

BUENA VISTA HIGH SCHOOL

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Student/Parent Handbook
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LETTER FROM THE PRINCIPAL

July 28, 2010

Dear Parents and Students,

I am pleased to welcome you to the 2010-11 school year at Buena Vista High School.

We continue to hold high expectations for all students. In order for students to achieve academic success, attendance and attitude are of vital importance. We closely monitor student attendance and encourage parents/guardians to do their part to ensure that their students are present each day. We firmly believe that all of our students are capable of achieving greatness, but this can only be accomplished with a positive outlook.

Please read this handbook and refer to it when questions arise. Do not hesitate to contact the staff of Buena Vista High School should you have concerns during the year.

Sincerely,

Jean Law
Principal

BELL SCHEDULE

AM Session

Period 1	8:50 - 9:32
Period 2	9:36 - 10:18
Period 3	10:24 - 11:06
Period 4	11:10 - 11:52

LUNCH (All Students) 11:52 - 12:26

PM Session

Period 5	12:30 - 1:12
Period 6	1:16 - 1:58
Period 7	2:04 - 2:46
Period 8	2:50 - 3:32

GRADUATION REQUIREMENTS

220 Credits

SATISFACTORY COMPLETION OF THE CALIFORNIA HIGH SCHOOL
EXIT EXAMS (CAHSEE) IN MATHEMATICS AND ENGLISH
LANGUAGE DEVELOPMENT

Graduation Requirements

LANGUAGE ARTS

4 Years 40 Credits

PHYSICAL EDUCATION

2 Years 20 Credits

MATHEMATICS

(Including Algebra 1)

3 Years 30 Credits

FINE ARTS/FOREIGN

LANGUAGE

1 Year 10 Credits

SCIENCE

2 Years 20 Credits

Health

0.5 Years 5 Credits

SOCIAL SCIENCE

3 Years 30 Credits

Total Requirements 155 Credits

Total Electives 65 Credits

TOTAL CREDITS 220 Credits

**STUDENTS EARN CREDITS BY RECEIVING A GRADE OF
A, B, C OR D IN THEIR COURSES
(5 CREDITS PER CLASS)**

GRADUATION REQUIREMENTS

1. The Fine Arts or Foreign Language requirements may be met by taking ten (10) credits of Foreign Language or ten (10) credits in any of the following courses: Any Visual and Performing Arts Department course.
2. The Mathematics requirements must be met by completing thirty (30) credits in the Mathematics Department including completion of Algebra 1/ Two Year Algebra 1B, Geometry / Two Year Geometry A and a second year of math that must meet or exceed the rigor of the content standards for Algebra 1.
3. The Science requirement must be met by completing 10 credits in Biology and 10 credits in Physics.
4. The following courses meet the Physical Education requirement: 20 credits made up of physical education or athletic team programs.
5. Maximum credit allowed for work as a Teacher's Aide (T.A.) and Business Intern is ten (10) credits.
6. Students who need to make up courses or who have not passed the CAHSEE have the opportunity to enroll in Summer School.

CREDIT DEFICIENCIES

Students who fall behind in credits may make up credits by obtaining counselor approval for the following:

- Summer School
- Adult School Learning Lab
- Adult School Regular Classes
- Regional Occupational Programs – minimum age 16 years old or a Junior
- Community College – with Counselor/Administrative approval (VEYSEY)
- Directed Studies – with Counselor/Administrative approval

Exceptions to these regulations may be granted upon written recommendation of the Counselor and with the approval of the Principal.

All students fulfilling all academic and citizenship requirements, who have **NO OUTSTANDING DEBTS**, and have submitted verified proof of completion of all requirements to the Principal by 9:30 a.m. on the Monday prior to graduation, will be able to participate in the commencement ceremony.

COLLEGE AND UNIVERSITY ADMISSION REQUIREMENTS

University of California / California State University
2010-2011 UC / CSU Approved Course List
“A-G” Minimum Course Requirements for Admission

Students must earn a “C” or better in all courses listed below:

- a History / Social Science = Two years**
- b English = Four years**
- c Mathematics = Three years**
- d Laboratory Sciences = Two years
(1 year Life Science & 1 year Physical Science)**
- e Foreign Language = Two years**
- f Visual & Performing Arts = One year**
- g College Prep Electives = One year**

- ◆ CSU student applicants must take the SAT-Reasoning or ACT exam to be considered for CSU admission.
- ◆ UC student applicants must take the SAT-Reasoning, ACT with Writing, and at least two SAT-Subject Tests to be considered for UC admission.
- ◆ The deadline for CSU and UC admission application is November 30th of the student’s twelfth grade year.

COLLEGE AND UNIVERSITY ADMISSION REQUIREMENTS (cont)

Course List for 2010-2011

a - History/Social Science – 2 years required

Two years of history/social science, including one year of World History/Cultures or Geography; and one year of US History or one-half year of US History and one-half year of American Government/Civics.

- European History (AP)
- Physical and Cultural Geography
- Principles of American Democracy
- United States History
- United States History (AP)
- US Government and Politics (AP)
- World History/ Culture (Honors)
- World History/Culture

b - English – 4 years required

Four years of college preparatory English.

- Language Arts 1
- Language Arts 1 (Honors)
- Language Arts 2
- Language Arts 2 (Honors)
- Language Arts 3
- Language Arts 3 (AP)
- Language Arts 4
- Language Arts 4 (AP)

c - Mathematics – 3 years required, 4 years recommended

Three years of college preparatory mathematics that includes the topics covered in Elementary Algebra/Algebra 1, Geometry and Advanced Algebra/Algebra 2. Approved integrated Math course may be used to fulfill a portion or this entire requirement.

- Algebra 1 ♦
- Algebra 1 A & B ♦
- Algebra 2 ♦
- Algebra 2 / Trigonometry (Honors) ♦
- Algebra 2 A & B ♦
- Calculus A/B (AP)
- Plane Geometry ♦
- Plane Geometry A & B ♦
- Pre-Calculus (Honors)
- Probability & Statistics
- Trigonometry

♦ - Course cannot be used to fulfill the “g” elective requirement

d - Laboratory Science – 2 years required, 3 years recommended

Two years of laboratory science, including two of the three fundamental disciplines of Biology, Chemistry, and Physics.

- Biology
- Biology (AP)
- Chemistry
- Chemistry (AP)
- Physics
- Physics (AP)
- Physiology

e - Language Other than English – 2 years required, 3 years recommended

Two years of the same language other than English.

- French 1, ♦ 2, 3, 4
- Spanish 1, ♦ 2, 3, 4
- Spanish for Spanish Speakers 1*, 2, 3
- Spanish Language (AP)
- Spanish Literature (AP)

* Fulfills 2 year Foreign Language requirement.

♦ - Course cannot be used to fulfill the “g” elective requirement

f - Visual & Performing Arts – 1 year required

- Advanced Band
- Advanced Drama 2, 3
- Advanced Orchestra
- Art 1 ♦, 2, 3, 4
- Concert Choir ♦
- Drama 1 ♦
- Graphic Design 1 ♦
- Music Appreciation ♦
- Photography ♦

♦ - Course cannot be used to fulfill the “g” elective requirement

g - Elective – 1 year required

One year (or two semesters), in addition to those required in “a-f” above. All courses must be listed under “a-f” above (*with the exception of courses marked with a diamond*) plus the following:

- Computer Science 1, 2
- Cultural Anthropology
- Economics
- Integrated Science 1
- Journalism 1
- Micro-Economics (AP)
- Psychology
- Sociology
- Speech 1, 2

GENERAL INFORMATION

BIKES AND SKATEBOARDS

Bikes and skateboards are to be locked in the bike pen before school. The school will not assume liability for losses. Bikes and skateboards are not to be ridden on campus. If anyone rides a bike or skateboard on campus, the bike or skateboard may be confiscated.

BUS REGULATIONS

Bus transportation to and from school is very limited. When students receive their I.D., those eligible to ride the bus will have the bus insignia printed on their cards. Students are to ride only the buses to which they are assigned and are not to invite non-students to ride school buses. Improper conduct while riding the bus will lead to disciplinary action and the possibility that the privilege will be revoked. A bus pass must be shown upon entering the bus.

CLOSED CAMPUS POLICY

Buena Vista High School is a “**CLOSED CAMPUS**”. This means that students are not permitted to leave the school grounds at any time during the school day without a permit to leave grounds issued by the Office. When applying for a permit to leave campus, students should present a note from their parents or guardians to the Office before 8:30 a.m. Also, be sure to check out with the Office before you leave campus. Failure to follow the proper procedures will be considered an unexcused absence.

EMERGENCY OR EARLY RELEASE TO PARENT/GUARDIAN

Parents requesting student release during class hours should send the student with a note requesting time and reason for student’s release and provide a valid contact number. Failure to provide a note will result in parent and student waiting until the last 10 minutes of the class period before student will be released.

In regards to taking students out of school during class, Paramount Unified School District is dedicated to providing protected and uninterrupted instructional time to allow the teachers to focus on their subject matter, for that reason office staff are instructed not to interrupt class time until the last ten minutes of the class. Parents are strongly encouraged to schedule all appointments after school.

However, in the case of an emergency a parent/guardian may request the early release of their student by reporting to the Office in person with valid photo identification. The student will be located and issued an Off-Campus Pass to leave grounds with his/her parent/guardian once signing-out in the Office.

GENERAL INFORMATION (continued)

GRADING POLICY

Students will be graded based upon the PUSD criteria for academic performance as follows:

Grade	Grades 6-12
A	Excelling substantially at District/course standards
B	Significantly proficient at District/course standards
C	Proficient at District/course standards
D	Minimal proficiency at District course standards
F	Not proficient at District/course standards No credit (9-12)

NOTE: Students receive five (5) credits per class by receiving a grade of A, B, C, or D in their courses.

LOST AND FOUND

Lost items are to be turned in to the Office. Students can check in the Office for any lost items. Any clothing left after an extended period of time will be given to the needy.

LOST TEXTBOOK/DEBT POLICY

Students who have lost, stolen, or damaged textbooks/library books or school materials will incur a debt with Buena Vista High School. According to Education Code 48904.3, report cards, grades, diplomas, and transcripts will be withheld from all students who owe debts for damaged, destroyed, stolen, or borrowed district property until parents/guardians have paid for the damages or the items have been returned in the same condition as which they were borrowed. Buena Vista High School does not accept checks.

GENERAL INFORMATION (continued)

STUDENT LUNCH PROGRAM

The Paramount Unified School District takes part in the National School Lunch and/or Breakfast programs. Meals are served every school day. Students may buy lunch for \$1.50 and/or breakfast for \$1.00. Eligible students may receive meals free or at a reduced price of \$.40 for lunch and/or \$.30 for breakfast. Students may buy milk for \$.25. Students may apply for free or reduced price meals by completing an application available in the Office.

MONEY AND VALUABLES

Students should only bring money to school for lunch or for a school approved purpose. Money should be kept in a wallet or purse. Students are not to bring valuable articles to school. The school cannot compensate them for their loss.

MEDICAL SERVICES INFORMATION

On June 27, 1986, the Governor signed into law Assembly Bill 1541, Chapter 196, which adds Section 46010.1 to the Education Code. This law requires that the governing board of each school district shall, each academic year, notify pupils in grades 7 - 12 inclusive and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

OFF-CAMPUS PASSES

All medical appointments are to be made during after-school hours. Please note that by taking your student out of class you will be interrupting the learning process and may inhibit your student's understanding of the subject matter. However, if a student **must** be released he/she must bring in a note from their parent/guardian before school to obtain an off-campus pass from the Office. Students leaving campus prior to the end of the regular school day **must sign out with Office and have an Off-Campus Pass in their possession.** Students leaving campus without permission and an Off-Campus Pass will be considered truant and will be subject to disciplinary action.

PASSES

Any student who is out of class during class time must have in his/her possession a written pass with date and time excusing the student from class. Students are responsible for asking the teacher for the written pass and showing the pass upon request. (This includes all teacher assistants/business internship students.)

GENERAL INFORMATION (continued)

REPORT CARDS/PROGRESS REPORTS

A few parents have informed us that they do not receive their son / daughter's report cards. All report cards and progress reports are mailed home. The report cards give you information regarding student academic progress, citizenship, grades, and attendance records.

STUDENT ACTIVITIES

Dances

All students are encouraged to participate in school planned activities. However, please be reminded, participation in activities is considered a student privilege. These come with responsibility on the part of the student in order to be allowed to attend school functions and activities. These activities and functions include but are not limited to: school dances, such as Winter Formal & Prom, athletic events, field trips and the Graduation Ceremonial activities.

Students attending any dance must complete a student contract for themselves and one for an outside guest they may be planning to invite.

In order to attend dances, students must be in good standing, passing 75% of their classes, have 80% attendance, and satisfactory classroom and campus behavior. Students who are truant as defined by Ed. Code 48620 and students on suspension on the day of the dance are not allowed to attend the dance.

Students attending as guest must be approved by their current school. Former PHS students must have been in good standing prior to checking out. Buena Vista students will be approved on an individual basis. PHS Administration reserves the right to refuse admittance to any student.

STUDENT I.D. CARDS

Students will be provided a photo I.D. card at no charge. These cards must be shown daily upon entering campus and carried during school hours and at all after-school events for identification purposes. The I.D. card is necessary to borrow library books and attend after school activities. **There is a \$5.00 charge to replace the I.D. card.** Failure to have an I.D. card or the altering of an I.D. may result in disciplinary action.

GENERAL INFORMATION (continued)

STUDENT PARKING

Student parking is limited; permits are available by application to seniors first, followed by juniors (if spaces allow). A valid driver's license, proof of insurance (school personnel will verify with company), and car registration must be provided at the time of application and presented to school personnel upon request. Student parking in the teacher lot is prohibited and **towing of illegally parked cars is strongly enforced**. Students are not to be in their vehicles or the parking lots except at the time of arrival and departure. The use of parking facilities is a PRIVILEGE which may be revoked should the privilege be abused. **The school assumes NO RESPONSIBILITY for loss or damage to vehicles or their contents. There is a \$5.00 charge to replace a lost parking permit.**

TECHNOLOGY

Every classroom at Buena Vista High School is wired for Internet access. Mobile units of laptops are available for classroom use. In addition computers are available in the library and classrooms for students to use for word processing or research.

TELEPHONE CALLS/DELIVERIES FOR STUDENTS

It is impossible to accept telephone calls (including leaving messages) and deliveries for students. In case of an emergency, an administrator will make the final decision.

UNIFORM COMPLAINT PROCEDURES

All complaints are to be filed in the Office.

VISITORS

The school policy is to accept only those visitors on the campus who have legitimate business to attend to at school. Visitors will be directed to the Office immediately upon entering the school campus. Trespassers are subject to arrest. Buena Vista High School is a closed campus, and alumni are not permitted to visit during school hours.

WORK PERMITS

All students working must have a work permit on file at their place of employment and on file at school. Work permit applications can be picked up during lunch and after school in the Office. The work permit will be available to the student two days after turning in the application.

COUNSELING INFORMATION

A. High School Course of Study

It is important that each student plan his/her program with long-term goals in mind—getting a job, attending a trade school, joining the military, registering at community college, or entering a four-year college/university. A student's individual program should be based on one or more of these goals. In addition to a student's individual goals, there are the state content standards, the district graduation requirements, and the California High School Exit Exam (CAHSEE) tests that all students are required to pass in order to receive a high school diploma.

B. Course Selection

1. Units of Credit

Five units of credit will be earned for each campus semester course completed with a passing grade. Students must be enrolled in a minimum of 4 courses per semester, and may take up to 8 courses depending upon past performance.

2. Repeated Courses

Students may repeat a course to improve a grade; however, duplicate units of credits will not be awarded in the repeated course.

3. Off-Campus Courses

Students who wish to take off-campus courses, with the exception of ROP, for high school credit must have **PRIOR WRITTEN APPROVAL FROM THEIR HIGH SCHOOL COUNSELOR.** This regulation covers courses taken during the summer and/or during the regular school year at the community college or adult education center.

4. Schedule Changes

Course selection represents a commitment from the student that he or she will satisfactorily complete the schedule of classes chosen. However, student requests for schedule changes are honored for the following reasons only:

- Scheduling error (example- request Algebra 1 and receive Algebra 2)
- Failure to complete a prerequisite course or requirement
- Graduation or college or university requirement omitted from schedule
- Special programs such as ROP and work experience
- Summer school course completion

NOTE: Students may NOT DROP a class after the 2nd week of a new semester

C. English Learner Students

Pupils who are identified as English Learner students receive support through the Accelerated English Acquisition Program, Specially Designed Academic Instruction in English (SDAIE) instruction, instructional aides, and tutoring.

D. California High School Proficiency Examination (CHSPE)

Legislation now provides that those persons 16 years old and over may be exempted from compulsory school attendance if they have demonstrated satisfactory proficiency in an examination prescribed by the State Department of Education. A student who passes the examination will receive a "Certificate of Proficiency" and be allowed to terminate secondary schooling with parental consent. These students will not be permitted to go through graduation ceremonies.

E. District Non-Discrimination Policy

The district maintains a policy of non-discrimination on the basis of sex, race, color, national origin, or handicap in its educational programs and activities.

F. Student Identification Card

Every student enrolled in Buena Vista High must carry the appropriate Student Identification Card at all times while on the school grounds.

COUNSELING INFORMATION (continued)

The student services team at Buena Vista High School is committed to implementing a comprehensive guidance program. Each student and parent can expect services provided in the following areas as needed:

- Academic Counseling - Educational planning and information needed to make realistic decisions about future plans is provided.
- Career Counseling –A career fair is held every year.
- Personal Counseling - Responsive services provide assistance with personal situations requiring individual or group help, including community referrals.

Areas of Service

ACADEMIC AND CAREER COUNSELING

Goal Exploration
Course Selection/Placement
Registration
“At Risk” Counseling

4 YEAR COLLEGE

“a-g” COURSES

COMMUNITY COLLEGE

VOCATIONAL/TRADE SCHOOLS

Admission Requirements
Applications
Scholarship Forms
Financial Aid
Testing Information (PSAT, SAT, ACT, AP, etc.)
Bulletin/Speakers
Veysey Letter (Community College)
College Fair/Partnership Program/Upward Bound

VOCATIONAL/CAREER OPPORTUNITIES

Career Fair
Military
Regional Occupational Program

SPECIAL NEEDS

504 Plans
Behavioral Plans
Designated Instructional Services/Counseling
English Learner Program
School Psychologist
Special Education/Individual Education Plan
Speech Therapy
Tutoring Programs
Foster Youth
Migrant Education

ACADEMIC PROGRESS

CAHSEE
Grade Point Average Information
Graduation Status
Progress Reports
Student Success Team
Test Interpretation

REGISTRATION

Articulation
Credit Recovery Programs
Pre-Registration (Grades 10 -12)
Personal Learning Plan
New Students – Orientation Materials

PERSONAL COUNSELING

Crisis Intervention
Conflict Resolution
Discipline/Guidance
Group Counseling
Individual Counseling
Parent/Teacher Conferences
Staff/Referrals Conferences

ATTENDANCE SUPPORT

Computer Dialer Calls
Student, Parent, Staff Conferences
Students Attendance Review Board (SARB), District Attorney
Telephone Calls
Early Identification and Intervention of Students at risk

ALTERNATIVE PROGRAMS

Adult School
CAL SAFE/Pregnant Minor Program
Community College
District Independent Study
Home Teaching
Regional Occupational Program
Community Day School

ATTENDANCE POLICY

Responsibilities for Attendance (Education Code 48200)

The State of California mandates that all persons between the ages of 6 and 18 years of age attend school on a full-time basis. Parents/guardians are legally responsible for enrolling their children in school and also for the punctual and regular attendance of their children. Parents/guardians must verify the nature of all students' full or partial day absences. **This can be done with a written note within three days of the child's absence.** The best procedure is to have the student return to school with a written note, which must be turned into the Office.

It is recommended that dental and medical appointments be made other than during school time, except for emergencies. It is the student's responsibility to develop and maintain a consistent pattern of attendance in all classes and to secure all make-up work for all excused absences. Excessive tardiness and/or unexcused trancies may lead to disciplinary action – such as, SART, SARB, citations, loss of credit, loss of school privilege, class schedule modifications, alternate placement, and/or legal action taken against the student and their parent/guardian.

All absences left unverified by a parent/guardian three (3) days after an absence will be marked as unexcused.

ABSENCE/TARDY CATEGORIES FOR STUDENT ATTENDANCE:

Legal excused absences recognized by **California State Law:**

- Personal illness – no doctor's note
- Death/funeral of immediate family member (1 day local, 3 days out of town)
- Medical/Dental appointments (requires doctor's note)
- Extended illnesses requiring hospital or doctor's care requires a doctor's note.

Personal excused absences **not recognized by California State Law:**

- College Visits
- Funeral services outside the immediate family
- Religious holiday or ceremony of student's own religion
- Appearance in court
- Identified Family Emergencies

All other absences are considered unexcused/truant when a student is absent from school or a class without authorization and clearance from the Office.

ATTENDANCE POLICY (Continued)

RETURNING FROM ABSENCE PROCEDURES

When a student is absent from school, the parent may notify the school by making a telephone call to the Office that day to indicate the reason for the student's absence.

Please be reminded a written note must be turned in even if a phone call was made.

The Office is staffed from 8:00 A.M. – 4:30 P.M. on days of school attendance. The Office telephone number is **(562) 602-8090**. We will also be utilizing our Auto-Dialer during the days and evenings to notify parents/guardians of unexcused absences and/or class cuts.

When returning from an absence, the student must bring a note stating the reason for the absence signed by his/her parent/guardian to the Office. Notes should include student's name, date of absence, date of return, reason of absence, parent's phone number and signature. Only legal parent/guardian may write or phone in reasons for student's absence.

A note is necessary to verify an absence no later than three (3) days after the student returns from an absence.

TARDY SWEEP

Due to the excessive number of student tardies, we will host Tardy Sweeps. Students who continue to be tardy will be placed on SART and/or SARB contracts, and can be cited by the Sheriff's Deputy and/or given 30-minute after school detentions to be served. Being tardy is a very bad habit to form. Tardy students cause many class disruptions and take away valuable class time from their peers.

EC 48260 TRUANCY DEFINITION

(a) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office supervisor or to the superintendent of the school district.

ATTENDANCE POLICY (Continued)

CITATION FOR TRUANCY (DAYTIME CURFEW ORDINANCE PMO 30-6.1)

On June 5, 1998, the city of Paramount's daytime curfew ordinance went into effect. PMO 30-6.1 authorizes the sheriff's department to cite all persons between the ages of 6 through 18, when they are absent from school without a valid excuse. The minors who are present upon public streets, highways, roads, alleys, park playgrounds or public grounds between the hours of 8:30 A.M. and 2:30 P.M. on days when the student's school is in session are in violation. This also applies to students who are in the process of suspension, expulsion or have transfers in progress.

STUDENT RELEASE PROCEDURES

Research has shown that uninterrupted class time allows students the opportunity to learn and retain more. We here at Buena Vista High School are motivated to create this type of environment for your child. Thus, our motivation has prompted us to try and guard against interruptions to your student's instruction time. By adhering to the following protocol, we along with you will eliminate such interruptions.

PROCEDURE FOR RELEASING STUDENTS

SEND A NOTE:

Student should drop note off in the office before school.

In order to better serve you and to expedite the release of your child, please send your student(s) to the Office with a signed note indicating your request for their release. The note should contain the following information:

1. Student name and grade level
2. Date
3. Indicate the time you want the student released
4. Indicate the reason for the student's early release
5. Provide a telephone number where you can be reached in order for the attendance office personnel to verify the note.
6. Must have parent/guardian signature

Notes will only be accepted from legal guardian and all signatures will be matched with the emergency card signatures.

RELEASE WITHOUT A NOTE:

To release a student who did not bring a note in advance requires that the parent come in to the school office and show identification. This is the type of situation that primarily creates classroom interruptions since we do need to call the teacher to release the student, thus, interrupting instruction.

Therefore, if parents are here to pick up students and the student did not bring a note, students will not be called out of class until the last ten (10) minutes of the class period, unless it is an extreme emergency i.e., someone is gravely ill or an accident has occurred. On those cases, an Administrator will make the final decision. Students will only be released to parent/guardian and or individuals designated by parent/guardian on the emergency card. Current form of identification is required; this includes California Driver's license, California I.D. or a passport.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES

IN ACCORDANCE WITH ADOPTED POLICIES AND WITH THE RULES AND REGULATIONS OF THE DISTRICT GOVERNING BOARD AND THE ADMINISTRATION

EXPECTED STUDENT BEHAVIOR

Rules and regulations are established for the purpose of maintaining an atmosphere conducive to learning. Students who do not comply with such rules and regulations may be counseled, reprimanded, suspended, or in extreme cases expelled and/or arrested as circumstances warrant in the application of the law.

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 (E.C. 35291). All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teacher of the school. (E.C. 48908)

Extracurricular activities are considered a part of the educational program and participants and spectators carry responsibilities as representatives of their schools and communities. All student conduct rules apply to and are enforced at extracurricular events. This publication has been prepared and distributed for the purpose of informing all concerned persons of district policy and the availability of rules pertaining to student discipline. Said rules are available either at the district office or at each school site. (E.C. 35291)

RIGHTS AND RESPONSIBILITIES

You are responsible for reading the information and for understanding what is expected of you. Each student will be held accountable for any violation of the established rules:

- I. Students have the right to:
 - A. Be respected as an individual human being.
 - B. Be taught in a knowledgeable and professional manner.
 - C. Express their opinions and have them heard and respected as long as the opinion is expressed in an appropriate time and manner.
 - D. Have a positive learning environment including:
 1. Meaningful curriculum and materials.
 2. Explanations and reasons for grading, assignments, behavior requirements consequences, and other actions affecting students' learning and growth.
 - E. Be instructed according to their ability and achievement level and be evaluated according to their ability and achievement.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

- F. Receive fair and consistent treatment in class including a clear understanding and explanation of rules and regulations and their consequences.
 - G. Attend school without having their person or property threatened.
- II. Students have a responsibility to:
- A. Respect others as individual human beings; this includes refraining from public display of affection.
 - B. Allow others to work at school without threat to themselves or their personal property.
 - C. Allow the staff to do their job to the best of their ability without student disruption by compliance with classroom management plans of all teachers.
 - D. Attend each class in a prompt and consistent manner.
 - E. Meet graduation requirements as established by the Board of Education and the State of California.
 - F. Seek assistance from school personnel on matters that concern their education, personal safety, and the safety of others.

DRESS CODE

Buena Vista High School believes that students should be provided with a quality education in a safe, wholesome environment. In this regard, it is felt that certain types of clothing and attire can cause disruption of school activities. There are times when students may want to wear articles of clothing because they consider them fashionable or “in style”. Unfortunately, some styles of dress have become associated with gangs, tagging crews or may result in students becoming targets of sexual harassment.

In order to assist parents and students in identifying articles of clothing that are inappropriate for school use and to prevent parents from unwittingly purchasing clothing which may communicate an unwanted or dangerous message, the following is a list of banned items for all students:

- Pants which are extremely larger than one’s waist size or excessively baggy.
- Cut-off pants or baggy shorts which usually end below the knee.
- Alterations such as gathering of waist lines on oversized pants or baggy shorts and pants that have been cut and slit exposing an opening.
- Military-type slip buckles with initials (often correspond with gang affiliation.)
- Pants worn below the waist (below the hipbones). This is called “sagging”.
- Clothing with an inappropriate message that glamorizes illegal activities such as vandalism and graffiti, promote violence, use of illegal drugs, and disrespect towards law enforcement and authority.
- Colors in attire representing gang identification.
- Shoelaces wider than standard size and in a color other than white or black.
- Hairnets or bandanas worn on the head or hanging from pockets.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

- Gang graffiti, old English script, symbols, messages, or gang names written or embroidered on attire.
- **No headgear is permitted on the campus. Sweater hoods must remain down while in classrooms.**
- Gang/Moniker identification and graffiti on notebooks, bookcovers, backpacks, and other personal belongings.
- Clothing which depicts or suggests sexually related or obscene gestures, pictures, or wording.
- Revealing attire that exposes midriff and/or excessively low-cut shirts, short-shorts and spandex material attire, and 'lingerie look' fashions. Specific examples are bikini or tube tops and lace mesh-through shirts, spaghetti strap and tank top-type undershirts exposed in any manner.
- Accessories such as heavy gang chains (often attached to wallets) leather wristbands with spikes, and articles of jewelry that can potentially be utilized as weapons.
- Dark glasses may not be worn in any classroom without a written permit from a doctor.

Students who do not adhere to these guidelines may be sent home. Students who persist in violating the established standards may be suspended in accordance with the law. Buena Vista High School is committed to providing a safe campus and an environment conducive to learning and seeks the cooperation of its parents and school community.

CAUSES AND PROCEDURES FOR DISCIPLINARY ACTION
STATEMENT OF RULES AND CONSEQUENCES

The Students of Buena Vista High School are expected to demonstrate good citizenship. Students who exhibit appropriate behavior will:

1. Have a more positive self-image.
2. Be treated with dignity and respect
3. Create more favorable contacts with others.
4. Receive recognition and praise.
5. Become better educated and more capable of success.

In order to guarantee all students in our school the excellent learning climate that each student deserves, we have developed a statement of student rules and consequences if a student chooses to break a rule. Responsibility for the consequences lies with the student. All individuals are in charge of their own actions and must be willing to accept the consequences based on their choice of behavior. This statement is only a guideline, and more or less severe disciplinary steps may be taken if deemed appropriate.

Rule #1 WEAPONS ARE NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.

1st Offense: The student may be arrested, suspended, and may be transferred or recommended for expulsion.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

Rule #2 ***DANGEROUS OBJECTS (including hand tools) ARE NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.***

1st Offense: Students may be suspended and may be transferred or recommended for expulsion.

Rule #3 ***ASSAULT AND/OR BATTERY, ROBBERY AND/OR EXTORTION ARE NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.***

1st Offense: The student may be arrested, suspended, and may be transferred or recommended for expulsion.

Rule #4 ***THE USE, POSSESSION, BUYING, SELLING, OR BEING UNDER THE INFLUENCE OF CONTROLLED SUBSTANCES, ALCOHOLIC BEVERAGES, "LOOK A LIKES", OR DRUG PARAPHERNALI, ARE NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.***

1st Offense: The student may be arrested and/or suspended. A parent conference and outside counseling will be required. Students may remain at BVHS under contract or be transferred or recommended for expulsion.

2nd Offense: The student may be arrested, suspended, and may be transferred or recommended for expulsion.

Rule #5 ***STUDENTS ARE NOT PERMITTED TO HAVE IN THEIR POSSESSION AND/OR IGNITE ANY TYPE OF FIREWORKS OR EXPLOSIVES ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.***

1st Offense: The student may be arrested and suspended. Students may be transferred and/or recommended for expulsion.

2nd Offense: The student may be arrested and will be recommended for expulsion.

Rule #6 ***STUDENTS ARE NOT PERMITTED TO DEFACE, DAMAGE, DESTROY, STEAL SCHOOL OR PERSONAL PROPERTY OR BE IN POSSESSION OF MARKERS, PAINT, GREASE PENCILS OR OTHER MARKING DEVICES (PC 594.2).***

1st Offense: **This is in violation of Penal Code 594.2 and the student involved will be cited by local law enforcement and may be assigned work detail and/or community service hours as well as required to replace or repair the property damaged.** The student may be suspended and arrested.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

2nd Offense: The student will be cited by local law enforcement and may be arrested and suspended. Students may be transferred and/or recommended for expulsion.

Rule #7 ***FIGHTING IS NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL RELATED FUNCTION AT ANY TIME (PC 415).***

1st Offense: **Fighting is a violation of Penal Code 415 and students involved will be cited (arrested) by local law enforcement.** Students involved will be suspended, cited, and transferred. A parent conference will be required.

Rule #8 ***PROFANITY, VULGARITY, FALSIFYING SCHOOL DOCUMENTS, DEFIANCE & DISRUPTION OF SCHOOL ACTIVITIES ARE NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL FUNCTION AT ANY TIME.***

1st Offense: The student may be suspended, and the parent will be notified.

2nd Offense: The student may be suspended, and the parent will be notified.

3rd Offense: The student may be suspended and/or have his/her program altered, and a parent conference may be required.

Rule #9 ***USE OF OR DISPLAYING OF HEADPHONES, RADIOS, CD PLAYERS, IPODS, CELLPHONES, AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED ON CAMPUS. THE SCHOOL WILL NOT ASSUME ANY LIABILITY FOR DAMAGE, LOSS OR THEFT OF ANY PERSONAL ITEMS BROUGHT ON CAMPUS.***

1st Offense: The item will be confiscated and student may pick it up after school.

2nd Offense: The item will be released only to **PARENT**.

3rd Offense: The student may be suspended, and the confiscated item may only be released to parent at the end of the school year.

Rule #10 ***LASER POINTERS ON SCHOOL CAMPUS ARE STRICTLY PROHIBITED BY STATE LAW (PC 417).***

1st Offense: **Possession of a Laser Pointer on a school campus is in violation of Penal Code 417 and the student involved will be suspended, cited and may be arrested by local law enforcement.**

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

Rule #11 *SKATES, BICYCLES, SKATEBOARDS, OR MOTORIZED VEHICLES MAY NOT BE RIDDEN OR PARKED ON THE SCHOOL GROUNDS AT ANY TIME. ITEMS MUST BE STORED IN DESIGNATED AREAS. THE SCHOOL WILL NOT ASSUME ANY LIABILITY FOR DAMAGE, LOSS OR THEFT OF ANY PERSONAL ITEMS BROUGHT ON CAMPUS.*

1st Offense: The item will be confiscated. The student may be assigned detention.

2nd Offense: The item will be released only to **PARENT**.

3rd Offense: The student will be suspended, and the confiscated item may only be released to parent at the end of the school year.

Rule #12 *THE USE OR POSSESSION OF TOBACCO IS NOT PERMITTED ON CAMPUS OR AT ANY SCHOOL RELATED FUNCTION AT ANY TIME.*

1st Offense: The student will be suspended and cited by school resource officer.

2nd Offense: The student will be suspended and cited by school resource office. Parent conference will be required.

Rule #13 *STUDENTS MUST ADHERE TO DISTRICT DRESS CODE ON CAMPUS AND AT ANY SCHOOL RELATED FUNCTION AT ALL TIMES.*

1st Offense: The student may be counseled, issued loaner clothes or sent home to change and detention may be assigned.

2nd Offense: Student may be suspended. Confiscated articles of clothing may be picked up by **PARENT ONLY**.

Rule #14 *SEXUAL HARASSMENT:
STUDENTS ARE PROHIBITED FROM SUBJECTING OTHERS TO UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL, VISUAL, OR PHYSICAL CONDUCT OR COMMUNICATION CONSTITUTING SEXUAL HARASSMENT AS DEFINED AND OTHERWISE PROHIBITED BY STATE AND FEDERAL STATUTES.*

1st Offense: Suspension and possible transfer depending on circumstances. Referral to law enforcement officer depending on the nature of the incident.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

Rule #15 ***STUDENTS MUST ENTER SCHOOL GROUNDS THROUGH THE MAIN GATE ONLY. THIS IS A SAFETY MEASURE FOR THE PURPOSE OF A SECURITY CHECK BY SCHOOL PERSONNEL.***

1st Offense: Parent will be notified.

2nd Offense: The student may be suspended.

Rule #16 ***AS A MEASURE AGAINST NON-STUDENTS ENTERING THE BVHS CAMPUS, ALL STUDENTS ARE REQUIRED TO HAVE THEIR I.D. CARDS ON THEIR PERSON AT ALL TIMES.***

1st Offense: The student may be assigned work detail.

2nd Offense: The student may be suspended.

Rule #17 ***STUDENTS MUST CLEAR ALL FULL AND PARTIAL DAY ABSENCES WITHIN THREE DAYS OF THE ABSENCE WITH A LEGAL EXCUSE VERIFIED BY THEIR PARENT/GUARDIAN WITH A NOTE OR PHONE CALL TO THE ATTENDANCE OFFICE, OR THE ABSENCE WILL BECOME A TRUANCY.***

Students who are repeat offenders may be placed on an SRT Attendance/Behavior Contract with their parents and the school district.

Rule #18 ***STUDENTS MUST ARRIVE AT SCHOOL AND ALL OF THEIR CLASSES ON TIME, OR THEY WILL BE CONSIDERED TARDY.***

Students who are repeat offenders may be placed on an SRT Attendance & Behavior Contract with their parents and the school district.

Rule #19 ***GAMBLING/GAMING (BANKING OR PERCENTAGE GAME WITH CARDS, DICE, OR A DEVICE FOR MONEY) ON SCHOOL CAMPUS IS STRICTLY PROHIBITED BY STATE LAW. THIS IS A VIOLATION OF PENAL CODE 330.***

1st Offense: Student will be suspended and cited by school resource office. Parent conference may be required.

2nd Offense: Student will be suspended, cited by school resource office and possible alternative placement. Parent conference may be required.

STATEMENT OF STUDENTS RIGHTS AND RESPONSIBILITIES (Continued)

SEVERE CLAUSE

At the discretion of the principal or designee, the severe clause will be enforced. The severe clause supersedes all consequences of all rules. Due to the severity of any infraction or combination of rules broken, a student shall be suspended, transferred, and/or recommended for expulsion.

ADDITIONAL CAUSES FOR DISCIPLINARY ACTION

The Education Code specified violations, which may result in suspension. In addition it is the school's obligation to refer violations of existing criminal or civil laws to the appropriate authority. Some of the offenses, which involve only school rules, may call for disciplinary action other than suspension, expulsion, or referral to law enforcement authorities.

OTHER DISCIPLINARY AND PROTECTIVE MEASURES

DETENTION: Students may be detained for disciplinary or other reasons up to one (1) hour after the close of the maximum school day.

EXPULSION: The removal from enrollment in all schools of the district as ordered by governing board. The board may order expulsion when other means of correction have repeatedly failed to result in acceptable conduct or if the continued presence of the student causes danger to the safety of others. Pupils may be expelled only for those reasons for which they also may be suspended. State law provides for full due process and rights to appeal any order of expulsion.

SEARCH AND SEIZURE: In order to maintain safe school environments, students and their property, in addition to their vehicle in the Student Parking Lot, may be searched by school officials when there is a reasonable suspicion that the search will uncover items which violate the law or the rules of the district. School officials may enlist the assistance of law enforcement (including search dogs) whenever deemed necessary. The Board believes that the use of metal detectors offers a reasonable means to deter students from bringing weapons to school and will be utilized at various times throughout the school year.