VICTOR VALLEY HIGH SCHOOL



STUDENT AND PARENT HANDBOOK

2025 – 2026

ADMINISTRATION

DR. VICTOR M. GARNICA, PRINCIPAL
JESSICA SWIFT, ASSISTANT PRINCIPAL
ANGIE MAYO, ASSISTANT PRINCIPAL OF STUDENT SUCCESS - 9TH - 12TH GRADE STUDENTS WITH AN IEP
DARIUS ROBINSON, ASSISTANT PRINCIPAL OF STUDENT SUCCESS - 9TH -12TH GRADE STUDENTS WITHOUT AN IEP

DISTRICT ADMINISTRATION

CARL COLES, SUPERINTENDENT
DR. RATMONY YEE, ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES
SHAWNTEE MILTON, ASSISTANT SUPERINTENDENT – BUSINESS SERVICES
MICHAEL WILLIFORD, ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

BOARD OF TRUSTEES

PENNY EDMISTON, PRESIDENT
BARBARA DEW, VICE PRESIDENT
JOSE BERRIOS, CLERK
KENT CROSBY, MEMBER
ROSALIO "ROSIE" HINOJOS, MEMBER

THE GOVERNING BOARD PROHIBITS AT ANY DISTRICT SCHOOL OR SCHOOL ACTIVITY, UNLAWFUL DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING OF ANY STUDENT BASED ON THE STUDENT'S RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, ETHNIC GROUP IDENTIFICATION, AGE, RELIGION, MARITAL OR SINGLE STATUS, PHYSICAL OR MENTAL DISABILITY, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, OR GENDER EXPRESSION; THE PERCEPTION OF ON OR SUCH CHARACTERISTICS; OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS. PROHIBITED

DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING INCLUDES PHYSICAL, VERBAL, NONVERBAL, OR WRITTEN CONDUCT BASED ON ONE OF THE CATEGORIES LISTED ABOVE THAT AFFECTS A STUDENT'S ABILITY TO PARTICIPATE IN OR BENEFIT FROM AN EDUCATIONAL PROGRAM OR ACTIVITY; CREATES AN INTIMIDATING, THREATENING, HOSTILE, OR OFFENSIVE EDUCATIONAL ENVIRONMENT; HAS THE EFFECT OF SUBSTANTIALLY OR UNREASONABLY INTERFERING WITH A STUDENT'S ACADEMIC PERFORMANCE; OR OTHERWISE ADVERSELY AFFECTS A STUDENT'S EDUCATIONAL OPPORTUNITIES.

16500 MOJAVE DRIVE | VICTORVILLE, CALIFORNIA 92395

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VVHS MISSION STATEMENT

Our mission is to teach them well, keep them safe,

and prepare them for the future.

VVHS VISION STATEMENT

Our vision is to provide an environment of quality education

that will help to develop productive citizens of the future.

VVHS ESLR's

Hold students accountable for their individual academic improvement.

Offer opportunities for all students to be college and career ready.

Promote respect for diversity, equity and inclusion.

VICTOR VALLEY JACKRABBITS ARE:

SAFE, RESPECTFUL, AND RESPONSIBLE!

VICTOR VALLEY HIGH SCHOOL DIRECTORY

16500 Mojave Dr. Victorville, CA 92395 | (760) 955-3300

ATTENDANCE, REGISTRAR & OFFICE STAFF		
Kristina Chavez	Receptionist	Ext. 31100
April Gibson	Attendance (A - GL)	Ext. 31150
Angie Tejeda	Attendance (GO - O)	Ext. 31151
Sadee Burgess Curry	Attendance (P - Z)	Ext. 31152
Lisa Hartman	Registrar (Enrollments/Records/Transcripts) (11th and 12th Grades)	Ext. 31184
Alicia Espinoza	Registrar (Enrollments/Records/Transcripts) (9th and 10th Grades)	Ext. 31185
Danyette Brown	Library	Ext. 31170
Latanetta Jackson	College and Career Center	Ext. 31241
Yuriyah Manus	Mental Health Clinician	Ext. 31158
Vanessa Palacios	Mental Health Clinician	Ext. 31159
Veronica Ginorio	Family Engagement Liaison	Ext. 31180
Christine Glass	Health Office	Ext. 31154
Katrina Williams	Work Experience	Ext. 10287
Bridgette Tomashewski	IEP Scheduling	Ext. 31157

COUNSELING		
Josie Ramirez	Counseling Office Secretary	Ext. 31160
Adrian Mullikin	Counselor (A - COL) & Thrive	Ext. 31108
Josie Struebing	Counselor (COM - HEND)	Ext. 31146
Kristie Moitoso	Counselor (HENE - MED) & HOPE	Ext. 31148
ChyLynn Delceppo	Counselor (MEE - ROI)	Ext. 31141
LaDonna Silva	Counselor (ROJ - Z)	Ext. 31142

ACTIVITIES & ATHLETICS		
Meghan Singer	Activities Director	Ext. 31119
CT Campbell	Athletic Director	Ext. 31117
Richard Andow	Athletic Trainer	Ext. 31271
Rebecca Wald	Activities & Athletics Secretary	Ext. 31116
Samantha Lillard	ASB Bookkeeper	Ext. 31118

STUDENT SUCCESS		
Jessica Swift	Assistant Principal	Ext. 31103
Sara Mulford	Administrative Assistant I	Ext. 31103
Angie Mayo	Assistant Principal - 9th-12th Grade Students with an IEP	Ext. 31162
Ashley Gonzalez	Administrative Assistant I - 9th-12th Grade Students with an IEP	Ext. 31162
Darius Robinson	Assistant Principal - 9th-12th Grade Students without an IEP	Ext. 31131
Trina Hooper	Administrative Assistant I - 9th-12th Grade Students without an IEP	Ext. 31131

PRINCIPAL'S OFFICE		
Dr. Victor M. Garnica	Principal	Ext. 31102
Rani Walker	Administrative Assistant IV	Ext. 31102

VICTOR VALLEY HIGH SCHOOL DIRECTORY (Cont.)

TEACHERS

Teacher	Ext	Teacher	Ext	Teacher	Ext
Alamo, E	31305	Hawthorne, J	31366	Shaw, H	31472/471
Allen, R	31294	Henderson, B	31269	Silva, E	31205
Alvarez, M	31375	Hill, B	31302	Singer, M	31119
Avila, S	31242	Hughes, S	31367	Singer, R	31306
Ballard, A	31317	Jaber, R	31322	Soldano, C	31282
Bevis, S	31200	Jensen, R	31261	Soto, A	31376
Brinegar, A	31304	Johnson, L	31283	Struebing, T	31292
Brown, K	31362	Jones, W	31368	Thomas, J	31270
Bunnell, T	31270	Jung, A	31392	Tolson, R	31224
Burguete, A	31318	Kistner, R	31372	Valencia, K	31474/475
Campbell, C	31117	Lillard, M	31234	Villarreal, E	31316
Carmona, P	31378	Lillard, T	31270	Ward, M	31361
Carter, M	31369	Lira-Villalobos, R	31354	Waterfield, A	31220
Carter, N	31370	Longshore, A	31281	Whitlock, M	31350
Castro, J	31204/207	Luna, M	31280	Wilborn, S	31363
Cecil, J	31263	Maier, A	31417	Williams, K	31471
Chim, D	31319	Manzo, M	31293	Williams, M	31243
Creighton, M	31355	Martinez, M	31295	Zabala, P	31285
Dettore, B	31323	Mattingly, D	31371	Shaw, H	31472/471
Diaz, M	31222	Medina, J	31365	Silva, E	31205
Dominguez, J	31371	Mendoza, D	31363	Singer, M	31119
Durrer, L	31284	Mendoza, J	31297	Singer, R	31306
Eberhardt, M	31315	Moore, S	31357	Soldano, C	31282
Esmus, J	31209/10	Mora, M	31269	Soto, A	31376
Flores, Y	31359	Morales, E	31265	Struebing, T	31292
Francis, T	31352	Moreno, S	31250	Thomas, J	31270
Gallegos, N	31270/31471	Most, A	31303	Tolson, R	31224
Garcia, J	31358	Munoz, K	31262	Valencia, K	31474/475
Garcia, J	31272	Musslewhite, B	31264	Villarreal, E	31316
Garcia, P	31351	Noble, R	31296		
Garcia, R	31206	Nocera, J	31202		
Garcia, S	31356	O'Neill, D	31313		
Garrison, G	31223	Opbroek, K	31221		
Ginorio, R	31321	Palazzo, J	31320		
Gonzalez, J	31269	Plummer, J	31235		
Greer, E	31201	Purcell, O	31374		
Guardado, G	31205	Ramirez, G	31233		
Harris, A	31260	Rodriguez, M	31353		
Hatchell, S	31291	Rodriguez, S	31203		

BELL SCHEDULES AND BUS ROUTES

BELL SCHEDULE

START TIME - 8:30 AM

STANDARD DAY SCHEDULE

EXCEPT - Wednesdays and Minimum Days (As listed)

Period	Time	Class Time
0	7:28 - 8:24	CTE Only
1	8:30 - 9:26	56 minutes
2	9:32 - 10:32	60 minutes
Nutrition	10:32 - 10:38	6 minutes
3	10:44 - 11:40	56 minutes
4	11:46 - 12:42	56 minutes
Lunch	12:42 - 1:12	30 minutes
5	1:18 - 2:14	56 minutes
6	2:20 - 3:16	56 minutes

COLLABORATION DAY SCHEDULE

Except for Standard Wednesdays- 3/4

Period	Time	Class Time
1	8:30 - 9:18	48 minutes
2	9:24 - 10:16	52 minutes
3	10:22 - 11:10	48 minutes
4	11:16 - 12:04	48 minutes
Lunch	12:04 - 12:34	30 minutes
5	12:40 - 1:28	48 minutes
6	1:34 - 2:22	48 minutes
Collaboration	2:22 - 3:16	58 minutes

MINIMUM/FINALS DAY SCHEDULE

Minimum Days- 12/17, 12/18, 12/19, 5/27 & 5/28

Period	Time	Class Time
1	8:30 - 9:14	44 minutes
2	9:20 - 10:08	48 minutes
3	10:14 - 10:58	44 minutes
4	11:04 - 11:48	44 minutes
Lunch	11:48 - 12:18	30 minutes
5	12:24 - 1:08	44 minutes
6	1:14 - 1:58	44 minutes

BUS ROUTES

ROUTE 30	PICK UP	DROP OFF
ODELL AVE & VASQUEZ AVE	7:51	3:30
CLOVIS ST & ORICK AVE	7:55	3:33

ROUTE 34		
1ST AVE & OTTOWA ST	7:47	3:31

ROUTE 35		
ROLLING RIDGE DR & TANGLEWOOD LN	7:30	3:47
SIXTH AVE & SITTING BULL ST	7:44	3:35
CYPRESS AVE & GOLDEN SANDS APTS	7:48	3:32

ROUTE 36		
WINONA ST & SIXTH AVE	7:48	3:31
NINTH AVE & SITTING BULL	7:53	3:35

ROUTE 37		
NATIONAL TRAILS HWY & TURNER RD	7:40	3:37
HEATHERDALE RD & PATTON ST	7:51	3:28

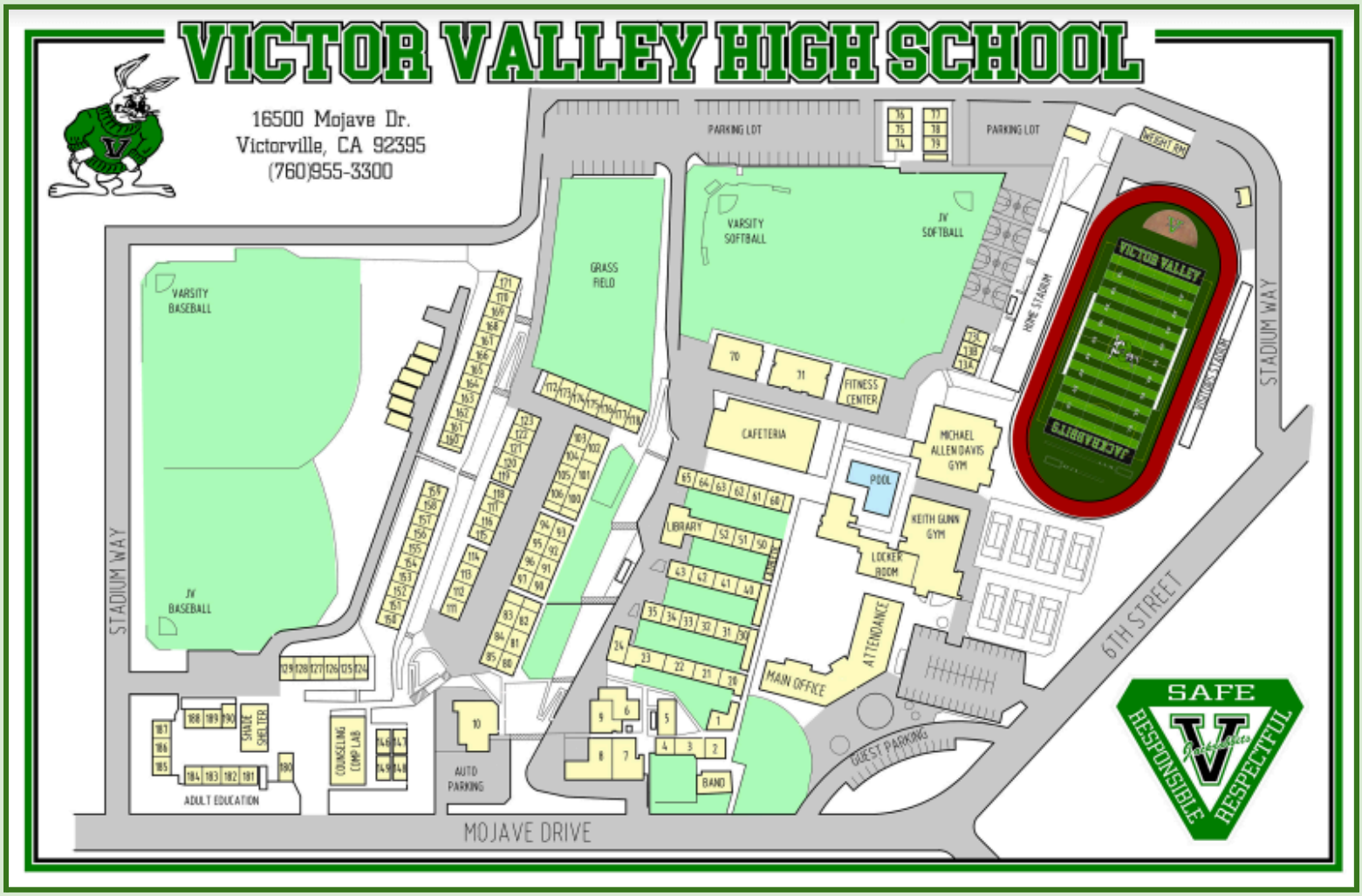
ROUTE 38		
CRESTVIEW DR & RAIN SHADOW DR	7:16	3:51
PEBBLE BEACH DR & SANTA ANITA TRL	7:20	3:54
COUNTRY CLUB DR & RIVERVIEW DR	7:26	3:59
DANTE ST & MARS AVE	7:45	3:31
STODDARD WELLS RD & ABBEY LN	7:50	3:35

ROUTE 40		
1st AVE & SILICA DR	7:43	3:32
11th AVE & WINONA ST	7:51	3:40

ROUTE 41		
JASMINE ST & 11th AVE	7:49	3:36
CYPRESS AVE & SENECIO AVE	7:52	3:33

ROUTE 45		
FIFTH AVE & SILICA DR	7:45	3:33

VICTOR VALLEY HIGH SCHOOL MAP



SCHOOL CALENDAR

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
16350 Mojave Drive, Victorville, CA 92395 | 760-955-3201 | www.vvuhsd.org

2025 – 2026 STUDENT CALENDAR

July 2025						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	S
					1◄	2
3	4◄	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

September 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				21

October 2025						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

November 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						14

December 2025						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17m	18m	19m	20
21	22	23	24	25	26	27
28	29	30	31			15 87

January 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	◄5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						18

February 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						18

March 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				17

April 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

May 2026						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27m	28m	29	30
31						19 93

June 2026						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FIRST DAY OF SCHOOL – August 5, 2025
HOLIDAYS
OCTOBER, FALL, WINTER & SPRING BREAKS
LAST DAY OF SCHOOL – May 28, 2026

◄ NON-STUDENT DAY
m MINIMUM DAY

180 INSTRUCTIONAL DAYS

Revised 5/22/2025

ATTENDANCE

Regular attendance and punctuality are essential if a student is to receive maximum benefit from an instructional program. Absence and tardiness are counter-productive to educational success. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program and causing teachers to unnecessarily repeat and review information and material previously covered. Even though it is possible for students to make up much of the work missed due to absence, it is impossible to completely compensate for the loss of classroom time.

For these reasons, it is essential that students attend school on a regular basis, and absences result from legitimate and compelling reasons only. A concerted effort should be made by students, parents/ guardians, and school officials should make a concerted effort to schedule as few appointments and activities as possible that interfere with school attendance and class schedules.

A student will be marked absent by each teacher at any time they are not present in a scheduled class. Acceptable reasons for excused student absence as per Education Code 48205 are as follows:

A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
    1. Due to their illness.
    2. Due to quarantine under the direction of a county or city health officer.
    3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
    4. For the purpose of attending the funeral services of a member of their immediate family, or relatives of the pupil, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. *Immediate family is defined as all who live in the household.
    5. For the purpose of jury duty in the manner provided for by law.
    6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
    7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of their religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
    8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
    9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent or designee of the school district.
    10. For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.

B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
E. "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

When a student returns after an absence, they must bring a written note from a parent or guardian or have the parent or guardian phone the Attendance Office. When placing a call, please indicate the name of the student, the date, the period(s) of absence, and the reason for the absence.

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three (3) days in one school year or tardy without a valid excuse in excess of 30 minutes on each

of more than three days in one school year is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. E.C. 48260 Definition of a Truant: A student absent because of illness for five (5) or more consecutive days may be required to submit a doctor's letter to substantiate that the absence is excused.

Absences for Religious Purposes: EC 46014; BP 5113.1; AR 5113 – The Board shall allow students to be absent for religious instruction or participation in religious exercises away from school property. Such absences shall be considered to be excused provided that: 1) the student shall attend at least the minimum school day, and 2) the student shall be excused for no more than four days per month.

Medical Appointments: Assist in your child's education! Parents are encouraged to schedule all medical appointments after school. If your student must miss school due to a medical appointment, ***a note from the doctor is required.*** Make-up/Homework (Ed Code 48205.b) states that students who miss school because of *excused absences* may be given the opportunity to make up missed work.

ABSENCES

Please contact the school attendance office the day your child is absent. If you cannot do so, please send a note signed by the parent/guardian stating the date and reason for the absence on the first day the student returns to school. More than three unexcused absences are considered truant.
Report an Absence Online

Students over 18: Under certain circumstances, a student who turns 18 gains certain rights to access their school records and the right to excuse themselves from school. However, the student who turns 18 does not gain the right to receive unverifiable off-grounds passes. Students who are 18 years old may be placed on an 18-Year Old Contract.

Note: Seven (7) excused absences is considered to be excessive. Education Code § 48260 – Any pupil subject to full-time education or to compulsory education who is absent from school without a valid id excuse for more than three days or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district. Parents are responsible for a child's attendance from age 6 until age 18 (EC § 48200).

CLOSED CAMPUS

Our schools operate under a closed campus policy. All students are not permitted access to unauthorized or off-limit areas or to leave campus from the time of arrival on campus until the completion of their school day without permission. Violation of the closed campus policy could result in progressive disciplinary action up to and including expulsion.

- Outside food deliveries will not be accepted.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

It is the parent/guardian's responsibility to update your contact information whenever there is a change. Inform the attendance office in person or in writing when you change your address, home, work, or emergency contact phone number(s), email, and address. *This is very important in case of an emergency and can be updated on your AERIES Portal.*

- **Phone Number & Email Change:** AERIES Portal
- **Address Change:** **Registrars**. Monday-Friday 7:30 a.m.- 4:00 p.m. Registrars are located in the main office.

INDEPENDENT STUDY CONTRACTS

On those occasions when a family emergency or vacation occurs during the regular school session, parents should request an Independent Study Contract (ISC) for those days to earn attendance credit. Notice must be given no less than 3 weeks prior to students' first day of starting Independent Study; your child must be gone for at least 5 school days and not to exceed 15 cumulative school days in a school year. If an independent study contract is provided, it should be noted that it will be 240 minutes worth of instructional material per day of the contract. Additionally, all work must be returned to the school to receive attendance credit. Students with an Individualized Education Program (IEP) are not eligible for an independent study contract due to specific special education services.

OFF GROUNDS PASSES

All students leaving school during the school day for any reason must be signed out in the office by an adult listed on the emergency card. Please be ready to show identification upon signing out your student. Students returning to school later the same day must check back in the office before returning to class. If you are planning to sign your student out, you must do so at least 30 minutes prior to the end of the school day. There must be a current Emergency Form on file with a verifiable signature. Only students 18 or over may drive off campus with administrator approval and clearance through the Attendance Office.

*If your student is in P.E. at the time of dismissal, we do not remove students from P.E. as it is difficult to find them on the field, and the locker room is locked.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

Regular school attendance is expected and required for an effective learning program and school success. All absences and tardies may be reviewed by the School Attendance Review Board (SARB) may review all absences and tardies. It is essential that your child is present every day of the school year to receive the maximum benefits of the educational program we offer at our schools. The state of California defines chronic absenteeism as any student missing 10% or more of the school year.

After 10 full days of unexcused absences and/or 10 tardies of 30 minutes or more, a student is classified as a habitual truant and subject to a summons to appear at a SARB hearing.

At a School Attendance Review Board (SARB) Hearing, the members will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.

- 1st Conviction: a fine of not more than $100.00 plus penalties could amount to as much as $500.00.
- 2nd Conviction: a fine of not more than $250.00 plus penalties could amount to as much as $1,000.00.
- 3rd or subsequent convictions: a fine of not more than $500.00 plus penalties could amount to $1,500.00.

Penal Code 272 Failure to enroll your student in an approved educational program could result in a $2,500.00 fine.

Cut Policy: Unexcused period absences that are not verified are considered a “Cut”. Cutting class is prohibited. Students who cut class WILL NOT be given the right to make up work or turn in any tests, quizzes, reports, homework, class assignments, etc., due on any day or period they are given a “Cut” or “Unexcused” absence. Excessive cutting is considered truancy and may result in fines and other penalties. Students who are off campus or out of class without a proper hall or off-grounds pass may be assigned Saturday School or On Campus Intervention and may not be allowed to participate in extracurricular or afterschool activities or attend school events, including games or dances (See Discipline for details). There may also be a Clean Sweep Citation issued. Excessive truancy will result in a requirement to appear at a District SARB hearing where the parent/guardian may be required to attend truancy classes and issued a fine of $500-$1,500. For the student, there may be a hold or suspension of the student’s driver’s license up to the age of 25 and denial or revocation of a work permit.

*Six-period absences are equal to a full-day absence.

TARDIES

Responsible behavior includes being on time and ready to enter the classroom on time. All students arriving late to school must check in at the office before going to class.

WITHDRAWAL PROCEDURES

Withdrawals must be done in person by the **Parent or Legal Guardian** of the student at the school site. Withdrawals cannot be done over the phone or by message. Please return all books and materials. All records will be withheld from the parent and student if fees are owed. Fees will be forwarded to the next school when records are requested.

Registrars: Please visit the Registrar's in the main office to obtain student registration and records.

- Monday-Friday 7:30 a.m.- 4:00 p.m.
- Student records assistance

COMMUNICATION/ FAMILY ENGAGEMENT

AERIES PARENT AND STUDENT PORTAL

Parents and students can monitor grades and attendance online or on their smartphone using the Aeries Portal. You can also email your student's teachers easily through the portal. Go to the Family Engagement Center in the Main Office for assistance.

- **AERIES Access:** AERIES Portal
- AERIES assistance

CONFERENCE WITH TEACHERS

Call the receptionist at (760) 955-3300, ext. 31100, to assist in scheduling a conference with a teacher. Conferences are generally held during the teacher's assigned conference period. If calling the teacher directly, please call after school or during the teacher's conference period to avoid disturbing the classroom educational time. You may also email the teacher. Teachers' emails are available on the school website and through the Aeries Parent Portal.

FAMILY ENGAGEMENT CENTER

Visit our Family Engagement Center in the Main office. Veronica Ginorio (760) 955-3300 ext 31180 How can I Help?
Aeries, parent square, communication with teachers, and any other general questions.
FEC offers monthly coffee with the Principal meetings, classes for parents, informational workshops, provides parent volunteer paperwork and offers opportunities for parents/guardians to volunteer around campus. Se habla español.

SCHOOL WEBSITE

Visit our website at http://vvhs.vvuhsd.org/home and click on "About Us" for contact information. Click on the "Parents" tab for useful forms and information for parents. The "Students" tab has important information for students.

STUDENT EMAIL

Student email (vvstu.org) account format: Last name + first character of first name + Last 3 digits of ID + Last two digits of the birth year + @vvstu.org. Default password: 6-digit ID + last two digits of birth year.

- **Sample:** Email: Bunnyv34599@vvstu.org Password: 01234599
  - Name: Victor Bunny
  - ID Number: 012345
  - Birth Year: 1999

TIPLINE

- Speak-up for safety: Share concerns about your classmates or school safety.
- Gaggle Tipline
- Email: speakup@vvstu.org
- Phone (Voicemail & Text): (760) 503 - 3073
- Anonymous Community Reports

TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT (English)

This policy describes the means for carrying out designated Title I parental involvement requirements.

Title I School-Level Parental Involvement Policy

Victor Valley High School has developed a written Title I parental involvement policy with input from Title I parents. The parents on the school site council discussed and jointly developed the Parental Involvement policy. The Parental Involvement will be sent out to the parents by mail and will be available in the administrative and counseling offices. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Victor Valley High School, the following practices have been established:

- The school holds an annual meeting to inform parents of Title I students about Title I requirements and about the rights of parents to be involved in the Title I program.
    - Monthly School Site Council Meetings
    - Back to School Night
    - ELAC Meetings
    - AVID Meetings
    - Coffee with the Principal
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
    - Monthly School Site Council Meetings
    - Back to School Night
    - ELAC Meetings
    - AVID Meetings
    - Coffee with the Principal
- The school involves parents of Title I students in an organized, ongoing, and timely way in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.
    - School Site Council Meetings
    - ELAC Meetings
- The school provides parents of Title I students with timely information about Title I programs.
    - Weekly NTI Calls
    - Monthly School Site Council Meetings
    - Back to School Night
    - ELAC Meetings
    - AVID Meetings
    - Coffee with the Principal
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
    - At School Site Council, Back to School, and Coffee with the Principal, the school-wide goals are discussed, data is shared with and explained to the parents, and various programs are jointly evaluated.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
    - At School Site Council, parents actively participate in the discussions, the development of programs, and the decision-making process. Furthermore, parents are actively involved in financial and program decisions. These programs and activities that are agreed upon are placed in the School Plan for Student Achievement. The School Site Plan is reviewed multiple times throughout the course of the school year.

School-Parent Compact

Victor Valley High School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students:

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress, access to staff; opportunities for parents to volunteer to participate in their child's class; and opportunities to observe classroom activities

The principal developed an outline of the Parent Involvement Policy, and the School Site Parents discussed and jointly revised the Parent Involvement Policy. The policy was mailed to all Title 1 parents and made available in offices.

Building Capacity for Involvement

Victor Valley High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards and assessments and how to monitor and improve the achievement of their children.
    - State Standards are explained to Title 1 parents. In various meetings throughout the school year, the standards are explained, assessments are clarified, and student achievement interventions are described.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
    - Training on ABI System
    - Availability of Tutoring
    - Intervention is often during the scheduled day
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions and how to work with parents as equal partners.
    - Parent concerns are addressed at staff meetings
    - Parent's concerns about discipline issues are addressed
    - The Parent Coordinator is an ongoing voice for parent's concerns
- The school coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
    - The parents in the School Site requested a parent coordinator to help improve the communications that occur on campus. The parent coordinator is working on various projects to improve communications on campus to get more parents involved and keep them better informed.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
    - Weekly NTI Calls to Title 1 parents informing them about programs, activities, and or concerns. The calls are done in English and Spanish.
- The school provides support for parental involvement activities requested by Title I parents.
    - Victor has active AVID parent group
    - Committed parents to School Site Council
    - Growing ELAC parent group
    - Administration attempts to address Title 1 parents' concerns

Accessibility

Victor Valley High School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

All parents are encouraged to participate in programs and activities at Victor Valley High School. We hired a parent coordinator to translate for our Spanish Speakers.

ESCUELA DE TITULO I - NIVEL DE PARTICIPACIÓN DE LOS PADRES (Espanol)

Esta Póliza Describe Los Medios Para Llevar Acabo Los Requisitos Designados De Participación De Los Padres Del Título I

Escuela de Título I-Nivel de Participación de los Padres

Víctor Valley High School ha desarrollado una póliza de participación de los padres de Titulo I por escrito con el aporte de los padres del Título I. Los padres del consejo escolar hablaron y desarrollaron conjuntamente la póliza de participación de los padres. La participación de los padres será enviado a los padres por correo, y estará disponible en las oficinas administrativas y de asesoramiento. La póliza describe los medios para llevar a cabo los siguientes requisitos de participación de los padres del Título I. [20 USC 6318 Sección 1118(a)-(f) inclusive].

Participación de los Padres en el Programa Titulo I

Para involucrar a los padres en el programa de Titulo I en Victor Valley High School, se han establecido las siguientes prácticas:

- La escuela tiene una reunión anual para informar a los padres de estudiantes del Título I sobre los requisitos del Título I y sobre los derechos de los padres a participar en el programa de Titulo I.
    - Reuniones mensuales del Consejo Escolar
    - Noche de Regreso a la Escuela
    - Reuniones ELAC
    - Reuniones AVID
    - Café con el Director
- La escuela ofrece un número flexible de reuniones de Padres del Título I, tales como reuniones por la mañana o por la noche.
    - Reuniones mensuales del Consejo Escolar
    - Noche de Regreso a la Escuela
    - Reuniones ELAC
    - Reuniones AVID
    - Café con el Director
- La escuela involucra a los padres de estudiantes del Título I de una manera organizada, continua y oportuna en la planificación, revisión y mejoramiento del programa Titulo I de las escuelas y la Póliza de Participación de los Padres.
    - Reuniones del Consejo Escolar
    - Reuniones ELAC
- La escuela ofrece información oportuna a los padres acerca de los Programas del Título.
    - Llamadas semanales NTI
    - Reuniones mensuales del Consejo Escolar
    - Noche de Regreso a la Escuela
    - Reuniones ELAC
    - Reuniones AVID
    - Café con el Director
- La escuela ofrece a padres de estudiantes del Título I, con una explicación del currículo usado en la escuela, las evaluaciones usadas para medir el progreso del estudiante, y los niveles de dominio que los estudiantes deben cumplir.
    - En el Consejo Escolar, Regreso a la Escuela, Café con el Director, se discuten las metas de toda la escuela los datos se comparten con una explicación a los padres y varios programas se evalúan de forma conjunta.
- Si se solicita por los padres de estudiantes de Titulo I, la escuela ofrece oportunidades para reuniones regulares que permiten que los padres participen en las decisiones relativas a la educación de sus hijos.
    - En el Consejo escolar, los padres participan activamente en los debates, el desarrollo de programas, y en el proceso de toma de decisiones. Por otra parte, los padres participan activamente en las decisiones financieras y de programas. Estos programas y actividades que se aprueban se escriben en el Plan Escolar para el Rendimiento Académico. El Plan Escolar es revidado varias veces durante el transcurso del año escolar.

Acuerdo entre Padres y Escuela

Victor Valley High School distribuye un contrato entre los Padres y la Escuela a los padres de los estudiantes del Título I. El contrato, el cual ha sido desarrollado de manera conjunta con los padres, indica como los padres, el personal de la escuela y los estudiantes compartirán la responsabilidad por lograr el mejoramiento académico de los estudiantes. El contrato describe formas específicas en las cuales la escuela y las familias trabajan juntas para ayudar a que los estudiantes alcancen los altos estándares académicos del Estado. El contrato también considera los siguientes puntos requeridos por ley, así como cualquier otro punto sugerido por los padres de los estudiantes del Titulo I.

- La responsabilidad de la escuela de proveer un currículo e instrucción de alta calidad.

- Las maneras en las que los padres serán responsables de apoyar el aprendizaje de sus hijos/as
- La importancia de mantener una comunicación constante entre los padres y los maestros a través de tener, como mínimo, conferencias anuales entre padres-maestros; reportes frecuentes en cuanto al progreso del estudiante, acceso a personal; oportunidades para que los padres puedan voluntariarse para participar en las clases de sus hijos/as y oportunidades para observar las actividades en la clase.

El director desarrollo un lineamiento para la Póliza de participación de los Padres, y el Comité Escolar de los Padres (School site Parents) consulto y reviso de manera conjunta la Póliza de Participación de los Padres. La póliza fue enviada por correo a todos los padres del Título I y está en las oficinas para su disposición.

Desarrollando Capacidades para la Participación

Victor Valley High School involucra a los padres del Título I en las actividades de la escuela. También apoya la alianza entre el personal, los padres y la comunidad para mejorar el rendimiento académico de los estudiantes. Para lograr alcanzar estas metas, la escuela ha establecido las siguientes prácticas:

- La escuela provee a los padres del Título I asistencia en la comprensión de los estándares académicos y evaluaciones estatales y en como monitorear y mejorar el rendimiento académico de sus hijos/as.
    - Se explican los estándares estatales a los padres del Título I. En varias reuniones durante el año escolar los estándares son explicados, las evaluaciones son clarificadas y las intervenciones por mejorar el rendimiento académico del estudiante son descritas.
- La escuela provee a los padres del Título I material y capacitación para ayudarlos a trabajar con sus hijos/as para mejorar el rendimiento académico.
    - Entrenamiento en el Sistema ABI
    - Disponibilidad Para Tutorías
    - Las intervenciones se dan regularmente en el día programado
- Con la ayuda de los padres del Título I, la escuela educa a los miembros del personal en relación al valor de las contribuciones entre las partes y como trabajar con los padres como socios iguales.
    - Las inquietudes de los padres son tratadas en las reuniones del personal
    - Preocupaciones de los Padres en cuanto a disciplina son tratadas
    - El/La Coordinador (a) de los Padres es una voz continua de las inquietudes/preocupaciones de los Padres
- La escuela coordina e integra el programa de participación de los Padres del Título I con otros programas y lleva a cabo otras actividades, tales como centros de recursos de los padres, para motivar y apoyar a los padres en cuanto a su participación plena en la educación de sus hijos/as.
    - Los padres del Comité Escolar solicitaron un/una coordinador/a de padres para ayudar a mejorar la comunicación que ocurre en la escuela. El/La coordinador/a de padres está trabajando en varios proyectos para mejorar la comunicación en la escuela para que mas padres estén involucrados y mantenerlos mejor informados.
- La escuela distribuye información relacionada a los programas de la escuela y para padres, reuniones y otras actividades de los padres del Título I en un formato y en un idioma que los padres puedan entender.
    - Llamadas NTI semanales a los padres del Título I informándoles acerca de los programas, actividades y/o inquietudes. Las llamadas se hacen tanto en Inglés como en Español.
- La escuela provee apoyo para la participación de los padres en actividades requeridas por padres del Título I.
    - Victor Valley High School tiene un grupo de padres de AVID activos
    - Padres comprometidos al Comité Escolar
    - Crece el grupo de padres de ELAC
    - Se hacen esfuerzos administrativos por dirigir las inquietudes de los padres del Título I

Accesibilidad

Victor Valley High School provee oportunidades para la participación de los padres del Título I, incluyendo padres con habilidad limitada en cuanto al idioma inglés, padres con discapacidades y padres de estudiantes migratorios. La información y los reportes escolares se brindan en un formato y en un idioma que los padres puedan entender.

Se motiva a todos los padres a participar en programas y actividades en Victor Valley High School. Hemos contratado una coordinadora de padres para traducir para nuestros padres Hispanohablantes.

EDUCATIONAL SERVICES

ACADEMIC HONESTY

Academic honesty and personal integrity are fundamental components of a student's education and character development. VVHS expects that students will not cheat, assist others in cheating, lie, plagiarize or commit other acts of academic dishonesty. Doing so will result in penalties such as a zero grade on the assignment or test, detention, On Campus Intervention (OCI), or suspension. Parents will be notified by the teacher.

BEFORE & AFTER-SCHOOL PROGRAMS

Before and after-school tutorial sessions are available to support student achievements, promote success, encourage interest in education, and assist in meeting graduation requirements. Students receive small group or computerized assistance. VVHS offers specialized tutoring for SAT, ACT, and AP test preparation. College Entrance Essay Workshops and Mock Oral Entrance Interviews are also available.

- Tutoring is available for specific subjects: homework, study skills, note taking, or test taking.
- Appointments must be pre-scheduled for tutoring assistance. The student, a parent, a counselor, or a teacher may complete tutorial referrals.
- Virtual Tutoring

CAREER CENTER

Stepping into the Career Center at VVHS is the beginning of the career decision-making process. Our students begin this process with interest and aptitude testing, matching abilities and interests to careers. Exploration into selected career matches will provide the student with information on duties performed on the job, salary ranges, employment outlook and educational and/or training requirements. With this information in hand, students can make informed career decisions.

For the college-bound student, information is available on computer and in printed form for colleges and scholarship research programs. College catalogs and most printed materials are available for student checkout. College representatives make scheduled visits to our campus to meet with our students, individually and in groups, during the school year.

CLASS RANK

Rank is based on Academic GPA for grades 10-12 (excludes PE). Valedictorian and Salutatorian are chosen from total GPA in grades 9-12 (includes all classes). Therefore, the number one ranked student might not be valedictorian.

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school. In order to attend a community college, a student need only be a high school graduate or 18 years of age. In order to attend a CSU, a student must have taken specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC, a student must meet requirements for coursework, GPA, and test scores, rank in the top four percent at a participating high school, or qualify by examination alone. A student may also transfer to a CSU or UC after attending a community college.

Assembly Bill 428 requires school districts to provide the following information:
Admission to the University of California (UC) and California State University (CSU) requires a minimum of 150 units or 15 year long high school courses (a-g) in the following subject areas:

- English – 4 years
- Math – 3 years/4 recommended
- Science – 2 years/3 recommended
- History – 2 years
- World Language – 2 years of the same foreign language /3 recommended
- Visual & Performing Arts – 1 year
- Academic Elective – 1 year

The A-G courses must appear on the official University of California certified course list for the year completed and the school attended. Please refer to the Counseling Office at your high school for an updated a-g course list or lookup the A-G list for any school at https://hs-articulation.ucop.edu.

UC/CSU strongly encourages students to complete what is recommended. In addition to the a-g course completion, students must take the college admission tests – SAT and/or ACT, and earn a minimum GPA of 3.00 for UC's and 2.00 for CSU's.

For more information on college admission requirements, please refer to the following web pages:

- www.cccco.edu: This is the official website of the California Community College system. It offers links to all of the California Community Colleges.
- www.assist.org: This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.
- www.csumentor.edu: This website provides information to students and their families on the CSU system, an online application, and links to all CSU campuses.
- www.universityofcalifornia.edu: This website provides information regarding admissions, an online application, and links to all UC campuses.

Students may also explore career options through career technical education. These programs and classes specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp. You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

COUNSELING

The Counselor's primary role is to function as a student academic advisor and advocate. It is understood that such a role will be determined by District policy and the law and will be in the best interest of the student. The general philosophical approach of the Counseling Department focuses on helping students help themselves. Responsible student behavior is encouraged in all aspects of the counselor-student interaction, with emphasis on the development of good decision-making and problem-solving skills. Appointments with counselors can be made before and after school and at lunch.

Counselor Alphas

- Adrian Mullikin: A - Col & Thrive
- Josie Struebing: Com - Hend
- Kristie Moitoso: Hene - Med & HOPE
- ChyLynn Delceppo: Mee - Roi
- LaDonna Silva: Roj - Z

Class Changes

Class changes are NOT to be taken lightly. If it is necessary to make a class change, counselors are available by appointment ONLY. No changes are made after the semester begins unless a scheduling error has been made. Students and parents should make class selections thoughtfully. *Changes are never made for the purpose of teacher or period preference.*

Once a student has selected a program and the counselor has approved it during the registration process, program changes are discouraged. In general, changes should be discouraged except for the most serious reasons and students should be encouraged to achieve success by meeting the expectations of a class and not by dropping out of that class.

There are situations that warrant necessary program changes:

- Balancing or canceling courses
- Correcting misplacement of a student in a course (level change)
- Correcting a mechanical error of the registration process
- Removing a student from class for behavioral or safety reasons

Student initiated changes cannot be made for the following reasons:

- To change from one teacher to another.
- To be with friends
- To change class from one period to another

Victor Valley High School Counseling Policies and Procedures

COMMON CORE STATE STANDARDS

Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school.

Since 2010, a number of states across the nation have adopted the same standards for English and Math. These standards are called the Common Core State Standards (CCSS). Having the same standards helps all students get a good education, even if they change schools or move to a different state. Teachers, parents, and education experts designed the standards to prepare students for success in college and the workplace. The California Department of Education helps schools ensure that all students meet the standards. Please visit the VVUHSD website (www.vvuhsd.org) to view the content standards for each academic subject.

GRADING POLICY

Teachers will explain the criteria at the beginning of the course. Academic warnings are issued mid-quarter for students receiving a C- or below in their classes. They are sent home with the student.

By law, grades are determined by the teacher. Any issues concerning grades should be addressed first with the teacher. Administrators cannot make grade changes.

GRADUATION CEREMONY

Tickets are required to attend the graduation ceremony. Tickets are only issued to graduating seniors. The number of tickets issued is determined each school year. This number is based on the number of graduates and the state safety regulations. After the original tickets are given out, additional tickets may be purchased through ASB. Senior activities and walking in the graduation ceremony are privileges and can be revoked.

The commencement ceremony will bring much-deserved recognition, and we at Victor Valley High School take the planning and presentation of this ceremony very seriously. The decorum and dignity of this event are extremely important to our staff, all of our seniors, their family, and friends.

Unfortunately, some seniors have been excluded from this prestigious ceremony in the past because they have exercised poor judgment preceding the ceremony, becoming involved in acts that include alcohol, drugs, and/or other disruptive behaviors. Please talk about peer pressure and making good decisions as a family, remembering that the commencement ceremony is a privilege, not a right. Any senior who violates school behavior standards during the year may not be allowed to participate in the graduation ceremony and/or other graduation-related activities.

GRADUATION MID-TERM REQUIREMENTS

Seniors must petition with their counselor no later than September of their senior year if they plan on graduating at mid-term. All graduation requirements must be met by the end of the first semester of your senior year.

GRADUATION REQUIREMENTS

To graduate, students must complete 220 units

- ENGLISH: 4 years (40 units):
- MATH: 3 years (30 units):
  - Students must pass Algebra I.
- SCIENCE: 2 years (20 units): 10 units in a Life Science and 10 units in a Physical Science.
- SOCIAL SCIENCE: 3 years (30 units): 10 units in World History;
  - 10 units in U.S. History
  - 5 units in American Government
  - 5 units in Economics.
- PE: 2 years (20 units)
  - Must include the State mandated Physical Fitness Test.
- FINE ARTS/CTE: 1 year (10 units): Art, Music, Drama, CTE, or a World Language.
  - If a World Language is taken, it must be one full year of the same language.
- ELECTIVE: (70 elective units)

GRADUATION SENIOR CHECK

All 12th graders will meet with their counselor to complete and discuss a graduation check. A copy of the graduation check will be mailed home. A second graduation check will take place in January after the first semester grades are added to the transcripts. This graduation check will be mailed home to parents.

GRADUATION VALEDICTORIAN AND SALUTATORIAN

The Graduation Committee met in May of 2014 to update the criteria for selecting Valedictorian and Salutatorian. The established criteria for these two honors are already in place: students must have 6 periods for all four years of high school. The honors will be selected by TOTAL GPA, including grades 9-12. If a student has less than 6 periods, the student will not be eligible for selection of either honor, Valedictorian or Salutatorian.
Additional Criteria: a candidate for these two honors must also have attended Victor Valley High School for all three years of grades 10-12, or they will NOT be considered for either of these honors. ECP courses taken at Victor Valley High School will be calculated on a 5-point scale. In a situation where two students have the exact/same total GPA, they will be Co-Valedictorians, and there will be 1 Salutatorian in that year. Only early college classes that are completed during the student's regular day will be factored into the GPA for this honor.

HOMEWORK & TUTORING

Most academic classes require homework assignments to be completed daily or weekly in order to pass the class. Students and parents are encouraged to monitor assignments and academic progress online using Aeries. Students may register for an Aeries Student Portal account in the counseling or principal's offices. Parents may go to the Family Engagement Center in the Main Office to register for an Aeries Parent Portal account.
Tutoring is available for specific subjects: homework, study skills, note taking, or test taking.

- Tutoring is held on Tuesdays and Thursdays from 7:15am - 8:15am and 3:30pm - 4:30pm in room 215.
- Virtual Tutoring

PHYSICAL EDUCATION

PE Exemption

All students desiring an exemption from physical education must complete this PE Exemption Form, including the reason for exemption request, and have the form signed and approved by an administrator.

PE Uniforms

All students enrolled in P.E. classes are required to have a P.E. Uniform. P.E. Uniforms are on sale at the ASB Store located in the Main Office or online at VVHS Webstore. The ASB Store accepts cash and credit/debit cards. Students may also wear a plain gray T-shirt or sweatshirt and black athletic shorts or sweatpants as a P.E. Uniform.

PROMOTION REQUIREMENTS

- 9th Grade- Promotion from Junior High
- 10th Grade- 60 units completed by the end of 9th grade
- 11th Grade- 120 units completed by the end of 10th grade
- 12th Grade- 180 units completed by the end of 11th grade

REPORT CARDS

Grades are issued twice each semester. Quarter grades show the student's progress midway through the semester. Quarter grades are not recorded on the student's permanent record. Report cards are distributed within an assigned class and signed for by the student. Semester report cards are issued after each 18-week period and are recorded on the student's permanent transcript. Final report cards will be mailed directly to the student's home if there are no outstanding obligations, i.e., fees, books, etc. Report cards will be held if a student owes a school fee. For information on fees owed, contact the Librarian or Bookkeeper.

SHORTENED SENIOR SCHEDULES

Seniors must have a combination of five (5) courses which may include:

- Five (5) courses at VVHS.
- Minimum of four (4) courses at VVHS plus work experience,
  - CTE or a VVC course.

TEXTBOOKS

All textbooks and library books are due at the end of the year or when a student is no longer enrolled in that class. Fees will be assessed for damages to library books, textbooks, and all unreturned books. Students must be clear of all charges in order to participate in athletics, prom, and graduation night. Grades, transcripts, and diplomas will be held until all outstanding charges are paid, and all books are returned. Ed Code 48904.

WEEKLY PROGRESS REPORTS

Students may pick up progress reports in the Counseling Office any day of the week before school, after school, during lunch, or until the first bell rings on Friday. Weekly Progress Reports may ONLY be used on Friday.

EXTRACURRICULAR ACTIVITIES

Victor Valley High School students who are suspended under California Education Codes 48900 through 48915 will be subject to a 30-school-day exclusion from attending any school-sponsored extracurricular event and/or activity following his/her last issued suspension day.

ASSOCIATED STUDENT BODY (ASB)

Associated Student Body (A.S.B.) memberships are sold at the Student Store. The cost is $30.00. Special endorsements on Student I.D. Cards identify students as active members of the Victor Valley High School Associated Student Body. ASB funds are spent to enhance the general welfare of the entire student body at VVHS Funds derived from their sale are used by ASB to fund the following: free admission to all home regular season sports events, as well as free or reduced admission to various ASB sponsored events during the year for ASB cardholders, pays entry fees for some of our academic, music and athletic teams to tournaments, official fees for athletic events, pep rallies and school assemblies, school spirit items, campus improvements to benefit students, Club Fair activities, 4.0 celebration, and campus beautification. ASB membership is required to receive a free athletic, academic, and/or activity letter (if eligible) or can be purchased without an ASB card.

Participation In Student Government

To be an officer in ASB, you must meet certain requirements. ASB and Class Officers are chosen by a general election, commissioners are chosen by application. Class Officers and Commissioners must have a 2.8 GPA at the time of petition (or application) and maintain it throughout their tenure. For more detailed information regarding election procedures, please refer to the ASB Constitution.

ATHLETICS

Eligibility for Extra-Curricular Activity

- Students who wish to participate in athletics must have earned a 2.0 GPA on a 4.0 scale and must be passing a minimum of 20 semester units in the grading period prior to athletic participation and must maintain the 2.0 GPA during subsequent grading periods while competing. Only one physical education class per grading period may count for eligibility.
- There is a probationary period for academic ineligibility; however, the GPA must not be below 1.83. Contact the Athletic Office for more information.
- In order to allow time for grades to be recorded and analyzed, the new ineligibility/eligibility period will begin the third Monday after each nine-week grading period and continue until the third Monday following the subsequent nine-week grading period.
- A student may become eligible by making upgrades during summer school in the same or equivalent courses determined by the principal. (Identical course negates the previous grade; in a similar course, the grade is only averaged in).
- A student participating in sports must meet C.I.F. standards and District standards.

Students—to protect your eligibility, you must:

- Be under 19 years of age prior to June 15.
- Have reached the ninth grade. Participate in no more than four seasons of the same sport after enrolling in the ninth grade.
- Be scholastically eligible.
- File CIF forms as necessary. See the Athletic Director for more information.
- Not be in your ninth semester of attendance since entering the ninth grade.
- Meet citizenship requirements.
- Maintain amateur standing.
- Not have participated in any tryout for a professional team.
- Maintain in your school files an annual physical examination certifying that you are physically fit to try out and participate in athletic activities.

Special note: The list only summarizes the State CIF and Southern Section rules and regulations. Check with the Athletic Director or your Coach if you have questions regarding eligibility. Competing when not eligible will subject your team to forfeiture. If in doubt as to your eligibility status, CHECK IT OUT.

SAFETY AND SECURITY GUIDELINES FOR AFTER-SCHOOL FOOTBALL GAMES

1. **Gate Access and Entry Screening**
    - All spectators must enter through designated gates, where staff and/or school police officers will be present for screening.
    - Backpacks or large bags are prohibited; small purses, handbags, and/or clear plastic bags/pouches

will be subject to search. No outside food, drinks, or containers may be brought into the venue. ONLY sealed water bottles will be permitted.
    - Students (for the home team) must present a valid school ID to enter at the student rate or to remain on campus after school for the game.
    - VVUHSD students who are not HOME team must be accompanied by their parent/guardian for entry.
    - Students identified on the "NO FLY" list for after-school events will not be allowed into the event, no exceptions.
2. **Supervision and Conduct**
    - Students are expected to sit in the designated student section or with their parents/guardians and must remain in the bleacher areas unless using restrooms or concessions.
    - Roaming, horseplay, or loitering in unsupervised areas (e.g., behind bleachers, parking lots) is prohibited.
    - All district and school rules remain in effect during games, including dress code, behavior expectations, and zero tolerance for fighting, drug/alcohol use, or inappropriate conduct.
3. **Juveniles Under the Age of 18**
    - All Juveniles (unless HOME team) either on HOME or VISITOR sides must be accompanied by a parent or guardian to attend the game. Unaccompanied minors will not be permitted entry.
4. **Re-Entry Policy**
    - There is no re-entry for spectators who leave the stadium. Once a guest exits, they may not return.
5. **Visitor and Opponent Fan Expectations**
    - Visiting fans must enter through their designated gate and follow all district safety procedures.
    - Any unsportsmanlike behavior, including taunting, fighting, or disrespect toward staff, students, or officials, will result in removal from the event.
    - Any criminal behavior that is a violation of California Penal Code or California Health and Safety Code with be appropriately investigated by VVUHSD Police Department and result in the individual or individuals being criminally trespassed from ALL future events within the District.
    - VVUHSD Police Department will keep records for events of those who have been criminally trespassed.
6. **Police Presence and Enforcement**
    - The VVUHSD Police Department will maintain an active and visible presence at each home game. Officers are authorized to enforce all laws and school policies, including citations or arrests for criminal behavior.
    - All attendees are subject to removal if they fail to follow safety guidelines or disrupt the event.
    - The VVUHSD Police Department will be responsible for all appropriate and relevant signage for rules and regulations for after-school football games to ensure that our community has the opportunity to read and understand them prior to entry.

LETTERMAN JACKETS

The Associated Study Body has established that the appropriate letterman's jacket at Victor Valley High School has a green body with white sleeves with green and white stripes on the cuffs and the collar. Letterman's jackets with a green body and black sleeves or any other color cannot be worn on campus. Inappropriate letterman's jackets will be confiscated from students. Varsity Letters are awarded at the end of the season and given to the athlete in the Athletic Office only. Only letters awarded by our school can be worn on campus. An Academic Letter is available upon meeting academic guidelines. More information is available from the Activities Director.

Activity and Academic Lettering

Students may earn an Activity Letter for participation in qualifying clubs on campus. Each club or organization has its own criteria for awarding Activity Letters, which must be submitted to ASB for prior approval. Academic Letters are awarded to students that earn a 3.5 GPA or higher for two semesters in the same academic year.

Athletic Lettering

Athletes may earn Athletic Letters for participation in various varsity sports on campus. Each sport/coach has its own criteria for awarding Athletic Letters.

Fall Sports

- Football: Competed in play in two-thirds (2/3) of the season's games or matches.
- Volleyball: 12 varsity sets or 6 games.
- Girls Tennis: Must compete in ½ of the 6 varsity league matches
- Cross Country: Two varsity dual meets
    - If a Junior Varsity Runner makes it on the top 7 runners from the VVHS, automatic letter
    - If a runner never makes league but replaces an injured runner and got to CIF, automatic letter

Winter Sports

- Boys Basketball: Complete season on varsity
- Girls Basketball: Eight varsity games
- Wrestling Letter: 5 varsity matches during the regular season
    - In the varsity lineup during the postseason

Spring Sports

- Baseball:Completed the season as a member of the varsity Team. Participated in at least ½ of league games.
- Softball: Must compete at the varsity level and attend at least ½ of league games.
- Boy's Tennis: Participate in at least 4 varsity league matches
- Girls Soccer: Must compete in at least ½ of all soccer matches.
- Boys Soccer: Must compete for 2 consecutive years on varsity.
- Golf: Compete in at least one match of the 6 varsity matches
- Swim: Swimmers must attend promptly all practices and contests unless excused by the coaching staff. The swimmer must meet one or more of the following criteria: 1) Earns a minimum of 40 varsity points (25 for divers) 2) Scores in Varsity Conference Meet 3) Scores at Sectional Meet 4) Participates in State Meet
- Cheer: Cheer for all Fall and Winter sports and completed competition season on the Varsity team.

*All Letters are free to students with a current ASB card for the year they received the Letter. Academic, Activities and Athletic Letters can be purchased at unit prices.

SCHOOL CLUBS AND ORGANIZATIONS

We recognize the importance of student organizations. It is believed that such organizations should exist for the benefit of all students and not to the detriment of any. All school-sponsored organizations are directly responsible to the Principal, Assistant Principal, and/or Vice Principal for procedures to be followed. In the interest of all students, the following rules and regulations governing student organizations are in effect:

- School-sponsored student organizations shall meet on school premises on school days with a faculty advisor present. Off-campus activities must have the approval of the Principal, Assistant Principal, and/or Vice Principal of the school site.
- Applications for membership shall be extended to all student applicants who qualify on the basis of school-approved club purposes and objectives.
- School clubs must submit their charters to A.S.B. annually for review and ratification.
- School clubs that are approved for fundraising activities must comply with all expectations listed on the fundraising application and complete fundraising sales recap sheets with the A.S.B. Bookkeeper in a timely manner upon completion of their approved sales activity.

High school students participate in a number of organizations other than those approved by the A.S.B. These include community service, religious, social, and youth-serving types. Such organizations and their members are prohibited from on-campus activities during school time or at school-sponsored events. Only school-sponsored clubs/groups may petition A.S.B. for fundraising on campus.

SCHOOL DANCES

School dances, except the Prom (seniors only), are open to all currently enrolled students in good standing at their school. A current student I.D. card and approved dance application form are necessary to purchase a ticket. Discount prices are available to A.S.B. cardholders. Guest tickets are available at the discretion of school administration, with properly completed guest applications signed by an administrator for approval prior to purchasing tickets. Guest age is limited to 9th grade through 20-year-olds – guests must not have reached their 21st birthday by the date of the dance/event.

All tickets are presale and non-transferable. Students who have been suspended prior to the event are subject to the 30-calendar-day exclusion from any school-sponsored extracurricular activity/event. All students suspended after purchasing a ticket are not eligible for a refund. Students who leave the dance will not be readmitted. Dance rules/guidelines are posted in the Activities Office – check it out!

The following actions may result in exclusion from school dances without a refund:

- Failure to serve detention, academic recovery time, or Saturday school
- Truancy
- Excessive discipline
- GPA below a 2.0

HEALTH

HEALTH OFFICE

Students who feel ill or need medical attention should tell the nearest adult and report to the Health Office. It is imperative that a current emergency card is on file for each student so that the proper medical attention can be secured in case of illness or injury.

When your child is ill…

Your child must be kept home from school if he/she has…

- Fever: Children must be fever-free (less than 100 degrees) without using medication for 24 hours before returning to school.
- Acute cold with uncontrolled cough, wheezing, or difficulty breathing.
- Nausea and vomiting: Children must be free of vomiting for 24 hours before returning to school.
- Diarrhea: Children must be diarrhea-free for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well.
- A rash of unknown origin. Children must be examined by a doctor to make sure the rash is not contagious. A physician must provide a note stating that the student is not contagious.
- Conjunctivitis (Pink Eye): The student may return to school 24 hours after starting physician-prescribed medication with a physician's note.
- Students returning to school after a serious illness requiring 5 days or more of absences from school, surgical procedure, or overnight hospitalization must have a physician's note clearing the student to be on campus and/or stating limitations and/or instructions for care while at school.

If your student arrives at the health office with any of the above, the parent will be contacted to pick the student up. Parents may be asked to attain physician release for students to return to school for any suspected contagious illness.

When your child returns to school after injury…

A physician's note is required when a student attends school with durable medical equipment (DME) or required activity restrictions during the school day. Students who arrive at school without a doctor's note may be excluded from school until a doctor's note is received.

- For students with a cast, splint, sling, ace wrap, walking boot, etc., a physician's note is required pertaining to activity restrictions.
- For students with crutches, a walker, a wheelchair, a cane, or any other type of durable medical equipment (DME), a physician's note is required pertaining to the use of the DME on campus and also pertaining to activity restrictions and necessary accommodations.
- Students that arrive at school with ace wraps will not be rewrapped by the health tech on site.

HOME HOSPITAL

Medical (Ed Code 48206.3)/Short Term Independent Study (STIS) home and/or hospital instruction, as well as S.T.I.S., may be provided for the student with parental consent and administrative approval. A minimum of two weeks advance notice is required before S.T.I.S. is needed.

MEDICATION

If your student has a medical condition that requires medication, please inform the school. If at all possible, medications should be given at home. Students may not carry any medication to school. This includes over-the-counter medications as well as cough drops. The office cannot give any medication to a student without a form filled out by the parent/guardian and the physician. This form is available in the office or online and must be renewed annually.

Educational Code Section 49423 – Administration of Prescribed Medication

Per the Education Code, any pupil who needs medication prescribed by a physician during the school day may be assisted by the school nurse or other designated school personnel if the school district receives:

1. A written statement from the physician detailing the method, amount, and time schedule for the medication, AND
2. A written statement from the parent or guardian for school personnel to supervise the dispensing. This also includes over-the-counter medication (i.e. inhalers, aspirin, or cold medicine.)
3. Students will be issued a Medical Pass when a note from their doctor is on file indicating the necessary direction.

Students must keep this pass with them for verification.

4. In order for a student to carry an inhaler on campus, proper documentation must be on file with the Health office. Contact the school for necessary forms.

MENTAL HEALTH

- Mental Health Assistance

SEXUAL ABUSE AND MOLESTATION

If you are concerned that a child or teen is a victim of abuse, you may not be sure what to do or how to respond. Unfortunately, child and teen sexual abuse is a crime that often goes undetected. No matter what your role is, parent, coach, or family member, you have the power to make a positive difference in a child's life. Taking action is never easy, but it's very important.

Remember, you are not alone. If you suspect sexual abuse, you can talk to someone who is trained to help. Call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at online.rainn.org.

SUICIDE PREVENTION

Suicide is the second leading cause of death among school-age youth. However, suicide is **preventable**. Most important is to never take these warning signs lightly or promise to keep them secret.

Most suicidal youth demonstrate observable behaviors that signal their suicidal thinking. These include

- Suicidal threats in the form of direct ("I am going to kill myself") and indirect ("I wish I could fall asleep and never wake up again") statements.
- Suicide notes and plans (including online postings).
- Prior suicidal behavior.
- Making final arrangements (e.g., making funeral arrangements, writing a will, giving away prized possessions).
- Preoccupation with death.
- Changes in behavior, appearance, thoughts, and feelings.

Never take these warning signs lightly or promise secrets. **If you or someone you know is suicidal, get help immediately via 911, the National Suicide Prevention Lifeline at 1-800-273-TALK, or the Crisis Text Line (text "HOME" to 741741).**

NONDISCRIMINATION

NONDISCRIMINATION

The Governing Board prohibits at any District school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or single status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of on or such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's educational opportunities.

STUDENT BEHAVIOR AND DISCIPLINE

BULLYING POLICY

The VVUHSD is committed to providing a safe working and learning environment; takes serious bullying or any behavior that infringes on the safety or the well-being of students, employees, or any other persons within the District's jurisdiction; and will not condone retaliation in any form when bullying has been reported. District policy continues to require all schools and personnel to promote among students and staff mutual respect, tolerance, and acceptance. The California Department of Education (CDE) has developed and made available to school districts a policy model for the prevention of bullying and on conflict resolution. These policies are developed for the purpose of incorporating them into a district-wide school safety plan. (Please see CDE website)

- Bullying and Harassment Information
- Bullying/Harassment Complaint Form

CELL PHONES AND ELECTRONICS POLICY

Electronic devices are allowed on campus but must be turned off and out of sight prior to entering a classroom or office. If there is a need for an emergency call during class, the student may contact the teacher, campus supervisor, or administrator, and they will provide assistance in making the call. The progressive discipline for violating the electronics policy is as follows:

- 1st = Teacher warning; review classroom policy, visitation note made in Aeries
- 2nd = Teacher makes parent contact; reviews classroom policy; visitation note made in Aeries
- 3rd = Teacher referral to administration; student placed on a cell phone and electronic agreement
- 4th = Parent notified; electronic device confiscated for a period student picks up from an administrator
- 5th = Parent notified; electronic device confiscated; student picks up from an administrator
- 6th + = Parent notified; electronic device confiscated; parent picks up from an administrator; additional discipline issued (detention/ Saturday school/ campus beautification/ OCI/ community service)

DRESS CODE

Students attending Victor Valley High School shall dress and groom for school with emphasis on neatness, safety, cleanliness, modesty, as well as personal and public health. The Dress and Grooming Code is approved by the School Site Council and the Victor Valley Union High School Board of Trustees. Under the State Constitution, applicable statutes, Board Policy, and Administrative Regulations, school authorities have the right and obligation to adopt rules and regulations governing the conduct and operations of the school, including those relating to student dress, grooming, performance, and behavior.

CLOTHING POLICY

- Garments shall be sufficient to conceal undergarments at all times.
- Shoes must be worn at all times.
- Lettering or printing will be allowed on shirts, sweatshirts, and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang-related names or symbols, or those that are sexually suggestive are not allowed. This district reserves the right to declare unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang-related.
- Pant size must be appropriate. The fullness must not interfere with the normal school activities. If the student removes the belts, pants must not fall more than two inches below the hip bone. The crotch should not drop lower than the fingertips of the extended hand.
- All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times.
- Dress length shall be within the bounds of decency and good taste as appropriate for school. Dress length shall not be shorter than mid-thigh. Garments shall be sufficient to conceal undergarments at all times.
- No "see-through" or "fishnet" type of blouse or shirt may be worn. Students must wear shirts at all times. No muscle shirts, undershirts, or tank-type undergarments are permitted.
- Modesty: Clothing must be worn to adequately cover undergarments and areas that undergarments normally cover. Belly buttons may not show. Pants may not sag to expose shorts. Prohibited attire includes but is not limited to sheer blouses, braless outfits, tube tops, spaghetti straps less than one (1) inch, strapless garments, off-the-shoulder blouses, open-back tops, and open-side tops. Tank tops intended to be worn as outer garments are allowed for males and females. The opening around the arms cannot extend more than 2 inches.
- No gang-related apparel (as determined by district guidelines).

- Belts and belt buckles must be plain, unadorned, and of an appropriate size for the student.
- Masks, if worn, must be medical-grade or school-approved masks. No ski masks or other like face coverings.

DANGEROUS OBJECTS/INAPPROPRIATE ATTIRE

No students shall wear articles of clothing, jewelry, or accessories that, in the opinion of the school administration, pose a threat to the physical well-being and safety of the student or others. This includes, but is not limited to, such items as spiked collars, spiked rings, wristbands, body piercing, laser pens, and wallet chains. All dangerous objects will be confiscated by any staff member and turned over to the administration for possible disciplinary action.

DRESS CODE VIOLATIONS

Students who habitually violate the Dress Code will be subject to further disciplinary action as stated in the Victor Valley High School Violations of Discipline Code. When a student violates the Dress and Grooming Code, they will report to their appropriate administrator. The administrator or designee shall make the determination of the student's violation of the Dress. If it is determined that the student is in violation, the student shall remedy the violation by:

- Obtaining and changing into acceptable clothing
- Remaining in the office until the parent brings acceptable clothing.
- Additional discipline issued (detention/ Saturday school/ campus beautification/ OCI/ community service)

If the Dress Code violation is not remedied, the student may be held in the office or sent to In-School Suspension for the remainder of the school day. Items in violation of the Education Code are to be surrendered to the appropriate administrator.

Parents of students who violate the Dress will be notified in writing or by telephone. Parents may meet with the administrator to discuss the violation. If the parent is not satisfied at the conclusion of the conference, the parent may schedule an appointment with the principal.

*Note: Administration has the final authority in case of dispute on issues of dress and grooming (Ed. Code Sec. 35010, 35291, Board Policy 5113.7). This includes, but is not limited to, any type of dress and grooming or materials which have been recognized or given evidence to cause disruption or interference in the instructional program or other school-related activity at Victor Valley High School.

DISCIPLINE

Victor Valley High School promotes the value of learning socialization skills that render productive and responsible participation in society. Victor Valley High School also promotes the philosophy that students will be provided with a quality education in a safe, wholesome environment.

Our mission is to promote the value of learning, to promote quality performance among students and staff, and to promote a transition towards productive and responsible participation in society. Appropriate social skills and acceptance of responsibility are immensely important to the individual and to the community at large.

Our Discipline Policy stresses both the learning and quality performance of these behaviors in order to provide a quality educational experience and to promote a positive transition into the community. Additionally, a superior Code of Conduct fosters a school-wide sense of integrity and value. Therefore, teaching the individual student to exhibit positive social skills and to display responsible behavior are two of our missions as representatives of this school.

Disciplinary Actions, Suspension, Involuntary Transfer, Or Expulsion

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts that are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school-sponsored activity.

EDUCATION CODE, SECTION 48900:

A student who has committed the following acts is subject to discipline by suspension or expulsion:
(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(a)(2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code,

an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stole or attempted to steal school property or private property.
(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
(n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
(o) 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.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
(r) Engaged in an act of bullying, including, but not limited to, bullying
Committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
(s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following.
(1) While on school grounds.
(2) While going to or coming from school.
(3) During the lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school sponsored activity.
(t) A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

EDUCATION CODE 48900.2: SEXUAL HARASSMENT:

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

EDUCATION CODE 48900.3: HATE VIOLENCE:

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
(1) While on school grounds.
(2) While going to or coming from school.
(3) During lunch period whether on or off the campus.
(4) During, or while going to or coming from, a school sponsored activity.
It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.” (Goss v. Lopez)

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil,including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:

Instead of disciplinary action prescribed by this article, the principal of a school, the principal’s designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats.1995, Ch. 972).

EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
(b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT:

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats.1997, Ch637).

EDUCATION CODE SECTION 48915:

(a) Mandatory Recommendations, Permissive Expulsions: Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

(1) Causing serious physical injury to another person, except in self defense.

(2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

(3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)

(4) Robbery or extortion.

(5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e): Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918,the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) Mandatory Expulsions (one year from date of expulsion): Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

OTHER DISCIPLINE

- **Arson:** Matches, lighters, or other flammable items are not allowed on campus. Any student igniting an object or setting a fire on campus or at any school-related activity is subject to suspension or expulsion.
- **Bicycles/Skateboards/Scooters:** Bicycles, skateboards, and scooters must be locked up at the bicycle rack. Skateboards and scooters are not to be carried from class to class.
- **Electronic Devices:** Pursuant to EC 48901.5, Cell phones are permitted but must be off and out of sight upon entering a classroom or office. Laser pens are not allowed on campus at any time.
- **Failure to Report on a Referral:** A student must report to the appropriate administrator’s office when directed to do so. Failure to report is defiance and is subject to further action. False Allegations: False allegations are a waste of staff resources, harmful to the falsely accused, and can be dangerous. Students may not knowingly and willfully falsely accuse another student or school personnel of a serious violation of school rules or policy to get the student in trouble. Violation will result in discipline, possibly suspension (48900.4).
- **Food Fights:** Throwing food or any item(s) is (are) prohibited and is subject to disciplinary action.
- **Forgery/Altering Documents:** A student is not allowed to tamper with or alter school documents of any kind, including, but not limited to, hall or lock-out passes, attendance notes, admit slips, and student progress reports. Notes of any kind for any reason may not be signed by students even if they have been given permission to do so by a parent or guardian.
- **Gambling:** All gambling is prohibited on campus. Dice are prohibited on campus.

- **Gang-Related Activity:** A gang may be identified by the presence of general reputation (general attitude of the peer population), the showing of colors, distinctive clothing of any type, declaration of membership, a claim of turf or territory, graffiti relating to a gang, a group name, hand sign with unique meaning, unique whistles or calls, nicknames, or "monikers," group organization and structure, and tattoos with distinctive meaning. Gang members who ignore the rules of intimidating dress or behavior waive the right of their protection. No gang-related activity is allowed, which may provoke others to acts in violence or to be intimidated.
- **Illegal photographing or video:** Taking and/or posting pictures or videos of classroom instruction or activities, or of inappropriate behavior at school violates several CA Ed. Code sections are strictly prohibited.
    - The following actions are strictly prohibited and will result in immediate disciplinary action:
        - Filming a fight at or after school (CA Ed Code 48900.s 48900.4)
        - Posting a school fight video (CA Ed Code 48900.4)
        - Posting a threatening video (CA Ed Code 48900.r and 48900.4)
    - **Filming or photographing any student or staff in order to mock or make fun of them and sharing or posting on social media (48900.r)**
        - Any other form of electronic bullying (48900.r)
        - Filming, photographing inside a classroom during class, except for educational purposes as determined by the teacher or administration (CA Ed. Code 51512)
        - **Littering:** Littering is prohibited on our campus. Violators are subject to campus cleanup.
- **Loitering:** No outsider shall enter or remain on school grounds during school hours without having registered with the Principal or designee (Penal Code 627.2). Penal Codes prohibit loitering, which is defined as "to delay, to linger, or to idle about such school or public place without lawful business for being present." The school's jurisdiction extends up to 1000 feet from the perimeter of the campus.Markers/Magic Markers: Permanent markers are not allowed on campus and must be surrendered to any staff member, and further disciplinary action may result in a Clean Sweep Violation Citation being issued in addition to the suspension and/or expulsion.
- **P.E. Area:** The P.E. area is off limits to all students at any time of the day except for 1) entering and exiting campus at the designated time; and 2) when a student has a P.E. class. Students found in the P.E. area during class time will be sent to the office and issued a cut for the period.
- **Selling Items:** The selling of candy, food, drink, or any kind of item or property by any student or group not authorized by the administration is not permitted on school grounds or at any school-sponsored event.

DISCIPLINE REFERRAL

After the teacher has explored every reasonable solution to a problem without acceptable results, the following procedures will be used:

- The teacher will fill out a disciplinary referral and make a call home within 24 hours. If the teacher has requested a class suspension, they must schedule a parent conference.
- The teacher will send the referral to the appropriate administrative office, and the administrator will call the student from class within 1 school day. In extreme cases, the teacher will send the referral *and* the student to the office. The student will remain in the office for the balance of the period and then proceed to the next class on time (with permission of the Administrator).
- Once the student has spoken with an Administrator or designee, the action taken will be documented, and a copy of the referral will be returned to the teacher and emailed to the parent/guardian. The action will be recorded in the student's disciplinary file.

ARTICLE 1. Suspension or Expulsion [48900 - 48927]

(Article 1 repealed and added by Stats. 1983, Ch. 498, Sec. 91.) 48910.

(a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the schoolsite, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school. (Amended by Stats. 2004, Ch. 895, Sec. 10. Effective January 1, 2005.)

DUE PROCESS

You have the right to a fair hearing before any disciplinary action can be taken. All suspensions will be preceded by an informal conference between the student and a school administrator, during which the student shall be informed of the reason for the suspension and the evidence that supports the action. The student is given the opportunity to present his/her version and evidence in self-defense. In emergency situations, this opportunity may not be afforded. However, a conference shall be held within 72 hours or as soon as practical. It is the policy of the school to telephone parents at the time of suspension.

NONCOMPLIANCE

Students who fail to comply with disciplinary action (i.e. detention, Saturday school) will not be permitted to attend school activities or events including, but not limited to extracurricular activities, games, and dances until they comply with the terms of their discipline or for the remainder of the semester, depending on the severity of non-compliance. Noncompliant students *will not be refunded* for tickets or fees associated with school functions from which they are excluded.

SEXUAL HARASSMENT

Ed Code 212.5 states "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from an educational setting, under any of the following conditions: a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, or progress; b) Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; c) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities.

- Sexual Harassment and Uniform Complaint Process pg 23-24

STOLEN PROPERTY

VVHS or the District are not responsible for lost or stolen property. Valuables should not be brought to school. A student may be suspended or expelled for taking part in extortion, robbery, or an attempt of either. A student may be suspended or expelled if they steal private property, attempts to do so, or knowingly receives stolen property. (EC 48900(e) (g).

STUDENT SEARCH AND SEIZURE

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Board approves the use of Canine Detectives to provide students, staff, and the community with a safe and secure school environment. EC 32280-32288.35160-35160.1; BP 5145112; and ARS 145/12.

TOBACCO FREE SCHOOLS

Board Policy 3513.3. The Governing Board recognizes the health hazards associated with the use of tobacco products, including the breathing of secondhand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs (Board Policy 3513.3). In accordance with state and federal laws, smoking and/or using tobacco is prohibited in all district facilities and vehicles.

TARDY POLICY

Students are expected to be in the appropriate classroom and seated or be in the appropriate area by the time the tardy bell rings. Teachers are expected to:

- 1st period, allow students into class up to 30 min without a pass, mark tardy (**ONLY 1st period**)
- 2nd-6th periods, allow students into class up to 15 min without pass, mark tardy.
- Release students from class on time.

TARDY CONSEQUENCES

- A report will be run every two weeks starting the second week of school.
- Any student with 10 or more tardies in one period during 2-6, during a quarter will receive lunch detention, after school detention, campus beautification, or saturday school.

PROCEDURES

- During the first and last 10 minutes of class, no passes will be given to students except admin passes.
- After 30 minutes, a student's tardiness can be considered a cut, and call home is made. Ed Code 48260.

EC Section 48264.5:
A minor who is classified as a truant pursuant to Section 48260 or 48261 may be required to attend makeup classes conducted on one day of a weekend pursuant to subdivision (c) of Section 37223 and is subject to the following:
(a) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the pupil's attendance.
(b) The second time a truancy report is issued within the same school year, the pupil may be given a written warning by a peace officer as specified in Section 830.1 of the Penal Code. A record of the written warning may be kept at the school for not less than two years or until the pupil graduates or transfers from that school. If the pupil transfers from that school, the record may be forwarded to the school receiving the pupil's school records. A record of the written warning may be maintained by the law enforcement agency in accordance with that law enforcement agency's policies and procedures. The pupil may also be assigned by the school to an afterschool or weekend study program located within the same county as the pupil's school. If the pupil fails to successfully complete the assigned study program, the pupil shall be subject to subdivision (c).
(c) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant, as defined in Section 48262, and may be referred to, and required to attend, an attendance review board or a truancy mediation program pursuant to
Section 48263 or pursuant to Section 601.3 of the Welfare and Institutions Code. If the school district does not have a truancy mediation program, the pupil may be required to attend a comparable program deemed acceptable by the school district's attendance supervisor. If the pupil does not successfully complete the truancy mediation program or other similar program, the pupil shall be subject to subdivision (d).
(d) The fourth time a truancy is issued within the same school year, the pupil may be within the jurisdiction of the juvenile court that may adjudge the pupil to be a ward of the court pursuant to Section 601 of the Welfare and Institutions Code. If the pupil is adjudged a ward of the court, the pupil shall be required to do one or more of the following:
(1) Performance at court-approved community services sponsored by either a public or private nonprofit agency for not less than 20 hours but not more than 40 hours over a period not to exceed 90 days, during a time other than the pupil's hours of school attendance or employment. The probation officer shall report to the court the failure of the pupil to comply with this paragraph.
(2) Payment of a fine by the pupil of not more than fifty dollars ($50) for which a parent or legal guardian of the pupil may be jointly liable. The fine described in this paragraph shall not be subject to the assessments of Section 1464 of the Penal Code or any other applicable section.
(3) Attendance of a court-approved truancy prevention program.
(4) Suspension or revocation of driving privileges pursuant to Section 13202.7 of the Vehicle Code. This subdivision shall apply only to a pupil who has attended a school attendance review board program, a program operated by a probation department acting as a school attendance review board, or a truancy mediation program pursuant to subdivision (c).

TRUANCY

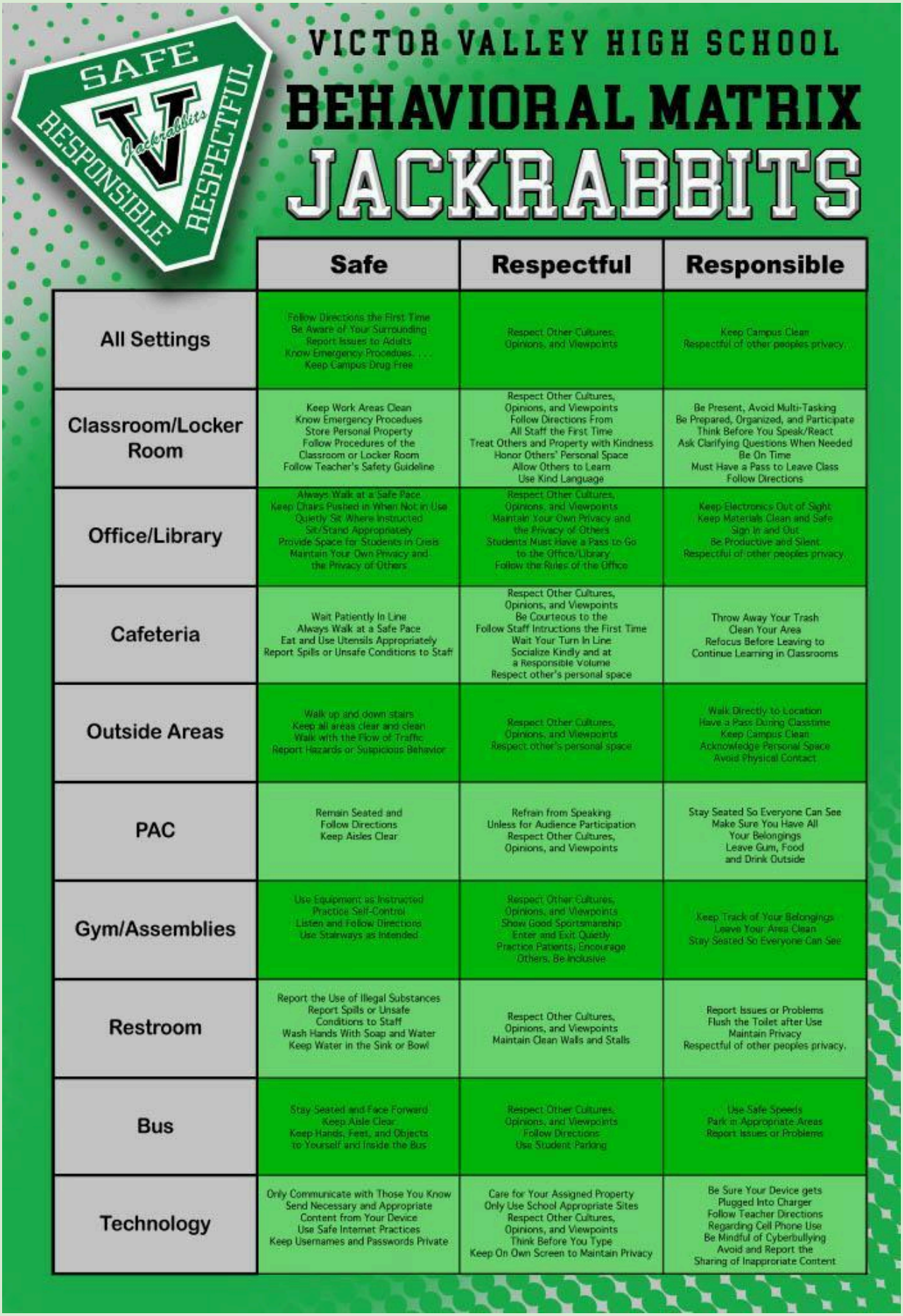
Being absent without permission or skipping class is truancy. The school administration has penalties for students who are truant. The classroom teacher also has the right and responsibility to establish an attendance policy in which truancy affects students' grades. SARB process will be followed.

VANDALISM

A student may be suspended and/or expelled for causing or attempting to cause damage to school or private property. Damaging school property includes defacing or destroying such property. In addition, the parent or guardian may be held liable for the cost of the repair/replacement (EC 48904/48905). Notice: Students found in unauthorized areas or returning to campus without an Off-Grounds Pass are subject to search. Students suspected of violating school rules are subject to search.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

- **What is PBIS?**
  - Positive Behavior Interventions and Supports, or PBIS, is a school-wide set of systems established to support staff in teaching and promoting positive behavior expectations in all students. The purpose of PBIS is to create an environment of maximum learning where everyone feels safe, respected, and welcome.
- **RECOGNIZING STUDENTS WHO ACHIEVE BEHAVIORAL EXPECTATIONS:**
  - Carats: Teachers and Staff award students with "Carat" bucks when students exhibit the proper school-wide expectations. PBIS Awards: Randomly selected students, awarded each week, who exhibit the Jackrabbit Way in their school behavior by remaining tardy-free, without referrals or suspensions, and without D's and F's in their grades. SWAG and 180 Turn Around Awards: Teacher nominated awards for students who are excelling in their school work and class behavior (SWAG) and for those who are making a noticeable effort to improve in their classes (180 Turn Around).



	Safe	Respectful	Responsible
All Settings	Follow Directions the First Time Be Aware of Your Surrounding Report Issues to Adults Know Emergency Procedures. . . . Keep Campus Drug Free	Respect Other Cultures, Opinions, and Viewpoints	Keep Campus Clean Respectful of other peoples privacy.
Classroom/Locker Room	Keep Work Areas Clean Know Emergency Procedures Store Personal Property Follow Procedures of the Classroom or Locker Room Follow Teacher's Safety Guideline	Respect Other Cultures, Opinions, and Viewpoints Follow Directions From All Staff the First Time Treat Others and Property with Kindness Honor Others' Personal Space Allow Others to Learn Use Kind Language	Be Present, Avoid Multi-Tasking Be Prepared, Organized, and Participate Think Before You Speak/React Ask Clarifying Questions When Needed Be On Time Must Have a Pass to Leave Class Follow Directions
Office/Library	Always Walk at a Safe Pace Keep Chairs Pushed in When Not in Use Quietly Sit Where Instructed Sit/Stand Appropriately Provide Space for Students in Crisis Maintain Your Own Privacy and the Privacy of Others	Respect Other Cultures, Opinions, and Viewpoints Maintain Your Own Privacy and the Privacy of Others Students Must Have a Pass to Go to the Office/Library Follow the Rules of the Office	Keep Electronics Out of Sight Keep Materials Clean and Safe Sign In and Out Be Productive and Silent Respectful of other peoples privacy.
Cafeteria	Wait Patiently In Line Always Walk at a Safe Pace Eat and Use Utensils Appropriately Report Spills or Unsafe Conditions to Staff	Respect Other Cultures, Opinions, and Viewpoints Be Courteous to the Follow Staff Intructions the First Time Wait Your Turn In Line Socialize Kindly and at a Responsible Volume Respect other's personal space	Throw Away Your Trash Clean Your Area Refocus Before Leaving to Continue Learning in Classrooms
Outside Areas	Walk up and down stairs Keep all areas clear and clean Walk with the Flow of Traffic Report Hazards or Suspicious Behavior	Respect Other Cultures, Opinions, and Viewpoints Respect other's personal space	Walk Directly to Location Have a Pass During Classtime Keep Campus Clean Acknowledge Personal Space Avoid Physical Contact
PAC	Remain Seated and Follow Directions Keep Aisles Clear	Refrain from Speaking Unless for Audience Participation Respect Other Cultures, Opinions, and Viewpoints	Stay Seated So Everyone Can See Make Sure You Have All Your Belongings Leave Gum, Food and Drink Outside
Gym/Assemblies	Use Equipment as Instructed Practice Self-Control Listen and Follow Directions Use Stairways as Intended	Respect Other Cultures, Opinions, and Viewpoints Show Good Sportsmanship Enter and Exit Quietly Practice Patients, Encourage Others, Be Inclusive	Keep Track of Your Belongings Leave Your Area Clean Stay Seated So Everyone Can See
Restroom	Report the Use of Illegal Substances Report Spills or Unsafe Conditions to Staff Wash Hands With Soap and Water Keep Water in the Sink or Bowl	Respect Other Cultures, Opinions, and Viewpoints Maintain Clean Walls and Stalls	Report Issues or Problems Flush the Toilet after Use Maintain Privacy Respectful of other peoples privacy.
Bus	Stay Seated and Face Forward Keep Aisle Clear Keep Hands, Feet, and Objects to Yourself and Inside the Bus	Respect Other Cultures, Opinions, and Viewpoints Follow Directions Use Student Parking	Use Safe Speeds Park in Appropriate Areas Report Issues or Problems
Technology	Only Communicate with Those You Know Send Necessary and Appropriate Content from Your Device Use Safe Internet Practices Keep Usernames and Passwords Private	Care for Your Assigned Property Only Use School Appropriate Sites Respect Other Cultures, Opinions, and Viewpoints Think Before You Type Keep On Own Screen to Maintain Privacy	Be Sure Your Device gets Plugged Into Charger Follow Teacher Directions Regarding Cell Phone Use Be Mindful of Cyberbullying Avoid and Report the Sharing of Inappropriate Content

STUDENT SERVICES

EMERGENCY CARDS

Each year, parents will be asked to update their emergency card digitally via Aeries with current information regarding address, home, work, and emergency contacts and phone numbers. Cell phone numbers are encouraged. The emergency numbers should be relatives or friends nearby who can care for your child in the event that a parent cannot be reached. Persons listed from "down the hill" may not be your best choice in the case of certain emergencies such as natural disasters. Students will be released ONLY to persons named on the emergency card. In case of an emergency, students will remain at school until an authorized person arrives.

- **Please update using** AERIES Portal
- AERIES assistance

LIBRARY RESOURCES

The library is open: Monday-Friday, 7:45 a.m. to 3:45 p.m. The library has encyclopedias and a variety of fiction and non-fiction titles for required and leisure reading. You will need your Student ID Card to take advantage of all services, including book checkout. Also, check out the library pages on the VVHS web page. We have links to research tools, MLA format, online presentation tools, and how to find a good book.

PREGNANT MINORS AND PARENTING STUDENTS

Pregnant minors and parenting male or female students are not excluded from their regular school programs or required to participate in pregnant-minor programs or alternative educational programs.

RIGHTS AND RESPONSIBILITY HANDBOOK

- Handbook

STUDENT I.D. CARDS

All students are required to have a valid Student I.D. in their possession at all times. Students must give their names and produce an ID card or student number upon request from any school official. Failure to do so will result in disciplinary action. Lost/stolen I.D. Cards must be immediately replaced by purchasing a new one for $10 in the Library. I.D. Cards are required to pick up everything (textbooks, pictures, cap and gowns, etc.). Your Student I.D. card is to be carried at all times on the school campus and at all school-sponsored activities. (See--Violation of Administrative Policy).

STUDENT FEES

The California Constitution requires that public education be provided to students free of charge unless a charge is specifically authorized by law for a particular program or activity. Therefore, Victor Valley Unified School District may not charge fees for school programs and co-curricular activities, except for those programs or activities where a fee is specifically authorized by law.

The law does allow school districts to request voluntary donations and to engage in fundraising activities and programs. These donations and financial fundraising contributions are voluntary, and all students will be allowed to participate in school activities and extracurricular activities regardless of whether the parent or legal guardian makes a donation or contribution.

The fees, charges, and deposits that are legally authorized by law are as follows:

- Charges for optional attendance as a spectator at a school or district-sponsored activity.
- Charges for food served to students, subject to free and reduced-price meal program eligibility and other restrictions specified in law.
- Paying the replacement cost for district books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced, or otherwise injured, up to an amount not to exceed $10,000.
- Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- Medical or hospital insurance for field trips that are made available by the school district.
- Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school, and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
- Charges for the parking of vehicles on school grounds.

- Charges for the rental or lease of personal property needed for district purposes, such as caps and gowns for graduation ceremonies.
- Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as woodshop, art, or sewing projects kept by the student.
- Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- Fees for transportation to and from school and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and provided there is a waiver provision based on financial need.
- Fees for transportation of pupils to places of summer employment.
- Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- Tuition fees collected from foreign students attending a district school pursuant to an F-1 visa are equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- Fees for an optional fingerprinting program for kindergarten or other newly enrolled students if the fee does not exceed the actual costs associated with the program.
- Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.
- Fees for Adult School classes, except for a student who is concurrently enrolled.

Pursuant to Education Code section 35330, a school district may charge a fee for a field trip. However, no student may be prevented from making the field trip because of the lack of sufficient funds. Therefore, each of our schools will coordinate efforts by community service groups to supply funds for pupils in need.

Pursuant to Education Code section 35335, a school district may charge a fee for school camp programs or outdoor science programs provided that the payment is not mandatory and no student is denied the opportunity to participate in the outdoor science program because of nonpayment of the fee. Each school will engage in fundraising activities and request donations, and coordinate the efforts of community service groups to ensure that all students will have the funds available to participate in school camp programs and outdoor science programs.

35 Cal.3d 899, 911, n.14 (1984) Education Code sections 38082 and 38084 Education Code section 48904 Education Code section 35330 Education Code section 35331 Education Code section 32221 Education Code section 49066(c) Vehicle Code section 2113 Education Code section 38119 Education Code section 35335 Education Code section 17551 Government Code section 6253 Education Code section 49091.14 Education Code section 39807.5	Education Code section 39837 Education Code section 48050-52 U.S.C. Section 1184 (m) (1) Education Code section 32390 Education Code sections 51810 and 51815 Education Code section 38120 Education Code section 32033 Education Code section 5261

UNPAID BILLS AND FINES

All bills and fines should be promptly paid. Students may inquire at any time about such bills from the ASB Bookkeeper. California State Education Code Section 48904 provides authorization for "Any School District…whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the District authorized to make demand may, after affording the pupil his or her due process rights, withhold (such items as) the grades, diploma, and

transcripts of the pupil responsible for the damage, until the pupil or pupil's parent or guardian, has paid for the damages thereto…not to exceed ten thousand dollars."

WITHDRAWAL PROCEDURES

Withdrawal from a Victor Valley Union High School District must be done in person by the **Parent or Legal Guardian** of the student at the school site. Withdrawals cannot be done over the phone or by message. Please return all books and materials. If fees are owed, all records will be withheld from the parent and student. Fees will be forwarded to the next school when records are requested.

WORK EXPERIENCE EDUCATION

Work Experience Education is a partnership between community and school, providing opportunities for students to discover their vocational interests and aptitudes by doing "real" work. Students are given high school credits. Students must attend that class once a week to learn how to prepare to enter the job market, do well in a job, and leave a job. Students can take the class if they have a job (General Work Experience), or they can take it to learn the information (Exploratory Work Experience). For further information, contact the Counseling Office or Ms. Katrina Williams at 760-955-3201 ext. 10287.

WORK PERMITS

All working minors under 18 years of age must hold a valid permit to work unless they have received a high school diploma. This includes students enrolled in a work experience education program operated by the school. Students should apply with the Work Experience Coordinator when wanting to work on school days, weekends, or during vacations. In order to qualify for a work permit, you must maintain a 2.0 G.P.A. (2.5 G.P.A for CIMS and UP), not have any F's in any classes, not have any outstanding debts to the school, and maintain positive attendance (90% or higher). Until students reach the age of 18, working students must observe the following legal restrictions: on part-time jobs, they may not work more than four hours in a day that they are required to attend school unless they are enrolled in a work experience program.

- If students are out of school for the day, they are not permitted to work that night.
- Work permits are issued on a probationary basis.
- A permit may be revoked whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated.
- A new work permit is required for each employer.
- The student, parent, and employer must sign the Form B1-1 (State Work Permit Request) and the District Work Permit Agreement. Both forms are submitted to Ms. Williams in the Work Experience office or the Career Guidance Center at the school site.

For further information, contact Ms. Katrina Williams at 760-955-3201 ext. 10287 or email at kwilliams@vvuhsd.org.

TRANSPORTATION

BIKE/SKATEBOARD/SCOOTER RIDERS

It is highly recommended that parents and guardians work with their children to create a safe route to and from school. All bike riders must provide their own lock for their bike and wear a helmet which is required by law. Traffic safety and respect for private property are to be observed at all times while riding to and from school. For student safety, it is recommended that bike riders live within one mile of the school. Bike riders must have their parents' permission. Bikes are to be walked directly to the bike area each morning and locked upon arriving on school grounds. The school is not responsible for stolen or vandalized bikes, skateboards, scooters, etc. Bike riders ride at their own risk. Students are encouraged to review bike safety rules with their parents/guardians. Students may not ride skateboards, bikes, scooters, etc. on the school grounds at any time, including weekends.

BUS RIDERS

The California State Education Code states the following: "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation." Section 14263. A transportation fee has been implemented. Please call 955-3200 Ext. 289 for more information.

- Bus Applications
- Bus Routes

PARENT TRANSPORTATION

All traffic safety laws are in effect for a school zone. Parent cooperation is expected by picking up your child while following safety procedures. Parents must send a note when their child is being picked up by someone other than their normal pick-up person.

WALKERS

Determine the safest route between your home and the school using crosswalks. Establish time limits for a direct walk to and from school. Parents/Guardians must send a note to the office if their child is to walk to a different location. For safety reasons, check with your child often to be sure that your child is traveling directly home or to school. Remind your child never to talk to or accept rides from strangers, and encourage your child to tell you if anything happens on the way to or from school that makes them uncomfortable.