

Buena Vista High School Student Handbook Index

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Every Day Counts!



Cada dia Cuenta!

WELCOME STUDENTS, PARENTS & FRIENDS!

Dear Parents,

The faculty, staff and administration at Buena Vista High School are extremely pleased to welcome you to our school. We are very excited about the educational programs we have to offer your son/daughter. We are eager to form a partnership with parents to assist students in meeting the rigorous standards established by the State of California. Our outstanding students, supportive parents and expert staff have made Buena Vista High an excellent place to learn and grow! In 2011 we were awarded the prestigious "Model Continuation High School" award by the California Department of Education & the California Continuation Education Association. This honor has been earned by less than 50 of the more than 700 continuation schools in the state of California!

I would also like to extend an open invitation to all parents to become involved in the various parent committees and volunteer opportunities we have at Buena Vista High. Please call our office if you are interested in participating in any of the following or if you are interested in something that is not listed:

School Site Council (SSC)
English Learner Advisory Committee (ELAC)
School Advisory Committee (SAC)
Classroom Volunteers
Career Week Activities

Please take a few minutes to read through this student/parent handbook. It will explain the programs, policies, calendars, and activities at Buena Vista High School. I also welcome you to check out our website at: <http://buenavista.chino.k12.ca.us>.

I am looking forward to meeting all of the wonderful parents and students at Buena Vista High for the 2014 – 2015 school year. By working together as an educational team, our students will excel in academics and in life. Please feel free to contact me at (909) 628-9903 or at Rigoberto_vasquez@chino.k12.ca.us.

Sincerely,

Rigoberto Vasquez
Principal



**BELL SCHEDULE
2014-2015**

Regular Day

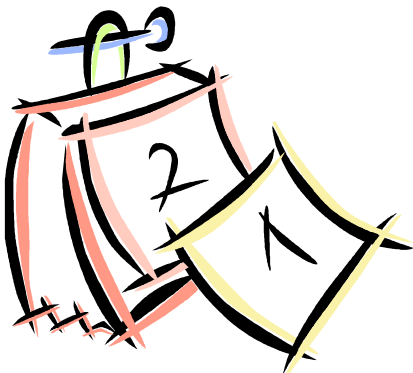
Period 1:	7:30 – 8:15
Breakfast:	8:15 – 8:29
Period 2:	8:32 – 9:17
Period 3:	9:20 – 10:05
Nutrition:	10:05 – 10:12
Period 4:	10:15 – 11:00
Period 5:	11:03 – 11:48
Lunch:	11:48 – 12:18
Period 6:	12:21 – 1:06
<i>CSS Meetings:</i>	<i>1:20-2:05</i>

Minimum Day

Period 1:	7:30-8:05
Breakfast:	8:08-8:23
Period 2:	8:23-8:58
Period 3:	9:01-9:36
Nutrition:	9:39-9:49
Period 4:	9:49-10:24
Period 5:	10:27-11:02
Period 6:	11:05-11:40

YEAR LONG CALENDAR 2014– 2015

- Aug. 25, 2014 First Day of School
- Sept. 1, 2014 Labor Day Observed – No School
- Sept. 25, 2014 Open House Night – 6:00pm to 7:30pm
- Nov. 10, 2014 No School
- Nov. 11, 2014 Veterans Day Observed – No School
- Nov.21, 2014 Minimum Day – Dismissal at 11:40am
- Nov. 24-28 2014 Thanksgiving Observed – No School
- Dec. 19, 2014 Minimum Day – Dismissal at 11:40am
- Dec. 22 to Jan. 2, 2015 Winter Recess – No School
- Jan. 19, 2015 Martin Luther King, Jr. Day – No School
- Jan. 23, 2015 Student Free Day– No School
- Feb. 9, 2015 Lincoln’s Birthday – No School
- Feb. 16, 2015 Washington’s Birthday – No School
- Mar. 19, 2015 Parent Conference Night – 6 - 7:30p.m.
- Apr. 3, 2015 Minimum Day – Dismissal at 11:40am
- Apr. 6-Apr. 10, 2015 Spring Break – No School
- May 25, 2015 Memorial Day Observed – No School
- Jun. 1-10, 2015 Minimum Day – Dismissal at 11:40am



MISSION STATEMENT

Buena Vista High School provides individualized academic instruction in a safe, secure, supportive environment with the goal of graduating students who are informed, responsible, and respectful citizens.

VISION

Our Expected School-wide Learning Results (ESLR's) reflect the vision of the entire school-wide community. Upon graduation students will be able to accomplish each of the below listed ESLR's.

EXPECTED SCHOOL WIDE LEARNING RESULTS **(ESLR'S)**

1. Buena Vista students will be able to think critically to enable them to:
 - a. Organize, analyze, interpret and evaluate information.
 - b. Utilize acquired skills in new situations.
 - c. Have a foundation in mathematical reasoning, statistics, data analysis, probability, Algebra and its functions.
2. Student will be able to communicate effectively using:
 - a. Reading to build meaning and gather information from a variety of grade level materials.
 - b. Writing with a clear purpose, supporting evidence, using accurate spelling, punctuation and sentence structure.
 - c. Appropriate research techniques that utilize Internet resources for written assignments.
 - d. Speak with proper grammar in a clean concise style.
3. Student will demonstrate responsibility for themselves, for others, and in preparation of their futures as measured by:
 - a. Attendance
 - b. Academic Progress
 - c. Positive and Appropriate Behavior
4. Students will be able to apply career readiness skills as measured by:
 - a. Continuing the development of skills that lead to productive work.
 - b. Exploring a variety of career interests and options through guest speakers, field trips and research projects.
 - c. Participation in ongoing educational and career preparation activities.

AQUSITION OF CREDITS

The Chino Valley Unified School District (CVUSD) and Buena Vista High School have stressed the importance of attendance. The district's goal for the 2014-2015 school year is 97% attendance for each school. Attendance is tied to credit acquisition at Buena Vista High School. Excellent attendance will lead to credits being earned at an accelerated rate. Poor attendance will delay student's work towards acquiring credits.

All coursework is based on productive work. For a student to earn five credits in a class, they must have a minimum of 60 hours of coursework. Seat time for Buena Vista High School is twelve weeks or 60 days, however a teacher may grant students homework for student seat time 'credit' for successfully completing homework assignments. Homework may not make-up more than 20 hours. If a student is issued 20 hours of homework, then that student may finish a course in 8 weeks/40 hours. Students enrolled in Physical Education (P.E.) and the CAHSEE Prep courses have the same 60 hours of seat time requirement as all other courses, however, no homework is allowed for these classes. Once a student has completed five credits in a course, the teacher will complete an On-line Credit Slip.

Continuing in the 2014-2015 school year, students will have a deadline on the amount of time allowed to finish a course.

Beginning on August 25, 2014, all classes scheduled will have a deadline or cap. Students will have up to 90 days to complete a class. Those students who fail to complete a class in 90 days will forfeit any credits earned in that class and will then re-start the course. It is our hope that students will complete classes as early as 40 days but also that students will be on-task and realize that classes must be completed in a timely manner.

GRADUATION REQUIREMENTS

Each student graduating from Buena Vista High School (or from any high school in the C.V.U.S.D.) must earn 225 units of credit in the following areas, pass the California High School Exit Exam in Mathematics and English Language Arts, and have at least a 2.0 Grade Point Average.

High School Graduation Requirements

CLASSES	UNITS NEEDED
English	40
Social Science	30
World History	10
U.S. History	10
Economics	5
U.S. Government	5
Science	20
Life Science (Biology)	10
Earth Science	10
Mathematics	30
Visual/Performing Arts/Foreign Language*	20



Physical Education	20
Health Science	5
General Electives	60
TOTAL	225

*An approved Career Technical Education Course (CTE) may replace 10 credits of Visual/Performing Arts

STUDENT SERVICES

Counseling & Guidance

Students are encouraged to meet with the counselor and counseling staff for academic support, career guidance and personal/crisis support. Parents are encouraged to meet with the counselor throughout the year. The counseling staff is available during school hours and by appointment. If the counselor is unavailable, students should sign in on the 'call out' sheet and will be called in to see the counselor as soon as possible. Students who are experiencing stress or are in a crisis situation are referred to the counselor who will meet with the student and provide support. If needed, the counselor will refer the student to additional counseling services. Chino Human Services counselors are also available to help students to deal with emotional difficulty which impacts learning and academic success.

During the year, the counseling program provides opportunities for students to learn about college opportunities, job preparation and graduation status review. The counseling office is located in the library and is the location for sign ups for field trips and additional credit opportunities including ROP career courses, zero period classes and the Accelerated Reader Program.

In addition to these services, guest speakers are arranged to help students learn about post-secondary opportunities (college and career). Financial Aid workshops are also scheduled to help students and parents complete important documents (FAFSA and Cal Grant forms). To further support our students who desire to prepare for college, the counseling office works closely with the staff from the Cal Poly Pomona Talent Search program. This program provides mentorship to those students who want to receive additional guidance and mentorship to prepare for the opportunity to attend college after graduation.

School Psychologist

A school psychologist is available to assist student referrals for testing and special programs.

Crisis Intervention Team

A crisis intervention team staffed with school and district personnel is available for emergency services to students and staff.

School Nurse

A certificated nurse is assigned to the campus as well as a part-time health technician. These health professionals are available to see students if they feel ill at school or need to get medical referrals.

Collaboration for Student Success

The Collaboration for Student Success (CSS's) is a group of site staff members who meet to provide an effective and immediate support system for parents & students. This team meets to discuss & ensure appropriate interventions for all students. Parents wishing to request a CSS should contact the Administration.

Chino Human Services

Chino Human Services provides an excellent support service for students needing counseling and/or social services. Please discuss any student you may be concerned about with an administrator/counselor who will make the appropriate referrals.

Baldy View Regional Occupation Program (ROP)

The regional occupational program is an excellent way for Buena Vista students to earn elective credits, explore career choices, and learn skills for employment. ROP classes utilize a hands-on approach to learning skills in the work world. Martha Martinez, the Buena Vista ROP Career Guidance Specialist, is available in the counseling center to assist all students in selecting appropriate classes.

Student Work Permits

The Education Code and California child labor laws state that no minor under eighteen years of age may be permitted to work at anytime without first securing a "Permit to Work" from the school. At Buena Vista High School work permits may be obtained from Mr. Lombardo in room 10. Contact Mr. Lombardo at (909) 628-9903 ext 7910 for any information regarding work permits.

Textbooks

Textbooks are available in each classroom for in school use only. Any student who chooses to progress more rapidly in earning credits may check out a textbook(s) pending teacher approval.



STUDENT DRESS CODE

Specific Minimum Dress and Grooming Standards

1. **Students may be sent home to change for wearing any article of clothing that is deemed by staff/administration to be offensive/inappropriate for school even if it is not specified below.**
2. Shoes must be worn; the absences of shoes will be allowed only upon showing of medical necessity. (Slippers & Backless/strapless are not permitted).
3. Footwear (i.e. shoelaces) that shows affiliation with and/or is reflective of a non-school sponsored club is not permitted.
4. The absence of undergarments is not permitted. Clothing which allows undergarments to be shown is not permitted.
5. The absence of a shirt or other clothing covering the upper torso is not permitted.
6. Bare midriiffs are not permitted.
7. Tube/strapless, halter, spaghetti strap tops without a covering blouse or jacket are not permitted. Spaghetti straps are less than 1 inch in width.
8. Shirts, tops, blouses or sweater tops unbuttoned/or designed to lay more than four inches below the chin are not permitted, this includes 'off the shoulder' tops.
9. Bathing suits are not permitted.
10. Short shorts, which allow undergarments to be seen or the upper thigh/buttocks to be seen, are not permitted.
11. Dresses, skirts, short or pants that are cut more than six inches above the knee are not permitted.
12. Tattered clothes are not permitted, this includes jeans with holes or that have been torn.
13. Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex (including bikini-clad women) or profanity are not permitted.
14. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
15. Jewelry, which creates a health or safety hazard, is not permitted.
16. Jewelry, which can readily or reasonably be used as a weapon is not permitted.
17. Sunglasses are not permitted unless they are medically prescribed by a doctor.
18. Any 'Gang Related' attire, which includes but is not limited to, oversized pants, oversized shorts with long white socks or oversized overalls are not permitted. Pants must fit at the waist without requiring alteration. Military style clothing and trench coats may also be excluded.
19. Shoe-string, twine, oversized, or hanging belts are not permitted.
20. Clothing with professional team logos or college logos or clothing that has affiliations with cities or areas other than Chino, are not permitted.
21. Obscene/profane/vulgar tattoos must be covered at all times. Body markings are not permitted.
22. Accessories such as, but not limited to, hairnets, shoestrings, wristbands, belts, belt buckles, chains, beanies, bandanas, which advocate and/or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
23. Only unaltered medically/religiously required hats/head coverings or unaltered school hats, as approved by the school principal are allowed (principal's discretion). This includes sweatshirt hoods, Beanies, Sock Hats, or any other type of head covering.
24. Pajama's or pajama type attire is not acceptable or appropriate for school.

District Dress Standards Apply and Are as Follows:

It is the intent of the Board of Education that students be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process or create or present an unnecessary or unreasonable risk of injury or harm to any student. It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5 Section 302, of the California Administrative Code, which provides:

“A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering.”

Guidelines for Student Dress

- 1. Student dress, which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.**
- 2. Student grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.**

Determination of Violation

- 1. Dress or grooming by a student, who violates the district guidelines but is not expressly, delineated within District or school site regulations shall be considered and reviewed by the site administrator in charge. The site administrator shall make a determination of whether the dress or grooming matter at issue violates District policy and, if so, shall undertake appropriate action to immediately bring about the student's compliance with the District guidelines including, but not limited to contacting the student's parents/guardians and seeking the cooperation and assistance of the parents/guardians.**
- 2. Any student who violates any District or school site dress or grooming regulation may be required to prepare him/herself in accordance with the dress and grooming regulations before entering the school. After communications with the student's parents/guardians, the student may be sent home to comply with the dress and grooming regulations. Said actions shall be considered disciplinary actions and shall be listed in the disciplinary record of the student. However, repeated failure to comply may result in disciplinary action.**



STUDENT BEHAVIOR

1. Students are expected to be responsible for their personal behavior at Buena Vista High School. To ensure an environment where learning can take place, all students will respect the rights of others. Students who cannot maintain self-control and cannot respect the rights of others will be subject to discipline and may be suspended.
2. Loud, boisterous behavior (including whistling), defiance of authority, disruption of classes, failure to follow school procedures, fighting, theft or abuse of classroom equipment (including textbooks, teacher materials, and staff or student's personal items), vandalism of the school facility (defacing walls, desks, etc.) and harassment or verbal abuse of a peer are not permitted.
 - a. Fighting will result in suspension and may also involve the Chino Police Department for citation.
 - b. Vandalism and theft will result in suspension. Major acts of vandalism will result in suspension, police involvement, and possible expulsion. In addition, parents will be liable for costs.
 - c. Possession of firearms, explosives, or other dangerous objects will result in the suspension, involvement of the police and consideration for expulsion.
 - d. Possession or use of drugs and/or alcohol on campus will result in suspension, involvement of the police and consideration for expulsion.
3. Students are expected to use appropriate language while at school, this includes inside and outside the classroom. Use of profanity is not permitted. Students will not be permitted to 'name call', taunt, belittle or bully others.
4. Students are not permitted to have Tobacco products, including fire starting items like lighters, matches, etc., in their possession or to smoke anywhere on or near campus. Tobacco products are not allowed on any educational facility or at any school function (including school parking lots).
 - a. Tobacco in a student's possession or use of tobacco on school premises is a violation of law and Board policy and is not permitted.
 - i. 1st Offense: Student conference, parent contact.
Confiscation of tobacco products including lighters/matches, student will be given a warning and a notation will be entered onto his/her discipline file.
 - ii. 2nd Offense: parent contact, confiscation of tobacco products including lighters/matches and student will be suspended for 1 day.
 - iii. 3rd Offense: parent contact, confiscation of tobacco products including lighters/matches, student will be suspended for two to five days.

5. While students are permitted to have cell phones on campus, we prefer they stay at home. **I-pods, cell phones or electronic devices are NOT allowed to be used in class.** If a student is caught using any of the above during class time, the item will be confiscated and will not be returned until a parent comes to the school to pick the item up from the administration. These items are only allowed to be used during breakfast, nutrition, lunch and passing periods. The school and the district do not assume responsibility for any of the above being lost or stolen. You bring these items at your own risk.
6. Public displays of affection are not appropriate or acceptable while on school grounds or at any school sponsored activity. Inappropriate levels of affection include: kissing, petting or any other physical demonstration considered offensive or excessive by administration, staff or students. If the activity continues after being warned, students will be subject to additional consequences.
7. ITEMS NOT ALLOWED ON CAMPUS:
- **Electronic Cigarettes-possession or use of electronic cigarettes or smokeless non-tobacco or any form of electronic inhaler that vaporizes a liquid solution into an aerosol mist is not allowed on any campus in CVUSD**
 - Sunglasses
 - Hats (***must be left in office & picked up after school***)
 - Beanies/Bandanas (***must be left in office & picked up after school***)
 - Laser Pointers (***these will not be returned if confiscated***)
 - Large Sums of Money
 - Outside Food
 - Energy Drinks
 - Cameras
 - Back Packs or large handbags (***must be left in office & picked up after school***)
 - Playing Cards
 - Dice or Dominoes
 - Stuffed Animals or Toys

The above items will be confiscated and a parent or guardian will have to pick them up from the administration.



SEXUAL HARRASSMENT AND BULLYING OF STUDENTS

The Board prohibits discrimination, intimidation or harassment of any student by any employee, student or other person in the District. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

The Board of Education (**Board Policy 5131(a)**), believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other staff, students, and volunteers.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff, or others

2. Conduct that disrupts the orderly classroom or school environment

3. Harassment of students or staff, such as bullying, including cyberbullying; intimidation; hazing; or initiation activity; ridicule; extortion; or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

BP 5131(b)- "Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in **Administrative Regulation 5145.7** - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises or off-campus, in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination or harassment in violation of law, board policy, or administrative regulation shall be subject to discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

According to Board Policy **51545.3(b)**-Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the principal or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the coordinator or principal, whether or not the victim files a complaint.

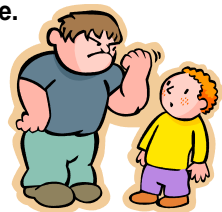
Upon receiving a complaint of discrimination or harassment, the coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in **AR 5145.7 – Sexual Harassment**.

Enforcement of Standards

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate District or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with board policy and administrative regulation. In addition when the conduct involves bullying, cyberbullying, intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. The Superintendent or designee shall notify local law enforcement as appropriate.

*** Flagrant disregard of this policy or refusal to cooperate with school authorities will result in a suspension on the first offense.**



SUSPENDABLE OFFENSES

CALIFORNIA EDUCATION CODE 48900:

- A. 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2. Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material as controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of Penal Code.
- O. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

RULES OF CONDUCT

- 1. VULGAR OR OFFENSIVE LANGUAGE AND LOUD WHISTLING IS NOT ALLOWED INSIDE OR OUTSIDE OF THE CLASSROOM.**
- 2. BEHAVIOR THAT INTERFERES WITH OTHER STUDENTS' RIGHT TO LEARN WILL NOT BE TOLERATED.**
- 3. BEHAVIOR THAT UNDERMINES THE TEACHER'S AUTHORITY OR RIGHT TO TEACH WILL NOT BE TOLERATED.**
- 4. USE OF CELL PHONES OR ELECTRONIC DEVICES IS NOT ALLOWED DURING CLASS TIME.**
- 5. EATING/DRINKING/GROOMING IS NOT PERMITTED DURING CLASS TIME.**

OTHER IMPORTANT ITEMS

Buena Vista High School's campus opens at 7:00am.

Bikes/Skateboards-Bikes and skateboards are not allowed on campus. A student who rides a bike to school must lock the bike up in the bike rack. A student who rides a skateboard to school must leave the skateboard in the main office. The school does not assume responsibility for any of these items.

Bags/Backpacks-are not allowed on campus, also any purse or bag that is larger than a standard sized piece of paper must be left in the front office.

Smoking-Buena Vista is a smoke-free facility. Electronic Cigarettes-possession or use of electronic cigarettes or smokeless non-tobacco or any form of electronic inhaler that vaporizes a liquid solution into an aerosol mist is not allowed on any campus in CVUSD

Tardiness-a student is tardy if he/she is not in the classroom when the bell rings. If you are late, sign-in with the front reception desk.

Automobiles-Students driving to school need a parking permit, see Maite in the office. Autos should be parked in the student parking lot only. Any student parking in the faculty lot without a permit, will be subject to towing. Also, please remember to drive safely and slowly on campus.

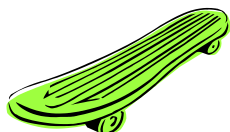
PARKING PERMITS -Any student driving onto the Buena Vista campus will be required to have a parking permit for their vehicle. Parking permits will be sold in the principal's office for \$10.00 each and are valid for one year. Cars that do not have appropriate permits may be ticketed or removed at the owner's expense. All cars in the school parking lot are to be parked in designated parking stalls. The Chino Police Department may issue tickets if cars are not in appropriate spaces. The use of the parking lot and bicycle rack is at the student's own risk. Buena Vista High School and the CVUSD do not assume any responsibility for loss, damage or theft. For everyone's protection, it is advised that all students keep their vehicles locked and bicycles chained. Careless and reckless driving is prohibited on school grounds. Maximum speed in the parking lot is 5 miles per hour.

School Resource Officer (SRO)-A Chino Police Officer has been assigned to Buena Vista High School. This officer oversees the safety of staff and students on campus and has the ability to issue citations for any violations that occur.

Interquest Detection Canines- CVUSD has contracted with this company to have random K-9 searches conducted on campus. These dogs are searching for any illegal/unsafe contraband that students may bring on campus.

Buena Vista Permission Pass (Pink)-No student may leave the classroom during the class period without an official Buena Vista High School Permission Pass. If a student is found outside a class during class time, he/she will be instructed to return to their class for a pass. *Note: Teachers will not issue passes during the first or last 15 minutes of class time.*

Passing Periods-All students have three minutes to report to their next class. Students who are continuously tardy to class are subject to warning and/or a parent conference held.



LUNCH AREA BEHAVIOR EXPECTATIONS

In an effort to maintain security and the cleanliness of the Buena Vista High campus, students will be restricted from the south end of the campus during breakfast, nutrition and lunch breaks. This is specifically any area south of the Office doors and room 33 (red line). We are the only high school in the district that allows students to have three breaks during the school day. Students are only allowed to eat and socialize during the breaks in the designated areas north of the office (where the picnic tables and benches in front of the stage area are).

Additionally, any student found outside of the allowed area will be subject to disciplinary action, up to and including suspension.

Students are to maintain a clean, well-behaved environment in the quad at all times. This includes disposing of their own trash/food, refraining from popping milk/juice cartons, ketchup packets, loud whistling, etc. Throwing food, water bottles, or other items such as carrots is a danger and will not be permitted. Sitting or standing on the lunch tables or benches is not permitted. Any student found violating any of the above rules will be subject to detention that will include helping to clean the lunch area prior to attending their class or being suspended for 1 to 5 days.

ELECTRONIC DEVICE POLICY

We have been having an increase in the number of problems reported by students, staff and parents in regards to students using and losing cell phones and electronic devices such as MP3 players and CD players on campus. This will serve as a reminder that while cell phones are permitted on campus, **we would prefer that they stay at home**. If your student brings a cell phone to school **they may not use them in the classroom**; cell phones may only be used during non-instructional time (breakfast, nutrition, lunch and passing periods). Also, please be aware that if a cell phone rings in class or is used during class time (including the camera feature, texting, internet searching, calculator, etc.), it will be confiscated and **a parent will need to come to come after school** to retrieve it. This policy is also true of students sending or receiving text messages or pictures on their cell phones during class time as both affect the learning environment of the classroom.

Other electronic devices such as MP3 players, CD players and I-Pods are **preferred to be kept at home**. If they are used during class, they will be confiscated and **only a parent may retrieve them after school**. Students who bring these items to school do so at their own risk; the district and the school assume **NO responsibility** for them if they are lost or stolen.

Additionally, the school will not accept responsibility for any lost, stolen or damaged cell phones or electronic devices. We understand that these items are very expensive and easily damaged and/or stolen and it is for this reason, as well as bettering your students' educational experience, that we ask that you not allow your students to bring them to school.

ATTENDANCE POLICY

Absences need to be cleared by a telephone call from a parent/guardian the day of each absence or a note brought by the student the following day when he/she returns to school. Phone calls are preferred to 909-628-9903 x7952. You may also e-mail the attendance clerk, Holly Tucker at: holly_tucker@chino.k12.ca.us.

Students who arrive late due to doctor/dentist/court appointments will need to bring verification from parent/guardian or the doctor/court. All students coming to school late or leaving early must sign in or out through the attendance office. Students may not leave campus early without parent permission. **Good attendance and being on time are good habits to practice.**

1. School Attendance

Students are expected to arrive at school on time and be in their respective classrooms ready to begin work when the tardy bell rings.

Students late to school/class without legal excuse are tardy.

*When a student is more than 5 minutes tardy to first period the student will sign in with the front office.

2. Class Attendance

*Students are expected to be in each class on time, with appropriate study materials. (Pencil, paper, notebook, textbook, etc.) and ready to begin work when the bell rings. Students must maintain at least 97% attendance per semester.

*Students who are truant from class:

- Parent notified
- Truancy citation given by Chino PD
- Referral to SART (School Attendance Review Team)
- Referral to CVUSD SARB (School Attendance Review Board)

3. Attendance Discipline/Consequences

Students who are absent/tardy/truant from class may have the following consequences

1. Letter sent home
2. Parent conference
3. Class change/drop
4. Referral to SART/SARB

Even if a student reaches the age of 18, we do not consider the student responsible for themselves. A parent is still required to clear absences or to sign the student into or out of school.



ATTENDANCE NOTIFICATION OF PENALTY

The Chino Valley Unified School District has set an annual attendance goal of 97%. Buena Vista High School believes that all students need to be in class everyday in order to learn & achieve. As such, we at Buena Vista High, have set a minimum attendance goal of 99%.

Below, please read and sign with your Buena Vista High School student, the attendance and truancy regulations that are in effect for all Buena Vista High School students. This letter outlines all of the requirements and regulations for attendance.

*Under California Law/Education Code 48260, more than three days of un-excused absences in a school year is defined as truancy. Further, more than three tardies of thirty minutes in a school year is defined as truancy. **As a parent, you are liable for the prosecution of your child's truancy pursuant to the Education Code and the Penal Code.** The penalty could be up to one year in the county jail and/or a fine of \$2,500. If your child's attendance becomes a constant problem, the parent/guardian may be brought to the court for prosecution. Your child will also be subject to prosecution for truancy.*

*It is a parents' duty to provide for their child's education in the same way that a parent provides food, clothing and shelter. **If your child's attendance becomes a problem, or is in violation of the aforementioned Education Code and Penal Code, the District Attorney's office will have no choice but to file charges against you and your child.***

Your child is fortunate to be attending a small community based school where personal attention and help is readily available. Please ensure that 100% attendance is attained so that those resources can be used to enrich your child's learning opportunities.

In order to make certain that children have the necessary skills for success as an adult, school attendance is necessary and California law requires children to attend school

Please contact the Buena Vista office staff if you have any questions/concerns regarding this letter or the California laws regarding attendance at (909) 628-9903.



Every Day Counts! ~ ¡Cada Día Cuenta!

