

Bonita Vista High School

MISSION STATEMENT

BONITA VISTA HIGH SCHOOL

The mission of Bonita Vista High School, a distinctive and vibrant international community of leaders, is to ensure all students thrive and successfully contribute to a global society through a system of learning distinguished by:

- Rigorous, comprehensive, and enriching academic programs
- Diversified extra-curricular programs designed to engage and inspire all students
- A safe learning environment
- A culture that fosters intellectual risk-taking and the exploration of new ideas
- Individuals whose actions are guided by integrity, honesty, and respect
- Partnerships with students, staff, families, and community members
- A tradition of excellence and Baron Pride

OBJECTIVES

BONITA VISTA HIGH SCHOOL

- 100% of students at BVHS will complete an enriching academic program and graduate with the skills necessary to succeed in their future endeavors
- Each student will be self-reliant and possess the skills necessary to contribute to a global society

TACTICS

BONITA VISTA HIGH SCHOOL

- I. We will guarantee a standards-based curriculum that embeds research-based strategies to address the individual abilities, needs, and goals of each student, ensuring student mastery of learning
- II. We will engage in on-going relevant professional development to ensure meaningful learning experiences for all students
- III. We will create a culture of collaboration that ensures character development in all students where actions are guided by integrity, respect, and personal responsibility
- IV. We will align support programs and extra-curricular activities to meet student needs and help them achieve their greatest potential
- V. We will enhance the collaborative relationships among families, community members, educators and students to accomplish our mission and objectives
- VI. We will continue those initiatives that effectively contribute to meeting our mission and objectives to meet compliance

Sweetwater Union High School District
Bonita Vista High School

www.suhsd.k12.ca.us
www.bvhigh.com

*“The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration.
SUHSD Board Policy #2224”*

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Bonita Vista High School

751 Otay Lakes Road
Chula Vista, CA 91913-2005
Phone: (619) 216-5000
FAX: (619) 656-1203

"Setting the Standard for Excellence"

September, 2008

Dear Students and Parents:

Welcome to Bonita Vista High School. Our school consistently ranks in the top 4% of high schools nationally! As the school that is known as "Setting the Standards for Excellence" in the South Bay and San Diego County, we look forward to having your child attend Bonita Vista High School.

Because we believe that public education is the lifeblood of democracy, our goal is to provide our students with the best possible educational opportunities. The staff is committed to delivering a diverse and rigorous curriculum. It is designed to provide motivating and interesting learning experiences while attempting to meet the needs of all students. Advanced Placement and International Baccalaureate program courses are offered as well as programs to meet career interests.

We also offer the finest co-curricular programs. These programs include athletics, dance, art, communication, music, and a variety of other opportunities to foster self-esteem and enjoyment.

This handbook contains policies and regulations pertaining to our school and our school district. Please take the time to familiarize yourself with these rules, policies and procedures. They have been developed to provide the maximum opportunity for the individual success of each student at Bonita Vista High School.

As you progress through this year, please do not hesitate to call upon us to assist you with any concerns or questions you may have. It is my goal to have students and families experience Bonita Vista High School in a positive way. I believe that working collectively as a school community will help to accomplish this.

Yours in education,

Bettina E. Batista
Principal

"Maximizing Student Achievement"

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Administration and Staff

SWEETWATER UNION HIGH SCHOOL DISTRICT
1130 Fifth Avenue, Chula Vista, CA 91911
(619) 691-5500

BOARD OF TRUSTEES

Jim Cartmill
Jaime Mercado
Pearl Quiñones
Arlie Ricasa
Greg Sandoval
Kiera Murphy – Student Representative

Dr. Jesus Gandara, District Superintendent

BONITA VISTA HIGH SCHOOL
751 Otay Lakes Road
Chula Vista, CA 91913-2005

MAIN OFFICE

(619) 397-2000 • *fax* (619) 656-1203

Principal	Bettina Batista
Principal's Secretary	Araceli Guzmán
Assistant Principal	Fernando Delgado
Assistant Principal	Juan Gonzalez
A.P. Student Activ.	Ronne Pietila
Assistant Principal	Bryan Schultz
Assist. Prin. Secretary	Linda Ada
Assist. Prin. Secretary	Jacqueline Hernandez
Assist. Prin. Secretary	Toni Sandoval
Office Assistant	
Office Assistant	Elena Marquez

COUNSELING CENTER

(619) 397-2020 • *fax* (619) 397-2120

Counselor	Reynila Calderon-Magbuhat
Counselor	Olga Castro
Counselor	Stephanie Cruz
Counselor	Doug Howarth
Counselor	Neysa Murch
Counselor	Lorena Serrano
Counselor	Brian Smith
Secretary	Reynaldo Vargas
Registrar	Melissa Torres

SAC OFFICE

(619) 397-2060

School Psychologist	Albert Ringewald
SAC Office Secretary	Terry Schonhoff

ATTENDANCE OFFICE

(619) 397-2015

Attendance Technician	Graciela Palomino
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ASB

(619) 397-2050 • *fax* (619) 397-2150

Accounting Technician	Wendy Munoz
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LIBRARY

(619)397-2030 • *fax* (619) 397-2130

Librarian	Mary Anderson
Library Technician	

LEARNING CENTER	Dorothy Barrett
NURSE	Susan Bryant
ATHLETIC DIRECTOR	Lance Christensen

(619) 397-2080
(619) 397-2035
(619) 397-2066



2008-2009 BELL SCHEDULE

Regular Daytime Schedule

Period	Beginning	Shop/Shower	Ending	Length
1	7:10 AM	8:01	8:09 AM	59 min
2	8:15 AM	9:04	9:12 AM	57 min
3	9:18 AM	10:12	10:20 AM	62 min
Nutrition Break	10:20 AM		10:30 AM	10 min
4	10:36 AM	11:25	11:33 AM	57 min
5	11:39 AM	12:28	12:36 PM	57 min
Lunch	12:42 PM		1:12 PM	30 min
6	1:18 PM	2:07	2:15 PM	57 min
7	2:21 PM	3:12	3:20 PM	59 min

Teacher Report Time: 7:05am/8:10am; End at 2:20pm/3:25pm

Minimum Day Schedule

Period	Beginning	Shop/Shower	Ending	Length
1	7:38 AM	8:06	8:14 AM	36 min
2	8:20 AM	8:48	8:56 AM	36 min
3	9:02 AM	9:31	9:39 AM	37 min
4	9:45 AM	10:13	10:21 AM	36 min
5	10:27 AM	10:55	11:03 AM	36 min
Lunch	11:09 AM		11:39 AM	30 min
6	11:45 AM	12:13	12:21 PM	36 min
7	12:27 PM	12:55	1:03 PM	36 min

Teacher Report Time: 7:33am/8:15am; End at 2:48pm/3:30pm

Pro Hour (Professional Learning Communities) Schedule

Period	Beginning	Shop/Shower	Ending	Length
1	8:00 AM	8:42	8:50 AM	50 min
2	8:56 AM	9:38	9:46 AM	50 min
3	9:52 AM	10:37	10:45 AM	53 min
Nutrition Break	10:45 AM		10:55 AM	10 min
4	11:01 AM	11:43	11:51 AM	50 min
5	11:57 AM	12:39	12:47 PM	50 min
Lunch	12:53 PM		1:23 PM	30 min
6	1:29 PM	2:11	2:19 PM	50 min
7	2:25 PM	3:07	3:15 PM	50 min

Teacher Report Time: 7:09am/8:05am; End at 2:24pm/3:20pm

BONITA VISTA HIGH SCHOOL
Calendar 2008-2009

September 2	Tuesday	Opening of School/Staff Development	MINIMUM DAY
September 12	Friday	Fall Sports Assembly	
September 16	Tuesday	Pro Hour	PRO HOUR
September 25	Thursday	Picture Make-Up Day	
October 2	Thursday	Open House	
October 3	Friday	Minimum Day	MINIMUM DAY
October 7	Tuesday	Picture Make-Up Day	
October 14	Tuesday	Pro Hour	PRO HOUR
October 15	Wednesday	School-Wide Testing	MINIMUM DAY
October 17	Friday	Progress Report ⁽¹⁾	
October 28	Tuesday	Pro Hour	PRO HOUR
October 31	Friday	Homecoming/Pep Assembly	
November 1	Saturday	Homecoming Dance	8-11 p.m.
November 4-5	Tues.-Wed.	CAHSEE ¹¹ & 12 th Make -Ups	TESTING
November 10	Monday	In lieu of CA Admissions Day	NO SCHOOL
November 11	Tuesday	Veteran's Day Holiday	NO SCHOOL
November 18	Tuesday	Pro Hour	PRO HOUR
November 27-28	Thurs-Fri	Thanksgiving Holiday	NO SCHOOL
December 5	Friday	Progress Report ⁽²⁾	
December 16	Tuesday	Pro Hour	PRO HOUR
December 19	Friday	Holiday Assembly	
Dec. 22 - Jan. 2	Mon-Fri	Winter Recess	NO SCHOOL
January 5	Monday	School Reopens	
January 13	Tuesday	Pro Hour	PRO HOUR
January 16	Friday	Winter Sports Assembly	
January 19	Monday	Martin Luther King, Jr. Holiday	NO SCHOOL
January 20-22	Tues-Thurs	FINALS	FINAL EXAM SCHEDULE
January 23	Friday	End of First Semester/Staff Dev.	MINIMUM DAY
January 26	Monday	Second Semester Begins	
January 31	Saturday	Baronial	8 p.m.-12 a.m.
February 3-4	Tues/Wed	CAHSEE Test – Seniors Only	
February 13&16	Fri./Mon.	President's Day Weekend	NO SCHOOL
February 20	Friday	Winter Sports Assembly	
February 24	Tuesday	Pro Hour	PRO HOUR
March 13	Friday	Progress Report ⁽¹⁾	
March 17&18	Tues/Wed.	CAHSEE – 10 th & 11 th Grades	TESTING
March 17	Tuesday	Pro Hour	PRO HOUR
March 26	Thursday	Staff Dev. Min. Day	MINIMUM DAY
March 27	Friday	Spring Sports Assembly	
April 6-10	Mon.-Fri.	Spring Recess	NO SCHOOL
April 17	Friday	Spring Sports Assembly/MORP	8-11pm
April 21-23	Tues.-Thurs.	STAR/CAT 6 Testing	CST SCHEDULE
April 24	Friday	Progress Report ⁽²⁾	
April 28	Tuesday	Pro Hour	PRO HOUR
May 4-22	Mon./Fri.	AP/IB Exams	
May 12&13	Tues./Wed.	CAHSEE 11 th & 12 th Grade Make-ups	
May 13	Wednesday	Teacher Appreciation Day	REGULAR DAY
May 19	Tuesday	Pro Hour	PRO HOUR
May 21	Thursday	Grad Night	8:00 p.m.– 9:00 a.m.
May 22&25	Fri./Mon.	Cesar Chavez/Memorial Day Holiday	NO SCHOOL
June 4-5	Thurs-Fri	Senior Finals	
June 9-11	Tues.-Thurs.	FINALS	FINAL EXAM SCHEDULE
June 9	Tuesday	Senior Breakfast/Caps & Gowns	9:00 a.m. – 11:00 a.m.
TBA		School Awards	TBA
TBA		Senior Prom	TBA
TBA		Senior Scholarship Awards	TBA
TBA		Graduation Practice/DeVore Stadium	1:30 p.m.
June 12	Friday	Graduation/DeVore Stadium	9:00 a.m.
June 12	Friday	End of School Year/Grade Day	MINIMUM DAY

Choices List

Got LISTED? I hope not!



Beginning September, 2008, a Comprehensive Choices List will be posted at the ASB and updated every grading report period if your ID number is on the list, you need to take care of your problem before you make plans on attending or participating in any extra curricular activities. This includes all assemblies, Homecoming, Baronial, Morp, Prom, Grad Nite, Senior Dinner, and any other extra curricular event.

Students' ID numbers will be listed in numerical order if they have:

- 7 or more hours of unexcused absence or verified trancies
- 8 or more total tardies
- less than a 2.0, "C" GPA in citizenship
- serious disciplinary offenses
- library fines



Students can clear their name by:

1. getting an attendance printout and monitoring your tardies and unexcused absences
2. signing up for Saturday Recovery Program at the Attendance Office or see Ms. Pietila for alternate options
3. return overdue books and/or fines and/or library clearance

Then....To Delete Your Name from the List:

3. Get a print out of your attendance and take it to Mr. Dunn so he can remove your name from the list

**DON'T BE LATE OR TRUANT,
GET IN TROUBLE OR OWE BOOK
FINES**

Student Information

ATTENDANCE

Attendance is an important factor for success in school. Students who come to class every day learn more, earn better grades, and achieve greater success. A valid excuse for absence from class is one of the following: illness/doctor's appointments; a death in immediate family; participation in religious services; and a court-ordered appearance.

It is the student's responsibility to check the Weekly Attendance Chart displayed in every class to make sure it is correct. This is especially important prior to report cards or if the student is in extra curricular activities. Remember that with over 2400 students enrolled, in six classes each, we take attendance over 14,000 times every day!! CHECK YOUR ATTENDANCE!

ATTENDANCE PROCEDURES

1. Students and parents are responsible for school attendance. Excessive absences may result in loss of credit and/or grades, removal from class (es), and even possible removal from school. **Verification of absences must be done in a timely manner, not weeks or months after the absence.** Absences are posted weekly, in every classroom. **Make every attempt to clear absences no later than 10 days after the absence. Any exceptions will be reviewed by the administration for approval.**
2. Students may be excused from school for the following reasons:
 - a) Personal Illness
 - b) Quarantine by county or city health officer
 - c) Need an appointment for medical, dental, optometric, or chiropractic services
 - d) Participation in religious instruction or exercises in accordance with District Board Policy 6114 and Administrative Regulation 6114.2.1
 - e) Attendance at funeral services for member of the immediate family. *One (1) day if in California, three (3) days if out-of-state.*

Upon written request of the parent/guardian/caregiver, a student's absence may be excused for the following reasons:

- a) Appearance in court
- b) Observation of holiday as ceremony of his/her religion
- c) Employment interview or conference
- d) Other reasons requested in writing by the parent/guardian/caregiver and considered legitimate by the principal or his/her designee.

Such absence shall have prior approval of the principal or his/her designee. A request may not be granted if the principal or his/her designee believe that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other student. (Reference California Ed. Code.)

3. Students who will be leaving school for five or more days need to contact the school attendance, and submit a "Short-Term Independent Study" contract for approval **prior** to the first day of the absence. Students must make arrangements for class assignments with their teachers **before** they are absent.
4. Saturday School for Attendance:
 - Students must do core academic work, assigned by a teacher in class, in English, Math, Science, or Social Science. **Teachers do not create specific assignments for Saturday School.** Students must work on making up missed assignments, work on current assigned work given in class, study for a specific assignment or test, etc. It is the student's responsibility to bring the assignment, any textbooks or needed supplies, or directions/guidelines provided by the teacher.
 - Only the above classes are authorized by the state in order to qualify for funding. No work from any other class (Spanish, P.E., any elective class, etc.) is permitted or qualifies for funding.
 - The Saturday School teacher monitors work, provides needed instruction and/or assistance, signs off and verifies that the work has been completed.
 - Students can make up and/or clear excused and unexcused absences and trancies. Saturday School **CANNOT** be used to "makeup/clear" Lates/Tardies. Lates/Tardies can only be cleared or made up through arrangement with the classroom teacher or by participating in the Saturday Privilege Recovery Program (SPRP).
 - Four (4) hours are the minimum number of required hours. Saturday School is from 8:00 a.m. to 12:00 p.m.
 - For the 2008-2009 school year Saturday School dates are:
 - ✓ Semester I: October 4 and 11, November 15 and 22, January 10 and 17 (Other dates may be added)
 - ✓ Semester II: February 28, March 7, April 18, May 16, June 6.
 - Anyone can refer a student to Saturday School for Attendance Makeup, including teachers, parents, or students. Students must be signed up the week before Saturday School.
5. Make Up Work from Absences (SUHSD Regulation No. 5112.1)
 - Teachers are responsible for providing students the opportunity to make up work missed during absences. They may, but are not required, to provide the opportunity to make up work missed because of truancy.

- Students shall be permitted to complete all assignments and tests missed during excused absences, which can be reasonably provided and, upon satisfactory completion, shall be given full credit for their work.
 - The teacher shall determine what assignments and/or tests the student shall make up and in what period of time the student shall complete such assignments.
 - Tests and assignments shall be reasonably equivalent to, but not necessarily identical to, tests and assignments that the student missed during his/her absence.
 - Students must request assignments within two (2) days following return from absence.
 - Assignments must be completed within a period of time equal to the length of absence.
 - Any exceptions to the submission of make up work are at the discretion of the teacher.
6. The school will issue disciplinary action for truant absences in an effort to correct attendance problems and strongly encourage the student to attend classes as scheduled.

ACCUVOICE – AUTOMATED PHONE MACHINE

General automated phone calls will be generated from the attendance file made to the student's home telephone number if the student has been absent and/or late for one or more class periods. The calls are generated between the hours of 5:00 p.m. and 9:00 p.m., Monday through Friday, based on attendance taken that day. If you have contacted the school that day to clear the absence, you may disregard the message. **In order for this system to work, it is imperative to notify the main office of any home phone number changes.**

CONSEQUENCES

When a student accumulates:

1. At three (3), six (6), or nine (9) unexcused **absences** per semester will generate a letter mailed home to notify the parent or guardian.
2. At seven (7) excused or unexcused absences per semester, an assistant principal or counselor will confer with the student and make direct contact (phone or conference) with the parent or guardian.
3. At ten (10) excused or unexcused absences per semester in a class, the teacher will refer the student to the school counselor for review, and once again parents will be contacted by the counselor. If school attendance continues to be a problem student will be referred to the School Attendance Review Board process.

SATURDAY PRIVILEGE RECOVERY PROGRAM (SPRP)

Students will have the opportunity to sign up or be assigned by the administration, to attend SPRP. Students can use this program for the following:

- Attending all 4 hours, clears 8 tardies. You must attend all 4 hours per session.
- A maximum of 16 tardies can be cleared in a six week grading period.
- By clearing tardies, student's name may be recovered from the Choices List.
- Teachers can send students to SPRP to clear tardies if they don't attend their classroom detention.
- You **CANNOT** attend Saturday School and SPRP at the same time.

Truancy sweeps are conducted periodically by the Chula Vista Police Department. Students that are not in school **may be arrested** and fined for truancy.

NOTICE

9.09.050A CVMC (Chula Vista Municipal Code)

Juvenile, school-age students not in school or home between 8:30 a.m. and 1:30 p.m. are subject to citation and return to school for the first offense. On a second offense, parents can be cited.

TARDY POLICY

The intent of this tardy procedure is to hold students accountable for being late to class because tardiness is disruptive to the educational process. We also understand the reality of students and parents being late **SOMETIMES**.

1. Teachers will review their classroom tardy policy at the beginning of the semester via their class syllabus.
2. Teachers may hold after school detention in their classrooms to make up tardies. **OR** students can attend SPRP to clear up to 16 tardies per grading period.
3. Parents **CANNOT** clear Lates. If it is "my fault" that your child is late, your child will have to deal with the consequences.
4. All school staff will conduct periodic Tardy Sweeps. Tardy Sweep students will be assigned a lunch detention.
5. Work is not an acceptable excuse for missing teacher detentions or SPRP.
6. If a student is receiving multiple teacher detentions from different teachers, this is a more serious problem and the Assistant Principals will intervene at teacher's request.
7. Students who have 6 Lates (L) or more to Period 1, in a six week grading period, may be reassigned to start school Period 2.
8. Students who fail to clear tardies by the first grading period will be placed on the Choices List.
9. Following are the guidelines for tardies and consequences that affect citizenship grades.

Grading Guidelines

	<u>6 Weeks</u>	<u>12 Weeks</u>	<u>18 Weeks</u>
A	1	2	3
B	2	3	4
C	3	5	6
D	4	7	8
F	5	9	10

OFF CAMPUS PERMITS

Once a student's classes for the day begin, the student must remain on campus until his/her classes for the day are completed. Students are not to leave the immediate boundary of the campus without an off-campus pass from the Attendance Office or Nurse's Office. **BVH is a closed campus and students may not leave campus without an off campus permit.** This means students cannot leave campus to get lunch. Students who do so will be truant.

If a student must leave campus during the day:

1. Student drops off note from parent or guardian at the attendance window first thing in the a.m. stating when he/she must leave. Make sure student's first and last names are printed on all notes.
2. The off campus pass will be sent to the student's class prior to the time of departure.
3. Student must sign out in main office when he/she leaves campus, even if the nurse sends student home.
4. Students will only be released to parents/guardians who have signed the emergency card. The main office must be notified immediately of any permanent or temporary changes.

Failure to get an off-campus pass will constitute a TRUANCY, and all provisions of the Truancy policy will apply. In emergency situations, students may come to the office and staff will call the parent or guardian for permission for the student to leave.

This will apply even if a parent/guardian takes the student without checking out from the office. PARENTS: THIS IS FOR YOUR STUDENTS' SAFETY. DO NOT TAKE YOUR STUDENT FROM CAMPUS WITHOUT AN OFF CAMPUS PERMIT OR SIGNING A STUDENT OUT FROM THE ATTENDANCE OFFICE.

CLOSED CAMPUS

CAMPUS IS DEFINED AS ALL AREAS INSIDE OF THE SCHOOL FENCING. THE PARKING LOT IS OFF LIMITS DURING THE SCHOOL DAY.

1. District policy mandates that schools in the district have closed campuses. When a student arrives to school, he/she must remain in school until the end of the school day. If a student has a valid reason to leave during school hours, he/she must present a written notice to obtain an "off campus" permit from the attendance or, in the case of illness, from the Nurse. **Students without current emergency card information cannot be released or absences cleared.**
2. Students are not allowed to go to the parking lot during the school day with out prior permission.
3. Students in the Cross Age Teaching program, or seniors on a 5 period day, must display their ID card with an "OC" sticker to the lunch supervisor in order to leave campus at the front gate.

OUT OF CLASS/HALL PASS

A student who is in class when the bell rings with all required materials for the day is more likely to experience academic success. ~~Encourage~~ this behavior, only one person may leave from class at a time and must have appropriate pass from staff. A Student ID Card is REQUIRED for use of the Hall Pass.

STUDENT TRIPS

Events/trips sponsored privately by a district employee/company will not be controlled, sanctioned or supervised by Bonita Vista High School. The employee/company is responsible for control and supervision of the activity. No school supervision will be present nor will the school control or direct any of the activities. The school/district cannot accept any responsibility or liability for injuries, accidents or events to your child while participating in this non-school sponsored activity. No district transportation will be provided for this event. It is the parent's responsibility to contact the employee/company directly for details.

BUS SERVICE

Bus service is provided by our school district for pupils attending high school living approximately three miles or more from school. **Bus service is only provided for students on a Period 2-7 schedule.** Any report of failure to observe proper conduct on the school bus may terminate the bus privilege of that student. This does not relieve the student of the necessity of attending school while the bus privilege is denied. All students using District Transportation must fill out an application and obtain a photo I.D. from them. There is a fee for transportation services. Daily tickets can be purchased in the main office **during nutrition break and lunch only.** Semester passes can be purchased at the Transportation Office at 1130 Fifth Avenue, Chula Vista. For any questions about bus services or bus passes, please call the Transportation Office at 691-5527. The school is not responsible for lost or stolen tickets. No refunds will be given. For more information please refer to the Transportation website page: www.suhd.k12.ca.us/transportation/

DANCE/STUDENT ACTIVITIES

BEHAVIOR AT ALL ACTIVITIES

To allow all students to enjoy the activity (assemblies, athletic events, etc.) without disruption and in safety, the following rules will be enforced at all school sponsored events:

1. Students are not to sit in the aisles, stand on the seats, or lean over the rails or fences.
2. Students are not to throw any object while at the activity. This includes ice, paper, styrofoam, rice, confetti, liquids, etc.
3. Students are not to push or shove other students and are not to engage in unsportsmanlike behavior while representing Bonita Vista High School as a Baron.
4. Use of degrading and profane remarks is prohibited, and grounds for removal.
5. All cheering should be in support of our team and its players and not against the opposing team.
6. Students must follow the direction(s) of all school/activity officials.
7. Pep Assemblies will be by invitation based on school spirit attire or other criteria.

Students who violate these rules and are disruptive at any activity, or fail to follow the direction of school personnel will be asked for their identification card/ASB card. Students who violate these rules may be removed from the activity without a refund; students may be withheld from attending any further school activities during the school year; students may be placed on the Choices List; students may be suspended from school.

DANCE REGULATIONS

The following information is intended to assist all students in understanding the BVH dance rules.

1. Everyone who wishes to attend a BVHS dance must have a school picture ID card.
2. Anyone who attempts to enter using someone else's ID will not be allowed to enter and will be referred to the Assistant Principal for disciplinary action.
3. Some dances are open to non-students. All non-students must complete a guest application, subject to approval by the administration. When visitors are permitted, the host is responsible for their behavior and adherence to all school rules.
4. **Students will not be allowed to enter the Baronial/Prom after doors close. Once you leave a dance you may not return. Other dances ending before midnight may have an earlier deadline.**
5. After entering the dance, no one will be permitted to leave unless leaving for the evening.
6. All student bags and purses and belongings are subject to search at the door.
7. No sexually explicit dancing (i.e. freaking, grinding, or dirty dancing) nor any dancing which may result in disruption or injury (i.e. slamming or moshing) is permitted.
8. Be SMART & SOBER! Any student suspended from a dance for inappropriate behavior (i.e., fighting, under the influence, etc.) will **NOT** be allowed to attend any dances for the remainder of the school year. **This includes the Baronial and Prom.**
9. Students on the Choices list cannot attend any extra curricular event.

STUDENT ID CARDS

All students must have an ID card and are expected to carry it at all times. Student identification cards are available to all students free of charge. Pictures for all new and returning students are taken in the fall. Makeup pictures are taken in the fall of the new school year. Replacement ID cards may be obtained by paying and obtaining a receipt in the ASB Office and taking the receipt to the library. Replacement cards for the initial card will cost \$10.00. Students without ID cards will not be allowed to leave campus for minimum day, cross-age, etc. **Also, students may not use the hall pass or attend designated school activities.**

DRESS CODE

“The Board of Trustees of the Sweetwater Union High School District desires to keep district schools and students free from the threats of harmful influence of any groups or gangs which advocate drug use or disruptive behavior. The board, therefore, prohibits the wearing, use, possession, distribution, display of presence of any apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, is recognized as or denotes membership or affiliation with any gang.” The following items of clothing/accessories **are not appropriate for school:**

- Head covering (nylon stocking cap, hairnets or bandanas of any color)
- Cutoffs with long socks
- T-shirts, undershirt-type, worn alone
- Pendleton or flannel shirts buttoned at the top
- Oversized pants worn below the waistline
- Hanging shoulder straps on bib overalls
- Leather clothes with studs
- Graffiti on notebooks, books, backpacks (because they create distractions inappropriate to the learning environment)
- Net shirts
- Tube tops /Halter tops: No excessive cleavage (enough to make others or yourself feel uncomfortable).
- Backless tops (bare back)
- Short, midriff tops/blouses which reveal the navel
- Clothing which advertises inappropriate logos or controlled substances
- Large/heavy metal chains
- Clothing with old English writing
- Non-Authentic Sports Jerseys
- Uniform like attire using color or design
- Shorts that are excessively short

Hats/caps are acceptable but must be removed in the classroom when requested by the teacher. Parents, please plan ahead with your students and advise them accordingly so that they do not come to school in inappropriate attire. What is fashionable (i.e., and appropriate for hanging out with friends or going to the mall may not be appropriate for school.) We need your cooperation in our effort to provide a safe and secure environment for our students. Students dressed inappropriately will be warned, parents contacted, and required to change their clothing. If the problem persists, their name will be placed on the Choices List. Further disciplinary action may be taken for repeat offenders.

ELECTRONIC DEVICES

The use of listening or recording devices by any person, including students, in any classroom without prior consent of the teacher and Principal is prohibited by Sweetwater District policy.

Students may bring cell phones while at school at their own risk. However, they must not disrupt any classroom and are not to be used during instructional time. Cell phones must be completely turned OFF while in the classroom. Cell phones on vibrate while in the classroom are not acceptable.

Electronic Devices are not to be used, seen or heard in classrooms. If students are not responsible in following correct cell phone etiquette in the classroom, teachers will write a referral to the main office and the administration will confiscate the cell phone or electronic device. Parents will be notified to pick up the electronic device in the Main Office. If the problem persists, student will have disciplinary consequences.

BVH or SUHSD is not responsible for any lost or stolen electronic devices. We advise parents and students that while a cell phone might be a necessity, all other devices: IPODs, MP3, Gameboys, PSP etc. are not needed as part of our educational program. If these expensive items are brought, please be aware that they have a high probability of being stolen or lost.

GRADING POLICY

SCHOLARSHIP GRADES

SUHSD Regulation 5121.1

Scholarship grades are based on impartial, consistent observation of quality of a student's work and his/her mastery of course content and objectives. Student should have the opportunity to demonstrate this mastery through a variety of channels, such as classroom participation, homework, and tests. Assessment of a student's performance should also include a variety of performance tasks, including, but not limited to portfolios, projects, exhibitions, performances, and experiments.

Criteria for letter grades in scholarship are determined based on a teacher's assessment of how well a student has a) met class standards on daily work, tests, and other assignments; b) completed assigned work when due, makeup work when absent, and level/accuracy of assigned work; c) demonstrated knowledge of facts and principles and ability to apply them; d) understood objectives and worked accurately; and e) participated in and followed class discussions, asked questions, and made contributions and participated in other class activities.

CRITERIA FOR LETTER GRADES IN SCHOLARSHIP

1. A student merits a grade of **"A"** if he/she:
 - a. Produces work that is superior in every respect and consistently scores an "A" on tests, daily work, and other assignments.
 - b. Always completes assigned work and always completes make-up work when absent; completes challenging independent work which shows creativity and originality.
 - c. Demonstrates knowledge of facts and principles and applies them to new and unfamiliar situations.
 - d. Understands most objectives and works accurately with few errors.
 - e. Participates actively in class activities, shows leadership, asks engaging questions, and is an outstanding contributor to class activities.

2. A student merits a grade of **"B"** if he/she:
 - a. Produces work that is above average, usually exceeds class standards on daily work, test, and other assignments.
 - b. Consistently completes assigned work and always completes make-up work when absent; completes challenging independent work which shows creativity and originality.
 - c. Demonstrates knowledge of facts and principles and demonstrates ability to apply them in familiar situations.
 - d. Understands most objectives and works accurately with some errors.
 - e. Participates actively and shows some leadership; asks appropriate questions; contributes to class activities.

3. A student merits a grade of **"C"** if he/she:
 - a. Meets class standards on daily work, test, and other assignments.
 - b. Usually turns in assigned work when due; usually makes-up work when absent; completes required class assignments and works at a satisfactory level of accuracy.
 - c. Usually demonstrates knowledge of facts and principles and usually demonstrates ability to apply them in familiar situations.
 - d. Usually understands objectives and works satisfactorily with some errors.
 - e. Participates in and follows class discussions; asks questions; makes contributions and participates in other class activities.

4. A student merits a grade of “D” if he/she:
 - a. Consistently performs below class standards on daily work, test, and other assignments.
 - b. Does substantially less than average amount of work; usually does not make-up work missed when absent; seldom completes required class assignments and works at an unsatisfactory level of accuracy.
 - c. Sometimes demonstrates knowledge of facts and principles and frequently can not demonstrate ability to apply them in familiar situations.
 - d. Understands only a few objectives and works inaccurately with many errors.
 - e. Seldom takes part in class activities; rarely contributes to class discussions; is often inattentive.

5. A student merits a grade of “F” is he/she:
 - a. Consistently fails to meet standards on daily work, test, and other assignments.
 - b. Does not complete or meet minimum requirements, seldom or never does assigned work or class tests, rarely makes-up work missed when absent. Usually does not complete required class assignments and works at an unsatisfactory level of accuracy.
 - c. Shows little knowledge of facts and principles and cannot apply them in familiar situations.
 - d. Understands only a few objectives and works inaccurately with many errors.
 - e. Rarely takes part in class activities; rarely contributes to class discussions; is often inattentive.

CITIZENSHIP GRADES

SUHSD Regulation 5121.1

Each teacher will develop a citizenship grading statement based on these guidelines for his/her classes and will share this statement with students and parent/guardian. The teacher will calculate the students’ grade based on the cluster of descriptors which best summarize the student’s behavior. Every effort will be made to distinguish between scholarship and citizenship when grading students.

Criteria for letter grades in citizenship are determined based on a teacher’s assessment of how well a student has a) attended and arrived on time for class; b) been ready to work and prepared with books and materials; c) turned in all work, participated in activities, and made up work when absent; d) showed positive and cooperative attitude with adults and peers; e) participated in group interactions and followed instructions; f) contributed positively to learning activities in class and taken responsibility for own actions; and g) followed class rules.

CRITERIA FOR LETTER GRADE IN CITIZENSHIP

1. A student merits a grade of “A” if he/she:
 - a. Has excellent attendance and is consistently on time for class.
 - b. Is ready to work and is prepared with books and materials.

- c. Consistently turns in all work and participates in all activities; always makes up work when absent.
 - d. Always models positive and cooperative attitude with adults and peers.
 - e. Participates well in group interactions; demonstrates leadership.
 - f. Contributes positively to class through taking responsibility of own actions.
 - g. Always follows all class rules.
2. A student merits a grade of **“B”** if he/she:
- a. Has above average attendance and is almost always on time for class.
 - b. Is consistently ready to work and is prepared with books and materials.
 - c. Consistently turns in all work and participates in most activities; always makes up work when absent.
 - d. Consistently shows positive and cooperative attitude with adults and peers.
 - e. Consistently participates in group interactions, follows instructions; volunteers to help without being asked.
 - f. Consistently contributes positively to class through taking responsibility of own actions.
 - g. Consistently follows all class rules.
3. A student merits a grade of **“C”** if he/she:
- a. Has average attendance and is almost always on time for class.
 - b. Is generally ready to work and is usually prepared with books and materials.
 - c. Turns in most of his/her work and participates in most activities; usually makes up work when absent.
 - d. Generally shows positive and cooperative attitude with adults and peers.
 - e. Usually participates in group interactions, follows instructions.
 - f. Makes an effort to contribute positively to learning activities in class; usually takes responsibilities for own actions.
 - g. Usually follows all class rules.
4. A student merits a grade of **“D”** if he/she:
- a. Has below average attendance and is sometimes on time for class.
 - b. Is not ready to work much of the time and is not usually prepared with books and materials.
 - c. Misses most of his/her work, does not participate in some activities; usually does not make up work when absent.
 - d. Is often negative and has an uncooperative attitude with adults and peers.
 - e. Often does not participate in group interactions, nor follow instructions.
 - f. Seldom contributes positively to class; ignores responsibilities for own actions.
 - g. Seldom follows all class rules.
5. A student merits a grade of **“F”** if he/she:
- a. Has consistently poor attendance and is usually late for class.
 - b. Is not ready to work and is not prepared with books and materials.
 - c. Does not complete his/her work, does not participate in class activities; does not make up work when absent.

- d. Has generally a negative attitude towards adults and peers.
- e. Rarely participates in group interactions and does not follow instructions.
- f. Rarely contributes positively to class; ignores responsibilities for own actions.
- g. Does not follow all class rules.

HEALTH OFFICE

The Health Office, located in room 707, is open and staffed by a registered nurse Monday through Friday, periods 1 through 6. The primary goal of the health office is to monitor the health needs of students and assist them in meeting those needs as necessary, thereby, promoting and enhancing their educational experience. A variety of services are provided to students via the health office. Listed below are policies and procedures specific to services provided.

Contagious Disease – Students who are suspected of having a contagious disease, such as head lice, chicken pox, etc., will be excluded from school until they have received treatment and are no longer contagious.

Illness/First Aid – Students who become ill while at school **must go** to the health office to be evaluated. Based upon a health assessment, the student may need to be sent home. **Authorization to leave campus can only be granted by individuals listed on the student's emergency card.** Therefore, it is imperative that this information is accurate and complete throughout the school year. Parents must notify the main office of any changes.

Minor first aid will be administered as needed. In the event of a serious illness or injury, every attempt will be made to contact the parents or individuals listed on the emergency card. If no one can be reached, however, an ambulance may be summoned at the discretion of the nurse and/or administrator.

Medications – No medications are allowed on campus without parent's and physician's written permission. This includes prescription and over-the-counter medications such as aspirin, tylenol and inhalers. **Written permission from physicians licensed in California will be accepted only.** Students are responsible for providing their own medication. Should any medication need to be taken at school, medication administration forms can be obtained from the health office.

Students who are scheduled to take daily medication will be expected to come to the health office voluntarily at the designated time. If the student "forgets", a pass will be sent immediately to the student summoning him/her to the health office. However, ultimately, **"IT IS THE STUDENT'S RESPONSIBILITY TO COME TO THE HEALTH OFFICE TO TAKE HIS/HER MEDICATION."**

Passes – To be seen by the nurse, a pass from your teacher is **required** except during nutrition and lunch break, or after school. This also applies to the passing period.

PE Excuses –Students may be excused from PE for up to three days with a parent’s note. For excuses longer than three days, a physician’s note is required. Only physicians, including chiropractors, licensed in California will be accepted. Students must bring the parent’s or physician’s note to the Health Office to obtain a PE excuse.

Miscellaneous – The health office maintains immunization records of all students. It is the responsibility of the student to notify the health office when immunization boosters are received.

LOCKERS

Depending on availability, most students are assigned a hall locker. **ONLY A SCHOOL PURCHASED LOCK IS TO BE USED.** Hall lockers and locks are assigned in the beginning of the school year during Orientation and are **not** to be changed for any reason unless directed by the school office. Students who do so may lose the privilege of having a locker. Because of the limited number of lockers, Freshmen and Sophomores are encouraged to share locks and lockers. Choose a reliable, dependable person to share your locker.

STUDENTS TAKE A LOCKER AT THEIR OWN RISK. BVH IS NOT RESPONSIBLE FOR VANDALISM OR THEFT. BE AWARE THAT LOCKERS ARE NOT AIR TIGHT AND DURING RAINY DAYS, BOOKS WILL GET WET AND DAMAGED. YOU ARE RESPONSIBLE FOR THIS DAMAGE. STUDENTS ARE RESPONSIBLE FOR BOOKS/MATERIALS WHICH ARE STOLEN FROM LOCKERS OR VANDALIZED IN LOCKERS. LOCKERS SHOULD ALWAYS BE LOCKED WHEN NOT IN USE. DO NOT GIVE YOUR COMBINATION TO ANYONE ELSE. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. LOCKERS ARE NOT SECURE. WEEKENDS AND HOLIDAYS ARE PARTICULARLY VULNERABLE TO THEFT – TAKE VALUABLES HOME. LOCKERS MAY BE SUBJECT TO SEARCH IF THERE IS REASONABLE CAUSE TO BELIEVE THAT DRUGS, ALCOHOL, STOLEN PROPERTY OR OTHER CONTRABAND MIGHT BE PRESENT IN THAT LOCKER. PERSONS CAUGHT IN THEFT WILL BE HELD ACCOUNTABLE.

LIBRARY MEDIA CENTE R

Bonita Vista High’s Library/Media Center (LMC) offers students a wide variety of resources to extend their learning horizons beyond the information in their textbooks. Students can access information through both print and electronic sources. Print sources include reference books, nonfiction and fiction titles, The San Diego Union and over 30 current magazines. Electronic resources include full text magazine indexes, multimedia programs on CD ROM

and 22 computers offering authorized users access to the Internet. Students must have their student ID with the Authorized Use Permit (AUP) sticker on display when using the Internet. Library books can be checked out for a period of two weeks; fines of 10 cents a day are charged for overdue materials. **Student ID cards are required to check out materials.** The library is open every day during school hours, including nutrition break and lunch. During scheduled tutoring sessions, library resources are also available to students.

TEXTBOOKS

Using student ID cards, all textbooks are checked out with an automated procedure which ensures strict accountability. Students are responsible for maintaining the book in good condition and returning it at the end of the class. **Students who lose or damage textbooks will be required to pay for a replacement; if a book is stolen, the student must still pay. Students must return books that were checked out to him/her; he/she should not lend any books to other students.** All students are encouraged to write their names in the front of their books and to cover each book. If a book is issued with damage that has not been noted, bring it to the library staff to be marked. Textbooks are increasingly expensive; your student may have up to \$300+ worth of textbooks. Encourage them to be careful with their textbooks. **Students who do not return and/or pay for textbooks will not be allowed to attend Orientation or receive their class schedule until this obligation is taken care of.** Payment for damage fines or lost books must be made with cash or money order. Refunds will be issued if the book is returned in good condition based on the professional judgment of school staff. Students who owe a library fine will be placed on the Choices List.

Student/Parent Textbook Guidelines Agreement

Dear Student and Parent/Guardian:

It is our goal to provide each student with a district adopted textbook for every course. The library checks out textbooks to students and provides access to textbooks during school hours. Each student will be issued a textbook that has a unique barcode number and students must return that textbook with the same barcode.

Textbooks are necessary learning tools; care for them as you would any expensive items. By covering textbooks you can keep them from incurring serious damage and it will assist you in recognizing your textbooks among others. **Tip:** *Write your name on the inside cover as soon as it is checked out to you.*

Students are responsible for paying the replacement costs (**\$60 - \$120 per textbook**) for lost or stolen textbooks and for textbook damage. All replacement costs and damage fines must be paid in **cash**. Be sure to review each textbook when it is checked out to you and report any previous damage.

Please Note: *Even if a teacher allows a student to keep books in the classroom, the student is still responsible for his/her books.*

Student and Parent Responsibilities:

- **Students must return/pay for all their previous year's textbooks before the new school year begins.**
- **Students must return/pay for all their textbooks before they are allowed participation in extra curricular activities including the graduation ceremony.**
- **Incoming students must return/pay for their previous schools' textbooks before the new school year begins.**

Between 2003 to 2005, the Sweetwater District had to pay over \$400,000 for lost textbooks.

Remember: 1. Cover your textbooks and write your name on the inside front covers.
2. Do not let your friends borrow your textbooks or leave them in classrooms because you are responsible for returning your textbooks in good condition.



Please sign the agreement below and return it with your registration packet.

We have read the guidelines and we understand that we are financially responsible for all textbooks issued to the student. We agree the books will be returned when they are due and in good condition. We agree to pay for book damages or replacement costs in CASH. We understand that the student may be denied participation in extra curricular activities including the graduation ceremony if s/he does not fulfill the textbook responsibilities.

Student NAME (Print) _____ GRADE: _____

Student SIGNATURE _____ DATE: _____

Parent/Guardian NAME (Print) _____

Parent/Guardian SIGNATURE _____ DATE: _____

Acuerdo Relacionado a las Normas de los Libros de Texto
para los Padres de Familia y Alumnos

Estimados alumnos, padres de familia o tutor:

Nuestra meta es proporcionarle a todo alumno un libro de texto adoptado por el distrito para cada materia. La biblioteca le presta libros de texto a los alumnos y también les permite acceso a éstos durante el horario regular de clases. A cada alumno se le entregará un libro de texto marcado con un código de barra único, y el alumno deberá regresar el libro de texto con el mismo código de barra con que lo recibió originalmente.

Los libros de texto son herramientas de aprendizaje necesarias: cuídenlos como cuidarían otros artículos costosos. Forrar los libros de texto evita que se maltraten y a la vez ayuda a que los alumnos los distingan de los demás. **Recomendación:** *En cuanto se te entregue tu libro, escribe tu nombre dentro de cubierta del libro.*

Los alumnos son los responsables de pagar por el costo de la reposición de los libros robados, extraviados, o dañados, **que varía de \$60 a \$120 por cada libro de texto.** La cantidad que se deba pagar por los daños o para reponer libros de texto deberá cubrirse en **efectivo.** Al recibir sus libros de texto, asegúrense de revisar cada uno e informar si ha sido dañado. **Nota:** *Aún si el maestro le permite a los alumnos dejar sus libros en el salón de clases, el alumno sigue siendo el (la) responsable de sus libros.*

Responsabilidades de los padres de familia y alumnos:

- Los alumnos deben regresar o pagar todos los libros de texto del año anterior antes de que inicie el nuevo ciclo escolar.
- Los alumnos deben regresar o pagar todos sus libros de texto antes de que se les permita participar en actividades extra curriculares **incluyendo la ceremonia de graduación.**
- Los alumnos de nuevo ingreso deben regresar o pagar todos los libros de texto de la escuela a la que asistían anteriormente antes de que inicie el nuevo ciclo escolar.

Entre el 2003 y el 2005, el distrito de Sweetwater gastó más de \$400,000 en libros de texto extraviados.

Recordatorio: 1. Forra tus libros de texto y escribe tu nombre dentro de la cubierta del libro;
2. No prestes tus libros de texto ni los dejes dentro del salón de clases ya que **eres responsable de regresarlos en buenas condiciones**



Favor de firmar el acuerdo que aparece a continuación y entregarlo con el paquete de inscripción.

Leímos y entendemos que somos responsables económicamente de todos los libros de texto que se le entregan al alumno. Estamos de acuerdo en que los libros deben regresarse en buenas condiciones y en la fecha de vencimiento. Estamos de acuerdo en pagar al CONTADO en caso de que los libros se encuentren maltratados o extraviados. Comprendemos que al alumno se le puede negarse participación en actividades extra curriculares incluyendo la ceremonia de graduación si él (ella) no cumple con las responsabilidades que implica recibir un libro de texto.

NOMBRE del alumno (utilizar letra de molde) _____ GRADO: _____

FIRMA del alumno (a) _____ FECHA: _____

NOMBRE del padre o tutor (utilizar letra de molde) _____

FIRMA del padre o tutor _____ FECHA: _____

PROOF OF RESIDENCY

State law requires proof of residency every school year for enrollment in school. In order to verify residency with the Sweetwater Union High School District, one (1) current **original** document below (**dated within the past 60 days**) must be provided, showing the same parent/guardian/caregiver name and street address as the residency affidavit. State auditors do not allow us to accept incomplete utility bills. Any utility bill must be the complete, original bill. **Do not remove the stub.**

- Closing escrow papers, mortgage book or statement, or homeowner's association fees statement
- Lease agreement/rental contract with Landlord's name, address and telephone number **AND** current rent receipt *****NO GENERIC RENTAL CONTRACT ACCEPTED*****
- Letter on apartment complex or mobile home park letterhead, signed by the landlord, stating that parent/guardian/caregiver lives there
- A **complete, original** utility bill containing service address and name: Gas & Electric, Water, Cable TV, Trash, and Sewer. **DO NOT REMOVE THE PAYMENT STUB!!**
- Homeowner's insurance statement only
- Verification of Social Services

The following documents are **NOT ACCEPTABLE** for verification of residency: Driver's license, Car insurance, DMV, credit card, phone bill, telephone bills, long distance phone carrier statement, alarm system statement, property tax statement, deed of trust that is not current, renter's insurance, bank statement/checkbook.

STATE LAW REQUIRES PROOF OF RESIDENCY EVERY SCHOOL YEAR FOR ENROLLMENT IN SCHOOL!

CAREGIVERS:

Students who live with someone other than their parent/court appointed guardian are considered to live with a caregiver. The following requirements must be provided to the school prior to enrollment:

- a) Caregivers must have a notarized letter originating from the city where parent lives. We do not accept Power of Attorney documents.
- b) For parents living in Mexico, parents must provide an I.D. from the same city as the notarized letter.
- c) Only blood relatives can be given a Caregivership.
- d) Parents must live more than 90 miles away from the Sweetwater School District

All caregivers must be renewed annually.

JOINT TENANCY:

If you live in the same residence with another family you are considered a joint tenant. All of the following documents must be provided to the school prior to enrollment. Once enrolled they must be provided each year at the time of residency verification.

PARENT/GUARDIAN/CAREGIVER

- 1) **California Drivers License**, **California Identification Card**, or **Matricula Consular**, which reflects the joint resident's address.
- 2) A **bank account statement**, which reflects the joint resident's address.
- 3) A **utility bill w/your name**
(Acceptable bills include: gas & electric, cable, sewer, &/or water).

JOINT RESIDENCE/HOMEOWNER

- 1) California Drivers License or California Identification Card.
- 2) **One** form of acceptable documentation:
 - Utility bill (gas & electric, cable, sewer, water)
 - Rental contract/Lease agreement with current rent receipt
*****NO GENERIC RENTAL CONTRACT ACCEPTED*****
 - Mortgage statement

There are no exceptions to the documents. All documents must be postmarked no later than 60 days.

PARKING POLICY

Students are highly encouraged to walk or take the bus to school since student parking at Bonita Vista High is extremely limited. Every effort is being made to accommodate those that have chosen to drive to school; however, students should know that neither the district nor the school has an obligation to provide parking for students that drive to school. Parking at Bonita Vista High School **is a privilege that may be revoked at anytime by school officials.** You are expected to drive and operate motor vehicles in a safe and responsible manner at all times.

RULES REGARDING STUDENT DRIVING, PARKING, AND USE OF VEHICLES ON CAMPUS

1. Complete a parking application to obtain your parking permit. All automobiles parked on the school grounds **must** be registered with the school and display a current parking permit, which is to be placed on the back of the rearview mirror. If a sticker is lost, a duplicate must be obtained from the Main Office.
2. Cars must be parked in the marked spaces designated for students. **All other areas of campus are off limits to student cars.** Student cars parked in non-student parking areas on campus, such as fire lanes, handicapped spaces, or the visitors parking will be issued a parking ticket. Further disobedience regarding parking and/or the safe driving by students while on campus may result in the loss of the parking privileges at Bonita Vista High School.
3. Students parked illegally, i.e., not in accordance with the above rules, will be cited; fees start at \$25.00 per ticket. Continued violations may result in having your vehicle towed and parking privileges revoked.
4. While we have campus security staff during the school day, BVHS **cannot** assume liability for damages. Student cars should not be parked overnight due to potential damage.
5. Students are not to visit cars or the parking lot during the school day. Cars are not to be used for book/equipment storage during the school day. Once parked, cars are not to be re-entered until ready to leave campus.
6. All students must be licensed and covered by insurance. The school is **not** responsible for the automobile, its contents or damage to private vehicles.
7. Student vehicles may be subject to search if there is reasonable cause to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
8. Students are responsible for notifying the school if they change cars during the school year.
9. **Student athletes are not allowed to drive or park on campus.**

PROHIBITED ITEMS

There are many number of items available that can be disruptive in a school situation. While many items are appropriate at home, beach, etc. they can be disruptive in a classroom, in the lunch area where hundreds of students congregate, and can often prove to be a safety hazard in these circumstances. They can also be subject to theft and/or vandalism. Items listed below are not all inclusive and will change as new and different products become available in our society.

Scooters, roller blades, tennis shoes with wheels, i.e. "wheelies", squirt guns, water balloons, walkie talkies, cameras (except for photo class), video cameras, etc.

TELEPHONE MESSAGES/CLASSROOM DELIVERIES

We will not interrupt a class to deliver a phone message to a student except in the case of a bonafide emergency. If there is such an emergency, call the main office stating the nature of the emergency, and we will deliver the message as soon as possible. Delivery of any items to your student at school (homework, lunch, etc.) must be dropped off at the Main Office. **We do not accept floral arrangements or balloons for delivery to students. Balloons and floral arrangements are disruptive to the classroom environment. They are not to be brought to school or delivered through the office. Deliveries of such items will be turned away.**

VISITORS ON CAMPUS

Parents/guardians are welcome and encouraged to visit the campus after registering in the office. Because of concern for safety, supervision, and liability issues, students are not allowed to have friends, relatives (other than parents/guardians) or guests of any kind attend school with them for any part of the school day.

COUNSELING CENTER

Bonita Vista's counseling office is staffed by 7 full-time counselors, a secretary, and the school registrar. The office is open from 7:00 AM to 3:45 PM. Each student is assigned to a counselor alphabetically. Because of fluctuations in student enrollment, the assignments are subject to change from one year to the next but most students will remain with their counselor for four years. Students are encouraged to get to know their individual counselor so that a solid working relationship can be established. However, all counselors are available to answer general questions for any student, regardless of alphabetical assignment.

The current student to counselor ratio is 400 to 1. All counselors hold Master's degrees and have an average of thirteen years of counseling experience.

Bonita Vista's counselors are responsible for implementing a school-wide guidance program that focuses on three major goals: Academic Achievement, Career Development, and Personal & Social Development.

Academic Development includes the acquisition of skills in decision-making, problem-solving, goal-setting, critical thinking, logical reasoning and interpersonal communication along with the strategies in which to utilize these skills.

Career Development strategies and activities support the development of a positive attitude toward work and the development of necessary skills to transition from school to the world of work.

Personal and Social Development supports and maximizes students' personal growth and empowers all students to become successful learners and responsible members of society.

Counseling services offered here at Bonita Vista include, but are not limited to, providing:

- ◆ All students with a 4-year plan leading to graduation
- ◆ Appropriate referrals to community resources for psychological counseling and substance abuse programs
- ◆ Information regarding tutoring & test preparation courses
- ◆ Support groups on a variety of issues
- ◆ Assistance in selecting courses related to career & college planning
- ◆ Access to financial aid and scholarships for college
- ◆ Career assessments and interest inventories
- ◆ Information on college entrance and placement exams
- ◆ Classroom presentations on college requirements
- ◆ Information on student grades, credits, schedules, and standardized test scores
- ◆ Assistance in facilitating parent/teacher conferences
- ◆ Crises counseling
- ◆ Assistance in taking concurrent Southwestern College courses
- ◆ Conflict mediation

- ◆ Access to college representatives and information on college presentations and college fairs
- ◆ Safe and confidential atmosphere for students to share personal issues
- ◆ Peer counseling services
- ◆ Study team approach to research appropriate services for at-risk students
- ◆ Information on alternative school programs
- ◆ Assistance in obtaining and completing college applications

The Counseling staff at BVH is concerned with helping students meet their personal, social, educational, and career goals. Our objective is to provide support for the development of a positive learning environment for students, teachers, and administrators.

Every student is seen by his/her counselor automatically once each semester to review the student's records and plan for the following semester. In addition, counselors make classroom presentations to all students each spring in order to explain graduation and college entrance requirements.

Parents are welcome to visit the Counseling Center at any time but it is best to schedule an appointment with the appropriate counselor by calling 397-2020. Students are encouraged to discuss personal or school problems with their counselor who will respect the student's confidence. Students may come to the Counseling Center to schedule an appointment before or after school, lunch, or nutrition break; problems of a pressing nature will be handled by providing the student with a call slip to give to the teacher at the time of appointment.

A **Student Study Team** composed of teachers, counselors, administrators, and other staff meets on a regular basis to review interventions and provide recommendations for students who are having difficulties at school.

A **Peer Counseling** program is available to students who are referred by a parent, teacher, or through self-referral. The enormous influence of peers in the life of an adolescent is obvious. Peers are very powerful in establishing standards for positive, socially acceptable behavior.

Support Groups in selected areas are offered each semester based on student need. Students may be referred by a parent, teacher, or through self-referral.

Counselors meet with every student during the first semester of the 9th grade to prepare and review a student's **Four Year Plan**. This plan lays out the course requirements for a student to graduate from high school, taking into consideration their post-secondary goals.

The **Compact for Success** guarantees admission to San Diego State University for Sweetwater graduates who meet the required academic benchmarks. Students who achieve all the benchmarks will receive a Compact scholarship; the amount of the award is determined by SDSU. Please review the detailed requirements at the end of this handbook. You may also see your counselor for more information.

PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll is based on Scholarship and Citizenship **semester** grades. Students with a 3.50 or greater GPA in **Scholarship** (unweighted) and/or 3.80 or greater GPA in **Citizenship** (unweighted) earn membership on the Principal's Honor Roll. Each January and June a letter is sent home to parents notifying them of their students Honor Roll achievement and the list of Honorees is posted in the Main Office.

CALIFORNIA SCHOLARSHIP FEDERATION – CSF

CSF (California Scholarship Federation) is a scholastic honor society, with each semester of membership based on excellent grades earned the previous semester. If you received three "A" grades and one "B" grade in scholarship, you might qualify for membership, depending on the courses you completed.

CSF LIFE MEMBERSHIP is earned by having four or more semesters of membership, with one earned in the senior year. Life membership entitles a student to have a CSF Life Certificate, a seal on their diploma, a pin, and a stole to wear at graduation. CSF Life Members sit in the front rows at the graduation ceremony.

CSF Membership is neither automatic nor retroactive. CSF is not a passive organization. A student must take an active part by applying for membership within the application period of time. One objective of CSF is to teach responsibility, especially in meeting deadline dates. Therefore, membership may not be awarded if a student fails to apply by the deadline date.

Applications are available in the Counseling Center at the beginning of each semester, and must be submitted on or before the deadline date with \$5.00 dues. Late dues will not prevent membership, if the application is received by the deadline date. Only students from grades 10, 11, and 12 qualify and you **must apply each semester**. Sophomores are not eligible until the completion of their first semester in grade 10.

SELECTION OF VALEDICTORIAN & SALUTATORIAN

SELECTION OF VALEDICTORIAN

The Valedictorian of the Senior Class shall be the student having the highest rank in his/her graduating class including midyear graduates.

Selection Process:

1. The Valedictorian shall be selected on the basis of 42 completed units.
2. The Valedictorian shall be the student who has the highest grade point average (GPA) earned from 42 units based on 7 semesters for the courses taken in grades 9 through the first semester of grade 12 using a 4.0 scale and a 5.0 scale for Honors, Advanced Placement, and International Baccalaureate courses. The GPA will be rounded to the nearest 100th.

3. If a student has completed more than 42 units, he/she may eliminate excess elective courses that are not required for graduation.
4. If a tie exists, the Valedictorian shall be the student who has taken the highest number of Honors, Advanced Placement, and International Baccalaureate courses in which he/she received a grade of "A".
5. If a tie still exists, the students shall be recognized as Co-Valedictorians.

The Valedictorian

1. Shall represent the school in the community and the media.
2. Shall receive recognition at the senior awards and the graduation ceremony.

SELECTION OF SALUTATORIAN

The Salutarian of the Senior Class shall be the student having the second highest rank in his/her graduating class including midyear graduates.

The Salutarian

1. Shall represent the school in the community and the media.
2. Shall receive recognition at the Senior awards and the graduation ceremony.

COURSE SELECTION

Course selection for the following school year is held in March and April. Counselors visit all classes prior to course selection to review with students the requirements for graduation and for college admission. In March counselors visit the middle school to discuss high school requirements with in-coming 9th graders and to assist them with their course selections. Informational meetings for parents of 9th graders are held to discuss high school requirements and to provide advice on college preparation.

If a student fails a required class, he/she should contact his/her counselor about ways to make up the credits. Adult Education programs are available each semester and may be used to make up required classes. Counselors must approve each class and enroll the student. Applications for summer school are available in the spring and also require counselor approval.

If a student fails an elective subject, he/she is not required to repeat the class, but credit must be earned in other areas to bring the total to the required 44 credits for graduation.

Student Aide classes are restricted to juniors and seniors only because of course requirements for underclassmen. Students may take no more than one (1) student aide class per semester and must have satisfactory attendance and behavior.

SCHEDULE CHANGE POLICY

The best learning takes place when students are continuously enrolled in classes from the beginning through the end of each semester. Class changes are discouraged as they interrupt the continuity of the curriculum and may be detrimental to students.

The state frameworks, which are tied into the school wide assessments, require that classroom instruction begin on day one of the semester. Consequently, we do not allow students to make changes once the semester gets under way except for purposes of balancing classes. The teacher's contract calls for this to be done by the end of the second week of instruction; **MAKE INFORMED, WISE DECISIONS!** The last day for student/parent-initiated changes will be the Wednesday before the start of each semester. **The expectation is that each student will work to his or her full capacity.** If however there is a perceived misplacement, please see the counselor for a petition. This petition is available until the Friday after the first progress report period of each semester. After that time, petitioning for a change will not be permitted.

Only due to extreme and extenuating circumstances will the principal approve a schedule change after the aforementioned period of time. Students will be required to complete the previously assigned class work in the new class.

TUTORING

TUTORING IS HELD MONDAY THROUGH THURSDAY IN CLASSROOMS TO BE ANNOUNCED, AND IT IS AVAILABLE TO ALL STUDENTS. Teachers also offer assistance with all subjects to students. In addition, the Bonita Vista High School Library and Counseling Center have computers with Internet and word processing, which are available for research until 3:30 P.M. Tutoring hours and subjects are posted in all classrooms.

COUNSELING WEBSITE

The Counseling section of our school website, www.bvhigh.com has valuable information that can assist your student. Included on this site are Graduation Requirements, CSU and UC Requirements, College Search Addresses, SAT Reasoning Test and SAT Subject Test Registration, ACT Registration, Financial Aid, Letters of Recommendation, and Writing the College Essay.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

Subject Area	Semester Units Required
English	8
World Geography or Social Science	2
World Cultures	2
U.S. History	2
U.S. Government	1
Economics	1
Comprehensive Health	1
Physical Education	4
Math - Including Algebra	6
Foreign Language or Visual/Performing Arts	2
Life Science or Biology	2
Physical Science, Chemistry, ChemCom, or Physics	2
Electives	11
	Total 44

Pass the California High School Exit Exam (CAHSEE)

Complete 30 hours of community service

CITIZENSHIP CRITERIA FOR GRADUATION CEREMONY

All students must have a cumulative Citizenship Grade Point Average (GPA) of 2.0 by the end of their senior year in order to participate in the graduation ceremony. This includes all classes taken at Bonita Vista High School.

EARNING AN HONORS DIPLOMA

Students have the opportunity to earn a special Honors Diploma when they graduate. The Honors Diploma was created to provide an additional incentive for students to challenge themselves with rigorous courses and to reward those students who perform well in challenging classes. To qualify for an Honors Diploma, students must complete seventeen semester credits in grades 9 to 12 of Accelerated, Honors, Advanced Placement, or International Baccalaureate courses with a grade of "A" or "B." At least two of the seventeen credits must be coursework completed in the senior year. In addition, the student must earn at least a cumulative 3.0 overall unweighted grade point average in scholarship and a cumulative 3.0 or higher citizenship grade point average by the end of the seventh semester of high school.

CALIFORNIA STATE UNIVERSITY (CSU) ADMISSION REQUIREMENTS

THE FOLLOWING 15 COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER:

- 4 Years English
- 3 Years Math: Algebra, Formal Geometry, Intermediate Algebra
- 2 Years Social Science, including two semesters of U.S. History and/or Government.
- 2 Years Laboratory Science: Biology, Chemistry, and Physics
- 2 Years Foreign Language
- 1 Year Visual and Performing Arts: Art, Drama, Theater, Music
- 1 Year College-Preparatory Electives: English, Advanced Math, Social Science, History, Laboratory, Science, Foreign Language, Visual and Performing Arts, and Agriculture.

UNIVERSITY OF CALIFORNIA (UC)⁽ⁱⁱ⁾ A-G SUBJECT REQUIREMENTS

ADMISSION TO THE UNIVERSITY OF CALIFORNIA IS BASED ON SUCCESSFUL COMPLETION OF THE FOLLOWING COURSES. SINCE COMPETITION IS KEEN, STUDENTS INTERESTED IN THE UC SYSTEM SHOULD PLAN TO TAKE THE RECOMMENDED COURSE WORK AND EARN A MINIMUM GRADE OF C.

- A. History: 2 years required
- B. English: 4 years required
- C. Mathematics: 3 years required, 4 years recommended including Intermediate Algebra
- D. Laboratory Science: 2 years required, 3 years recommended
- E. Foreign Language: 2 years required, 3 years recommended
- F. Visual or Performing Arts: 1 year required
- G. College Preparatory Electives: 1 year required

BARON EXPECTATIONS/CONSEQUENCES

FIGHTING

Causing, attempting to cause, or threatening to cause physical injury to another person. Willfully used force or violence upon the person of another.

Consequences: Students involved in fighting for the first offense within a four-year period – suspension from three to five days. Consequence for a second offense while enrolled in the Sweetwater Union High School District – the student may be referred for alternative placement.

DANGEROUS OBJECTS

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of such object of this type, the pupil had obtained written permission to possess the item from a certified school employee, in concurrence by the Principal or the designee of the Principal.

Definition: Students may not possess any dangerous object that constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): pen, gun, BB gun, cap gun, dart gun, pellet gun, marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun", rifle, model rifle, pistol, revolver, taser, semi-automatic weapon, model semi-automatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army Knife, pen knife, keychain knife, kitchen knife, box knife, exacto knife, dirk, dagger, ice pick, razor blades, bombs, pipe bomb, time bomb, containers of inflammable fluids, clubs, billy club, blackjack, slingshot, nanchaku, sandclub, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges, spiked jewelry & apparel, chains (including wallet chains), anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, pressurized cartridges, and replica weapons.

Consequences: Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

POSSESSED AN IMITATION FIREARM

As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Consequences: Suspension and possible referral to the Governing Board for the first offense. Law enforcement may be contacted.

DRUGS/ALCOHOL

Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, amphetamines, inhalants, and hallucinogens. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange to sell, or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the

controlled substance, alcoholic beverage, or intoxicant. Bonita Vista High School uses canines, "drug dogs", to conduct periodic searches of lockers, classrooms, parking lots, etc. for any contraband. Parents and students are notified via Student Handbook and the Baron Banner.

Consequences: Alcohol –Students found in possession of alcohol or whose alcohol/marijuana while under the school's jurisdiction may be suspended from 3-5 days. If the student has committed a previous alcohol or marijuana-related infraction he/she may be referred to the Governing Board for expulsion. Students who purchase (provide or give) or sell alcohol to another person who are under the influence of alcohol will be suspended from school and may be referred to the Governing Board for expulsion on the first offense. Law enforcement may be contacted.

Other controlled substances: Students who possess, use, inhale, or sell a controlled substance, or who are under the influence of a controlled substance will be suspended for five days and may be referred to Governing Board for expulsion.

False representation: Students who provide other persons with an item intended to represent any alcoholic beverage, intoxicant or controlled substance will be suspended from school and may be referred to the Governing Board for expulsion on the first offense.

PARAPHERNALIA

Students may not possess, offer, arrange, or attempt to sell any drug paraphernalia. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Consequences: Students who possess, arrange or attempt to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion. Law enforcement may be contacted.

TOBACCO

Students may not possess or use tobacco, or products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets.

Consequences: Students found in possession or who use tobacco, or products containing tobacco or nicotine will receive the following consequences: First offense within a four-year period while enrolled at a Sweetwater Union High School District school the student will receive a Saturday School or Detention. For offenses may result in suspension.

ROBBERY

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to take or create fear in others while attempting to steal another's person's property.

Consequences: The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted.

DAMAGE TO PROPERTY/VANDALISM

Bonita Vista High School has had several so-called "pranks" that have caused substantial property damage and loss of instructional time. Please reinforce to your student, especially seniors, that these are not considered "pranks" but vandalism. Depending on the dollar amount of damage, your student may be charged with a felony and parents responsible for thousands of dollars in damages.

Consequences: The consequences for attempting to cause or causing damage to other's property will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted. For a senior who is 18 years old and a legal adult, this will mean a potential felony arrest and conviction. A felony arrest will influence college admission and future employment.

THEFT

Consequences: The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

RECEIVING STOLEN PROPERTY

Consequences: Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted.

OBSCENITY, PROFANITY & VULGARITY

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent, or coarse language.

Consequences: Will range from detention to referral to Governing Board for expulsion.

DEFIANCE OF VALID AUTHORITY

Students may not be defiant, disruptive, disrespectful, or deceptive. These behaviors negatively impact the orderly operation of the classroom/general education environment of the school. This shall include racial slurs.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a detention, suspension through referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense.

CHEATING

Cheating is defined as any copying of homework, tests, reports or other work and plagiarism.

Consequences:

First Offense: A student caught cheating in class will receive an 'F' or Zero grade for the assignment on which he/she is caught.

Second Offense: A student caught cheating a second time in the same class will receive an automatic 'F' in scholarship and 'F' in citizenship for the six-week grading period in which the infraction occurred.

Third Offense: A student caught cheating a third time in the same class will receive an automatic 'F' in citizenship and 'F' in scholarship for the semester and will be dropped from the class immediately.

GAMBLING

Gambling is defined as the wagering or betting money or other stakes on the outcome of a given activity.

Consequences: The consequences for gambling will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

FORGERY

Forgery is defined as the unauthorized signing of notes, calluses, emergency cards and/or admit cards.

Consequences: A student caught using or misrepresenting teacher or office notes/passes will receive an automatic 'F' in citizenship for the six-week grading period and be assigned a Saturday School. A student possessing blank office passes will be assigned a Saturday School.

COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR COMMITTED A SEXUAL BATTERY

As used in this section, sexual assault includes sexual acts performed against the victim's will by means of force, violence, threats, or coercion, or fear of immediate and unlawful bodily injury on the victim.

As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences: Suspension and possible referral to Governing Board for expulsion on the first offense. In addition law enforcement will be contacted.

HARASSMENT, THREATS & INTIMIDATION

Threatened, or intimidated a pupil for any reason or harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Consequences: The consequences for harassing, threatening or intimidating behavior will range from suspension through referral to the Governing Board for expulsion.

HAZING

Assembly Bill 1411 amends Education Code section 48900 by adding "hazing" to the list of offenses that are grounds for a student suspension or recommended expulsion. Second, it expands the definition of hazing in Education Code section 32050 to "include any method of initiation or pre-initiation into a student organization, student body, or activity associated with these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace." (Added language emphasized.) By law, hazing does not include customary athletic events or other similar contests or competitions. (Ed. Code, § 32050.) Conspiring to engage in hazing committing hazing remains a misdemeanor. (Ed. Code, § 32050.)

Consequences: The consequences for harassing, threatening or intimidating behavior will range from suspension through referral to the Governing Board for expulsion.

SEXUAL HARASSMENT

The Sweetwater Union High School District is committed to make the educational environment for students free from sexual harassment. Board Policy prohibits sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting.

The District prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

The District further prohibits sexual harassment which conditions a student's academic status, progress, benefits, services, honors, program or activities based on submission of such conduct.

Students should report any sexual harassment to the school principal, assistant principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension or possible expulsion. Employees who violate this policy shall be disciplined, pursuant to Board Policy.

Examples of sexual harassment include but are not limited to:

- Sexual comments
- Making comments or ranking about person's body or body parts.
- Spreading sexual rumors
- Put-downs or ridiculing while mentioning gender
- Threats of sexual nature
- Sexual gestures
- Sexual looks or propositions
- Cornering or blocking movements
- Unwelcome touches
- Unwanted sexual pressure from staff and students
- Displaying obscene or vulgar objects, pictures, etc.
- Purposely bumping or rubbing against a person
- Standing in someone's way or standing too close
- Patting, hugging, kissing or caressing
- Touching, grabbing, pinching or poking
- Lifting or looking under someone's clothing or flashing one's body part(s)
- Sexual jokes or "dirty" stories
- Pressure to go out on a date
- Whistles or rude, sexual noises
- Profane language or put-downs about sexual orientation

There is difference between sexual harassment and flirting.

Sexual Harassment

- Person feels uncomfortable and powerless
- Creates anger and fear, aggression
- Feel humiliated, demeaning
- Unwanted
- Negative self-esteem, condescending
- Feels out of control
- Illegal
- Degrading
- Makes you angry, frustrated
- One sided

Flirting

- Both persons have equal power and agree to flirt with each other
- Feel happy, affection
- Feel flattered and attractive
- Wanted
- Positive self-esteem, compliments
- In control
- Legal, but may be inappropriate at times
- Complimentary
- Makes you happy
- Reciprocal

In certain instance, even flirting may be considered inappropriate. Sexual harassment is not a joke. It is not funny. It is hurtful and it is illegal.

Complaints must be initiated no later than (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint, or will it affect the student's academic standing, rights, or privileges.

Complaint procedure:

1. Tell the harasser to stop. If harassment does not stop, go to #2.
2. Write down what happened, including the date and time.
3. Talk with any staff member with whom you are comfortable.
4. If the problem is still unresolved, contact the assistant principal.

Sometimes harassment complaints can be settled at the school and sometimes at the District Office. If the complaint is not settled after mediation and/or investigation, you have the right to discuss your concerns with the Superintendent. If it is not resolved there, you may go to the Governing Board, Child Protective Services, and/or law enforcement agencies including the U.S. Office of Civil Rights, which may also investigate complaints of sexual harassment. The U.S. Office of Civil Rights may be contacted directly to file complaints.

ELIGIBILITY

Students who intend to participate in school activities which extend beyond their normal school day, such as athletics, elected officials, fine arts, band, performance groups, cheerleaders, etc., must earn not less than a total grade point average of 2.0 (C average) in scholarship and citizenship during the grade reporting period immediately preceding the activity.

Students must be currently enrolled and passing as of the last grading period in at least four subjects (including second semester Seniors).

Students must also satisfy residential eligibility requirements in order to participate in athletics. To be residentially eligible students must either:

1. Live in the attendance area.
2. Move into the attendance area with parent/guardian.
3. All students who transfer to another school or if the transfer is revoked by the administration or parent/guardian, and the student returns to his/her previous school without a change in residence on the part of the parent/guardian, shall be ineligible to participate in all sports at the Varsity level for a period of one calendar year. An appeal process has been established by the Metropolitan Conference to consider hardships exceptions to this rule.

DATE FOR ESTABLISHING SCHOLASTIC ELIGIBILITY

The date for establishing scholastic eligibility for sports participation will be the next calendar day following the school-wide issuing of grades at the end of each grading period.

GRADE POINT AVERAGE

1. The grade point average shall be computed by dividing the total grade points earned by the number of subjects taken.
2. Points shall be computed on the following basis: A=4, B=3, C=2, D=1, F=0, Incomplete=0. When an incomplete grade is changed, the grade point average shall be recomputed.
3. No weighted grades are considered for athletic eligibility purposes.
4. Plus and minus marks shall be ignored in computing the grade point average.

SCHOOL LETTER

The school letter may be awarded to students on the recommendation of club advisor, coach, or teacher for athletic participation, academic excellence, or service to the school. An award of the school letter will entitle the recipient to wear the school jacket for Athletics, Performing Arts, Academics or Service as well as all appropriate in-state and other privileges or honors. The Junior Varsity certificate will be awarded only for athletic participation.

The school letter shall comply with all requirements of the Metropolitan Conference and the C.I.F.. The Academic and Service letters will be script and the Athletic letter will be block. The music letters shall be specific to their group. All letters must be worn only on the school-approved award jacket. Customization of the jacket beyond what's permitted is not allowed.

ATHLETIC LETTER

Requirements:

Recommendation from coach; scholastic and essential eligibility for entire season.

Procedures:

Coach submits name to ASB; ASB prepares certificate to be awarded at banquet; athlete may purchase letter in ASB with certificate; athlete may purchase school jacket.

ACADEMIC LETTER

Requirements:

3.75 overall weighted GPA for five semesters beginning in 9th grade.

3.75 GPA in Citizenship with no grade lower than C.

Active participation in extracurricular activity.

Procedures:

Faculty Advisory Committee (FAC) will request from counselor at the end of each semester a list of nominees.

FAC will recommend to ASB who will prepare certificate.

Student may purchase letter in the ASB or order sweater with letter and insert upon presentation of certificate.

SCHOOL SERVICE LETTER

Requirements:

Extraordinary participation in school-sponsored activities.

2.0 Overall weighted GPA in scholarship with no more than one F grade each Semester.

2.0 GPA in citizenship with no grade lower than C.

The service provided to the school must be more than what is normally expected from all club participants or exceeds the standard for maintenance of the grade (e.g., Tall Flags, Music Machine, Drama, Band, Newspaper, etc.)

Teacher or Advisor will recommend to FAC

FAC will approve and recommend to ASB.

ASB will prepare certificate.

Student may purchase letter in the ASB or order sweater with letter and insert upon presentation of certificate.

PERFORMING ARTS LETTER

Requirements for a Music Letter in Vocal Music include:

Recommendation of the Teacher/Advisor.

Scholastic eligibility for the entire season.

The Teacher/Advisor will submit names of award recipients to the ASB.

The ASB will prepare certificates to be awarded at their banquet.

The certificate is required to receive a letter and/or wear a school sweater.

Requirements for Music Letter in Instrumental Music Include:

Recommendation of the Teacher/Advisor.

Scholastic eligibility for the entire season.

The Teacher/Advisor will submit names of award recipients to the ASB.

The ASB will prepare certificates to be awarded at their banquet.

The certificate is required to receive a letter and/or wear a school jacket.