

SVJH Parent/Student Handbook Acknowledgement of Receipt

Dear SVJH Parents/Guardians:

Please complete, sign, and return this sheet to Scott Valley Junior High School in acknowledgment that you have received the 2022-2023 Scott Valley Junior High School **Parent/Student Handbook**.

Your signature **DOES NOT** indicate consent for your child to participate in any particular program offered at the school. It simply acknowledges your receipt of the Parent/Student Handbook.

Parent/Guardian of: _____
(Name of Student)

School: Scott Valley Junior High School Grade: _____

I have received the 2022-2023 SVJH Student/Parent Handbook.

Signature of Parent/Guardian: _____

Please return completed form to SVJH office. Thank you!

**Scott Valley Junior High School
Student-Parent Handbook
2022-2023**



**237 Butte Street
P.O. Box 607
Fort Jones, CA 96032**

**Telephone: (530) 468-5565
Fax: (530) 468-5658
Webpage: <http://www.svUSD.us>**

Principal: Mrs. Tana Piersall

“Promoting the Success of Every Student”

Property of: _____

Address: _____

Phone: _____ **Grade:** _____

Welcome to Scott Valley Junior High School!

Welcome to Scott Valley Junior High School. It should be an exciting year for all of us as we meet new people, explore opportunities, and set new goals. This handbook is presented to acquaint you with our traditions, with our priorities for the new school year, and especially with our school policies and expectations. Please read this carefully as it will answer many of the questions you will have about our school. If questions do arise, please feel free to call, email or visit our school at any time!

Home of the



School Colors: Black and Silver

Grades: 6, 7 & 8

Important Phone Numbers and Times

SVJH Main Office: 468-5565 Main Office Fax: 468-5658

Bus Transportation: 467-3297 Homework: www.svUSD.us

The Scott Valley Junior High Main Office is open from 7:45 a.m. - 4:00 p.m.

Instructional Time:

Regular Day 8:10 a.m. - 2:59 p.m. (Buses depart @ 3:02 p.m.)

Collaboration Day 8:10 a.m. - 1:00 p.m. (Buses depart @ 1:03 p.m.)

Activity bus leaves SVJH on Regular Days @ 4:30 p.m. and Collaboration Days @ 2:30 p.m. with stops in Greenview and Etna. The SAFE bus leaves SVJH @ 5:30 p.m. M-F.

INTERNET ACCESS

In order for students to access the Internet at Scott Valley Junior High and/or other SVUSD school sites, they must have a parent-signed/student-signed *Student Acceptable Use Agreement* from the enrollment process on file. The form is available in the registration packet through Aeries. It is also available in the SVJH office and on the school website. If a student violates the Internet Access agreement, Internet privileges may be revoked.

School Vision and Mission:

The Vision of the Scott Valley Junior High School community is to:

“Promote the success of every student.”

The Mission of the Scott Valley Junior High School community is to provide a safe, healthy, and supportive environment that equips our students with the knowledge, attitude, character, and skills needed to become:

Healthy and Self-Reliant Individuals
Caring and Responsible Family Members
Tolerant and Trustworthy Neighbors
Contributing Community Members
Rational and Responsible Citizens
Dependable and Quality Workers
Life-long Learners who Persistently Pursue Worthy Dreams and Goals
Literate and Fluent Communicators
Numerically Competent Problem Solvers
Prudent and Financially Independent Consumers

Student in Good Standing

In order for SVJH students to be eligible to participate in certain extracurricular activities such as dances, field trips, and athletic contests, they must be a **Student in Good Standing**:

- Without an outstanding fine/ bill/ athletic uniform
- Without excessive tardies (more than 5 in a quarter)
- Without excessive missing assignments
- Without an 'F' in any class
- Not serving more than 1 suspension in a quarter*
- Not receiving more than 2 referrals in a quarter*

*The period of ineligibility is 45 days from the disqualifying infraction

BEHAVIORAL EXPECTATIONS

Behavior is usually the result of decisions or reactions people make based on what they value. At Scott Valley Junior High School, we expect students to be safe, respectful, responsible, and motivated. We also expect this from our staff members, our parents and the community. Working together, SVJH's learning community can deliver effective educational opportunities for all. This means that we need to honor each other, our differences, our unique qualities, and our sense of purpose. We are here to learn.

If we are to provide the most flexible, responsive, personal system of education available, then we need to all work together with that purpose in mind. As teachers and staff members, we want students to incorporate the highest values of behavior and so we consistently model those values. As we interact with students, we want them to learn and act on those values consistently. We seek to either remind students about the expected values or teach those values when disciplining a student. If a student does receive a formal referral, please know the staff has given reminders, had private conversations with students, and modeled expected behaviors before arriving at the referral.

We place a high priority on constructive and appropriate behavior, and will use every means necessary to ensure students make good choices. The teaching of values through positive reinforcements, restorative practices, appropriate consequences and other means may vary depending on the circumstances, the staff member, and the student learning the lesson. We appreciate your support.

I look forward to working with students, parents/ guardians, staff and community members to help each student grow!

Tana Piersall, Principal

BOARD OF TRUSTEES

Tammi Bennett

Sandra Hogge

Brandon Fawaz

Jennifer Thackeray

Jason Finley

Scott Valley Unified School District

Micheline Miglis

District Superintendent

mmiglis@svusd.us

SVJH ADMINISTRATION

Tana Piersall

Hannah Shickle

Principal

Athletic Director

tpiersall@svusd.us

hshickle@svusd.us

TEACHING STAFF

Scott Forrester

Amy Hurlimann

Tammy Luiz

Jed Merrihew

Lindsey Rompon

Hannah Shickle

Danielle Yokel

Physical Education

8th English/ Social Science

Resource Specialist, Reading Intervention

6th English/ Social Studies

7th Math/ Science

6th Math/ Science

7th English/Social Science

8th Math/ Science

sforrester@svusd.us

ahurlimann@svusd.us

tluiz@svusd.us

jmerrihew@svusd.us

lrompon@svusd.us

@svusd.us

hshickle@svusd.us

dyokel@svusd.us

SCHOOL STAFF

Christi Boudro

Regina Hanna

Michele Johnson

Shelly Kutzer

Genevieve Markussen

Holli Murphy

Kara Ojeda

Aubrie Palmer

Jeff Schaub

Peggy Weatherton

Librarian/Media Technician

School Counselor/ Title VI Coordinator

Title VI Tutor

Secretary/Bookkeeper

Instructional Aide

Student Services Specialist

RS Instructional Aide

Instructional Aide

SAFE Coordinator

Custodian/Lead Maintenance

Custodian/ Maintenance

cboudro@svusd.us

rhanna@svusd.us

@svusd.us

mjohnson@svusd.us

skutzer@svusd.us

gmarkussen@svusd.us

hmurphy@svusd.us

kojeda@svusd.us

apalmer@svusd.us

jschaub@svusd.us

pweatherton@svusd.us

SUPPORT STAFF

Craig Balletta

Diana Barden

Nancy Gonzalez

Debbie Pindell

County School Psychologist/ Behaviorist

County School Nurse

County School Psychologist

County Speech and Language Therapist

cballetta@siskiyoucoe.net

dbarden@siskiyoucoe.net

ngonzalez@siskiyoucoe.net

dpindell@siskiyoucoe.net

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1.0 WELCOME

Welcome to another school year at SCOTT VALLEY JUNIOR HIGH SCHOOL-HOME OF THE PANTHERS!!!!

Scott Valley Junior High produces:

- Growth in social skills
- Independent thinkers
- Strong academic success for high school
- Student leaders
- Winners in athletics
- Artists, writers and performers

It is a great place for students to be themselves and take advantage of opportunities to grow.

This student guide is designed to provide answers to questions most often asked by parents and students. Included is information on:

- school regulations
- school programs
- procedures
- rights and responsibilities of parents and students

We hope this guide will answer many of your questions; if not please feel free to call the office at 468-5565 for any additional information.

Every member of the staff is here to help you have a successful and enjoyable school year. Each student is urged to seek the aid of the principal or teachers if the need arises.

Some items discussed in this handbook are based on sections of the California State Education Code. Ed. Code references (EC) are noted at the end of many sections. References are also made to Scott Valley Unified School District Board Policies (BP) and Administrative Regulations (AR). Board Policies and Administrative Regulations are available at the District Office. This Student-Parent Handbook and the accompanying Parents' Rights Booklet serve as notification of parents' rights as specified in the California Education Code.

1.1 Visitor's Check-In

Scott Valley Junior High School is a closed campus. People coming on campus need approval. **ALL visitors must check in at the office.**

Parent/guardians are welcome to visit their child's classroom at any time. Please make prior arrangements and sign in at the office. The office staff will notify the teacher.

2.0 ACADEMICS

The biggest indicator of student success is regular attendance in school. It's a fact that students, who attend school regularly, learn more and are more successful than students who do not. Parents who make regular school attendance a priority are also helping their children learn to accept responsibility.

2.1 California Junior Scholarship Federation

Students may receive recognition with the Scott Valley Junior High Chapter of the California Junior Scholarship Federation. This recognition is applied for at the end of each semester. Students must receive at least 3 A's and 1 B in Core subjects (Science, Math, Social Studies and English). Students who qualify for membership in at least three of the four semesters during their 7th and 8th grade years will receive special recognition at the 8th grade graduation ceremony.

2.2 Graduation and 8th Grade Dance/Party

In order to participate in the 8th grade graduation ceremony, students must meet academic promotion requirements (see 2.8). In order to attend the graduation dance/ party, students must meet academic promotion requirements as well as behavior requirements:

- *no more than 1 referral during the 4th quarter*
- *no more than seven total referrals during the school year*
- *no more than one suspension during the school year.*

Students who meet academic requirements but do not meet the behavior requirements will still be promoted to 9th grade and will be allowed to graduate, but not allowed to attend the 8th grade dance/ party.

2.3 8th Grade Trip

In order to participate in the 8th grade trip students must have:

- at least 90% attendance during the school year (i.e. on the 130th day of school, cannot have more than 13 absences, whole day or class periods, **excused or unexcused**)
- been enrolled in SVJH for 2 of the 4 quarters, 4th quarter is mandatory
- no more than 1 referral during the 4th quarter, or 7 total referrals
- no more than 1 suspension for the entire year
- must be on track academically to graduate

Students who meet promotion requirements (see 2.8), attendance requirements and the behavior requirements (see above) are invited to participate in the 8th grade trip.

2.4 Homework

The State Board of Education and the California Department of Education hold the common belief that homework is an essential ingredient in improving student learning. Students can expect to have homework in all classes several days per week. Some classes have homework every night. "Class time shall be conserved for learning activities which benefit most from teacher interaction; homework shall be used for work which the student is most able to do independently." (BP 6152(a)) Class time will be used to introduce, clarify, and wrap-up concepts, ideas, and information. In class, students do assignments that cannot be accomplished as easily anywhere else. Homework will usually consist of assignments that can be done independently, at home -- reading, writing, research, and work begun in class that day, and so on. Students are expected to complete all homework assignments and turn them in at the beginning of the class in which they're due.

Students missing an assignment will be given an opportunity to make up a PORTION of the homework points based on the teacher's late work policy. Students who have missing assignments may be asked to complete the work in lunch restriction, during an enrichment period or in the after-school program.

A "missing assignment" notification may be sent home for students who fail to complete work consistently. Hopefully, with parent involvement students will understand the importance of turning in homework and classroom assignments on time. Students who continually fail to complete assignments may be assigned to serve a Friday after-school detention from 1:00-2:30

This intervention program is designed to help students become aware of the importance of doing their homework and completing assignments.

In addition, it will assist parents in their efforts to know when their child has not accomplished important work. Teachers will be able to move on with their curriculum without trying to constantly play catch up with a group of students who habitually choose not to do their homework.

2.5 Homework Online/ Calendar

The Homework link on the school website is a live document shared by each teacher. Assignments will be viewable on a weekly calendar passed out to students or accessed online at the beginning of each week. Each week's homework assignments may be reviewed by checking the website at: <http://www.svusd.us> or by checking your child's Google Classrooms.

2.6 Honor Roll

Students with a grade point average of 3.0 or better in Core classes (Math, Science, Social Studies, Physical Education & English) and with no D's or F's (fails) make the honor roll. Students who have a 4.0 GPA (straight A's) earn special recognition. Awards are given for both of these achievements at quarterly school awards assemblies.

2.7 Grades, Progress Reports and Report Cards

School-wide progress reports and report cards are mailed to students' homes. Progress reports with grades, deficiency notices (only mailed to those students in danger of failing), and report cards are mailed home close to the following dates:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Progress Reports	9/23/22	12/2/22	2/24/23	4/28/23
Deficiency Notices	10/7/22	12/16/22	3/10/23	5/12/23
Report Cards	10/25/22	1/24/23	3/28/23	6/10/23

All student's grades may be checked online at the school's webpage:

<http://www.svusd.us>

- Click on link: "Student Grades"
- Enter your email address and password
- Follow prompts using information from school to create account
- Grades are updated weekly

Should a student receive an Incomplete as a grade at the end of a grading period, the student has two weeks to clear the Incomplete. If the Incomplete is not cleared the student will receive a Fail for the class. Should students or parents wish to challenge a grade, they need to do so within two weeks of the end of the grading period.

2.8 Promotion/Retention

All students must take seven courses/classes each quarter. In order to be promoted to the next grade a student must pass (D or better):

1. 3 out of the 4 quarters of each academic course.
2. The fourth quarter of **ALL** academic courses. (BP 6146.5)

Students who are considered "at risk" for retention shall be identified as soon after enrollment or as early in the school year as possible, will be counseled, and may be referred to the SST Process. They will be offered programs of direct, supplemental, systematic, and intensive intervention to allow them to achieve proficiency. This intervention may include tutorial programs, after-school programs, Small Learning Environment (SLE) classes, parental assistance, and/or referral to

DART to consider alternative program placement. The decision to retain a student may be appealed consistent with Board policy, administrative regulation, and law. (AR 5123(e))

2.9 Summer School

Summer school may be offered as an in-person learning opportunity or as an independent study program, dependent upon funding as determined by Scott Valley Junior High School and/ or Scott Valley Unified School District.

2.10 Textbooks

Textbooks are assigned to students at the beginning of the year. When appropriate, these books are to be used by that student for the entire school year. They are to be returned at the end of the year without unusual wear to the book. Students who do not return the textbook assigned to them will be charged the replacement cost. Students who return damaged books will be charged an appropriate fee. (EC 48904) Some classes use textbooks as classroom resources and check out the books to students on an intermittent basis.

2.11 CAASPP Testing

SVJH conducts state testing annually for all students. ALL students participate in ELA and Math assessments each spring. In addition to ELA and math, 7th graders participate in the Physical Fitness Test, while 8th graders complete the California Assessment of Science Test. Should you not want your child to partake in these assessments, the school must be notified annually in writing. ALL Scott Valley Options students must participate in annual cumulative assessments.

3.0 ATHLETICS

Scott Valley Junior High's athletic program is run through the Siskiyou After School for Everyone (SAFE) program. SVJH has a **No Cut Sports Policy**. All students who are eligible to participate in accordance with the SVJH Student-Parent Handbook will be given the opportunity to participate. In the event that a very large number of students try out for a sport, there is a possibility that a "traveling team" will be formed so that only a part of the team will travel to away games and/or suit up for home games. Student athletes who are chosen to be on the "traveling team" will be the decision of the coach. The "traveling team" may rotate weekly so that different student athletes travel to away games. All student athletes, however, will still have the right to attend practices throughout the season and have the right to earn their way onto the "traveling team".

3.1 Athletic Accident Insurance and Sports Physical

Students are required to have a sports physical performed by a physician or medical clinic and proof of insurance before they may practice. Forms for the physical are available in the office and on our website. Families who are not covered by a medical insurance policy, or who choose to upgrade their level of coverage, may purchase a student accident policy through Pacific Educators. Rates range from approximately \$10.00 to \$125.00, depending on the level of benefits chosen. Brochures are available in the office. Student accident insurance purchased through Pacific Educators will not become effective until the company receives the application and the school has received verification.

Prior to competing in any athletic activities, students and their parents must sign the Participation Agreement for CIF (Acknowledgment and Assumption of Potential Risk), SVUSD Non-District Transportation Notice, CIF Code of Conduct, Concussion Notice and the SVJH Athletic Handbook.

3.2 Athletic Handbook in Appendix

3.3 Athletic/Sports Programs

SVJH belongs to the Siskiyou County Athletic League (SCAL) and offers a seventh grade and eighth grade team for each of the following sports:

- Co-ed Cross Country
- Co-ed Volleyball
- Girls Basketball
- Boys Basketball
- Co-ed Wrestling
- Co-ed Track

Sixth grade students may only participate in Cross County, Wrestling and Track.

Any student, currently enrolled at SVJH, who is willing to commit to being at every practice, behaving appropriately, encouraging others, trying their best and maintaining their grades, is eligible to become a member of the team.

Being on a team is a big commitment. Members of the team practice daily. Some weeks the team has "early" practice, which is over at 4:30 p.m., and other weeks the team has "late" practice, which goes from 4:30 p.m. - 6:00 p.m. Game nights often last until 9:00 p.m. or later.

3.4 Athletic Transportation

1. Whenever possible, school buses and/or school vans will be used to transport students. Parents of athletes must sign the Non-District Transportation Notice, which addresses the use of parent drivers.
2. If school transportation is provided, the athlete is expected to ride with the team. Parents may take their own child to a school athletic event with prior approval by the principal. A parent may request that his/her student ride with another responsible adult as long as that request is made, in writing, 24 hours prior to the athletic event, and this request has been confirmed by the principal. A form is available in the office and on our website for this purpose.
3. A student may be released to his/her own parent after an athletic event. The parent must sign off with the bus/van driver in person. A student may be released to another responsible adult (non-high school student) as long as the parent has made the request in writing, 24 hours prior to the athletic event, and the request has been confirmed by the office. A form is available for this purpose in the office or on the school web page under the link "Forms".
4. If a student rides home with someone other than his or her parent or legal guardian without the proper signed release, that student may be suspended from district transportation privileges and participation in extra-curricular activities for a period not to exceed one school year.

Student and adult fans are invited to attend athletic contests. Athletes are required to stay on campus with the team between the end of school and the games, unless other arrangements are made with the coach. Student fans may go off campus between the end of school and the beginning of the game. **Once student fans come on campus for the games, they are required to be in the gym or by the snack shack. The grounds are "off limits" during athletic contests.**

4.0 ATTENDANCE

4.1 Absences

- Students in school take advantage of educational opportunities.
- Attending school helps students reach their full potential.
- Students are expected to be in school daily to maintain their grades.

Legally excused absences are determined by state codes and are:

- Personal illness or
- Medical, dental, optometric, or chiropractic appointments
- Quarantine directed by a county or city health official
- Attending the funeral services of a member of the pupil's immediate family to the extent of not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California; members of the immediate family include the mother, father, grandmother or grandfather or sibling of the student (EC 45194)
- Participation in a religious exercise, following attendance of at least 240 minutes. Maximum of 4 days per month. (EC 46014).

The day after a student is absent an absence note is required (if a student returns without a note, lunch restriction may be assigned). The absence note must include:

- Date of the note
- Absent student's name
- Date of the absence
- Name of the person who wrote the note
- Signature of the person who wrote the note
- Relationship to student

Absences not verified by a note within three days after returning from the absence will be declared a truancy and referred to the principal.

4.2 Homework When Absent

A goal of the SVJH staff is to create a nurturing and caring environment for student success and promote student responsibility.

When a student is absent and needs to make up their work they will need to do the following:

1. The day they return to school, ask each teacher for their assignments. When the teacher gives a student their missed classwork they will have the opportunity to explain to the student what to do and what is expected.
2. Check the school website for updated assignments.

Per Education Code 48205: "Pupils absent from school for any excusable reason 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. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence." (EC 48205)

4.3 Planned Absences of 5 or more Consecutive Days (Short-Term Independent Study)

Short-Term Independent Study requires a written parent request with prior approval of the principal. Absences of this type might include a family trip/reunion, weddings, etc. Requests for short-term independent study must be made at least **1 week** in advance of the first

day of absence.

Students are responsible to:

- Pick up forms in the office
- Fill out forms and get parent signature(s)
- Getting school staff signatures
- Provide teachers with a request for work

Teachers will accept all work done under a short-term independent study plan and not deduct points or give a penalty. The work assigned under a short-term independent study plan must be completed and submitted to the office the day the student returns to school. If work is not turned in at that time, the days of absence are deemed a truancy. (EC 46010.1, 46010.5, 46014, 48205)

4.4 Planned Absences of Less Than Five Days

Students who plan on an absence of less than five days may request an "Intent to be Absent" form. This form provides the student with the assignments in advance of the absence. The days away from school may be counted as unexcused absences; however, the student can turn in work that is missed. This intent to be absent request may be denied if the student's current grades indicate that absence from class would be likely to place the student in academic jeopardy.

"Intent to be Absent" forms should be requested from the office at least one day before the planned absence.

4.5 School Bell Schedule

	Regular Day, Mon. -Thur.	Advisory	Fridays/Early Release Days
School Begins	8:05 am	8:05 am	8:05 am
Lunch	11:52am- 12:27pm	12:08pm-12:43pm	11:32am- 12:07pm
School Dismissal	2:59 pm	2:59 pm	1:00 pm

On the days of special school activities (for example: Spelling Bee, School assemblies, etc.) the bell schedule may vary slightly. Release times will always be the same.

4.6 Tardies

Three-minute passing periods are allotted between classes. This is ample time to get from one classroom to another. When the bell at the end of the period rings, students wait to be dismissed by the teacher. Then, students are expected to get to their next class, be in their seats, ready for instruction when the tardy bell rings. Physical education students are expected to be in the locker room dressing when the tardy bell rings. They must be dressed and in their assigned place for attendance three minutes after the tardy bell.

Students who are tardy to a class without a valid excuse from a teacher or staff member are marked tardy in the teacher's attendance. See Discipline Matrix for consequences for accruing tardies.

4.7 Chronic Absences/Truancy/SARB

Students are expected to attend school daily and on time. Students who are not in school run the risk of falling behind academically and risking retention. To that end, we encourage our parents to review the following definitions and processes used in the Scott Valley Unified School District to ensure positive attendance for all students.

California Definition of Chronic Absentee

A "chronic absentee" has been defined in *California Education Code (EC) Section 60901(c)(1)* as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

Definition of a Truant

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. Effective January 1, 2013, the law was amended to authorize school administrators to excuse school absences due to the pupil's circumstances, even if the excuse is not one of the valid excuses listed in the California Education Code (EC) or the uniform standards established by the governing board of the district.

Definition of a Chronic Truant

Effective January 1, 2011, *EC Section 48263.6*: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with *EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291*.

Definition of Excused Absences

A student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code [48205](#))
2. Quarantine under the direction of a county or city health officer (Education Code [48205](#)) (cf. [5112.2](#) - Exclusions from Attendance)
3. Medical, dental, optometric, or chiropractic appointment (Education Code [48205](#))
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code [48205](#)). Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code [45194, 48205](#))
5. Jury duty in the manner provided by law (Education Code [48205](#))
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code [48205](#)) (cf. [5146](#) - Married/Pregnant/Parenting Students)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code [48205](#))
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

8. Service as a member of a precinct board for an election pursuant to Elections Code [12302](#) (Education Code [48205](#)) (cf. [6142.3](#) - Civic Education)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code [49701](#), and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code [48205](#)) (cf. [6173.2](#) - Education of Children of Military Families)
10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code [48205](#))
11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code [46014](#))
 - a. The student's parent/guardian shall provide written consent for the absence.
 - b. The student shall attend at least the minimum school day.
 - c. The student shall be excused from school for this purpose on no more than four days per school month. (cf. [6141.2](#) - Recognition of Religious Beliefs and Customs)

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code [46012](#); 5 CCR [306](#))

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a

religious group, church, or denomination (Education Code [46014](#), [48980](#))

2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code [46010.1](#))
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code [48205](#) in the notice (Education Code [48980](#))

SARB process in the Scott Valley Unified District

Working in conjunction with our Truancy Officers at Siskiyou County probation, all school sites will follow the adopted process for unexcused absences. The Superintendent or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code [48200-48341](#). (Education Code [48290](#)). When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truanancies he/she has committed:

1. Initial truancy
 - a. The student shall be reported to the Superintendent or designee. (Education Code [48260](#))
 - b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code [48260.5](#))
 - (1) The student is truant.
 - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code [48290-48296](#).
 - (3) Alternative educational programs are available in the district.
 - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or designee, or attendance supervisor or designee pursuant to Education Code [48264](#) if found away from home and absent from school without a valid excuse.
 - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code [13202.7](#).
 - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day. (cf. [5145.6](#) - Parental Notifications)
 - c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code [37223](#). (Education Code [48264.5](#))
 - d. The student and, as appropriate, his/her parent/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 student's attendance. (Education Code [48264.5](#))

- e. The Superintendent or designee may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code [48260.6](#))
2. Second truancy
- a. Any student who has once been reported as a truant shall again be reported to the Superintendent or designee as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code [48261](#))
 - b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code [37223](#). (Education Code [48264.5](#))
 - c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code [48264.5](#))
 - d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code [48262](#))
 - e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code [48264.5](#))
 - f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code [48260.6](#))
3. Third truancy (habitual truancy)
- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee. (Education Code [48263](#), [48264.5](#)) (cf. 5113.12 - District School Attendance Review Board)
 - b. Upon making a referral to the SARB or the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code [48263](#))
 - c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code [48264.5](#))
 - d. If the Superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district

attorney and/or the probation officer. (Education Code [48263](#))

- 4. Fourth truancy
 - a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code [48264.5](#); Welfare and Institutions Code [601](#))
 - b. If a student has been adjudged by the county juvenile court to be a habitual truant, the Superintendent or designee shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code [48267](#))
- 5. Chronic truancy (unexcused absence for 10 percent of school days)
 - a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
 - b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code [270.1](#).

5.0 CAMPUS ROUTINES

5.1 Bicycles, Roller Blades, Roller Skates, Skateboards, Scooters

Students shall not use bicycles, roller blades, roller skates, roller shoes, scooters, or skateboards on school grounds at any time, whether during or after school hours. This includes parking lots, sidewalks, outdoor tennis and basketball courts. Students on roller blades or roller skates shall remove such equipment before entering the parking lot. Students on skateboards or bicycles shall dismount before entering the parking lot. Bicycles may be parked in the bicycle rack. Students are encouraged to lock their bikes. Roller blades, roller skates, scooters, or skateboards may be stored during the school day with the principal. It is advised that students using roller blades, roller skates, skateboards, scooters, or bicycles wear safety helmets. The school assumes no responsibility for condition or loss of student bicycles, scooters, skateboards, etc.

5.2 Field Trips

Students must be a "Student in Good Standing" to participate in field trip opportunities. The student must participate fully in PE to be eligible to attend. With prior approval from the principal, exceptions are: doctor appointment, religious observances, bereavement, and independent study. All school rules related to clothing and behavior apply at all field trips.

5.3 Dances

The SVJH ASB sponsors several dances per year for SVJH students and their junior high age friends. Students must be in attendance at school the entire day of a dance to participate. The student must participate fully in PE to be eligible to attend. Students must be a "Student in Good Standing" to attend. With prior approval from the principal, exceptions are: doctor appointment, religious observances, bereavement, and independent study. If there are extenuating

circumstances that make attendance at school impossible the day of a dance, it is the student's responsibility to contact the principal, in advance of the absence, and request permission to attend.

All school rules related to clothing and behavior apply at dances.

SVJH students who want to bring a 6th, 7th or 8th grade friend from another school need to have a dance guest pass (available in the office) approved by the principal by 3:00 p.m. 48 hours before the dance. Limit of one guest per student.

Dance Rules:

- The doors close 30 minutes after the dance begins. No one will be admitted after that.
- Students must remain in the gym and hallway during the dance.
- Devices are not allowed to be used during the dance.
- No one is allowed to go outside.
- Once a student leaves the dance, he/she may not re-enter.
- Anyone who leaves the dance early may not remain on the school grounds.
- Any student asked to leave the dance for inappropriate behavior will not be allowed to attend the following dance, in addition to other disciplinary consequences.
- Students must be picked up by parent(s)/ guardian(s) at the end of the dance.

5.4 Dress Code

For the most part students, with their parent's input, are free to determine what clothing they will wear at school. Parents and students are reminded that school is a working and learning environment where appropriate dress is expected. Students may not attend school dressed in a manner which:

1. creates a safety hazard for him/her or for other students,
2. constitutes a serious or unnecessary distraction to the learning process,
3. disrupts the campus order,
4. is in conflict with the goal of preventing substance abuse and gang activity.

Fashions change. Questionable clothing styles not listed will be deemed acceptable or unacceptable by the administrator in order to promote safety and to eliminate any distractions to the educational process. (EC 35183)

All changes or additions will be addressed with individuals or through school-wide announcements.

The following is a list of items deemed unacceptable:

- Clothing, hairstyles, and jewelry that could impair health or safety
- Loosely fitting shorts/pants worn below the waist (sagging)
- Obscene or suggestive messages on clothing
- Clothes printed with messages promoting alcohol, tobacco, or other drugs or drug associated items
- Low cut shirts, strapless tops, "muscle" shirts, midriff/crop tops, spaghetti straps, tops that expose undergarments or can be deemed to be an undergarment, tops that have a strap narrower than 2", sleeveless tops with large openings exposing the back and/or chest, or backless tops.
- Hats are not to be worn in classrooms or at school assemblies.
- Hoods are not to be worn inside.
- Sheer, fish-net, and see-through fabric that is revealing or exposes undergarments.

- Shorts may be worn in suitable weather. Shorts must have a minimum 6" inseam. Skirts and dresses must be at a length equivalent to, or longer than that of shorts with a 6" inseam.
- Holes in jeans must be 6" below the inseam.
- Shoes must be worn at all times. Bedroom slippers are never appropriate. Sandals may be worn during appropriate weather.
- Glasses, other than a student's own prescription glasses, shall not be worn indoors.
- Any style of clothing or symbols that indicate gang affiliation or which create a risk of potential violence is prohibited.
- Leggings must be worn with a top that extends to the mid-thigh.

5.5 Early Dismissal

In the event a student needs to be dismissed early from school, the parent/ guardian shall:

1. notify the office in advance that the student will need to be released early from school.
2. parent/guardian must report directly to the main office when picking up student (parents/guardians are not permitted to go directly to the classroom to get the student).
3. the parent/ guardian must sign the log book before leaving with the student.

5.6 Gum/Sunflower Seeds/Spitting

Because of problems associated with the clean-up of gum and sunflower seed shells, neither of these items are allowed at SVJH. Spitting around campus is unhealthy and presents a safety issue. Students are reminded about our policy the first two weeks of school. After that, students who violate this rule will receive an office referral and lunch restriction.

Students who are under the supervision of a dentist/orthodontist may chew gum as a pain reliever with written physician note indicating a specified period of time.

5.7 High Energy Drinks/Foods/Sodas

The use of High Energy drinks has been the source of growing concern among health researchers and school officials. Around the country, the drinks have been linked with reports of nausea, abnormal heart rhythms and emergency room visits. All high energy drinks such as Red Bull, Monster, Full Throttle, Amp, etc. are not to be brought to and/or consumed at SVJH or SVJH related activities. If any staff member sees them, they will be confiscated and not returned.

5.8 Lockers and Locker Room Use

SVJH provides lockers and locks for students to use. These are school property. Lockers are assigned to students for the storage of PE uniforms. During the PE period, students may use the large lockers (girls) or the cubicles (boys) to store coats, books, street clothes, etc., but at the end of the period, all PE belongings must be back in the small lockers again. Students may bring deodorant and/or hair spray to store in the locker, if they choose. However, no glass containers or aerosols may be brought to school. Perfumes, colognes, and after shave fragrances can cause an allergic reaction in some people and are not appropriate at school. For health and safety reasons, lockers may periodically be searched to be sure that they are being used appropriately. SVJH cannot be responsible for items not properly locked up. Occasionally, students feel that their combination is no longer private. In cases such as these, the student may get a new lock and a new combination by contacting the locker room supervisor.

The locker rooms are off limits for all students except those dressing for PE or after school practices. **Devices are to never be used in the locker rooms. Students are NEVER to be in the locker room without adult supervision.**

5.9 Meal Time

SVJH is a closed campus. That means students will remain on campus throughout the entire lunch period. Students may not go downtown for lunch or to make purchases.

Students who live within close proximity to the campus may be allowed to eat lunch at home, with parent/guardian and principal permission. This privilege will be revoked if the student does not return to campus on time following lunch.

Students may bring meals from home or eat meals offered at school. Students are required to take a certain number of items offered during meal times depending on the number of items offered. During lunch meal, students are required to take the hot entrée. Meals are available to all students free of charge. (EC 49512, 49550)

Students may serve lunch on a rotating basis. All students eat their meals in the gym or at outside lunch tables, weather permitting. Students are expected to clean up their own trays and trash and any accidents that may occur before they are excused.

Following dismissal, students may play on the outside basketball courts or the PAR course during good weather. School hallways, the front of the school and the south side of the school are off limits at lunch. During rainy or cold weather students may be kept inside during breakfast and/or lunch.

The hall restrooms are available at lunch with permission. The locker rooms are closed during lunch. During lunch the hallway is not a gathering place for student activities.

5.11 Sidewalks/Landscaping

Sidewalks are designed to get students from one place to another conveniently, quickly, and cleanly. Students are not to cut corners nor trample the grass while passing from one class to another. They may use the lawn areas during SAFE.

The outside classes have ramps that are to be used for entrance to the buildings. Students may not cross through the landscaped areas. Students are not to jump over or crawl under the railings on the ramped areas.

5.12 Snowballs, Water Balloons, Squirt Guns, Paint Ball Guns

Scott Valley Junior High School does not allow snowballs, paint balls, water balloons, squirt guns, or any other items to be thrown, sprayed, splashed, or shot at anyone on campus, at bus stops, on the way to or from school, or on the school bus.

5.13 Student Council

Student council is made up of the elected officers (President, Vice President, Secretary, Treasurer, and two Grade Level Representatives from each grade). They will plan dances and assemblies and sponsor other activities during the school year.

Student Council finances many of the fun events with the money earned from Student Body Cards. Students who purchase ASB Cards receive a laminated SVJH Panther card with their photo on it. This card will

reduce admission prices for students at most Scott Valley Unified School District events.

5.14 Student Visitors

Junior high age student visitors (cousins, friends, etc.) may attend school with a SVJH student only with prior principal approval. This may be available on a limited basis, at the discretion of the principal.

5.15 Telephone Use and Phone Messages

Parents and students sometimes need to talk during the day. We encourage students and their families to make transportation arrangements and social plans **before** coming to school. We will, however, deliver telephone messages to students at the end of a class period on an "as needed" basis.

When it is necessary for a student to call a parent, such a call may take place before school, or during lunch, on the pay phone or the student phone in the office. Such phone calls may be made by one person at a time with a staff member's permission.

Students may ask permission to use the school phone for school business. Anytime students are ill, they may use the school phone and call home from the office. If there are changes in athletic games or practices, students may use the office phone.

5.16 Laser Pointers/Entertainment Devices/ Cell Phones/ Electronic Equipment

It is illegal to aim a laser pointer at another person, to sell a laser pointer to a minor, or for students to be in possession of laser pointers on school campuses. Laser pointers should never be brought to school. If they are brought to school, they will be confiscated and not returned.

All electronic personal devices (tablets, phones, etc.) must remain turned off and kept in the student's backpack, out of sight.

(Sticking out of a pocket, or a visible outline is not out of sight.) If these items are "seen" by a staff member, they will be confiscated and sent to the principal. Students may have their cell phones with them but they are not allowed to be turned on during school hours. Devices are becoming more of a distraction during the school day and having them "off limits" for students will help bring the focus back to academics and appropriate social behaviors. This means from the morning bell to the end of the academic school day students are not allowed to use their devices, and only with staff permission during SAFE. SVJH is not responsible for lost or stolen devices or damage to a device.

5.17 Campus Surveillance

Our campus is equipped with numerous video cameras to ensure the security of our facility and the safety of our students, staff and guests. Video footage may only be reviewed by a district staff member.

6.0 EXPENSES

6.1 Locks

Students are required to use a school lock provided by the office for locking their PE locker. Students may not use their own locks on school lockers. If a student loses their lock, they must purchase a new one for \$5 in the school office.

6.2 Physical Education

Physical education uniforms are to be purchased at the beginning of the

school year. Cost of entire uniform is \$18. If a student needs a replacement uniform, they will be required to pay \$9.00 for the shirt and \$9.00 for the shorts. Students are required to wear their PE uniform and appropriate shoes during Physical Education class. They are not required to return their PE uniform at the end of the school year and they may use it at Etna High School.

6.3 Yearbooks

Students may choose to purchase yearbooks, student body cards, etc. If yearbooks are not purchased at the beginning of the school year and extras are available at the end of the year they may be purchased for an additional cost.

6.4 Outstanding Debts

- Students are responsible for the replacement of any damaged or lost school property.
- Students who have certain financial obligations must clear these obligations by payment or labor to receive diplomas and may not be eligible to attend certain school events until cleared.

7.0 HEALTH AND SUPPORT SERVICES

7.1 First Aid and CPR

First aid may be provided by any member of the school staff. Anything beyond superficial bumps, bruises, and scrapes will be reported to the parent/guardian. CPR and first aid instruction may be provided to eighth graders in the spring through physical education and/or science classes.

7.2 Home/Hospital Instruction

The district provides home and hospital instruction for students who have a medically verified temporary disability that causes them to be out of school for two weeks or longer. For further information, contact the school secretary.

7.3 Inhalers/ Medications/ Prescription Drugs

Students at SVJH who use an inhaler may carry the inhaler with them during the day. A Medication Release Form from the physician and parent needs to be on file for a student to have their inhaler at school. The school nurse meets with students who have a prescription for an inhaler to review appropriate care and use of the inhaler. Students may not share this prescription drug with other students, as with all medications.

School personnel may not supply students with any over-the-counter medications, such as aspirin, Tylenol, cold medications, etc.

Any student who is required to take any medication (prescription or over-the counter) during the school day is required to bring the medication in the original container to the office with a signed permission slip which details the method, amount, and time schedules by which such medication is to be taken indicating the desire that the school district assist the student with taking the medication. Forms for this purpose are available in the school office. (EC 49423) Many local physicians supply the student with this information at the time the prescription is written.

7.4 Injuries, Medical Insurance, and Transporting Injured Students

SVJH takes appropriate steps to protect students from injuries. Even so, accidents can and do happen while participating in the normal activities that take place on campus, on school trips, and during extra-curricular activities and sports.

The school district does NOT provide medical insurance for school accidents. This means that parents are responsible for their child's medical bills if he/she gets hurt during school hours or at school activities.

FREE or LOW-COST Comprehensive Medical, Dental, and Vision Insurance is available to families through Medi-Cal for Children and Healthy Families programs. Application forms are available from the school secretary.

School employees will make every attempt to contact parents in the event of an injury to their child. Parents may be asked for permission to have the child transported by ambulance to a medical facility. Parents should check with their medical insurance carrier to see if there are situations where this transportation may not be covered by insurance. This enables the parent to make an informed decision in the event of an emergency and avoid billing problems that might arise after the bill is due for payment.

7.5 Immunization Requirements

Effective July 1, 2011, all incoming sixth graders must meet the immunization entry requirements before entering school. The immunizations for sixth graders are:

- Measles, Mumps, Rubella (MMR)- 1 dose
- Hepatitis B- 3 doses
- Tdap- 4 doses
- Polio- 4 doses
- Varicella- 1 dose

The personal beliefs statement and/or waiver are no longer available.

A new school immunization law requires all students entering 7th through 12th grades to be immunized with a pertussis (whooping cough) vaccine booster called Tdap, as well as 2 doses of MMR vaccine.

The school nurse evaluates students' immunization records.

7.6 Limitation of Activities

If a minor injury causes a student's activities to be limited, a parent can write a note to excuse the student from P.E. for up to two days. Any other additional limitations to a student's activity must be supported by a note from a doctor.

7.7 Student Support Groups

SVJH may provide student support group meetings to help students address alcohol/drug prevention education, at-risk behaviors, or any life issue which may be impacting their education. These groups may include Girls Circle, Boys Counsel and other supports deemed helpful.

7.8 The School Nurse

The school nurse is on campus approximately once per week. Hearing and vision screening for eighth graders, and scoliosis examinations for seventh and eighth graders are provided. "Tobacco school" with the nurse or designee is assigned by the principal to students through the disciplinary process. Parents or staff members refer individual students to the school nurse on an individual basis. Parents may refuse a physical examination of their child. (EC 49451, 49452.5, 49455, 49456).

8.0 PARENT INVOLVEMENT

8.1 Parents Welcome

SVJH sponsors a Back to School Meet and Greet, and may plan for other events to inform parents of student progress or share activities. Information about curriculum, grading and homework policies, and classroom management procedures is available. Parent/guardians can tour the school and ask questions of our teaching staff.

8.2 Panther Power

Panther Power is the academic and sports booster club for SVJH. This group sponsors various sports tournaments and academic recognition events. They also run the Panther Power Snack Shack at home games. They help chaperone school dances and may furnish refreshments for evening parent meetings.

8.3 Parent-Teacher Conference

Parent-Teacher conferences are held sometime in the fall, after the 1st quarter. At that time parents may meet with their child's teachers to discuss specific strengths and weaknesses in their child's performance. Throughout the year teachers are available by telephone, email, or personal conference to discuss a student's progress.

8.4 School Site Council

School Site Council has ongoing responsibility to review and assess the effectiveness of the school program. It serves as an advisory committee for certain school expenditures and also helps write and set goals for the School Plan for Student Achievement.

8.5 Volunteers

SVJH welcomes volunteers at our school site. There are many different ways one can volunteer. Your efforts, and the efforts of our many other volunteers, help to make our school the exceptional place that it is. While you are on campus, you are a role model for students. Even as a volunteer, your commitment needs to be professional. Please read through the SVUSD Volunteer Handbook prior to beginning your volunteer work. See Volunteer Handbook in Appendix.

9.0 SCHOOL CANCELLATION

9.1 Notification

If school is closed, notification would be announced to all families via our school-to-home communication program Parent Square. Families will receive a phone call, text message, and/or email to confirm the closure.

9.2 Power Outage Contingency Plan

In the event of an extended power outage during school hours:

- We will remain in session until the district superintendent, after consulting with school principals, decides that school will be dismissed.
- We will conduct "class as usual" as is possible. Students will remain in their classrooms. We will find a way to signal period changes if the bell system does not operate.
- Our telephone systems have battery back-up and will operate during power outages. Please limit phone use to urgent or emergency messages only to conserve battery power.

The decision to dismiss early would be influenced by several factors, including:

- Estimated repair time, as determined by the power company.
- Temperature in the classrooms.
- Availability of food service.

- Availability of buses for transportation to home.
- Ability to provide ample notification to parents (K-12) of an early dismissal.

Individual students with fragile medical conditions may be released as necessary to their parents by arrangement.

9.3 Emergency Closure Procedures

In the event of extreme winter weather, snow accumulation, and/or other natural disaster emergency conditions, the superintendent may find it necessary to declare an "Emergency Closure Day." If an "Emergency Closure Day" is called, there will be no school that day. The decision to cancel school will be made as soon as possible. Parents may be informed of an "Emergency Closure Day" by the school district's "Auto-Dialer" message system as well as posts on the school Facebook page. If there is no announcement of a school closure then there will be school as usual. If there is a need for a late start, school will begin 2 hours later.

10.0 SCHOOL DISCIPLINE PLAN

SVJH Discipline Matrix in Appendix

10.1 Standards of Student Conduct

School wide Expectations are:

- Be SAFE
- Be Respectful
- Be Responsible
- Be Successful

Students not meeting these expectations will fall under the SVJH School Discipline Matrix and appropriate disciplinary action will be taken.

"The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures. In order to maintain an environment conducive to attaining the highest quality of education in the district, there must exist certain disciplinary policies and regulations relating to student conduct which delineates acceptable behavior and provides the basis for sound disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or gender." (Scott Valley Unified School District Administrative Regulation 5144)

"The Governing Board believes that all students have the right to a public education in a positive environment free from disruptions which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the Board, parents, students, teachers and the administration be cognizant of their responsibilities related to student conduct." (AR 5131)

The goal of the SVJH School Discipline Plan is to stop unacceptable behavior and help students make better choices or learn new behavior. The SVJH Discipline Plan is progressive, with the degree of the consequence increasing with either the frequency of the infraction or the severity of the specific act.

Much of the "discipline" that occurs at SVJH is informal and private. Adults give reminders or warnings, such as, "Jason, the direction was to work without talking. Follow my directions," or "Judy, thank you for walking in the hallways."

If students do not follow an adult's directions, the adult typically provides a consequence, such as changing a student's seat, telling the student to go back and walk through the halls, etc. Typically, once the student does what is asked, the matter is dropped. Neither the parents nor the principal is involved. These kinds of interactions are between student and the SVJH adult. If adults see a pattern of misbehavior or defiance of rules, the formal discipline process begins.

Adults on the SVJH campus may refer a student to the principal when a pattern of misbehavior has developed that has not been resolved through the informal process or when the student's behavior is so severe that the student must be removed from the class with a referral.

If a student has been removed from classes 2-3 times, a student success team (SST) meeting may be scheduled. The SST team may develop a behavior/attendance/achievement contract for the student. Failure to follow the contract may result in referral to District Administrative Review Team (DART) or Student Attendance Review board (SARB).

If a student were to be removed from classes for a cumulative total of 5 school days, he or she may be referred to the governing board for an expulsion hearing.

Students whose pattern of misbehavior has resulted in automatic suspension may not attend or participate in any after school and/or extracurricular activities for the remainder of the school year, including sports, dances, and eighth grade activities.

10.2 Lunch Time Restriction

Lunch time restriction may be assigned as result of any referral and/or inadequate classroom performance. Students that are assigned lunch time restriction(s) are required to sit and do homework or class work in a designated area. Students are given reminders at lunch on the days of the assigned restriction.

11.0 TRANSPORTATION

11.1 Bus Service

The Scott Valley Unified School District provides home-to-school transportation. The transportation department is responsible for designing and assigning buses and routes. Students must be at their assigned stop five minutes before the bus is scheduled to arrive. The safety of school bus passengers is the most important part of school bus operation. The Scott Valley Unified School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding buses of the school district. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. (AR 5131.1)

11.2 School Bus Rules

1. Abusive body contact, (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading the bus.
2. Fighting on the bus or at the bus stop.

3. Weapons (pocket knife, gun, arrows, decorative swords, etc.) are not allowed.
4. Using for purposes other than the student's regularly designated bus stop (this will be permissible only if parent note or authorization from the office, is presented to the driver and the bus is not overloaded).
5. Using profane language or obscene gesture.
6. Unauthorized exits (from emergency doors and windows).
7. Putting any part of body out windows at any time.
8. Not wearing seat belt if the bus is so equipped.
9. Any movement OUT of seats while bus is in motion.
10. Cell phones, tablets, laptops are to be stowed out of sight at all times while on the bus. No audible sounds are to be heard from the devices. Students may listen to their device using head phones only, and may not share earbuds or headphones with others.
11. Riding bus after receiving no ride penalty.
12. Legs, feet and objects obstructing aisle or facing to the rear in seats while bus is in motion.
13. Creating excessive noise.
14. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at the bus stop, etc.).
15. Unauthorized opening, closing or tampering of any kind with bus doors, windows or emergency exits.
16. Any type of damage or defacing bus.
17. Lighting of matches, cigarettes, smoking or vaping on the bus.
18. Throwing any objects in, out of, or at the bus.
19. Littering of any kind.
20. Transporting live animals, reptiles, or insects on bus, or in keeping with Article 14277 of the Official State Regulations and laws relating to pupil transporting in California i.e.: Any article that, in the opinion of the bus driver, could be considered hazardous.
21. Carrying any non-prescribed medications or illegal substances (marijuana, alcohol, etc.).
22. Eating or drinking on the bus.
23. Disrespect to the bus driver.
24. Give improper identification when requested by the driver.
25. Tampering with bus controls.
26. Failure to obey driver.
27. Failure to remain quiet at all railroad crossings.
28. Endangering life or limb or other people.
29. Other unauthorized or unsafe actions.

11.3 Bus Violations and Consequences

Riders who fail to comply with any of the above rules shall be reported to the school principal by means of a written Bus Citation. The school principal shall determine the severity of the misconduct and shall take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given a written copy of the Citation indicating the nature of the violation and indicating the action taken by the site administrator. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time to be

determined by the principal, up to the remainder of the school year. Bus drivers shall not deny transportation except as directed in writing by the principal.

Minor Violations

1st Citation	Warning
2nd Citation	2-day loss of riding privilege
3rd Citation	2 week loss of riding privilege
4th Citation	6 week loss of riding privilege
5th Citation	Loss of riding privilege for year

Major Violations

1st Violation	2 week loss of riding privilege
2nd Violation	6 week loss of riding privilege
3rd Violation	Loss of riding privilege for year

11.4 Video Camera Surveillance

Each school bus is equipped with a video monitoring system. Video surveillance may occur on any school bus and that video recording may be used in student disciplinary proceedings. Students and staff shall not tamper nor interfere with video camera equipment on school buses. District personnel (not parents or students) will review video footage when necessary and report their findings to the appropriate parties.

12.0 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons of great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If you have additional questions about your rights as a parent, below is the link to the California Department of Education's website with helpful information for parents including the Parent's Rights Handbooks for English, History, Math & Science and the Parents' Legal rights of parents to participate in their children's education.

<http://www.cde.ca.gov/ls/pf/pf/>

For additional information or technical assistance, you may call (202) 260-3887 (voice).

Individuals that use the TDD may call the Information Relay Service at 1-800-877-8339, or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

13.0 UNIFORM COMPLAINT PROCEDURE and Scott Valley Unified School District and Scott Valley Junior High School Parent Involvement Policies

13.1 Annual Notification of the Uniform Complaint Procedures (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Scott Valley Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Scott Valley Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Child Care and Developmental Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Micheline Miglis

Address: 11918 Main Street, Fort Jones, CA, 96032

Telephone Number: (530) 468-2727

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

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

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

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

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

13.2 Scott Valley Unified School District Board Policy -- Parent Involvement

BP 6020 Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support

Scott Valley Junior High

learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

Scott Valley Junior High

6311 Parental notice of teacher qualifications and student achievement
6312 Local educational agency plan
6314 Schoolwide programs
6316 School improvement
6318 Parent involvement
CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/lis/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy SCOTT VALLEY UNIFIED SCHOOL DISTRICT

adopted: January 21, 2009 Fort Jones, California

13.3 Scott Valley Junior High School Parental Involvement Policy

Part I: General Expectations

Scott Valley Junior High agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning;

b. that parents are encouraged to be actively involved in their child's education at school;

c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

d. the carrying out of other activities, such as those described in section 1118 of the ESEA.

Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components

1. **Scott Valley Junior High** will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its school-wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, back to school packets, advisory committees, and school site council:

- District Parental Involvement Policy;
- School Parental Involvement Policy;
- Student-Parent-School Compact;
- Parent Notices as they apply to the Title I, Part A Non-Regulatory Guidance.

2. **Scott Valley Junior High** will convene an annual meeting during the first quarter of the school year at a number of flexible and convenient times to inform parents of the following:

- That their child's school participates in Title I,
- About the requirements of Title I,
- Of their rights to be involved,
- About their school's participation in Title I.

3. **Scott Valley Junior High** will provide information about Title I programs to parents of participating children in a timely manner:

- Newsletters;
- School Site Council;
- Back to School Packets;

4. **Scott Valley Junior High** will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions as practicably possible through:

- School Site Council Meetings;
- Parent-Teacher Conferences;
- School Board Meetings;
- IEP's (Individual Education Plan);
- SST (Student Study Teams);
- Needs Assessment Surveys;
- Title I Annual Meetings;
- On-line grades available to parents and students.

5. **Scott Valley Junior High** will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Superintendent and parent will be notified by the district for conference.

Part III: Shared Responsibilities for High Student Academic Achievement

1. **Scott Valley Junior High** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Newsletters
- Orientation Day
- Parent-Teacher Conferences
- School Site Council
- Back to School Packets

2. **Scott Valley Junior High** will incorporate the school-parent-student compact as a component of its School Parental Involvement Policy and will be disseminated in the Back to School Packets at the beginning of every school year.

3. **Scott Valley Junior High** will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
- The State's academic content standards;
 - The State's student academic achievement standards;
 - The State and Local Academic Assessments including alternate assessments;
 - The requirement of Title I;
 - How to monitor their child's progress, and
 - How to work with educators.
4. **Scott Valley Junior High** will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

Scott Valley Jr. High
Athletic Handbook

Code of Conduct



Scott Valley Board of Trustees Commitments

WHEREAS, the Scott Valley School District Board of Trustees represents the public's interest in creating knowledgeable, healthy, socially responsible citizens in the global community; and

WHEREAS, the Scott Valley School District Board of Trustees and administration promote a healthy learning environment by defining a student athletic code of conduct which outlines positive expectations for coaches, parents, and student-athletes based on common values, shared goals, and agreed upon principles; and

WHEREAS, members of the Scott Valley School District Board of Trustees and administration have spent one year dialoguing with and collecting information from students, parents, community members, coaches, and local and national health education experts on the role and substance of an effective student athletic code of conduct; and

WHEREAS, as a result of these conversations, the following priorities and opportunities for strengthening the current Scott Valley Unified School District Student Athletic Code of Conduct were identified:

- Focus on student and parent education,
- Provide opportunities for students to be responsible and learn from their mistakes,
- Create a multifaceted approach that will impact the largest number of students,
- Empower community members and parents to help support efforts; and

WHEREAS, the American Athletic Institute philosophy for the review and revisions of a student code of conduct speaks to each of these priorities, advocating policies that are proactive rather than punitive in approach and include education, social responsibility, parental involvement, community involvement, and evaluation as critical components for a successful student athletic code of conduct; NOW, THEREFORE, BE IT RESOLVED that it is the intent and direction of the Scott Valley School District Board of Trustees to support site administration to review, revise, communicate, and implement the District's Student Athletic Code of Conduct.

Scott Valley Jr. High Athletic Code of Conduct Handbook

At Scott Valley Jr. High we strive to create an environment for athletics that is encouraging, competitive, and fundamentally based.

Please read the following document. It outlines expectations for coaches, student-athletes, and parents. It also explains our policies regarding grades, school and practice attendance, as well as game day travel to name a few.

If you have questions please contact athletic director, Hannah Shickle.

Coaching Staff Commitment

The coaching staff of the Scott Valley Jr. High School athletic program is committed to:

1. I will encourage and help each member to be the best they can be both on and off the court/field.
2. I will model expected behaviors for the members.
3. I will foster in each member a positive self-image.
4. I will communicate to each member their role on the team.
5. I will teach each member the individual and team skills necessary to be a productive member of the team.
6. I will be on time for all practices.
7. I will be prepared with a practice plan.
8. I will treat all members fairly.
9. I will help members learn their strengths, weaknesses, and role on the team.
10. I will model good sportsmanship in victory and defeat.

Athlete's Code of Conduct

I. ATTITUDE AND BEHAVIOR

A. During Practice

1. Be on time and dressed appropriately.
2. Be aggressive and play fairly.
3. Pay attention and follow the coach's directions.
4. Use no foul, vulgar or abusive language.
5. Make only positive comments to fellow teammates.
6. Clear all practice absences with your coach and athletic director ahead of time.

B. During Contests

1. Follow all appropriate rules of practice conduct listed above.
2. Display no disrespectful behavior towards referees.
3. Make no negative or other inappropriate comments to opponents before, during, or after meets.
4. Positively cheer on team members.

C. As a Member of the Team When Not Competing

1. As a spectator your actions should reflect positive support for other SVJH teams while they are competing.

2. Sit and watch the contest, be attentive and positive while your school team is competing.
- D. Regarding Your Role on the Team
1. It will be the coach's responsibility to communicate this information regarding each member's role on the team in private.
 2. Each member should feel free to discuss with the coach in private, any questions or concerns they may have regarding their role on the team.
 3. Each member is expected to place team above self in order for the team to function as a cohesive unit.

II. APPEARANCE

- A. No jewelry will be worn in practice or games.
- B. Hair must be out of the eyes, and in no way interfere with your ability to participate.

NOTE: VIOLATION OF THE CONDUCT STANDARDS LISTED IN SECTIONS I AND II MAY RESULT IN DISCIPLINARY ACTION AS DETERMINED BY THE COACH.

PARENT EXPECTATIONS

1. I will attend contests whenever possible.
2. I will get my child to school and practice every day.
3. I will be supportive of the coaching staff and the decisions they make.
4. I will encourage my child to attend high school games.
5. I will model good sportsmanship in victory and defeat.
6. I will never attempt to coach my child during a game.
7. I will cheer for all member, not just my child.
8. **I WILL BE ON TIME TO PICK UP MY CHILD FROM PRACTICE AND CONTESTS** (No more than 10 minutes after end of practice or game). A member may be removed from the team if a verbal warning has been given once and the member's ride continues to be late.

- III. It is understood that all provisions of the SVJH Athletic Policy (as stated in the student handbook) are to be followed.
- IV. It should also be understood that the coach may add conduct standards to this code during the season as he she may determine to be appropriate.

Athletic Attendance (as stated in SVJH Student Handbook)

In order to participate in an athletic contest or practice, student athletes MUST:

1. Be in school all day in **every class until dismissed** to attend a game.
2. Be in school all day in **every class on Friday** if the game is on a Saturday.
3. Be in school all day in **every class the day prior** to an even if the team will be leaving for the event before school starts.
4. On the day of a contest have no tardies in excess of 10 minutes to any class.
5. Athletes assigned suspension will not be allowed to practice or participate in meets on that date.

Any exceptions to rule 1, 2, 3 or 4 above, require advanced clearance approval by the Principal. Legitimate reasons that permit exceptions to rule 1, 2, 3 or 4 above are:

- Doctor Appointments (Medical, dentists, chiropractor etc.)
- Religious observances
- Bereavement
- Other: extraordinary circumstances as approved in advance by the Principal or Dean

If there are extenuating emergency circumstances which make attendance impossible on a practice day or on the day of a meet, it is the athlete's responsibility to contact the principal, in advance of the absence, and request permission to participate.

Athletes who have late practice are required to attend the After School Program until excused to attend practice. Athletes waiting for home meets or away meets transportation may not leave campus. They are required to be on campus with the team and under the supervision of the coach and/or the After School Program.

***Athletic/Extracurricular Eligibility (as stated in SVJH Student Handbook)**

To participate in athletic and/or extracurricular activities, students must maintain an overall grade point average of 2.0 or better throughout the athletic season and/or extracurricular period with no F's. There will be two grade checks within the season (for most sports). The first eligibility check will occur during the first week of practice. The second eligibility check will occur mid-way through the season. If the athletes do not maintain a GPA of 2.0 with no F's, the athlete will NO longer be allowed to participate on the team. An athlete who misses five (5) days of practice or meets (regardless of the reason) may be removed from the team.

Uniform Agreement

Below are the listed prices for all uniforms and equipment for each sport offered at SVJH. If an assigned uniform or piece of equipment is damaged you will be charged the following cost to replace the uniform or piece of equipment.

A friendly reminder, ALL uniforms SHOULD NOT be placed in a dryer. Please hang dry.

Sport	Equipment	Cost
X-Country	Team Windbreaker	40.00
	Jersey Top	30.00
	Jersey Short	30.00
Volleyball	Jersey Top	50.00
	Jersey Short	50.00
Basketball	Jersey Top	50.00
	Jersey Short	50.00
Wrestling	Singlet	40.00
	Headgear	50.00
	Shoes (if needed)	60.00

Track	Jersey Top	30.00
	Jersey Short	30.00

Scott Valley Jr. High
Athletic Code of Conduct Handbook

Please sign below and return to the front office OR the athletic director.

I/We have read and understand the provisions of Scott Valley Jr. High's Athletic Code of Conduct for the 2021-2022 seasons.

_____ Member _____ Date
(Print Name)

(Signature)

_____ Parent _____ Date
(Print Name)

(Signature)

SVUSD Volunteer Guidelines

Thank you for your willingness to share your time, enthusiasm, and skills with our students. Your efforts, and the efforts of our many other volunteers, help to make our school the exceptional place that it is. While you are on campus, you are a role model for students. Even as a volunteer, your commitment needs to be professional. Please read through the SVUSD Volunteer Handbook prior to beginning your volunteer work. Please see the list below of things you should and should not do while volunteering. If you have any questions, please feel free to contact me. Thank you for participating directly in our fine school. You make the difference!

Working Together for the PANTHERS,

Tana Piersall

VOLUNTEER EXPECTATIONS AT SVUSD

ATTENDANCE/ABSENCE

If you are unable to volunteer at your assigned time, please call within 24 hours to the staff member you are scheduled to work with, or the school's office.

BATHROOMS

Use the "adults only" bathrooms. Student bathrooms are off-limits.

CELL PHONE ETIQUETTE AND RESTRICTIONS

Please put your cell phone on vibrate mode when working on campus. Cell phone ring tones and conversations are disruptive to the learning environment. Do not use your cell phone while driving in our parking lot or when transporting students.

CONFIDENTIALITY

All volunteers, no matter what job they perform, have an obligation to keep in confidence all information that pertains to the students and staff they assist. Breaching confidentiality can be hurtful to students, their families and SVUSD staff. A law established by the Family and Education Rights to Privacy Act (FERPA) protects a student's records. The SVUSD staff is responsible for confidential student information and records and may not share their content with volunteers. To help, below are some sample issues that can arise regarding confidentiality:

- Protect embarrassing personal information from disclosure
- Prevent the improper dissemination of information about children and families
- Protect personal security
- Protect family security
- Avoid prejudice or differential treatment

GENERAL GUIDELINES

Please:

1. Remember that the SVUSD staff have ultimate responsibility for rules, programs, students, staff and volunteers.
2. Follow the rules of the SVUSD site.
3. Be reliable. Please arrive on time and on schedule, and notify the SVUSD site in advance of any absences.
4. Sign in upon arrival and sign out at departure.
5. Notify the appropriate SVUSD school secretary of any changes in residency, employment or emergency contact information.
6. Be receptive to, and participate in orientation and training with the SVUSD staff as offered.
7. Remember you are a role model for students.
8. Only engage in age-appropriate physical contact with students such as handshakes, fist bumps and side hugs (no tickling, wrestling or children sitting in laps).
9. Maintain the highest standards of confidentiality and ethics.
10. Respect the confidential information of students, their families and staff.
11. Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.
12. Be familiar with the fire, shelter in place, lock down, and disaster drill procedures at the SVUSD school site.

Volunteers supplement and support our student programs, and MAY NOT:

1. Be left alone with students.
2. Have visitors during their time on an SVUSD site.
3. Use, possess, or be under the influence of alcohol or illegal drugs and follow our office's tobacco-free policy and refrain from smoking or using tobacco products while on SVUSD property.
4. Release students to anyone (but will contact SVUSD staff if someone asks for a student).
5. Assign grades, be responsible for instructional objectives, lesson plans, curriculum or have access to student's records.
6. Give out nor accept money or personal information from students (telephone numbers, e-mail or home address).
7. Abuse children. This includes physical abuse (strike, spank, shake, slap, pull, push), verbal or mental abuse (humiliate, degrade, threaten, insult), sexual abuse. (inappropriate sexual touching or exposure), and neglect (withhold food, water, basic care, etc.).
8. Give any medication or first aid to a student, but notify a staff member immediately if a student is ill or injured.
9. Transport a student without proper and prior approval from parent and SVUSD staff.
10. Drive SVUSD vehicles, operate any power tools or equipment or use any hazardous chemicals other than common office equipment and general supplies such as cleanser and copier toner.
11. Use the student restroom areas unless specifically directed to do so by the SVUSD site staff.
12. Be in possession of SVUSD site keys, computer passwords, or utilize office equipment for personal use.
13. Share food with students (due to special meal requirements or allergies).

14. Photograph or videotape students.
15. Use cell phones (excluding emergencies) or the Internet for personal use while in the classroom.
16. Discipline students, counsel students or be present when students are being counselled.
17. Diagnose student needs, evaluate achievement or discuss their progress with anyone including parents.
18. Contact students outside of the school site hours.
19. Engage in unethical, illegal, immoral or unprofessional behaviors with students or staff.

FINGER PRINTING

All volunteers must be fingerprinted or have a current record of fingerprinting on file with the district office.

TB TEST

All volunteers must have a current TB test on file with the district office

SIGN IN/OUT TIME SHEETS/ VISITORS ON CAMPUS

Anyone entering the building must sign in and out, and also wear a volunteer badge at all times. Please document all volunteer hours by recording your hours in the book in the office at the front desk. It is very important to us to know who is on campus at all times. Volunteer badges help alert us to any strangers who might be on campus. All visitors on campus should have a designated purpose for their visit, and a designated role or responsibility. Visitors may not loiter on campus or the playground.

VISITING WITH OTHER VOLUNTEERS

Please refrain from visiting with other volunteers when in your child's classroom. Parents gathering to chat outside a classroom can also be disruptive.

YOUNGER SIBLINGS

Check with your child's teacher before bringing a younger sibling to class. We are committed to a quiet learning environment. Sibling participation in class during your volunteer hours will be left to individual teachers' discretion. However, your younger sibling must always be within your sight and must be your immediate concern. Note: Siblings may not accompany parents on field trips.

SCHOOL PROCEDURES YOU NEED TO KNOW:

- Fire Drill: Exit the nearest outside door that is not blocked.
- Emergency Drill: An announcement will come over intercom: "This is a lock down." "This is a code red lock down." Please go to a homeroom and follow the instruction of the classroom teacher, or evacuate the building.
- Dress Code: Dress as a positive role model for children. Our student dress code should guide you.

Scott Valley Junior High Behavior Matrix*

Incidental Violations (Non-referred/ Non-recorded)	Minor Referrals (Referred/ Recorded)	Major Referrals (Referred/ Recorded)
<ul style="list-style-type: none"> ● Running in hall or in crowded area ● Loud voices/ yelling ● Off-task behavior ● Disruptive sounds ● Out of seat ● Missing homework ● Not being prepared for class ● Disruptive ● Breaking cafeteria rules ● Breaking common area rules ● Inappropriate behavior in the restroom ● Inappropriate use of electronic device ● Tardy ● Hats/ hoods on in class ● Repeated behavior may become a minor referral ● Other: <p>★ Staff addresses the behavior using classroom management strategies and logical consequences. Student may need to check in with CARE staff.</p>	<ul style="list-style-type: none"> ● Lying ● Cheating/ plagiarism ● Indirect, inappropriate language/ gestures ● Inappropriate dress ● Minor disruption ● Minor disrespect ● Minor misuse of device ● Gum, food or drink in class ● Tardy (≥5) ● Possession of a pocket knife ● Repeated behavior may become a major referral offense ● Other: <p>★ Staff addresses behavior, completes referral form, parent contacted, administrator will assign logical consequence. Student will check in with CARE staff.</p>	<ul style="list-style-type: none"> ● Direct inappropriate language/ gestures ● Fighting/ physical aggression ● Harassment ● Overt defiance ● Major disruption ● Major disrespect ● Property destruction/ misuse ● Device misuse/ cyberbullying ● Theft ● Bullying ● Forgery ● Possession/Use/Sales/Furnishing Alcohol or a Controlled Substance ● Possession/ Use of tobacco (including vape devices) ● Brandishing a weapon/ knife ● Other: <p>★ Staff immediately sends student to office where administrator addresses the behavior, assigns consequence and follows up with parent and referring staff member. May complete referral or suspension form.</p>

SVJH Discipline Matrix

2022-2023 Guidelines for Student Behavior

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. The action taken will be according to Board Policies and State Law.

	<p>INFORMAL TALK - A school official (teacher, administrator or counselor) will talk with the student to discuss student behavior. The discussion will be recorded in the student discipline record. Multiple informal talks will result in a formal parent conference.</p>
	<p>DETENTION - Will be served at lunchtime in a designated room. Students <u>must</u> bring work with them (any student sent to the office for disciplinary reasons will receive an automatic detention unless otherwise noted in AERIES by the teacher).</p>
	<p>CONFERENCE - A formal conference is held between the student/parent and one or more school officials. During this conference, the student must agree to correct his/her behavior. A conference may result in an academic/behavior contract and/or involuntary alternate placement. All actions will be recorded in the student discipline record.</p>
	<p>SARB - School Attendance Review Board.</p>
	<p>REMOVAL FROM CLASSES - When a student is removed from one or more classes for disciplinary reasons, he/she remains in the office during these class periods. Consequences for removal from class: 1) one or more detentions 2) may include privileges suspended 3) may include removal from class for grading period (results in F for semester) 4) may include alternate placement. All actions will be recorded in the student discipline record.</p>
	<p>IN-SCHOOL RETENTION - A student may be assigned to an in-school suspension program at the discretion of a school official for offenses for which suspension is permitted.</p>
	<p>SUSPENSION - The student is informed that he/she is subject to suspension (5 days or less). The student is also informed regarding the due process procedure. The student's parent/guardian is notified that the student is subject to suspension. Notification to the parent/guardian must include clear instructions regarding the due process. Recorded in the student discipline record.</p>
	<p>TRANSFER TO CONTINUATION / COMMUNITY DAY/ INDEPENDENT STUDENT PROGRAM (I.S.P.) - A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student to receive special behavioral and educational services. Parents/students have an opportunity to appeal per Board Policy.</p>
	<p>EXPULSION - The student is informed that he/she is subject to expulsion. The student is also informed regarding their due process. The student's parent/guardian is notified by certified letter that the student is subject to expulsion. Notification to the parent/guardian must include clear instructions regarding the due process. The school administration will recommend to the Board of Education that the student be expelled. Board will take action. Recorded in the student discipline record.</p>
	<p>COMMUNITY SERVICE PROGRAM - Students that are suspended or have their expulsion stayed may be allowed to maintain their attendance at School while entering a mutually agreed upon Community Service program. If the student violates the written contract, he/she is automatically suspended/expelled.</p>

Behavior	Actions to be taken (actions are recorded in the student discipline record)		
	1st Offense	2nd Offense	3rd Offense
<p>Misuse of any Electronic Devices (such as computer, cell phone, MP3 player, iPod, earbuds, headphones, and camera)</p>	<ul style="list-style-type: none"> Loss of property for the day 	<ul style="list-style-type: none"> Loss of property until parent picks up 	<ul style="list-style-type: none"> Parent must pick up property Student will not be allowed to bring device to school for remainder of the year
<p>Dress Code Violation Policy posted in classrooms</p>	<ul style="list-style-type: none"> Warning Change of clothes 	<ul style="list-style-type: none"> Parent notified Detention 	<ul style="list-style-type: none"> Parent conference 1 day Behavior Intervention Behavior contract
<p>Defiance of Authority or Safety Rules Willfully refusing to do what someone in (valid) authority: supervisors, teachers, or administrator, tells you to do.</p>	<ul style="list-style-type: none"> Detention- Unless otherwise noted in Aeries by the teacher Notify parent 	<ul style="list-style-type: none"> 1-3 day Behavior Intervention Activity Parent conference 	<ul style="list-style-type: none"> 3-5 day Behavior Intervention Activity Parent may be required to follow student at school Parent conference Behavior contract, possible involuntary transfer
<p>Disruption of Classroom Routine Willfully acting in a manner that disrupts the learning environment of others.</p>	<ul style="list-style-type: none"> Detention- Any student sent to the office for disciplinary reasons will receive an automatic detention Notify parent 	<ul style="list-style-type: none"> 1 day Behavior Intervention Activity Parent conference 	<ul style="list-style-type: none"> 3-5 day Behavior Intervention Activity Parent may be required to follow student at school Parent conference Behavior contract, possible involuntary transfer
<p>Public Display of Affection</p>	<ul style="list-style-type: none"> Student warning 	<ul style="list-style-type: none"> Notify parent Detention 	<ul style="list-style-type: none"> Parent conference 1-3 day Behavior Intervention Parent may be required to follow student at school Behavior contract

	1st Offense	2nd Offense	3rd Offense
Forgery, Lying, Misrepresentation, Cheating, Academic Dishonesty, Plagiarism**	<ul style="list-style-type: none"> • Parent notification • 1 day lunch detention • "0" assigned to the project, no make-up 	<ul style="list-style-type: none"> • Parent Notification • 1 day Behavior Intervention • "0" assigned to the project, no make-up • Parent conference 	<p>3rd Offense:</p> <ul style="list-style-type: none"> • 1-3 day suspension <p>4th Offense:</p> <ul style="list-style-type: none"> • 3-5 day suspension • Academic/behavior Contract, possible involuntary transfer
Misconduct on a bicycle, skateboard, scooter, or other means of transportation, on or about campus	<ul style="list-style-type: none"> • Warning • Notify parent 	<ul style="list-style-type: none"> • Lose privilege of storing item for two weeks 	<ul style="list-style-type: none"> • Lose privilege of storing item for remainder of school year • Notify law enforcement
<p>Tardiness: Tardies are cumulative, school wide, across all classes, each quarter.</p> <p>*Note: Student may lose their Student in Good Standing status</p>	<p>5th Tardy</p> <ul style="list-style-type: none"> • Detention • Policy mailed home to parents • Policy given to student 	<p>10th Tardy</p> <ul style="list-style-type: none"> • 1 day Behavior Intervention • Parent meeting with counselor • Academic/behavior Contract, possible involuntary transfer • Refer to SARB 	<ul style="list-style-type: none"> • Continue SARB process
Truancy	<ul style="list-style-type: none"> • Detention issued for class cut • After the 3rd truancy, student will be entered into the SARB process and parents will be sent the 1st SARB notice. 	<ul style="list-style-type: none"> • The next truant after the previous offense will result in the 2nd SARB notice being sent to parents, as well as communication with the truancy officer. • Parent Conference 	<ul style="list-style-type: none"> • Subsequent truanancies will result in the 3rd SARB letter being sent to parents requesting their presence at a SARB hearing with the SARB board.

	1st Offense	2nd Offense	3rd Offense
Tobacco Use/Possession** Including e-cigarettes, vaping, etc.	<ul style="list-style-type: none"> • Notify parent • 1 day Behavior Intervention activity • Referral to Tobacco education program • Notify Parent 	<ul style="list-style-type: none"> • Notify parent • 2 days in-school suspension • Tobacco Education Program 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Parent conference • Notification of law enforcement • Expulsion recommendation or involuntary transfer
Profanity/Obscenity** (Committed an obscene act or engaged in habitual profanity or vulgarity.)	<ul style="list-style-type: none"> • 1-3 day suspension • Behavior Intervention activity • Parent conference 	<ul style="list-style-type: none"> • 3-5 day Suspension • Parent may be required to follow student at school • Parent conference 	<ul style="list-style-type: none"> • 5 day suspension • Parent conference • Notify law enforcement • Expulsion recommendation or involuntary transfer
*Theft** School property or personal property on school grounds	<ul style="list-style-type: none"> • 5 day suspension • Notification of law enforcement • Parent conference • Counseling if available 	<ul style="list-style-type: none"> • 3-5 day suspension • Notification of law enforcement • Parent conference • Possible Expulsion recommendation 	<ul style="list-style-type: none"> • 5 day suspension • Expulsion recommendation or involuntary transfer • Notification of law enforcement.
Under the Influence of Alcohol/Controlled Substance	<ul style="list-style-type: none"> • 5 day suspension • Notification of law enforcement • Parent conference • Counseling if available 	<ul style="list-style-type: none"> • Notification of law enforcement. • 5 day suspension • Expulsion recommendation or involuntary transfer 	
*Possession of knife or other dangerous object**(+) (Threatening someone with or brandishing a knife or other dangerous object automatically goes to 3 rd offense consequences.)	<ul style="list-style-type: none"> • Confiscate property • Parent notification and retrieval of object • Notification of law enforcement • Detention or 1-3 day Suspension • Possible expulsion recommendation 	<ul style="list-style-type: none"> • Confiscate property • Parent notification and retrieval of object • 3-5 day suspension 	<ul style="list-style-type: none"> • Confiscate property • Parent notification and retrieval of object • 3-5 day suspension • Notify law enforcement • Expulsion recommendation

	1 st Offense	2 nd Offense	3 rd Offense
<p>Hate Crimes, Gang Affiliation/Tagging:** Behaviors or statements that degrade on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical attributes, religious beliefs or practices. (Includes Electronic/ Social Media)</p>	<ul style="list-style-type: none"> • Parent conference • Written Assignment • 1-3 days Behavior Intervention 	<ul style="list-style-type: none"> • Parent notification • Contact law enforcement • 3-5 day suspension • Behavior Contract 	<ul style="list-style-type: none"> • Parent notification • 5 day suspension • Contact law enforcement • Expulsion recommendation or involuntary transfer
<p>Harassment: Hazing, Sexual, Bullying, Cyber-Bullying, and/ or Threatening** Actions reported, impacting the educational process of a student, inclusive of Electronic/ Social Media (E.C. 48900a).</p>	<ul style="list-style-type: none"> • Parent conference • Written Assignment • 1-3 days Behavior Intervention • Behavior contract 	<ul style="list-style-type: none"> • Parent conference • 3-5 day suspension • Parent may be required to follow student at school 	<ul style="list-style-type: none"> • 5 day suspension • Expulsion recommendation or involuntary transfer
<p>Fighting** Any physical confrontation involving students. Inclusive of students recording, antagonizing or other means of supporting the incident in any way.</p>	<ul style="list-style-type: none"> • 1-5 day suspension • Counseling • Parent notification • May notify law enforcement 	<ul style="list-style-type: none"> • 3-5 day suspension • Parent may be required to follow student at school • Counseling • May notify law enforcement 	<ul style="list-style-type: none"> • 5 day suspension • Expulsion recommendation or involuntary transfer • Notification of law enforcement
<p>*Assault/Battery** Physical attack of one person, or of a group of persons, upon another person. Verbal assault is the threat of physical attack.</p>	<ul style="list-style-type: none"> • 1-5 day suspension • Parent notification • May notify law enforcement • Possible expulsion recommendation 	<ul style="list-style-type: none"> • 5 day suspension • Notification of law enforcement • Parent conference • Counseling 	<ul style="list-style-type: none"> • 5 day suspension • Notification of law enforcement • Parent notification • Expulsion recommendation or involuntary transfer

	1 st Offense	2 nd Offense	3 rd Offense
<p>Destroy and/or Deface Property** School property or personal property on school grounds. School property means anything belonging to the school; such as desks, books, tables, walls, or floors (E.C. 48900f).**</p>	<ul style="list-style-type: none"> • Parent conference • 1-3 day suspension • Repair and restitution • May notify law enforcement 	<ul style="list-style-type: none"> • 5 day suspension • Parent conference • Notification of law enforcement • Repair and restitution 	<ul style="list-style-type: none"> • 5 day suspension • Parent conference • Repair and restitution • Notification of law enforcement • Expulsion recommendation or involuntary transfer
<p>Possession of Drug Paraphernalia 48900 (e) (j)** Possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</p>	<ul style="list-style-type: none"> • Parent conference • 3 day suspension • Notification of law enforcement 	<ul style="list-style-type: none"> • 5 day suspension • Parent conference • Notification of law enforcement 	<ul style="list-style-type: none"> • 5 day suspension • Parent conference • Notification of law enforcement • Expulsion recommendation or involuntary transfer
	1 st Offense	2 nd Offense	
<p>*Sales/Possession/Use of Controlled Substances, Alcohol or Look-A-Likes** Transferring controlled substances to another, holding in/on person/personal belongings/clothing, being caught in the act of consuming controlled substance.</p>	<ul style="list-style-type: none"> • Notification of law enforcement • Parent notification • 1-3 day suspension or involuntary transfer 	<ul style="list-style-type: none"> • Notification of law enforcement • Parent notification • 5 day suspension • Expulsion recommendation or involuntary transfer 	
<p>*Arson, bomb Threat, False Fire Alarm, Possession and/or Furnishing Firearm**</p>	<ul style="list-style-type: none"> • Notification of law enforcement • Parent notification • 1-3 day suspension or involuntary transfer 	<ul style="list-style-type: none"> • Notification of law enforcement • Parent notification • 5 day suspension • Expulsion recommendation or involuntary transfer 	

***Expulsion may occur on first offense.**

****Offenses are cumulative throughout school career.**

DANGEROUS OBJECTS (+) - Such as but not limited to knife with blade longer than 2.5 inches, any locking blade knife, switchblade knife, razor with unguarded blade, dirk, dagger, taser, stun gun, nun chuck, any explosive device or materials, tear gas, pepper gas, drug paraphernalia, imitation firearm, laser pointer or any other objects deemed to be a danger to the safety of the students or staff of the school.

YOUR RIGHTS - DUE PROCESS Suspensions and Expulsions - The school principal or designee has the right to suspend a student for a period up to five days. In cases of this type, an informal hearing between the principal, student and other appropriate persons will be conducted, if

possible. After the hearing is completed, the principal/designee will decide if a suspension is necessary. Parents will be notified. A written notice will be sent home.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, a hearing will be conducted at the school district central office before the Board hearing.

When a student has violated a school rule or is subject to a suspension, involuntary transfer or expulsion, the student and his/her parents/ guardians will be formally notified. Part of the notification process will include instructions regarding the due process procedure.

APPEAL - The student or the student's parent(s)/guardian have the right to appeal the suspension or expulsion. An appeal for a formal hearing at the District, must be made within 10 business days after notice has been received regarding a potential suspension or transfer or expulsion.

CLASSROOM SUSPENSION - A teacher may suspend a student from class for the remainder of the day and the following day from that class period for any of the acts specified in Education Code 48900 or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/ guardian to attend a parent-teacher conference regarding the suspension.

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)