



Student Handbook



Involvement-Motivation-Perspective-Authenticity-Community-Tenacity

Disclaimer: The RBV Student Handbook is subject to change by the administration without notification. The majority of the revisions are published annually during the month of June.



Vision, Mission, and Values

Vision

Our vision at RBV is to exemplify inspiration, discovery, and achievement.

Mission

RBV is a collaborative learning community that inspires students to develop intellectual abilities and individual passions as they discover their purpose.

Values



Involvement-Motivation-Perspective-Authenticity-Community-Tenacity



RBVHS 2018-2019 BELL SCHEDULE



<u>Monday Schedule</u>		
Teacher PLC	7:30 – 8:23
Period 1	8:30 – 9:17
Period 2	9:24 – 10:11
Nutrition	10:11 – 10:19
Period 3	10:26 – 11:13
Period 4	11:20 – 12:07
Lunch	12:07-12:40
Period 5	12:47-1:34
Period 6	1:41-2:29
Period 7 (opt)	2:35 – 3:22

<u>Pep Rally Schedule</u>		
Period 1	7:30 – 8:23
Period 2	8:30 – 9:23
Pep Rally	9:23 – 9:56
Period 3	10:03 – 10:56
Period 4	11:03 – 11:56
Lunch	11:56 – 12:29
Period 5	12:36 – 1:29
Period 6	1:36 – 2:29
Period 7 (opt)	2:35 – 3:22

<u>Block Days</u>		
<u>Tuesday - Period 2, 4, 6</u>		
<u>Wednesday - Period 1, 3, 5</u>		
Period 2/1	7:30 – 9:31
Nutrition	9:31 – 9:39
Period 4/3	9:46 – 11:49
Lunch	11:49 – 12:22
Period 6/5	12:29 – 2:29
Period 7 (opt)	2:35 – 3:22

<u>Minimum Day</u>		
Period 1	7:30 – 8:11
Period 2	8:18 – 8:59
Nutrition	8:59 – 9:07
Period 3	9:14 – 9:55
Period 4	10:02 – 10:43
Period 5	10:50 – 11:32
Period 6	11:39 – 12:21
Period 7 (opt)	None

<u>Thursday/Friday Schedule</u>		
Period 1	7:30 – 8:27
Period 2	8:34 – 9:31
Nutrition	9:31 – 9:39
Period 3	9:46 – 10:46
Period 4	10:53 – 11:49
Lunch	11:49 – 12:22
Period 5	12:29 – 1:25
Period 6	1:32 – 2:29
Period 7 (opt)	2:35 – 3:22

<u>FINALS</u>		
<u>Dec 18, 19, 20</u>	<u>June 5, 6, 7</u>	
Dec.17; June 4		
Period 1	7:30 – 9:32
Period 2	9:47 – 11:49
Dec.18; June 5		
Period 3	7:30 – 9:32
Period 4	9:47 – 11:49
Dec.19; June 6		
Period 5	7:30 – 9:32
Period 6	9:47 – 11:49

RBVHS IMPORTANT DATES

August 15--- First Day of School
 September 5---Back to School Night
 September 3--- Labor Day (No School)
 September 7--- Back to School Dance
 October 22-26--- Homecoming Week
 November 12--- Veterans Day (No School)
 November 20-24--- Thanksgiving Break (No School)
 December 17-19--- 1st Semester Finals (minimum days)
 December 20-January 7--- Winter Break (No School)

January 7 & 18--- Professional Development Days (No School)
 January 21--- MLK Day (No School)
 February 15-18--- Presidents Weekend (No School)
 March 25-29--- Spring Break (No School)
 May 11--- Prom
 May 27--- Memorial Day (No School)
 June 4-6--- Finals (minimum days)
 June 6--- Last Day of School/Graduation

The purpose of the RBV Student Handbook is to:

- Articulate clear expectations for student behavior
- Articulate school policies
- Articulate resources that can be utilized to help students meet expectations
- Articulate consequences for students who do not meet expectations



School IDs must be displayed at all times

CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

STUDENTS should practice:

Respect the RANCH

- **Responsibility:** Plan ahead; be in class every day and on time, and honor school and personal property.
- **Integrity:** Stand up for what is right, treat yourself and others with respect, and be honest.
- **Commitment:** Achieve academic success, participate in school activities and contribute to the community, and maintain a focused effort.



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STUDENTS should practice:

Rancho Buena Vista Values

IMPACT

- **Involvement**-We join clubs, sports, & arts-We participate in and out of the classroom-We have school spirit-We are Longhorns
- **Motivation**-We strive to be the best-We commit to self, school, and life, We pursue our passions-We are goal driven
- **Perspective**-We promote open-mindedness-We embrace diversity-We practice inclusion-We are aware
- **Authenticity**-We remain true to ourselves-We model academic honesty-We have integrity-We are original
- **Community**- We represent Rancho-We create a safe & supportive environment-We contribute to the greater community-We are united
- **Tenacity**-We focus-We persevere-We overcome-We are resilient

CITIZENSHIP – EXPLANATION:

One of the school's duties is to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for higher education and a career. For this reason, it is as important for the school to teach and evaluate citizenship, as it is to teach and evaluate academic work.

Anonymous reports may be made through [PSST World](http://www.psstworld.com) (www.psstworld.com) website



RANCHO BUENA VISTA HIGH SCHOOL BEHAVIOR CODE:

The purpose of the Rancho Buena Vista High School Behavior Code is to safeguard a secure and orderly campus for each student. A safe and orderly educational climate is conducive to learning for all students and promotes good citizenship, a quality necessary to function effectively in American society. The procedures in the Behavior Code comply with Vista Unified School District Board policies, as well as State and Federal Laws; they are developed to create consistent restorative consequences for conduct that is disruptive to our campus.

Rancho Buena Vista High School desires to instill in its students a sense of responsibility, respect for others, respect for the school, and respect for self. Students are expected to demonstrate responsible behavior that does not interfere with the safety, well-being, or educational opportunities for themselves or others.

Rancho Buena Vista High School strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of School-Community Expectations has been developed as well as clear expectations of acceptable behavior and consequences for violations.

Rancho Buena Vista High School recognizes that a well-ordered and safe environment can only occur in cooperation with all members of the school community to include students, staff, and parents.

SCHOOL-COMMUNITY EXPECTATIONS**STUDENTS are expected:**

- to be drug, alcohol, and weapon free.
- to behave in a safe and orderly manner.
- to maintain a safe environment in the school.
- to treat all members of the school community with respect.
- to respect the property of others.
- to follow all school rules and respect the authority and direction of school staff.
- to seek nonviolent and constructive solutions to conflict.
- to attend school daily and be on time to class.
- to complete assigned work to the best of one's ability, turn in assignments on time, and be a contributing member of each class.
- to practice responsible and honest behavior.
- to participate in maintaining a clean campus.
- to follow the dress code policy.

STAFF are expected:

- to maintain a safe environment in the school.
- to come to school prepared to teach all students regardless of the student's knowledge and background.
- to provide well-planned and well-conceived instruction each day.
- to be empathetic to the needs, concerns, and problems of each student.
- to provide continual feedback to the students and parents.
- to remain well-informed in assigned subject area(s).

PARENTS are expected:

- to support the school's rules and expectations.
- to provide the time necessary at home to support their student's academic program.
- to become part of the school community willing to provide support to their student.



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SCHOOL RULES AND EXPECTATIONS

SEARCH AND SEIZURE

All School Staff are expected to maintain a safe environment in the school. The Governing Board recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff, and that necessitate the search and seizure of students, their property, or their lockers by school officials. Parents will not be contacted prior to a search. The defense of “it belongs to someone else” does not excuse the infraction.

School officials, including the School Resource Officer, may search individual students and their property when there is a **reasonable suspicion** that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Governing Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. (EC 49050, 49051, VC 21113, BP 5026)

SAN DIEGO SHERIFF AND VUSD PARTNERSHIP

VUSD has an agreement with the San Diego Sheriff Department to provide a base of operations for a School Resource Officer (Sheriff's Deputy) on the Rancho Buena Vista campus. The SRO's (School Resource Officer) role is to enforce local, state, and federal laws as they pertain to the Rancho Buena Vista campus, students, staff, and community, as well as to assist in the school administration in maintaining a safe and order educational community.

PERSONAL PROPERTY

Valuables should not be brought to school. Students should never leave items unattended nor lend valuable items to friends. **Neither RBV nor VUSD will be held responsible for any lost, stolen, or confiscated item.** This includes textbooks, phones, and yearbooks. P.E. lockers are used by students at their own risk. Concerns about theft in the P.E. locker room should be discussed with the student's P.E. teacher. If necessary, use PE shorts that have multiple pockets to carry small valuables out to the PE area. In the case of a theft, the student should submit an incident report to his/her assistant principal. The purpose of the incident report is to inform the school of any concerning trends so the school can better manage its personnel. The school will not investigate or look for lost or stolen items. Any items deemed by the office staff as being a danger or distraction to the learning environment will not be allowed on campus. **Students will not be allowed to bring or receive balloons of any kind.** Balloons will be confiscated and disposed of.

DROPPING OFF STUDENT PERSONAL PROPERTY

Students will not be called out of class or any instructional time to pick up personal items, food, gifts, money, or school work. RBV staff will not take possession of or responsibility for any items left for students, and **neither RBV nor VUSD will be held responsible for any lost, stolen, or confiscated item.** Any items deemed by the office staff as being a danger or distraction to the learning environment will not be allowed on campus. **Students will not be allowed to bring or receive balloons of any kind.** Balloons will be confiscated and disposed of.

FOOD DELIVERY POLICY

In accordance with Board Policy 5030, VUSD and Rancho Buena Vista believe that foods and beverages available to students and staff at district schools should support the health curriculum and promote optimal health. In order to comply with this policy **individual students are not allowed to receive any food deliveries from any outside companies including the use of any food delivery apps.** Students are not allowed to leave class or loiter in the front to pick up food deliveries. Any food delivery services will be turned away by RBV staff. (Clubs and school organizations must communicate any food deliveries with the front office prior to any deliveries).

DISCRIMINATION, HARASSMENT AND BULLYING

Rancho Buena Vista High School prohibits any harassment or discrimination that creates a hostile environment and jeopardizes equal education opportunities guaranteed by the California and United States Constitutions. All persons in public schools shall be afforded equal rights and opportunities in education regardless of their race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability, or any other distinguishable characteristic.

Rancho Buena Vista High School prohibits bullying as defined in the Education Code to mean “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil as defined, in fear of harm to that pupil's person or property, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school.”

Bullying (including cyber-bullying), harassment, or intimidation in any form is prohibited at school or school related activities (including off campus events, school--sponsored activities, school buses, any event related to school business) or outside of school hours with the intention to be carried out during any of the above.

NONDISCRIMINATION

Students at RBVHS are not discriminated against because of their race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability, marital status, or parental status, or any other distinguishable characteristic. (Ed Code 51204.5 2011, Title VI of the Civil Rights Act of 1964), (Title IX of the Education Amendments of 1976), or discriminated against because of a handicapping condition (Section 504 of the Rehabilitation Act of 1973).

BULLYING

Stopbullying.gov defines “bullying” as, “Unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.” CA Education Code 48900 (r) defines bullying differently. Appropriate disciplinary action will be taken and the School Resource Officer will be notified. Report bullies anonymously at [PSST World](http://www.psstworld.com) (www.psstworld.com) website located on the RBV homepage.

SEXUAL HARASSMENT (EC 200-240, 212.5, 231.5, and 48900.2)

The VUSD Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers may discuss this policy with their students in age-appropriate ways and assure students they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or 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.

The VUSD Governing Board expects students or staff to immediately report incidents of sexual harassment to the principal, designee, or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual (including digital/social media), or physical conduct of a sexual nature.

Other types of conduct both in person, and via digital/social media which are prohibited in the district and which may constitute sexual harassment include

- Unwelcome leering, sexual flirtations, or propositions.(including via digital/social media)
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.(including via digital/social media)
- Graphic verbal remarks about an individual’s body, or overly personal conversation.(including via digital/social media)
- Sexual jokes, stories, drawings, pictures, or gestures. (including via digital/social media)
- Spreading sexual rumors. (including via digital/social media)
- Touching an individual’s body or clothes in a sexual way.
- Purposefully limiting a student’s access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.(including via digital/social media)
- Any act of retaliation against an individual who reports a violation of the district’s sexual harassment policy or who participates in the investigation of a sexual harassment complaint.(including via digital/social media)

INTIMIDATION

Intimidation involves threats of harm or pressure. Examples of this behavior include, but are not limited to: bullying, domineering, extorting, hand signs, stare downs, or otherwise attempting to influence someone with the use of frightening actions(s) and/or words. It also includes any intimidation or inappropriate remarks made electronically (Facebook, Twitter, SnapChat, texting, etc.). Inappropriate comments may include racial slander (written or verbal), sexual harassment or gender bias. Severe cases of intimidation are classified as an assault. In an assault, no physical contact need occur; just the fact that the threatened act could occur constitutes a criminal act. Cyber bullying will not be accepted in any form. Appropriate disciplinary action will be taken and the School Resource Officer will be notified.

HAZING

No student or other person in attendance at RBVHS shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Students found guilty of hazing will be suspended.

FIGHTING

Students involved in a confrontation must make every effort to leave the area before the incident escalates into a physical contact. Students involved in a confrontation also have the responsibility to immediately report the incident to staff, especially if physical aggression has not yet occurred. Fighting on campus at any time (includes coming to or leaving school) will result in suspension for the 1st offense and a possible recommendation for expulsion for the 2nd offense. **Students who fight may also be arrested by the School Resource Officer.**

POSSESSION OF A CONTROLLED SUBSTANCE AND WEAPONS

Students may not be in possession of any controlled substance, controlled substance paraphernalia, weapons, or weapon paraphernalia both on their person or their property. All discipline in this area will be in accordance with the provisions of law, board policy, and administrative regulations. A search for weapons or a controlled substance, drugs, or alcohol may be made in accordance with the provisions of law, board policy, and administrative regulations. See Search and Seizure on p. 6.

PROHIBITED AND RESTRICTED ITEMS

These items are not permitted on campus:

- Guns, knives, replica guns, replica knives, weapons, replica weapons
- Roller skates or similar items.
- Controlled substances (illegal drugs, alcohol, prescription medication, etc.)
- Controlled Substance paraphernalia (pipes, canisters, papers, etc.)
- Tobacco, Hookah pens, vape/e-cigarettes other paraphernalia
- Lighters or matches
- Laser Pens
- Permanent Markers other than highlighters or any other items that may be used for vandalism
- Valuables (anything deemed valuable by the owner) are to be kept at home.

These items can only be used according to the guidelines below.

Restricted Item	Explanation of permitted use
Electronic Devices	These items may not be used during instructional time (bell to bell without explicit teacher permission. These items must be turned completely off during instructional time and cannot be at all visible. <u>RBV is not responsible for lost or stolen electronic devices.</u>
Cash	Students should carry less than \$30 cash. <u>RBV is not responsible for lost or stolen cash.</u>
Food and beverages	Students may not eat or drink in classrooms without explicit teacher permission. Students are expected to properly maintain and discard their food and beverages on campus.
Vehicles	Must have proper parking permit. See Finance Office for details.
Bicycles and scooters	Students must walk bicycles any time the bicycle is on campus. Students must lock bicycles in the designated area (southeast corner of the student parking lot). Students must furnish his/her own lock and helmet.
Skateboards	Skateboards can be locked in the designated locker area (front of admin building). Riding is not permitted on campus, even after school. The owner is subject to skateboard confiscation if the rule is broken, even if someone else was in violation. Students are not permitted to walk around school with their skateboards or leave them with teachers.
Baseball bats, golf clubs, etc.	Must be secured during the school day and always carried in duffel bags or backpacks.
Over the counter medicine	See "Medication at School" on p.16

RESPONSE TO NEGATIVE BEHAVIORS (WITNESSES AND BYSTANDERS)

RBV encourages all students, parents and staff to address negative behavior in an effort to help RBV continuously improve school climate. When someone witnesses negative behavior, that person's response or lack of a response, has an effect on school climate. Denouncing negative behavior supports the establishment of a safe and healthy school for everyone. Taking no action to negative behavior can be viewed as acceptance, giving more permission to the person engaging in the negative behavior.

RBV recommends that witnesses take one of the following actions:

1. If it is safe to do so, stop the behavior or tell the person(s) involved to stop the behavior.
2. Verbally report the behavior to the appropriate school staff member (school resource officer, assistant principal, counselor, teacher, nurse, etc.)
3. Complete and submit an incident report to the appropriate assistant principal.

4. Call 911 when appropriate.
5. If a crime was committed, report the crime anonymously by going to the [PSST World](http://www.psstworld.com) (www.psstworld.com) website located on the RBV homepage.

DRESS CODE

Any article of clothing, accessory or personal item that is believed to have the potential to interfere with student learning or student safety is prohibited. RBV administrators will ultimately determine whether or not the dress code has been violated. The RBV staff will regularly monitor the appropriateness of student clothing. **We encourage parents to also monitor what their students wear on a regular basis.** The dress code is applicable to all school events.

Clothing/ Personal Property Restrictions:

- Clothes must conceal undergarments at all times. Garments that expose the following are prohibited: more than 2” of midriff, plunging neckline, buttocks, and bare backs (no skin exposed below shoulder blades).
 - Using a jacket or sweater to cover an inappropriate top does not excuse the dress code violation.
- Shorts must conceal the entire bottom.
- Teacher permission is required for wearing hoods, hats, beanies, sunglasses or other head coverings indoors.
- Tattoos that promote behaviors that are unsafe, disruptive or illegal must be covered at all times.
- Footwear must provide adequate protection from hazardous debris.
- Teachers may further restrict clothing or footwear for safety reasons.
- Changing of clothes is only permitted inside bathrooms and locker rooms.
 - **Changing clothes in the restroom, parking lot or inside a vehicle is prohibited.**

Prohibited Clothing and Prohibited Personal Items:

- Any clothing or personal item that promotes behavior that is crude, vulgar, intimidating, violent, profane, illegal, sexually suggestive, racist, sexist, or otherwise discriminatory.
- Jewelry or accessories that pose a safety hazard to the wearer or others.
- Any items with letters/images tied to gang affiliation, (tagging) graffiti, or drug use.
- Clothing that is similar throughout a group of students (believed to be used as a form of intimidation or affiliation to a “crew” or a gang).

The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff.

Consequences:

Consequences will include a discipline referral to the Assistant Principal and a Saturday School after the second violation. Parents will be contacted for modification of the student dress to correct the violation. Students may be asked to change into a Rancho Buena Vista PE shirt/shorts.

OFF CAMPUS LUNCH PASS

Juniors and seniors who meet the criteria for an off campus lunch pass may submit an application. Applications are available online and require a parent signature. Upon approval, a lunch pass sticker will be placed on the student’s ID card. Students who fail to present their ID card, for any reason, will not be given permission to leave campus. The lunch pass may be revoked if the student fails to comply with school rules. Parents may revoke a lunch pass at any time. Lunch passes are valid for one semester. See Lunch Pass Application for complete details (available in the administration office).

STUDENT ID REQUIREMENT

Students must be in possession of a student ID card whenever on campus, at school-sponsored activities or in order to receive school services (food service, library, extra-curricular events, etc.). Students’ ID card must be worn and clearly displayed at all times; ID card must be presented to any VUDS staff member when requested. If a student misplaces his/her ID card, a replacement ID card must be purchased in Finance and obtained from the data processing office before school, during break, and after school. The replacement fee for lost ID cards begins at \$10 (payable at the Finance Office). Students found to be on campus without a visible valid ID are subject to disciplinary action.

ACADEMIC HONESTY: Students are expected to complete assigned work to the best of one’s ability, turn assignments in on time and be a contributing member of each class. Students are expected to practice responsible and honest behavior. All tests, quizzes, reports, assignments, and any school-related tests are subject to this policy.

Academic dishonesty in any form is unacceptable behavior. Ignorance, grade pressure, inadequate time, tests inadequately proctored, unrealistic parental expectation or other causes cannot justify it. Cheating places the value of grades over learning and is counter to the district’s graduation outcome. Types of academic dishonesty not tolerated include, but not limited to, the following:

- **Cheating:** Sharing answers/information, looking on/copying another's work/test/essay. This includes any unauthorized photography and sharing of photographs of assignments, tests, or class materials
- **Fabrication:** Falsifying/inventing/misrepresenting source of cited information.
- **Unauthorized Collaboration:** While working with others is often encouraged, unauthorized collaboration is not permitted. This includes any unauthorized photography and sharing of photographs of assignments, tests, or class materials
- **Plagiarism:** Any intentional representation of another's ideas/words/work as one's own, including the misuse of published/electronic material and/or work of other students. Includes direct quotations and paraphrasing without citation.
- **Alteration of Materials/Forgery:** Any intentional/unauthorized alteration of student/teacher material or unauthorized signature to school related documents, including passes.

The teacher's professional judgment determines if a violation has occurred. The teacher will place a phone call to parent/guardian regarding academic honesty policy violations.

The following action will be taken when students are in violation of this policy.

1st Offense

- Student will receive a zero on the assignment or test.
- Teacher will confer with student and notify parent/guardian.
- Student may be given a "U" in citizenship for the current grading period.
- Teacher will refer student to administration; consequences will be implemented.

2nd Offense

- Teacher will confer with parent and student.
- Student's semester mark may be lowered by one full letter grade.
- Teacher will refer student to administration; consequences will be implemented.
- Student may be removed from any/ all leadership position(s) for the remainder of the school year.

Subsequent Instances

- Student may be dropped from the course with an "F" grade.
- Teacher will refer student to administration; consequences will be implemented.

THE CITIZENSHIP GRADE:

Students will receive a semester citizenship grade from each of their classroom teachers. The grade will be based solely on the citizenship displayed in each teacher's classroom. Students will receive a grade of "excellent," "satisfactory," "needs improvement," or "unsatisfactory". The citizenship grade for each class will be shown on the student's report card. Teachers are required to discuss these standards with their students and explain their expectations.

POLICIES RELATED TO CO/EXTRA-CURRICULAR ACTIVITIES

Administration may deny a student from participating in any extra-curricular event due to behavior or academic performance.

ASB

The ASB sticker allows students to attend home athletic events at no additional charge and receive discounts on other school sponsored activities. Students must have a valid ID with the Activities Sticker attached to utilize this discount. Only the RBV student with the sticker will receive the discount. **The discount does not apply to guests or multiple ticket purchases.** ASB Officers are elected each year. **The minimum GPA for ASB officers is 2.0 on a scale of 4.0.** Stickers can be purchased in the finance office.

ASB Events and Dances:

- Administration may deny a student from participating in any extra-curricular events due to behavior or academic performance.
- RBV student must have ID to purchase the tickets.
- RBV students must have a school ID to enter the dance/event.
- Any dancing deemed inappropriate by school or security staff is prohibited. This includes dancing that is sexually suggestive, dangerous or disruptive. Verbal warnings, time-outs, dismissal and a cancellation of the entire dance will be considered when addressing such behavior.
- Re-entry to dances/events is prohibited.
- All attendees of the dance or event will be subject to a random alcohol breathalyzer test at any time.
- Dance and event tickets are **non-refundable** and **non-transferable**.
- Refunds will not be provided to students who are removed for misbehavior.
- Homecoming and Prom Court members must have a 2.0 GPA.

**All Dance and event tickets are sold in the Finance office only.*

Guest Bids:

Guest Bids must have administrative approval by the announced deadline.

- Tickets must be purchased by the RBV student; guest need not be present.
- Students must enter and leave with their guest. If the RBV student cannot attend the dance the guest may not attend on his/her own.
- RBV students are responsible for the behavior and demeanor of their guest.
- Guests are expected to adhere to all RBV rules.
- All guests must have a photo ID to enter.
- Forgery or misrepresentation will result in ineligibility for the event as well as other consequences deemed appropriate by administration.

EXTRA-CURRICULAR AND CO-CURRICULAR ELIGIBILITY

In order to be eligible for any extra-curricular and co-curricular activity (athletics, band, pageantry, cheerleading, work experience, yearbook, dance, courts, choir, and all clubs), school district policy requires that the student must have a 2.0 GPA on a 4.0 GPA scale for the preceding grading period. C.I.F. rules state that an athlete must have passed four classes of new work in the preceding grading period, regardless of GPA. There are no exceptions to the C.I.F. or district eligibility rules. A student athlete must be in attendance for at least 60% of the day (four classes on a 1-6 day and 2 classes on a block day) to participate in sport practice or competition. This policy applies to Athletics, Band, Cheerleading, Drama, Dance, Choir and Pageantry as well. Athletes are required to sign the VUSD athletic handbook.

ATHLETE INSURANCE/PHYSICALS

Insurance is required to participate in any sport. All athletes must show proof that he/she is insured by an appropriate agency. Parents and athletes must sign an athletic clearance for this purpose. Physicals are required prior to any practice or try-out for a team.

ATHLETIC EQUIPMENT

Participants are responsible for all equipment issued to them. If issued equipment is lost, damaged or stolen the student will be held financially responsible. Equipment may not be worn during the school day or in the community unless specifically requested by the coach.

GROOMING AND DRESS STANDARDS FOR ATHLETES

Student athletes are expected to meet dress code standards developed by the school. Additionally, athletes must wear shirts, appropriate uniforms, shirts and shoes, etc. at all times while on campus. Female athletes may not wear sports bras as their only top. Student athletes who leave campus to practice must adhere to all dress code regulations. Students are not to dress out in the parking lot or playing field.

ADDITIONAL BEHAVIORAL STANDARDS FOR EXTRA-CURRICULAR AND CO-CURRICULAR

RBV follows all VUSD and CIF Ethics standards. Additionally, coaches and advisors have the authority to establish extra-curricular and co-curricular rules. Participation in a sport, club, event or other organization on campus may be denied following due process if students violate the ethics codes or school rules. Students may also be denied participation and/or removed from a team/activity if he/she has been found on or off campus, during school hours or non-school hours to be in violation of any school rules.

POLICIES RELATED TO ATTENDANCE

Students are expected to attend school daily and be on time to class. A student is considered tardy if he/she is not in their assigned class/seat when the bell rings for class to begin.

PERMISSION TO LEAVE CAMPUS

RBVHS is a closed campus. This means students may not leave the campus from the time of arrival until the end of their last class, unless the student has one of the following:

- An off-campus pass from the attendance office (see below).
- A student ID card with one of the following stickers: senior/junior lunch pass, work experience, period 5, or internship.

NOTE: Students who finished their academic day are encouraged to leave campus. Should a student need to remain on campus for any reason, they must sit in the office or in the quad. **Students may not walk through campus or visit classes.**

OFF CAMPUS PASS

Students who need to leave campus for an appointment or any other reason must have an "Off Campus Pass" issued by the attendance office students must pick up the Off Campus Pass on the day of the appointment before school, during passing periods, nutrition or lunch. Passes cannot be delivered to the classroom. **A student who leaves RBV without an off campus pass, even with parental approval, may be subject to disciplinary action.** Students who leave on an approved pass (early in the school day) but do not return for any reason must have their guardian notify the Attendance Office that day or the absence will not be cleared.

ATTENDANCE REQUIREMENTS

The State Compulsory Attendance Law (EC 48200) requires that each person between the ages of 6 and 18 attend a full-time public school or continuation school. The state attendance laws also require regular attendance and punctuality, with both the school and the parents having a responsibility for enforcing these laws.

The teacher of any class from which a student has an excused absence shall determine what period of time the student has to complete missed assignments. Tests and assignments may be the same as those missed or shall be reasonably equivalent to them as set forth in EC 48205.

EXCUSED ABSENCE: (EC 48205)

Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:

- Due to his or her illness (**when student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness**).
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a student of whom the pupil is the custodial parent.
- For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (not to exceed four hours per semester), or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board.
 - A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

UNEXCUSED ABSENCE: *(student does not have the right to make up missed assignments)*

An unexcused absence includes, but is not limited to the following: At home school suspension, truancy, job requirement, over sleeping, out-of-town, nonreligious lessons, friends' influence or friends' visit, traffic citation, vacation, working on car, running out of gas, personal business, etc.

TRUANCY: *(student does not have the right to make up missed assignments)*

- Cutting class (period or all day).
- A student is considered habitually truant when he/she has 3 unexcused absences in one school year, or is tardy to class in excess of 30 minutes without a valid excuse on three occasions in one school year, or any combination thereof. EC 48260.
- Parent(s) must call the Attendance Office in the case of a student absence.
- Notes are not accepted for absences. Absence and tardy reporting must be phoned into the attendance office. Off-campus passes need to be phoned in advance to allow for processing.
- Absences and off-campus passes are to be cleared and obtained on the student's time: Before school, during passing periods, nutrition and lunch, not during class time. Absences must be cleared within 3 school days. **Per Board Policy, absences not cleared within 3 days will become truanies and are no longer clearable. A Saturday School will be assigned for each unexcused absence. A parent will need to speak with an administrator to request any discipline be waived.**
- If a tardy/absence has not been phoned in, the student must go directly to class. The teacher will mark the student tardy and it will be the responsibility of the student to clear the absence on his/her own time. If the previous period or full day absence(s) are not excused, the student should go directly to class. The student will be marked as truant/cut and will be assigned Saturday school to make up the time.
- In the case of a cut or truancy, the teacher may give the student a zero for the day's class work and not allow the student to make up work for a cut or truancy.
- If a student needs to leave school for medical or personal appointments, the student must be released through the attendance office via phone call. Instruction will not be interrupted during class time to remind students of appointments. The student must pick up an off-campus pass prior to leaving campus. Off-campus lunch stickers are for lunch only. If a student leaves campus at lunch with a lunch sticker and cannot return to campus due to illness, the absence must be cleared the same day with a phone call to the attendance office. Failure to check out of school properly results in Saturday School.

RBVHS uses an automatic dialing system that will call parents to notify them of student absences. This system provides a recorded message that indicates the most recent absence for a student. Parents must then call the attendance office to clear the absence. Parents can use Parent Portal to monitor their student's attendance.

UNEXCUSED TARDY:

Unexcused tardies include: oversleeping, traffic citations, running out of gas and "parent's fault." When a student arrives late to school, his/her parent must call the attendance office or bring a note from a state-recognized authority (examples of state-recognized authorities includes medical, dental, optometric, or court). Arriving more than 30 minutes late without a legal/official note or parent/legal guardian phone call constitutes truancy. Students must be in class when final bell rings or they are considered tardy. A written pass from a staff member, attendance office, or an administrator may excuse a tardy within 48 hours. Tardy Consequence--10 Tardies per semester will result in Saturday School assigned. Policy resets at the semester. Students can be assigned multiple Saturday Schools for Tardies in a given semester.

EXCUSED TARDY:

Excused tardies include: illness, medical, dental, optometric, orthodontist, religious lessons, or authorized pass written by a RBV staff member.

HALL PASSES

- Students out of class are required to have a pass (pink pass, laminated pass, etc.). This includes ASB students, T.A.s, or any student out of class for any reason.
- Students with a bathroom pass only have permission to use the bathroom closest to his/her classroom. A bathroom pass does not grant access to any other locations on campus.
- **NO** student will be allowed in an office (nurse, counseling, etc.) during class time without a pass or referral from his/her assigned teacher.
- Teachers are expected to allow only one student out of class at a time.
- Students who are found in the hall without a pass are subject to search and/or disciplinary action.
- Teachers may restrict bathroom access. However, in the case of a real emergency, students should quickly use the bathroom and then follow-up with his or her administrator. It is difficult to differentiate between a real emergency and an abuse of the system. Such situations will be handled by administrators on a case-by-case basis.

OFF-LIMITS AREAS

- Loitering is prohibited in the student lot; however, students may quickly retrieve an item from a vehicle during lunch only with the permission of the campus supervisor or administrator stationed in that area. Students are not allowed in the student lot during Nutrition unless they have a pass from a teacher.
- Students are not permitted in front of the admin building during school hours.
- Students are not permitted to loiter behind the gym or any athletic field without direct supervision
- Students must be under the direct supervision of his/her teacher during class time, unless a current written pass from the teacher indicates otherwise.

OFF CAMPUS LUNCH PASS

Juniors and seniors who meet the criteria for an off campus lunch pass may submit an application. Applications are available online and require a parent signature. Upon approval, a lunch pass sticker will be placed on the student's ID card. Students who fail to present their ID card, for any reason, will not be given permission to leave campus. The lunch pass may be revoked if the student fails to comply with school rules. Parents may revoke a lunch pass at any time. Lunch passes are valid for one semester. See Lunch Pass Application for complete details (available in the administration office).

STUDENT ID REQUIREMENT

Students must be in possession of a student ID card whenever on campus, at school-sponsored activities or in order to receive school services (food service, library, extra-curricular events, etc.). Students' ID card must be worn and clearly displayed at all times, ID card must be presented to any VUDS staff member when requested. If a student misplaces his/her ID card, a replacement ID card must be purchased in Finance and obtained from the data processing office before school, during break, and after school. The replacement fee for lost ID cards begins at \$10 (payable at the Finance Office). Students found to be on campus without a visible valid ID are subject to disciplinary action.

VISITORS ON CAMPUS

Adult visitors must park in spaces specifically designated for visitors in the staff lot, sign in with the receptionist, and then display a single day visitor parking pass on the dashboard of the vehicle. Former students must have a previously scheduled appointment with a staff member; drop by visitation is prohibited. Parents may visit a classroom if the parent arranges the visit with the teacher at least 24 hours in advance. Students may **NOT** bring friends/relatives to school as visitors. **All visitors must sign in with the front office to receive a visitor pass that must be worn at all times on campus.**

DROPPING OFF STUDENT PERSONAL PROPERTY

Students will not be called out of class or any instructional time to pick up personal items, food, gifts, or school work. RBV staff will not take possession or responsibility for any items left for students and **neither RBV nor VUSD will be held responsible for any lost, stolen, or confiscated item**. Any items deemed by the office staff as being a danger or distraction to the learning environment will not be allowed on campus.

LOST AND FOUND

The lost and found is located across from the attendance office. Speak with the attendance office staff regarding unique incidents.

FAILING GRADE DUE TO ABSENCE

BOARD POLICY NO. 5008: Unexcused absences from class exceeding 10 days in a school semester may be sufficient reason for a teacher to assign the pupil a failing grade in that class. Excused absences totaling more than twenty (20) days may result in a student receiving a failing grade in any class.

ASSIGNMENTS MISSED DUE TO ABSENCE

If a student is ill more than three consecutive days, a parent may request homework by calling the Attendance Office. Parents should allow a minimum of 48 hours for work to be obtained. If a student will be absent from a class to participate in a school-sponsored activity, the student must obtain prior approval from the teacher. The student must make up all work missed. If the student is in danger of failing, the teacher may prohibit the student from missing the class. The teacher is the final authority.

SCHOOL ATTENDANCE REVIEW BOARD (S.A.R.B.)

The purpose of the School Attendance Review Board is to divert students with school attendance problems from the juvenile justice system by providing guidance and coordinated community services to meet their special needs. The Board is made up of representatives from the Department of Social Service, County Probation Department, Vista Sheriff's Department, Vista Unified School District Administration and a community representative. The Board attempts to help the student and the parent/guardian to solve problems by using community resources. If this Board is unable to solve the problems at its level, the student and parent/guardian may be issued a citation and may be required to appear in court.

INTRA/INTER DISTRICT TRANSFERS

Intra District Transfer forms may be obtained at Student Services, located at the VUSD District Office. Forms are not available at RBV. Students who are attending RBV on an Intra or Inter District Transfer must abide by all VUSD and RBV rules and regulations to remain at RBV. Student attendance, behavior and grades may be checked periodically for compliance. RBV may revoke the transfer of a student who violates the guidelines of the district; the student will return to the school of residence. Intra/Inter District Transfers are good for four years, unless the contract is violated.

POLICIES RELATED TO TECHNOLOGY**BOARD POLICY AND ADMINISTRATIVE REGULATION**

All students and parents are advised to read VUSD Board Policy 6163.4 and VUSD Administrative Regulation 6163.4. The documents mentioned articulate rules for student access, usage, obligations and responsibilities. RBV's technology policies are a supplement to the VUSD policies.

STUDENT USE OF EDUCATIONAL APPS

Rancho Buena Vista High School offers students a variety of free educational applications for use to enhance teaching and learning. Many of these web applications, such as Google Apps are accessed through a concept known as "cloud computing" where services and storage are provided over the Internet and can be accessed from school and at home. An array of online web services that students and teachers may be utilizing for various purposes include: Aeries (Parent Portal/ABI), Google Apps, Google Earth, Google Calendar, Google Sites, Google e-mail, Picasa, Blogger, Edmodo, Prezi, Moodle and WordPress.

Students will use these online services for educational purposes only, allowing our students and staff to communicate and collaborate effectively in a digital educational environment. These tools help students stay organized and up to date on grades in their classes, prevent lost homework, and allow students to work individually or collaboratively on school assignments with peers and teachers. When using Google Apps and other online tools, students work in a safe environment because people in the outside world can NOT participate in the assignment, though some sites are viewable to the public (for example teacher websites which contain homework assignments and important class documents).

SUMMARY OF COMPUTING EXPECTATIONS

- Be polite and use appropriate “school” language at all times.
- Protect your privacy. Do not reveal the name, home address, email address, or phone number of yourself or another student.
- Do not share passwords with other students.
- Respect the collaborative work of teachers and peers, including, not deleting another student's data without that student's knowledge and consent.
- E-mail sent via the Google Apps domain must be school-related.
- Any correspondence sent through any educational platform utilized by RBV may be reviewed by school staff for content violating the terms of this agreement.
- Report any inappropriate, threatening, obscene, or harassing e-mail to the appropriate school staff member(s).

AUDIO/ VIDEO RECORDING OF STUDENTS AND SHARING FILES

CA Ed Code 51512: Use of unauthorized recording devices in the classroom:

51512: The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

RBVHS records and broadcasts audio and video productions such as The KRBV News and the Respect the Ranch Podcast. Such broadcasts are published on the RBV website, which means the content is accessible from virtually anywhere in the world. Families that do not want their child in any such broadcasts must fill out and submit a *Release of Student Directory Info Opt-Out form*. Any unauthorized recording or publishing is considered an inappropriate use of technology and will be subject to disciplinary action.

PARENT/ STUDENT PORTAL (ABI)

RBV parents and students have the ability to generate and maintain an ABI account, which grants access to grades, attendance and other student records. The intention of establishing these accounts is to allow parents and students to set goals, monitor progress and verify accuracy. Families needing assistance with these accounts should contact Data Processing at ext. 72213.

POLICIES RELATED TO THE COUNSELING OFFICE

Students are welcome to see their counselors at any time during the school day for urgent concerns and are always welcome to visit their counselors for any reason at nutrition, lunch, before, and after school. We request that parents call to make appointments with their student's counselor. Counselors are available for questions by email and will respond as rapidly as possible. Appointments can be made by sending an email to the individual Counselor, or by phone to the Counseling Secretary.

OFF CAMPUS COURSES

District guidelines allow a student to take up to 50 credits in off-campus coursework (a maximum of 30 non-college prep and 20 college prep and no more than 10 credits in any one subject) during the student's four years of high school. Students must receive prior approval to enrolling in a class. See Counselor or Course Catalog for complete details.

CLASS CHANGES/WITHDRAWING

Student initiated class changes may be done during the first **two weeks** of school and after finals (12:00 p.m.-3:00 p.m.) at the end of the first semester. The student must have administrative, counseling, parent, and (usually) teacher approval for these changes. Forms to apply for changes are available in the counseling office. Requests for “teacher changes” and the swapping of periods are not considered. If a student withdraws from a class after the first grading period of the semester, she/he will receive a “W-F” as a final grade in that class AND will not receive credits. **Level changes** (honors to non-honors, advanced to beginning, etc.) may be made in the first **four weeks** of the semester. **NO changes will be made after four week.**

WORK PERMITS

According to federal law, all students under the age of eighteen who are employed must have a work permit. Work permits are available in the career center. **Students must have a 2.0 GPA or higher to obtain a work permit.** Grades are checked every 6 weeks to determine continued eligibility. During the summer months all students over the age of 16 are eligible for work permits regardless of GPA. During the summer, work permits can be approved at Student Services at the District Office on Arcadia Ave.

TEACHERS ASSISTANT “T.A.”

A senior student may apply to be a T.A. for a teacher or for one of the school offices. Eligible students must have a 2.5 GPA, may not have more than 10 unexcused period absences for a T.A. assignment. Students also may not have had any suspensions or any F's during the previous school year. Teachers may have two T.A.s per semester. All T.A. assignments are subject to administration approval.

POLICIES RELATED TO THE HEALTH OFFICE

HEALTH OFFICE STAFF

Our Senior Health Technician (a licensed nurse) is available in case of illness or accident daily during regular school hours. The Credentialed School Nurse is available by appointment to discuss specific health conditions that may require special attention. The health technicians and school nurse do not diagnose illnesses. Please consult your student's physician for concerns related to their health.

EMERGENCY CARD

The Emergency Card, completed online, is required of all students. It is critical to have current emergency information, including current phone numbers, on all students. Parents should update contact and other medical information contained on this card throughout the year if there are changes. In case of emergency in which parents/guardians cannot be reached, 9-1-1 will be called and the parent will be responsible for the billing. (Education code 49407)

For the safety of students, the school will not release a student to a person who is not listed on their Emergency Card. Photo ID of the person to whom the student is released is required.

HEALTH CONCERNS

If your student has a specific health condition, please notify the school every year when you complete the Emergency Card and whenever health status changes. Health information may be shared as deemed necessary with school staff in contact with your student on a regular basis, for example, teachers, administrators, counselors, coaches, campus supervisors.

If your student has a life-threatening allergy (bee stings, peanuts, seafood, etc) please be sure to have your health care provider complete and sign the Allergic Reactions Care Plan and bring in emergency medications:

<http://vistausd-ca.schoolloop.com/file/1346930003471/1346929755420/7492959772408012535.pdf>

Additional information on school health services can be found at our district web site at:

<http://vistausd-ca.schoolloop.com/bandaiddsss>

ILL OR INJURED STUDENTS

Students who are ill or injured should go to the health office with a pass from their teacher during class time or without a pass during free time. If it is determined that they need to go home, a parent/guardian will be notified and an Off Campus Pass will be issued. The student must then check out at the attendance office with the Off Campus Pass and the absence will be excused due to illness.

MEDICATION AT SCHOOL

Notify the school if your student is on a continuing medication regime, even though the medicine is taken at home. This information may be important in an emergency situation.

If medication is required during school hours, the guidelines (below) of the California Education Code and VUSD policy will be followed.

- ALL medications, including prescription, over-the-counter, herbal and vitamin preparations, are included in the guidelines.
- A California licensed health care provider's authorization detailing the amount of the medicine, method and time schedules by which the medication is taken is needed:
<http://vistausd-ca.schoolloop.com/file/1346930003471/1346929755420/4988596071480385938.pdf>
- The parent/guardian's written request on the VUSD medication authorization form page two, above link.
- All medications must be from a California pharmacy. No prescriptions from out of state can be given by school personnel.
- Health care provider and parent authorizations must be updated EACH NEW SCHOOL YEAR, or whenever there is any change in the medication, dosage, or time schedule.
- The medicine is to be in the original labeled container.
- Students may carry and self-administer their medication if the health care provider certifies in writing that the student is competent to do so. Otherwise medications will be locked up in the health office.
- Please do not bring any medication to school until the health care provider's and the parent/guardian's authorizations have been completed.
- Parents need to pick up all medications at the end of each school year. Medications left more than one week after the school year ends will be discarded.

ROUTINE HEALTH CHECKS

Routine health checks including vision and hearing screenings are made periodically. You will be notified if your student is in need of medical attention.

IMMUNIZATION REQUIREMENTS

Students must meet California State school immunization requirements to be able to attend school.

POLICIES RELATED TO THE FINANCE OFFICE**FEES AND FINES**

The Finance Office accepts payment for ASB cards, parking permits and yearbooks. Student ID cards and textbooks may not be issued to students who have outstanding fines. Payment options should be discussed with your student's assistant principal if necessary. There may be added fees to any credit card transaction. The credit card must be in the name of the person using it. Any payments made after May 1st must be made in cash or credit card. No checks are accepted after May 1st.

STUDENT PARKING

Any vehicles parking on the RBV campus are subject to search by school officials or law enforcement.

In order to park legally on campus, it is necessary to display a Rancho Buena Vista High School parking decal. Cars parked on campus without a decal are subject to citation. Parking permits are available in the Finance and are valid only for the current school year. Students must show their driver's license, car registration, ID, and proof of insurance. Permits are non-transferable. A temporary parking permit is needed for any emergency situation. Students may purchase more than one parking decal if they intend to drive different cars to RBV.

Parking is initially limited to juniors and seniors only. Pending availability, additional parking permits may be sold to sophomores during the middle of the school year with permission of the principal. See Parking Permit Agreement in the Finance Office for complete details.

Unsafe driving or violations of school rules may result in the loss of parking privileges, the loss of driving privileges and additional disciplinary action.

Citations

Illegal or unauthorized parking may result in a citation. All parking citations will be turned over to the DMV for processing and unpaid tickets will reflect on the car registration. See Parking Permit Agreement in the Finance Office for complete details.

POLICIES RELATED TO THE LIBRARY**LIBRARY**

The library is open Monday through Thursday from 7:00am to 5:30pm and until 3:30 on Friday. Students may walk-in before/after school, at nutrition, and lunch. During class time, a pink pass from the classroom teacher is required. A current ID card is necessary for all checkouts and log on information. The loan period is three weeks and is renewable. Overdue fines are charged for items not renewed or returned on time (10 cents per school day). Access to Destiny, the library catalog, and online research databases is available through the RBV or VUSD websites. Additional library services include access to computers and textbooks, printing, photocopier, magazines, audio and electronic books. The library offers a relaxed atmosphere at lunch time where students may enjoy their lunch and amenities such as board games. At all other times, the library is a place of quiet academic focus.

TEXTBOOKS

Students receive textbooks during the registration days in August before school starts or on their first day if starting throughout the school year. After that all textbooks services are provided at the textbook walk-up window at the rear of the library building. The window is open daily at nutrition break and after school. Textbooks services are not available to students during class time or inside the library. Current ID cards are required to check out textbooks. Students are responsible for all textbooks issued to them (even if they are stolen) and for the return in good condition of the exact barcoded item. RBV follows VUSD Administrative Regulation No. 6161.2 regarding damaged or lost materials. Payment for lost, damaged, or stolen textbooks is due before replacements are issued. Students are strongly encouraged to write their names inside the front cover of all textbooks issued to them. Students should never leave textbooks in any teachers' classrooms even if encouraged to do so by the teacher. Students should check with each teacher as to the requirement for bringing the textbook to class as classroom copies are not always available.

RESOURCES FOR STUDENTS AND PARENTS**PARENT PORTAL**

Vista Unified uses Aeries by Eagle software for student information management. A Parent Portal tool for parents/guardians to view the records of their student via the internet is part of the system. Parents can access attendance, grades, homework and progress of

their student on a daily basis. Parents of currently enrolled students may obtain free access to this portal. RBV parents should contact the Data Processing Technician in the front office for passwords and instructions on how to use the system.

TUTORING

RBV offers a variety of free tutoring to students before and after school. A current list of tutoring can be found on the counseling website.

ACADEMIC REQUIREMENTS

** All courses required for CSU/ UC colleges must be passed with a “C” or better

For a complete list of UC “a-g” courses please see the Course Catalogue

NOTE: Students are required to pass the California High School Exit Exam in order to receive a high school diploma. See the RBV Course Catalog for more information

High School Subject Area	RBV Graduation Requirements	UC Requirements for Freshman Admissions	CSU requirements for Freshman Admissions	NCAA Eligibility Requirements (D1)=Division 1 (D2)=Division 2
English	Four years	Four years of approved courses	Four years of approved courses	(D1) Four years (D2) Three years
Mathematics	Three years	Three years Four years recommended.	Three years	(D1) Three years (D2) Two years (Algebra 1 or higher for both Div 1 and Div 2)
Social Science	Three years	Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	Two years, including one year of U.S. history or U.S. history and government and one year of other approved social science.	(D1) Two years (D2) Two years
Science	Two years, including one year each of Life and Physical sciences.	Two years with lab required, chosen from biology, chemistry, and physics. Three years recommended.	Two years, including one year of biological and one year of physical science with lab.	(D1) Two years (D2) Two years
Foreign Language	One year of either visual and performing arts or foreign language.	Two years in same language required.	Two years in same language required.	(D1) One year of additional English, mathematics or natural/physical science PLUS four years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).
Visual and Performing Arts	One year of either visual and performing arts or foreign language.	Three years recommended.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	(D2) Two years of additional English, mathematics or natural/physical science PLUS three years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).
Physical Education	Two years	No Requirement	No Requirement	
Electives	Seventy credits	One year**	One year**	
Total	21 classes totaling	15 classes (7 in the last two years)	15 classes	(D1) 16 classes (D2) 14 classes

DESCRIPTION INFRACTION AND CONSEQUENCES

NOTE: The same discipline rules apply for all school related activities (both on and off campus) and while traveling to and from school. Rancho Buena Vista High School works in cooperation with law enforcement, juvenile probation, social services, and the fire marshal. Infractions with ** below potentially carries the additional penalty of an arrest and notification of law enforcement. **Law Enforcement Notified

CATEGORY: <u>CONTROLLED SUBSTANCES</u>			
BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant. Ed Code 48900(c)**	Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV. Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV. Recommendation for expulsion. Parent contact.	Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV. Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV. Recommendation for expulsion. Parent contact.	Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV. Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV. Recommendation for expulsion. Parent contact.
Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia. Ed. Code 48900(j) Law Enforcement Notified**	Suspension 1-2 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.	Recommendation for expulsion. Parent contact.
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. Ed. Code 48900(p) **	Suspension 1-2 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.	Recommendation for expulsion. Parent contact.
Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant. Ed. Code 48900(d)	Suspension 1-2 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.	Recommendation for expulsion. Parent contact.
Smoking or possession of tobacco. Ed. Code 48900(h) Penal Code 308B**	4 hr. Sat. School. Parent contact. Mandatory participation in a Tier 1 intervention program at RBV. Enforcement of Penal Code 308B**	4-8 hrs. Sat. School Parent contact. Mandatory participation in a Tier 2 intervention program at RBV. Enforcement of Penal Code 308B**	1-2 day home suspension. Parent contact Enforcement of Penal Code 308B**
Unlawful possession of any controlled substance, except for the first offense, for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. Ed. Code 48915(a)(3)**	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
Unlawful sales of a controlled substance (commencing with	Recommendation for expulsion unless the Principal or Superintendent finds the		

<p>Section 11053) of Division 10 of the Health and Safety Code. Ed. Code 48915(c)(3)**</p>	<p>expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.</p>		
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CATEGORY: PROHIBITED ITEMS

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
<p>Possessing, selling, or otherwise furnishing a firearm. Ed. Code 48915(c)(1)**</p>	<p>Recommendation for expulsion. Parent contact/conference.</p>		
<p>Brandishing a knife at another person. Ed Code 48915(c)(2)**</p>	<p>Recommendation for expulsion. Parent contact/conference.</p>		
<p>Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object without written permission. Ed. Code 48900(b)**</p>	<p>Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.</p>	<p>Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.</p>	<p>Recommendation for expulsion. Parent contact.</p>
<p>Possession of any knife or other dangerous object of no reasonable use to the pupil. Ed. Code 48915(a)(2)**</p>	<p>Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.</p>	<p>Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.</p>	<p>Recommendation for expulsion. Parent contact.</p>
<p>Possession of an Explosive. Ed. Code 48915(c)(5)**</p>	<p>Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.</p>	<p>Recommendation for expulsion. Parent contact.</p>	

CATEGORY: OTHER PROHIBITED ITEMS

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
<p>Possession/use of laser pointer. PC 417.27</p>	<p>4 hr. Saturday School. Item confiscated.</p>	<p>8 hrs. Saturday School. Confiscation.</p>	<p>Suspension. Arrest. Confiscation. Parent contact.</p>
<p>Possession of lighters and matches.</p>	<p>Confiscation. 4 hr. Sat. School. Parent contact.</p>	<p>Confiscation. Parent contact. 4 hr. Sat. School. Referral to Tier 1 intervention.</p>	<p>Confiscation. Parent contact. 1 day Suspension.</p>
<p>Display/ use of cell phones, music players, headphones, electronic games during instructional time (bell to bell).</p>	<p>Teacher calls home and writes a referral to office for cell phone use in class. Consequence is a 30 min lunch/after-school detention. Failure to show leads to automatic step 2.</p>	<p>Teacher writes second referral to office. Consequence is a 4 hr. Saturday School and a possible parent contact by administrator.</p>	<p>Third referral to the office. 4 hr. Saturday School, parent contact, and loss of student privilege such as off-campus lunch pass or other.</p>
<p>Dress code violation (See Dress Code on p.9) *Inappropriate items may be confiscated and require parent pick up. Inappropriate attire must be changed before returning to</p>	<p>Discipline referral to the Assistant Principal. Parents will be contacted for modification of the student dress to correct the violation. Students may be asked to change into a Rancho Buena Vista PE shirt/shorts. Warning.</p>	<p>Parent/guardian to bring change of clothes to school. 4 hr. Sat. School.</p>	<p>Parent/guardian to bring change of clothes to school. 4 hr. Sat. School and possible loss of student privilege such as off-campus lunch pass or other.</p>

class. Dangerous items might be discarded by administration.	Inappropriate items may be confiscated and require parent pick up.		
Wearing hats, hoods, or sunglasses indoors.	Documented warning in discipline file if behavior violates a classroom rule and student has a referral sent to office.	Confiscation and release to student. 4 hours of Sat. School	4-8 hours of Sat. School. Confiscation with release to parent.
Use of skateboards, roller blades, or scooters on campus.**	Documented warning in discipline file/confiscation until end of the day.	Confiscation until the end of the school day. 4 hr Sat School.	Confiscation and additional Sat. School assignment.

CATEGORY: PHYSICAL AGGRESSION

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
Committing or attempting to commit a sexual assault or committing a sexual battery. Ed. Code 48915(c)(4)**	Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Recommendation for expulsion. Parent contact/conference.	
Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. Ed Code 48915(a)(5)**	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact.	Recommendation for expulsion. Parent contact.	
Causing serious physical injury to another person, except in self-defense. Ed. Code 48915(a)(1)**	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	
Caused, attempted to cause, or threatened to cause physical injury to another person. (Fighting) Ed. Code 48900(a)(1)**	Suspension 2-3 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Recommendation for expulsion. Parent contact.	
Willful use of force or violence upon the person of another except in self-defense. Ed. Code 48900(a)(2)**	Suspension 2-3 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Recommendation for expulsion. Parent contact.	
Hate Violence. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. Ed. Code 48900.3Penal Code 422.6, 422.7, 422.75**	Suspension 2-3 days, Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Recommendation for expulsion. Parent contact.	

CATEGORY: HARASSMENT/PROFANITY

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense

Profanity, vulgarity, obscene act. Ed. Code 48900(i)	Detention, 4 hr. Sat. School and/or suspension 1-2 days if directed at staff.	4-8 hrs. Sat School and/or suspension 1-3 days.	Suspension 1-5 days.
Provocation**	4 hr. Saturday School, Stay apart contract, and/or suspension.	4-8 hrs of Sat. School. Suspension 1-3 days. Parent contact	1-5 days home suspension. Parent contact.
Bullying. Ed. Code 48900 (r)	Suspension 1-3 days. Stay apart contract. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days and possible recommendation for expulsion.	Suspended pending expulsion.
Sexual Harassment. Ed. Code 48900.2 Board Policy 5000.1**	Suspension 1-3 days or 4 hr. Sat. School, stay apart contract, parent conference.	Suspension 1-5 days and/or recommendation for expulsion.	Suspension and/or recommendation, <u>at the Principal or Superintendent’s discretion</u> , for expulsion. Parent contact.
Pupil(s) intentional harassment, threat, or intimidation directed against another pupil(s), or school personnel. Ed. Code 48900.4	Suspension 1-3 days. Parent contact/conference. Stay apart contract. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days. Parent contact/conference. Mandatory participation in a Tier 2 intervention program at RBV.	Suspended pending expulsion.
Terrorist threats against school officials, or school property, or both. Ed. Code 48900.7(a)(b)**	Recommendation for expulsion unless the Principal or Superintendent finds the expulsion is inappropriate due to particular circumstances and/or suspension. Parent contact/conference.	Recommendation for expulsion. Parent contact.	

CATEGORY: VANDALISM AND THEFT

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
Littering, throwing food/debris.	4 hr. Sat. School. Parent contact. Note: Aggressive throwing warrants suspension.	4 hrs. Sat. School. Parent contact. Campus beautification with parent consent.	4 hrs. Sat. School. Parent contact. Mandatory campus beautification.
Property abuse – Caused or attempted to cause damage, including graffiti, to school or private property. Ed. Code 48900(f)**	Restitution. Suspension 1-3 days. Mandatory participation in a Tier 1 intervention program at RBV.	Restitution. Suspension 3-5 days and/or recommendation for expulsion.	Suspended pending expulsion.
Knowingly received stolen school property or private property. Ed. Code 48900(l)** Includes, but is not limited to, electronic files and databases.	Suspension 1-3 days. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension and/or recommendation for expulsion.	
Committed or attempted to commit robbery or extortion. Ed. Code 48900(e)**	Suspension 1-3 days. Parent contact/conference. Mandatory participation in a Tier 1 intervention program at RBV.	Suspension 3-5 days and possible recommendation for expulsion.	Suspended pending expulsion.
Fire setting, arson, or use of explosive devices or tampering with fire alarm or equipment. Ed. Code 48900 (k) Ed. Code 48915 (a)(2) or	Contact fire marshal and law enforcement. Suspension and/or recommendation, at the Principal or Superintendent’s discretion, for expulsion.	Contact fire marshal and law enforcement. Suspended pending expulsion.	

48915 (c)(5), Penal Code 148.4			
Stolen or attempted to steal school or private property. Ed. Code 48900(g)**	Restitution. Suspension 1-3 days. Mandatory participation in a Tier 1 intervention program at RBV.	Restitution. Suspension and/or recommendation for expulsion.	

CATEGORY: TECHNOLOGY

BEHAVIOR	CONSEQUENCE		
	1st offense	2nd offense	3rd offense
“Hacking” – intentional attempt at infiltrating and/or changing/disrupting/destroying electronic records or manipulating security measures. Ed. Code 48900 (k) (f) (California Penal Code 502, 13848)**	Suspension and/or recommendation, at the Principal or Superintendent’s discretion, for expulsion. Restitution.	Recommendation for expulsion.	
Inappropriate use of technology including using school technology to cause physical or emotional harm to self or others. (California Penal Code 422)**	4 hr. Saturday School or suspension, depending on impact. Loss of technology privileges for 4 weeks.	Suspension and/or recommendation for expulsion. Loss of technology privileges for remainder of school year.	Suspension and/or recommendation for expulsion.
Display, viewing, downloading, or disseminating pornography. Ed. Code 48900 (i)**	Loss of use of Internet privileges for 4 weeks. 4 hr. Saturday School or suspension, depending on impact.	Loss of use of Internet privileges for the rest of the school year and 1-5 suspension.	Suspension pending expulsion.

CATEGORY: OTHER RULES VIOLATIONS

BEHAVIOR	CONSEQUENCE		
Willful defiance of valid authority of school officials, disruptions of school activity. Ed. Code 48900(k)	Lunch Detention, After School Intervention, or 4 hr. Sat. School and/or Parent contact.	4 hr. Sat. School, parent contact and/or class suspension.	1-3 day suspension from school. Parent contact/conference and discipline Intervention program.
Plagiarism or any other form of academic dishonesty. NOTE: See Academic Dishonesty/ Honor Code on page 9-10.	Score of zero on the assignment and possible “U” in citizenship. 4 hours Saturday School.	Class grade may be lowered by one full letter grade, loss of privileges and additional consequences through administration.	Student may be dropped from the course with a letter grade of “F.” Additional consequences through administration.
Forging, falsifying, or altering school documents, passes, readmits notes or wrongful possession.	After School Intervention, or 4 hr. Sat. School. Parent contact.	4 hr. Sat. School. Parent contact. Mandatory intervention program in lieu of 1-2 day suspension.	Parent conference. 1-2 day suspension. Mandatory intervention program.
Vehicular violations (speeding, reckless driving, etc.)**	3 weeks revocation of parking permit. Parent contact.	6 weeks revocation of parking permit. Parent contact.	School year revocation parking permit. Parent contact.
Gambling or possession of gambling paraphernalia**	4 hr. Sat. School or After School Intervention . Parent contact.	8 hrs. Sat. School Parent contact.	Parent conference, mandatory intervention program.
Public Display of Affection	Warning or After School Intervention,..	4 hr. Saturday school. Parent contact.	4 hr. Sat School, Parent conference, mandatory intervention program.

Failure to attend teacher detention.	After School Intervention	4 hr. Sat. School, parent contact and/or class suspension.	4 hr. Sat. School, parent contact and/or class suspension.
Loitering in the student parking lot.	After School Intervention, 4 hr. Sat. School and/or Parent contact.	4 hr. Sat. School, parent contact and/or class suspension.	1-3 day suspension from school. Parent contact/conference and discipline Intervention program.
CATEGORY: <u>ATTENDANCE</u>			
BEHAVIOR	CONSEQUENCE		
Off campus/out-of-bounds during school hours.	After School Intervention, 4 hr. Sat. School and/or Parent contact.	4 hr. Sat. School, parent contact and/or class suspension.	1-3 day suspension from school. Parent contact/conference and discipline Intervention program.
Truancy-Any period(s) or all day.	4 hr. Sat. School and/or Parent contact.	4 hr. Sat. School, parent contact and/or class suspension.	1-3 day suspension from school. Parent contact/conference and discipline Intervention program.
Tardy	After School Intervention, 4 hr. Sat. School and/or Parent contact.	4 hr. Sat. School, parent contact and/or class suspension.	1-3 day suspension from school. Parent contact/conference and discipline Intervention program.