicts
- Assistance on a temporary basis with food and/or clothes from school-maintained food pantry/clothes closet
- Lunch applications for free or reduced lunch

- Off-campus assistance programs and agencies
- Services/counseling for at-risk students
- Home visits to determine family's need for outside agencies; making proper referrals
- Referrals of students with health-related needs to District nurse
- Food Stamp Program
- Healthy Families Program/Medi-Cal

Partnership Academy: The Partnership Academy is a school-within-a-school that uses a team approach to learning. Selected students progress through this three-year program with an Academy team of instructors, counselors, and industry experts from the fields of math, science, language arts, and vocations. This program integrates personal contact, a challenging and relevant curriculum, and close ties between parents, school, and the private sector.

Student Study Team

The AVHS Student Study Team is an informal process where a student is referred for support, encouragement, and assistance to help with academic, social/emotional, behavior, or attendance problems. Parents may request a referral by contacting their child's counselor or vice principal at 381-4295.

The Student Study Team will:

- Meet with the parent/guardian and student to assess the student's needs
- Develop and implement several intervention strategies to satisfy those needs
- Have a follow-up meeting to determine progress

Additional intervention strategies will be implemented if necessary.

Support Classes: Classes are available to support students in reading, math, and study skills.

After-School Tutoring

Tutoring is available for one hour after school (**days and times to be posted in classrooms**). Tutors and teachers are available to assist students with homework assignments

Schedule Change Policy

The student scheduling process employed by the high schools is designed to ensure student involvement in planning their schedule prior to the beginning of the year. Nevertheless, some changes in student schedules may be necessary once school has started. This procedure will accommodate the need for some students to revise their program within given parameters.

1. Student's request for class change will be considered **only** if:
 - a. An error occurs in the student's program.
 - b. The student selects a class for which credit has previously been granted

Schedule change requests must have a parent signature.

Forms are available in the counseling office.

2. **Changes after the fourth week of a semester will not** be permitted without special arrangements with the counselor, teacher, parent, and vice principal.
3. The counselors have the responsibility for making schedule changes in student programs. They will consider such changes when:
 - a. The circumstances described in items 1-2 are involved and, in the judgment of the counselor, a change is warranted.
 - b. The counselor determines that a change is in the best interest of the student and/or his/her progress toward graduation from high school.
4. The principal and vice principal of counseling may recommend student schedule changes when:
 - a. Action involves removal from a class
 - b. Balancing class loads
 - c. Other administrative decisions related to student motivation and success warrant it
 - d. Parent request
5. All such changes shall be in accordance with procedures set forth in statements 1-4 above.

Withdrawals

Students transferring to another school or withdrawing from school must present a signed written request from a parent to the registrar the day before their last day in school. Under no circumstances should a student transfer or withdraw without following this procedure. Transcripts will not be issued to students or parents/guardians until all charges are paid.

Promotion Requirements

Credits Required to Attain 10th-, 11th- or 12th-Grade Status

On October 16, 2007, the Board of Education adopted Administrative Regulation 6146.1 to provide additional motivation for students to earn enough credits to keep up with their classes. The policy simply states:

To be a member of a particular class, a student must have earned the appropriate number of credits by the beginning of the school year. Students who have not earned enough credits to be a member of a particular class at the beginning of the year, after earning the required credits may be promoted to that class at mid-year, with rights and privileges thereof.

The Board of Education establishes the following minimum credit requirements for a student to be in the following grades:

| | |
|----------------|-------------|
| Tenth Grade | 55 Credits |
| Eleventh Grade | 110 Credits |
| Twelfth Grade | 165 Credits |
| Graduation | 220 Credits |

It is important for students to earn the required number of credits each semester in order to graduate on time. There are also other reasons for students to keep up with their classes. For example, the assignment of students to specific classes for yearbook pictures is based on the number of credits earned rather than the number of years a student has been in high school; also, at least one student in each couple must be a junior (11th grader based on credits earned) to attend the Prom or a senior (12th grader based on credits earned) to be eligible to attend the Prom and/or Grad Night.

It is extremely important that students who fail classes enroll in the very next summer school to make up their deficiencies. Students may also attend Adult Education or a local college to make up credits. See your counselor for more information.

Graduation Requirements

According to District Board Policy No. 6112.1 all pupils in grade 12 shall be enrolled in at least 5 courses each semester...

A total of 220 credits are required for graduation. Five credits are earned at the end of each semester for every class taken and passed. If you pass all six classes at the end of the semester, you will earn 30 credits toward graduation. The minimum number of credits required in each subject area is:

| Areas | Credits |
|-------------------------------|-----------|
| English | 40 |
| Mathematics | 30 |
| Science | 30 |
| Physical Education | 20 |
| World History | 10 |
| U.S. History | 10 |
| Economics | 5 |
| American Government | 5 |
| Fine Arts or Foreign Language | 10 |
| Career Development* | 20 |
| <u>Electives</u> | <u>40</u> |
| Total | 220 |

* Two years of related Career Development courses selected from business education, industrial and vocational arts, and ROP programs. Students carrying a University of California/California State University preparatory program through the first semester of their junior year will not need to meet this requirement.

If a course has been taken and passed with a “D” or better, it should not be repeated, as credit will not be given for the repeat of the same course.

Graduation Requirements

| Areas | San Bernardino City Unified School District 220 Unit Graduation Requirement (1 semester equals 5 units) | California State Education Code | University of California System and the California State University System |
|--|--|--|---|
| English | 4 years (40 Units) | 3 years | 4 years college preparatory level English or higher (Honors, I.B., Advanced Placement) |
| History/Social Science | 4 years (40 Units) 1 year world geography 1 year world history 1 year United States history and geography 1 semester economics 1 semester American government | 3 years (30 Units) 1 year United States history and geography 1 semester economics 1 year world history, culture, & geography | 2 years college preparatory or higher level history/social science including: 1 year world history and geography 1 year U.S. history AND 1 semester civics or American government |
| Mathematics | 3 years (30 Units) 4 years recommended (must meet Algebra I Standards--see BP 6146/1) | 2 years | 3 years of college preparatory or higher level 4 years recommended |
| Science | 3 years (30 Units) 4 years recommended 1 year biology 1 year physical science 1 year elective science | 2 years: biology physical science | 2 years college preparatory or higher level (laboratory sciences) 3 years recommended Fundamental knowledge in at least two of three disciplines, biology, physical science, physics, earth/space science courses with approved prerequisites |
| Visual and Performing Arts | 1 year (10 Units) -OR- 1 year foreign language | 1 year (10 Units) -OR- 1 year foreign language | 1 year - Course must meet UC/CSU approval |
| Foreign Language | 1 year (10 Units) -OR- 1 year of a visual or performing arts | 1 year (10 Units) -OR- 1 year of a visual or performing arts | 2 years 3 years recommended Must be in the same language |
| Physical Education | 2 years (20 Units) 1 year in grade 9 1 year in grades 10, 11, or 12 | 2 years (20 Units) 1 year in grade 9 1 year in grades 10, 11, or 12 | Not required |
| Career Development (20 unites but may "overlap" and fulfill two (2) requirements | 2 years (20 Units) Courses selected from a Career Major, Cadet Corps, JROTC, ROP courses, and other courses leading to future career interests | Not specified | Not specified |
| Electives | 40 additional units from any combination of selected courses of interest | Not specified | UC Electives: 2 years of college preparatory level courses chosen from any of the following areas: visual and performing arts, history, social science, English, advanced math, laboratory science, foreign language |

Graduation Ceremonies

Graduation ceremonies, including Baccalaureate and Commencement exercises, are open only to bona-fide graduates. All graduates must have met all the graduation requirements and have accumulated a total of 220 credits or more.

Students who are short credits, who have not met all subject graduation requirements, or who are listed as doubtful by their teachers, shall not be issued caps and gowns. Seniors may not participate in any senior activities involving caps and gowns until all graduation requirements have been met (i.e., Baccalaureate and Graduation ceremonies).

Procedure for Selecting High School Valedictorians and Salutatorians

Student Selection:

In order to qualify as Valedictorian or Salutatorian, a student in the San Bernardino City Unified School District must:

- Have completed 7 semesters of high school based on a four-year high school program
- Be selected for this honor based on the agreed upon Districtwide selection criteria
- Complete the final (8th) semester at the school from which he/she has been selected as Valedictorian/Salutatorian

Procedure for Selection:

The following guidelines will be used for selection of courses to be used in the computation of the point total and grade-point average for the selection of valedictorians and salutatorians:

1. Grades for 42 classes (6 classes each semester for 7 semesters/grades 9, 10, 11, and the first semester of 12th) to meet the graduation requirements of the San Bernardino City Unified School District including:

| | | | |
|------------------------|----------------|------------------|---------------|
| English | (7 semesters) | Math | (6 semesters) |
| History/Social Science | (7 semesters) | Science | (6 semesters) |
| Physical Education | (4 semesters) | Fine Arts or | |
| Electives | (10 semesters) | Foreign Language | (2 semesters) |

NOTE: Electives may include such courses as, but are not limited to, band; journalism; student government; yearbook; additional classes in math, science, foreign language, visual and performing arts; college courses taken while enrolled in high school; and courses taken to meet the Career Development requirement.

2. Grades for 4 semesters of physical education shall figure into the Valedictorian/Salutatorian selection criteria.
3. Courses to fulfill the Career Development requirement may be completed during the 8th semester.

4. Grades for college classes that meet the IGETC (Intersegmental General Education Transfer Curriculum) requirements, and are transferable to any UC or CSU campus, will be counted on a 5-point (weighted) scale, as would an Honors/AP/IB class. College vocational and lower division remedial classes will count on a 4-point grading scale.

Procedures for Calculating Selection of Valedictorian/Salutatorian:

1. Using the weighted, overall grade point average list, identify the top fifteen to twenty seniors.
2. Complete a form for each student, designating the course and grade earned for each of the 42 required courses, and indicating whether or not the grade is “weighted.” (Regular courses = 4 point “A”, etc.; Weighted for Honors/AP/IB/College IGETC courses = 5 point “A”, etc.)
3. Calculate by adding each grade value, multiply by weight value, then divide the total by 42.
4. The student with the highest point total will be selected Valedictorian. In case of a numerical tie, more than one valedictorian shall be declared.
5. The student with the next highest point total will be selected Salutatorian. In case of a numerical tie, more than one salutatorian shall be declared.

Report Cards

Report cards reflecting permanent grades in each enrolled class are issued at the end of each semester.

The quarter report card is issued after the ninth week of the start of each semester and is intended to show the student’s progress midway in the semester.

Report cards are mailed to students within approximately seven school days after the close of the grading period. Copies of the report cards are available from the registrar’s office and are available for inspection by parents.

The grading periods are as follows:

| | |
|--------------------------|-------------------|
| End of the First Quarter | October 3, 2014 |
| End of Second Quarter | December 12, 2014 |
| End of Third Quarter | March 13, 2015 |
| End of Fourth Quarter | May 22, 2015 |

Please contact the counselor or teacher if you have questions regarding a report card.

Progress Reports

Mid-quarter reports on all students who are earning a “D” or “F” in any subject are mailed home. The intent of these “poor work” notices is to alert the student and his/her parents that the student is likely to fail the class if there is no improvement. Parents may contact the counselor if they have any questions.

ABI

The ABI Portal is a program that gives parents and students secure access to student information via the internet. The portal allows parents and students access to attendance data, assignments, class schedules, course requests, grades, and unofficial transcripts. Please visit www.sbcusd.com for more information or contact the school.

Homework Policy

Arroyo Valley High School follows District policy that requires homework be assigned in all academic areas. It is expected that students will comply with teachers' requests concerning homework. Parents should expect homework in all academic subjects.

Four-Year Plans

Counselors meet each year with all ninth-grade students to discuss and to develop a Four-Year Plan. This plan helps the student set his or her goals for meeting high school graduation requirements and for meeting career or college goals after graduation.

Assignment of Students to Continuation High School: Education Code Section 48432.5

48432.5. The governing board of each high school or unified school district which assigns pupils to continuation schools shall adopt rules and regulations governing procedures for the involuntary transfer of pupils to continuation schools.

Such rules and regulations shall provide that written notice be given to the pupil and the pupil's parent or guardian informing them of the opportunity to request a meeting with a designee of the district superintendent prior to the transfer.

At the meeting, the pupil or the pupil's parent or guardian shall be informed of the specific facts and reasons for the proposed transfer and shall have the opportunity to inspect all documents relied upon, question evidence and witnesses presented and present evidence on the pupil's behalf. The pupil may designate one or more representatives and witnesses to be present with him or her at the meeting.

A decision to transfer the pupil involuntarily shall be based on a finding that the pupil (a) committed an act enumerated in Section 48900, or (b) has been habitually truant or irregular in attendance from instruction upon which he or she is lawfully required to attend.

The decision to transfer shall be in writing, stating the facts and reasons for the decision, and sent to the pupil and the pupil's parent or guardian. It shall indicate whether the decision is subject to periodic review and procedure thereafter.

None of the persons involved in the final decision to make an involuntary transfer of a pupil to a continuation school shall be a member of the staff of the school in which the pupil is enrolled at the time that the decision is made.

A pupil, with the concurrence of a designee of the district superintendent, may transfer voluntarily to a continuation school in order to receive special attention such as individualized instruction.

Involuntary transfer to a continuation school shall be imposed only when other means fail to bring about pupil improvement; provided that a pupil may be involuntarily transferred the first time he or she commits an act enumerated in Section 48900 if the principal determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester during which the acts leading directly to the involuntary transfer occurred unless the local governing board adopts a procedure for yearly review of the involuntary transfer conducted pursuant to this section at the request of the pupil or the pupil's parent or guardian.

A pupil who has voluntarily transferred to a continuation school shall have the right to return to the regular high school at the beginning of the following school year and with the consent of a designee of the district superintendent, may return at any time.

Scholarships and Awards

The high school graduate who needs financial help to continue his/her education may apply for scholarships made available by colleges, corporations, and community organizations.

The high school student improves his/her chances of getting a scholarship if he/she:

- ✓ Takes College Preparatory, Honors, and AP (Advanced Placement) classes
- ✓ Earns marks of "A" or "B" in all academic subjects
- ✓ Participates in the activities of the school, such as student government, school clubs, sports, school service, band and vocal music, and school plays
- ✓ Obtains work experience or community service hours outside of school

Honors

Academic Letter ('S')

1. The academic letter is awarded to those students who have a 3.5 grade point average (GPA) overall weighted or more for two consecutive semesters out of the most recent three semesters.
2. All semester grades are used in computing the GPA. Incomplete grades count as "Fs" until replaced by another grade. All incomplete grades must be made up no later than two weeks into the next semester or they automatically become "Fs."
3. Summer school grades are not used in computing the GPA for the awarding of Academic Letters.
4. Regular classes are scored on a 4-point scale (an "A" is worth 4 points, a "B" 3 points, a "C" 2 points, a "D" 1 point, and an "F" 0 points).

Advanced Placement/Honors classes are scored on a 5-point scale (an “A” is worth 5 points, “B” 4 points, “C” 3 points, “D” 2 points, and an “F” 0 points).

- Transfer students are awarded an Academic Letter only when the second of the two consecutive semesters is earned at Arroyo Valley High School.

Academic Star

- Students who have been awarded Academic Letters are eligible to earn Academic Stars.
- A Star is awarded for two consecutive semesters in which the student has a 3.5 GPA or higher (overall weighted). Any semester used to qualify for a “letter” cannot be used to obtain an Academic Star.
- The method of computing the GPA for an Academic Star is the same as for the Academic Letter.
- In a four-year high school career it is possible to earn one Academic Letter and two Academic Stars.

Special Letters

Special letters may be issued to students participating in and meeting the requirements of certain activities.

Certificate of Honor

Students who have a 3.3 GPA or more for two consecutive semesters will be awarded a Certificate of Honor.

Leadership and Service

Certificates for individuals may be given for leadership, service, and class participation at the Awards Assemblies throughout the year.

Financial Aid for Education

There are many sources of aid available to assist worthy students in financing their education. San Bernardino counselors are available to guide students to appropriate sources for financial help. Listed below, in capsule form, are some sources of financial aid:

| <u>SOURCE</u> | <u>PURPOSE</u> | <u>REQUIREMENTS</u> |
|----------------------------|---------------------------|----------------------------------|
| <u>MONEY GRANTS</u> | | |
| Grant A | 4-year College Costs | Need + GPA |
| Grant B | 2 or 4-Year College Costs | Very needy + college eligibility |

| | | | |
|--|--|----------------------------|---|
| Grant C | | 2-Year Vocational | Need + extensive preparation in high school career courses |
| PELL | | | |
| Federal Student Aid | | 4-year College Costs | Need + GPA |
| College & University Grants | | Specific College Costs | Need + must apply for FAFSA |
| <u>AWARD SCHOLARSHIPS</u> | | | |
| National Merit | | 4-Year College Costs | Very high PSAT score + need |
| Local Scholarship | | Education Costs | Turn in scholarship notebook selection by donors; often high GPA required; special achievements in high school. |
| College and University Grants | | Specific College | Demonstrated exceptional achievement and/or academic excellence. |
| <u>SERVICE SCHOLARSHIPS</u> | | | |
| College and University Sports | | College Costs | Awarded by the college or university to athletes of demonstrated ability; academic achievement and ability vital factors. |
| Work Study Program | | College Costs | Need + must apply for FAFSA |
| Armed Forces Academics | | 4-year Academy Full Costs | Very high scholarship; citizenship, leadership, health, and academic program requirements. |
| | | | |
| ROTC | | Host University Full Costs | Same as above |
| EFD (Education Fee Deferment) | | | Need - see College Financial Aid Officer |
| SOURCE | | PURPOSE | REQUIREMENTS |
| FFEL (Federal Insured Student Loan) | | | Same as above |
| GSL (Guaranteed Student Loan) | | | Same as above |
| NDSL (National Direct Student Loan) | | | Same as above |

Financial Aid

When applying for admission to a trade school, any certificated program, community college, or four-year colleges, request a financial aid package from your school counselor.

Work Experience Education

Work Experience: Students who are employed in the Student Cafeteria Program receive Work Experience credit. This is a semester class. Students can apply for the positions with principal approval in the 9th grade. In addition to working in the cafeteria, they are required to attend a weekly class where they will learn entry-level job skills and receive information and guidance through related instructions.

Physical Education Department Policy

The Physical Education teaching staff at Arroyo Valley High School would like to state what is expected from all students enrolled in a physical education class so that each student can benefit fully from the positive opportunities offered from taking a physical education class.

The following rules, guidelines, and procedures apply to each student enrolled in a physical education class.

Rules of Student Conduct

- ➔ Daily and punctual attendance
- ➔ Dressed in PE uniform (shorts, top, shoes, socks)
- ➔ Participation in class activity
- ➔ Respectful towards fellow classmates and teacher

Physical Education Uniform Requirement

- ➔ Black shorts
- ➔ Plain white T-shirt with sleeves
- ➔ Tennis shoes
- ➔ White socks
- ➔ Black sweats are allowed on bad weather days and/or at teacher discretion
- ➔ **No Exceptions**

PE Locks/Lockers

- ➔ Each student must provide his/her own lock. Lockers are provided.

PE Uniform Violation Disciplinary Action

1st Offense: Student issued a *Teacher Warning*.

2nd Offense: Student sent to VP and assigned two days After-School Detention (ASD).

3rd Offense: Student sent to VP and assigned one day of In-House Suspension.

4th Offense: Student sent to VP for suspension from school until satisfactory parent conference is held with parent, student, teacher, and vice principal.

Illness/Injury

Students are to dress in a PE uniform when excused for illness/injury from ACTIVE participation in class.

Students are required to bring a signed note from a parent/guardian stating reason for being excused from ACTIVE participation in class (please include home and work telephone number). The signed and written excuse is good for up to three (3) days.

Students are to bring a note from a physician if illness/injury is to be more than three (3) days.

Chapter 5: PARENT SERVICES

Accident Insurance

Student accident insurance is available from the Myer-Stevens & Toohey & Company, Inc. Policies are available for coverage on the school grounds starting at \$15. A brochure on this insurance was included in the registration packet mailed to your home. Further information and claim forms are available from the vice principals' secretaries.

Change of Address

Students must notify the school's data clerk in the registrar's office of changes to addresses or telephone numbers (home or work) for themselves or their parents. Changes of address may require evidence (such as rent receipts or utility bills) especially if a student is changing school attendance zones.

Parent Contacts

It is suggested that parents contact the Attendance Office any school day between 7:00 a.m. and 4:00 p.m. to clear or check on their child's attendance. As time allows, attendance personnel will contact parents by telephone to verify absences from a Master Absence List. Parent contacts, which cannot be completed by telephone, will be referred to attendance verifiers for a home visit.

Visitors

School policy is to allow only those visitors who have legitimate business to visit the school. Visitors and guests must register with the receptionist immediately upon entering the campus.

Parents are always welcome to visit. We do require, however, that all parents register in the Administrative Office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet. Parents wishing to sit in a class need to make arrangements with the administration at least one day before the visit.

Under no circumstances are students permitted to have visitors or bring younger children or babies onto campus during the school day.

Unauthorized visitors are considered to be loitering and are in violation of Penal Code 653g. "***Loiter***" means to delay, to linger, or to idle about any school without lawful business for being present.

Booster Organizations

Parents/guardians are encouraged to volunteer time with many booster organizations at AVHS:

1. Aquatics Booster Club
2. Band Boosters
3. Basketball Boosters
4. Choral Boosters
5. Football Boosters
6. Wrestling Boosters

School Committees/Parent Involvement

School Advisory Committee (SAC)

This council is composed of parents, community persons, school staff, and District staff who represent the identified Title I/State Compensatory Education (SCE) students in the school. The SAC makes recommendations relative to the use of Title I funds and is involved in the planning, implementation, and evaluation of the Title I/SCE programs. Parents of the project participants elect the council.

English Language Advisory Committee (ELAC)

This committee serves in an advisory capacity regarding the English Language Learners (ELL) Program. Parents of our non-English and limited-English students are eligible to run for office. They will address four major concerns yearly.

School Site Council (SSC)

This is a decision-making body that represents all stake holders of our school community. The school principal, teachers, other school personnel, parents, and students comprise this group. One of their primary responsibilities is to identify common goals and assist the Leadership Team in establishing a plan, called the Instructional Improvement Plan (IIP). The SSC makes recommendations relative to the use of categorical and Title I funds and is involved in the planning, implementation, and evaluation of the IIP. Each segment of our school community needs to be represented so that there is continual communication between the council, Leadership Team, and school programs.

Parents may be nominated for two or three committees. For instance, your child may be a Title I and a limited-English student at the same time. Therefore, your name would appear on the SSC, ELAC, and SAC ballots. This is a two-year commitment. Check with the school concerning meeting dates and times.

PACS

The directors and staff of the Parent Institute will be here at Arroyo Valley High School to discuss the program that will be offered to all parents of our school.

During the months of **October, November, and December**, Parent Institute will provide you with nine (9) workshops that will help you to better understand the behavior and development of your child. The following are some topics covered in the workshops:

- Week 1 Planning Session**
- Week 2 Adolescent: A Time of Change and Growth**
- Week 3 Positive Communication Enhances Self-esteem**
- Week 4 How to Motivate Teenagers to Read**
- Week 5 Obstacles That Get in the Way of Success in School**
- Week 6 How The School System Works at Middle and High School**
- Week 7 The Road To College**

Week 8 Dialogue/Forum

Week 9 Graduation

Don't miss this opportunity to take advantage of these workshops **Arroyo Valley High School** is offering to you. Come to the orientation and add your ideas, questions, and concerns to the planned topics. There **will be free childcare & light refreshments** while you attend these classes. Please bring other parents who might also be interested in the program.

Chapter 6: Student Services

Accidents

The Board of Education and the school do not and cannot assume any responsibility for accidents or injuries to students while on the school grounds or while participating in school-sponsored off-campus activities.

A parent of each student is required to complete and to have on file at the school a Student Emergency Data card. The card lists the parent's preference of medical advisors and others to be contacted in case of accident or illness of the student. All information requested on the form should be accurately recorded, including emergency phone numbers and special health problems, if any.

In case of an accident to a student, the office staff or teachers trained in first aid will render services until the parents or family medical advisor can be summoned.

Closed Campus Policy

The School Board has approved a Closed Campus Policy for all the comprehensive high schools within the District (District Policy 5112.5).

“Closed Campus” means students may not leave the campus between the hours of 7:30 a.m. and 2:34 p.m. unless they have used the proper procedures to secure a “blue” permission slip to leave campus (see Attendance Procedures). If a student has a shortened day schedule, he/she needs to bring his/her ID card to the office.

Closed campus also means that there are two lunch periods with the fourth-period class determining which lunch a student will have. See the bell schedules posted in the classrooms to determine whether you have first or second lunch.

Food is available at many stations in the quad as well as at the cafeteria windows. The salad and deli bar is located in the cafeteria dining room. A variety of tasty foods are prepared for the students. Student Council arranges special noontime activities, contests, and dances on a regular basis.

Senior Option

Senior Option was established by the Board of Education to reward seniors for acceptable attendance and grades. Seniors who had a 2.5 GPA and no Fs for the last semester of the junior year will qualify for a Senior Off-Campus Pass and be permitted to leave the campus during their scheduled lunch period using any form of transportation. Any senior applying for Senior Option must have the signed permission of a parent. Only emancipated 18 year olds may sign their permission request. While this policy is in effect, the school District cannot be responsible for the safety and conduct of students while off campus. Students need to be aware that the Senior Option can be revoked at any time for those individuals who violate any school rules and regulations.

Any Senior wishing to participate in the Senior Option program must receive prior approval and permission to do so from the vice principal's office.

Seniors shall be denied the privilege of leaving campus during authorized lunch periods for the remainder of the quarter whenever:

1. The Senior has not met the eligibility requirement.
2. The Senior drives or takes an ineligible student off campus during scheduled lunch periods.
3. The Senior gives or loans a pass to any other student (The pass need not have been used by the other student).
4. The Senior falsely uses the pass of another.
5. The Senior violates any standards of eligibility as set forth in District Policy No. 5112.5.
6. He/she fails to produce and show the pass to any Security Officer, School Police Officer, or any school administrator or teacher authorized to inspect such passes.
7. The Senior abuses the privilege by conduct that includes, but is not limited to, any of the following: tardiness, fighting, destruction of property or disturbing the peace, "double-lunching," etc.

The Daily Announcements

The daily announcements are read in the second class every day. The daily announcements carries important communication on pep assemblies, games, clubs, assemblies, scholarships, job information, and general information useful to students.

Telephones

School telephones are for conducting school business. Students are not allowed to receive phone calls on school phones. However, a vice principal may give permission to use a school phone. A teacher, except for extreme emergencies, will not give students a pass to the office to request use of a phone.

Passes

No student shall be out of class during regular class time without a pass issued by the teacher in charge of the student during that time. This includes trips to the rest room, library, and/or office, as well as to any place other than the room to which the student has been assigned. Passage shall be the shortest and quickest route without stopovers at other points and without bothering other classes in session. Passes shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the note. Students without a pass will be sent to the vice principal or designee. Administrators reserve the right to set times during which passes can be given during any period.

Identification (ID) Cards

All AVHS students are required to have a current AVHS student photo ID card to provide safety for students on campus and to control the issuing of textbooks and supplies. Students will be required to have an ID card:

1. For identification purposes while on campus
2. To check out textbooks, library materials, and to use equipment or materials within the library
3. To purchase tickets and/or attend school activities (dances, etc.)

Warning: *Students are required to show their ID card to any staff member, campus security or police officer upon request. Students who are found not carrying ID cards are subject to disciplinary action. There is a \$5 fee to replace lost cards.*

Dances

Arroyo Valley High School students attending school dances must have a school Identification Card (ID). Guests of Arroyo Valley High School students must be students from local area high schools and must show proof of which school they attend. A student who wishes to bring a guest must reserve a pass for the guest from a vice principal during the school day. No passes will be issued at the dance. All rules relating to student conduct during school hours are in effect during dances. Students who leave the dance early may not return and are prohibited from loitering on school property. Administrators reserve the right to develop guidelines that establish eligibility to attend dances and other school-sponsored events.

Textbooks

A Photo ID is required to check out all books. Textbooks are issued before and after school to individual students. Textbooks are furnished to the students without charge but it is the responsibility of the student to return the books in good condition at the end of the semester or when checking out of a class. Students should cover the textbooks checked out to them.

Students are liable for any lost or damaged books. Report cards, transcripts, and/or diplomas will be held until such payment is made.

Library/Media Center

The school library is open during school hours each day. The student must have a library pass for admission during lunch period. Library passes are available from the library before school each morning. ID cards are required for library services and computer use. Student Internet Use Agreement must be on file.

Library Use

1. **Individuals:**
Students have open access to the library before and after school.
Students will not be admitted to the library during class periods unless a teacher accompanies them or they have a pass from the staff.
2. **Classes/Small Groups:**
Reservations for class use of the library must be made in advance.

Library Etiquette

1. Those who come to the library must cooperate in providing an atmosphere that enables reading and studying to be uninterrupted. There are other areas on campus for eating and social gatherings. Students eating or drinking in the library will be asked to leave.
2. Library materials must be returned by the due date. Do not deprive others of their use. Fines will be charged on overdue or damaged materials.

STUDENT INTERNET USE AGREEMENT

Please read this document carefully. Parent/Guardian and student signatures are required before Internet access can be provided as part of the educational program.

The San Bernardino City Unified School District is taking great strides in the area of technology. We now have the ability to enrich your student's education by providing Internet access. Internet is a worldwide network of computers. It allows your student the opportunity to access rich information sources, share information, learn concepts, and communicate with people from other parts of the country and the world.

Student Internet use will be supervised at all times and every effort will be made to protect students from any misuses or abuses. It is possible for users of the worldwide Internet (including your child) to access information that is intended for adults. Although SBCUSD has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the District or school cannot prevent the availability of, nor even begin to identify, inappropriate material elsewhere on the Internet. Computer security cannot be made perfect, and it is likely that a determined student could make use of computer resources for inappropriate purposes.

SBCUSD believes that the benefits to students from access to the Internet far exceed any potential disadvantages. SBCUSD supports and respects each family's right to decide whether or not to apply for Internet access.

Terms & Conditions

Individuals using the District network are subject to having all network activities monitored by District personnel. Anyone using these systems expressly consents to such monitoring. Any violations of the

terms and conditions may result in disciplinary action, the revoking of Internet access, and appropriate legal action. Users of the San Bernardino City Unified School District electronic network are expected to abide by the generally accepted rules of network etiquette. **Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct.**

Unacceptable conduct includes the following:

1. Using the network for an illegal, inappropriate, or obscene purpose, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as violation of the intended purposes, goals or use of the network by students. Obscene activities shall be defined as a violation of generally accepted social standards.
2. Using the network in violation of copyright laws or other contracts.
3. Using the network for commercial gain.
4. Degrading or disrupting equipment or system performance including the spreading of viruses.
5. Vandalizing the data of another user.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user without authorization.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. Using abusive, sexist, racist or otherwise objectionable language in either public or private messages.
12. Sending of "Chain letters," "broadcast" messages or any other types of use which would cause congestion of the network or otherwise interfere with the work of others.
13. Using the network in an unethical manner.

Electronic Devices

Cameras, CD Players, Hand Held Video Games, Ipods/Music Devices, Radios, and similar devices will not be permitted on campus. These items are not permitted on campus for the following reasons:

1. They serve no educational purpose.
2. They are a distraction in the classroom.
3. They are items, which, due to their value, are often stolen.

Any of the items listed above that are used in the classroom will be confiscated. They will be returned only to a parent or guardian and the school will not be responsible for items not picked up by a parent within one school week of confiscation. If these devices are brought to campus and they are lost, stolen, borrowed and not returned, and/or damaged, the school is not responsible for investigating the whereabouts or condition of the device(s). Students bring them at their own risk.

Electronic Signaling Devices (Beepers)

No school shall permit the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment by pupils of the school while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school District employees without the prior consent of the principal or his or her designee. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a pupil and use of which is limited for purposes related to the health of the pupil (Ed. Code 48901.5).

Cell Phone Policy

The San Bernardino City Unified School District Board of Education approved the policy of the restrictive use of cell phones by students. The policy indicates that students are permitted to possess cell phones for use before and after the instructional day. The instructional day includes passing periods and lunch period. During the instructional day students are required to have their cell phones turned off and out of sight. Please know that the District and its employees will not be responsible for lost, damaged, or stolen cell phones. Also, school administrators may take away cell phones from students when in use during the instructional day or for the illegal use of the phones.

Cellular phones come with a variety of features that include recording devices and cameras. It is illegal for anyone to record another person without consent, and it is unethical to take pictures of persons without their consent or to take pictures of tests for illegal purposes. Students who decide to use their cell phones for these purposes can be suspended from school and/or cited.

The intent of this policy is to allow you and your child to communicate on important issues regarding their education, important family matters, and their safety.

Lost and Found

Lost and found services are provided by the Office located in the Administration Building near the main switchboard.

Students who lose items should first check with the Office in the Lost & Found Area. For any unrecovered items The student should complete a Theft Report. The Report should be given to School Security. Owners claiming lost articles must give satisfactory identification.

Students are advised to not bring large amounts of money, iPod's, mp3 players, cell phones, or wear expensive jewelry to school since AVHS cannot be held responsible for the loss of items.

Health Services

Arroyo Valley High School does not have a full-time nurse and has no provisions to keep ill or injured students on campus. Parents will be notified immediately of an illness or injury of their child and will be expected to pick him/her up at school or authorize transportation of the student. If a parent/guardian

cannot be reached at home or at work, the student (unless 18 years of age) must remain at school until 2:34 p.m.

The Health Clerk or other trained staff member will render first aid if a student requires emergency medical attention while injured at school. The parent/guardian or family medical advisor will be summoned.

The Emergency Card listing your preference of family medical advisors and others to be contacted in case of an accident or illness is extremely important to your son or daughter in an emergency; be sure it is filled out completely and accurately including emergency phone numbers.

Medication Procedures

1. Only medication prescribed by the pupil's physician may be given at school with the proper form filled out by the physician and signed by the parent.
2. Medication brought to school should be in containers which are clearly marked with the pupil's name; the prescribing physician's name; an identification number or the name of the medication; the manufacturer or the druggist who dispensed the medication; and the amount of medication to be taken at specified times or in specific situations.

No medication of any kind (including aspirin) may be given to a student by school personnel unless the medication is brought to school with written permission from a parent/guardian to give it to the student. Additionally, the Health Clerk is not responsible for the treatment of old injuries, removal of splinters, use of Vaseline for chapped lips, etc. These must be referred to parents for appropriate medical care.

Student Messages

Parents having an urgent need to see a student during school time should contact the office to summon a student from class if justified. **Under no circumstances will school personnel accept money or other valuables to be delivered to students.**

STUDENTS MAY NOT RECEIVE FLOWERS, BALLOONS, SINGING TELEGRAMS, OR SIMILAR PERSONAL GIFTS AT SCHOOL BECAUSE OF THE DISRUPTION OF THE EDUCATIONAL PROCESS CREATED BY SUCH ITEMS.

Make-Up Work

All work must be promptly made up after an absence.

1. If a student is truant from school, the teacher is not obligated to permit him/her to make up any work, but the final decision is up to the teacher.
2. A student who misses because of illness, authorized extra-curricular, and suspension must be given an opportunity to make up work--usually one day is allowed for each day absent.

3. It is definitely the responsibility of the student to take the initiative to go to the teacher to secure make-up work. It is NOT up to the teacher to follow-up on missing assignments due to a student's absence.
4. Assignments for students who are ill for more than five days may be requested by calling the vice principal's clerk at 381-4295. Please allow at least 24 hours for the teachers to be contacted and then to respond. A parent or friend may pick up the assignments.

Chapter 7: Safety

Arroyo Valley High School Fire Drill Procedure

(Fire Bell: 3 long, pause, 3 long – repeated)

1. Teacher accompanies class to designated area.
2. Close classroom door and turn off lights. **DO NOT LOCK DOOR.**
3. Teachers are to bring their roll book.
4. Students are to walk quickly in an organized manner.
5. Remain in designated area until all-clear bell is sounded.
(FIVE SECOND BELL.)

Arroyo Valley High School

Earthquake Evacuation Procedure

| | |
|-------------------------|--|
| Start | Earthquake alert bell (1 long bell) to ring. (DUCK AND COVER) |
| 5 minutes later | Warning bell to evacuate building and go to practice fields on west side of gym. |
| 10 minutes later | Class in position in Assembly area. Teachers take attendance. |
| 15 minutes later | Teams move into position. Command Post, Area Supervisors, Sweep, First Aid, Sanitation, Crowd Control, Morgue, Traffic, etc. |
| 25 minutes later | All-Clear Bell - Students return to their class. |

ALL TEAMS HOLD POSITIONS UNTIL ALL-CLEAR BELL RINGS

Declaring an Emergency

An Administrator will notify the classrooms of a major emergency by using the intercom.

Lockdown All classrooms should be locked. Do not admit anyone into the classroom after the Code Red declaration had been made. **No passing periods.** Teachers and students are to remain in classrooms until an all-clear announcement is made.

Shelter in Place Students and staff are to remain in their current location or seek refuge in the closest classroom.

Crisis Counseling

In case of an emergency, AVHS staff members are trained to deal with issues our students may face. The District crisis team is also available to assist our staff and students in dealing with traumatic events in our school community

Chapter 8: Transportation Policies

Buses and Transportation

Bus passes are issued before the start of school to all students who live more than three and one-half miles from Arroyo Valley High School. Only students with passes may ride school buses. Bus passes may not be loaned to others. Each student must show his pass to the driver. Students must carry their bus passes every day. If your bus is late and you have a pass, you will be sent to class.

The School District Transportation Office assigns bus stops, not the school. Problems concerning buses, behavior on buses, loading, complaints about drivers, bus stops, etc., should be routed to the Transportation Office (388-6125).

Student Parking Policy

General Information

Students must park in the student parking lot on the south side of the campus. Parking is on a first-come, first-serve basis. Parking in the student parking lot is a privilege not a right. Students needing assistance in parking problems should contact a campus security officer. Security officers will make regular checks of all the parking facilities; however, Arroyo Valley High School is not responsible for damage to or theft of student automobiles or other vehicles.

All motorized vehicles driven to school must be registered through the Security Office. After the vehicle registration form is submitted, a parking permit will be issued to the student. The permit is to be hung on the inside rear view mirror at all times while on the Arroyo Valley High School campus.

Restricted Parking

Student parking in the faculty parking lot or in the Administration Building lot is prohibited. Violators will be ticketed (V.C. 21113) and repeated offenses may result in suspension of parking privileges in the school facility.

Parking Lot Rules

1. The speed limit is five (5) miles per hour.
2. All vehicles must be parked within the designated parking lines and headed in the proper direction. (Vehicles are not to be backed into parking spaces.)
3. All vehicular traffic will be in the proper direction. Do not drive against the flow of traffic.
4. When exiting the parking lot, use right or left turn signals as appropriate.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and being banned from parking on the school parking lot.

6. Loitering or eating in or around cars in the parking lot is **NOT PERMITTED** at any time. (Students may not eat lunch in their cars.)
7. Students driving any type of motor vehicle on the campus grounds, except on the designated student parking lot, will be disciplined.
8. All students parking vehicles on campus must have a AVHS parking permit registration on file with AVHS Campus Security. Proof of a valid driver's license and proof of auto insurance is required to obtain this permit. Vehicles parked in the campus parking lots without this parking permit will be ticketed. Vehicles driven by non-licensed drivers will be towed away by SBPD.
9. Students parking in designated spaces without authorization will be warned first and given a school ticket for the second and subsequent offenses. Each school ticket will result in a \$5.00 charge in the ASB office.
10. Upon registration of vehicles permitted to park in designated areas, each vehicle will be issued a AVHS parking permit to be displayed in the front window. Failure to display the permit will result in a warning first and a school ticket for the second and subsequent offenses. All students must register their vehicles and have a valid CA driver's license and proof of insurance.

Damage to Motor Vehicles or Bicycles

The School District assumes no responsibility for loss or damages to motor vehicles or bicycles parked on the campus. Every attempt will be made to keep surveillance on the parking areas, but, as in all public parking lots, you assume the liability for your vehicles.

The safety of the drivers, passengers, and pedestrians is paramount in all school parking lots. Speeders or reckless drivers will be cited and will lose school parking privileges.

Bicycles/Mopeds/Motorcycles

A fenced enclosure for bicycles, mopeds, and motorcycles is provided in the Quad. The enclosure is locked during schools hours but, even so, all bicycles and mopeds left there must be secured with a chain and lock. Although the school attempts to provide a secure place for them, it is not responsible for the theft or damage of any bicycle, moped, or motorcycle brought on campus. Bicycles are not to be ridden on campus.

Skateboards

Skateboard use is prohibited at school for safety reasons. **DO NOT** ride a skateboard in school and risk having it confiscated. California Vehicle Code recognizes the bicycle as a legal form of transportation, but not the skateboard.

Chapter 9: Student Conduct and School Policy

Discipline Policy

Arroyo Valley High School maintains and consistently applies a single standard of student behavior. The purpose of a student behavior policy is to maintain an educational environment conducive to learning and to protect the safety of pupils and others.

Investigations shall be full, fair, and equal. All corrective measures taken are directed toward changing undesirable behavior and are expected to provide guidance to students. The students' rights of due process will be respected; each student shall know explicitly the charges brought against him/her. Students will be heard in their own defense and, in the event that the infraction by the student results in suspension, expulsion, or involuntary transfer, the student and parent will be informed of their right to due process.

Classroom and campus problems will be handled by teacher referrals to the counselor or the vice principal. The student will be made aware of the referral and given an opportunity to discuss the matter. The student and the parent will be alerted to the disciplinary action to be taken. Parental involvement will become an essential part of the process whenever a serious situation arises. Since student behavioral patterns vary from minor to serious, so is the manner in which they are handled. Examples of possible disciplinary actions are: student conference, student-teacher conference, parent conference, class suspension, detention, Saturday School, school suspension, drop from class, transfer to another school, or actual expulsion from school.

Students, together with their parents, should be knowledgeable of the causes for suspension and expulsion so that they may be avoided. The rules regarding suspension and expulsion are applicable on the school grounds, at any school-sponsored activity, or at any time when the student is under the authority of school personnel.

Appropriate police agencies shall be informed of any major violations of California State Law on the school campus or at any activity related to school attendance. Reportable infractions include but are not limited to: cases of extortion or attempted extortion, thefts, assaults where victims require medical attention, arson, destruction of public or private property of more than \$10.00 in value, or any act for which the maximum punishment is described as a felony in the California Penal Code.

Complete copies of the *Student Behavior Policy* of the San Bernardino City Unified School District are available from the school or from the Superintendent's Office. We urge you to contact the principal or a vice principal if you have questions concerning the District's *Behavior Policy*.

Disciplinary Action Programs

Discipline and order are essential in the successful operation of a school. We believe that discipline starts in the classroom and is carried on throughout the campus and school-related activities. We strive to enforce all school rules in a firm, fair, and consistent manner. The basic disciplinary objective at AVHS is to change unacceptable behavior to acceptable behavior.

Arroyo Valley High School is the first high school to implement the successful MODEL program. MODEL is an acronym for Managing On-Site Discipline for Effective Learning. Our approach through MODEL is to involve all stake holders on the campus and community to provide a safe, disciplined, and well-managed campus. Furthermore, the program will increase instructional time, reduce office referrals and suspension, improve home/school communication, and create a positive environment for everyone.

After-School Detention (ASD)

After-School Detention (ASD) is a disciplinary action where a student is assigned to a designated area from 2:40 p.m. to 3:40 p.m. under the direction and supervision of a teacher. Students will be given one day advanced notice to arrange for transportation.

Failure to serve assigned ASD will result in a Saturday School for each ASD day not served, unless the student was absent from school (excused absences only) on the date of assigned ASD. The missed ASD assignment must be served on the first day ASD is held following the student's return to school.

Student Responsibilities

All students are expected to conduct themselves in such a manner as to contribute to the maintenance of a productive learning environment.

Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the School District, and the laws of the State.

It is believed that high school students have the maturity to manage their own school life and we expect that they will.

You need to know the following expectations in order to avoid problems.

1. Arroyo Valley High School students are required to carry student identification cards at all times and to present them upon request by school personnel.
2. Students requested by security officers or any school personnel to come to the office must cooperate. Defiance will result in disciplinary action.
3. Students must report to class promptly and be ready to get class under way as soon as possible.
4. It is the student's responsibility to obtain a signed pass whenever he/she needs to be out of class for any reason.
5. Students must stay in physical education class until the end of the period, just as any other class.
6. Students must bring a note signed by a parent if they are absent from school. The note must be turned in to the attendance office within three days or the day/periods will be counted as truancy.

7. Permission to leave campus during the school day requires a note from home and authorization from the attendance office. You must always have written permission from the office to leave during the school day. If you are ill, come to Student Services. A *Permit to Leave School* will be issued to the student.
8. If you are scheduled to be at home or in work experience 5th and/or 6th period, you **must** leave the campus.
9. Students who fight on campus, while going to or from school, off campus during lunchtime, or at any school activity may be suspended up to a maximum of five (5) days and, under some circumstances, could be recommended for expulsion.
10. Students in possession of drugs or weapons of any kind will be immediately suspended and may be recommended for expulsion.
11. Smoking on campus is a cause for suspension.
12. Gambling and wagering are prohibited on campus and will result in disciplinary action.
13. Students on suspension are prohibited from attending day or evening school activities and are not to be on or near any school campus during the period of suspension.
14. Students are not allowed in the Administration Office during class time without a valid pass.
15. Students found truant off campus or picked up in a truancy sweep by City Police will be assigned to Saturday School.
16. All non-students, including adults, who trespass on the Arroyo Valley High School campus, will be subject to arrest by City Police. Students who visit other campuses without authorization are subject to disciplinary action by their home school.
17. Mopeds, scooters, bicycles, and skateboards may not be ridden on the campus.
18. Students found in rest rooms or anywhere other than their assigned classroom without a valid pass will be considered truant and will be disciplined.
19. Students should become familiar with the 12 causes for suspension and recommendation for expulsion.
20. Students are not to be in possession of permanent markers, scoring tools or any other graffiti materials while on campus.

Suspensions

A suspension is the removal of a pupil from a regular classroom in the school program for adjustment purposes within the limitations as described in Section 48900 of the Education Code.

A suspension shall be imposed only when other means of correction fail to bring about responsible behavior. However, students may be suspended on a first offense if the student's presence causes a danger to persons or property or threatens to disrupt the educational process.

Alternatives to suspension, such as assignment to After-School Detention (ASD) and In-House Suspension (IHS) are used as disciplinary measures to alter student behavior problems.

Causes for Suspension

1. **Caused, attempted to cause, or threatened to cause physical injury to another person.**

This includes:

- ⇒ *Hurting someone.*
- ⇒ *Speaking or acting as if you might hurt someone.*
- ⇒ *Pushing or grabbing a teacher, student, or other persons.*
- ⇒ *Sticking others with pins, pencils, stingers, etc.*
- ⇒ *Shooting paper clips, rubber bands, spit wads, etc.*

2. **Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.**

This means:

- ⇒ *You may not possess or furnish to another anything that can hurt or be used to threaten to hurt someone.*
- ⇒ *The rule applies on campus or when going to or from school or at any school-connected events.*

3. **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.**

This means:

- ⇒ *You may not possess controlled substances (illegal drugs) even if you are just holding the material for someone else.*
- ⇒ *The rule applies on campus, while going to or from school, and at school-connected events.*

4. **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 either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.**

This means:

- ⇒ *It is against the law to sell or furnish fake drugs as well as real drugs.*

5. **Committed robbery or extortion**

This means:

- ⇒ *You may not take anything of value from another without that person's permission.*
- ⇒ *You may be in trouble if you ask for money, lunches, or other valuable things from students you don't know, especially if it is reasonable to assume that the student might be afraid of you or your friends.*
- ⇒ *This may apply even if you just want to borrow something of value.*

6. **Caused or attempted to cause damage to school property or private property.**

This includes:

- ⇒ *Destroying teacher's or office papers, or property in general.*
- ⇒ *Kicking or hitting windows, doors, and furniture.*
- ⇒ *Writing or scratching on walls, desks, books, etc.*
- ⇒ *Being with a group who attempts to damage property.*
- ⇒ *Damaging property on the way to or from school.*

7. **Stolen or attempted to steal school property or private property.**

This includes:

- ⇒ *Stealing while going to or from school.*

8. **Possessed or Used Tobacco, Except as Provided in Section 48901.**

This applies:

- ⇒ *At school events, as well as during school time.*
- ⇒ *On field trips and at bus stops.*

9. **Committed an obscene act or engaged in habitual profanity or vulgarity.**

This includes:

- ⇒ *Using bad language often.*
- ⇒ *Making a vulgar sign to someone.*
- ⇒ *Grabbing a member of the opposite sex in an inappropriate manner.*
- ⇒ *Playing in or around the rest rooms.*

10. **Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.**

This means:

- ⇒ *You may not have or furnish to another such items as roach clips, hypodermic needles, or pipes for smoking controlled substances.*

11. **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.**

This includes:

- ⇒ *Engaging in food throwing.*
- ⇒ *Disruption at the bus stops--off campus or on field trips.*
- ⇒ *Disruption during assemblies or during passing periods.*
- ⇒ *Disruption by hollering, whistling or playing radios in the halls during class time.*
- ⇒ *Refusing to obey a reasonable request of any adult employee, on or off campus. Persons in authority include all teachers, secretaries, custodians, and bus drivers.*

12. **Knowingly received stolen school or private property.**

This means:

- ⇒ *Being in possession of any property that you know was stolen even if you didn't steal it.*

All suspensions will be preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. The student will be given the opportunity to present his/her version and evidence in self-defense. In emergency situations, this opportunity may not be afforded, but a conference shall be held within 72 hours, or as soon as practicable.

It is the policy of the school to telephone parents but the parents cannot always be reached by telephone at the time of suspension. However, in all cases, a notice is mailed within 24 hours.

Usually, a parent conference is scheduled to take place as soon as is practicable. Parents or guardians are required by law to respond to such requests without delay.

Suspended students shall be allowed to complete all assignments and tests missed during suspension, which can be reasonably provided and, upon satisfactory completion of the work, shall be given full credit.

Teachers may also suspend any students from their classrooms for the day of the suspension and the following day, for any of the aforementioned reasons.

No suspension may exceed five school days unless a recommendation of expulsion is pending before the Board of Education.

Expulsions

Expulsion is an act of the Board of Education that involves removing a student from the District's schools upon the recommendation of a principal, hearing officer, or an administrative panel appointed pursuant to law. The policy of the San Bernardino City Unified School District's Board of Education provides that:

Students **must be** recommended for expulsion for:

1. Causing serious injury to another person except in self-defense. Serious injury shall be defined as an injury that requires treatment by a medical doctor (EC 48900 [a]).
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds (unless the pupil has obtained written permission from a certificated school employee--which was concurred in by the principal or the designee of the principal to possess item). (EC 48900 [b]).
3. Unlawful sale of any controlled substance, as defined in the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (derivatives of marijuana--such as hashish) (EC 48900 [c]).
4. Robbery or extortion. In addition to recommending expulsion, the school must notify the police (EC 48900 [e]).

Students **may be** recommended for expulsion if the student:

1. **Caused, attempted to cause, or threatened to cause physical injury to another person (EC 48900 [a]).**
2. Sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (EC 48900 [b]).
3. Unlawfully possessed, used, furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind (EC 48900 [c]).
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material, and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant (EC 48900 [d]).

Student **may be** recommended for expulsion under special circumstances if they:

1. Caused or attempted to cause damage to school or private property (EC 48900 [f]).
2. Stole or attempted to steal school property or private property (EC 48900 [g]).
3. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, smokeless tobacco, snuff, chew packets, and betel (EC 48900 [h]).
4. Committed an obscene act or engaged in habitual profanity or vulgarity (EC 48900 [I]).

5. Had lawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code (EC 48900 [j]).
6. 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 (EC 48900 [k]).
7. Knowingly received stolen school property or private property (EC 48900 [l]).
8. Possessed an imitation firearm. As used in this section, _imitation firearms means 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.

Additional Grounds for Expulsions:

- a. Sexual Harassment (Education Code Section 48900.2)

In addition to the reasons specified above, a pupil may be suspended from school if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. Sexual harassment is conduct, which must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

- b. Hate Violence (Educational Code Section 48900.3)

A pupil in any grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the Superintendent or the principal determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. Hate violence can occur when an individual interferes with another's civil rights by personal assault or damage to another's personal property because of the person's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

- c. Intentional Harassment (Education Code Section 48900.4)

The Superintendent or the principal of the school which a pupil in any grades 4 to 12, inclusive, may suspend or recommend for expulsion a pupil who has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

The procedure for expulsion is the same as for suspension except that additional steps in due process occur, including notices, hearings, and time restrictions. The complete process is explained in a conference at the school when a suspension with a recommendation for expulsion occurs.

Student Behavior Policy (BP 5131)

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, so-called “cyberbullying,” hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendships.

4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)

Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or other school-related purpose.

6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

No school shall permit the use of any unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below:

- * Students are permitted to possess cellular phones for use before school and after the instructional day.
- * Students must keep their cellular phones with the power off and out of sight during the instructional day.
- * The district and its employees will not be responsible for lost, damaged, or stolen cellular phones.
- * School administrators may confiscate from students cellular phones when in use during the instructional day.
- * Students are prohibited from using cellular phones at school as recording devices and/or cameras.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of a student and use of which is limited for purposes related to the health of the student (Education Code 48901.5).

Bullying/Cyberbullying

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct.

The district may provide students instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills and may involve parents/guardians, staff, and community members in the development of strategies to prevent and respond to bullying.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity

or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated. Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

RESOLUTION RELATING TO GANG COLORS/DISTINCTIVE DRESS

WHEREAS *street gangs operating throughout Southern California have been associated with a number of instances of violence and illegal activities; and*

WHEREAS *many students and their parents fear that the presence of such gangs on a school campus may cause violence endangering students who may or may not be members of such gangs; and*

WHEREAS *jackets, bandannas, caps, and other signs and insignia of gang membership disrupt campus order by engendering fear and posing a potential for violence in the form of inter-gang warfare;*

THEREFORE BE IT RESOLVED *that the Board of Education finds the wearing of gang signs, insignia, and distinctive modes of dress to be on its face a violation of its policy on Improper Dress for Students and hereby instructs and directs such gang identification be prohibited on any and all campuses of the District.*

San Bernardino City Unified School District

Gang-Free Zone

PROGRESSIVE INTERVENTIONS

- 1. First-time Offender** – Will be required to speak to a school administrator or his/her designee about the Gang-Free Zone expectations. This will include, but is not limited to, clothing characteristics and discipline policy. Contact shall be made with the student’s parent/guardian to discuss the nature of the offense. A copy of the rules and procedures should be signed by the school administrator or his/her designee and the student to ensure a clear understanding and knowledge of the Gang-Free Zone expectations. Also, an explanation of future intervention steps shall be explained to both the student and parent/guardian.
- 2. Second-time Offender** – May be required to have a parent conference/contact with a school administrator or his/her designee. This conference will include, but is not limited to, the signing of a contract documenting the student’s behavior, revisiting the Gang-Free Zone rules and procedures, and discussing any other negative behaviors that may exist. They may also meet with peer leaders and be required to take an academic assessment examination.

3. **Third-time Offender** – May be required to meet with a mentor student/adult for an undetermined number of sessions or until a school administrator or his/her designee feels that all intervention goals have been met. These sessions could include, but are not limited to, conflict resolution, anger management, drug and alcohol counseling, academic tutoring, etc. The student may be recommended for suspension on his/her third offense.
4. **Fourth-time Offender** – Will be required to take an intense eight-week gang intervention program. This program will cover a wide variety of topics aimed at giving students some positive alternatives to street gangs. These topics include building self-esteem, cultural respect and sensitivity, decision-making and problem solving, choices and consequences, responsibility and achieving goals, and victims' rights. The student may be recommended for suspension on his/her fourth offense.
5. **Fifth-time Offender** – Will be suspended and may be recommended for expulsion.

In the event that a student has gone through the progressive interventions and he/she relapses after an extended period of time, he/she will be required to start at one of the above levels as recommended by a school administrator or his/her designee. If the student relapses after a short period of time and all intervention techniques have been exhausted, the student may be recommended for expulsion. Also, if a student commits an offense that violates an existing school policy or law, the student shall be dealt with in the appropriate manner as deemed by the school administrator. This may require the student to bypass several steps to aggressively intervene in any negative behavior.

GANGS

BP 5136

The Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

Characteristics of Street Gangs

Recognition and Identification

The following list, in concert with one another, may be identifying characteristics of street-gang activity.

- Clothing
- Hair
- Tattoos
- Hand signals
- Language
- Graffiti

Clothing

- Athletic/sports jerseys or jackets that have been identified by local Law Enforcement or school officials as gang-related attire. These jerseys include, but are not limited to, **Oakland Raiders, Los Angeles Kings, Los Angeles Dodgers, etc.** This also includes any jersey that has numbers identifying a particular area code such as **213, 909, 714, etc.**
- Jewelry that may identify street-gang affiliation such as I.E., S.W.P., 13, SUR, L.A., spike or skulls, also to include letters, numbers, signs, etc.
- Sagging pants or one pant leg rolled up with the other down. Pants must be worn in their original length and fitted at the waist with no visible undergarments showing.
- Sagging shorts. Shorts must be worn in their original length and fitted at the waist with no visible undergarments showing.
- White undershirt worn alone. No white undershirts worn alone including crew neck, V-neck, or muscle shirts, unless worn alone with an appropriate shirt covering it as determined by the school administrator.
- Head attire including bandanas, wave caps, knit caps, sweatbands, Du Rags, skullcaps, hairnets, baseball caps, etc. Baseball-style athletic caps must be that of the school the student represents and/or what is authorized by the school administration. It must be worn in its original state with the bill facing forward.

Hair

- If hair is braided, twisted, or rolled, rubber bands must be black in color or clear.
- Cut-out letter belt buckles, and/or color belts that identify a specific gang, set, clique, neighborhood or area.
- Colored shoestrings. Shoestrings must be white, black, or brown.
- Letters, insignias, numbers, or offensive writing shaved into head.

Tattoos

- Tattoos that identify street gang affiliation, permanent or removable, such as I.E., 13, and 14, L.A., white power, Mi Vida Loca or any other that may be deemed offensive. Those with permanent tattoos considered offensive must keep them covered at all times and may be referred by school administrators to the appropriate sources for tattoo removal.

- Hand Signals**
 - Flashing of hand signals that may identify street -gang affiliation or be offensive in nature.
- Language**
 - Use of language that may identify street-gang affiliation or be deemed offensive to another such as cuzz, blood, crab, slob, sur, cap or chingasos, etc.
- Graffiti**
 - Graffiti that may identify street-gang affiliation or be deemed offensive on school or personal property to include back packs, clothing, shoes, paper products, desk, bathrooms, etc. This writing shall include, but is not limited to, monikers, letters, numbers, gangs, sets, hoods, cliques, signs, etc.
- Misc.**
 - Two or more students found grouping together and wearing any particular name brand/color clothing item such as red, blue, black, etc., could be deemed an early indicator of gang activity and may be addressed by the school administrator or his/her designee.
 - Two or more students found to be engaged in intimidating, provoking, threatening, confronting, harassing, or challenging behavior, or carrying out any acts of retaliation or using abusive language and racial slurs to harass any person will be dealt with in the appropriate manner by the site administrator or his/her designee.

Street gangs can be hoods, sets, cliques, barrios, taggers, stoners, skinheads or any other group of two or more that are identifying with a name, symbol, letter, number, etc. that is not sanctioned by the San Bernardino City Unified School District or the school site.

I. PUPILS

A. Rights

Pupils attending schools of the District have certain rights that cannot be disregarded under any circumstance. Court decisions and laws recognize the constitutional rights of school-aged pupils.

In cases of violation of the rules by a pupil, he/she has the right to due process.

- a. The pupil shall know explicitly that the charges brought against him/her.
- b. The pupil has the right to be heard in his/her own defense, and to review all documents used in support of charges against him/her.

In the event the offense by the pupil results in a suspension, expulsion, or involuntary transfer, the pupil has a right to a conference or a hearing within a specified time as prescribed by law.

The pupil's parent may place a statement in the pupil's record regarding any disciplinary action or reference in the record.

As a member of a student body, a pupil has the right to know the behavior expected and the penalties for violation of the rules. All pupils will receive instructions as to their responsibilities and privileges in the classroom and on the school grounds.

The pupil has the right to be treated with courtesy and respect by all members of the staff.

The pupil has the right to attire himself/herself in a manner that is suitable as long as practices of good health and safety are observed, and there is no threat to disrupt the educational process and the dress is consistent with the local school-approved dress code.

The pupil has the right to exercise freedom of speech and to express differences of opinion on procedures and to request changes through appropriate channels.

Students shall have the right to exercise freedom of speech and of the press, except that expression shall be prohibited which is obscene, libelous, or slanderous. Use of materials, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, are not supported by this right (E.C. 48907).

B. Responsibilities

The pupil will be responsible for understanding and following the rules and regulations for his/her classroom, his/her school, and the District.

The pupil shall respect the valid authority of members of the school staff.

The pupil shall come prepared for class and shall respect the rights of the other pupils to learn and if he/she fails to do so, he/she will be disciplined in accordance with the California law, District policy, and the rules of the school.

The pupil will pursue in a satisfactory manner the required course of study in which he/she is enrolled.

The pupil shall obey the authority of the school at all school functions whenever and wherever held.

The pupil is expected to follow the District Dress Code Policy.

II. PARENTS

A. Rights

Parents have the right to be notified and give their permission for their son/daughter to testify in an expulsion hearing.

Parents have the right to expect school officials to immediately take steps to notify the parent/guardian when their son/daughter has been released to a peace officer and informed of the place to which the minor is reportedly taken, except when the child has been taken into custody as a victim of suspected child abuse (E.C. Section 48906).

Parents have the right to expect school employees to make reasonable effort to contact the pupil's parent/guardian in person or by telephone, whenever a pupil is suspended from school (E.C. Section 48911 [d]).

Parents have the right to be notified of the availability of rules of the District pertaining to student discipline (E.C. 48980 and 48981).

Notification of rules should also be provided in the primary language of the home when required or as appropriate (E.C. Section 48985).

Parents have the right to be invited to participate in the development of District rules on student discipline (E.C. 35291.5).

B. Responsibilities

Parents have the responsibility to respond, in a timely manner, to school officials after being notified of disciplinary action imposed on their son/daughter. This includes, but is not limited to, attendance at a conference regarding the pupil's behavior (E.C. 48911 [f]).

The parent is responsible to ensure that their son/daughter is participating in recommended activities while on suspension or expulsion, thereby supporting their son/daughter's efforts to return to school as soon as they are eligible.

The parent is responsible for seeking assistance, through appropriate means, to support their son/daughter's due-process rights when suspensions or expulsions are imposed or recommended.

The parent is responsible to respond without delay to any request from school officials to attend a conference regarding his or her child's behavior (E.C. Section 48911 [f]).

The parent or guardian of any minor whose willful misconduct results in injury or death to a pupil or person employed by, or performing volunteer service for a school district, or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000).

The parent or guardian of a minor shall be liable to a school district for all property belonging to the school district loaned to the minor and not returned upon demand of an employee of the District authorized to make the demand (E.C. 48904).

III. TEACHERS

A. Rights

The teacher has the right to expect all pupils to pursue the programs of studies in which they are enrolled in a manner commensurate with their abilities.

The teacher has the right to expect prompt obedience of all pupils to requests, directions, or orders in following classroom rules and school regulations.

When in compliance with classroom, school, and District rules and procedures, the teacher has the right to impose with fairness and consistency such controls as:

- ✓ Loss of privileges.
- ✓ Lowering of the citizenship grade, where applicable (i.e., at the levels at which Citizenship grades are given).
- ✓ Detention or assignments of special tasks.
- ✓ Use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment (E.C. 49001 [a] [b]).
- ✓ Suspension (E.C. 48910).

The teacher has the right to be informed, in a timely manner and in writing, of the action taken by the administrator in response to a properly made referral regarding a student's behavior.

The teacher has the right to remove or have removed from the classroom the pupil who commits an offense which endangers himself/herself or others, disrupts the classroom or a school activity, or defies the valid authority of the teacher.

The teacher has the right to make a recommendation to the counselor, vice principal, or principal regarding the handling of a case.

The teacher has the right to receive support of all administrators in his/her reasonable and lawful actions and decisions, especially in promoting and ensuring good school citizenship.

The teacher has the right to appropriate action through District complaint procedures when it becomes clearly evident that an administrator is failing to carry his/her share of the responsibility in coping with serious discipline problems.

The teacher has the right to be informed that a pupil has been administratively assigned to his/her class for adjustment purposes.

The teacher has the right to be informed of every student who has engaged in, or is reasonably suspected to have engaged in any of the acts described in any of the subdivisions, except subdivision (h) of Section 48900 (E.C. 49079.)

The teacher has the right to exercise, during the performance of his/her duties, reasonable physical control over a pupil necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

B. Responsibilities

The teacher has the responsibility to hold pupils to a strict account for their conduct on the campus, during recess, and in the classroom and shall maintain the amount of control of pupils reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and to maintain proper and appropriate conditions conducive to learning.

The teacher has the responsibility for informing the pupil of his/her responsibilities and privileges in the classroom, on the campus, or off the campus at activities related to school attendance. The pupil shall be notified of the types of behavior and actions that are not acceptable. The pupil shall be informed of the possible consequences of violating the rules and of the procedures that will be used to handle violations.

The teacher has the responsibility for establishing and enforcing a set of reasonable classroom regulations that facilitate effective learning.

The teacher has the responsibility for attending to minor discipline problems within the classroom.

The teacher has the responsibility for enforcing school rules in the building and on the campus and in the classroom.

The teacher has the responsibility for making prompt written referrals to an administrator when a pupil's conduct indicates more than routine controls are needed. The referral should indicate what prior corrective action has been taken.

The teacher has the responsibility for removing or having removed from the classroom for appropriate administrative action those pupils who commit a suspendable offense as itemized under Section 48900 of the Education Code.

IV. SCHOOL ADMINISTRATORS

A. Rights

The school principal or his/her designee has the right to expect full cooperation of the school staff in planning and executing discipline and control procedures and in observing Board policies.

The school principal or his/her designee has the right to expect the support and backing of the Superintendent or his/her designee and the Board of Education in his/her reasonable and lawful actions and decisions in enforcing District rules and regulations, so long as the principal's reasonable actions and decisions do not violate pupil's rights.

A school administrator may use an amount of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment (E.C. 49001 [a][b]).

School administrators have the right to exercise, during the performance of their duties, the same degree of physical control over a pupil that a parent would be privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

B. Responsibilities

School administrators have the responsibility to hold pupils to a strict account for their conduct at school and during school-related activities and shall maintain the amount of control of pupils reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and to maintain proper and appropriate conditions conducive to learning.

The school principal shall take steps to ensure that all rules pertaining to the discipline of pupils are communicated to the continuing pupils at the beginning of each school year and are provided, at the time of enrollment, to pupils who transfer into the school.

A school principal and the faculty shall work cooperatively in establishing rules and procedures for handling discipline problems at the school and at any school activity off school grounds. Such rules and procedures will be in compliance with District procedures, District policy, and state law (E.C. 35291.5 [a]).

The school principal and his/her designee shall support the teachers in their efforts to control pupils in the classroom or on the campus and/or at any school activity. All written referrals must be promptly responded to in writing.

The school principal or his/her designee shall maintain a written record of all cases referred to him/her or his/her designee and cases where suspension is employed, shall inform parents

and the Superintendent or his/her designee. When referrals of a serious nature are made, immediate parent contacts must be made as prescribed by law.

The school principal or his/her designee shall be responsible for reporting the suspension of any pupil from school to parents, to the teachers who have the pupil in their classes, and to the District Superintendent or designee.

The school principal or his/her designee, upon being notified by another school official, shall inform a teacher that a pupil has been administratively assigned to his/her class for adjustment purposes.

V. SUSPENSION AND EXPULSION

A. Definitions

1. ***Suspension*** means removal of a pupil from ongoing instruction for adjustment purposes. However, ***suspension*** does not mean:
 - a. Reassignment to another educational program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the Governing Board for pupils of the same grade level.
 - b. Referral to a certificated employee designated by the principal to advise pupils.
 - c. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the pupil to the principal or the principal's designee (Suspension by the teacher).
2. ***Expulsion*** means removal of a pupil from the immediate supervision and control, or the general supervision of school personnel *as* those terms *are* used in E.C. 46300 for computing average daily attendance.
3. ***Principal's Designee*** is any one or more administrators at the school site specifically designated by the principal, in writing, to assist with disciplinary procedures.

If there is not an administrator, in addition to the principal, at the school site, a certificated person, at the school site, may be specifically designated by the principal, in writing, as a principal designee to assist with disciplinary procedures. The principal may designate only one such person at a time as the principal's primary designee for the school year. The name of such person shall be on file in the principal's office and in the office of the Superintendent's designee.

An additional person meeting the requirements of this subdivision may be designated by the principal, in writing, to act for the purposes of this article when both the principal and the principal's primary designee are absent from the school site. The name of the person shall be on file in the principal's office and in the office of the Superintendent's designee (E.C. 48911 [i]).

4. **Day**
 - a. A **day** means a calendar day unless otherwise stated.
 - b. A **school day** means a day upon which the schools of the District are in session or weekdays during the summer recess (E.C. 48925 [c].)
5. **Pupil** includes a pupil's parent, guardian, or legal counsel.
6. **Board** means the San Bernardino City Unified School District's Governing Board.
7. **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

B. Suspension

1. Grounds for Suspension (E.C. 48900):

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. 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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully, possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.

EDUCATION CODE SECTION 35290-35293

35290 The governing board of any school district shall maintain schools and classes as provided by law.

35291 The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, shall, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

35291.5(a) On or before December 1, 1987, and at least every four years thereafter, each public school, in accordance with the requirements of this section, shall adopt rules and procedures on school discipline applicable to the school. The school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups:

- (1) Parents
- (2) Teachers
- (3) School administrators
- (4) School security personnel, if any
- (5) For junior high schools and high schools, pupils enrolled in the school

Meetings for the development of the rules and procedures should be developed and held within the school's existing resources, during non-classroom hours, and on normal school days.

The final version of the rules and procedures on school discipline with attendant regulations shall be adopted by a panel comprised of the principal of the school, or his or her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section.

(b) The governing board of each school district shall prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a).

(c) Each school shall file a copy of its school discipline rules and procedures with the district superintendent of schools and governing board on or before January 1, 1988.

(d) The governing board may review, at an open meeting, the approved school discipline rules and procedures for consistency with governing board policy and state statutes.

- 35291.7** Additional employees may not be hired and substitute teachers may not be utilized in order to comply with the requirements of Sections 35291 and 35291.5.
- 35292** The governing board of any school district shall visit each school in its district at least once each term, and examine carefully into the management, needs, and conditions of the schools. In any school district that employs district or city superintendents of schools, it shall either visit the schools or provide that they shall be visited by the district or city superintendent of schools or his assistants.
- 35293** The governing board of any school district shall maintain all of the elementary day schools established by it, and all of the day high schools established by it with equal rights and privileges as far as possible.

Nondiscriminatory Harassment Policy

BP 5145.3

Statement of Policy

The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination in accordance with applicable state and federal laws. This nondiscriminatory learning environment is for the benefit of all district students and all students are expected to fully comply with this policy. Additionally, non-district students who have contact with any of the district's students are expected to conduct themselves in accordance with this policy in any district school or district school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory learning environment, the district maintains a strict policy prohibiting sexual harassment, discrimination or harassment based on race, ethnic group identification, color, actual or perceived sex, sexual orientation, gender, religion, national origin, ancestry, physical, or mental disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in accordance with applicable state and federal laws. This policy prohibits all forms of discriminatory harassment through any means including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement) or visual (including leering, cartoons, drawings, magazines, notes, letters or posters).

This policy prohibits all conduct by which any student because of actual or perceived sex, age, race, ethnic group identification, religion, color, national origin, ancestry, physical disability, mental disability, actual or perceived sex, sexual orientation, gender or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting. Moreover, students will not be excluded on the basis of the aforementioned protected bases from participation in or access to any educational program, guidance and counseling programs, testing procedures, curricular or extracurricular, including all sports and other activities; denied the benefits of participation, or subjected to harassment or other forms of discrimination in such programs.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereo typically associated with the person's assigned sex at birth.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Sexual Harassment

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment; where submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; where submission to, or rejection of, such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district and its school sites.

Enforcement

Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the district and proven by school officials that such student has engaged in conduct prohibited by this policy.

No Retaliation

No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the district's Uniform Complaint Procedure.

Complaints

Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or designee or the district's Affirmative Action Director, who is also the district's Title IX Coordinator. The complaint will be processed in accordance with the district's Uniform Complaint Policy and Procedure. It is encouraged and recommended that students use the district's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the district. The district's Affirmative Action Office will have available the specific rule and procedures for reporting charges of sexual harassment and for pursuing available remedies.

Notifications

Pursuant to Educational Code 231.5, a copy of this policy will be displayed in a prominent location in the main administrative building at each school site of the district or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted. Also, this policy will be a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. At the beginning of each school year, the district's sexual harassment policy will be included in the notifications that are sent to parents/guardians and will be disseminated to

each staff member annually, at the beginning of the first quarter or semester of the school year, or at the time a new employee is hired. This policy will also appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.

Any teacher, counselor, or district employee who receives a sexual harassment incident report from any student or adult in the educational setting and/or if the alleged incident occurred on district property or school site, or at a district or school-related or sponsored activity, must report this information to the site administrator. Site administrators are required to submit a report to the Affirmative Action Office in order for the Affirmative Action Office to maintain a record of complaints.

STUDENTS

Dress Code

PURPOSE:

- 1. To assure safety**
- 2. To easily distinguish students from trespassers on campus**
- 3. To prevent disruption and distraction**
- 4. To maintain an academic environment**

Therefore, students must:

- Wear footwear that is appropriate for the school activity and weather conditions;
- Wear apparel with no emblems or printing that creates animosity between groups and/or individuals by reflecting adversely upon others because of race, culture, gender, disability, nationality, orientation, or religion;
- Wear clothing and/or visible tattoos that are not obscene, threatening, and/or promote alcohol, drugs, violence, or illegal acts;
- Possess no chains, ropes, jewelry, belts, or other objects that may be interpreted as intended to cause injury to yourself or others;
- Wear undergarments completely covered;
- Wear clothing that appropriately covers your chest, back, shoulders, stomach, and buttocks;
- Wear no pajamas and/or slippers at school;
- Wear only official school headgear with school logos;
- Use no electronic devices during classroom/instructional time.

The school principal may modify the dress code for a specified period of inclement weather or for a special school-site event.

POLICY ON IMPROPER DRESS FOR STUDENTS

A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing (1) creates a safety hazard of said student or for other students at school, and/or (2) when the dress constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

The principal or the principal’s designee shall be charged with making the determination if clothing or apparel constitute a threat to safety, campus order, or is unduly distracting therefore disrupting the educational process.

When dress is found to be in violation of this policy, the student may be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home to modify unacceptable dress. Refusal to take steps as directed to comply with proper dress as described in this policy shall be cause for disciplinary action against the student.

The Superintendent shall be authorized to develop any guidelines or procedures needed to fulfill the intent of this policy.

Dress Code Guidelines for Arroyo Valley High School

Purpose of Dress Code:

1. To assure safety
2. To easily distinguish trespassers from students on campus
3. To prevent disruption and distraction
4. To maintain an academic environment
5. To prepare students for the expectations of internships, interviews, leadership, work, and career

| Students must: | Explanation listed, but not limited to: |
|--|--|
| ● Wear footwear that is appropriate for the school activity and weather conditions | Flip-flops or backless shoes are dangerous on stairs, in science classes, and during inclement weather. |
| ● Wear apparel with no emblems or printing that creates animosity between groups and/or individuals. | Nothing that adversely reflects on race, culture, gender, disability, nationality, orientation, or religion. |
| ● Wear clothing and/or visible tattoos that are not offensive and/or promote alcohol, drugs, violence, or illegal acts. | |
| ● Possess no chains, ropes, belts, or jewelry that may be interpreted as intended to cause injury to yourself or others. | |
| ● Wear undergarments completely covered. | |
| ● Wear clothing that adequately covers your chest, back, shoulders, stomach, and buttocks | |
| ● Wear no pajamas and/or slippers at school | |
| ● Wear only official school headgear with school logos. | |
| ● Use no electronic devices during classroom instructional time. | |

The school principal may modify the dress code for a specified period of inclement weather or for a special school site event.

Vandalism, Theft And Graffiti

BP 5131.5

The Board of Education considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Any district student who commits an act of vandalism shall be subject to disciplinary action by the district and also may be prosecuted through other legal means. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts in accordance with law.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
adopted: October 16, 2007 San Bernardino, California

Weapon Free Campus Policy

Contract for Eliminating Guns and Weapons from Schools

Guns and other weapons clearly are a hazard to a safe learning environment and the welfare of human beings. According to the National Center for Health Statistics, every day 14 young people, age 19 and under, are killed as a result of gun use. According to the Metropolitan Life Survey of the American Teacher, 1993: Violence in America's Public Schools, 11 percent of teachers and 23 percent of students say they have been victims of violence in or near their schools. While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, principal, and parent. This contract draws attention to the specific responsibilities of those three individuals. Random searches are conducted to insure that the school campus is weapon free.

The San Bernardino City Unified School District has declared all campuses as weapon free zones. Each parent and student is requested to sign a contract agreeing to the principles of keeping our campuses free of weapons. This contract is included as part of the enrollment packet.

Possession of Self-Defense Tear Gas Policy

STUDENTS: No kindergarten through twelfth-grade student, even if that student is 16 years of age or older, may possess a tear gas weapon while taking part in any regular school activity, including extra-curricular or after-school activities, such as athletic events and dances. Although the Penal Code authorizes a person 16 years of age or older to possess and carry a tear gas weapon, the District maintains complete authority over the possession of tear gas weapons on school sites. School administrators are directed to advise students of this prohibition and that appropriate disciplinary action will be taken should any student be found in possession of a tear gas weapon at school or at a school activity.

Smoking and the Use of Tobacco at District Facilities

Policy No. 5131.62

The Board of Education recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48901)

The district's comprehensive prevention/intervention program shall be based on an ongoing assessment of objective data regarding tobacco use in the schools and community and on research identifying strategies that have proven effective in preventing or reducing tobacco use among youth. The program shall be designed to meet a set of measurable goals and objectives and shall be periodically evaluated to assess progress.

The district shall provide developmentally appropriate tobacco use prevention instruction for students in grades kindergarten through 12.

The Superintendent or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use.

Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors.

Information about smoking cessation programs shall be made available and encouraged for students and staff. (Health and Safety Code 104420)

The Superintendent or designee shall coordinate prevention and cessation efforts with the local health department, other local agencies and community organizations and shall involve students, parents/guardians, families and the community in support of school-based programs.

Alcohol and Drugs

The use of any alcoholic beverages or drugs is strictly prohibited. Any possession, use or sale of drugs or alcoholic beverages on the school grounds, at school functions, or on school buses is prohibited at all times. The rule regarding alcoholic beverages applies to all students, regardless of age. The breaking of this rule may cause the school to involve local law enforcement personnel and will result in suspension and perhaps recommendation for expulsion from school.

Chapter 10: STUDENT ACTIVITIES

Student Body and Government

Student Government

Arroyo Valley High School has a very strong and active student government. The officers to be elected or appointed and their duties and powers are set out in the Constitution of the school along with the requirements to be a candidate for the various offices. General schoolwide elections are held in May each year. Early in the school year, officer elections for ninth-grade students will be held for student government positions. The students will be notified of the offices to be filled, the requirements to be a candidate, and the rules and regulations of the Election Code. Students are strongly encouraged to participate in the student government at Arroyo Valley High School.

School Colors

Arroyo Valley High School's colors are Black and Gold. "Spririt Day" is Friday of each week and students and staff are encouraged to wear school colors to demonstrate pride in the school, to promote spirit, and to support the athletic teams.

Student Store

The student store is responsible for selling PE uniforms that are required in the PE classes. All other school "spirit" items such as caps, buttons and T-shirts can be purchased there as well. The student store is open 7:00-7:30 a.m. and during both lunches, Monday through Thursday.

Associated Student Body Cards

The sale of ASB stickers is an important source of funds for the financing of student activities. The buyers of ASB stickers not only help the school by making money available early in the year, but they also help themselves because ASB sticker holders can attend most school activities free or at a reduced rate. For example: most league "home" (non-CIF) athletic events are free with an ASB sticker, but students without an ASB sticker are charged an admission fee.

The ASB sticker sells for \$25 and is placed on the current I.D. card. A \$5 fee will be charged to students who lose their I.D. cards and want to purchase a duplicate one. Once an ASB sticker is purchased, no refunds will be given. Students may purchase ASB stickers before school from 7:00 a.m. to 7:45 a.m. and during their lunch periods. ASB stickers are also available for purchase at registration and orientation.

Assemblies

Assemblies are educational and entertainment programs of interest to the entire student body. They are planned, organized, and operated by students with the approval of sponsors and the vice principal in charge of student activities. Assemblies are scheduled during the regular school day and teachers have the option of taking or not taking their classes to the program. If the teacher decides to take the class to the assembly, all students in the class must attend.

Pep Rallies

Pep rallies are planned to promote the spirit of the student body in support of our athletic teams. They are intended to stir up enthusiasm and to unite the school for a common cause. All students are expected to attend pep rallies, which are held in the gymnasium. Any student who creates a disruption will be removed and not be allowed to attend any future rallies.

Homecoming Assemblies and Activities

Homecoming assemblies and activities are put on during the fall and winter as a celebration in support of the extra-curricular program of Arroyo Valley High School. Homecoming is an invitation to all students and former students to come and celebrate the good times and benefits that Arroyo Valley High School has provided them.

Hawkeye

The school newspaper, *Hawkeye*, is a student-published newspaper produced by the advanced journalism class at Arroyo Valley High School. The newspaper provides a meaningful forum for student achievements and student opinions. The newspaper is sponsored by the sale of ASB cards and local advertising.

The Talon Annual

The major student publication of the year is the school annual, *Talon Annual*, which can be purchased early in the school year. All the memories of your high school career will be contained in your yearbook in words and pictures. The *Talon Annual* is a must-have item for every student.

Clubs on Campus

Student Organizations

School clubs at Arroyo Valley High School are organized for the purpose of service to the school and the community and for the personal growth of its members. Students who become involved in club activities become a part of the life at Arroyo Valley High School. They will obtain recognition and have the opportunity to develop their leadership potential in a positive atmosphere. Students are encouraged to expand their experiences by joining clubs at Arroyo Valley High School.

It is hoped that every student will be able to find an organization that interests him/her at Arroyo Valley High School. A number of clubs are available and the number is sure to grow in the future. New clubs are welcomed, so if you would like to organize a new club, you should check with the administrator in charge of student activities to obtain the procedures to follow. The majority of clubs meet at lunchtime or after school.

Chapter 11: Athletics

Athletics

Participation in athletics provides young men and women an opportunity to gain recognition for themselves and for their school. Even more important, students who are active in athletics learn teamwork, discipline, punctuality, respect for others, and good sportsmanship. They develop strong bodies and often develop friendships that last a lifetime. The skills and knowledge acquired from participation in athletics can form the basis for the lifelong enjoyment of sports both as participants and as spectators.

Athletic Award Policy

Each athlete shall receive an award if in the estimation of the head coach the athlete has fulfilled the requirements of team membership, such as:

- Must attend practice regularly.
- Must demonstrate a positive attitude.
- Must demonstrate good sportsmanship and conduct himself/herself in a manner which upholds the image of the school.
- Complete the season in good standing.
- Complete playing time requirements as listed in the *Coach's Handbook*.
- Must turn in all uniforms, gear, and equipment issued to the athlete, directly at his/her completion of that sport. After seven (7) days, there will be \$1 per day late charge.

Varsity Letter Rules

- The letter belongs to the school until you graduate and can be recalled if you do not follow school policies.
- The letter may be displayed on the official jacket only: Black body with white vinyl or leather sleeves or scarlet red with a white hood.

Parental Support

AVHS provides parents opportunities to support all our athletic teams through booster clubs. Parents interested in supporting the Athletic Program may obtain information through the Athletic Director at 881-8061.

Varsity Letter (S)--awarded to an athlete who meets the criteria and principles established by the Head Coach in a sport in a given season. White letters are awarded to members of champion teams.

Certificate--awarded to an athlete who meets the criteria and principles, and who participates in a sport at the varsity, junior varsity, or freshman level.

Scholar-Athlete Certificates--all athletes who maintain a GPA of 3.5 or better during their season of sport will receive a special certificate recognizing this achievement at the Awards Assembly.

Athlete of the Year--The candidates for these awards are nominated and voted upon by all coaches at AVHS. Most nominees have played at one level or another in three sports during the year's time. The awardees are given a plaque.

Lifetime Pass--An athlete who has earned six (6) varsity letters or has been elected the Mayor of Cardinal City will receive a pass for all home non-CIF games good for the rest of his/her life.

Extracurricular and Co-Curricular Activities

District Eligibility Requirements

Athletics and Extracurricular Activities

1. Standards of eligibility for extracurricular activities--must pass four classes in prior grading period, must be enrolled in 4 classes, and must have at least a 2.0 G.P.A. from the prior grading period.
2. All new incoming 9th graders are academically eligible for the first quarter but must meet all requirements on the first quarter's report card and thereafter.
3. Students on Suspension for disciplinary action are ineligible to participate in sports until released from suspension status.
4. Students absent from school on the day of an athletic or extra-curricular activity will not be allowed to participate.
5. A student who accumulates ten (10) or more unexcused period absences during a grading period is ineligible to participate during the remainder of the grading period.

Co-Curricular Activities

Eligibility standards required for participation in athletics shall also be a requirement to compete, to perform alone or in a group, or otherwise represent the school in activities outside the regular school day and regular school program. Eligibility for such co-curricular participation shall be the same as for athletics, except that for co-curricular participation eligibility shall be based on the prior semester's grades rather than on the grade for the prior grading period if the grading period is not the semester. Examples of co-curricular activities are drill team, pep squad (including cheerleaders, pom poms, flags, and mascots), band, choral music, competitive speech or debate, drama, and interscholastic academic competition. Expressly excluded from this policy is participation in Student Government.

Athletic Eligibility

Students desiring to participate in interscholastic athletics are eligible to participate as prescribed in the California Interscholastic Federation (CIF) Constitution and Bylaws and the Southern Section of the CIF Constitution and Bylaws. These regulations are often technical and need interpretation. Students who wish to be informed or instructed in eligibility matters should see the Athletic Director.

The major rules are cited as follows for quick reference:

Rule 1: Students must meet the District eligibility requirements.

Rule 2: No student may compete who owes the school money.

Rule 3: No students may compete who have reached their nineteenth (19th) birthday prior to June 15th of the school year in which they wish to compete.

Rule 4: Students must adhere to the grooming standards required by the particular sport or coach involved.

Rule 5: Students must have passed a physical examination.

Rule 6: Students must have medical insurance (State law).

Rule 7: All other rules that are established by the California Interscholastic Federation (CIF) apply.

Rule 8: Students must purchase an ASB (Associated Student Body) card.

Clearances must be completed before the first day of tryouts/practice.

Drug Testing

Policy No. 5131.61

The Board of Education is committed to maximizing the health and safety of district students and recognizes the district's role in helping to protect students from the dangers associated with illegal drug use and drug abuse. To support the district's substance abuse prevention efforts, the Board desires to establish a mandatory and random drug testing program, for students participating in athletics, in the district's high schools that will provide a deterrent from drug use and help refer drug users to appropriate counseling and rehabilitative services. Additionally, students participating in the district's mandatory insight program will undergo random drug testing.

The Superintendent or designee shall establish a non-voluntary, random drug testing program for all students participating in athletics

Prior to implementing the drug testing program, the Superintendent or designee shall invite input from students, staff, parents/guardians, community leaders, and representatives of local healthcare agencies, community service agencies and businesses. The district's program shall be developed in consultation with drug treatment and prevention professionals, the laboratory contracted to conduct the tests, and district legal counsel.

The Superintendent or designee shall develop:

1. A drug testing consent form to be signed by the student and his/her parent/guardian prior to allowing the student to participate in any athletic or extracurricular activity listed above. All forms will be maintained on file at the school. Steroid Agreement Form (Exhibit 5131.63) will be added to the packet.

The consent form shall indicate any prescription medication the student has been or is presently taking. The student shall present either a copy of the prescription or a physician's written verification of this fact with the consent form.

2. Procedures addressing how students will be selected, how often tests will be conducted, how samples will be collected and transported, and how results will be confirmed.
3. Each member of a designated team may be tested at the beginning of the sports season. Random testing may also be conducted during the season. Student selection for random testing will be conducted by an independent drug testing lab contracted by the school district.
4. Drug testing procedures shall ensure appropriate individual privacy while maintaining the viability of the process. Student athletes randomly selected for drug testing will be notified by school personnel and escorted to a secured rest room specifically prepared for drug testing by independent drug lab personnel. Drug tests (urine specimen) will be conducted, transported and processed by drug lab personnel. Refusal to submit to a drug test will result in automatic athletic ineligibility. Ineligibility will continue for the remainder of the current semester and the following semester. Thereafter, the student may request in writing to be drug tested. If the student tests negative, permission to participate in athletics will be granted. If the student tests positive, the procedures outlined in AR 5131.61 will be initiated.

A student refusing a random drug test must follow the same guidelines outlined for a student who tests positive, in addition to the automatic athletic ineligibility.

If a student vacates or attempts to vacate the area after being selected for testing, he or she will be tested. Requests to go home, running from the area and/or sudden illness will not excuse the student from testing. If the student tests positive, the procedures outlined in AR 5131.61 will be initiated.

Parents/guardians shall be notified after any positive test results are confirmed. Test results shall be kept separate from the student's other educational records and shall be disclosed only to school staff designated by the Superintendent or designee as responsible for program implementation. The district shall not release test results to law enforcement authorities.

Athletic Insurance

Students who participate in interscholastic athletics must have medical, hospital, and life insurance. Students may supply their own insurance (often through a parent's employment) or they may purchase insurance offered through the school by the Myers-Stevens & Toohey & Company, Inc. The parents of participating athletes will receive complete details regarding insurance at the beginning of the season of each sport. Complete information is also available in the Athletic Office.

Athletic Events--Behavior

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game. All school rules including school policy prohibiting the use or possession of drugs and alcohol apply at all athletic events in which the school is involved, regardless of the site.

Chapter 12: FAQs

1. **FIND A LOST ARTICLE AND RETURN A FOUND ARTICLE:** Turn in or check with student body bookkeeper or with vice principal's office.
2. **GET MAKE-UP ASSIGNMENTS WHEN YOU ARE ILL OR OUT OF SCHOOL:** If you must be away from school for causes other than illness, contact your counselor in advance. If you are ill and need assignments, call the counselor's office. Assignments may be picked up from the switchboard by your parent or a friend. You must allow at least two days notice for teachers to be contacted and to respond.
3. **LEAVE A CLASS FOR ANY REASON:** Any time classes are in session, you must either be in class or in possession of a hall pass or a call slip. If you need to leave a class, you must contact your teacher for a pass. It is the student's responsibility to have written permission when out of class for any reason. NO PASS--escorted to the Vice Principal.
4. **REPORT A THEFT:** Contact a campus security officer at once and fill out a theft report completely, then contact your vice principal.
5. **SEE YOUR COUNSELOR:** Make an appointment before school or after school by filling out an appointment card to see your counselor at the Counseling Center. A pass will be issued to you.
6. **BUY AN ASB CARD OR GAME TICKET, ETC:** ASB cards, tickets, etc. to all games and activities and all money matters are handled by the ASB bookkeeper, located in the Administration Building. The bookkeeper will not see students during class time, only before school, during lunch, or after school.
7. **GET CLEARED FOR ATHLETICS:** Bring your insurance and physical forms to the athletic director during lunch.
8. **REPORT AN ACCIDENT:** Report all accidents to the vice principal's office. Accident forms must be completed.
9. **GET LUNCH ASSISTANCE:** Students who qualify may receive a free hot lunch. Applications may be obtained from the cafeteria personnel.
10. **MAKE A CLASS OR PROGRAM CHANGE:** Contact your counselor by appointment to discuss any changes in your schedule.
11. **FIND OUT WHO YOUR COUNSELOR IS:** Your counselor's name appears on your copy of your schedule. If you have any doubt, contact the counselor's secretary in the B-Building.
12. **REPLACE A LOST ID CARD:** Replacements of lost ID cards are made for a \$5 fee.
13. **SIGN UP FOR AN ATHLETIC TEAM:** See the coach of the sport involved, your PE teacher, or the athletic director.

14. **GET PERMISSION TO LEAVE THE CAMPUS DURING THE SCHOOL DAY:** This may be authorized by the Attendance Office before school when you have written parental authorization. If you are not ill or if you do not have written authorization, you must contact a vice principal or dean for a written permission if a need to leave campus arises unexpectedly. The vice principal or dean will, in all cases, attempt to notify your parents.
15. **LEAVE SCHOOL FOR MEDICAL AND DENTAL APPOINTMENTS:** Students needing to go to the doctor or dentist should present written permission from a parent to the attendance window before 7:35 a.m. on the day of the appointment. When you return to school on the same day, bring proof from your doctor of your appointment and come to the attendance window for a pass to class.
16. **GET A WORK PERMIT:** Applications are available from the Career Center. You must have a Social Security Number in order to obtain an application.
17. **PAY FOR DAMAGED OR LOST SCHOOL PROPERTY:** Students may be charged reasonable amounts when school books, equipment, or other property has been damaged or lost. Charge slips will be made by school personnel, discussed with the student, and filed in the bookkeeper's office. Students should pay the charge at the Financial Office window. All charges should be paid promptly since State legislation permits the withholding of grades, transcripts, or diplomas for failure to clear such charges. This legislation is applicable to students at all grade levels.