

# Big Valley Joint Unified School District

2017/2018



# Student Handbook

Paula Silva, Superintendent/Principal

Big Valley Joint Unified School District

390 Bridge Street

P.O. Box 157

Bieber, CA 96009

[www.bigvalleyschool.org](http://www.bigvalleyschool.org)

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## **Board of Education**

**Susan Frye**

**Deborah Peck**

**Rob Erickson**

**Michael Mitchell**

**Dave Adams**

## **School Administration**

Paula Silva, Superintendent/Principal

## **Motto**

“Strive for Excellence”

## **Mission Statement**

We encourage students to become lifelong learners by providing strong, yet accommodating, academic programs. Through the cooperative efforts of staff, students, parents, and community, the mission of Big Valley High School is to ensure a safe and caring environment and to provide every student the opportunity to graduate as a responsible, confident citizen. We will create opportunities for each student to successfully cultivate his/her utmost potential.

## School Staff and Faculty

Principal	Paula Silva
7 <sup>th</sup> -12 <sup>th</sup> Disciplinarian	
High School Secretary	Trish Graham
Elementary School Secretary	Stacey Farber
District Testing Coordinator	Colleen Taylor
Nurse	Debbie Buckler
Cafeteria Lead Cook	Christy James
Transportation Manager	Michelle Hammons
Academic Counselor	College Options
Athletic Director	
Custodian	Laurie Valiquet
Librarian	Kathie Banwarth
Maintenance Director/Technology	Mike Williams
Groundskeeper	Rodney Manning
Yearbook	Paige Fulmer

Teacher	Tim Crabtree
Teacher	Jack Eddy
Teacher	Paige Fulmer
Teacher	Josh Razmus
Teacher	Colleen Taylor
Teacher	Ellen Yusta

## Class Advisors

Class of 2018	Tim Crabtree
Class of 2019	Paige Fulmer
Class of 2020	Josh Razmus
Class of 2021	Jack Eddy
Class of 2022	Colleen Taylor
Class of 2023	Colleen Taylor

# BVJUSD 2017/18 Calendar

## 2017

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						8

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						16

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						6

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						22

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						16

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15









## 2018

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						18

March						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						22

### Color Key

	First/ Last Day of School		
	Holiday/ No School		Staff Development/ No School
	Minimum Day		Snow Day
	Morning Collaboration		End of Quarter

## **District Assessment Calendar**

**October 11<sup>th</sup>** : PSAT/NMSQT @ BVHS for all 11th Grade and interested 9th Grade and 10th Grade students

**January 23<sup>rd</sup> – 26<sup>th</sup>**: Jr./Sr. High School Finals

**April 16 - May 11**: Smarter Balanced Testing for all 3rd - 8<sup>th</sup> and 11<sup>th</sup> Grade Students

**June 4<sup>th</sup> – 8<sup>th</sup>**: Jr./Sr. High School Finals

**August 28–September 22, 2017**/ IA Field Test Window  
English Language Proficiency Assessments for California (ELPAC)

\*\*\*\*\*CAHSEE has not been renewed this year. A new exit exam is forecasted to begin with the 2019-20 school year.

## School-Wide Learning Outcomes

SLOs represent the most essential things that students should know and be able to do by the time they graduate. SLOs represent not only what students should know, but how they will approach their learning, and how they will relate that knowledge to the world around them. SLOs are embedded in study courses that students take, and provide a focus and continuity for the students' learning experience.

### **Goal 1 Be Respectful: Socially responsible to our global community.**

BVJUSD strives to create a positive school climate that promotes student wellness, student engagement, and increases parent involvement in the school community.

### **Goal 2 Be Responsible: Dedicated lifelong learners.**

BVJUSD offers access to all students including a broad course of study, appropriately assigned, fully credentialed teachers, access to standards-aligned instructional materials, and facilities in good repair.

### **Goal 3 Problem Solvers: Achieve mastery, attain goals & actively seek opportunity.**

BVJUSD will focus on closing the achievement gap for all students, increasing student achievement in all subject areas and ensuring that all students are prepared for high school, college and career.



## 2017-18 Instructional Minutes

Current bell schedule w/ added minimum days & collaboration days					
	T-K	1-2	3-6	7-8	9-12
<b>Regular School Day</b>					
Beg Time	8:20	8:20	8:20	8:15	8:15
End Time	2:20	2:20	2:50	3:20	3:20
School Day Minutes	360	360	390	425	425
Minus lunch minutes	40	40	40	40	35
Minus Morning recess	15	15	15		
K – 2 P.E.	20	20			
3 -6 P.E.			20		
Reg School Day Minutes	305	305	335	385	390
# of Regular School Days	157	157	157	157	157
<b>Total Regular School Day Minutes</b>	<b>47885</b>	<b>47885</b>	<b>52595</b>	<b>60445</b>	<b>61230</b>
<b>Minimum School Day</b>					
Beg Time	8:20	8:20	8:20	8:15	8:15
End Time	1:05	1:05	1:05	1:30	1:30
School Day Minutes	285	285	285	315	315
Minus lunch minutes	40	40	40	40	30
Minus Recess	15	15	15		
Minimum School Day Minutes	230	230	230	275	285
# of Minimum School Days	15	15	15	15	15
<b>Total Minimum School Day Minutes</b>	<b>3450</b>	<b>3450</b>	<b>3450</b>	<b>4125</b>	<b>4275</b>
<b>Collaboration School Day</b>	<b>Morning</b>	<b>Morning</b>	<b>Morning</b>	<b>Morning</b>	<b>Morning</b>
Beg Time	11:00	11:00	11:00	11:00	11:00
End Time	2:20	2:20	2:45	3:20	3:20
School Day Minutes	200	200	225	260	260
Minus lunch minutes	40	40	40	40	30
Collaboration School Day Minutes	160	160	185	220	230
# of Collaboration School Days	8	8	8	8	8
<b>Total Minimum School Day Minutes</b>	<b>1280</b>	<b>1280</b>	<b>1480</b>	<b>1760</b>	<b>1840</b>
<b>Total Annual Minutes</b>	<b>52615</b>	<b>52615</b>	<b>57565</b>	<b>66330</b>	<b>67345</b>
<b>Total Required Minutes</b>	<b>36000</b>	<b>50400</b>	<b>50400/54000</b>	<b>54000</b>	<b>64800</b>



# Elementary School Schedule

## K – 2

<b>School Begins</b>	8:20a.m.
K-2 Morning Recess	10:00a.m. – 10:15am
Lunch K – 2	11:10a.m. – 11:50a.m.
K-2 PE	12:45pm – 1:05pm
School Dismissed	2:20p.m.

## 3 – 6

<b>School Begins</b>	8:20am
3-6 Morning Recess	10:15am – 10:30am
Lunch 3 – 6	11:30am – 12:10p.m.
3-6 PE	1:30pm – 1:50p.m.
School Dismissed	2:50pm

## Parent Conference Days

1st Quarter	November 2, 3, and 4
2nd Quarter	January 24, 25, 26, & 27
3rd Quarter	March 30 and 31

## MINIMUM DAYS

<b>School Begins</b>	8:20am
Morning Recess K – 2	10:00am – 10:15am
Morning Recess 3 - 6	10:15am – 10:30am
Lunch K – 2	11:10am – 11:50am
Lunch 3 – 6	11:30am – 12:10pm
School Dismissed	1:05pm

\*Parent Conferences are on minimum day schedule

## Collaboration Schedule

<b>School Begins</b>	11:00am
Lunch K – 2	11:10am – 11:50am
Lunch 3-6	11:30am – 12:10pm
School Dismissed	K 2:20pm
	1 -2 2:30pm
	3 -6 2:45pm

# Middle School Bell Schedule

2017/2018

## REGULAR DAYS (Monday - Friday)

Period 1	8:15am - 9:05am	50 Minutes
Period 2	9:08am - 9:58am	50 Minutes
Period 3	10:01am - 10:51am	50 Minutes
Period 4	10:54am - 11:40am	46 Minutes
<b>Lunch</b>	<b>11:43pm - 12:18pm</b>	<b>35 Minutes</b>
Period 5	12:21pm - 1:11pm	50 Minutes
Period 6	1:14pm - 2:04pm	50 Minutes
Period 7	2:07pm - 2:27pm	20 Minutes
Period 8	2:30pm - 3:20pm	50 Minutes

## MINIMUM DAYS

Period 1	8:15am - 8:50am	35 Minutes
Period 2	8:53am - 9:28am	35 Minutes
Period 3	9:31am - 10:06am	35 Minutes
Period 4	10:09am - 10:44am	35 Minutes
Period 5	11:47am - 11:22pm	35 Minutes
Period 6	11:25am - 11:55am	30 Minutes
<b>Lunch</b>	<b>11:58pm - 12:33pm</b>	<b>35 Minutes</b>
Period 7	12:36pm - 12:52pm	16 Minutes
Period 8	12:55pm - 1:30pm	35 Minutes

## REVERSE MINIMUM DAY

(Weather Related Only)

Period 1	10:05am - 10:40am	35 Minutes
Period 2	10:43am - 11:18am	35 Minutes
Period 3	11:21am - 11:56am	35 Minutes
<b>Lunch</b>	<b>11:59am - 12:29pm</b>	<b>30 Minutes</b>
Period 4	12:31pm - 1:06pm	35 Minutes
Period 5	1:09pm - 1:44pm	35 Minutes
Period 6	1:47pm - 2:22pm	35 Minutes
Period 7	2:25pm - 2:42pm	17 Minutes
Period 8	2:45pm - 3:20pm	35 Minutes

## RALLY SCHEDULE

Period 1	8:15 - 9:00	45 Minutes
Period 2	9:03 - 9:48	45 Minutes
Period 3	9:51 - 10:36	45 Minutes
Period 4	10:39 - 11:24	45 Minutes
Period 5	11:27 - 12:12	45 Minutes
<b>Lunch</b>	<b>12:15pm - 12:50pm</b>	<b>35 Minutes</b>
Period 6	12:53pm - 1:38pm	45 Minutes
Period 7	1:41pm - 1:58pm	17 Minutes
Period 8	2:00pm - 2:45pm	45 Minutes
Rally	2:48pm - 3:20pm	32 Minutes

# High School Bell Schedule

2017/2018

## REGULAR DAYS (Monday - Friday)

Period 1	8:15am - 9:05am	50 Minutes
Period 2	9:08am - 9:58am	50 Minutes
Period 3	10:01am - 10:51am	50 Minutes
Period 4	10:54am - 11:44am	50 Minutes
<b>Lunch</b>	<b>11:47pm - 12:18pm</b>	<b>31 Minutes</b>
Period 5	12:21pm - 1:11pm	50 Minutes
Period 6	1:14pm - 2:04pm	50 Minutes
Period 7	2:07pm - 2:27pm	20 Minutes
Period 8	2:30pm - 3:20pm	50 Minutes

## MINIMUM DAYS

Period 1	8:15am - 8:50am	35 Minutes
Period 2	8:53am - 9:28am	35 Minutes
Period 3	9:31am - 10:06am	35 Minutes
Period 4	10:09am - 10:44am	35 Minutes
Period 5	10:47am - 11:22pm	35 Minutes
Period 6	11:25am - 11:55pm	30 Minutes
<b>Lunch</b>	<b>11:58pm - 12:33pm</b>	<b>35 Minutes</b>
Period 7	12:37pm - 12:52pm	15 Minutes
Period 8	12:55pm - 1:30pm	35 Minutes

## REVERSE MINIMUM DAY

(Weather Related Only)

Period 1	10:05am - 10:40am	35 Minutes
Period 2	10:43am - 11:18am	35 Minutes
Period 3	11:21am - 11:56pm	35 Minutes
<b>Lunch</b>	<b>11:59pm - 12:29pm</b>	<b>30 Minutes</b>
Period 4	12:31pm - 1:06pm	35 Minutes
Period 5	1:09pm - 1:44pm	35 Minutes
Period 6	1:47pm - 2:22pm	35 Minutes
Period 7	2:25pm - 2:42pm	17 Minutes
Period 8	2:45pm - 3:20pm	35 Minutes

## RALLY SCHEDULE

Period 1	8:15am - 9:00am	45 Minutes
Period 2	9:03am - 9:48am	45 Minutes
Period 3	9:51am - 10:36am	45 Minutes
Period 4	10:39am - 11:24am	45 Minutes
Period 5	11:27am - 12:12pm	45 Minutes
<b>Lunch</b>	<b>12:15pm - 12:50pm</b>	<b>35 Minutes</b>
Period 6	12:53pm - 1:38pm	45 Minutes
Period 7	1:41pm - 1:58pm	45 Minutes
Period 8	2:00pm - 2:45pm	45 Minutes
<b>Rally</b>	<b>2:45pm - 3:20pm</b>	<b>32 Minutes</b>

**Middle/High School Finals Schedule**  
**School Year 2017-2018: Semester One**

**Tuesday, January 23, 2018**

<b>Per. 1-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 4-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 2	12:35pm – 1:00pm	25 Minutes
Per. 5	1:05- 1:30pm	25 Minutes

**Wednesday, January 24, 2018**

<b>Per. 2-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 5-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 3	12:35pm – 1:00pm	25 Minutes
Per. 6	1:05pm-- 1:30pm	25 Minutes

**Thursday, January 25, 2018**

<b>Per. 3-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 6-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 1	12:35pm – 1:00pm	25 Minutes
Per. 8	1:05pm – 1:30pm	25 Minutes

**Friday, January 26, 2018**

<b>Per. 8-Final</b>	<b>8:15am – 10:00am</b>	<b>105 Minutes</b>
Per. 7	10:10am – 10:40am	25 Minutes
Per. 2	11:45am – 11:11am	25 Minutes
Per. 3	11:20am – 11:50am	25 Minutes
<b>Lunch</b>	<b>11:55pm – 12:25pm</b>	<b>30 Minutes</b>
Per. 4	12:30pm - 12:35pm	25 Minutes
Per. 5	1:05pm – 1:30pm	25 Minutes

## Middle/High School Finals Schedule School Year 2017-2018: Semester Two

### Tuesday, June 5, 2018

<b>Per. 1-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 4-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 2	12:35pm – 1:00pm	25 Minutes
Per. 5	1:05-1:30pm	25 Minutes

### Wednesday, June 6, 2018

<b>Per. 2-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 5-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 3	12:35pm – 1:00pm	25 Minutes
Per. 6	1:05pm-- 1:30pm	25 Minutes

### Thursday, June 7, 2018

<b>Per. 3-Final</b>	<b>8:15am - 10:00am</b>	<b>105 Minutes</b>
<b>Per. 6-Final</b>	<b>10:10am - 11:55am</b>	<b>105 Minutes</b>
<b>Lunch</b>	<b>12:00pm – 12:30pm</b>	<b>30 Minutes</b>
Per. 1	1:10pm – 1:30pm	25 Minutes
Per. 8	1:10pm – 1:30pm	25 Minutes

### Friday, June 8, 2018

<b>Per. 8-Final</b>	<b>8:15am – 10:00am</b>	<b>105 Minutes</b>
Per. 7	10:10am – 10:40am	30 Minutes
Per. 2	10:45am – 11:15am	30 Minutes
Per. 3	11:20am – 11:50am	30 Minutes
<b>Lunch</b>	<b>11:55pm – 12:25pm</b>	<b>30 Minutes</b>
Per. 4	12:30pm -- 1:00pm	30 Minutes
Per. 5	1:05pm -- 1:30pm	25 Minutes

## **INTRODUCTION**

On behalf of the staff and students, we welcome you as a member of our school. The Junior/High School has the responsibility to see that an appropriate educational program is available to each student in our school. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure a proper climate in which students may pursue their studies.

Sections of the law are cited here so that students and parents may know the basis for the rules that must be enforced. This responsibility is an obligation the school takes seriously. School personnel must carry out these rules in a fair, firm and friendly manner in order to safeguard each student's right to the finest education we can provide, to hold distracting forces to a minimum, and to eliminate behavior that disrupts the learning process. This will benefit the majority of students by allowing them to go to school relatively free from unnecessary interruption.

The behavior of students in school has an important influence on the realization of educational objectives. The following statements of policy will establish a guide for directing students in a manner which provides individual guidance and at the same time protects the welfare of all students. The establishment of procedure for governing pupil behavior relates to the following goals:

- To assist students to achieve self-discipline.
- To protect the safety and welfare of all students.
- To maintain a school climate that is conducive to learning.

Parents, administrators, teachers and others responsible for the welfare of students must cooperate to interpret and enforce our behavior code and attendance policy. This contains the rights and responsibilities, legal basis, and rationale on which our policies are founded. It is important that you read and discuss this Student Handbook with your parents/guardians.

We look forward to a good school year. We ask your cooperation to ensure that all of our students have a school environment that promotes the educational process. Take pride in your school. Take care of it and feel free to make suggestions for improving it. We expect all Big Valley students and staff/faculty to conduct themselves properly.

## **RIGHTS AND RESPONSIBILITIES**

### **RIGHTS OF STUDENTS ARE:**

- To attend school unless removed by due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To have access to a designated counselor.
- To examine personal records upon reaching the age of sixteen or having completed the 10<sup>th</sup> grade.
- To be fully informed of school rules and regulations.

### **RESPONSIBILITIES OF STUDENTS ARE:**

- To attend school and classes regularly and on time.
- To be prepared for class with appropriate materials and work.
- To know and obey school rules and regulations.
- To respect the rights of school personnel, fellow students and the public in general.
- To demonstrate pride in the appearance of school buildings and grounds.

**RIGHTS OF PARENTS ARE:**

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
- To have assurance that school personnel will at no time preempt parental prerogative.
- To be informed of district policies and regulations and school rules.
- To review their child's records with a certificated staff member providing assistance.

**RESPONSIBILITIES OF PARENTS ARE:**

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data and other facts which may help the school better serve their children.
- To become familiar with district policies and school rules and regulations.

**RIGHTS OF TEACHERS ARE:**

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide and optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

**RESPONSIBILITIES OF TEACHERS ARE:**

- To consider the personal worth of each student as a single, unique and important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and district policies.

**RIGHTS OF ADMINISTRATORS ARE:**

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct, and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

**RESPONSIBILITIES OF ADMINISTRATORS ARE:**

To provide leadership that will establish, encourage and promote good teaching and effective learning.  
To establish, publicize and enforce school rules that facilitate effective learning, and promote attitudes and habits of good citizenship among the students.  
To request assistance from the District's support services and community agencies in all cases indicating such action.  
To make a determined effort to stay attuned to student/staff/parent/community concerns and to react with sensitivity toward those concerns.

## **Student Services**

### **Cafeteria:**

The Cafeteria offers a full lunch menu and is open during breakfast and lunch periods. All students receiving breakfast or lunch will obtain their meal directly from the cafeteria and are expected to remain in the designated eating areas. Students, staff and faculty are also expected to place all trash and recycle items in the appropriate receptacle. There is a free and reduced breakfast and lunch program. Please complete and turn in the free and reduced lunch form by September 30, 2016. The number of eligible free and reduced lunch applicants impacts our categorical funding, which could be used to improve our school or purchase supplies.

### **Library:**

Find out what happens to *Apollo* in the next installment of the *The Trials of Apollo* Trilogy, enjoy a graphic novel, check out this week's paper, search the internet for the information needed for your science project, or research a class paper – all in the library. Lost, stolen, or damaged books must be paid within the year. Any outstanding balance owed will result in the withholding of the student's diploma and exclusion from graduation ceremony participation. (Ed Code 48904 and 48904.3)

### **Lockers:**

Lockers are assigned to students. If students use the lockers, students are expected to operate the lockers properly. Lockers should not be "jammed" or "rigged" to remain unlock. We strongly advise against storing valuables in lockers. The school district is not responsible for items lost or stolen from the locker. Storing of illegal items is prohibited. All lockers are subject to search and the student who is issued the locker is responsible for all items within. Lockers are property of the Big Valley Unified School District; therefore, students are not allowed to write or draw on the lockers, place stickers, or alter the locker in any way. Students, breaking this rule, will be directed to remove the alteration. Continuing to alter or deface the locker will result in detention.

### **Textbooks and School Materials:**

All students will be provided with the textbooks needed for their assigned classes. Students are responsible for the care and covering of their books. Lost, stolen, or damaged books must be paid by the end of the current school year.

### **Student Photo ID:**

All students must have their Big Valley School photo identification card at all times while participating in any school function or event. Student ID is required to check-out books from the library and attend all school activities. The first Student ID card is free. If you enrolled late or your card is lost, you can get your



ID card or a replacement from the High School Office. A fee of \$5.00 will be charged for a replacement card at time of replacement.

### **Lost and Found:**

Lost and found items are stored in the can beside the Water machine next to the science classroom.

### **Telephone Messages:**

Telephone messages to students are a convenience we provide when we are able, however, be aware we feel keeping classroom teaching and learning free of interruption is important. We cannot promise that messages will be delivered but we will attempt to do so within reason. Please limit telephone messages.

### **Visitors on Campus:**

All visitors must report to the High School Secretary's Office to sign in and obtain a Visitor's Pass. All visitors must have a visible pass. Anyone under the age of 25 is not allowed to visit unless accompanied by a parent/guardian or a responsible adult with prior approval from the site administrator.

### **Bicycle Rules and Regulations:**

Students should secure their bikes with a quality lock and chain/cable at all times. Bicycles are not to be ridden on campus or in the hallways. Violation of this rule will result in a referral and the confiscation of the bicycle. It will only be released to a parent or guardian of the owner of the bicycle. The school does not assume liability or responsibility for the loss or damage to any bicycle brought on campus.

### **Flowers/Balloons:**

Do not bring/deliver flowers/balloons/gifts to students during instructional time. Students are not permitted to have flowers or balloons in the classroom due to the distraction from instruction. If a student brings or received flowers/balloons/gifts, they will be stored in the main office until the end of the school day. The school is not responsible for damages and/or theft of these items.

### **Automobile/Motorcycle Rules and Regulation:**

All students must observe the California vehicle codes and Big Valley parking and driving rules. Violation of any of the following listed rules/laws will result in revoking the student's privilege of using or parking her/his vehicle on school property and/or issuing of a citation.

- Once parked, students are prohibited from going to their car at any time without permission from an administrator.
- Per closed campus policy, students are not permitted to leave the parking lot during school hours without a valid early dismissal or shortened day schedule.
- Maximum speed limit on campus is 15 MPH or less when deemed necessary by school staff.
- Cruising and loud music are prohibited.
- No jaywalking.
- Loitering in or around a car during school hours is prohibited.
- Buses have the right away.
- Big Valley is not responsible for theft of vandalism to any vehicles on campus.

### **Technology Use Policy:**

## Technology Use Policy:

Use of school computers and access to the internet is a privilege.

When students use school computers they agree (to):

- Follow the directions of teachers and school staff.
- Abide by the rules of the school and school district.
- Obey the rules of any computer network you access.
- Be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities.
- Not change any software or documents (except documents they create).

If the rules are not followed, students may be disciplined with suspension, expulsion and/or loss of computer privileges.

Do Not produce, distribute, access, use or store information that is:

- Unlawful.
- Private or confidential.
- Copyright protected.
- Harmful, threatening, abusive, or denigrates others.
- Obscene, pornographic, or contains inappropriate language.
- Disruptive the work of others.
- Destructive to the desktop or the network system.

Students must protect their Password! Students should never allow anyone else to use their password nor should they use another person's password. When student's login, name and password are used to access, produce or distribute inappropriate information or materials, they will be held accountable for their actions.

## Electronic Information Resource Contract

*Please read this document carefully. When officially presented to you, it becomes a legally binding contact.*

### **User Obligations and Responsibilities**

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below.

I understand vandalism is defined as any malicious attempt to alter, harm or destroy equipment or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of access to computer services, disciplinary action and possible legal referral.

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action and appropriate legal action. I also agree to report any misuse of the information system to the BVJUSD system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicates or suggests

pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, consumer fraud and other issues described below.

1. The system shall be used only for purposes related to education. Personal use of the district's system is strictly prohibited. The district reserves the right to monitor any on-line communications for improper use.
2. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
3. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment (cyberbullying) or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
4. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their use only.
5. Vandalism will result in disciplinary action. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.
6. Users are expected to keep messages brief and use appropriate language.
7. Users shall report any security problems or misuse of the network to the teacher or principal.

## **Board Policy**

### **Student Use Of Technology**

BP 6163.4

#### **Instruction**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

- (cf. 0440 - District Technology Plan)
- (cf. 1113 - District and School Web Sites)
- (cf. 4040 - Employee Use of Technology)
- (cf. 5131 - Conduct)
- (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful

activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.12 - Search and Seizure)

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

#### Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

## **Parent Center:**

Parent Center is located in room E1 in the elementary building. Should students or parents/guardians have any concerns about the school, please see Ms. Silva. We will also be able to assist students and parents/guardians who speak a language other than English.

## **GRADUATION REQUIREMENTS**

To graduate, a student must earn a minimum of 240 credits in specific subject requirements and demonstrate proficiency in Algebra 1 and technology. The specific graduation requirements are as follows:

### **English 40 Credits**

English 9 – 10 Credits

English 10 – 10 Credits

English 11 – 10 Credits

English 12 – 10 Credits

### **Mathematics 30 Credits**

Integrated Math 1 and two other math courses

(Integrated Math 2, Integrated Math 3, Integrated Math 3, Consumer Math, Personal Finance)

In order to satisfy the California state requirement for Algebra I completion by using online or distant learning courses:

- Integrated Math I (sections A & B) satisfies the requirement in a one year sequence.
- Developmental Algebra (sections A & B) and Continuing Algebra (sections A & B) satisfy the requirement in a two year long sequence.
- The sequence of one year of Core Pre-algebra, followed by the Developmental and Continuing two year sequence is another way to satisfy the Algebra I requirement.

### **Science 20 Credits**

Physical Science – 10 credits

Biological Science – 10 credits

### **Social Science 30 Credits**

World History -10 Credits

US History – 10 Credits

World Geography – 10 Credits

US Government – 5 Credits

Economics/ Consumer Education 5 Credits

### **Physical Education 20 Credits**

### **World Languages 10 Credits**

## **Technology/Keyboarding 5 Credits**

## **Fine Arts 10 Credits**

## **Electives 70 Credits**

## **Total 240 Credits**

Any other courses approved by an administrator not used by other requirements.

## **Proficiency Requirements---Suspended until 2018-19**

### **COUNSELING SERVICES:**

Are you unclear about your college and career options? Are you unsure of what classes to take or what scholarships may be available to you? Your counseling staff can help you. Make an appointment by speaking to Ms. Silva and setting up an appointment the main high school office.

### **Schedules:**

Student schedules are for the entire year, based upon student requests. Students are expected to honor the commitment that they make when they sign up for a class, particularly in Upper Division classes. Students are fully expected to make a year of progress for each year that they spend in school. Any classes that a student fails or needs to repeat must be taken in summer school or in adult education classes at a school that is WASC accredited.

### **Schedule Changes:**

Commencing with the first day of school, any schedule changes for students requires the signatures of the sending teacher, the receiving teacher, the counselor, the parent and the Principal. The principal will review all schedule changes.

### **Repeating Courses:**

The student shall receive credit for taking the course one time only. The highest grade received will be the permanent grade on the student's transcript. When the course is taken for the first time, the grade will remain on the transcript when the course is repeated; the higher grade will be counted on the GPA calculation.

### **Office and Teacher Assistants:**

In order to apply for the position of Office/Teacher Assistant, students must be seniors with a minimum GPA of 3.00. No more than ten credits may be earned in any school assistant program. Any exceptions must have administrative approval.

### **Transcripts:**

Student transcripts list all the courses taken and credits earned. Students can request a copy of their transcript through the Office of the Registrar. The first two copies are free. Any additional copies are \$2.00/copy.

## **Report Cards and Progress Reports:**

Report cards and progress reports are issued on a quarterly basis (every 9 weeks).

Quarter one (first) and Quarter 3 (third) report card grades are formal grade reports. The grades serve to inform students and parents/guardians of academic progress at the midpoint of the semester. Final grades (semester) depend on how well the student did at the end of the semester. Students only receive credits (5) for passing semester grades (D or better). Progress/Deficiency notifications are issued to students and parents/guardians for students who are failing or working below grade expectations three weeks prior to the end of a grading period. Students need to contact teachers should they have any issues or concerns regarding grades.

## **Graduation Information:**

Students must have met all the graduation requirements (course credits and proficiency requirements) to receive a diploma. Students should work closely with their assigned counselor to make sure that they are completing all requirements for graduation in a timely manner. Graduation ceremony participation (walking the stage) is a privilege, not a right. The administration can exclude any student from the graduation ceremony. Disciplinary referrals (suspensions), absences (50 or more unexcused period absences during 4<sup>th</sup> quarter) and unpaid fees are some of the reasons that can lead to graduation ceremony exclusion. Seniors – do not engage in any activities including senior pranks that violate school rules or damage school properties. Any activities that violate school rules, Education Codes and Penal Codes will result in consequences that can include a citation and the administration excluding any senior from participating in the graduation ceremony.

## **California Assessment of Student Performance and Progress (CAASPP):**

Under No Child Left Behind (NCLB), all students are required to take standardized tests. Students need to take these tests to show whether they have mastered the standards that they are expected to learn in each course and at each grade level according to the State of California. These tests are also an indication of academic performance level of our school.

California Standards Tests (CST) – Every student from grades 2-11 must take this test. Grades 9-12 students take this test in English, math, science and history. Students need to master most of the assessed standards for each course by the testing date. To find out more about the standards, students need to speak with their teachers, counselor, or Principal. The results of these tests will be mailed to students in late August/early September. Students need to read and find out how well they performed on the test. The goal for every student is to be at the PROFICIENT level in all categories. Students, who score 370 or above in six tests in English, math, science and history from grades 9-11, receive the Golden State Seal Merit Diploma insignia on their high school diploma. Some colleges and scholarship foundations also look at these results when considering for college admission and scholarship awards. It is in the best interest of every student to do their very best on these tests. The STAR administration window for 2016-2017 is from April 18- May 12, 2017.

## **California State University – Early Assessment Program (CSU – EAP):**

The CSU-EAP was a voluntary program designed to provide students, their families, and high schools with early signals about students' readiness for college level English and mathematics. Students will take the EAP as part of the E-LA CAASPP.

## **California High School Exit Exam (CAHSEE):**

–CAHSEE testing has been suspended for this year.

## **Benchmark Exams/MAPS Testing:**

The Benchmark Exams are district and site specific formative assessments in English, mathematics, World History, US History, Earth Science, Biology and Chemistry. The benchmarks are used to assess how students are doing toward achieving mastery of the California Content Standards. The results of the benchmarks will let students know what standards they need to improve. The teachers will be able to use the results to make adjustments to their teachings.

## **California English Language Development Test (CELDT):**

The CELDT is given to newly enrolled students whose primary language is not English and to English learners as an annual assessment. The CELDT has three purposes: (1) to identify students who are limited English proficient; (2) to determine the level of English language proficiency of students who are limited English proficient; and (3) to assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English. The initial window for the CELDT is during the month of October, 2016.

## **Advanced Placement (AP) Exams:**

AP exams are offered through the College Board for students who have completed a specific AP course. Through AP's college-level courses and exams, students can earn college credit and advanced placement and stand out in the admissions process.

## **PSAT (Preliminary SAT) Test:**

The PSAT administration date is on October 12, 2017. All 11th graders are expected to take the PSAT. 11<sup>th</sup> grade students do not have to pay for the registration fee. 9<sup>th</sup> and 10<sup>th</sup> grade students pay \$15.00 if they would like to participate. The funds are paid to the Chief Business Officer. PSAT measures critical reading skills, math problem-solving skills and writing skills. The feedback on student strengths and weaknesses will help students focus on areas that they need to improve on to do well on the SAT. Students will be able to see how they compare with others applying to college. Students who checked “yes” to Student Search Service will also receive information from colleges.

## **Athletes, Schedules and Game Day Issues:**

Game Day conflicts are to be negotiated among the teacher, the coach and the athlete under the supervision of the Athletic Director. The student is responsible for notifying the teachers about absences due to competition. The student is responsible for requesting assignments and completing them according to the teacher's timeline.

## **Student Activities and Clubs**

Whether you want to dance, debate, or make movies, Big Valley has something for everyone. Big Valley has many exciting and interesting student organizations and clubs on campus. Here are some of the organizations and clubs that students can join.

## **Association of Student Body (ASB)/Student Leadership:**



The ASB is responsible for student governance representing student interests at Big Valley. The ASB organizes school activities such as Spirit Week, rallies, Junior Prom, School Dances and other campus wide student activities. It is a great opportunity for students to learn leadership skills while building school spirit. In addition, students can choose to join several clubs on campus that meet their area of interest.

### **Big Valley Yearbook:**

What do you want your Yearbook to look like? What better way to make that decision than to join the Yearbook? Students can help create Big Valley yearbook so get involved.

### **Honor Society (CSF/ NHS):**

Big Valley has two honor societies; one is a state organization and the other is a national organization.

California Scholarship Federation (CSF): CSF members tutor students on campus as well as at elementary schools. Additionally, they perform various group service projects. Students must meet requirements listed on the back of applications, which are available in the high school office.

National Honor Society (NHS): Students are selected based on scholarship, character, leadership, and community service. Sophomores and juniors with good citizenship, who have an academic un-weighted cumulative GPA of at least 3.5, are invited to fill out a Student Information Form.

### **AERIES**

We now offer online access to the Aeries program. With this access, students' academic progress can be viewed anytime and anywhere you have internet access. Teachers will update information every other Monday.

To set up an account, please go through the following steps:

1. Open your Internet Browser.
2. Type in the URL Address <https://bigvalleyjUSD.asp.aeries.net/Student> or go to the district website at [bigvalleyschool.org](http://bigvalleyschool.org) and click on the parent portal link in the lower right hand corner.
3. Click "Create New Account".
4. Select "Parent".
5. Click "Next".
6. Type in Email Address.
7. Retype Email Address.
8. Choose and type in Password.
9. Retype Password.
10. Click "Next".
11. Wait for Email conformation and instructions.
12. Open Email program and check for Email from [mwilliams@bigvalleyschool.org](mailto:mwilliams@bigvalleyschool.org).
13. Follow instructions to complete Verification.
14. Type in Student Permanent ID Number.
15. Type in Student Home Telephone Number.
16. Type in Verification Code.
17. Click "Next"

Parents who have multiple students in our system will have to create an account for each student by entering their specific permanent ID Numbers and pass codes.

## **Illness and Accidents:**

Students who become ill during the school day should report to the main office. However, unless it is an emergency, the student must report to class first. If there is a health emergency, the office will contact the student's parents/guardian as listed on the emergency card. Any student leaving campus must sign-out in the office. Permission to leave must be obtained from parent, guardian or emergency personnel. Accidents which occur on the school grounds are to be reported to the appropriate teacher and/or main office. An accident report must be filled out.

## **Inclement Weather:**

Inclement weather - no school - instructions on excessively bad weather days will be communicated by the telephone through the District's Connect Ed service. If the school is without power, Connect Ed will be used to convey information and signs will be posted at both schools. Please make sure the school has current phone number/numbers to keep you informed.

## **Snow:**

Students must refrain from throwing snowballs, kicking snow at students, or pushing them into the snow. The dangers involved are numerous and obvious. Students who engage in this behavior will be warned once and will be suspended subsequently.

## **Work Permits:**

If you are under 18 years of age, and have not graduated from high school, the law requires you to obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours and under what conditions you may work. Applications and all necessary information may be obtained at the main office.

## **After School Program:**

Need help with your homework? Want to join an activity club? Come join the Big Valley after school program to receive academic support and enrichment programs for all students. Students receive free snacks during the afternoon break. The program is open from 3:30-6:00 (Monday – Thursday) and 3:30-6:00 (Friday).

## **Assemblies and Rallies:**

Assemblies and rallies are provided for students benefit and enjoyment. Students are to be courteous and attentive to the performance/presentation. Improper behavior will result in student removal and detention assignment. Students are to go to the assembly with their teachers.

## **“No-Go List”:**

Students on the “No-Go List” are excluded from participating in any school dances, sporting events and other school sponsored extra-curricular activities. Students will be placed on the “NO-GO LIST” for the following reasons:

- Suspension from school. One (1) day of suspension = one-week on “NO-GO LIST” beginning the day of return from the suspension.
- Any current no-shows for detention – students will remain on the “NO-GO LIST” until all no-shows are

cleared by an administrator.

- Students placed on an attendance contract (SART) will be placed on the NO-GO LIST until attendance improves to 95%.
- Students removed from any school activity will be placed on the “NO-GO LIST” for the remainder of the current semester.

### **Dance Policy:**

Attendance at Big Valley dances is a privilege. Dances are for Big Valley students only, except for Homecoming, Junior and Senior Proms, unless otherwise stated. Non Big Valley students must be under 19 years of age, approved by the administration and accompanied by a Big Valley student. Students must have a current Big Valley Student Body Card (school ID or state issued ID for non-Big Valley students) to purchase tickets and attend any dance. Students must have no “fs”.

Students with unpaid bills for damaged/lost school properties and other fees are ineligible to attend any dances until all bills are paid. Dirty-Dancing, Freak-Dancing or any sexually suggestive or inappropriate dancing as determined by Big Valley administration is prohibited. After an initial warning, the student will be ejected from the dance without a refund.

### **Plagiarism/Cheating:**

At Big Valley Joint Unified School District, we define plagiarism as using someone else’s words, work, or product as your own without crediting the original source using the proper form. All information that is not common knowledge must be cited. Examples of plagiarism include but are not limited to using someone’s words verbatim without citing the quote or rewording someone else’s words or ideas without citing the source.

Students participating in an act of cheating will receive disciplinary action. Cheating examples could include, but are not limited to, copying from another student’s paper during a quiz or test, allowing another student to copy from your paper during a quiz or test, or utilizing any electronically obtained and/or transmitted test questions or answers.

Students who violate these ethical principles of the Big Valley Joint Unified School District Discipline Code will be subject to disciplinary action. Consequences for such misconduct include are not limited to 1st offense is a warning, 2nd offense is a zero on the assignment, and Third and subsequent is an "F" grade for the term. The teacher(s) will also notify parents.

### **Eligibility Requirements for Extra-Curricular Activities/Athletics**

#### **General Information:**

In order to participate in extra and/or co-curricular activities, each student must meet specific eligibility requirements. Eligibility is based on the following standards:

- Attendance - 90% or better.
- Scholastic - 2.0 or better (2.51 or better with no ‘F’ for ASB/Class Office) and earning a minimum of 20 credits per semester.
- Citizenship - Satisfactory in 75% of current courses and/or no more than one unsatisfactory mark in the last quarter grade report.
- It is the responsibility of the teacher/sponsor/coach involved to exclude any student from an activity when the student is suspended or ineligible.
- Teachers will not change grades to make a student eligible for any activity.

Eligibility is established on the second Monday following the end of the grading period.

- Participation in any extra-curricular activity is a privilege and the schools administrative staff may revoke

it at their discretion. Eligibility is established on the second Monday following the end of the grading period.

- Participation in any extra-curricular activity is a privilege and the schools administrative staff may revoke it at their discretion.

## **ATTENDANCE POLICIES AND PROCEDURES**

All students are expected to attend every class on time every day unless the students are required to be absent for one or more of the valid excused reasons. Truant, unverified, unexcused, excessive absences or tardies affect the students' education and increase the chances for failure. Tardies interrupt and interfere with the learning environment for all students and teaching opportunities for teachers.

Education Code Section 48260: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. **Please note that Perfect Attendance awards are only given to students who are not absent, at any time, for any reason except for school approved events.**

These are the attendance codes that are used within all of Big Valley Joint Unified School District schools:

**ABS** - Excused absence - Education Code section 46010 and 48205 - (illness of the student, quarantine, student's medical appointment (requires doctor's note), student serving on jury duty, exclusion for medical reasons (NOT to exceed 5 days).

**PRS** - Personal absences – Education Code section 46014 - student's court appearance (requires verification), funeral services (one day, in state... three days, out of stat), parent's employment conference (requires prior principal approval), student is the custodial parent of a child who is ill or has a medical appointment during school hours, and observance of a religious holiday or ceremony (recommend 3 days advance notice to school).

**OTH** - Other absences – Unacceptable reason with a note from the parent/guardian (considered a truancy by the state) – (going to work with parent or other family member, vacations, babysitting, under the influence of alcohol or drugs, personal problems, parties, shopping, waiting for service or repair people to come, any other reasons NOT included in Education Code sections 46010 and 48205).

**TRT** - Truant tardies – Education Code section 48260 – Tardies in excess of 30 minutes without valid excuse on any three days in a school year is considered truancy.

**UNX** - Unverified absence – absences, which have NOT been clear by any means, are considered truantries by the courts.

**TRT** - Truant absences – Absent without consent or knowledge of the parent(s)/ guardian(s).

**EDS** - Early dismissals - Early dismissal of MORE than 30 minutes for one of the unexcused absent reasons. Note, the state does not consider this an excused absence.

**EXT** – School sponsored Extra-Curricular Activities.

**SUS** – Suspended – Suspension is an unexcused absence.

**TDY** – Tardy of less than 30 minutes.

**Re-admit:**

If a student is going to be late or absent, or has been absent, call the Main Office or send a note upon the student's return to school and a readmit will be issued. Students have a total of 3 school days following an absence to clear it.

### **Early Dismissal:**

Please send a note or call the Main Office. If you have a "last minute" request, be sure to give us time to notify your student. Students will need to leave their early dismissal notes at the Main Office before school but not later than 11:00 a.m.

Whether a parent/guardian calls or sends a note, the following information must be provided:

- The student's full name, first and last, student ID #, if known, and daytime phone number.
- The date(s) of the absence(s).
- The reason for the absence or early dismissal (illness, medical appointment, funeral, etc).
- The time and pickup instructions for early dismissal.
- The student must pick up the early dismissal before leaving campus.
- Upon returning to school, the student must obtain a re-admit.

### **Pre-arranged Absence:**

All extended absences must be reported to the Attendance Office. Vacations during the school year are strongly discouraged. Extended absence is very detrimental to the educational progress of the student. Please try to arrange trips during the summer months and holidays.

### **Co-Curricular Activity Absence:**

Co-curricular activities are school-sponsored field trips, performing arts, academic and athletic performances or competitions, and student government related events. Students absent from class due to co-curricular activities must give teachers 24-hour notification.

These students are encouraged to minimize their total class absences.

### **Home Teaching:**

Home and hospital instruction is extended to students who will be absent in excess of six weeks due to long-term illness or doctor's care. This instruction is limited in scope. A written request accompanied by a physician's report must be submitted to the Assistant-Principal for approval. Request forms may be obtained from the Principal's office.

### **Tardy/Truancy Policy:**

Students are expected to be in class before the tardy bell rings with books and materials necessary for class while school is in session. Students who are tardy to / truant from class without an approved excuse will be subject to the following consequences:

Tardy Consequence:

- ◆ 1st & 2nd tardies - Teacher warning & counsel student
- ◆ 3rd & additional tardies - Teacher detention or in-house at the teacher discretion
- ◆ Chronic tardiness - Referral to the Principal

Truancy Consequence

1st & 2nd truancy - Saturday School/Parent Contact

3rd & additional truantries - Student subject to Saturday school, all day In-house

Suspension or if previously warned, Out-Of-School Suspension (E.C. 48900 K – Defiance)

### **Student Attendance Review Team (SART):**

Students with 6 days or 18 periods of unexcused, unverified absences (truant) will be scheduled for a SART conference to sign an attendance improvement contract. During a SART meeting, the parent/guardian and student will be given notification of student attendance, attendance laws and attendance expectations. Specific strategies (daily attendance verification, communication with teachers) are discussed and expected to be implemented. The student will be assigned Saturday School(s) to make up for missed days.

### **Student Attendance Review Board (SARB):**

Students who failed to improve after the SART meeting will be referred to the District Office to schedule a Student Attendance Review Board (SARB) Hearing. After the SARB hearing, the student will be referred to the District Attorney's Office and the Department of Human Assistance. A student's driving privilege may be revoked and parents may be charged with violation of Penal Code 272 for contributing to the delinquency of a minor.

### **Student Attendance and Public Assistance:**

In addition to a referral from the SARB Hearing, the Human Assistance Department routinely requests attendance verification for students who receive public assistance. The Human Assistance Department may decrease or stop payment to students with excessive absences.

### **Hall Sweeps:**

Hall sweeps may be conducted unannounced on a regular basis. Students that are picked up in the sweeps will receive administrative detention(s).

## **Discipline**

### **Rights and Responsibilities (Big Valley Code of Conduct)**

The Big Valley Joint Unified School Campus Community will work together to create a positive, productive, safe environment that will foster growth, responsibility and high educational expectations. Students are expected to know and comply with the standards of behavior in their classrooms, school and the Big Valley Joint Unified School District.

Students are expected to respond and follow directions of school staff including administrators, teachers, counselors, campus monitors, clerks, custodians and other support staff in the performance of their duties.

### **Students' Rights:**

- To receive a comprehensive education.
- To be informed about school and district rules and regulations pertaining to students.
- To attend school and classes unless removed under due process as specified in the Education Code and District procedures.
- To attend school in an academic and social climate that is free from fear and violence.
- To receive fair and reasonable treatment from those who are responsible for enforcing standards for student contact.

### **Students' Responsibilities:**

- To attend school every day and be on time for every class.
- To bring required materials and assignments to class daily.
- To resolve differences with others in a positive way.
- To remain drug, alcohol and tobacco free.
- To follow school dress code and dress appropriately at school and at school functions.
- To respect school property and the property of others.
- To be quiet and cooperative in class, remaining in seat and refraining from improper physical contact with others.
- To behave in such a way that it does not disrupt the learning of others.
- To refrain from cheating/plagiarism.
- To refrain from personal grooming in class (including using lotions, lipstick, brushes, combs, etc.).
- To bring appropriate information to school when absent or late.
- To bring appropriate school communications home to parents.
- To follow directions and requests of school personnel.
- To be courteous and respectful to school staff, other students and the public.
- To keep the campus clean and to dispose of all litter/trash properly.

## Discipline Codes, Rules and Consequences

**Educational Code 48900(r):** A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored

Education Code Violations	Alternative to Suspension	Suspension	Expulsion	Report to Law Enforcement
<b>Mandatory Expulsion [E.C. 48915(e)]</b>	Alternative to Suspension	Shall Suspend	Shall Expel	Contact Law Enforcement
c1 Sale, possession or furnishing of a firearm	no	5 days	yes	Yes
c2 Brandishing a knife at another person.	no	5 days	yes	yes
c3 Selling a controlled substance.	no	5 days	yes	yes
c4 Sexual assault or sexual battery	no	5 days	yes	yes
c5 Possession of Explosives	no	5 days	yes	yes
<b>Mandatory Recommendation for Expulsion [E.C. 48915(a)]</b>	Alternative to Suspension	Shall Suspend	Shall Recommend	Report to Law Enforcement
a1 Causing serious physical injury to another person, except in self-defense.	no	5 days	yes	yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	no	5 days	yes	yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	5 days	yes	Yes
a4 Robbery or extortion.	no	5 days	yes	Yes
a5 Assault or battery upon a school employee.	no	5 days	yes	yes

### **Education Codes Regarding Student Discipline**

E.C. 48900 (Suspension Offenses)	Alternative to Suspension	May Suspend	May Recommend	Report to Law Enforcement
(a.1) <b>Acts of Violence</b> - Caused, attempted to cause, or threatened to cause physical injury to another person (fighting).	may be considered	3-5 days	Yes	Yes
(a.2) <b>Acts of Violence</b> - Willfully used force or violence upon another person, except in self-defense (assault).	may be considered	5 days	Yes	Yes
(b) <b>Weapons and Dangerous Objects</b> Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	may be considered	3-5 days	Yes	Yes
(c) <b>Drugs and Alcohol</b> Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	3-5 days	Yes	Yes
(d) <b>Sale of "look-alike" Drugs and Alcohol</b> - Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	may be considered	Yes	Yes	Yes
(e) <b>Robbery or Extortion</b> - Committed or attempted to commit robbery or extortion.	may be considered	Yes	Yes	Yes
(f) <b>Damage of Property</b> - Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	Yes	Yes	Yes
(g) <b>Theft or Stealing</b> - Stealing or attempting to steal school or private property including electronic files and databases.	may be considered	Yes	Yes	Yes
(h) <b>Tobacco</b> - Possession or use of tobacco or nicotine products.	may be considered	Yes	Yes	may cite



(i) Profanity, Obscene Acts, Vulgarity - Directed at peers or school personnel	may be considered	Yes	Yes	Yes
(j) <b>Drug Paraphernalia</b> - Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	may be considered	Yes	Yes	Yes
(k) <b>Willful Defiance of School Personnel or Disruption of School Activities</b> – Failure to follow school rules, failure to follow directive of teachers, administrators, campus monitors or any other school personnel engaged in the performance of their duties. Failure to follow school rules.	may be considered	Yes	Yes	Yes
(l) <b>Possession of Stolen Property</b> - Knowingly receive stolen school property or private property.	may be considered	Yes	Yes	Yes
(m) <b>Imitation Firearm</b> - Possession of an imitation firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	Yes	Yes	Yes
(n) <b>Sexual Assault or Sexual Battery</b> - Committed or attempted to commit sexual assault or battery.	no	Yes	Yes	Yes
(o) <b>Harassment of a Student Witness</b> - Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	may be considered	Yes	Yes	Yes
(p) <b>Unlawful Drug Soma</b> - Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma	may be considered	Yes	Yes	Yes
(q) <b>Hazing</b> - Engaged in or attempted to engage in hazing.	may be considered	Yes	Yes	Yes
(s) <b>Aids or Abets</b> – Aids or abets the infliction or attempted infliction of physical injury to another person	may be considered	yes	Depends on juvenile court decision	yes
(48900.2) <b>Sexual Harassment</b> - 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. Applies to grades 4-12.	may be considered	Yes	Yes	Yes
(48900.3) <b>Acts of Hate Violence</b> - Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat may be considered an act of hate violence. 4-12	may be considered	Yes	Yes	Yes
(48900.4) <b>Other Harassment</b> - Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
(48900.7) <b>Terrorist Threats</b> - Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes

## **Definition of Discipline Consequences**

### **PROGRESSIVE DISCIPLINE CONSEQUENCES:**

If conferencing with a student does not correct inappropriate behavior, disciplinary action such as Teacher Detention, Campus Beautification, Administrative After-School Detention, Saturday School, In-House Suspension or School Suspension will be assigned. Campus Beautification/Clean-Up may be assigned in lieu of a suspension.

Step 1: The teacher-student conference. The teacher will make every effort to contact the parent/guardian and keep a log of attempts & contacts (preferably in the SASI conference section).

Step 2: Teacher assigns their own intervention.

The following steps are referred to the office using a school referral.

Step 3: Administrator may assign Detention, In-House Suspension, Saturday School 1 or more times.

Step 4-7: Administrator decision.

The steps here are only used as a guideline for chronic minor infractions. The Principal may begin at any step as he/she sees appropriate.

### **Teacher Detention:**

Teachers, by law, may detain a student up to one hour after school per day with 24 hour notice after making parent contact. Failure to serve teacher detention will result in disciplinary referral to the Principal.

### **Campus Beautification:**

In lieu of suspension, the students may be assigned to Campus Beautification. The students will help keep the campus and cafeteria clean. Failure to serve assigned Campus Beautification will result in more severe consequences.

### **Administrative After-School Detention:**

Administrative After-School Detention is a more serious consequence than teacher assigned classroom detention. It is an intermediate step between class detention and suspension. Administrative Detention is held daily from 3:25 - 4:15 p.m. Students must report to the detention room by 3:25 to receive credit. Failure to serve or ejection from an Administrative Detention will result in more severe consequences and placement on the "NO-GO" LIST.

### **Saturday School:**

Saturday School is a four-hour detention held on Saturday from 8:00-12:00 p.m. The Principal may assign a Saturday School(s) to students for disciplinary reasons or truancy. Students are expected to do their school work or Saturday School teacher assigned work during the detention. If a student does not have any school work, he/she needs to bring other reading materials. Students arriving late will not be admitted. Failure to report to Saturday School or ejection from Saturday School will result in placement on the "No-Go List" and/or Out-of-School Suspension. Parents must notify the Assistant Principal when there is an emergency that requires a student to miss a Saturday school. The parents must re-arrange another date for the student to serve.

### **In-House Suspension:**

The In-House Suspension is an alternative to Out-of-School Suspension. The students may be assigned to In-House for a period or multiple days. In-House Suspension allows the student to continue to do work while being removed from classes for behavior adjustment. Students are expected to work on class assignments for the duration of their stay in In-House. As an alternative to suspension, students are expected to follow all school rules and specific In-House rules. Failure to comply will result in Out-of-School Suspension. Teachers, Campus Monitors and other school staff may refer a student to the Principal for any of the listed infractions below. The administrator may assign the student In-House suspension.

### **Teacher Suspension:**

A teacher may suspend any pupil from his/her class, for any of the acts enumerated in Section 48900, for up to two days (the day of the suspension and the day following (EC 48910.a). The student will be placed in In-House during that period. The student is expected to do work from the suspended class. The teacher will contact the student's parent to notify and schedule a parent/teacher conference.

### **Out-of-School Suspension:**

Suspension is the exclusion of a student from the school for disciplinary reasons for a defined period of time by a school administrator. A principal or a designee may suspend a student from school for up to five consecutive days. A suspension may be extended under certain conditions.

- A suspended student is excluded from all regular school and all extracurricular activities for the duration of the suspension and will be placed on the "NO-GO List" for the time prescribed for the number of days suspended.
- Teachers may, not required, provide a suspended student with class work at his/her own discretion.
- The suspended student is not permitted to be on or near Sacramento City Unified
- School District campuses without his/her parent and prior approval from the school administration while on suspension.
- The parent or guardian of a student who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. (Education Code 48900.1)

### **Community Service:**

In some instances, the administration "may require a student to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours" instead of a suspension. A "community service may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs" (Education Code 48900.6).

### **Behavior Hearing:**

Students who commit a serious offense or chronically violate school rules and policies will be taken to a district behavior hearing to determine if alternative education or school is needed. Students who have accumulated 10 or more days of suspension will be required to go to a Behavior Hearing. Big Valley students referred to another school must return to the Hearing Office if the student wishes to return to Big Valley.

### **Expulsion:**

An expulsion is the removal of a student from all schools in the Big Valley Joint Unified School District for

violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. Students committing the following mandatory expulsion (E.C. 48915(c)) violations will be reported to the law enforcement agency and expelled from the school district.

- Sale, possession or furnishing of a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance.
- Sexual assault or sexual battery.
- Possession of Explosives.

In addition, the administration may recommend for expulsion for the following offenses:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana
- Robbery or extortion
- Assault or battery upon a school employee

## **Campus Rules and Regulations**

In addition to the items listed in the Discipline Chart, there are specific rules that are unique to the classroom of classroom, an SLC, or Big Valley in general. These rules are necessary for us to ensure the most productive and safe learning environment for our students. Most of these rules can be classified under EC48900 (k).

### **Defiance:**

Based on EC 48900 (K), a student is committing an act of defiance when a student refuses to follow a school personnel's legal and reasonable directive, when a student violates a specific school or class rule, or when a student does something without a teacher's permission. Some of the examples are: refusing to move to another seat, refusing to surrender a cell phone or other prohibited devices to a teacher, leaving a classroom or an assigned area without permission.

### **Disruption:**

A student is committing an act of disruption when a student creates loud noise or creates a disturbance in a class, on the school ground or while participating a school sponsored activity without a school personnel's permission. Some of the examples are: talking in class, yelling across the room, getting up and walking around in class, horse playing etc...

### **Pre-fighting:**

Pre-fighting will not be tolerated because it leads to fighting. Any act or behavior that is intended to instigate, or can lead to a physical confrontation or fight, including profanity directed at another person. Some examples of pre-fighting are: sparring, jostling, play fighting, birthday punching, throwing objects, display of gang colors, signs or paraphernalia, intimidation, flashing or menacing behavior.

### **Disrespect:**

Students will not show disrespect to staff members. All staff members have the right to be treated with

respect and consideration. Some examples of disrespects are: a student calls a teacher an inappropriate name; refuses to respond and acknowledge teacher or staff; responds to teacher or staff rudely. A good rule of thumb is to follow all school and classroom rules. When a student feels that he/she needs to do something (ask a question, go to the bathroom, or sharpen a pencil...), he/she needs to get the teacher's permission. Otherwise, the student will be violating the above rules. A student should always think twice before acting. Remember, during the first ten minutes and last ten minutes of class, students will not be given a pass to leave the room.

### **Respect Code:**

Being a member of a Democratic Society is an enormous responsibility. It means that if we are to become a contributing member, we must learn to respect individual and cultural diversity of all people. Big Valley is a microcosm of America-at-large. As Big Valley members, we must make every effort to observe the following:

- Be courteous and kind, especially to the less fortunate.
- Respect the viewpoints of others.
- Respect each other's cultural and individual differences.
- Respect yourself by refraining from using vulgar and profane language and gestures.
- Respect your girl/boyfriend by refraining from excessive public display of affection including kissing and inappropriate physical contact.

### **Videotaping/picture taking and web posting:**

It is illegal for students to take pictures of school staff or other students without prior approval. Students are prohibited from using cell phones, digital cam, video cam or other picture and sound capturing devices to capture pictures or sounds of staff or students on campus or while participating a school sponsored activity. Unauthorized posting or distributing of staff or student pictures or information on websites, personal webpage, YOUTUBE or any other public forum is prohibited even when the posting is done off-campus. If the action involves a school member and it has the potential to disrupt or cause harm on campus, the school administration can and will discipline the student(s).

### **Vandalism:**

Students are expected to treat school properties with care. Big Valley properties and facilities are for student use not abuse. Students who commit vandalism (graffiti or any other act of destroying, damaging or defacing) on Big Valley property will be subjected to disciplinary actions and/or criminal charges in addition to repair/replacement cost. Education Code 48904 states: the parents of a minor...who willfully cuts, defaces or otherwise injures in any way any property, real or personal belonging to a school district or private or personal property of any school employee shall be liable for all damages so caused by the minor. The District may withhold grades, diplomas or transcripts until the parent and the student have compensated for the damage (EC 48904.b.1).

### **Selling on Campus:**

Students are prohibited from selling anything on campus without prior approval from the administration or the Associated Student Body.

- 1st Offense – Confiscation; parents may pick up item from Principal.
- 2nd Offense – Confiscation and kept indefinitely; Assign Saturday School to the student.
- 3rd Offense – Confiscation and kept indefinitely; Suspension

## **Firecrackers, water balloons, laser pointer and any other dangerous objects with no educational use:**

Students are prohibited from bringing or using or playing with firecrackers, water balloons, laser pointers or any other dangerous objects with no educational codes on school grounds. The items will be confiscated and students will be assigned disciplinary consequences including suspension and expulsion.

## **Cheating:**

The consequences for cheating/plagiarism depend on the extenuating circumstances regarding the violation. The student will receive a "U" (Unsatisfactory) citizenship grade, and an 'F' grade for the assignment, or an 'F' for the course. The teacher(s) will also notify parents, honor society, athletic coaches, FFA, etc...

## **Closed Campus:**

Big Valley has adopted a Closed Campus Policy for the safety and well-being of our students. Students must remain on campus during school hours, including lunch, unless they have a valid early dismissal slip. Students leaving campus without permission will be assigned to Saturday School(s). Students who work off campus, attend ROP classes or have fewer than six classes must have a valid Off-Campus Pass (you can get it from the Counseling Office). The pass and a photo ID must be shown as proper identification to staff and police officers upon request.

## **Unauthorized Areas:**

Students are not authorized to park or be in the following areas. Unauthorized trespassing or parking in these areas will result in Saturday School or suspension. Your vehicle may also be cited and towed at your own expense.

- Students are prohibited from entering the Parking Lot or vehicles within the parking lot during instructional hour including lunch unless a valid early dismissal slip or an administrative authorization is obtained.
- Students are prohibited from parking in the Parking Lot during the school day.
- Unauthorized vehicles occupying a numbered or reserved parking space will be cited or towed at the owner's expense.
- The Football Field and the surrounding grounds inside the fence, the baseball field and the areas adjacent to the barn and transportation garage are off limits without Teacher/staff supervision.

## **Hall Regulations:**

Students must have a valid pass to be out of class during an instruction time. Students loitering in the hallway without a valid pass are considered to be truant. The students will be taken to In-House and assigned detention. Students are to leave the school grounds immediately after their last class unless they are participating in a supervised, school sponsored activity.

## **Electronic Devices (EC 48901.5):**

No school shall permit the possession or use of any electronic device (cell phone, CD/ cassette players, I-Pods, earphones, radios, boom boxes, walkie-talkies, beepers, and electronic games) that operates through the transmission or receipt of radio waves while attending classes, school-sponsored activities or while under the supervision and control of school district employees without the prior consent of the principal or his/her designee. The exception would be electronic signaling devices that are determined by a licensed physician and/or surgeon to be essential for the health of a pupil. Cell phones must be concealed and off

during instructional hours.

- 1st Offense – Warning
- 2nd Offense – Referral to Principal. Parent or Guardian will be called to pick up electronic device.
- Subsequent Offenses – Multiple Detentions and/or Saturday School.

Big Valley is NOT RESPONSIBLE for lost or stolen items. We strongly recommend that students not bring any electronic devices to school.

### **Campus/Hall Monitors:**

These adult monitors are hired to patrol the campus grounds and hallways to help enforce school rules and to keep Big Valley a safe and caring environment. Students are required to follow directives of school staff.

### **Dress Code:**

The California code of Regulations, Title 5, Section 302 requires that students give proper attention to personal cleanliness and neatness of dress while attending school or school-related activities. The Big Valley administration will determine the appropriateness of student clothing.

### **Expectations:**

- Clothing must not interfere with the instruction or other activities.
- Student dress must be clean and modest.
- No gang related clothing and accessories (gang markings or pictures, gang color, etc...)
- Clothing accessories or markings that advertise obscene, vulgar or discriminatory phrases or symbols, weapons and/or controlled or illegal substances are prohibited.

Shoes, Shirts, Blouses or Tops:

- Students must wear shirts, blouses or tops at all times.
  - Bare midriffs are not allowed.
  - Any top that shows cleavage, bras, or tops or shirts with oversized armholes, tank tops and spaghetti straps are not permitted.
  - Clothing shall be designed and worn in such a manner as to expose only legs, arms, neck and head.
  - Students must wear shoes at all times. No bare feet, slippers or Flip Flops.
- Pants, Shorts or Skirts:
- Jogging or gym shorts are not permitted to be worn outside of gym classes.
  - Cut-offs, shorts (minimum 3" inseam), or skirts must not be too short or split to the point of being indecent. Walking shorts are acceptable.

• Low sagging pants are not permitted.

• Belts are not to dangle below the waist. Military buckles with initials are prohibited. Hats, Head coverings and Sunglasses:

- Sunglasses must be removed while in buildings and as requested by staff.
- Unauthorized hats will be confiscated. Parent may pick up within 10 days. Unclaimed hats will be kept at the school until the end of the school year.
- Subsequent violations will result in confiscation of items until the end of the school year.

### **Dress Code Consequences for Violations:**

- 1st Offense - Parent contact. Student sent to the Assistant Principal to make appropriate changes or sent home to change.
- 2nd Offense - Parent conference plus one hour detention
- Subsequent Offenses - Saturday School, Suspension or a Behavior Hearing.

## **Required Notification of Tobacco Policy**

### **Parent Notifications:**

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors at any activity or athletic event. On property owned, leased or rented by or from the district. The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

### **Student Notifications:**

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors at any activity or athletic event. On property owned, leased or rented by or from the district. The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

### **Consequence for Violation of Tobacco Policy:**

Students who possess or use tobacco on school premises or at school-sponsored events shall be subject to consequences outlined above.

## **Sexual Harassment, Title IX**

The policy of the Big Valley Joint Unified School District is to maintain a learning and working environment that is free from sexual harassment.

- Sexual harassment is a form of discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both Federal and State laws.
- This policy pertains to teachers, staff and students.
- Pursuant to law, unwelcome sexual advances, requests for sexual favors, or physical conducts of a sexual nature constitute sexual harassment in the educational setting.

### **Sexual harassment may include, but is not limited to:**

- Sexually suggestive propositions, advances or obscene letters of invitations.
- Vulgar or derogatory remarks, comments, slurs or jokes.
- Physical touching, pinching, patting or blocking free movement.
- Display of sexually suggestive objects, pictures or cartoons.

### **Complaint Procedure:**

- Any student who wishes to file a complaint of sexual harassment may do so by contacting a counselor or school administrator.
- All complaints will be kept confidential and will be investigated to determine validity of the charge and to determine the appropriate remedy of the problem.
- All complaints will be referred to the school's Title IX Officer, Asst. Principal Lane.
- Consequences: A substantiated charge against a student in the school district will subject that student to disciplinary actions including suspension and expulsion.



## **Big Valley Joint Unified School District**

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP) 2017-2018**

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Big Valley Joint Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Big Valley Joint Unified School District shall investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Big Valley Joint Unified School District:

- Consolidated Categorical Aid Programs
- Child Nutrition Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

**Name and/or Title:** Paula Silva, Superintendent/Principal

**Office:** Big Valley Joint Unified School District Office

**Address:** PO Drawer 157, Bieber, CA 96009

**Telephone Number:** (530) 294- 5231 x 6201

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The BVJUSD person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal BVJUSD's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving BVJUSD's Decision. The appeal must include a copy of the complaint filed with BVJUSD and a copy of the BVJUSD's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the BVJUSD's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies

that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Big Valley Joint Unified School District's UCP policy and complaint procedures shall be available free of charge.

#### USDA Nondiscrimination Statement

SNAP and FDPIR State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## USDA Nondiscrimination Statement (Continued)

### Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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- fax: (202) 690-7442; or
- email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at:

[http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

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**Return bottom portion to the school**

We hereby acknowledge receipt of the Big Valley Middle-High School Student Handbook for the 2017-2018 school year, and have read and reviewed the contents.

We understand it is our obligation to meet these academic and behavior standards.

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**Please send and send back to school!**

**Student Signature**

**Date**

**Parent/Guardian Signature**

**Date**