

RANCHO BUENA VISTA HIGH SCHOOL



Student Handbook 2011-2012

The purpose of the RBV Student Handbook is to:

- articulate clear expectations for student behavior
- articulate school policies
- articulate resources that can be utilized to help students meet expectations
- articulate consequences for students who do not meet expectations

NOTE: Resources such as calendars, staff directories, maps and student planners are no longer part of the RBV Student Handbook. Such information can be accessed at: <http://rbvhs.vusd.k12.ca.us/>

NOTICE: The RBV Student Handbook is subject to change without notification. The majority of the revisions are published annually during the month of July.

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Chapter One: Expectations

MISSION STATEMENT

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

VISION STATEMENT

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

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

VALUES STATEMENT

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

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

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

TOUCHSTONE:

Respect the **R.A.N.C.H**

The Rancho Community:

Responds with compassion
Accepts responsibility
Never gives up
Challenges itself
Honors diversity

MOTTO:
Excellence through Unity

NONDISCRIMINATION

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

CITIZENSHIP – EXPLANATION:

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

THE CITIZENSHIP GRADE:

Students will receive a semester citizenship grade from each of their classroom teachers. The grade will be based solely on the citizenship displayed in each teacher's classroom. Students will receive a grade of "excellent," "satisfactory," "needs improvement," or "unsatisfactory". The citizenship grade for each class will be shown on the student's report card. Teachers are required to discuss these standards with their students and explain their expectations.

Minimum Subject Requirements

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

** All courses required for CSU/ UC colleges must be passed with a "C" or better

For a complete list of UC "a-g" courses please see the Course Catalogue

NOTE: Students are required to pass the California High School Exit Exam in order to receive a high school diploma. See the RBV Course Catalog for more information.

Chapter Two: School Policies

Policies Related to: Clothing and Personal Property

RBV's Dress Code Policy:

“Any article of clothing, accessory or personal item that is believed to have the potential to interfere with student learning or student safety is prohibited. RBV administrators will ultimately determine whether or not the dress code has been violated.”

The RBV staff will regularly monitor the appropriateness of student clothing. We encourage parents to also monitor what their students wear on a regular basis. The dress code is applicable to all school events.

Prohibited Clothing and Prohibited Personal Items:

- Any clothing or personal item that promotes behavior that is crude, vulgar, intimidating, profane, illegal, sexually suggestive, racist, sexist, or otherwise discriminatory.
- Sandals or slippers
- Jewelry or accessories that pose a safety hazard to the wearer or others.
- Clothes specifically designed as sleepwear including slippers and lounging pants.
- Belts with metal belt buckles
- Belt buckles with a letter or letters on the belt buckle
- Hairnets, do-rags, or bandanas
- Clothing that promotes “tagging” or graffiti
- Clothing that is similar throughout a group of students (believed to be used as a form of intimidation)

Clothing/ Personal Property Restrictions:

- Clothes must conceal undergarments at all times. Garments that expose the following are prohibited: midriff, cleavage, buttocks, and bare backs (no skin exposed below shoulder blades).
- Using a jacket or sweater to cover an inappropriate top does not excuse the dress code violation
- Spaghetti straps must be at least 1 inch in width
- Shorts must conceal the majority of the thigh
- Teacher permission is required for wearing hoods, hats, beanies, sunglasses or other head coverings indoors.
- Tattoos that promote behaviors that are unsafe, disruptive or illegal must be covered at all times.
- Teachers may further restrict clothing or footwear for safety reasons.

PROHIBITED ITEMS

These items are not permitted on campus:

- Guns, knives, replica guns, replica knives, weapons, replica weapons.
- Skateboards, scooters, roller skates or similar items
- Controlled substances (alcohol, marijuana and any other drug illegal to persons under the age of 18)
- Tobacco
- Lighters or matches

- Markers other than highlighters
- Laser pens
- Valuables (anything deemed valuable by the owner)

RESTRICTED ITEMS

These items can only be used according to the guidelines below.

Restricted Item	Explanation of permitted use
Electronic Devices	These items may not be used during instructional time (bell to bell). These items must be turned completely off during instructional time and cannot be at all visible.
Cash	Students should carry less than \$30 cash
Food and beverages	Students may not eat or drink in classrooms without explicit teacher permission. Students are expected to properly maintain and discard their food and beverages.
Vehicles	Must have proper parking permit. See Finance Office for details.
Bicycles	Students must walk bicycles anytime the bicycle is on campus. Students must lock bicycles in the designated area (southeast corner of the student parking lot). Students must furnish his/ her own lock and helmet.
Clothing	See RBV Dress Code (above) for more information.

PERSONAL PROPERTY

Valuables should not be brought to school. Students should not leave items unattended. **Neither RBV nor VUSD will be held responsible for any lost, stolen or confiscated item.** This includes textbooks, phones and yearbooks. P.E. lockers are used by students at their own risk. Concerns about theft in the P.E. locker room should be discussed with the student's P.E. teacher. In the case of a theft, the student should submit an incident report to his/ her assistant principal. The purpose of the incident report is to inform the school of any concerning trends so the school can better manage its personnel. The school will not investigate or look for lost or stolen items.

SEARCH AND SEIZURE

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

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

LOST AND FOUND

The lost and found is located across from the attendance office. Speak with the attendance office staff regarding unique incidents.

Policies Related to: Attendance

HALL PASSES

- Any student out of class is required to have an official pass (pink pass, laminated pass or lanyard). This includes ASB students, T.A.s , or any student sent out of class for any reason.
- **Students with a bathroom pass only have permission to use the bathroom closest to his/ her classroom. A bathroom pass does not grant access to any other locations on campus.**
- **NO** student will be allowed in any office, including the nurse, during class time without a pass or referral from his/her assigned teacher. The pass must include the student's destination.
- Teachers are expected to allow only one student out of the class at a time.
- Students will **NOT** be issued a pass to use the telephone, drink or snack machines during class time.
- Students who are found in the hall without a pass are subject to disciplinary action.

OFF-LIMITS AREAS

- Loitering is prohibited in the student lot.
- Students are not permitted in the staff lot.
- During instructional time (bell to bell), each student must be under the direct supervision his/her teacher, unless a current written pass from the teacher indicates otherwise.
- Drink and snack machines are not to be used during instructional time (bell to bell).

PERMISSION TO LEAVE CAMPUS

RBVHS is a closed campus. This means students may not leave the campus from the time of arrival until the end of the last class, unless the student has one of the following:

1. An off-campus pass from the attendance office (see below for more information).
2. A student ID card with one of the following stickers: senior/junior lunch pass, work experience, period 4, period 5, athletics or internship.

NOTE: Students who finished their academic day are encouraged to follow the protocol and leave campus. Should a student need to remain on campus for any reason, the student must sit in the office or directly in front of the office. Students may not walk throughout campus or visit other classes.

OFF CAMPUS PASS

Students who need to leave campus for an appointment or any other reason must have an "Off Campus Pass". This pass is issued by the attendance office. In this case, the RBV student must pick up the Off Campus Pass on the day of the appointment before school, during passing periods, nutrition or lunch. Passes cannot be delivered to the classroom. A student who leaves RBV without an off campus pass, even with parental approval will be subject to disciplinary action. Guardians of students who leave on an approved pass but do not return for any reason, must notify the Attendance Office that day or the absence will not be cleared.

OFF CAMPUS LUNCH PASS

Juniors and seniors who meet the minimum criteria for an off campus lunch pass may submit an application. Applications are available in the main office and require a parent signature. Processing time of a lunch pass is usually 24-48 hours. Upon approval, a lunch pass sticker will be placed on the student's ID card. This pass may be revoked if the student fails to comply with school rules. Parents may revoke a

lunch pass at any time. Lunch passes are valid for one semester. See Lunch Pass Application for complete details (available in the administration office).

STUDENT ID

Students must be in possession of a student ID card whenever on campus, at school-sponsored activities or in order to receive school services (food service, library, extra-curricular events, etc.). The student ID card must be presented to any adult on campus when requested. If a student misplaces his/her ID card, a new ID card must be obtained from the data processing office before school, during break, and after school. The replacement fee for lost ID cards is \$10 (payable at the Finance Office). Students found to be on campus without a valid ID card will be disciplined.

VISITORS ON CAMPUS

Adult visitors must park in spaces specifically designated for visitors in the staff lot, sign in with the receptionist, and then display a single day visitor parking pass on the dashboard of the vehicle. Former students must have a previously scheduled appointment; drop by visitation is prohibited. Parents may visit a classroom if the parent arranges the visit with the teacher at least 24 hours in advance. Student campus tours can be arranged through ASB. Students may NOT bring friends/relatives to school as visitors.

INTRA/INTER DISTRICT TRANSFERS

Intra District Transfer forms may be obtained at Student Services, located in The VUSD District Office. Forms are not available at RBV. Students who are attending RBV on an Intra or Inter District Transfer must abide by all VUSD and RBV rules and regulations to remain at RBV. Student attendance, behavior and grades are checked every 6 weeks for compliance. RBV may revoke the transfer of a student who violates the guidelines of the district; the student will return to the school of residence. Inter district transfers **MUST** be renewed every year. Intra District Transfers are good for four years, unless the contract is violated.

ATTENDANCE REQUIRMENTS

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

The teacher of any class from which a student has an excused absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in EC 48205.

EXCUSED ABSENCE: (EC 48205)

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness (**when student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness**).
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

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

UNEXCUSED ABSENCE:

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

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

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

Parent(s) must call the Attendance Office in the case of a student absence.

1. Notes are not accepted for absences. Absence and tardy reporting must be phoned into the attendance office. Off-campus passes need to be phoned in advance to allow for processing.

2. Absences and off-campus passes are to be cleared and obtained on the student's time: Before school, during passing periods, nutrition and lunch, not during class time. Absences must be cleared within 3 school days. **Absences not cleared within 3 days will become truanancies and are no longer clearable.**

A Saturday School will be assigned for each unexcused absence.

3. If a tardy/absence has not been phoned in, the student must go directly to class. The teacher will mark the student tardy and it will be the responsibility of the student to clear the absence on his/her own time.

If the previous period or full day absence(s) are not excused, the student should go directly to class. The student will be marked as truant/cut and will be assigned Saturday school to make up the time.

4. In the case of a cut or truancy, the teacher may give the student a zero for the day's class work and not allow the student to make up work for a cut or truancy.

5. If a student needs to leave school for medical or personal appointments, the student must be released through the attendance office via phone call. Instruction will not be interrupted during class time to remind students of appointments. **The student must pick up an off-campus pass prior to leaving campus.** Off-campus lunch stickers are for lunch only. If a student leaves campus at lunch with a lunch

sticker and cannot return to campus due to illness, the absence must be cleared the same day with a phone call to the attendance office. **Failure to check out of school properly results in Saturday School.**

RBVHS uses an automatic dialing system that will call parents to notify them of student absences. This system provides a recorded message that indicates the most recent absence for a student. Parents must then call the attendance office to clear the absence.

UNEXCUSED TARDY:

Unexcused tardies include: over sleeping, traffic citations, running out of gas and, “parent’s fault,”

When a student arrives late to school, his/her parent must call the attendance office or bring a note from a state-recognized authority (examples of state-recognized authorities includes medical, dental, optometric, or court). Arriving more than 30 minutes late without a note or parent/legal guardian phone call constitutes a truancy.

Students must be in class when final bell rings or they are considered tardy. A written pass from a staff member, attendance office, or an administrator may excuse a tardy within 48 hours.

EXCUSED TARDY:

Excused tardies include: illness, medical, dental, optometric, orthodontist, religious lessons, or authorized pass written by a RBV staff member.

FAILING GRADE DUE TO ABSENCE

BOARD POLICY NO. 5008: Unexcused absences from class exceeding 10 days in a school semester may be sufficient reason for a teacher to assign the pupil a failing grade in that class. Excused absences totaling more than twenty (20) days may result in a student receiving a failing grade in any class.

ASSIGNMENTS MISSED DUE TO ABSENCE

If a student is ill more than three consecutive days, a parent may request homework by calling the Attendance Office. Parents should allow a minimum of 48 hours for work to be obtained. If a student will be absent from a class to participate in a school-sponsored activity, the student must obtain prior approval from the teacher. The student must make up all work missed. If the student is in danger of failing, the teacher may prohibit the student from missing the class. The teacher is the final authority.

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

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

Policies Related to: Technology

TECHNOLOGY GOALS AND DEFINITIONS

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

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

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

APPROPRIATE USE

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

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

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

Through the connection to the Internet, RBVHS and VUSD provide access to computers around the world. Users and the parent/guardian of any user who is under 18 years of age, understand that the System Administrators do not control the content residing on these other systems. Some systems may contain information that may be considered defamatory, inaccurate, obscene, abusive, profane, sexually-oriented, threatening, racially offensive, biased, discriminatory, illegal, or otherwise inappropriate for the school

environment. RBVHS and VUSD do not condone the use of such materials, and attempt to filter and block access to inappropriate information. It is the responsibility of the user, and the parent/guardian of users under 18 years of age, to be aware of the existence of such materials, and should endeavor to use them only for legitimate educational or job-related purposes.

SOFTWARE AND HARDWARE VANDALISM

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

Policies Related to: Extra Curricular Activities

CO-CURRICULAR ELIGIBILITY

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

SPORTS STICKERS

Sports stickers allow athletes to leave campus during the sports P.E. class on predetermined dates. Sports stickers are issued to students at the discretion of their coach, the Athletic Director and the administration. Minimum requirements for sports stickers are:

- Signature of the coach, a parent and the student
- Submission of the signature page from the Athletic Handbook to the Athletic Director
- Submission of the "Permission to Treat" form to the coach

Athletes that do not follow the protocol are subject to disciplinary action.

ATHLETE INSURANCE/PHYSICALS

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

ATHLETIC EQUIPMENT

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

GROOMING AND DRESS STANDARDS FOR ATHLETES

Student athletes are expected to meet dress code standards developed by the school. Additionally, athletes must wear shirts, appropriate uniforms, shirts and shoes, etc. at all times while on campus.

Female athletes may not wear sports bras as their only top. Student athletes who leave campus to practice must adhere to all dress code regulations.

ADDITIONAL BEHAVIORAL STANDARDS FOR ATHLETES

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

ASB

ASB Officers are elected each year. The minimum GPA for ASB officers is 2.5 on a scale of 4.0. The ASB sticker, which can be purchased by any student for \$45.00, allows students to attend home athletic events at no additional charge and receive discounts on other school sponsored activities. Students must have a valid ID with the ASB sticker attached to utilize this discount.

ASB EVENTS, DANCES AND GUEST BIDS

ASB Events and Dances

- All attendees of the dance or event will be subject to a random alcohol breathalyzer test at any time during the dance or event.
- Dance tickets are not sold at the door.
- Dance and event tickets are non-refundable and non-transferable.
- The RBV student must have ID to purchase the tickets.
- Guests and RBV students must have a state or school ID to enter the dance/event.
- Refunds will not be provided to students who are removed for misbehavior.
- Any dancing deemed inappropriate by school or security staff is prohibited. This includes dancing that is sexually suggestive, dangerous or disruptive. Verbal warnings, time-outs, dismissal and a cancellation of the entire dance will be considered when addressing such behavior.
- Re-entry to dances/events is prohibited.
- Homecoming and Prom Court members must have a 2.0 GPA.

Guest Bids:

- Guest Bids must have administrative approval by the announced deadline.
- Tickets must be purchased by the RBV student; guest need not be present.
- Students must enter and leave with their guest. If the RBV student cannot attend the dance the guest may not attend on his/her own.
- RBV students are responsible for the behavior and demeanor of their guest.
- Guests are expected to adhere to all RBV rules.
- Forgery or misrepresentation will result in ineligibility for the event as well as other consequences deemed appropriate by administration.

Policies Related to The Counseling Office

OFF CAMPUS COURSES

District guidelines allow a student to take up to 50 credits in off campus coursework (a maximum of 30 non-college prep and 20 college prep and no more than 10 credits in any one subject) during the student's four years of high school. Students must receive approval prior to enrolling in a class. An "Off Campus

Course “ form may be obtained from the student’s counselor. The form must be signed by the counselor and an Assistant Principal. English 11, English 12 and American Government/Economics may NOT be taken off campus.

CLASS CHANGES/WITHDRAWING

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

WORK PERMITS

According to federal law, all students under the age of eighteen who are employed must have a work permit. Work permits are available in the career center. **Students must have a 2.0 GPA or higher to obtain a work permit.** The final version of the work permit will be mailed to the employer. Grades are checked every 6 weeks to determine continued eligibility. If a student’s GPA falls below 2.0 the work permit will be revoked and the employer will be notified. It is illegal for employers to allow students to continue to work if a permit has been revoked. All work permits expire during the first week of every school year. During the summer months all students over the age of 16 are eligible for work permits regardless of GPA

TEACHERS ASSISTANT “T.A.”

A junior or senior student may apply to be a T.A. for a teacher or for one of the school offices. Eligible students must have a 2.5 GPA, may not have more than five unexcused absences for an office assignment and ten unexcused absences for a classroom assignment. Students also may not have had any suspendable offences of any F’s during the previous school year. Teachers may have only two T.A.s per semester. All T.A. assignments are subject to administration approval.

Policies Related to: The Health Office

HEALTH OFFICE STAFF

Our Senior Health Technician, a licensed nurse, is available in case of illness or accident daily during regular school hours. The Credentialed School Nurse is available by appointment to discuss specific health conditions that may require special attention. The health technicians and school nurse do not diagnose illnesses. Please consult your student’s physician for concerns related to their health.

EMERGENCY CARD

An Emergency Card, kept in the Health Office, is required of all students. Parents should update contact and other medical information contained on this card as it changes throughout the year. It is critical to have current emergency information, including current phone numbers, on all students. In case of emergency in which parents/guardians cannot be reached, 9-1-1 will be called and the parent will be responsible for the billing. (Education code 49407)

For the safety of students, the school will not release a student to a person who is not listed on their Emergency Card. Photo ID of the person to whom the student is released may be required. If for some

reason an individual whose name is not listed on your student's Emergency Card is authorized by you to pick up your student, please phone the office in advance and provide the school with all the pertinent information.

HEALTH CONCERNS

If your student has a specific health condition, please notify the school each year when you complete the Emergency Card and when health status changes. Health information may be shared as deemed necessary with school staff that are in contact with your student on a regular basis, for example, teachers, administrators, counselors, coaches, campus supervisors.

If your student has a life threatening allergy (bee stings, peanuts, seafood, etc) please be sure to provide an EpiPen and have your health care provider complete and sign the Allergic Reactions Care Plan <http://www.vusd.k12.ca.us/Departments/LSS/studentsupp/schoolnurse/Nursing%20Documents/Allergic%20Reactions%20Plan%20FRONT.pdf>.

ILL OR INJURED STUDENTS

Students who are ill or injured should go to the health office for care with a pass from their teacher during class time or without a pass during free time. If it is determined that they need to go home, a parent, guardian, or emergency contact will be notified and an Off Campus Pass will be issued. The student must then check out at the attendance office with the Off Campus Pass and the absence will be excused due to illness. If a student does not come into the health office prior to checking out in attendance, the absence will not be excused due to illness.

MEDICATION AT SCHOOL

Notify the school if your student is on a continuing medication regime, even though the medicine is taken at home. This information may be important in an emergency situation.

If medication is required during school hours, the guidelines (below) of the California Education Code and VUSD policy will be followed.

1. ALL medications, including prescription, over-the-counter, herbal and vitamin preparations, are included in the guidelines.
2. A California licensed health care provider's authorization detailing the amount of the medicine, method and time schedules by which the medication is taken.
<http://www.vusd.k12.ca.us/Departments/LSS/studentsupp/schoolnurse/Nursing%20Documents/Medication%20Authorization%20Form%202010-11.pdf>
3. The parent/guardian's written request on the VUSD medication authorization form page two, above link.
4. All medications must be from a California pharmacy. No prescriptions from out of state can be given by school personnel.
5. Health care provider and parent authorizations must be updated each new school year, or whenever there is any change in the medication, dosage, or time schedule.
6. The medicine is to be in the original labeled container.
7. Medications will be locked up in the health office unless the health care provider certifies that the student is competent to carry and safely self-administer this medication.
8. Please do not bring any medication to school until the health care provider's and the parent/guardian's authorizations have been completed.
9. Parents need to pick up all medications at the end of each school year. Medications left more than one week after the school year ends will be discarded.

ROUTINE HEALTH CHECKS

Routine health checks including vision and hearing screenings are made periodically. You will be notified if your student is in need of medical attention.

IMMUNIZATION REQUIREMENTS

Students must meet California State school immunization requirements to be able to attend school.

Policies Related to: The Finance Office

FEES AND FINES

The Finance Office accepts payment for ASB cards, parking permits and yearbooks. Student ID cards and textbooks may not be issued to students who have outstanding fines. Payment options should be discussed with your student's assistant principal if necessary. There may be added fees to any transaction in which a credit card. The credit card must be in the name of the person using it. Any payments made after May 1st must be made in cash or credit card. No checks are accepted after May 1st.

STUDENT PARKING

In order to park legally on campus, it is necessary to display a Rancho Buena Vista High School parking decal. Cars parked on campus without a decal will be cited. Parking decals are available in the Finance Office and are valid only for the current school year. Students must show their driver's license, car registration, ID, and proof of insurance. **Permits are non-transferable**, however students who must drive a car different from the one they registered may do so with approval from Administration or the Finance Office. A temporary parking permit is needed for an emergency situation. Permits can be picked up in the Finance Office. Students may purchase more than one parking decal if they intend to drive different cars to RBV. Students are to park in appropriately marked spaces in the student parking lot only, and understand that if caught driving in an unsafe manner will face loss of parking, driving privileges and additional disciplinary action. Parking illegally may result in a citation and a fine. **Parking citations will not be waived.** All parking citations will be turned over to the DMV for processing and unpaid tickets will reflect on the car registration. Permits are \$25.00 **Parking is limited to juniors and seniors only on a space available nature.** See Parking Permit Agreement in the Finance Office for complete details.

Policies Related to: The Library

ACCESS AND BOOK BORROWING

Students may "drop-in" the library before school, after school, during nutrition and during lunch. During class time, a signed and dated pink pass from the classroom teacher is required. A current ID card is necessary to check out all library materials. Overdue fines of 10 cents per item per school day are charged.

TEXTBOOK WINDOW AND FEES

The textbook walk-up window at the rear of the library building is open daily before/after school and at nutrition except Thursdays. The window is closed during class time and at lunch. ID cards are required to check out textbooks. Students are responsible for all books checked out to them and all lost, stolen, or damaged books must be paid for before new books will be issued. Student must write their name inside the front cover of each book and have them properly covered to prevent damage. Book covers are available from the library. Textbook fines as noted below are set by board policy.

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

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

RESOURCES FOR STUDENTS AND PARENTS

PARENT PORTAL

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

TUTORING

RBV offers a variety of free tutoring to students before and after school. A current list of tutoring can be found on the counseling website at: <http://www.vusd.k12.ca.us/hs/rbv/counseling>

RESOURCES AVAILABLE TO RBV STUDENTS**2011 – 2012 Resources available to RBV Students**

RBV's phone number (760) 727-7284

Name of Resource	Area of service/ support	Hours of Operation	Location	Contact Information
RBV Administrators	<ul style="list-style-type: none"> • Safety • Incident reports • Student discipline • Assistance with available resources 	M-F 7:30 a.m.–4:00 p.m.	RBV administration building	Ms. Hermansen (A-D) ext. 72203 Mr. Gomez (E-L) ext. 72211 Mr. Gollias (M-Ri) ext. 72212 Ms. Garcia (Rj-Z) ext. 72204
School Resource Officer	<ul style="list-style-type: none"> • Crime 	M-F 7:30 a.m.–3:00 p.m.	RBV administration building	Deputy Ortiz Ext. 72202
RBV Counselors	<ul style="list-style-type: none"> • Scheduling • College planning • Substance abuse • Family problems • Academic, personal, and social concerns • Individual counseling 	M-F 7:30 a.m.–3:00 p.m.	RBV counseling building	Counseling Main ext. 72926 Ms. Berry (A-C) ext. 72969 Ms. Galasso (D-H) ext. 72304 Mr. Reska (I-M) ext. 72310 Mr. Roty (N-O & ELD) ext. 72309 Ms. Fellars (P-S) ext. 72305 (T-Z) ext. 72302 Mrs. Benavidez (sp. ed.) ext. 72317
School Psychologist	<ul style="list-style-type: none"> • Social, emotional, behavioral concerns • Crisis management (death, trauma, illness) • Special Ed. eligibility 	M-F 7:30 a.m.–3:00 p.m.	RBV counseling building	Ms. Parker ext. 72311
RBV Nurses	<ul style="list-style-type: none"> • General health concerns • Substance/ Tobacco use • Sexual activity • Teen parenting • Anger Management 	M-F 7:30 a.m.–3:00 p.m.	RBV administration building	Ms. Thayer ext. 72209 Ms. Weirather ext. 72928
Career Center	<ul style="list-style-type: none"> • Work permits • Scholarships / College info. 	M-F 7:30 a.m.–3:00 p.m.	RBV counseling building	ext. 72301
RBV tutoring	<ul style="list-style-type: none"> • Tutoring for most classes (ex: math, science, English, etc.) 	Before and after school (varies by subject)	RBV (various locations on campus)	Contact your teacher or find help at: http://rbvhs.vusd.k12.ca.us/counseling/Tutoring.html

Gear-Up	<ul style="list-style-type: none"> • Academic support • College entrance preparation • After school tutoring 	M-F 7:30 a.m.–3:30 p.m.	RBV room 301	Maggie Godinez ext. 72348 http://www.palomar.edu/gearup/rbvhs
Library	<ul style="list-style-type: none"> • Literacy support • Research skills • EBSCO/Destiny • Recreational reading 	M-Th 7:00 a.m. – 5:30 p.m. F 7:00 a.m. – 3:30 p.m.	RBV Building 100	Nancy Tubbs, Librarian ext 72101 http://www.rbvhs.org/library.htm
21 st Century	<ul style="list-style-type: none"> • After school classes (ex: cooking, self-defense, dance, tutoring) 	Weekdays after school (specific days vary by class)	RBV	Joe Vredenburg ext. 72324 http://rbvafterschool.googlepages.com/home
Palomar Family Counseling	<ul style="list-style-type: none"> • Counseling • Family problems • Substance abuse 	M-F 8:30a.m.-5:00p.m.	945 Vale Terrace Dr. Vista, CA 92084	(760) 741-2660 (760) 630-3505
North County Lifeline	<ul style="list-style-type: none"> • Counseling • Anger management • Family Problems • Substance abuse • Gang Prevention 	M-F 8:30 a.m.–5:00 p.m.	200 Michigan Ave. Vista, CA 92084	(760) 726-4900 www.nclifeline.org
Vista Community Clinic	<ul style="list-style-type: none"> • Counseling • Family problems • Substance use • Project R.E.A.C.H. 	M,W,Th,F: 8am - 5pm; Tue: 8am - 7:30pm	1000 Vale Terrace, Vista, CA 92084 (may also be available at RBV)	(760) 631-5000 www.vistacommunityclinic.org
McAlister Institute	<ul style="list-style-type: none"> • Substance abuse • Anger management 	RBV classes are held after school McAlister office: M-F 10:30 a.m.–7:00 p.m Sat 10:00 a.m. – 2:00 p.m	Some classes are at RBV McAlister office: 2964 Oceanside Blvd. Oceanside, CA 92054	RBV classes contact Pat McLaughlin at ext. 72921 McAlister office: (760) 729-2830 www.mcalisterinstitute.org
Boys and Girls Club	<ul style="list-style-type: none"> • Counseling • Anger management • Family Problems • Substance abuse • Gang prevention 	M-F 7:00 a.m. – 6:30p.m.	410 W. California St. Vista, CA 92083	(760) 724-6606 www.bgcvista.com

Revised 6/20/11

Description of Consequences by Infraction

NOTE: The same discipline rules apply for all school related activities (both on and off campus) and while traveling to and from school.

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

CATEGORY: CONTROLLED SUBSTANCES			
BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Unlawful sales of a controlled substance (commencing with Section 11053) of Division 10 of the Health and Safety Code. Ed. Code 48915(c)(3)	Recommendation for expulsion. Parent contact/conference. (Review "Controlled Substances" on pages 25-26)		
Unlawful possession of any controlled substance , except for the first offense, for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. Ed. Code 48915(a)(3)	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference. (Review "Controlled Substances" on pages 25-26)	Recommendation for expulsion. Parent contact.	
Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance , alcoholic beverage, or intoxicant. Ed Code 48900(c)	Suspension. Parent contact/conference. (Review "Controlled Substances" on pages 25-26) Mandatory participation in McAlister Decisions class. Behavior Contract.	Recommendation for expulsion. Parent contact.	
Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia . Ed. Code 48900(j)	Suspension, Parent contact. (Review "Controlled Substances" on pages 25-26) Mandatory participation in McAlister Decisions class. Behavior Contract.	Recommendation for expulsion. Parent contact.	
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma . Ed. Code 48900(p)	Suspension, Parent contact. (Review "Controlled Substances" on pages 25-26) Mandatory participation in McAlister Decisions class. Behavior Contract.	Recommendation for expulsion. Parent contact	
Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant . Ed. Code 48900(d)	Suspension, Parent contact. (Review "Controlled Substances" on pages 25-26)	Recommendation for expulsion. Parent contact.	
Smoking or possession of tobacco . Ed. Code 48900(h) Penal Code 308B**	4 hrs. Sat. School Parent contact. Referral to McAlister Decisions class Enforcement of Penal Code 308B**	4-8 hrs. Sat. School Parent contact. Enforcement of Penal Code 308B**	1-5 day home suspension. Parent contact Enforcement of Penal Code 308B**
CATEGORY: OTHER PROHIBITED ITEMS			
BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Possessing, selling, or otherwise furnishing a firearm . Ed. Code 48915(c)(1)	Recommendation for expulsion. Parent contact/conference.		
Brandishing a knife at another person.* Ed Code 48915(c)(2)	Recommendation for expulsion. Parent contact/conference.		
Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object without written permission. Ed. Code 48900(b)	Suspension, Parent contact. Contact law enforcement	Recommendation for expulsion. Parent contact.	
Possession of any knife or other dangerous object of no reasonable use to the pupil. Ed. Code 48915(a)(2)	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
Possession of an Explosive . Ed. Code 48915(c)(5)	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to	Recommendation for expulsion. Parent contact.	

	particular circumstances and/or suspension. Parent contact/conference.		
Possession/use of laser pointer . PC 417.27	4 hrs. Saturday School. Confiscation. Release to SRO.	8 hrs. Saturday School. Confiscation. Arrest, release to SRO only.	Suspension. Arrest. Confiscation. Parent contact.
Possession of lighters and matches .	Confiscation. 4 hours Sat. School. Parent contact.	Confiscation. Parent contact. 4 hrs. Sat. School. Referral to TEG and Decisions	Confiscation. Parent contact. 1 day Suspension.
Display/ use of cell phones, music players, headphones, electronic games during instructional time (bell to bell).	Confiscation with release to parent only. There will be a 24 hour hold on all devices. Parent signature on policy statement. Release to parent prior to 24 hours will result in Saturday School.	Confiscation for 1 day plus 4 hours of Sat. School. Release to student with parent permission or a designated 18 y.o.	Confiscation for 1 week plus 4 hours of Sat. School. Release to student with parent permission or a designated 18 y.o.
Dress code violation (See Dress Code on p.6)	Documented warning. Inappropriate items may be confiscated and require parent pick up. Inappropriate attire must be changed before returning to class. Replacement attire must be approved by an administrator. Dangerous items might be discarded by administration.	Parent/guardian to bring change of clothes to school. 4 hrs. Sat. School.	Parent contact. 2 days suspension.
Wearing hats, hoods, or sunglasses indoors.	Documented warning in discipline file.	Confiscation and release to student. 4 hours of Sat. School	4-8 hours of Sat. School. Confiscation with release to parent.
Possession or use of skateboards, roller blades, or scooters on campus.	Confiscation; release to parent only.	Confiscation for two weeks and release to parent only. 4 hrs. Sat. School. Student may be cited by SRO.	Confiscation to end of school year and release to parent only. 1-day home suspension. Student may be cited by SRO.

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

CATEGORY: PHYSICAL AGGRESSION

BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Committing or attempting to commit a sexual assault or committing a sexual battery. Ed. Code 48915(c)(4)	Recommendation for expulsion. Parent contact/conference.		
Assault or battery , as defined in Sections 240 and 242 of the Penal Code, upon any school employee. Ed Code 48915(a)(5)	Recommendation for expulsion <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
Causing serious physical injury to another person , except in self-defense. Ed. Code 48915(a)(1)	Recommendation for expulsion <u>unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances</u> and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
Caused, attempted to cause, or threatened to cause physical injury to another person. (Fighting) Ed. Code 48900(a)(1)	Suspension, Parent contact. (Review "Fighting" on page 25)	Recommendation for expulsion. Parent contact.	
Willful use of force or violence upon the person of another except in self-defense. Ed. Code 48900(a)(2)	Suspension, Parent contact	Recommendation for expulsion. Parent contact.	
Knowingly received stolen school property* or private property. Ed. Code 48900(l) *Includes, but is not limited to, electronic files and databases.	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	
Hate Violence . Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. Ed. Code 48900.3Penal Code	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	

422.6, 422.7, 422.75			
CATEGORY: HARASSMENT/ PROFANITY			
BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Terrorist threats against school officials, or school property, or both. Ed. Code 48900.7(a)(b)	Suspension, parent contact. Contact Law Enforcement	Recommendation for expulsion. Parent contact.	
Pupil(s) intentional harassment, threat, or intimidation directed against another pupil(s), or school personnel. Ed. Code 48900.4	Suspension, parent contact. (Review "Fighting" on page 25)	Suspension and referral to counseling.	Recommendation for expulsion. Parent contact
Sexual Harassment. Ed. Code 48900.2 Board Policy 5000.1	4 hours Sat. School, mandatory parent conference.	8 hrs. Sat. School, suspension and/or recommendation. Parent contact. Law Enforcement will be contacted.	Suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.
Profanity , vulgarity, obscene act. Ed. Code 48900(i)	Detention, 4 hrs. Sat. School and/or suspension if directed at staff.	4-8 hrs. Sat School and/or suspension. Parent contact.	Suspension, Parent contact.
Provocation	4 hours Saturday School and/or suspension.	4-8 hours of Sat. School. Suspension 1-3 days. Parent contact	1-5 days home suspension. Parent contact.
CATEGORY: VANDALISM AND THEFT			
BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Committed or attempted to commit robbery or extortion . Ed. Code 48900(e)	Suspension, Parent contact.	Recommendation for expulsion. Parent contact.	
Property abuse – Caused or attempted to cause damage, including graffiti, to school or private property. Ed. Code 48900(f)	Restitution. Suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
Fire setting, arson, or use of explosive devices or tampering with fire alarm or equipment. Ed. Code 48900 (k) Ed. Code 48915 (a)(2) or 48915 (c)(5) Penal Code 148.4	Contact fire marshal. Suspension and/or recommendation, <u>at the Principal or Superintendent's discretion</u> , for expulsion. Parent contact.	Contact fire marshal. Recommendation for expulsion. Parent contact.	
Stolen or attempted to steal school or private property. Ed. Code 48900(g)	Restitution. Suspension and/or recommendation, <u>at the Principal/Superintendents discretion</u> , for expulsion. Parent contact.	Restitution. Suspension and/or recommendation for expulsion. Parent contact.	
22. Willful defiance of valid authority of school officials, disruptions of school activity. Ed. Code 48900(k)	4 hrs. Sat. School and/or suspension. Parent contact.	4 hrs. Sat. School and/or suspension. Parent contact.	<u>Expulsion at the discretion of the Superintendent or Principal.</u> 8 hrs. Sat. School and/or suspension. Parent contact.
Littering, throwing food/debris.	4 hrs. Sat. School. Parent contact. Note: Aggressive throwing warrants suspension.	8 hrs. Sat. School. Parent contact.	Suspension.
CATEGORY: ATTENDANCE			
BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Off campus/out-of-bounds during school hours.	4 hrs. Sat. School. Parent contact. Subject to search.	8 hrs. Sat. School. Parent contact. Subject to search.	1-5 days home suspension. Parent contact. Subject to search.
Truancy. Any period(s) or all day.	4-12 hrs. Sat. School. Possible citation by SRO. Parent contact.	4-12 hrs. Sat. School. Citation by SRO. Parent contact.	4-24 hrs. Sat School. Parent contact. Suspension

			Behavioral Contract Referral to SARB.
Loitering in the student parking lot.	Documented warning in discipline file.	4 hours Sat. School, loss of Parking Pass for 2 weeks.	Revocation of Parking pass for remainder of year.
Failure to attend teacher detention.	Saturday School assigned. Parent contact	Saturday School assigned. Parent contact.	One day home suspension. Parent contact.
Failure to attend Saturday School.	Documented warning in discipline file.	1 day suspension. Parent contact	1-3 day suspension. Parent contact.

CATEGORY: TECHNOLOGY

BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
“Hacking” – intentional attempt at infiltrating and/or changing/disrupting/destroying electronic records. Ed. Code 48900 (k) (f) (California Penal Code 502, 13848)	Suspension. Parent contact.	Suspension pending expulsion.	
Using school Technology to cause physical or emotional harm to self or others. (California Penal Code 422)	8 hrs. Sat. School, suspension, parent contact.	Suspension and/or recommendation, at the Principal or Superintendent’s discretion, for expulsion. Parent contact.	
Inappropriate use of technology: e-mail, Internet, etc.	Loss of use of Internet privileges for 1 week. Saturday School. Parent contact.	Loss of use of Internet privileges for 1 month. Parent contact. 4 hours Saturday School	Loss of use of Internet privileges rest of semester or 2 months, whichever is greater. Parent contact. 8 hours Saturday School
Display, viewing, downloading pornography. Ed. Code 48900 (i)	Loss of use of Internet privileges for 1 month. Sat. School and/of Suspension if deemed appropriate. Parent contact.	Loss of use of Internet privileges for the rest of the school year and 5-day at home suspension. Parent contact.	

CATEGORY: OTHER RULES VIOLATIONS

BEHAVIOR	CONSEQUENCE		
	1 st offense	2 nd offense	3 rd offense
Plagiarism or any other form of academic dishonesty. NOTE: See Academic Dishonesty/ Honor Code on page 27.	Score of zero on the assignment, warning in discipline file and possible “U” in citizenship.	Course grade may be lowered by lowered by one full letter grade, loss of privileges and additional consequences through administration.	Student may be dropped from the course with a letter grade of “F.” Additional consequences through administration.
Forging, falsifying, or altering school documents, passes, readmits notes or wrongful possession.	4-8 hrs. Sat. School. Parent contact.	1 day suspension and 8 hrs. Sat. School. Parent contact.	Up to 3 days at Home Suspension and 8 hrs. Sat. School. Parent contact.
Vehicle violations (speeding, reckless driving, etc.)	3 weeks revocation of driving privilege and parking permit. Parent contact.	6 weeks revocation of driving privilege and parking permit. Parent contact.	Year revocation driving privilege and parking permit. Parent contact.
Gambling or possession of gambling paraphernalia	4 hrs. Sat. School. Parent contact.	8 hrs. Sat. School Parent contact.	1-5 days home suspension. Parent contact.
Public Display of Affection	Warning or 4 hrs. Saturday school. Parent contact.	4 hrs. Saturday school. Parent contact.	1-5 days home suspension. Parent contact.
Birthday Bashing.	Saturday School. Restitution. Parent contact.	4-8 hours Sat. School . Restitution. Parent contact.	Suspension. Restitution. Parent contact.
Failure to be in possession of student ID card.	Documented warning.	Detention. Student will be required to purchase a new ID (\$10.00)	Saturday School. Student will be required to purchase a new ID (\$10.00)

Additional Description of Infractions

FIGHTING

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

INTIMIDATION

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

HAZING

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

POSSESSION OF A CONTROLLED SUBSTANCE

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

- A search for a controlled substance, drugs or alcohol may be made in accordance with the provisions of law, board policy and administrative regulations.

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

SALE OF A CONTROLLED SUBSTANCE

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

SEXUAL HARASSMENT (EC 200-240, 212.5, 231.5, and 48900.2)

The VUSD Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district.

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

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

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

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

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

Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

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

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal remarks about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Purposefully limiting a student's access to educational tools.
8. Cornering or blocking of normal movements.

9. Displaying sexually suggestive objects in the educational environment.
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

ACADEMIC DISHONESTY

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

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

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

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

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

1st Offense

1. Student will receive a zero on the assignment or test.
2. Teacher will confer with student and notify parent/guardian.
3. Student may be given a "U" in citizenship for the current grading period.
4. Teacher will refer student to administration; incident will be recorded in student's discipline file.

2nd Offense

1. Teacher will confer with parent and student.
2. Student's semester mark may be lowered by one full letter grade.
3. Teacher will refer student to administration; consequences will be implemented.
4. Student may be removed from any/all leadership position(s) for the remainder of the school year.

Subsequent Instances

1. Student may be dropped from the course with an "F" grade.
2. Teacher will refer student to administration; consequences will be implemented.

Additional Description of Consequences

DETENTION

Detentions may be assigned by a teacher or assistant principal. The detention could be for lunch, after school or before school. Failure to serve detention will result in a referral to the appropriate assistant principal.

SATURDAY SCHOOL

Saturday School is assigned through the attendance office and the administration office. Saturday school is held in the library from 8:00 a.m. to 12:00 p.m. Students are expected to arrive on time and bring homework, ID and a snack. Students who do not attend all four hours of the Saturday School will not be given credit for attending. Failure to attend Saturday School will result in suspension. Additionally, students who do not serve Saturday School may not be allowed to participate in extra curricular activities such as dances, sporting events, assemblies, etc.

SUSPENSIONS

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

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

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

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

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

Students who are designated as Special Education will be required to attend a "Return From Suspension" meeting with his/her parent, case manager, assistant principal and counselor.

EXPULSION

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

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

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

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

If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than five consecutive school days, unless a referral for expulsion is

made to the Superintendent or the Vista Unified School District (VUSD) Governing Board for further action.

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

2. PARENT CONFERENCE

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

- a) A statement of the facts leading to the decision to expel.
- b) The date and time when the parent should meet with the Administrator
- c) A statement of the parent's or student's right to have access to student's records.
- d) An explanation of the Expulsion process.
- e) The parent or guardian is required by law to respond without delay to any request from school officials to attend a conference regarding their student's behavior.

3. EXPULSION HEARING

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

4. PARENT'S RIGHT OF APPEAL

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