

# BELLA VISTA HIGH SCHOOL

8301 Madison Avenue  
Fair Oaks, CA 95628  
Darrin Kitchen, Ed.D. Principal  
916.971.5052  
[www.sanjuan.edu/bellavista](http://www.sanjuan.edu/bellavista)

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## BVHS Bell Schedules 2018-2019

<b>Regular Schedule – every day except Thursday</b>	
Period	
0	7:10 - 8:05
1	8:10 - 9:09
2	9:14 - 10:13
Break	10:13 - 10:23
3	10:23 - 11:28
4	11:33 - 12:32
Lunch	12:32 - 1:02
5	1:07 - 2:06
6	2:11 - 3:10

<b>Regular Thursday Schedule (except finals days)</b>	
Period	
0	7:10 - 8:05
1	8:10 - 8:56
2	9:01 - 9:47
3	9:52 - 10:43
Break	10:43 - 10:53
4	10:53 - 11:39
5	11:44 - 12:30
Lunch	12:30 - 1:00
6	1:05 - 1:51

<b>Minimum Days W 9/6 and W 4/11</b>	
Period	
0	7:10 - 8:05
1	8:10 - 8:48
2	8:53 - 9:31
3	9:36 - 10:16
Break	10:16 - 10:26
4	10:26 - 11:04
5	11:09 - 11:47
6	11:52 - 12:30

<b>After 2<sup>nd</sup> period rally F 8/25, T 12/5</b>	
Period	
0	7:10 - 8:05
1	8:10 - 9:02
2	9:07 - 9:59
RALLY	10:04 - 10:44
Break	10:44 - 10:54
3	10:54 - 11:49
4	11:54 - 12:46
Lunch	12:46 - 1:16
5	1:21 - 2:13
6	2:18 - 3:10

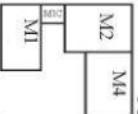
<b>Senior Goodbye Rally Friday 5/25</b>	
Period	
0	7:10 - 8:05
1	8:10 - 8:58
2	9:03 - 9:51
RALLY	9:56 - 10:56
Break	10:56 - 11:06
3	11:06 - 12:01
Lunch	12:01 - 12:31
4	12:36 - 1:24
5	1:29 - 2:17
6	2:22 - 3:10

<b>Graduation Th 5/31</b>	
Period	
Ceremony	8:00 - 10:00
Clean Up	10:00 - 10:25
1	10:40 - 11:15
2	11:20 - 11:55
3	12:00 - 12:40
Lunch	12:40 - 1:10
4	1:15 - 1:50
5	1:55 - 2:30
6 & 0	2:35 - 3:10

<b>CAASPP Testing Block Schedule</b>	
Period	
1 <sup>st</sup> or 2 <sup>nd</sup>	8:10 - 10:13
Break	10:13 - 10:23
3 <sup>rd</sup> or 4 <sup>th</sup>	10:23 - 12:32
Lunch	12:32 - 1:02
5 <sup>th</sup> , 6 <sup>th</sup> , or zero	1:07 - 3:10

<b>Finals T 12/19-Th 12/21; F 6/1-T 6/5</b>	
Period	
1/3/2005	8:10 - 10:09
Break	10:09 - 10:19
2/4/6 & 0	10:19 - 12:17

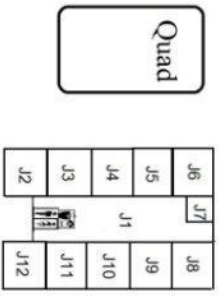
Fire Access Lane



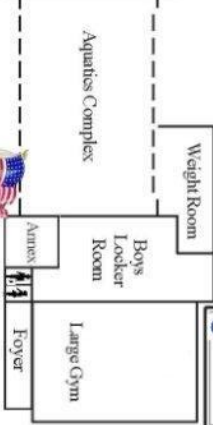
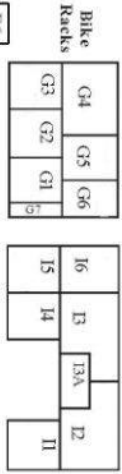
**Bella Vista High School**  
 8301 Madison Ave  
 Fair Oaks, CA 95628  
 (916) 971-8052

**Restrooms**

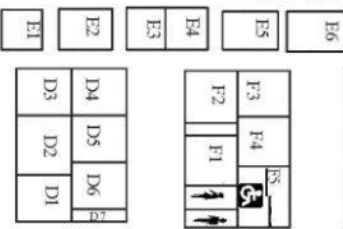
- Student Girls
- Student Boys
- Fair (handicapped)
- Staff/Women
- Staff/Men
- All Gender



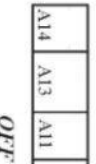
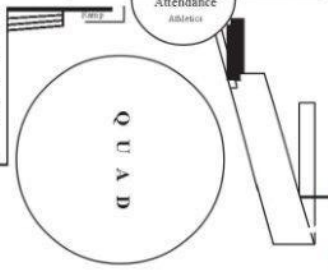
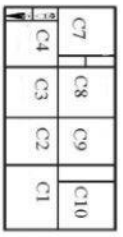
Tennis Courts  
 Lower Playing Fields



OFF LIMIT



Bronco Mascot Quad



OFF LIMIT

OFF LIMIT

Madison Avenue

## **THE PRIDE OF BELLA VISTA** **"A Gold Ribbon School"**

Bella Vista is Spanish for "beautiful view", which is seen in the Spanish influence in the school's architecture. Traditions include the "Bronco" as the school mascot; scarlet, black, and white as the school colors; *La Remuda* (The Exchange), the yearbook.

Bella Vista is known for its excellence in academics, music, drama, fine arts, and athletics. This excellence has been recognized when Bella Vista became a "Gold Ribbon School" in 2015.

Bella Vista has a long history of championships. Fifty-five teams represent Bella Vista in men's and women's athletic competitions. The Academic Decathlon, Science Olympiad and Moot Court teams have experienced continuous success. Additionally, outstanding and successful alumni are a credit to the school and its commitment to excellence.

Staff, students, parents and administrators work together collaboratively to carry on "The Pride of Bella Vista" by providing the finest education possible for students.

### **BELLA VISTA HIGH SCHOOL'S MISSION STATEMENT**

Bella Vista High School, a collaborative learning community based on a foundation of excellence, will inspire each student to excel and positively impact society by empowering them to be dynamic thinkers, leaders, and creators in a complex world.

#### **ALMA MATER**

Hail Bella Vista High  
For thee we stand  
Red, Black, and White prevail  
Here and o'er the land  
Always our banners fly  
Faithful and never to die  
Ever be true to thee  
Bella Vista High

#### **FIGHT SONG**

Fight, fight for Bella Vista High  
Fight, fight, and win  
Win, win for Bella Vista High  
Rush the foe again  
RAH, RAH, RAH  
Smash the line of every enemy  
Bring home the victory  
Fight, fight, and win the game  
again, For Bella Vista High

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have... The *right* to a quality education and the *responsibility* to participate in the learning process. The *right* to attend school in an environment of safety and the *responsibility* to behave in a manner which maintains the safety of others. The *right* to be treated with respect and the *responsibility* to treat others with respect. The *right* to review and the *responsibility* to follow the school code of behavior. The *right* to receive and the *responsibility* to give constructive criticism. The *right* to seek and the *responsibility* to use a grievance procedure. The *responsibility* of following the district's policies.

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BVHS's official website is <http://www.sanjuan.edu/BellaVista.cfm>.

- Want to keep up on all the activities on campus? Be sure to read the weekly parent e-newsletter, the **BV NewsFlash**. All parents with a valid email automatically receive the newsletter.
  - Want to view your child's daily attendance, transcripts, grades, daily grades and more? Go to the BV website or parent portal (<https://sis.sanjuan.edu/parentportal>)
- 

## TELEPHONE NUMBERS

### PRINCIPAL

Darrin Kitchen, Ed.D, <i>Principal</i> .....	971-5057
Jocelyn Dizon, <i>Principal's Secretary</i> .....	971-5057

### VICE PRINCIPALS

Kim Zeltvay ( <i>last names A-G</i> ) .....	971-5058
Bryan Irwin ( <i>last names H-O</i> ) .....	971-5058
Sandi Karagianes ( <i>last names P-Z</i> ) .....	971-5058
Diane Douglas, <i>VP Secretary</i> .....	971-5058

### COUNSELING

Cindy Penbera ( <i>9<sup>th</sup></i> ).....	971-5025
Katie Pedretti ( <i>10<sup>th</sup></i> ) .....	971-5025
Lori Casey ( <i>11<sup>th</sup></i> ) .....	971-5025
Lauri Hodge ( <i>12<sup>th</sup></i> ) .....	971-5025
Valery Javier ( <i>9<sup>th</sup>-12<sup>th</sup></i> ) .....	971-5025
Miste Bridge, <i>Counseling Secretary</i> .....	971-5025

### ATTENDANCE

24 hour Attendance Clearing Recorder.....	971-5002
Cheryl Monaco, <i>Sr. Records &amp; Reports Clerk</i> .....	971-5040
Rebecca Hedrick, <i>Attendance ICT</i> .....	971-5040

### FINANCE

<i>Controller</i> .....	971-5046
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### REGISTRAR

Deborah Carpenter, <i>Sr. Records &amp; Reports Clerk</i> .....	971-5050
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### OTHER SERVICES

Front Desk, <i>Teresa Rooney &amp; Rosario Ferneau</i> .....	971-5051
Activities Director, <i>Jinee Sargent</i> .....	971-6045
Athletic Director, <i>Andi Wright</i> .....	971-5093
Band Director, <i>Ed Moore</i> .....	971-5031
Choir Director, <i>Wendy Carey</i> .....	971-5076
College & Career Center .....	971-5083
Librarian, <i>Susan Sloan</i> .....	971-5030
Textbooks, <i>Darcie Mahlke</i> .....	971-5030

## STUDENT ACTIVITIES

### STUDENT IDENTIFICATION CARD

Every student receives a picture identification card free of charge. All students are required to have and to carry with them at school and all school activities a current Bella Vista ID card. **ID cards are mandatory** for checking out textbooks and library books, purchasing dance tickets, admission to school dances, and admission to detention. There is a replacement fee for lost or stolen ID cards.

### STUDENT BODY CARD

To support the Bella Vista student body, students are encouraged to purchase a student body card. Students with a **Student Body Card** will have free entrance to all home sporting events and reduced prices for dances. There is a replacement fee. Cards are sold during the school year in the Finance office.

### STUDENT GOVERNMENT

Student representation at Bella Vista is through student government. These students run all the student activities and events of the school, manage the student body budget, and provide representation to the student body, administration, and community.

### STUDENT OFFICERS

Students are elected in the spring and serve a full-year term. To hold office, applicants must meet the eligibility requirements and commit to the goals of student government. Freshmen class officers are elected in September.

### SCHOOL DANCES

Bella Vista dances are a well-attended, fun, school-sponsored activity. Tickets are sold during lunch and after school at the Student Sales Center. **NO TICKETS ARE SOLD AT THE DOOR.** Each student may **buy only 1 ticket.** Students cannot buy a ticket for other students. Students need to present their **current Bella Vista Student ID card or Student Body Card** to buy a ticket. Students who want to bring a guest to the dance must complete and return a guest pass application from the Vice Principals' secretary *before* buying a ticket. Guest passes must be turned into the VP secretary no later than 3:00pm on the Wednesday before the dance. Guests must show picture identification to enter the dance. **All Bella Vista students must present a ticket, receipt and their current BV Student ID card or Student Body Card for admittance to the dance. In addition, students are issued wristbands with their tickets to be worn during dances as part of a warning system for inappropriate dancing.** All school rules apply to dances and will be strictly enforced.

#### **The following dance rules must be followed:**

- Students will be admitted to the dance only during the first hour. Special circumstances resulting from school sanctioned events, e.g., athletic games, are an exception. The vice principal must have the names before the dance.

- Once a student leaves the dance, s/he may **not** return and must leave campus. Students may, however, leave the dance anytime.
- Students are expected to dress appropriately and in good taste.
- Inappropriate, rough, or unsafe dancing could result in students being asked to leave the dance and further disciplinary action.
- Loitering in the parking lot or around the campus will not be permitted.

## **CLUBS**

In September, Student Government sponsors "Club Day." Students may join any club(s) they want. New clubs can be formed when 10 or more students show an interest in forming a purposeful organization. New clubs require an on-campus advisor, constitution, and must be approved by the executive board of student government. The first step is to contact the student government advisor.

## **ACADEMIC COMPETITION TEAMS**

Students should see advisors if interested in these teams.

Academic Decathlon .....	Geni Aymeric
Forestry Challenge .....	Brian Maiolini
Model UN.....	Anna Serena
Moot Court.....	Keith Mickelson
Science Olympiad .....	Anne Tweedy

## **ACADEMIC HONOR ORGANIZATIONS**

CSF (California Scholarship Federation) .....	Marta Narlesky
NHS (National Honor Society) .....	Dave Underwood

## **ATHLETICS**

### **INTERSCHOLASTIC ATHLETICS**

Bella Vista offers all sports at all levels for boys and girls. All students have the opportunity and are encouraged to participate. Bella Vista's sports programs are as follows:

#### **Fall Sports (Start Date: July 30, 2018)**

##### **Boys**

Cross-Country, Football, Water Polo

##### **Girls**

Cross-Country, Field Hockey, Golf, Tennis, Volleyball, Water Polo

#### **Winter Sports (Start Date: October 29, 2018)**

##### **Boys & Girls**

Basketball, Soccer, Wrestling

#### **Spring Sports (Start Date: February 4, 2019)**

##### **Boys**

Baseball, Golf, Lacrosse, Swim & Dive, Tennis, Track & Field, Volleyball

##### **Girls**

Lacrosse, Softball, Swim & Dive, Track & Field

## **ATHLETIC ACTIVITIES PARTICIPATION CLEARANCE**

Before students can participate in athletics (including cheer), students/parents must register, obtain a sports physicals on the SJUSD form, and complete the clearance process on [www.familyid.com](http://www.familyid.com). **Parents must provide all required documentation and forms before they can practice.** Students participating in Band or Dance must complete & return the clearance packet (including physical) they can obtain from the Band/Dance director. There is a 48-hour turnaround time for processing and issuing a clearance. See the Athletics office or school website for the physical form and further registration instructions.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

The District Governing Board of the California Interscholastic Federation (CIF) will have general control of and be responsible for all aspects of interscholastic athletics. They will ensure that all interscholastic policies, programs and activities are in compliance with state law.

## **GENERAL ELIGIBILITY REQUIREMENTS**

- Students who transfer schools must alert the Athletic Director so eligibility can be determined.
- Students must have a medical doctor's signature on the Athletic Participation Consent Form. All physicals expire at the end of each school year.
- Students must have at least \$1,500 medical coverage which may be parents' private insurance or student accident insurance policy available through the school district.
- Athletes cannot be absent the day of the game except for a medical appointment.
- Athletes cannot participate on a school team and an outside team in the same sport at the same time except for girls' soccer.
- Students who use alcohol, tobacco or drugs on campus or at school-authorized functions will be penalized in accordance with the San Juan Unified School District discipline policy and athletic policies.
- Students who are in possession/under the influence of alcohol or drugs at any school event will be removed from their team for the remainder of the season.

## **ACADEMIC ELIGIBILITY REQUIREMENTS**

Bella Vista is based on 4-week grading periods and eligibility is determined at the end of each of these grading periods.

- Eligibility for the first grading period is determined by grades earned at the end of the spring semester for those students who were in high school during the previous semester.
- Students must have an overall 2.0 grade point average and passing 5 of 6 academic classes for the previous grading period.
- Students must have earned a "C" average in citizenship (conduct and deportment) for the previous grading period (all classes attempted).



- Students may have the option of having summer school classes affect their interscholastic eligibility. Students must repeat the same class in which the grades from the preceding grading period caused the ineligibility. If the same class is not available, another class may be substituted if the level of difficulty is the same or higher. All substitute courses must have the approval of the counselor, appropriate department chairperson and final approval of the principal before the student enrolls in summer school.
- Initial eligibility will be based on C.I.F. for those students entering from schools outside the San Juan Unified School District. Grades received at the end of the first grading period will determine subsequent eligibility.

## **STEROID WARNING**

*Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function.*

**\*\*NOTE:** A student who is found to have violated the agreement or this policy shall be restricted from participating in athletics and shall be subject to disciplinary procedures including, but not limited to suspension or expulsion in accordance with law, board policy, and administrative regulation. (*Ed. Code 49030*)

## **SCHOOL SERVICES**

### **COLLEGE AND CAREER CENTER**

The College and Career Center, run by parent volunteers, is located in the library and is open at lunch. The "CCC" is the hub for career exploration materials, college, university, vocational and technical training school information and scholarship and financial aid information. College representatives make presentations in the Center throughout the school year. Current employment opportunities are posted and activities and announcements are placed in the Student Bulletin and the *BV Newsflash*.

### **CONFLICT MANAGEMENT**

Conflict Management is a program which trains students to help maintain a positive campus atmosphere. The goals of the program are to decrease tension, hostility and violence in school through a mediation process. Students who need assistance or know of others needing help from conflict managers should tell a campus monitor, a vice principal, a counselor, or any teacher. Students interested in becoming a conflict manager should see the Counseling Office.

### **COUNSELING**

Credentialed counselors at BV provide academic, personal/social, career, and crisis counseling for all students. Referrals to the counselor can be made by students, parents, teachers, or administration. Counseling services are delivered through a variety of strategies based on individual student needs. Students make an appointment to see a counselor or on a drop-in basis.

## **EMERGENCY CARE CARDS**

Two emergency care cards must be completed for each student in attendance. This information is required to be on file each school year. Emergency information can be filed out online or in paper form from through the parent portal (<https://sis.sanjuan.edu/parentportal>). It is imperative that the emergency care cards have accurate and current information. It is important to include a minimum of 3 emergency numbers, pager, and cell phone numbers, if available. The information must be kept current throughout the year. Changes in any information need to be reported to the Attendance Office.

## **EMERGENCY PROCEDURES**

All possible steps will be taken to ensure the safety of students. Parents may hear emergency information, e.g., school closures, from KFBK Radio 1530 AM and local television stations. Emergency information may also be initiated by the school and communicated to the entire school community through our internet-based telephone & email system, School Messenger.

## **SCHOOL SAFETY AND SECURITY HOTLINE**

The School Safety and Security Hotline number is (916) 979-TIPS (8477). This Hotline number is a simple way for students, parents, and community members to report school safety or security concerns.

## **STUDENT ACCIDENT/ATHLETIC ACCIDENT INSURANCE**

Information and insurance forms are included in the information packet given to students at the beginning of the year. Additional insurance applications are available from the vice principals' secretary. Completed applications should be returned to the Financial Office.

## **FINANCE OFFICE**

The school's controller collects money for book fines and fees. Students also may purchase student accident insurance and replace lost or stolen ID Cards or Student Body Cards in the Finance Office. There is a replacement fee. There is a SJUSD \$20.00 service charge for all returned checks. No checks are accepted after May 1<sup>st</sup>.

## **FOOD SERVICE**

Bella Vista's cafeteria provides a limited breakfast offering and lunch for all students. Free and reduced rate lunches are available for students who qualify. Students may obtain an application in the Main Office from the front desk, or online at <https://mealapps.sanjuan.edu>.

## **HEALTH NEEDS**

There is no nurse or health assistant on Bella Vista's campus. Report to the Attendance Office to arrange to go home. The attendance secretary will contact the parent/guardian to request the student be issued an early dismissal and taken home.

### **Other health information:**

- *Prescription medication and "over the counter" medicines:* Parent/physician Release Form must be on file with the principal's secretary, **even for aspirin.**
- In case of an emergency, the principal's secretary will call 911 and the student's parents.

### **HOMEWORK REQUESTS**

Students are responsible for making arrangements with teachers to make up work missed because of absences. Students or parents may request homework assignments from the office ([BellaVistaFrontDesk@sanjuan.edu](mailto:BellaVistaFrontDesk@sanjuan.edu); 971-5051) if absence is for 3 or more days. Homework will be available for pickup from the office after school on the day following the request. For short-term absences, students should contact classmates or check with the teachers when returning to school. No make-up work is allowed for work missed because of truancy.

### **LAB DONATIONS**

To support the programs at BV, students may be asked to make a donation for the supplies used in some classes. Arrangements can be made for students with financial need. Please speak with your teacher.

### **LIBRARY**

Students must have a pass from their teacher to use the library during class periods plus check in and out at the circulation desk. To check out books with the automated circulation, and to use the computers, students will need their current Student ID Cards for barcode scanning.

### **LOCKERS**

There are no hall lockers. Backpacks or backpacks on wheels are recommended. Students are not allowed to store books/materials in their cars for retrieval during the school day.

### **LOST AND FOUND**

Lost and found items may be claimed or turned in to front desk in the main office. The school district and Bella Vista High School are not responsible for lost or stolen items. Loss item reports are filed in the front desk in the main office.

### **PUBLICATIONS**

#### ***BV School Website***

<http://www.sanjuan.edu/BellaVista.cfm> Get school news and learn how to view students' grades and attendance online.

#### ***BV Newsflash***

The weekly e-newsletter provides up-to-date activities, deadlines, and events for families. All parents with a valid e-mail will automatically receive the newsflash.

## ***La Remuda***

The student yearbook is a photo gallery, a scrapbook of candid pictures and a notebook of memoirs. It captures a summary of sports events, school activities, class pictures, clubs and awards that take place during the school year. The yearbook is produced by students and is for sale throughout the school year. Students are encouraged to purchase the yearbook early as the price increases during the year. Visit <https://www.sanjua.edu/page/687>

## ***BVTV—Student Bulletin***

The Student Bulletin is our internal communication with the students. The bulletin is posted each day on campus and on the school website <https://www.sanjuan.edu/page/664>. Announcements are also broadcast into classrooms each day.

## **STUDENT SALES CENTER (SSC)**

The Student Sales Center, located at the beginning of the A wing, is where students may purchase all dance tickets, student body cards and yearbooks. The Student Sales Center is open at lunch and after school during sales.

## **TUTORING**

After-school and before-school tutoring are available on campus. Check with your counselor or librarian for updated dates and time.

## **WORK PERMITS**

Any student under 18 years of age is required to have a work permit before employment. Students must fully demonstrate that they are meeting all school responsibilities before a work permit is granted. To receive/keep/renew a work permit, students must 1) Have positive attendance (students receiving a 2<sup>nd</sup> truancy/excessive excused letter from the district will have their permit revoked), 2) Have a 2.0 GPA with no Fs in any class on any grade report, 3) Must be on track to graduate (credits). Applications are available from the vice principal secretary and must be renewed every August.

## **STANDARDIZED TESTING**

### **CA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)**

Students in grade 10 will take a computer-adaptive test in science and grade 11 will take a computer-adaptive test in math and English during the spring semester. The tests measure how well students are learning the state adopted content standards, "Common Core." This data helps identify strengths & weaknesses, improves instruction, and is responsible for our high API scores which contribute to the outstanding reputation that attracts the half of our student body attending from outside of BV's attendance boundaries.

### **ACT ASSESSMENT (Optional)**

The ACT (American College Test) is designed to assess high school students'

general education development and their ability to complete college-level work. The ACT is a national college admission exam that tests four skill areas: English, mathematics, reading, and science reasoning. Registration materials are available in the Counseling Office and online at [www.act.org](http://www.act.org).

### **ADVANCED PLACEMENT (AP Tests)**

The AP Program gives high school students an opportunity to take college-level courses and exams, and earn credit, advanced placement, or both for college. To help students prepare for these tests, Bella Vista offers advanced placement courses in English, Spanish, biology, chemistry, physics, calculus, computer science, World History, US History, economics, Euro, and psychology.

### **PSAT/NMSQT**

(Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) The PSAT/NMSQT, a 2-hour examination given only in October, measures critical reading, math problem-solving, and writing skills students have been developing throughout their lives. This is a shorter version of the SAT, giving students the opportunity to find out what the SAT is like. By taking the PSAT/NMSQT students may qualify to enter the competitions for prestigious scholarships and participate in recognition programs. This test will be given to all sophomores and juniors. Information is available in the Counseling Office.

### **SAT I: REASONING TEST**

The SAT I is a 3-hour, multiple choice test measuring students' verbal and math reasoning abilities. It is generally taken by college bound students in their junior or senior year since it is part of the entrance requirements for most colleges and universities.

### **SAT II: SUBJECT TESTS**

These tests are 1-hour examinations that measure students' knowledge or skills in a particular subject and their ability to apply that knowledge. Some colleges use one or more of the subject tests for admission or placement.

### **TEXTBOOKS**

Students must have a current BVHS Student ID for textbook checkout. Without it, students cannot check out textbooks. Textbooks are checked out and returned in the library. Students are responsible for their books, no matter where they store them. If damaged, lost or stolen the student must pay for the books before another textbook is issued. Class schedules and report cards are withheld pending the return or payment of textbooks. The school is not responsible for lost or stolen books.

## **GRADUATION INFORMATION**

### **PARTICIPATION POLICY**

Graduation recognizes seniors who have successfully completed the required course of study through attendance and completion of 220 units.

SJUSD board policy states, "Seniors enrolled but not attending five classes will be denied participation in graduation ceremonies even though all other graduation requirements have been met." A senior placed on social probation anytime during the last month of school may not participate in any school-related activity including the commencement ceremony.

### **SENIORS AND CUTS**

Seniors with too many periods of truancy (attendance codes C+Y+B) aka "cuts" will not be allowed to participate in the commencement ceremony. The number of classes in which a student is enrolled *not counting ROP* multiplied by six is the number of cuts that disqualify a senior from participation in commencement. E.g., 6 classes = 36 cuts; 5 classes = 30 cuts, 4 classes = 24 cuts.

### **SENIOR HONORS**

Graduation is a time to honor all Bella Vista students who have been successful. Some specific honors and their criteria are:

Seniors with a 3.75 or better weighted grade point average will wear an honors sash for the commencement ceremony. The GPA is cumulative as of the 12-week grading report of the second semester.

### **VALEDICTORIAN**

The student(s) with the highest weighted GPA and any students with all A's for 4 years are Bella Vista's valedictorians. The names are determined after the second semester final grades are issued.

### **SALUTATORIAN**

The student(s) with the second highest weighted GPA is Bella Vista's salutatorian. The names are determined after the second semester final grades are issued.

### **OTHER GRADUATION ADORNMENTS**

Academic groups may wear approved neck adornments for the ceremony. No Personal adornments on caps or gowns are permitted. Any exceptions must be pre-approved by the principal 2 weeks in advance of the ceremony.

## **GRADING POLICY**

### **ACADEMIC GRADES**

A letter grading system is used which reflects the following scale:

- A Superior
- B Above Average
- C Average
- D Below Average
- F Failing

An academic grade reflects teacher judgment in assessing content standards for the course, the quality and quantity of academic work completed during the grading period. Teachers distribute policies at the beginning of each year/semester about homework and grading.

### **CITIZENSHIP GRADES**

Each student is responsible for his/her behavior. It is the responsibility of school personnel to monitor student behavior to ensure that the classroom and school environment is safe, orderly, and conducive to learning. The citizenship grade for each student is based on conduct, cooperation, integrity, effort, attitude, and tardiness.

### **REPORT CARDS**

Parents may check grades and attendance in progress online (<https://sis.sanjuan.edu/parentportal>). Official progress reports will be posted every four weeks. At the end of each semester (January and June) report cards/transcripts are mailed to parents. Only final semester academic and citizenship grades are recorded on the transcript, which is the student's permanent record. Constant monitoring of graduation requirements is the joint responsibility of the student, the parent, and the counselor. Five units of credit toward graduation are earned each semester a student receives a passing grade. Students and parents are encouraged to contact teachers for questions or concerns about the grades. E-mail and voicemail numbers are available on the school website, or in the office. Teachers have the ultimate authority and responsibility for assessing the academic achievement of students. Only the teacher can change a grade.

### **DROP "F" POLICY**

Students enrolled in classes are expected to complete these classes. After 10 days, students who drop a class will receive a drop "F" on the transcript.

## **ATTENDANCE**

### **ABSENCES**

All absences must be cleared within five days by a phone call or email from a parent/guardian. Parents will be notified by the auto dialer each evening whenever a student is reported absent from one or more periods. Parents may clear absences using 971-5002, the 24-hour attendance line, or by emailing [BellaVistaAbsence@sanjuan.edu](mailto:BellaVistaAbsence@sanjuan.edu) from the address registered in the Parent Portal. If unaware of the absence, parents should call the Attendance Office at 971-5040 between 7:30 a.m. and 4:00 p.m. to speak to an attendance clerk. Absences not cleared within **five** school days automatically roll over to truancies. Parents should always contact the Attendance Office for each reported absence, even if they think it is in error.

### **CODES FOR POSITIVE ATTENDANCE**

. = Present

D = Onsite Suspension

**H** = Single Positive Attendance Verified  
**I** = Independent Study Positive Attendance  
**K** = School Activity or In Office  
**M** = Saturday School Attendance Verified

Education Code defines truancy as an unexcused absence of 31 minutes or more.

### **EXCUSED ABSENCES**

**A** = Absent  
**E** = Ill

- Illness, medical appts
- Limit 10 per year

**F** = Funeral

- Attending funeral of an immediate family member-1 day for California, 3 days for out of state

**G** = Admin Excused  
**J** = Independent Study Absence  
**R** = Religious  
**S** = Suspension  
**T** = ≤30min Tardy  
**V** = Doctor Verified

### **UNEXCUSED ABSENCES**

**B** = >30min Tardy  
**C** = Cut  
**X** = Unexcused

- Out of town
- Needed at home
- No car or car trouble
- Overslept
- Illness/Medical Appt (after 10-day limit and unverified)

**Y** = Rolled Cut

- Uncleared absence after 5 days.

### **ATTENDANCE NOTIFICATION**

Students and parents can view attendance on the parent portal at all times, and should review it together (<https://sis.sanjuan.edu/parentportal>). Single period absences need to be cleared as well as all day absences. The forms to make corrections are available for students in the Attendance Office. Teachers must verify that there was an error on their attendance sheets.

### **CHANGE OF ADDRESS**

Parents need to report immediately any change of address, telephone number or emergency care information, e.g., doctor or health plan, to San Juan Central Enrollment (916) 726-5826. This is important in case of an emergency. Changes to telephone numbers of emergency care can be updated through the school site main office.

### **EARLY DISMISSALS**

To leave campus anytime during the day, a student must have an Early Dismissal (ED). A student must bring a parent/guardian note to the Attendance Office before 8:00 a.m. A student with an ED returning to school the same day must report to the Attendance Office upon return. "After the fact" parent permission is not legally permissible. **A student who leaves school without an ED is TRUANT and in violation of the closed campus policy.**



## ILLNESS

If a student becomes ill and needs to leave school, s/he must report to the Attendance Office to call home to get permission for an ED. Students must never leave during the school day without clearing through the Attendance Office. A student may use the Attendance Office phone for illness. The school is responsible to know where students are during the school day; a parent who picks up his or her son or daughter without office clearance (via an early dismissal) subjects the student to school consequences.

## OPEN PERIODS

Every semester students who have open periods must get an **Open Period Sticker** from the Vice Principals' Office. Students must carry their ID's with the open period sticker with them at all times. Students with Open periods must leave the campus immediately after their last class. Students may not "hang out" on campus to wait for after school activities.

**Note: Teachers are not required to produce make-up work for truancies (codes C, Y, or B). It is the teacher's discretion to allow makeup for unexcused absences.**

Students who are absent from school and are marked excused 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 credit. The teacher of any class from which a student is absent shall determine the assignments that the student missed during the absence.

## TARDIES

*Students are expected to be in the classroom and ready for instruction when the final bell rings.* A student is tardy when arriving up to 30 minutes late. Students who are more than 30 minutes late must get an admit from the Attendance Office. Teachers may assign consequences after the first tardy that may include the following:

- Lower the student's citizenship grade
- Assign after-school detention
- Telephone the parents/guardians.

**On the 6<sup>th</sup> and subsequent tardies, teachers will refer the student to the vice principal for discipline.** Students who continue to be tardy will receive more severe disciplinary consequences. Completing the assigned discipline does not erase tardies. The tardy policy is in effect on a semester basis.

## TRUANCY and TRUANCY LETTERS

Truancy is defined as a day with at least one unexcused absence of 31 minutes or more. A student tardy more than 30 minutes is considered truant and must be cleared through the Attendance Office. The district mails a letter to parents/guardians informing them when students have 3, 5, and 6

days of truancy. Student with excessive trancies will be referred to SARB (School Attendance Review Board), put on social probation, and may be referred to an alternative program.

## **SCHOOL / DISTRICT RULES**

### **ACADEMIC HONESTY**

Academic dishonesty in all its forms, in course work, on examinations, or in other academically related activities, includes but is not limited to the following:

- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Plagiarizing work, which means the use of any other person's work without proper citation.

When a student has been found to break the academic honesty policy, the following will occur:

#### **First Offense**

- The student will receive a zero for the assignment/test/paper, etc.
- The teacher will call the parents.
- The teacher will write a referral to the vice principal's office for appropriate disciplinary action.
- The teacher may lower the citizenship grade for the current progress reporting period.
- The teacher will make a referral to student's counselor.

#### **2nd Offense**

- The teacher will call the parents.
- The teacher will write a referral to the vice principal's office for appropriate disciplinary action.
- Required parent conference.
- The teacher will lower the citizenship grade.
- Drop "F" from class.

#### **3rd Offense**

- The teacher will write a referral to the vice principal's office for appropriate disciplinary action.
- Required parent conference.

### **BICYCLES/SKATEBOARDS**

A student who uses a bicycle or skateboard for transportation must stop riding it when reaching the edge of the campus. Bicycles and skateboards must be locked in the bike racks at the West entrance near room E-1.

### **BULLYING/CYBER BULLYING**

For information on bullying/cyberbullying, go to the San Juan website and click on the "Tell Someone" link (<https://www.sanjuan.edu/tellsomeone>).

### **CAMPUS VISITORS**

All visitors must report to the main office for permission to be on campus. Authorized visitors will sign in and be given a "visitor" sticker that must be worn while on campus, and cannot roam the campus. Students may not

bring guests to school unless prior approval has been granted. Students from other schools may not visit Bella Vista teachers or students during school hours. Former students are not allowed to visit teachers without prior authorization from the teacher. Parents/guardians may contact their student's teacher 24 hours in advance to obtain approval to visit their class.

## **COMPUTER USE RULES**

Except as required, the use of school computers and access to the Internet is a privilege. Students who do not follow the computer use rules may be disciplined, and may lose computer privileges. When students use the school computers they agree to follow:

- The directions and rules of the school, the school staff and the school district.
- Rules of any computer network they access.
- Students also agree to be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial purpose.
- Not to change any software or documents (except student created documents).
- Not to produce, distribute, access, use, or store information which:
  - Is prohibited by law, district or school rules.
  - Violates copyright laws.
  - Is obtained by trespassing in private or confidential files.
  - Is obscene, pornographic, or sexually explicit.
  - Causes delay, disruption or harm to systems, programs, networks or equipment.
  - Is otherwise prohibited in the workplace or on a school campus.
  - Protect password.
  - Do not allow anyone else to use your password.
  - Do not use anyone else's password.

## **DELIVERIES**

We do not make deliveries to class. To protect the learning environment we keep disruptions to a minimum. If your student forgot something important at home a parent may deliver it to the office and text their student to pick it up at break, lunch, or after school. The school does not assume responsibility for any such item that is lost or stolen. Please do NOT deliver gifts, flowers, or balloons during the school day. We do not accept food deliveries from restaurants.

## **DRESS CODE**

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment is not permitted. All students are expected to dress appropriately for a school environment. Any clothes that significantly interferes with or disrupts the educational environment, unless protected under the freedom of speech laws, board policy, or administrative regulation, is unacceptable. Clothing,

jewelry, and personal items (backpacks, gym bags, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content, such as weapons, drugs, alcohol, tobacco, or drug paraphernalia, indicates membership in or promotion of a gang, or clothing that contains threats, is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative is prohibited.

### **DRUGS-ALCOHOL-CONTROLLED SUBSTANCE-PARAPHERNALIA**

Bella Vista High School will enforce the law and school district policies concerning drugs, alcohol, and drug paraphernalia to the fullest extent. Examples of drug paraphernalia include but are not limited to: electronic cigarettes, vapor pens, hookah pens, glass pipes, pipes, or any other tools, equipment, or items modified to enable drug use.

Any student who sells or otherwise furnishes, or is in possession for sale of any controlled substance, an alcoholic beverage or an intoxicant of any kind, will be suspended, recommended for expulsion, and subject to arrest.

Any student who is in possession of, has consumed or used alcohol or a controlled substance, before or during a school function, will receive a 5 day suspension and be placed on social probation. Any student with the odor of alcohol on his/her breath, the odor of a controlled substance on clothing, and/or appearing to be under the influence of alcohol or a controlled substance may be subject to a search and will be suspended. There will be a referral to law enforcement. **Schools are tobacco and drug-free zones.**

### **ELECTRONIC DEVICES**

Students must adhere to teacher expectations for classroom use of electronic devices.

Emergency communication for an early dismissal must go through the attendance office at 971-5040.

SJUSD is **not responsible** for the loss of personal property. This includes property stored in classrooms, lockers, vehicles, or confiscated from students.

To protect students' privacy, the USE OF ANY PHOTO-CAPABLE ELECTRONIC DEVICE IN A LOCKER ROOM AT ANY TIME WILL RESULT IN SUSPENSION.

### **FIGHTING**

Students who engage in a fight will receive a home suspension & social probation. A second fight may result in school transfer.

Promoting a fight is a disruption of school activities and will result in home suspension.

### **DEFINITION OF SELF-DEFENSE**

To establish the defense, the person must be free from fault or provocation,

must have no means of escape or retreat, and there must be an impending peril.

### **FLYERS**

A student or adult may not distribute or post any flyer on campus without permission from the administration.

### **GAMBLING**

Gambling (playing cards, dice, coin pitching or flipping for money) is illegal and not allowed on campus or at any school activity.

### **GRAFFITI / VANDALISM**

Damaging, defacing or destroying school property is against the law. Students guilty of such acts will receive consequences to the full extent that the California Education Code, the Penal Code and San Juan district policies allow, including suspension, social probation and possible recommendation for expulsion. There may be a referral to law enforcement. Parents are responsible and financially liable for acts of vandalism by their student. In addition, the district may withhold a student's grades, diploma and transcript until restitution for damages is made.

### **HALL PASSES**

Students are not permitted out of class without a pass. TAs and student government members must wear their identification badge. Students are not permitted in the office without a pass. Students may only travel to the destination on the pass. Students without a pass or abusing the use of a pass will be referred to the vice principal for discipline.

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

In a public place such as at school or at school-sponsored activities, excessive displays of affection are inappropriate.

### **LITTERING**

Students have the responsibility for keeping the campus litter free while at school, especially during break and lunch. Students must put their trash in the garbage containers placed around the campus. It is not the job of the custodian to pick up after students. Abuse will result in disciplinary action including "trash detail."

### **LOITERING**

All students are required to be in class during school hours. Students may not loiter on or about the campus at any time. Students coming to or leaving the campus may not linger or gather at homes on the streets next to the campus. Students observed doing this will be subject to disciplinary action and possible referral to law enforcement. Private citizens have the option of calling law enforcement if students habitually loiter at their property.

### **OUT OF BOUNDS AREAS**

Students will receive disciplinary consequences if found in the following areas during the school day. Repeated violations will result in suspension.

- Parking lots and fields
- Front of school
- Behind any of the school buildings, including the fields
- Basketball court for non-players
- Driveway on the west side of school

## **PE CLOTHES AND POLICIES**

Students must dress out every day unless instructed not to. Exceptions will be made for students with a written *medical* note from a physician.

### **The PE uniform is:**

- Shirts: Solid white or white BV shirts with the first initial and last name printed legibly across the front.
- Shorts: Solid black or black BV shorts
- Sweatshirts: Black, gray or red
- Sweatpants: Black
- Socks: Must be worn
- Shoes: Athletic shoes, no sandals
- Hats: Teacher's discretion

### **Non Suit Policy**

- 1<sup>st</sup> Warning & Call Home
- 2<sup>nd</sup> Half Hour Detention
- 3<sup>rd</sup> One Hour Detention
- 4<sup>th</sup>+ Saturday School

Three partial non-suits (no-name, wrong color short/shirt) count as a full non-suit. Loaners are offered on a first come, first served basis. No student may get loaners more than 2 times per semester. A current Student ID Card or a Student Body Card is required to check out loaners in the PE Office.

## **PE LOCKERS**

PE lockers are assigned at the beginning of the school year. Students must provide locks for their lockers; **high quality, heavy duty** combination locks are best (usually around \$20). Students choosing to store personal articles and school property in these lockers assume liability for their security. Locker rooms are locked and not accessible during class time. Students found in the locker room unsupervised will be subject to disciplinary action.

## **PERSONAL PROPERTY**

SJUSD is **not responsible** for the loss of personal property. This includes property stored in classrooms, lockers, vehicles, or confiscated from students. Students bring personal property to school at their own risk.

## **PROFANITY OR SLURS**

Students must not use profane language. Profanity directed at individuals or in loud excessive displays and/or slurs (racial, ethnic, sexual, religious, handicapped, etc.) are prohibited at all times. The use of such language will result in disciplinary action.

## **QUESTIONING BY OUTSIDE AGENCY**

A law enforcement agent upon request and with appropriate identification has the authority/right to question students while at school.

## **SALES/EXCHANGES/BARTERING**

Selling, exchanging or bartering is prohibited except as fundraisers authorized by the administration and/or student government.

## **SEARCHES**

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law. P.E. lockers, backpacks, and student vehicles may be searched at any time. In addition, district Safe Schools Officers (Sheriff's deputies) may use trained dogs to indicate the presence of drugs in lockers, vehicles, backpacks, and other locations.

## **SEXUAL HARASSMENT**

The district has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. The Governing Board prohibits unlawful sexual harassment of or by anyone in or from the district. **Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting.** Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. Any student, staff member or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator. Copies of the Uniform Complaint Form may be obtained from the school office or district Title IX Coordinator.

## **TOBACCO USE OR POSSESSION**

The possession or use of tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, vape pens, and betel is prohibited. This applies on campus and includes attendance at school activities, in front of the school and streets and/or properties next to the school property. All San Juan Unified School District property is a tobacco and drug free zone for students and adults.

## **UNIFORM COMPLAINT PROCEDURE**

Use this form, available from the principal's secretary, to make a formal complaint alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure

to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs and special education programs. Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain as confidential as appropriate.

## **VEHICLES, STUDENT PARKING AND DRIVING REGULATIONS**

Vehicles on campus are subject to the rules of the California Vehicle Code. Student parking and driving on campus are privileges and violations will result in disciplinary action and possible loss of on-campus parking.

- Student parking is only in the east parking lot. Students may not park in front of the school, on the fire lane, or at the west end of the campus. Students may not park in spaces marked for staff or visitors.
- Students may not go to the parking lot area once the school day has begun.
- Unsafe driving will result in disciplinary action and possible loss of on-campus parking.

**NOTE:** *Parking is on a first-come, first-served basis. If there is no legal parking available on campus, students must find legal parking off campus.*

The school and district are not responsible for theft of or damage to a student's vehicle or theft of the contents inside the vehicle. California Highway Patrol, Sheriff and Fire Department personnel may issue citations with fines to parked vehicles violating safety, handicapped and fire access codes.

## **WEAPONS**

Students who bring guns, knives (or replicas/imitations) or other dangerous objects to school or school activities will receive a 5-day suspension, recommendation for expulsion and referral to law enforcement.

## **WILLIAMS UNIVERSAL COMPLAINT PROCEDURE**

Use this form, available from the principal's secretary, to make a formal complaint alleging insufficient textbooks or instructional materials, teacher vacancy or misassignment, or threatening facility conditions.

## **STUDENT EXPECTATIONS**

### **School Rules**

California Ed Code 48908 states, "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." All students are expected to follow Bella Vista High School's policies, rules and procedures to promote cooperation, consideration of others, care of property, conservation of resources and self-discipline. These rules apply at all times on campus and at all school-sponsored activities on or off campus. Guest teachers and all other school personnel are considered as regular faculty and must be treated as such. Any student whose conduct disrupts the instructional



process or working order of the school, or is in willful disobedience or defiance of authority will be suspended. Supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties are the valid authorities at BVHS.

## **INTERVENTIONS**

### **Conflict Management**

Trained senior students meet in the office with students in conflict with each other and assist them in talking out their problems and coming to an agreement. Failure to live up to the agreement will lead to disciplinary consequences. This program is highly effective and can be requested anonymously by talking to a teacher, counselor, or VP.

### **After-School Detention**

After-school detention is a 30 to 60-minute study period used as a disciplinary tool for tardies and minor classroom offenses. Students must report to detention with their current ID card at the end of their school day and bring schoolwork to complete during the assigned time. Failure to serve detention will result in additional discipline.

### **Saturday School**

Saturday School is an alternative to home suspension and assigned by an administrator. Saturday School is held in a designated classroom. Saturday School begins promptly at 8:00 a.m. and ends at 11:30 a.m. No student is admitted after 8:00. Students assigned to Saturday School must bring homework or a book to read. Newspapers, tapes, CDs or disc players, radios, headphones, electronic toys/games, cell phones, pagers, magazines, food, etc., are not allowed. Students who fail to serve Saturday School will be subject to additional disciplinary consequences.

### **Suspension**

Students may be suspended from school for violation of school or district rules or if they present a danger to the health or safety of others or a threat to disrupt school programs. Before being suspended, students have the opportunity to give their version of the incident to school authorities. A suspension lasts from 1 to 5 days. **During suspension, a student may not participate in or attend classes, activities, or school-related events at any location.** Homework will be provided by the teachers if the student is on suspension for 3-5 days. A suspended student or his or her parent/guardian has the right to appeal a suspension by contacting the school principal. Students who accumulate 15 days of suspension may be referred to an alternative school placement.

### **Social Probation**

A student is placed on social probation when s/he gets in a fight, possesses and/or is under the influence of any controlled substance, alcoholic beverage, dangerous substance or intoxicant, commits vandalism to school property, has excessive truancies or for any discipline issues. **A student on social probation is prohibited from participating in or attending any**

**non-mandatory school function, activity or event at any location.**

Non-mandatory school functions, activities or events include, but are not limited to dances, athletic events, drama and musical productions, student club activities, and activities related to graduation including the graduation ceremony, and athletic teams including practices. Social probation is for 4-6 calendar weeks depending on the severity and recurrence of the infraction. Violations of social probation will result in extension of the duration of the probation (4 weeks to 6 weeks, 6 weeks to rest of year) and home suspension.

**Expulsion**

Expulsion means a student may not attend any San Juan Unified School District school or school activity. The principal recommends expulsions for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, sale of a controlled substance, robbery, extortion, sexual assault or battery. If a student violates any of these policies, s/he is suspended for 5 days and is recommended for expulsion. The Board of Education makes the final decision to expel a student.

## **BOARD OF EDUCATION**

Pam Costa, President

Saul Hernandez, Vice President

Paula Villescaz, Clerk

Greg Paulo, Member

Michael McKibbin, Ed.D., Member

## **DISTRICT ADMINISTRATION**

Kent Kern, Superintendent of Schools

Donna O'Neil, Ed.D., Associate Superintendent, Schools and Student Support

Kent Stephens, Chief Financial Officer

Linda C. T. Simlick, J.D., General Counsel

Paul Oropallo, Assistant Superintendent, Human Resources

Debra Calvin, Ed.D., Assistant Superintendent, Educational Services

Melissa Bassanelli, Assistant Superintendent, Elementary Education

Rick Messer, Assistant Superintendent, Secondary Education

Jim Shoemake, Assistant Superintendent, Schools and Labor Relations

Trent Allen, APR, Senior Director, Community Relations

Frank Camarda, Senior Director, Facilities, Maintenance, and Transportation

Jon Cornelison, Senior Director, Technology

**Go to the school website for the latest version of this information.**