



Rancho Buena Vista High School Student Handbook 2008-2009

WELCOME TO RANCHO BUENA VISTA HIGH SCHOOL

Rancho Buena Vista High School (RBVHS) is a community of learners with a mission to promote personal growth by each student who attends our school. 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

GENERAL POLICIES AND PROCEDURES

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 IPOD's and cell phones.** If it is necessary to bring a valuable item to school, please consider bringing the item to the Attendance Office for safekeeping until you need it.

Personal items such as lunch money, textbooks, homework assignments, and/or gifts cannot be delivered to classrooms. If an item must be left for a student it should be taken to the attendance office where the student can pick it up at Nutrition or Lunch. Notes will not be delivered to the student that an item is waiting for them. Please advise your student to pick up the necessary items. Classroom instruction is critical to the learning of each child and any interruption to the class affects this learning.

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 class is in session or when a student is in the library. This includes use while out of the classroom with a pass. Disciplinary actions are described on page 15. If a cell phone, IPOD or other electronic device is confiscated a parent must come to pick it up. **Effective August 2008 a cell phone that is confiscated and is in the possession of an Administrator at RBV will not be returned to a parent for 24 hours.** RBVHS is not responsible for lost, stolen, or misplaced cell phones, IPODS 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 on campus. RBV has no storage at this time for any of these items. Disciplinary actions are described on page 15.

LOST AND FOUND

Lost items can be traced in the following manner:

1. Lost clothing – attendance office.
2. Lost valuables – finance office. Students should report theft or vandalism to their Assistant Principal immediately. A theft form should be completed by the student.
3. Lost books are turned in to the textbook room.
4. Lost P.E. items –Girls or Boys P.E. office in the locker rooms.

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. Student campus tours can be arranged through ASB. All visitors must sign in at the front office.

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, school offices, locker combinations,). New ID's may 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 found to be on campus without a valid ID will be disciplined.

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.). **The Finance Office is closed on Thursdays.** Sports fees, Associated Student Body (ASB) cards, dance tickets, yearbook purchases and fines are paid here. 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. *Any Payments made after May 1st must be made in cash.*

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.

The ASB card, 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.

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.

HALL PASSES

- Any student out of class is required to have an official pass.
- Students will **NOT** be issued a pass to use the telephone, drink or snack machines during class time. Cell phones used while on a pass will be confiscated and the parent will be required to pick it up.
- **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 out of class without the proper pass will be returned to their teacher.

HALL AND PE 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. **Freshmen must share a locker.**
- 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.
- **RBVHS IS NOT RESPONSIBLE FOR THE LOSS OF TEXTS OR PRIVATE PROPERTY FROM LOCKERS**
- **ALL LOCKERS MUST BE EMPTIED AT THE END OF SCHOOL BY THE LAST DAY OF FINALS.**

OFF-LIMITS AREAS

- The public phones are off-limits during class time. In case of emergency, to make a phone call check with the secretaries in the administration building.
- Drink and snack machines are not to be used during class time. Any items purchased will be confiscated. They may only be used before school, during nutrition and lunch break.
- **All parking lots are off limits** during the school day except for student leaving campus with approved passes.

LIBRARY

The library is open from 7:00a.m. until 3:30p.m. daily. The Library often remains open until 5:00 p.m. for student use. Please check with the Library staff for these extended hours. Students may walk-in before/after school, at nutrition and lunch. 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.

Water damage – replacement cost, usable, \$5.00

Damaged book cover, \$5.00

Writing in books, \$1.00 per page.

Missing pages, replacement cost.

Torn pages – repairable, \$2.00.

Broken binding, \$12.00.

Lost, replacement cost

COLLEGE CAREER CENTER

The College and Career Center is designed to provide students with information concerning colleges, financial aid, scholarships, SAT and ACT testing schedules and tutorials, career opportunities and other post graduation options. The Career Center is open before school, at lunch and after school. A pass is required during class time.

GRADUATION REQUIREMENTS

A student must earn a minimum of 230 credits in courses approved by the District for high school credit in order to graduate. The grade point average (GPA) on all credits counted toward graduation shall not less than 2.0 on a 4.0 scale.

CLASS CHANGES/WITHDRAWAL

Student initiated class changes may be done during the first three weeks of the first semester and the first two weeks of the second semester with parent and teacher approval. After these time limits the student will be required to remain in their existing class until the end of the semester. Class changes may be requested at each semester. A request for a teacher change requires three steps. The student must meet with the teacher to discuss the issues, a parent conference must be held to determine solutions to any issues and finally a meeting must take place with the student, the teacher, the parent and the appropriate Assistant Principal. The AP will make the final decision on change based on the student and teacher needs.

Level changes (honors to non honors, advanced to beginning, etc.) may be made in the first six weeks of the first semester. Absolutely **no changes** will be made after this date.

TUTORING

Tutoring opportunities are available daily after school in all subjects. Check with Gear Up, ALEKS lab (room 821) your teacher and/or counselor for all times and locations.

INTR/INTER DISTRICT CONTRACTS

Students who are attending RBV on an Intra or Inter District Transfer must abide by VUSD policies to remain at RBV. Student attendance, behavior and grades will be checked every 6 weeks for compliance. A student who violates one of these guidelines may have their transfer revoked and be sent back to their school of residence.

WORK PERMITS

According to Federal Law, all students who are employed under the age of eighteen must have a work permit. Work permits are issued through the College and Career Center. A student must maintain a GPA of 2.0 or above to have a work permit. Grades are checked each six weeks. It is illegal for employers to allow students to work if their work permit has been revoked. During the summer, all students over age 16 are eligible for a work permit.

OFF-CAMPUS PASS

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.
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.

SENIOR/JUNIOR-LUNCH PASSES

Effective August 2008 Juniors and Seniors who would like to apply for a lunch pass must have a minimum score of 300 on the Math and 300 on the English section of the CST, have a minimum 2.0 GPA, and no chronic attendance history. 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. Grades and attendance are checked every six weeks and must be satisfactory in order to keep a lunch pass.

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

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 Office and are valid only for the current school year. Students must show their driver's license, car registration, and proof of insurance. A GPA of 2.0 is required to obtain a parking permit. **Permits are non-transferable.** If a student with a valid permit needs to drive a different vehicle (for a specified length of time) the student must request a "temporary" parking permit from the Finance Office. 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 and driving privileges. Parking illegally may result in a citation and a fine (\$25.00). Permits are \$25.00 for the year.

School Administrators and their designees reserve the right to search any vehicle on school premises.

ALL PARKING LOTS ARE OUT OF BOUNDS DURING THE SCHOOL DAY. Any student found to be in their car during the school day (this could include lunch) will receive a ticket. Parking is limited to Juniors and Seniors only.

FORGED PASSES OR STICKERS

Disciplinary action will be taken if students are found to have forged off-campus passes or parking tags. Students will also be responsible for restitution for the cost of the pass/tag.

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 Monday school and/or Saturday School. Monday school begins at 7:30 a.m. in the lecture hall and is over at 8:00 a.m. Failure to serve Monday school (or detentions) will result in Saturday School assignment or suspension for defiance.

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 (1-3 days). See item #50 of the Conduct Code Violations and Consequences chart on page 15 for more information. The RBV Attendance office generates a Saturday School list, however, it is the student's responsibility to check if they have an assigned Saturday School. Saturday School guidelines include:

- You must bring your ID.
- You may not leave campus during Saturday School.
- If you are late to Saturday School you will be locked out and it will count as a "No Show". A No Show to Saturday School will result in a suspension.

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. A student who is suspended from school, for any reason, will not be allowed to participate in practice or a game during the length of the suspension. In addition, students must have a "permission-for-drug" testing form signed by the parent and student on file with the Athletic Director.

SPORTS STICKERS

Off campus passes for sports are given at the discretion of the Coach and the Athletic Director. To obtain an off campus pass the student must:

- Coach's signature
- Parent signature
- Transportation fees paid in full

- Athletic Handbook signature page turned in to Athletic Director
- Permission to Treat form turned in to your coach

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.

DANCES, GUEST BIDS, SPORTS 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.
- Administrators of RBV reserve the right to determine appropriate dress for formal dances.
- Unless otherwise announced no tickets are sold at the door.
- Tickets are non-refundable and non-transferable.
- No outside food or beverages are allowed at school events.

- Guest tickets for all dances must be purchased with the guest and the RBV student present.
- 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 maybe asked to leave. If there is an excessive amount of Freak dancing by all students the dance may be terminated.
- Administrators reserve the right to determine appropriate forms of dance. If a student is warned about their behavior/dance style and does not correct it they will be removed from the dance. A refund will not be given.
- 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 (an interview with an AP may be required)**
- Form must be completed before tickets maybe purchased.
- Tickets must be bought with both students (RBV and guest) 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.
- Guests may not be older than 20 years or younger than 9th grade.
- **Guest bids are due at least one week prior to the event.**
- Guest bids may be obtained in the ASB room.

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.

DRESS CODE

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.

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, gangs, violence, or weapons. This includes phrases/names, which may have dual meaning (i.e., SMP, 4:20, 8-ball, Big Johnson, UPS, Billa BONG, etc.); as well as clothes that are worn indicating gang affiliation, such as gloves, bandanas of certain colors and San Diego wear.
- Professional sports teams and college sports team's hats, jerseys and jackets are prohibited. **Only RBVHS related items may be worn.**
- Clothes shall be sufficient to conceal all undergarments at all times. No open back tops, tube tops, strapless tops, excessively torn clothing, white ribbed tanked tops, see through clothing or other garment that may cause disruption to the learning environment. Garments that expose the following are prohibited: midriff, cleavage, buttocks, and bare backs (no skin exposed below shoulder blades). Wearing a jacket or sweater over an inappropriate top does not excuse the violation.
- Spaghetti straps must be at least 1 inch in width.
- Excessively large pants that sag or drag on the ground are prohibited. Rubber bands around the ankles of pants are prohibited.
- Clothing promoting affiliation with off campus groups or that identifies the wearer as a member of any organization that is not recognized by school officials is prohibited.
- 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 of any color 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, 5150, 760*, or gang names are 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.
- 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.

ATTENDANCE POLICY/PROCEDURE

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 ,(760) 598-0129 of (760) 727-7284 x72210

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 a student has reached 10 excused absences in the current school year for any absence, a professional note/medical note must verify any additional absences)**
 - (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: Monday 7:00 a.m. – 2:30 p.m. and Tuesday – Friday 7:00 a.m. – 3:00 p.m. AND 5:00 p.m.- 8:00 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 truanancies 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.

OTHER IMPORTANT ATTENDANCE INFORMATION

- If a student is ill more than **three** consecutive days, a parent may request homework by emailing each teacher. The Attendance Office will hold homework for parents to pick up. 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.**

- The Attendance Office will hold for student pick up items such as: homework, books, binders, small P.E. items, and lunch/bus money. NO large, heavy or bulky items may be left.. No balloons, flowers or football gear.

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.

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

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.

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.

Any violation of the Honor Code will result in a written referral to administration. The following action will be taken when students are in violation of this policy.

1st 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.

2nd 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.

BEHAVIOR CONTRACTS

Students experiencing habitual tardies, truancies 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 1st offense and recommendation for expulsion for the 2nd offense and/or recommendation for an involuntary transfer to alternative school setting. On the first offense of minor, mutual combat fighting: 5-day suspension. If student and parent produce a signed affidavit that the student has entered anger management/counseling within 72 hours (three days), 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. This includes racial slander (written or verbal). 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. 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.

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 1-27, 32D, E could lead to expulsion on the first offense depending on the severity of the violation

Items 1-51 behavior and consequences are cumulative over the student's 4 years at RBVHS.

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

BEHAVIOR	CONSEQUENCE		
	1 ST Offense	2 nd Offense	3 rd 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 <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> 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 <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> 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 <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> 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 <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> 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 <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> 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).

CONDUCT CODE VIOLATIONS AND CONSEQUENCES

BEHAVIOR	CONSEQUENCES		
	1 st Offense	2 nd Offense	3 rd 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, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object without written permission. Ed. Code 48900(b)	Suspension. Parent contact/conference. Law Enforcement investigation	Recommendation for expulsion. Parent contact.	
15. 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. (Review Controlled Substance Policy, page 18) Law Enforcement investigation	Recommendation for expulsion. Parent contact.	
16. 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) Law Enforcement investigation	Recommendation for expulsion. Parent contact	
17 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) Law Enforcement investigation	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. Law Enforcement investigation	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 8 hrs of Saturday School . 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. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
21. Provocation of incidents/events on campus. Ed. Code 48900 (k)	4 hrs. Saturday School or Suspension. Parent Contact	Suspension or 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.	Expulsion <u>at the discretion of the Superintendent or Principal</u> , or suspension. Parent contact.
23. Pupil(s) intentional harassment, threat, or intimidation directed against another pupil(s), or school personnel. Ed. Code 48900.4	4 hrs. Sat. School and/or suspension. Parent contact.	Suspension, Parent contact. (Review Fighting Policy, page 11)	Suspension/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.	4 hrs. Sat. School and/or suspension. Restitution. Parent contact.	Suspension, Restitution. Parent contact.	Suspension/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, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.	

CONDUCT CODE VIOLATIONS AND CONSEQUENCES

BEHAVIOR	CONSEQUENCES		
	1 st Offense	2 nd Offense	3 rd Offense
26. Sexual Harassment. Ed. Code 48900.2 Board Policy 5000.1	4-8 hrs. Saturday School or Suspension, mandatory parent conference. Law Enforcement will be contacted.	8 hrs. Sat. School, suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.	Suspension and/or recommendation, <u>at the 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, Mandatory parent conference. Law Enforcement investigation.	Suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.	Suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , 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 program Enforcement of Penal Code 308B**	4 hrs. Sat. School Parent contact. Referral to TEG Enforcement of Penal Code 308B**	Suspension. Parent contact Enforcement of Penal Code 308B**
29. Possession of lighters and/or matches.	4 hrs. Saturday School. Confiscation and release to parent only. Referral to TEG program	8 hrs. Saturday School. Confiscation. Release to parent only. Referral to TEG	Suspension. Confiscation. Parent contact.
30. <u>Profanity</u> , vulgarity, obscene act. Ed. Code 48900(i)	Detention/4 hrs. Sat. School	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 10.)	1-3 day suspension and/or 8 hrs. Sat. School. Parent contact. (Review Honor Code, page 7.)	Suspension, Parent contact.
32 A. Inappropriate use of school equipment, i.e., copy machine, Internet, etc.	4hrs. Sat School. Parent contact. (Review Honor Code, page 10)	1-3 day suspension and/or 8 hrs. Sat. School. Parent contact. . (Review Honor Code, page 7)	Suspension , Parent contact.
32 B. Inappropriate use of Technology: e-mail, Internet, etc.	Loss of use of Internet privileges for 1 week. Possible removal from a class. 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. Suspension. Parent contact.
32 C. Display, viewing, downloading pornography. Ed. Code 48900 (i)	Loss of use of Internet privileges for 1 month. 4 hrs. Saturday School. Possible removal from class. Mandatory parent conference.	Loss of use of Internet privileges for the rest of the school year. 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 and/or possible recommendation for expulsion. Parent contact.	Suspension and/or recommendation, at the Principal or Superintendent's discretion, for expulsion. Parent contact.	
32 E. Using school Technology to cause physical or emotional harm to self or others. (California Penal Code 422)	4-8 hrs. Sat. School, suspension, Parent contact.	Suspension and/or recommendation, at the Principal or Superintendent's discretion, for expulsion. Parent contact.	Suspension and/or recommendation, at the Principal or Superintendent's discretion, for expulsion. Parent contact.
33. . Possession/use of laser pointer. PC 417.27	Warning and/or 4 hrs. Saturday School. Confiscation and release to parent only.	4 hrs. Saturday school. Confiscation and release to parent only. Law enforcement investigation	Suspension. Confiscation and release to parent only. Law enforcement investigation

**Penal Code 308B Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia, that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of up to seventy-five dollars or 30 hours of community service work

CONDUCT CODE VIOLATIONS AND CONSEQUENCES

BEHAVIOR	CONSEQUENCES		
	1 st Offense	2 nd Offense	3 rd Offense
34. Illegal parking.	Citation and fine.	Citation and fine. Parking permit revoked and/or denied.	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.	Revocation of driving privilege and parking permit for one semester. Parent contact.	Year revocation driving privilege and parking permit. Parent contact.
36. Throwing food or other debris.	4 hrs. Sat. School or 1-5 days campus cleanup. Parent contact. Depending on severity, could lead to suspension.	4-8 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. 24 hour hold on all devices.	Confiscation for 2 weeks from date of confiscation. Release to parent only.	Confiscation from 6 weeks to the end of the academic year.
39. Use/display of beepers/pagers or cellular /digital phones during class time/library. Ed. Code 48901.5BP5131.6(b)	Confiscation with release to parent only. 24 hour hold on all devices.	Confiscation for 2 weeks from date of confiscation. Release to parent only.	Confiscation from 6 weeks to the end of the academic year, release to parent only.
40. 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.	Confiscation for two weeks and release to parent only. 4 hrs. Sat. School.	Confiscation to end of school year and release to parent only. 1-3 day home suspension.
41. Gambling.	Warning and/or 4 hrs. Sat. School. Parent contact	4-8 hrs. Sat. School Parent contact.	1-5 days home suspension. Parent contact.
42. Possession of gambling paraphernalia.	Confiscation and release to parent only.	Confiscation and release to parent only. 4 hrs. Sat. School.	Confiscation and release to parent only. 1-day home suspension.
43. 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.
44. Truancy. Any period(s) or all day.	4-12 hrs. Sat. School. Parent contact.	4-12 hrs. Sat. School. Parent contact.	4-24 hrs. Sat School. Parent contact. Suspension Behavioral Contract Referral to SARB.
45. Failure to attend teacher/tardy detention.	Detention, 4hrs. Saturday School. Parent contact	4-8 hrs Saturday School. Parent contact.	1-3 day home suspension. Parent contact.
46. Failure to attend Saturday School.	Reassign Saturday School or 3 day home suspension. Parent contact. Co-curricular activities may be denied.	3-day home suspension. Placed on behavioral contract	3-5 day home suspension or per contract. Parent contact
47. 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.*** See Full Dress Code	Warning. Inappropriate attire must be changed before returning to class.	Parent/guardian to bring change of clothes to school. 4 hrs. Sat. School.	Parent/guardian to bring change of clothes. 1- 2 days suspension.
48. Birthday Bashing.	4 hrs. Saturday School. Restitution. Parent contact. (Review Fighting Policy, page 11)	4-8 hrs. Saturday School Restitution. Parent contact.	Suspension. Restitution. Parent contact.
49. Failure to be in possession of student I.D. card. Or identify self to staff.	Warning, Detention and/or 4 hrs. Saturday School	Detention and/or 4-8 hrs. Saturday School	8-12 hrs. Saturday School, suspension for defiance.

SUSPENSIONS

SUSPENSIONS – EXPLANATION

A suspension is a temporary removal from school. Students are NOT allowed on campus day or night during the suspension. Students may not participate or attend any school activities during the suspension. It is 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.**

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. The suspension will be extended if the expulsion process is moving forward.

2. 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/if 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.

3. 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.

4. EXPULSION HEARING

- a) Expulsion requires a formal hearing before members of an expulsion panel. A parent and student may opt for a “Stipulated Expulsion” by waiving their right to a hearing. The Administrator in charge of the case will explain the stipulated process.
- 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**

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, drug paraphernalia 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.

<p style="text-align: center;">SEXUAL HARASSMENT EC 200-240, 212.5, 231.5, and 48900.2</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.

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.

HEALTH OFFICE POLICY/PROCEDURE

RBVHS HEALTH OFFICE

The Health Office is open to assist students, 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.

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. Disciplinary action may occur.
- 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 cannot 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. If a student leaves RBV at lunch and becomes ill during this time the absence must be called in within 24 hours or it will be treated as a truancy.

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.

EMERGENCY CARD

A medical Emergency card, kept on file in the health Office, is required of all students. Students will not be allowed to register for classes without an emergency card. Emergency cards **MUST** be updated with current student information throughout the year.

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 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).