**BELLA VISTA HIGH SCHOOL**  
“A California Distinguished School”  

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Fair Oaks, CA 95628  
*Peggy Haskins, Principal*  
916.971.5052  
[www.sanjuan.edu/schools/bellavista](http://www.sanjuan.edu/schools/bellavista)

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THE PRIDE OF BELLA VISTA
“A California Distinguished School”

Bella Vista is Spanish for “beautiful view.” We see the Spanish influence in the school’s architecture and the idyllic view of the green fields behind the campus. Traditions include the “Bronco” as the school mascot; scarlet, black, and white as the school colors; La Bandera (The Flag), the school newspaper; 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 “California Distinguished School” in 2003 and again in 2009.

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.

**TELEPHONE NUMBERS**

**PRINCIPAL**
Peggy Haskins, Principal 971-5052
Jean Anne Shenoy, Principal's Secretary 971-5052

**VICE PRINCIPALS**
Jennifer Petersen (last names A-G) 971-5058
Sandi Karagianes (last names P-Z) 971-5058
Bryan Baker (last names H-O) 971-5058
Robbie Simmons, VP Secretary 971-5058

**COUNSELING**
Cindy Penbera (9th) 971-5025
Karen Garcia (10th) 971-5025
Lori Patton (11th) 971-5025
Julie Johnson (12th) 971-5025
Valoyce Gage, Counseling Secretary 971-5025

**ATTENDANCE**
24 hour Attendance Clearing Recorder 971-5002
Susan Jeffrey, Sr. Records & Reports Clerk 971-5040
Carol Bonachea, Attendance ICT 971-5040

**FINANCE**
Linda Kenny, Controller 971-5046

**REGISTRAR**
Victoria Soldano, Sr. Records & Reports Clerk 971-5050

**OTHER SERVICES**
Teresa Rooney, Front Desk 971-5051
Activities Director, Jinee Sargent 971-5079
Athletic Director, Andi Wright 971-5093
Band Director, Ed Moore 971-5031
Choir Director, Wendy Carey 971-5076
College & Career Center 971-5083
Librarian, Susan Sloan 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

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**Check It Out . . .**
Bella Vista’s official website is [http://www.sanjuan.edu/BellaVista.cfm](http://www.sanjuan.edu/BellaVista.cfm)

Want to keep up on all the activities on campus? Join the 3,000+ other subscribers to the BVNewsFlash by going to the BV website and clicking on the “Sign Up for the BV NewsFlash!” Quick Link on the left.

Want to view your child’s daily attendance, transcripts, grades, daily grades and more? Go to the BV website and click on the “**SJUSD Parent Portal**” link at the very top.
**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 to get an approved guest pass from the vice principals’ secretary before buying a ticket. A student may invite only one guest or date. 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 who are in possession of drugs or alcohol, or who exhibit symptoms of intoxication will receive the following consequences:
  - 5-day home suspension
  - Social probation.
  - Referral to law enforcement.
- 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 dancing could result in students being asked to leave the dance and further disciplinary action.
- Students who engage in rough/unsafe dancing will be removed from the dance and lose dance attendance privileges.
- 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
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: August 12, 2013)
Boys
Cross-Country, Football, Soccer, Water Polo
Girls
Cross-Country, Field Hockey, Golf, Tennis, Volleyball, Water Polo

Winter Sports (Start Date: November 11, 2013)
Boys & Girls
Basketball, Wrestling

Spring Sports (Start Date: February 10, 2014)
Boys
Baseball, Golf, Lacrosse, Swim & Dive, Tennis, Track & Field
Girls
Lacrosse, Soccer, Softball, Swim & Dive, Track & Field

ATHLETIC ACTIVITIES PARTICIPATION CONSENT PACKET
Before students can participate in athletics, band or pep arts, students/parents must obtain an Athletic Activities Participation Consent Packet from the Athletic Director in the Attendance Office or the school website. Parents must provide all required documentation and forms before they can practice. Athletes must return the consent packet to the Athletic Director in the Attendance Office, band or pep arts to the band director. There is a 48-hour turnaround time for processing and issuing the clearance form.

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 earned a “C” average and passing 5 of 6 academic classes for the previous grading period (all classes attempted).
- 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
Counselors maintain up-to-date records of student progress toward meeting graduation requirements. Also, students receive guidance and information that will help them meet career and/or post high school goals. Students may make an appointment to see a counselor or on a drop-in basis, before school, during breaks, lunch or after school.

COMPUTERS
Bella Vista High School students and parents are required to sign a Computer Use Consent Agreement Form for students to use school computers. To use the library computers, students must give their ID or SBC to the librarian. When the student is finished, the librarian returns the cards.
EMERGENCY CARE CARDS
Two emergency care cards must be completed on both sides, including all pertinent health information, signed by parents/guardians and returned. These cards are required to be on file each school year. 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 cards 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, Blackboard Connect.

SCHOOL SAFETY AND SECURITY HOTLINE
The School Safety and Security Hotline number is 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 April 15th.

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 principal’s secretary.

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 through the office 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 elective programs at Bella Vista, students may be asked to make a donation for the extra supplies used in some classes. Arrangements can be made for students who have 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.

**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 who are found in the locker room unsupervised will be subject to disciplinary action.

**LOST AND FOUND**
Lost and found items may be claimed or turned in to the main office.
The school district and Bella Vista High School are not responsible for lost or stolen items. Loss reports are filed in the VP’s office.

**PUBLICATIONS**

**BV School Website**

[http://www.sanjuan.edu/BellaVista.cfm](http://www.sanjuan.edu/BellaVista.cfm)

Get school news, and learn how to view students’ grades and attendance online.

**BV Newsflash**

PTSA weekly email with up-to-date activities, deadlines and events with 3,000+ subscribers. Sign up by clicking on the BVNewsFlash Quick Link on the BV school website.

**La Bandera**

The school newspaper published by the students in the Newspaper class. They are posted on the school website under “Student Activities,” “La Bandera.”

**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.

**BVTV—Student Bulletin**

The Student Bulletin is our internal communication with the students. It is a daily, live broadcast by the BVTV class and a paper version of it is also posted in the hallways, classrooms, office and on the school website.

**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 tutoring for any subject is available 3pm–4pm; days of the week and location to be announced in the daily student bulletins.

**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 2nd 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.
Applications are available from the counseling secretary and must be renewed every September.

**STANDARDIZED TESTING**

**CALIFORNIA STANDARDS TESTS (STAR)**
All students in grades 9 to 11 take a series of state mandated California Standards Tests during the spring semester. The tests measure how well students are learning the state academic content standards, help teachers improve instruction, and is responsible for our high API scores which contributes to the outstanding reputation that attracts the half of our student body attending from outside of BV’s attendance boundaries.

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION (CAHSEE)**
Students in California public schools must pass the CAHSEE to receive a high school diploma.

**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.

**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, US History and psychology.

**CALIFORNIA HIGH SCHOOL PROFICIENCY Exam (CHSPE)**
The CHSPE provides an opportunity for eligible persons who are proficient in the basic skills taught in California public high schools to have that proficiency verified. The State Board of Education awards each person who passes the CHSPE a Certificate of Proficiency, which is equivalent by law to a high school diploma. The CHSPE may be taken by a person who is 16 or older on the day of the test and must remain in school until notification of passing is given. The test is given in November and April. Application forms are available in the Counseling Office and online at www.chspe.com.

**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. Typically this is a junior test, however, freshmen and sophomores may take the test for practice. 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 Bella Vista Student ID for textbook checkout. Without the card, students cannot check out textbooks. Primary 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. Students should report to the vice principals’ office theft or vandalism of texts. However, the school is not responsible for book thefts.

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 such as CSF and NHS may wear approved neck adornments for the ceremony.

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**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. Teachers distribute policies and standards to parents at Back-to-School Night.

**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 in progress online. 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. Academic and citizenship grades are reported on the transcripts. Only final semester 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. Voice mail numbers are available on the school website, in the office, and are included in the Bronco Voice. 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 24 hours by a phone call or email from a parent/guardian. Parents will be notified by a phone and email whenever a student is reported absent from one or more classes the previous day. Parents may clear absences using 971-5002, the 24-hour attendance line, or by emailing 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 7:00 a.m. and 4:00 p.m. to speak to an attendance secretary. 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.

ATTENDANCE NOTIFICATION
Students and parents can view attendance online at all times, and should review it together. 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 the Attendance Office (971-5040). This is important in case of an emergency.

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.

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.
CODES FOR POSITIVE ATTENDANCE

D = 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

The Education Code only recognizes excused absences. If an absence is unexcused it is considered truancy.

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
• Un cleared absence after 5 days.

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 need to sign the tardy log to confirm their presence. 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 6th 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 school mails a district letter to parents/guardians informing them when students have 3, 5, and 6 days of truancy. Students receive disciplinary consequences starting with the first truancy. When there are 6 truant days, students 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 cage behind room H1 and are under 24hr surveillance.

CAMPUS VISITORS
Visitors must pre-arrange their visit to campus and must sign in at the Vice Principals’ Office. Visitors must wear a visitor’s pass while on campus.

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:
  o Is prohibited by law, district or school rules.
  o Violates copyright laws.
  o Is obtained by trespassing in private or confidential files.
  o Is obscene, pornographic, or sexually explicit.
  o Causes delay, disruption or harm to systems, programs, networks or equipment.
  o Is otherwise prohibited in the workplace or on a school campus.
  o Protect password.
  o Do not allow anyone else to use your password.
  o Do not use anyone else’s password.

ELECTRONIC DEVICES
Students may use electronic devices during the morning break and lunch time only. All other times during the school day electronic devices must be turned off and be out of sight. Students in violation of this policy will be referred to administration for disciplinary action.
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.

**ELECTRONIC DEVICES IN THE LOCKER ROOMS**
To protect students’ privacy, the use of any photo-capable electronic device in a locker room at any time will result in suspension.

**DISTRICT-WIDE HIGH SCHOOL 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.

**Prohibited Clothing/Accessories**
- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco.
- Clothing that has messages that are sexually suggestive or promote violence or intolerance.
- Clothing or accessories considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Pajamas or sleep wear.

**Specific Clothing Restrictions**
- Shoes must be worn at all times; house slippers may not be worn.
- Underwear may not be exposed.
- The torso must be covered; no bare midriffs, backs, or cleavage.
- Strapless or spaghetti strap tops, tube tops, or any excessively revealing clothing is not permitted; this includes backless tops and see-through clothing. Regular tank tops with 2" straps and a modest neckline are acceptable.
- Shorts must have at least a 5” inseam. Skirts must be longer than finger-tip length; swimsuits and running shorts are not permitted.
- Sagging is not permitted. Belts may not hang from the waist.

**Specific Accessory Restrictions:**
- Bandanas of any color, hairnets, headbands, and wave caps are prohibited.
- Chains and spiked jewelry of any type are 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. 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.

**FIGHTS & 2nd FIGHT RULE**
A fight is 2 or more students engaging in mutual combat. Any student who gets into a second fight in any two year period will face the following consequences:
- 5-day home suspension, involuntary transfer to another school, and social probation at new school.

In order to prevent a second fight from happening, students engaging in their first fight will receive the following consequences and interventions, at a minimum:
- 3-5 day home suspension, social probation, warning letter from the principal, referral to conflict management, referral to counselor and parent conference.

**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. 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 east of the parking lots
- Front of school
- Behind any of the school buildings, including the fields
- Basketball court for non-players
- Driveway on the west side of school

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.

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

Three partial non-suits (no name, wrong color shorts or shirt) will 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.

To protect students’ privacy, the use of any photo-capable electronic device in a locker room at any time will result in suspension.

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 suspension.

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.
BULLYING/CYBER BULLYING
For information on bullying/cyberbullying, go to the BVHS website and click on the “Stop Bullying/Tell Someone” link in the bottom of the right-hand column.

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.

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.

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.

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 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.

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 go to the parking lot area once the school day has begun.

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.

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
Larry Masuoka, D.M.D, President
Lucinda Luttgen, Vice President
Pam Costa, Clerk
Greg Paulo, Member
Saul Hernandez, Member

DISTRICT ADMINISTRATION
Glynn Thompson, Superintendent of Schools
Roger Stock, Chief Academic Officer
Kent Stephens, Chief Financial Officer
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Kent Kern, Assistant Superintendent, Operations and School Support
Annette Buckmaster, Assistant Superintendent, Human Resources
Derk Garcia, Assistant Superintendent, Secondary Education
Beth Davies, Executive Director, Elementary Education
Trent J. Allen, Senior Director, Community Relations
Carl Fahle, Senior Director, Technology
Jim Shoemake, Senior Director, Labor and Employee Relations

Go to the school website for the latest version of this packet.