

# **RANCHO BUENA VISTA HIGH SCHOOL**



## **Student Handbook 2010-2011**



# **Rancho Buena Vista High School Student Handbook 2010-2011**

## *RESPECT THE RANCH*

Rancho Buena Vista High School's mission is to be a collaborative learning community dedicated to encourage and empower all members to develop our academic abilities and personal integrity as we discover and pursue our individual passions and purpose.

We strive to empower students to put forth their personal best during their career at RBVHS. Our teachers and support staff believe that only when families, RBVHS staff, and students maintain ongoing communication concerning campus programs and student needs, can we nurture student learning and growth.

This student handbook was designed to facilitate such open dialogue. Please take the time to read it carefully and to clearly understand school policies and regulations. Staff members are always available to provide assistance and guidance if students and families have questions about the rules that govern behavior on campus.

The RBV staff joins me in wishing each student a rich, rewarding and fulfilling high school experience.

Varda Levy, Principal

## VISION STATEMENT

As a collaborative learning community, Rancho Buena Vista High School envisions:

- An integrated system of counseling, curricular choices, technology and community involvement that encourages students to identify their passions and purpose.
- A challenging curriculum that cultivates effective communication, creativity and critical thinking for all students.
- Skilled delivery of research based instruction that engages students in active learning.
- Embedded structures to support students who struggle academically, socially and emotionally.
- Internationally minded students who seek knowledge and skills to solve real world problems.
- Physical and technological infrastructure that enhances curricular innovation and academic exploration, connecting the campus to the broader community.
- Relationships that promotes interdependence and proactive behavior.

## VALUES STATEMENT

“Values are the attitudes and behaviors an organization embraces. They represent commitments we make regarding how we will behave on a daily basis in order to become the school we want to be. They are established and articulated guidelines we live by.” – Alan Blankstein

The RBV community – staff, students and parents – uphold the following values:

- We are committed to working together.
- We accept shared responsibility to ensure success for all students.
- We accept personal responsibility for our intellectual and emotional growth.
- We respect one another and our environment.
- We communicate openly.
- We encourage innovation, creativity and change for ongoing school-wide improvement.
- We continuously evaluate and improve student support systems.
- We support exploration of local, national and international challenges.

## Rancho Important Dates 2009-2010

**Mascot:**

Longhorn

**Colors:**

Maroon and Silver

**Motto:**

Excellence Through Unity

**Touchstone:**

Respect the Ranch

**School Alma Mater:**

Rancho,  
The mighty Longhorns,  
With Integrity  
The extraordinary,  
The best are we.  
Longhorns.  
The halls of excellence,  
Stand proud and free  
Through unity  
The Longhorns are we.

**Address:**

1601 Longhorn Drive  
Vista, CA 92081

**Phone:**

760-727-7284

**Fax:**

760-598-7062

**Web Site:**

rbvhs.org

**Attendance:**

760-598-0127

760-598-0129

**Counseling:**

760-727-7284 x72926

rbvhs.org

**Registrar Fax:**

760-599-6465

**Principal:**

Varda Levy

### Fall Semester

August 23..... First Student Day of First Semester

September 6..... Labor Day (No School)

September 14..... Back to School Night

October 1..... End of First Grading Period

October 1..... Homecoming Game

October 2..... Homecoming Dance

November 11..... Veterans' Day (No School)

November 19..... End of Second Grading Period

November 22-26..... Thanksgiving Holiday (No School)

December 17..... Minimum Day

December 20-December 31 Winter Break (School Closed)

January 3..... Students Return

January 14..... No School

January 17..... Martin Luther King Day (No School)

January 18..... Jr. Exhibition- Tentative Date

(No School Grades 9, 10, 12)

January 19-21..... Finals (Student Minimum Days)

January 21..... End of Third Grading Period

### Spring Semester

January 31..... First Day of Second Semester

February 18..... Lincoln's Birthday (No School)

February 21..... President's Day (No School)

March 4..... End of Fourth Grading Period

March 25..... Minimum Day

March 28-April 8..... Spring Break (No School)

April 11 ..... Students return

April 30..... End of Fifth Grading Period

May 21..... Prom

May 30..... Memorial Day (No School)

June 1-3..... Senior Finals- Tentative

June 7-9..... Grades 9-11 Finals- Tentative

(Student Minimum Days)

June 9..... Graduation - Tentative

(Graduating seniors receive 7 tickets)

Important Information and Extensions  
 Rancho Buena Vista's phone number is 760-727-7284  
 Principal Varda Levy

<b>Activities</b> <ul style="list-style-type: none"> <li>• Clubs on campus/ Student government</li> <li>• Yearbook</li> </ul>	ASB Director ext. 72312 rbvasb.com
<b>Assistant Principals</b> <ul style="list-style-type: none"> <li>• Discipline</li> <li>• Request for Home Teacher</li> </ul>	A-D ext. 72204 Mrs. Hermansen E-K ext. 72211 Mr. Gomez L-Q ext. 72212 Mr. Gollias R-Z ext. 72203 Mrs. Jones
<b>Attendance</b> <ul style="list-style-type: none"> <li>• Absences</li> <li>• Reporting students</li> <li>• Change of address/phone/guardian</li> <li>• Checking out of school</li> </ul>	Direct Lines  760-598-0127 760-598-0129
<b>Athletics</b>	Athletic Director ext. 72308
<b>Career Center</b> <ul style="list-style-type: none"> <li>• College admissions and testing</li> <li>• Scholarships</li> <li>• Work Permits/Job Information</li> </ul>	ext. 72301
<b>Counselors/Counseling Office</b> <ul style="list-style-type: none"> <li>• College Financial Aid</li> <li>• Community College, ROP, Adult ed</li> <li>• Graduation Requirements/Credits</li> <li>• Registration of students</li> <li>• Schedule Adjustments</li> </ul>	Counseling Office ext. 72926 Head Counselor ext. 72302 Special Education Counselor ext. 72317
<b>Data Processing</b> <ul style="list-style-type: none"> <li>• Replacement ID cards</li> <li>• Report cards/progress reports</li> </ul>	ext. 72213
<b>Finance Office</b> <ul style="list-style-type: none"> <li>• Bus passes</li> <li>• Miscellaneous Debts</li> <li>• Parking Permits</li> <li>• Parking citations</li> </ul>	ext. 72205 or ext. 72925
<b>Front Office</b> <ul style="list-style-type: none"> <li>• Daily Bulletin</li> <li>• Insurance applications</li> <li>• Jr./Sr. off campus lunch passes</li> <li>• Final Exam Schedule/ Bell Schedule</li> <li>• School Calendar/Holidays</li> </ul>	ext. 72000
<b>Nurse</b> <ul style="list-style-type: none"> <li>• Health Service/Immunizations</li> </ul>	ext. 72209
<b>Registrar</b> <ul style="list-style-type: none"> <li>• Competencies/Proficiencies</li> <li>• Transcript/Records requests</li> </ul>	ext. 72303
<b>Library and Textbook Room</b> <ul style="list-style-type: none"> <li>• Textbook/Library Fines/Debts/Resources</li> </ul>	ext. 72101 ext. 72110
<b>Teachers</b> <ul style="list-style-type: none"> <li>• Homework Requests</li> <li>• Progress in class</li> </ul>	See our web site for teacher extensions <a href="http://www.rbvhs.org">www.rbvhs.org</a> ** Parent Portal available to all parents

## **GENERAL POLICIES AND PROCEDURES**

### **STUDENT I.D.**

Students **MUST BE** in possession of student ID whenever on campus, at school-sponsored activities or in order to receive school services (food service, library, ASB events including dances, locker combinations). Student ID must be presented to ANY adult on campus when requested. If a student misplaces their ID a new ID must be obtained from the Data Processing office before school, during break, and after school. The replacement fee for lost ID cards is \$10 (payable at the Finance Office). Students who repeatedly “forget” their ID will be charged \$10.00 to obtain a new ID. This fine will appear on the student record. Students found to be on campus without a valid ID will be disciplined.

### **PERSONAL PROPERTY**

Do not bring large amounts of money or valuable items to school. All valuable articles should be in the possession of the owner at all times. The school will not accept responsibility for any lost or stolen money or articles brought to school. **The school will not investigate nor look for lost or stolen items, including I Pods and cell phones.** Students should use caution when placing valuable items in either their hall locker or their P.E. locker. Neither is protected by the school. If it is necessary to bring a valuable item to school, please consider bringing the item to the Attendance Office or to the P.E. Office during P.E. class for safekeeping until you need it.

Students should be advised to keep Yearbooks within their possession at all times at the end of the year. RBV Administration cannot replace a lost or stolen Yearbook.

### **CELL PHONES, IPODS or any ELECTRONIC DEVICES**

Cell phones, iPods or electronic devices are permitted but must be **TURNED OFF and out of sight during class time.** They are not to be used at anytime when class is in session or when a student is in the library. Cell Phones and I Pod’s in use or in sight of staff will be confiscated. Electronic devices are never to be used while a student is on a pass from the classroom. Disciplinary actions are described on page 23. **A student who refuses to give an electronic device to a staff member when requested may be subject to suspension for defiance.** RBVHS is not responsible for lost, stolen, or misplaced cell phones, I Pods or any electronic device. **Students bring items to school at their own risk. The school will not investigate nor look for lost or stolen items.**

### **SKATEBOARDS, SCOOTERS, ROLLER BLADES**

Skateboards, scooters and roller blades are not allowed on campus at any time. These items will be confiscated if used or carried on campus. Non RBV students found riding their skateboards on campus will be turned over to the Sheriff. Disciplinary actions are described on page 23.

### **BICYCLES**

Bicycles may be ridden to school; however, students must abide by all civil laws regarding riding a bike – which specifically includes wearing a helmet at all times while on the bike. Bicycles must be parked in the designated area near the 700 wing of the school. **Bicycles may NOT be ridden on campus.** Students must stop at the entrance to the school, disembark from the bike and walk it to the parking area. Students may be disciplined for violation of this rule. Students must provide their own lock and chain to lock his/her bike.

### **VISITORS ON CAMPUS**

Students are **NOT** to bring friends/relatives to school as visitors. Parents are welcome on campus and classroom visitations can be arranged with at least a 24-hour notice. All visitors must sign in at the front desk and receive a visitor pass. Student campus tours can be arranged through ASB.

## **ASB**

Students may participate in ASB as a class or in ASB sponsored events. ASB Officers are elected each year. The GPA for ASB officers is 2.5 on a scale of 4.0.

The ASB sticker, which can be purchased by any student for \$40.00, allows you to attend **home** athletic events free and receive discounts on other school sponsored activities. Students must have a valid ID with the ASB sticker attached to utilize this discount.

## **FOOD/BEVERAGES**

No food or beverages are allowed in the classrooms. A teacher may ask the student to throw out any food or beverage brought to the classroom. Students shall not leave the classroom with the purpose of purchasing food or beverages from the snack machines. Food or beverages purchased during class time may be confiscated and not returned to the student.

## **LOST AND FOUND**

Lost items can be traced in the following manner:

1. Lost clothing – attendance office.
2. Lost valuables – Front office Receptionist or Secretary. Students should report theft or vandalism to their Assistant Principal immediately. A student incident form should be completed by the student. Incident forms are available in the front office. Administration will make every effort to notify school departments to locate lost items. However, lost iPods, cell phones or other electronic devices will not be researched. Students bring these items to school at their own risk.
3. Lost books are turned in to the textbook room. Students should check here before school and after school to see if a lost book has been turned in. Students are responsible for books lost or stolen from their hall or P.E. lockers. Students should keep textbooks with them if at all possible.
4. Lost P.E. items–Girls or Boys P.E. office in the locker rooms. RBV makes every effort to provide a safe environment in the P.E. locker rooms. Students should use P.E. lockers at their own risk.

## **CO-CURRICULAR ELIGIBILITY**

In order to be eligible for any co-curricular activity (athletics, band, pageantry, cheerleading, work experience, yearbook, dance, courts, choir, and all clubs), school district policy requires that you must have a 2.0 GPA on a 4.0 GPA scale for the preceding grading period. C.I.F. rules state that an athlete must have passed four classes of new work in the preceding grading period, regardless of GPA. In addition, each student must pay the co-curricular transportation fee. There are no exceptions to the C.I.F. or district eligibility rules. A student athlete must be in attendance for at least 60% of the day (four classes on a 1-6 day and 2 classes on a block day) to participate in sport practice or competition. This policy applies to Band, Cheerleading, Drama, Dance, Choir and Pageantry as well. Athletes are required to sign the VUSD athletic handbook. All students who participate in co-curricular events must adhere to the school's and district's code of ethics. Students who violate any established code or rule may be denied participation. In addition, students must have a "permission-for-drug" testing form signed by the parent and student on file with the Athletic Director.

## **GRADUATION REQUIREMENTS**

A student must earn a minimum of 220 credits in courses approved by the District for high school credit in order to graduate. Students are encouraged to maintain a positive grade point average (GPA) of at least 2.0 on a 4.0 scale. Students must pass the California Exit Exam to graduate. Complete Graduation requirements are identified in the RBV Course Catalogue.

### **CLASS CHANGES/WITHDRAWING**

Student initiated class changes may be done during the first two weeks of school and after finals (12:0-3:00 p.m.) at the end of the first semester. The student must have Administrative, counseling, parent, and sometimes teacher approval for these changes. Forms to apply for changes are available in the Counseling Office. Requests for ‘teacher changes’ and the swapping of periods are not granted. Students who have an issue with a specific teacher should see their assigned Assistant Principal. Students who wish to withdraw from a class must do so in the first two weeks of the semester. A withdrawal from a class after this time will result in a “Withdraw F” for the class and the student will lose 5 credits toward Graduation. **Level changes** (honors to non honors, advanced to beginning, etc.) may be made in the first three-six weeks of the semester. **Absolutely NO changes will be made after six weeks.**

### **COLLEGE CAREER CENTER**

The College Career Center is designed to provide students with information concerning colleges, college entrance, scholarships, financial aide, SAT and ACT testing schedules and information (including fee waivers), test tutorials, career opportunities and other post graduate options. The Career Technician will assist students in creating a Naviance account to navigate through many scholarships and college information. The Career Technician arranges for college representatives to speak on campus and assists students in making connections. Many college catalogues are available for review. The Career Center is open before school, at nutrition, at lunch and after school.

### **WORK PERMITS**

According to Federal law, all students under the age of eighteen who are employed must have a work permit. Once a student has found a job he/she must go to the Career Center and pick up a “Request for Work Permit”. Once the form is completely filled out it is returned to the Career Technician for processing. The final version of the work permit will be mailed to the employer. **Students must have a 2.0 GPA or higher to obtain a work permit.** Grades are checked every 6 weeks to determine continued eligibility. If a student’s GPA falls below 2.0 the work permit will be revoked and the employer will be notified. It is illegal for employers to allow students to continue to work if a permit has been revoked. All work permits expire during the first week of every school year. New permits must be obtained.

During the summer months all students over the age of 16 are eligible for work permits regardless of GPA

### **T.A.**

A junior or senior student may apply to be a T.A. for a teacher or for one of the school offices. A student must have a 2.0 GPA, may not have more than five unexcused absences for an office assignment and ten unexcused absences for a classroom assignment and may not have any suspend able offences in the last school year. Teachers may have only two T.A.s per semester. All T.A. assignments may be reviewed by Administration.

### **INTRA/INTER DISTRICT TRANSFERS**

Intra District Transfer forms may be obtained at the VUSD Office (not at RBV). Students who are attending RBV on an Intra or Inter District Transfer must abide by all VUSD and RBV rules and regulations to remain at RBV. Student attendance, behavior and grades will be checked every 6 weeks for compliance. A student who violates the guidelines of the district may have their transfer revoked and be sent back to their school of residence. Inter district transfers **MUST** be renewed every year. Intra District Transfers are good for four years unless the contract is violated.

## **OFF CAMPUS COURSES**

District guidelines allow a student to take up to 50 credits in off campus coursework (a maximum of 30 non-college prep and 20 college prep and no more than 10 credits in any one subject) during the student's four years of high school. Students must receive approval **prior** to enrolling in a class. An "off Campus Course" form may be obtained from the student's counselor. The form must be signed by the counselor and an Assistant Principal. **English 11, English 12 and American Government/Economics may NOT be taken off campus.**

## **PARENT PORTAL**

Vista Unified uses Aeries by Eagle software for student information management. A Parent Portal tool for parents/guardians to view the records of their child via the internet is part of the system. Parents can access attendance, grades, homework and progress of their child on a daily basis. Parents of currently enrolled students may obtain free access to this portal. RBV parents should contact the Data Processing Technician in the front office for passwords and instructions on how to use the system.

## **FEES AND FINES**

RBVHS' Finance Office is open for students before school (7:00 a.m.), at nutrition, at lunch and after school (2:30-3:10 p.m.). Sports fees, Associated Student Body (ASB) cards, dance tickets, yearbook purchases and fines are paid here. Many fees must be paid separately as ASB funds are legally required to be maintained separately from school funds. A separate check may need to be written for transportation and sports from all other registration fees. Student ID cards and textbooks will not be issued to students who have outstanding fines or debts. Dance ticket purchases may also be withheld if a student owes fees or has disciplinary issues. Payment options should be discussed with your student's Assistant Principal (AP) if necessary. There may be added fees to any transaction in which a credit card is used. If RBV is charged a fee by the credit card company we will pass those fees on to the student. **Any Payments made after May 1<sup>st</sup> must be made in cash.**

## **LIBRARY**

The library is open from 7:00 a.m. until 5:00 p.m. except for the last Monday of each month and on Friday the Library closes at 3:30 p.m.. Students may walk-in before/after school, at nutrition and lunch. After school tutoring is available in the Library most days. During class time, a pink pass from the classroom teacher is required. A current ID card is necessary to check out a maximum of 3 books for a 10 school-day period. Overdue fines of 10 cents per book per school day are charged. Books may be renewed.

## **TEXTBOOKS**

The textbook walk-up window at the rear of the library building is open daily before/after school and at nutrition except Thursdays. The window is closed during class time and at lunch. ID cards are required to check out textbooks. Students are responsible for all books checked out to them and all lost, stolen, or damaged books must be paid for before new books will be issued. Student must write their name inside the front cover of each book and have them properly covered to prevent damage. Book covers are available from the library. **RBV IS NOT RESPONSIBLE FOR LOST OR STOLEN TEXTBOOKS.**

Damaged or lost barcodes, \$5.00.  
Damaged book cover, \$5.00  
Missing pages, replacement cost.  
Broken binding, \$12.00.

Water damage – replacement cost, usable, \$5.00  
Writing in books, \$1.00 per page.  
Torn pages – repairable, \$2.00.  
Lost, replacement cost

## **TUTORIALS/STUDENT SUPPORT PROGRAMS**

There are many programs on campus to support student learning and assisting students in making connections to RBV. Most tutoring and support program information is available in the Counseling Office. RBV offers the following support programs for students:

- Gear UP is a program targeted to 10<sup>th</sup> and 11<sup>th</sup> grade students. They hold tutoring after school, provide college information and field trips, sponsor student activities at lunch, after school and on weekends.
- Gear Up can be found in the RBV Quad and in room 348A and on the web at [www.palomar.edu/gearup/rbvhs](http://www.palomar.edu/gearup/rbvhs).
- 21<sup>st</sup> Century provides numerous education and recreational programs after school each day. Counselors and the 21<sup>st</sup> Century staff can provide a detailed list of events.
- REACH is a tutoring and social program supported on campus by the Vista Community Clinic.
- The RBV Library is opened most days after school until 5:00 p.m.
- RBV offers an after school computer based program called NovaNet for credit recovery. Students must register with their counselor for this program. A student may not take NovaNet for acceleration. Courses may only be taken once a class has been failed.
- AVID provides student tutors on campus
- CAHSEE prep classes are held throughout the year to assist students in passing the state required exit exam.
- Vista Adult Education offers a credit recovery program to upper classmen four days a week beginning at 5:00 p.m. Students must register in the Counseling Office.
- The math department conducts math tutoring in a lab setting five days a week after school. The lab is located in room 821.
- Numerous teachers and other departments offer individual student tutoring in all subjects. Contact student teachers for information.

## **HALL PASSES**

- Any student out of class is required to have an **official pass (pink pass, laminated pass, lanyard, etc)**. This includes ASB students, T.A.'s , students asked to retrieve something for a teacher, etc.
- Students will **NOT** be issued a pass to use the telephone, drink or snack machines during class time.
- **NO** student will be allowed in any office, including the nurse, during class time without a pass or referral from his/her assigned teacher.
- **Students must have an official bathroom pass and utilize the bathroom closest to their classroom.** Teachers are expected to allow only one student out of the class at a time.
- Students who are found in the Hall without a pass are subject to disciplinary action. This may include a warning, Saturday School, In-School Suspension or Home Suspension as deemed appropriate by Administration.

## **OFF-LIMITS AREAS**

- The public phones are off-limits during class time. In case of emergency, check with the secretaries in the administration building to assist in making a call.
- Drink and snack machines are not to be used during class time. Any items purchased will be confiscated. They may only be used before or after school, during nutrition and lunch break.

- **All parking lots are off limits** during the school day except for student leaving campus with approved passes. Use of the student lot during lunch will be evaluated each year and notice will be given to students and staff.
- The areas behind the tennis courts, the bleachers in the stadium and the fields surrounding the school are off limits unless students are with a P.E. or Athletic class.

### **HALL AND P.E. LOCKERS**

- Lockers are issued for the convenience of students. The school and the district do not assume any liability for articles placed in lockers. Articles placed in lockers, **including textbooks**, are the sole liability of the individual who has chosen to use the locker. **Students may need to share a locker.**
- Locker combinations are issued at the beginning of each school year. Students with locker problems or lost combinations should fill out a report in the Finance Office.
- State law allows for periodic locker checks. Students should not put anything in their lockers that they would not like school administrators or police to see. Contraband items are subject to confiscation.
- P.E. Lockers are assigned to students for their clothes only. Students are advised to not leave valuable items in the P.E. lockers. RBV has experienced many thefts within the P.E. locker rooms.
- **RBVHS IS NOT RESPONSIBLE FOR THE LOSS OF TEXTS OR PRIVATE PROPERTY FROM ANY LOCKERS**

### **PERMISSION TO LEAVE CAMPUS**

**RBVHS is a closed campus.** This means you may not leave the campus from the time you arrive in the morning until you are finished with your last class of the day unless you have one of the following:

1. An off-campus pass from the attendance office- typically used for appointments. A student who leaves campus without the approved off-campus pass, even with verbal parent approval following the appointment will be subject to disciplinary action.
2. A student ID card with one of the following stickers: Senior/Junior lunch pass, work experience, period 4 or period 5 sticker, athletics or internship stickers.
  - Any student leaving campus inappropriately will receive discipline action.
3. Students are **NEVER** allowed to leave campus during Nutrition unless they have an appointment and have checked out through attendance.
4. Seniors with a 4 period day must leave campus at the end of their schedule. Students who have athletic, cheer or band practice will be allowed back on campus at the start of the practice. No students may “hang around” campus to socialize.

### **OFF CAMPUS PASS**

Students who need to leave campus for an appointment must have an “Off Campus Pass”. This pass is issued by the attendance office. It is important to communicate to the RBV student that he/she will need to pick up the Off Campus Pass on the day of their appointment before school, during passing periods, nutrition break, or lunch. Passes cannot be delivered to the classroom. A student who leaves RBV without an off campus pass, even with parental approval, will be subject to disciplinary action. RBV is liable for all students until a parent checks them out of school through the Attendance Office. **Students who leave on an**

**approved pass but do not return, for any reason, MUST notify the Attendance Office that day or the absence will not be cleared.**

### **SENIOR/JUNIOR-LUNCH PASSES**

If you are a Senior/Junior with at least a 2.0 GPA, a score of over 300 on both the English AND Math portion of the CST exams and no chronic attendance history, you may apply for a lunch pass. Seniors may obtain a lunch pass at the second semester with a 3.0 GPA. The lunch pass is a sticker that will be placed on your student ID card. Applications are available in the main office *and require a parent signature*. Processing time for a lunch pass is 24-48 hours. This pass may be revoked if it is misused. The lunch pass will also be revoked if students are late returning for their last class following lunch. Grades and attendance are checked every six weeks and must be satisfactory in order to keep a lunch pass. Students may reapply for a lunch pass if grades improve. Parents may revoke a lunch pass at any time.

#### **Unauthorized Lunch Pass:**

- Any student who uses an unauthorized lunch pass will receive a Saturday school.
- A second offense will result in loss of your lunch privilege for the current semester, and possibly the following two semesters
- A student caught using a forged lunch pass will lose all privileges for the pass and will be suspended.

### **SPORTS STICKERS**

Sports stickers are issued to students at the discretion of their coach and the Athletic Director.

To obtain a sport sticker, which allows the student to leave campus, the student must:

- Obtain the Coach's signature
- Obtain a Parent signature
- Pay all transportation fees for the sport in full.
- Sign and turn in the signature page from the Athletic Handbook to the Athletic Director
- Turn in the "Permission to Treat" form to your coach

Students who attempt to leave campus without the appropriate sport sticker will be seen by their AP and the incident will be referred to the appropriate coach. The sticker may be removed at the discretion of the coach and AP.

### **STUDENT PARKING**

In order to park legally on campus, it is necessary to display a Rancho Buena Vista High School parking decal. Cars parked on campus without a decal will be cited. Parking decals are available in the Finance Office and are valid only for the current school year. Students must show their driver's license, car registration, ID, and proof of insurance. **Permits are non-transferable**, however students who must drive a car different from the one they registered may do so with approval from Administration or the Finance Office. (This is reserved for emergency situations). A temporary parking permit is needed for an emergency situation. Permits can be picked up in the Finance Office. Students may purchase more than one parking decal if they intend to drive different cars to RBV. Students are to park in appropriately marked spaces in the student parking lot only, and understand that if caught driving in an unsafe manner will face loss of parking, driving privileges and disciplinary action. Parking illegally may result in a citation and a fine.

**Parking citations will not be waived.** All parking citations will be turned over to the DMV for processing and unpaid tickets will reflect on the car registration. Permits are \$25.00

**Parking is limited to Juniors and Seniors only on a space available nature.**

### **FORGED PASSES OR STICKERS**

Disciplinary action will be taken if students are found it have forged hall passes, off-campus passes, lunch stickers, sports stickers or parking tags. Students may be assigned Saturday School and/or suspended.

## **DANCES, GUEST BIDS AND ASB EVENTS**

The following rules apply to all ASB activities at RBV:

- All attendees of the dance or event will be subject to a random alcohol breathalyzer test at any time during the dance or event.
- All attendees must abide by all school rules pertaining to the use of illegal substances while at a school event.
- The consequences for violating any of these policies may include suspension from school and loss of eligibility from co-curricular activities.
- Unless otherwise announced no tickets are sold at the door.
- Tickets are non-refundable and non-transferable.
- Only RBV students with an ASB sticker will receive a discount. Guest tickets are sold at full price.
- Event tickets are sold individually, no couples prices are offered for guests.
- RBV students bringing guests must have the guest bid pre-approved prior to purchasing tickets. ONLY the RBV student may purchase the tickets. RBV student must have ID to purchase ASB event tickets.
- Guests and RBV students must bring ID to the dance/event.
- If for any reason, the guest or RBV student is removed from the dance/event, there will be no refunds.
- Anyone with a guest bid must have the bid pre-approved and the RBV student must arrive and leave with the person on your guest bid. If the RBV student cannot attend the dance/event the guest may not attend on their own.
- **Freak dancing is prohibited.** Students who participate in freak dancing may be asked to leave. If there is an excessive amount of Freak dancing by all students the dance may be terminated.
- No one is allowed to re-enter the event once they leave.
- Students not having an ID will **not be allowed entrance** to the event or dance.
- Homecoming and Prom Court members must have a 2.0 GPA.

### **Guest Bid Policy**

- **Guest Bids must have administrative approval by the announced deadline.**
- Form must be completed before tickets maybe purchased.
- Tickets must be bought by the RBV student – guest need not be present.
- Students must enter and leave with their guest.
- RBV students are responsible for the behavior and demeanor of their guest.
- Guests are expected to adhere to all RBV rules.
- **Guest bids are due at least one week prior to the event.**
- Guest bids may be obtained in the ASB room or front office.

*Each pass is verified for accuracy. Any forged signature will result in forfeit of dance/event attendance by RBV student and guest. Other administrative action may be taken if appropriate.*

## **CITIZENSHIP**

### **CITIZENSHIP – EXPLANATION:**

One of the school's duties is to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for higher education and a career. For this reason, it is as important for the school to teach and evaluate citizenship, as it is to teach and evaluate academic work. Parents and students should be just as interested in citizenship "ability" as they are in academic achievement.

### **THE CITIZENSHIP GRADE:**

Students will receive a semester citizenship grade from each of their classroom teachers. The grade will be based solely on the citizenship displayed in each teacher's classroom. Students will receive a grade of "excellent," "satisfactory," "needs improvement," or "unsatisfactory". The citizenship grade for each class will be shown on the student's report card.

Teachers are required to discuss these standards with their students and explain their expectations.

### **EXCESSIVE DISPLAY OF AFFECTION**

Excessive display of affection is inappropriate on school grounds or at school sponsored activities. Violation will result in administrative action, and/or counselor and parent contact/conference.

## **ATHLETICS**

### **GENERAL INFORMATION**

To be eligible to participate in any athletic or co-curricular activities the student:

- Be enrolled in 6 classes for grades 9, 10, 11. Seniors must have a minimum of four classes.
- Have a GPA of 2.0 or higher.
- Pass a minimum of 20 credits each grading period, per CIF rules.

### **INSURANCE/PHYSICALS**

Insurance is required to participate in any sport. All athletes must show proof that he/she is insured by an appropriate agency. Parents and athletes must sign an athletic clearance for this purpose. Physicals are required prior to any practice or try-out for a team.

### **ATTENDANCE/BEHAVIOR**

To participate in an athletic event or co-curricular activity, participants must be in attendance for a minimum of four periods in a six day schedule and two periods in a block schedule. Students who are absent, even excused, for more classes will not be allowed to practice or participate in the athletic event. If a student is suspended from school, for any reason, he/she will not be allowed to participate in practice, game or other co-curricular activity during the time of the suspension, including weekends.

## **EQUIPMENT**

Participants are responsible for all equipment issued to them. If issued equipment is lost, damaged or stolen the student will be held financially responsible. Equipment may not be worn during the school day or in the community unless specifically requested by the coach.

## **GROOMING AND DRESS STANDARDS**

Student athletes are expected to meet dress code standards developed by the school. In addition, athletes must wear shirts, appropriate uniforms, shirts and shoes, etc. at all times while on campus. Female athletes may not wear sports bras as their only top. Student athletes who leave campus to practice must adhere to all dress code regulations.

## **ETHICS**

RBV follows all VUSD and CIF Ethics standards. Additionally coaches and advisors have the authority to establish athletic and co-curricular rules. Participation in a sport, club, event or other organization on campus may be denied following due process if students violate the ethics codes. Students may also be denied participation and/or removed from a team/activity if he/she has been found on or off campus, during school hours or non school hours to be:

- Using tobacco of any kind
- Drinking or under the influence of an alcoholic beverage
- Using or under the influence of any controlled substance
- Displaying unacceptable behavior, as outlined in the student handbook

<b>DRESS CODE</b>
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**The manner in which students dress for school influences their behavior, learning, and the school environment in general.** Any article of clothing or accessory that causes or has the potential to cause a disruption to the educational environment will not be allowed. Students should dress in an appropriate manner as they would in a work environment.

Dress codes are reviewed and renewed as styles change and as students use clothing to make negative affiliations with outside groups (gangs) or dress becomes a safety issue.

**Administration reserves the right to alter or modify this dress code throughout the year based on information regarding any safety issue on campus. The staff of RBV makes every attempt to monitor appropriate student clothing. We encourage parents to review dress code policies and daily dress of their student.**

## **RESTRICTIONS & PROHIBITIONS:**

- Clothing, jewelry, backpacks, buckles, and notebooks shall be free of writing, pictures or any other insignia that are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs, alcohol, tobacco, violence, or weapons. This includes phrases/names, which may have dual meaning (i.e., SMP, 4:20, 8-ball, Big Johnson, etc.); as well as clothes that are worn indicating gang affiliation, such as gloves, bandanas and **ANY “San Diego” wear.**
- Professional sports teams and college sports team’s **jerseys and jackets** are prohibited. **RBVHS sports or club related jerseys may be worn.** Generic items may also be worn.
- College and Professional hats may be worn until deemed inappropriate by RBV Administration.
- College related shirts and sweatshirts may be worn in conjunction with college application and acceptance time periods.
- Clothes shall be sufficient to conceal all undergarments at all times. Garments that expose the following are prohibited: midriff, cleavage, buttocks, and bare backs (no skin exposed below shoulder blades).
- **Students may not use a jacket or sweater to cover up inappropriate tops. Students will be required to change their clothing if found in violation of dress code.**
- Spaghetti straps must be at least 1 inch in width.
- Shorts must be mid upper thigh length. **No short, shorts will be allowed.**
- Clothing promoting affiliation with “tag” or graffiti depictions are not allowed.
- Indoors, the following are **not** permitted: hats, caps, beanies, sunglasses, or other head coverings (i.e., hood of an outer garment).
- Tattoos that depict anything prohibited in these rules must be covered at all times.
- Hairnets, do-rags, or bandanas are not permitted at any time.
- As required by state law, shoes must be worn. No slippers allowed.
- Attire with stylized writing designating gang-related phrases, i.e. *SAN DIEGO*, or names is prohibited.
- Due to safety reasons, teachers of certain classes may require more restriction on clothing or footwear.
- Jewelry and accessories that are a safety hazard to the wearer or others. Examples of unsafe attire include: metal or plastic spiked projections from rings, belts, belt buckles, bracelets, neck accessories, jackets, or any other article of clothing; wallet chains of any kind; or facial piercing (except for studs) with hoops or chains or any other “dangling” adornment.
- Clothes specifically designed as sleepwear including slippers and lounging pants are not allowed.
- All school sponsored/administration approved ‘dress-up’ days must confirm to the dress code.
- Any other attire determined by school officials to be a distraction to the educational process.

**Any student may be asked to remove or change any garment or accessory that is determined by a school official to be disruptive, dangerous, or inappropriate. Parents will be contacted by administration as needed for dress code violations.**

**RBV would appreciate the assistance of parents in promoting a positive environment on campus with respect to dress code. Please do not purchase or allow your child to purchase clothing that does not meet the RBV dress code.**

## ATTENDANCE POLICY/PROCEDURE

### PARENTS PLEASE READ THIS SECTION CAREFULLY !!!

#### ATTENDANCE

The State Compulsory Attendance Law (EC 48200) requires that each person between the ages of 6 and 18 attend a public full-time day school or continuation school. The state attendance laws also require regular attendance and punctuality with both the school and the parents having a responsibility for enforcing these laws.

**It has been well documented that regular attendance is a key factor in the success a student achieves at school. The teacher of any class from which a student has an excused absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in EC 48205.**

If you have any questions concerning attendance, please call, (760) 589-0127 or (760) 598-0129.

**DEFINITIONS –After absence has been reported by parent/guardian the absence will either be excused or unexcused. Definitions follow:**

#### **Excused Absence:** (EC 48205)

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to his or her illness. **(When student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness)**
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  - (7) For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

- (e) “Immediate family,” as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil” Amended by SB 1208, Ch.312, Statutes of 1999.

### **Unexcused Absence:**

**An unexcused absence includes, but is not limited to the following: In school suspension, home suspension, truancy, job requirement, over sleeping, out-of town, nonreligious lessons, friends influence or friends visiting, traffic citation, vacation, working on car, running out of gas, personal business, etc.**

**Truancy:** *(student does not have the right to make up missed assignments)*

- Cutting class (period or all day)
- A student is considered habitually truant when he/she has 3 unexcused absences in one school year, or is tardy to class in excess of 30 minutes without a valid excuse on three occasions in one school year, or any combination thereof. EC 48260.

**STUDENTS: Your parents need to call the school during these hours on the day that you are absent: 7:00 a.m. - 3:00 p.m. and 5:00-7:30 p.m.**

1. Notes **will not** be accepted for absences. Absence reporting, tardies and off-campus passes **must be** phoned into the attendance office.
2. Absences and off-campus passes are to be cleared and obtained on your own time. That is before school, passing periods, nutrition and lunch, NOT during class time. **Absences must be cleared within 3 school days.** **Absences not cleared within 3 days will revert to truancies and are not clearable.**
3. If your tardy/absence has not been phoned in, go straight to class. Your teacher will mark you tardy and it’s your responsibility to clear the absence on your own time. If your previous period or full day absence(s) are not excused, go straight to class. You will be given truancy or cut and **will be assigned Saturday school** to make up the time.
4. Teacher may give you a zero for the day’s class work and not allow you to make-up work for a cut or truancy.
5. If a student needs to leave school for medical or personal appointments, the student must be released through the attendance office per a phone call. We do not disturb class during instructional time to remind students of appointments. **The student must pick up an off-campus pass to leave. Off-campus lunch stickers are for lunch only.** If a student leaves campus at lunch with a lunch sticker and cannot return to campus due to illness, the **absence must be cleared the same day** with a phone call to the attendance office. The student will need to stop by the attendance office **within 24 hours with their ID card/lunch sticker** before the absence can be cleared. **Failure to check out of school properly will result in disciplinary action.** RBVHS uses an automatic dialing system that will call parents to notify them of student absences. This system provides a recorded message that indicates the most recent absence for a student. Parents must then call the attendance office to clear the absence.

## **BOARD POLICY NO. 5008: ASSIGNMENT OF FAILING GRADE DUE TO UNEXCUSED ABSENCES.**

Unexcused absences from class exceeding 10 days in a school semester may be sufficient reason for a teacher to assign the pupil a **failing** grade in that class. Excused absences totally more than twenty days may result in a student receiving a failing grade in any class. Students must be in school to successfully complete a class.

### **OTHER IMPORTANT ATTENDANCE INFORMATION**

- If a student is ill more than **three** consecutive days, a parent may request homework by calling the Attendance Office. Please allow a minimum of 48 hours for work to be obtained.
- If you plan to be absent from a class to participate in a school-sponsored activity, you must obtain prior approval from the teacher. You must make up all work missed. If you are in danger of failing, your teacher may decide not to allow you to miss class in order to participate in an activity. **The teacher is the final authority.**

### **UNEXCUSED TARDY POLICY**

Students are to be in class, ready to begin when the final bell rings. If a student enters the classroom after the bell rings, the student inevitably disrupts the learning of others.

A tardy policy will be distributed to all students at the beginning of the school year by each teacher. Student who accumulate tardies will be referred to the Administration for discipline. Students may receive Saturday School for excessive tardies (more than three).

Definition:

- **EXCUSED TARDY:** i.e., illness, medical, dental, optometric, orthodontist, Religious lessons, or authorized pass written by a RBVHS staff member.
- **UNEXCUSED TARDY:** i.e., over sleeping, traffic citations, running out of gas. “PARENTS’ FAULT” does not constitute an excused tardy.

### **SCHOOL ATTENDANCE REVIEW BOARD (S.A.R.B.)**

The purpose of the School Attendance Review Board is to divert students with school attendance problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Board is made up of representatives from the Department of Social Service, County Probation Department, Vista Sheriff’s Department, Vista Unified School District Administration and a community representative. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at its level, the student and parent/guardian may be issued a citation and may be required to appear in court

## HONOR CODE

RBVHS students are subject to an Honor Code, which deals with cheating and plagiarism. All tests, quizzes, reports, assignments, and any school-related tests are subject to this policy.

Academic dishonesty in any form is unacceptable behavior. Ignorance, grade pressure, inadequate time, tests inadequately proctored, unrealistic parental expectation or other causes cannot justify it. Cheating places the value of grades over learning and is counter to the district's graduation outcome. Types of academic dishonesty not tolerated include but are not limited to the following:

1. Cheating: Sharing answers/information, looking on /copying another's work/test/essay.
2. Fabrication: Falsifying/inventing/misrepresenting source of cited information.
3. Unauthorized Collaboration: While working with others is often encouraged, unauthorized collaboration is not permitted.
4. Plagiarism: Any intentional representation of another's ideas/words/work as one's own, including the misuse of published/electronic material and/or work of other students. Includes direct quotations and paraphrasing without citation.
5. Alteration of Materials/Forgery: Any intentional/unauthorized alteration of student/teacher material or unauthorized signature to school related documents, including passes.

**The teacher's professional judgment determines if a violation has occurred. The teacher will place a phone call to parent/guardian regarding Honor Code violations.**

The following action will be taken when students are in violation of this policy.

### **1<sup>st</sup> Offense**

1. Student will receive a zero on the assignment or test.
2. Teacher will confer with student and notify parent/guardian.
3. Student may be given a "U" in citizenship for the current grading period.

### **2<sup>nd</sup> Offense**

1. Teacher will confer with parent and student.
2. Student's semester mark may be lowered by one full letter grade.
3. Student will be placed on behavior contract for remainder of school year.
4. Student will be referred to administration for appropriate disciplinary action.
5. Student may be removed from all elected or appointed leadership positions for remainder of school year.

### **Subsequent Instances**

1. Student may be dropped from the course with an "F" grade.
2. Additional disciplinary action may be administered.

## **DISCIPLINE POLICY**

RBVHS's goal is to provide a safe, secure, and motivating learning environment. We believe that every student has the right to a quality education. Consequently, we expect our students to conduct themselves in an orderly and respectful manner. If a student chooses to behave in a manner that interrupts the learning process, or shows disrespect for others, the student must be willing to accept the consequences.

**THE SAME DISCIPLINE RULES APPLY FOR ALL SCHOOL RELATED ACTIVITIES (ON AND OFF CAMPUS), AND WHILE TRAVELING TO AND FROM SCHOOL.**

### **DETENTION**

Anytime you receive a detention assignment from a teacher, you must serve the detention. The detention could be for lunch, after school or before school. Failure to serve detention will result in a referral to the appropriate Assistant Principal. Students should weigh serving a few minutes of detention with a teacher versus a four hour Saturday School assignment from an A.P.

### **SATURDAY SCHOOL**

Saturday School is assigned by an Assistant Principal for a variety of disciplinary reasons. Saturday school is located in the school media center (library) and is from 8:00 a.m. to 12:00 p.m. (noon). Bring homework or a book to read. Failure to attend Saturday School will result in suspension. Students who do not serve Saturday School will not be allowed to participate in extra curricular activities such as dances, sporting events, assemblies etc. See item #50 of the Conduct Code Violations and Consequences chart on page 28 for more information.

- You must bring your ID.
- You may not leave campus during Saturday School. Students who leave campus and/or do not return after an approved break will be disciplined.
- If you are late to Saturday School you will be locked out and it will count as a "No Show". **Students who do not show for an assigned Saturday School may be suspended for up to three days.**

### **BEHAVIOR CONTRACTS**

Students experiencing habitual tardies, trancies and numerous behavioral problems will be placed on a probationary contract called a behavior contract. Failure to abide by the terms of the conduct agreement will result in disciplinary action and/or assignment to an alternative school setting.

### **FIGHTING ON CAMPUS**

Fighting on campus at anytime (includes coming to or going from school) will result in suspension for the 1<sup>st</sup> offense and a "possible" recommendation for expulsion and a recommendation for expulsion for the 2<sup>nd</sup> offense and/or recommendation for an involuntary transfer to alternative school setting. On the first offense of minor, mutual combat fighting: a 5-day suspension will occur. If student and parent produce a signed affidavit that the student has entered anger management/counseling within 72 hours (three days) of the suspension, the final two days of the suspension will then be waived. Three days must be spent in suspension. The student and parent(s) must meet with the counselor before returning to school. The parents are responsible for selection, follow-up, and completion of any program. Failure to complete the counseling program will result in the final two days of the suspension being reassigned.

## **INTIMIDATION**

Intimidation involves threats of harm or pressure. Examples of this behavior include, but are not limited to: bullying, domineering, extorting hand signs, stare downs, or otherwise attempting to influence someone with the use of frightening actions(s) and/or words. It also includes any intimidation or inappropriate remarks made electronically (Facebook, MySpace, texting, etc.) Inappropriate comments may include racial slander (written or verbal), sexual harassment or gender bias. Severe cases of intimidation are classified as an assault. In an assault, no physical contact need occur; just the fact that the threatened act could occur constitutes a criminal act. **Cyber bullying will not be accepted in any form.** Appropriate disciplinary action will be taken.

## **SEARCH AND SEIZURE**

The Governing Board recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, or their lockers by school officials. Parents will NOT be contacted prior to a search.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Governing Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. EC 49050, 49051, VC 21113,

## **HAZING**

No student or other person in attendance at RBVHS shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Students found to be guilty of hazing will be suspended.

**Rancho Buena Vista High School works in cooperation with law enforcement, juvenile probation, social services, and the fire marshal.**

## CONDUCT CODE VIOLATIONS AND CONSEQUENCES

Items 1-26, 32D, E could lead to expulsion on the first offense depending on the severity of the violation

Items 1-26, 31C, D and E behavior and consequences are cumulative over the student's 4 years at RBVHS.

Items 1-27, 31D and E may be referred to law enforcement

BEHAVIOR	CONSEQUENCE		
	1 <sup>ST</sup> Offense	2 <sup>ND</sup> Offense	3 <sup>RD</sup> Offense
1. <u>Possessing, selling, or otherwise furnishing a firearm.</u> Ed. Code 48915(c)(1)	Recommendation for expulsion. Parent contact/conference.		
2. <u>Brandishing a knife at another person.*</u> Ed Code 48915(c)(2)	Recommendation for expulsion. Parent contact/conference.		
3. <u>Unlawfully selling a controlled substance</u> (commencing with Section 11053) of Division 10 of the Health and Safety Code. Ed. Code 48915(c)(3)	Recommendation for expulsion. Parent contact/conference. (Review Controlled Substance Policy, page 18)		
4. Committing or attempting to commit a sexual assault or committing a sexual battery. Ed. Code 48915(c)(4)	Recommendation for expulsion. Parent contact/conference.		
5. Possession of an Explosive. Ed. Code 48915(c)(5)	Recommendation for expulsion <b><u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
6. Causing serious physical injury to another person, except in self-defense. Ed. Code 48915(a)(1)	Recommendation for expulsion <b><u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
7. Possession of any knife or other dangerous object of no reasonable use to the pupil. Ed. Code 48915(a)(2)	Recommendation for expulsion <b><u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
8. Unlawful possession of any controlled substance, except for the first offense, for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. Ed. Code 48915(a)(3)	Recommendation for expulsion <b><u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact/conference. (Review Controlled Substance Policy, page 18)	Recommendation for expulsion. Parent contact.	
10. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. Ed Code 48915(a)(5)	Recommendation for expulsion <b><u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u></b> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
11. Caused, attempted to cause, or threatened to cause <u>physical injury</u> to another person. (Fighting) Ed. Code 48900(a)(1)	Suspension, Parent contact. (Review Fighting Policy, page 11)	Recommendation for expulsion. Parent contact.	
12. Willful use of force or violence upon the person of another except in self-defense. Ed. Code 48900(a)(2)	Suspension, Parent contact	Recommendation for expulsion. Parent contact.	

\*As used in this section knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. EC48915 (g).

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
13. Terrorist threats against school officials, or school property, or both. Ed. Code 48900.7(a)(b)	Suspension, Parent contact. Contact Law Enforcement	Recommendation for expulsion. Parent contact.	
14. Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant. Ed Code 48900(c)	Suspension. Parent contact/conference. (Review Controlled Substance Policy, page 18)	Recommendation for expulsion. Parent contact.	
15. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object without written permission. Ed. Code 48900(b)	Suspension, Parent contact. Contact Law Enforcement	Recommendation for expulsion. Parent contact.	
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. Ed. Code 48900(p)	Suspension, Parent contact. (Review Controlled Substance Policy, page 18)	Recommendation for expulsion. Parent contact	
17. Unlawfully offered, arranged, or negotiated to sell any <u>controlled substance, alcoholic beverage or intoxicant.</u> Ed. Code 48900(d)	Suspension, Parent contact. (Review Controlled Substance Policy, page 18)	Recommendation for expulsion. Parent contact.	
18. Committed or attempted to commit <u>robbery</u> or <u>extortion</u> . Ed. Code 48900(e)	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	
19. <u>Property abuse</u> – Caused or attempted to cause damage, including graffiti, to school or private property. Ed. Code 48900(f)	Restitution. Suspension and/or recommendation, at <u>the Principal or Superintendent’s discretion</u> , for expulsion. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
20. <u>Stolen</u> or attempted to steal school or private property. Ed. Code 48900(g)	Restitution. Suspension and/or recommendation, <u>at the Principal/Superintendents discretion</u> , for expulsion. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
21. Unlawfully possessed, offered, arranged or negotiated to sell <u>drug paraphernalia</u> . Ed. Code 48900(j)	Suspension, Parent contact. (Review Controlled Substance Policy, page 18)	Recommendation for expulsion. Parent contact.	
22. Willful <u>defiance</u> of valid authority of school officials, disruptions of school activity. Ed. Code 48900(k)	4 hrs. Sat. School and/or suspension. Parent contact.	4 hrs. Sat. School and/or suspension. Parent contact.	<u>Expulsion at the discretion of the Superintendent or Principal.</u> 8 hrs. Sat. School and/or suspension. Parent contact.
23. Pupil(s) intentional harassment, threat, or intimidation directed against another pupil(s), or school personnel. Ed. Code 48900.4	Suspension, Parent contact. (Review Fighting Policy, page 11)	Suspension and referral to counseling .	Recommendation for expulsion. Parent contact
24. Knowingly <u>received stolen school property*</u> or private property. Ed. Code 48900(l) *Includes, but is not limited to, electronic files and databases.	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	
25. Fire setting, <u>arson</u> , or use of explosive devices or tampering with fire alarm or equipment. Ed. Code 48900 (k ) Ed. Code 48915 (a )(2) or 48915 (c )(5) Penal Code 148.4	Contact fire marshal. Suspension and/or recommendation, <u>at the Principal or Superintendent’s discretion</u> , for expulsion. Parent contact.	Contact fire marshal. Recommendation for expulsion. Parent contact.	

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
26. Sexual Harassment. Ed. Code 48900.2 Board Policy 5000.1	4 hours Sat. School, mandatory parent conference.	8 hrs. Sat. School, suspension and/or recommendation. Parent contact. Law Enforcement will be contacted.	Suspension and/or recommendation, at the <u>Principal or Superintendent's discretion</u> , for expulsion. Parent contact.
27. Hate Violence. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. Ed. Code 48900.3 Penal Code 422.6, 422.7, 422.75	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	
28. <u>Smoking</u> or possession of tobacco. Ed. Code 48900(h)  Penal Code 308B**	4 hrs. Sat. School Parent contact. Referral to TEG or Decision class Enforcement of Penal Code 308B**	4-8 hrs. Sat. School Parent contact. Referral to TEG or Decisions Enforcement of Penal Code 308B**	1-5 day home suspension. Parent contact Enforcement of Penal Code 308B**
29. Possession/use of laser pointer. PC 417.27	4 hrs. Saturday School. Confiscation. Release to SRO	8 hrs. Saturday School. Confiscation. Arrest, Release to SRO only.	Suspension. Arrest. Confiscation. Parent contact.
30. <u>Profanity</u> , vulgarity, obscene act. Ed. Code 48900( i )	Detention, 4 hrs. Sat. School and/or suspension if directed at staff.	4-8 hrs. Sat School and/or suspension. Parent contact.	Suspension, Parent contact.
31. <u>Forging, falsifying, or altering</u> school documents, passes, readmits notes or wrongful possession.	4-8 hrs. Sat. School. Parent contact. (Review Honor Code, page 20.)	1 day suspension and 8 hrs. Sat. School. Parent contact. (Review Honor Code page 20)	Up to 3 days at Home Suspension and 8 hrs. Sat. School. Parent contact.
32 A. Inappropriate use of school equipment, i.e., copy machine, Internet, etc.	8 hrs. Sat School. Parent contact. (Review Honor Code, page 20)	1 day suspension and 8 hrs. Sat. School. Parent contact. . (Review Honor Code, page20)	Up to 3 days at Home Suspension and 8 hrs. Sat. School. Parent contact. .
32 B. Inappropriate use of Technology: e-mail, Internet, etc.	Loss of use of Internet privileges for 1 week. Saturday School. Parent contact.	Loss of use of Internet privileges for 1 month. Parent contact. 4 hours Saturday School	Loss of use of Internet privileges rest of semester or 2 months, whichever is greater. Parent contact. 8 hours Saturday School
32 C. Display, viewing, downloading pornography. Ed. Code 48900 ( i )	Loss of use of Internet privileges for 1 month. Sat. School and/of Suspension if deemed appropriate. Parent contact.	Loss of use of Internet privileges for the rest of the school year and 5-day at home suspension. Parent contact.	
32 D. "Hacking" – intentional attempt at infiltrating and /or changing/disrupting/ destroying electronic records. Ed. Code 48900 (k) (f) (California Penal Code 502, 13848)	Suspension. Parent contact.	Suspension pending expulsion.	
32 E. Using school Technology to cause physical or emotional harm to self or others. (California Penal Code 422)	8 hrs. Sat. School, suspension, Parent contact.	Suspension and/or recommendation, at the Principal or Superintendent's discretion, for expulsion. Parent contact.	
33. Possession of lighters and matches.	Confiscation. Sat. School Parent contact.	Confiscation. Parent contact. 4 hrs. Sat. School. Referral to TEG and Decisions	Confiscation. Parent contact. 1 day Suspension.

# CONDUCT CODE VIOLATIONS AND CONSEQUENCES

Items 28-52 behavior and consequences are cumulative during the current school year. Consequence may be assigned to the next school year.

BEHAVIOR	CONSEQUENCES		
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
34. Provocation	4 hours Saturday School and/or suspension.	4-8 hours of Sat. School. Suspension 1-3 days. Parent contact	1-5 days home suspension. Parent contact.
35. Vehicular violations (speeding, reckless driving, etc.)	3 weeks revocation of driving privilege and parking permit. Parent contact.	6 weeks revocation of driving privilege and parking permit. Parent contact.	Year revocation driving privilege and parking permit. Parent contact.
36. Throwing food or other debris.	4 hrs. Sat. School or 5 days campus cleanup. Parent contact. Depending on severity, could lead to suspension.	8-12 hrs. Sat. School. Parent contact. Depending on severity, could lead to suspension.	Suspension.
37. Littering.	Up to 5 days campus cleanup or 4 hrs. Sat. School. Parent contact.	Up to 10 days campus cleanup or 8 hrs. Sat. School. Parent contact.	15 days campus cleanup or 12 hrs. Sat. School. Parent contact.
38. Display/use of radios, headsets, tape players, disc players, IPODS/MP3, electronic games in class/library.	Confiscation with release to Parent only. There will be a <b>24 hour hold on all</b> devices. Parent signature on policy statement Release to parent prior to 24 hours will result in Saturday School.	Confiscation for 2-3 weeks from date of confiscation. 4 hours of Sat. School. Release to student with parent permission or a designated 18 y.o. .	Confiscation from 6 weeks to the end of the academic year. 4-8 hours of Sat. School. Release to parent, student or designated 18 y.o.
39. Possession or use of skateboards, roller blades, or scooters on campus.	Confiscation with release to parent only at end of 1 week from date of confiscation. Parent signature on policy statement.	Confiscation for two weeks and release to parent only. 4 hrs. Sat. School. Citation by SRO	Confiscation to end of school year and release to parent only. 1-day home suspension. Citation by SRO
40. Gambling. Or possession of gambling paraphernalia	4 hrs. Sat. School. Parent contact	8 hrs. Sat. School Parent contact.	1-5 days home suspension. Parent contact.
41. Off campus/out-of-bounds during school hours.	4 hrs. Sat. School. Parent contact. Subject to search.	8 hrs. Sat. School. Parent contact. Subject to search.	1-5 days home suspension. Parent contact. Subject to search.
42. Truancy. Any period(s) or all day.	4-12 hrs. Sat. School. Citation by SRO Parent contact.	4-12 hrs. Sat. School. Citation by SRO. Parent contact.	4-24 hrs. Sat School. Parent contact. Suspension Behavioral Contract Referral to SARB.
43. Inappropriate dress including but not limited to: bandanas, hairnets, no shoes, bare midriff, wallet chains, lettering, tattoos and/or pictures depicting alcohol, cigarettes, drugs, nudity, profanity or gang related phrases or names.	Warning. Wallet chains will be discarded. Inappropriate attire must be changed before returning to class.	Parent/guardian to bring change of clothes to school. 4 hrs. Sat. School.	Parent contact. 2 days suspension.
44. Birthday Bashing.	Saturday School. Restitution. Parent contact.	4-8 hours Sat. School . Restitution. Parent contact.	Suspension. Restitution. Parent contact.
45. Loitering	Warning, possible revocation of Parking Pass if in the Student Lot	4 hours Sat. School, loss of Parking Pass for 2 weeks if in Student Lot	Revocation of Parking pass for remainder of year if loitering in Student Lot
46. No hats, hoods, or caps indoors.	Warned by staff.	Confiscation and release to student. 4 hours of Sat. School	4-8 hours of Sat. School. Confiscation with release to parent.
47. Failure to attend teacher/tardy detention.	Saturday School assigned. Parent contact	Saturday School assigned. Parent contact.	One day home suspension. Parent contact.
48. Failure to attend Saturday School.	Rescheduled one time at request of parent.	1-3-day home suspension.	1-3 day home suspension. Behavior Contract developed. Parent contact
49. Failure to be in possession of student I.D. card.	Warning, student must produce valid ID to AP within 24 hours	Detention. Student will be required to purchase a new ID (\$10.00)	Saturday School. Student will be required to purchase a new ID (\$10.00)

## **SUSPENSIONS**

### **SUSPENSIONS – EXPLANATION**

A suspension is a temporary removal from school. Students are NOT allowed on campus day or night during the suspension. Students are not allowed to attend any school sponsored events during the Suspension. Suspensions are normally from 1 to 5 days in duration; however, in the case of a recommendation for expulsion, it may be extended. **Any student reaching 20 days of at home suspension per year (regardless of reason) will be recommended for alternative placement.**

### **PARENT CONFERENCE**

When a student is suspended, the Principal or designee will make a reasonable effort to contact and inform the parent or guardian.

In addition, within one school day, the Principal or designee will send a notice to the parent or guardian containing the following information:

- a) A statement of the facts leading to the decision to suspend.
- b) The date and time when the student will be allowed to return to school.
- c) A statement of the parent's or student's right to have access to student's records.
- d) A request that the parent or guardian attend a conference to discuss the student's behavior.

The parent or guardian is required by law to respond without delay to any request from school officials to attend a conference regarding their student's behavior.

Students who are designated as Special Education will be required to attend a Return From Suspension meeting with their parent, case manager, assigned Administrator and Special Education Counselor.

## **EXPULSIONS**

### **EXPULSION – EXPLANATION**

An expulsion is complete removal from schools within the district. It is normally for the remainder of a school semester or a school year.

#### **1. DUE PROCESS – STUDENT'S RIGHT TO A HEARING**

The Principal or designee shall meet with the student for the purpose of:

- a) Presenting oral or written notice of the charges.
- b) An explanation of the evidence.
- c) Giving the student an opportunity to present his/her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than five consecutive school days, unless a referral for expulsion is made to the Superintendent or the Vista Unified School District (VUSD) Governing Board for further action.

A parent may opt for a Stipulated Expulsion if they choose not to complete a full Expulsion hearing. The Administrator of the case must explain each process in full to allow the parent to make an informed decision. A Stipulated Expulsion requires a face to face meeting with RBVAdministration and the Director of Student Services for VUSD.

## 2. PARENT CONFERENCE

When a student is suspended an Expulsion, the Principal or designee will contact and inform the parent or guardian. In addition, within one school day, the Principal or designee will send a notice to the parent or guardian containing the following information:

- a) A statement of the facts leading to the decision to expel.
- b) The date and time when the parent should meet with the Administrator
- c) A statement of the parent's or student's right to have access to student's records.
- d) An explanation of the Expulsion process.

<sup>e)</sup> The parent or guardian is required by law to respond without delay to any request from school officials to attend a conference regarding their student's behavior.

## 3. EXPULSION HEARING

- a) Expulsion requires a formal hearing before members of an expulsion panel.
- b) Parents or guardians must receive written notice that the VUSD Governing Board is considering expulsion.
- c) The student and his/her parents or guardians, or a legal representative have the right to call witnesses, question school officials, and present information on behalf of the student.
- d) If the VUSD Governing Board decides to expel the student, its decision may be appealed to the County Board Of Education. **Ed. Code 48907**

## 4. PARENT'S RIGHT OF APPEAL

If the parent or guardian desires a further review of the case, the school shall arrange for a review by the Principal. A final review may be requested of the Superintendent and the VUSD Governing Board.

# CONTROLLED SUBSTANCE, DRUGS, OR ALCOHOL

## POSSESSION, USE, OR UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, DRUGS OR ALCOHOL

- When any student is under the influence of, uses, or possesses a controlled substance, drugs, or alcohol at school or while under school jurisdiction, the following shall result:
  1. Parent/guardian contact.
  2. 5-day suspension.
  3. On the first offense, if student and parent produce a signed affidavit showing the student has entered treatment/counseling within 72 hours (three days) after suspension started, the final two days of the suspension will be waived. Three days must be spent in suspension. The parents are responsible for selection, follow-up and completion of any program.
  4. Contact law enforcement authority immediately.
  5. Restriction from all school activities during suspension.
- A search for a controlled substance, drugs or alcohol may be made in accordance with the provisions of law, board policy and administrative regulations.

- On the second offense, when any student is under the influence of, uses, or possesses any controlled substance, drugs, or alcohol at school or while under school jurisdiction, the following shall result:
  1. Parent/guardian contact.
  2. Suspension with recommendation for expulsion for the maximum time allowed by Ed. Code 48900-48928.
  3. Contact law enforcement authority immediately.
  4. Restriction from all school activities.

### **SALE OF A CONTROLLED SUBSTANCE, DRUGS, OR ALCOHOL**

- On the first offense, when any student sells or furnishes a controlled substance, drugs, or alcohol to another student on or about the school premises or at school-sponsored functions, the following shall result:
  1. Parent/guardian contact.
  2. Suspension with recommendation for expulsion for the maximum time allowed by Ed. Code 48900-48928. The recommendation may include the suspension of the expulsion if there are extenuating circumstances.
  3. Contact law enforcement authority within one school day of suspension.
  4. Restriction from school activities.
- Staff shall notify the Principal or designee immediately upon suspecting a student is selling or providing a controlled substance, drugs, or alcohol.
- When there is good evidence that a student has actually sold or provided a controlled substance, drugs, or alcohol on or about the school premises or at school-sponsored functions, law enforcement must be notified. Law enforcement authorities may decide that they will notify the parent/guardian.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

<p style="text-align: center;"><b>SEXUAL HARASSMENT</b> <b>EC 200-240, 212.5, 231.5, and 48900.2</b></p>
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The VUSD Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district.

Teachers shall discuss this policy with their students in age-appropriate ways and assure student's they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The VUSD Governing Board expects students or staff to immediately report incidents of sexual harassment to the Principal, designee, or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the Principal or designee at his/her school.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

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.

## **HEALTH OFFICE POLICY/PROCEDURE**

### **RBVHS HEALTH OFFICE**

The Health Office is open to assist parents and staff in providing a healthy and safe school environment that facilitates learning. The goal of the Health Office is to keep the students attending classes. The Health Technician is available to provide first aid, and prevent the spread of disease. However, that does not include diagnosis of diseases or on-going medical treatment. The Health Technician can only treat students for symptoms or injuries occurring at school. Please do not ask for treatment on injuries that occur elsewhere.

### **EMERGENCY CARD**

A Medical Emergency Card, which is kept in the Nurse's office, is required of all students. Parents should update contact and other medical information contained on this card throughout the year. It is critical to have current emergency information, including current phone numbers, on all students.

### **POLICY**

- Students will be required to have a pass from the teacher when entering the Health Office, during class time. If it is an emergency, this requirement can be waived. The Health Office can get very busy sometimes, so if immediate attention is not necessary, please wait until nutrition or lunch time.
- The Health Technician cannot administer any medication without written authorization from BOTH a parent and a physician. A phone call is not sufficient. (Education code 49423 and 49480)
- Even over-the-counter medications require authorization. The parent or an adult must bring in the medication in the original container along with the authorization form.
- Any student found to be in possession of any medication that does not have authorization, will have it confiscated by the staff.
- Students should not make arrangements to go home by using their cell phones or calling from a classroom, go to the Health Office first. Students must check out through the attendance office. Students should be picked up by parents in the student lot (not the front of the school).
- If you can't participate in PE due to health reasons for more than two days, you must give a doctor's excuse to the health office. You must still report to the PE teacher.

### **WHAT TO DO IF YOU BECOME SICK OR INJURED**

Students that become ill or injured at school must check into the Health Office first, before going home. When a student checks into the Health Office, an assessment of the symptoms and determination of treatment will be done. If the student needs to go home, then a call to a parent or contact (from a list that has been submitted at registration) will be made to take the student home. Then, an Off-campus pass will be issued. If the Health Technician feels the student is able to stay in school, she will treat the student and try to keep them here, unless the parent/guardian requests that their child is to go home.

## **IMMUNIZATION REQUIREMENTS**

- Oral Polio = at least 3 doses.
- DPT = at least 3 doses.
- MMR = 2 doses
- Hepatitis B = 3 doses or adult 2-dose series.
- Varicella = only required if coming in from another state.

## **REGULATIONS FOR MEDICATION AT SCHOOL**

- Students are not allowed to carry any medications on campus. All prescription and non-prescription medication, except inhalers, must be checked into the Health Office, where they will be stored and administered when needed. Students can carry their inhalers or Epi-pens with them, if they have the authorization form on file with the Health Office. However, it is highly recommended to keep a spare in the Health Office.
- Only medication prescribed or authorized by a California licensed health care provider may be brought to school. Additionally, parental written permission is required.
- All medication **MUST** be in its original container labeled with student's name and accompanied by written physician instructions. (Education code 49423 and 49480)
- Students carrying and administering their own medication must have an authorization form on file in the Health Office and the provider has given consent that the student can carry the medication.
- The student will comply with the order as written and maintain the safety of the medication at all times. The student must be mentally, physically, and behaviorally capable in the opinion of the parent to assume that responsibility and has been adequately instructed at home.
- A new authorization form must be completed for any change in medication instructions. In addition, forms are only be valid for the current school year.
- Medications must be picked up by the parent/ guardian **WITHIN ONE WEEK OF THE END OF THE SCHOOL YEAR OR THEY WILL BE DISCARDED.**
- Students requiring BEE STING kits or who have severe asthma are considered high risk. In case of emergency in which parents/guardians cannot be reached, 911 will be called and the parent/guardian will be held responsible for the billing. (Education code 49407).

## **OTHER IMPORTANT HEALTH OFFICE INFORMATION**

- Immunizations must remain up-to-date to stay in school. If this is not corrected, you will receive a letter of warning and then a letter of exclusion from school
- Students entering school will not be able to register until shot records are updated.
- All diabetic supplies should be kept in the Health Office and daily blood sugar results should be recorded in their file.
- Students requiring transportation by the Campus Supervisors, to get a ride to class due to an injury, must have a doctor's note requesting the transportation.
- All PE restrictions or exclusion notices must be brought to the Health Office, not to the PE teacher. The Health Technician will give the teacher a copy and place the original in the health file.
- Any medical condition that may require special handling must be documented in the medical file. There must be written documentation from the physician.

# **TECHNOLOGY INFORMATION (Computer) ACCEPTABLE USE**

## **GENERAL INFORMATION**

One of the goals of Rancho Buena Vista High School (RBVHS) is to provide information Technology Resources to staff and students as a means of increasing student academic achievement and to enable staff to perform their jobs more efficiently. The use of the technologies available on campus can provide: opportunities for learning, increase communication, access to information and resources, increase productivity and quality of work.

For purposes of this Policy, the term “Technology Resources” means the District’s entire computer network, including, but not limited to, the following: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, Personal Digital Assistants, palmtop computers software, applications, data files, and all internal and external computer and communications networks (e.g. Internet, value added networks, e-mail systems) that may be accessed directly or indirectly from the District’s computer network. The term “System Administrator” refers to the School and District officials that are responsible for the management and support of the Technology Resources. The term “User” refers to the student (and the parent/guardian of a student under 18 years of age), teacher, or school employee that is using the Technology Resources.

With the use of Technology Resources on campus comes the responsibility to read, sign, and adhere to the RBVHS Acceptable Use Policy and the Vista Unified School District (VUSD) Board Policy 6021 Internet, Acceptable Use of (Appendix A). When the User is a student under 18 years of age, a parent/guardian signature is also required. Please read this document carefully.

## **USE OF THE TECHNOLOGY RESOURCES**

The use of Technology Resources is a privilege that may be limited or revoked at any time. Violations of this Policy will be taken seriously and may result in any of the following disciplinary actions: loss of technology use privileges, either indefinitely or for a specified time period; removal from course, if the violator is a student and the course requires use of the Technology Resources; suspension and/or expulsion if the violator is a student; discipline pursuant to code or contract if violator is an employee; other disciplinary actions under RBVHS and VUSD policy; potential civil or criminal liability.

Users shall use the Technology Resources as appropriate for legitimate educational or job related purposes.

Users shall not submit, publish, display, or transmit on any of the Technology Resources any information which: violates or infringes on the rights of any other person, including copyright or the right to privacy; contains any defamatory, fraudulent, abusive, obscene, profane, sexually oriented, threatening, racially offensive, discriminatory or unlawful or inappropriate material; restricts or inhibits other Users from using the system or the efficiency of the Technology Resources; encourages illegal activity, or uses the system for the purpose of criminal intent.

Through the connection to the Internet, RBVHS and VUSD provide access to computers around the world. Users (and parent/guardian of User who is under 18 years of age) understand that the System Administrators do not control the content residing on these other systems. Some systems may contain information that may be considered defamatory, inaccurate, obscene, abusive, profane, sexually oriented, threatening, racially offensive, biased, discriminatory, illegal, or otherwise inappropriate for the school environment. RBVHS and VUSD do not condone the use of such materials, and attempt to filter and block access to inappropriate information. It is the responsibility of the User (and the parent/guardian of Users under 18 years of age) to be aware of the existence of such materials, and should endeavor to use them only for legitimate educational or job related purposes.

### **SOFTWARE AND HARDWARE VANDALISM**

Software vandalism is defined as an intentional malicious act to alter, harm, or destroy data of another User or information contained on any Technology Resource, the local network, or any of the agencies or other networks that are connected to the Internet. Hardware vandalism is defined as an intentional act to deface, abuse, alter, or destroy any equipment.

### **TEN COMMANDMENTS OF COMPUTER USE**

1. Do not use a computer to harm other people.
2. Do not interfere with other's computer work or programs.
3. Do not snoop in other people's or system files.
4. Do not use a computer to steal.
5. Do not upload or download files or programs without permission.
6. Do not use or copy software for which you have not paid.
7. Do not use other's computers or computer resources without permission.
8. Do not use other people's work as your own.
9. Show consideration and respect when using computers and computer programs.
10. Do not do anything that damages or disrupts a computer or technology resources, alters its normal performance, or causes it to malfunction in any way for any length of time.

-Adapted from Arlene Rinaldi's User Guidelines and Netiquette:<http://www.fau.edu>

### **RBVHS ASSURANCES OF NONDISCRIMINATION**

Students at RBVHS are not discriminated against because of race, color, or national origin (Title VI of the Civil Rights Act of 1964), or discriminated against by sex, or sexual orientation, marital status, or parental status (Title IX of the Education Amendments of 1976), or discriminated against because of a handicapping condition (Section 504 of the Rehabilitation Act of 1973).

## Minimum Subject Requirements

High School Subject Area	RBV Graduation Requirements	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions	NCAA Eligibility Requirements  (D1)=Division 1  (D2)=Division 2
<b>English</b>	Four years	Four years of approved courses	Four years of approved courses	(D1) Four years (D2) Three years
<b>Mathematics</b>	Three years, through Geometry or its equivalent (Essential Math)	Three years, including algebra, geometry, and intermediate algebra.  Four years recommended.	Three years, including algebra, intermediate algebra, and geometry.	(D1) Three years (D2) Two years  (Algebra 1 or higher for both Div 1 and Div 2)
<b>Social Science</b>	Four years	Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	Two years, including one year of U.S. history or U.S. history and government and one year of other approved social science.	(D1) Two years (D2) Two years
<b>Science</b>	Two years, including one year each of Life and Physical sciences.	Two years with lab required, chosen from biology, chemistry, and physics.  Three years recommended.	Two years, including one year of biological and one year of physical science with lab.	(D1) Two years (D2) Two years
<b>Foreign Language</b>	One year of either visual and performing arts or foreign language.	Two years in same language required.  Three years recommended.	Two years in same language required.	(D1) One year of additional English, mathematics or natural/physical science PLUS four years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).
<b>Visual and Performing Arts</b>		One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	(D2) Two years of additional English, mathematics or natural/physical science PLUS three years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).
<b>Physical Education</b>	Three years	No Requirement	No Requirement	
<b>Electives</b>	Fifty credits	One year**	One year**	
<b>Total</b>	<b>21 classes totaling 220 credits</b>	<b>15 classes (7 in the last two years)</b>	<b>15 classes</b>	<b>(D1) 16 classes (D2) 14 classes</b>



## 2009-2010 Resources available to RBV Students

RBV's phone number (760) 727-7284

Name of Resource	Area of service/ support	Hours of Operation	Location	Contact Information
RBV Administrators	<ul style="list-style-type: none"> <li>Safety</li> <li>Incident reports</li> <li>Student discipline</li> <li>Referrals to/ assistance with available resources</li> </ul>	M-F 7:30 a.m. – 4:00 p.m.	RBV administration building	Ms. Hermansen (A-D) ext. 72204 Mr. Gomez (E-K) ext. 72211 Mr. Dianovsky (L-Q) ext. 72212 Ms. Jones (R-Z) ext. 72203
School Resource Officer	<ul style="list-style-type: none"> <li>Crime</li> </ul>	M-F 7:30 a.m. – 3:00 p.m.	RBV administration building	Deputy Sease Ext. 72202
RBV Counselors	<ul style="list-style-type: none"> <li>Scheduling</li> <li>College planning</li> <li>Substance abuse</li> <li>Family problems</li> <li>Academic, personal, and social concerns</li> <li>Individual counseling</li> </ul>	M-F 7:30 a.m. – 3:00 p.m.	RBV counseling building	Counseling Main ext. 72926 Mrs. Berry (A-C) ext. 72969 TBA (D-H) ext. 72304 TBA (I-M) ext. 72310 Mr. Roty (N-O & ELD) ext. 72309 Ms. Fellars (P-S) ext. 72305 Mrs. Cross (T-Z) ext. 72302 Mrs. Benavidez (sp. ed.) ext. 72317
RBV Nurses	<ul style="list-style-type: none"> <li>Health concerns</li> <li>Substance &amp; tobacco use</li> <li>Sexual activity</li> <li>Teen parenting</li> <li>Anger Management</li> </ul>	M-F 7:30 a.m. – 3:00 p.m.	RBV administration building	TBA ext. 72209 Ms. Harding ext. 72928
School Psychologist	<ul style="list-style-type: none"> <li>Social, emotional, behavioral concerns</li> <li>Crisis management (death, trauma, illness)</li> <li>Special ed. eligibility</li> </ul>	M-F 7:30 a.m. – 3:00 p.m.	RBV counseling building	Ms. Parker ext. 72311
North County Lifeline	<ul style="list-style-type: none"> <li>Counseling</li> <li>Anger management</li> <li>Conflict Resolution</li> <li>Family Problems</li> <li>Substance abuse</li> <li>Gang prevention</li> </ul>	M-F 8:30 a.m. – 5:00 p.m.	200 Michigan Ave. Vista, CA 92084	(760) 726-4900 <a href="http://www.nclifeline.org">www.nclifeline.org</a>

<b>Name of Resource</b>	<b>Area of service/ support</b>	<b>Hours of Operation</b>	<b>Location</b>	<b>Contact Information</b>
Vista Community Clinic	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Family problems</li> <li>• Substance use</li> <li>• Conflict resolution</li> <li>• Project R.E.A.C.H.</li> </ul>	M,W,Th,F: 8am - 5pm;  Tue: 8am - 7:30pm	1000 Vale Terrace, Vista, CA 92084  (may also be available at RBV)	(760) 631-5000 (main office) (760) 630-8177 (Project R.E.A.C.H.) <a href="http://www.vistacommunityclinic.org">www.vistacommunityclinic.org</a>
McAlister Institute	<ul style="list-style-type: none"> <li>• Substance abuse</li> <li>• Anger management</li> </ul>	RBV classes are held after school  McAlister office: M-F 10:30 a.m. – 7:00 p.m Sat 10:00 a.m. – 2:00 p.m	Some classes held at RBV  McAlister office: 2964 Oceanside Blvd. Oceanside, CA 92054	RBV classes contact Nurse at ext. 72209  McAlister office: (760) 754-1393 <a href="http://www.mcalisterinstitute.org">www.mcalisterinstitute.org</a>
Boys and Girls Club	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Anger management</li> <li>• Conflict resolution</li> <li>• Family problems</li> <li>• Substance abuse</li> <li>• Gang prevention</li> </ul>	M-F 7:00 a.m. – 6:30p.m.	410 W. California St. Vista, CA 92083	(760) 724-6606  <a href="http://www.bgcvista.com">www.bgcvista.com</a>
Palomar Family Counseling	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• Anger management</li> <li>• Conflict resolution</li> <li>• Family problems</li> <li>• Substance abuse</li> </ul>	M-F 8:30-5:00	945 Vale Terrace Dr. Vista, CA 92084	(760) 741-2660 (760) 630-3505
Career Center	<ul style="list-style-type: none"> <li>• Work permits</li> <li>• Scholarship information</li> <li>• College information</li> </ul>	M-F 7:30 a.m. – 3:00 p.m.	RBV counseling building	Valerie Weethee ext. 72301
21 <sup>st</sup> Century	<ul style="list-style-type: none"> <li>• After school classes (ex: cooking, self-defense, dance, tutoring)</li> </ul>	Weekdays after school (specific days vary by class)	RBV	Joe Vredenburg ext. 72324 <a href="http://rbvafterschool.googlepages.com/home">http://rbvafterschool.googlepages.com/home</a>
RBV tutoring	<ul style="list-style-type: none"> <li>• Tutoring for most classes (ex: math, science, English, etc.)</li> </ul>	Before and after school (varies by subject)	RBV (various locations on campus)	Contact your teacher <a href="http://rbvhs.vusd.k12.ca.us/counseling/Tutoring.html">http://rbvhs.vusd.k12.ca.us/counseling/Tutoring.html</a>
Gear-Up	<ul style="list-style-type: none"> <li>• Academic support</li> <li>• College entrance preparation</li> <li>• After school tutoring</li> </ul>	M-F 7:30 a.m. – 3:30 p.m.	RBV room 301	Maggie Godinez ext. 72348 <a href="http://www.palomar.edu/gearup/rbvhs">http://www.palomar.edu/gearup/rbvhs</a>

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*THE RANCHO COMMUNITY:*

*Responds with Compassion*

*Accepts Responsibility*

*Never Gives up*

*Challenges Ourselves*

*Honors Diversity*

**RESPECT THE RANCH**

