

Anderson Valley Junior/ Senior High School



Student Handbook

Be Safe

Be Respectful

Be Responsible

This handbook is intended to serve as a guide to help students and families understand Anderson Valley Jr./Sr. High School's basic expectations and agreements in regards to behavior, academics, security, discipline, safety, athletics and other topics.

Our goal is to help all students acquire the social-behavioral skills, emotional intelligence, and academic skills necessary to create a positive and safe learning environment for all students. The policies may be revised or updated periodically to meet the needs of students, staff and the school.

All the Time, Everywhere

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Use supplies, tools and equipment appropriately ● Keep hands, feet and objects to self ● Stay within campus boundaries ● Walk your wheels ● Report all injuries 	<ul style="list-style-type: none"> ● Act respectfully toward everyone and everything ● Follow directions the first time given ● Respect learning environments ● Be polite ● Use appropriate and respectful language 	<ul style="list-style-type: none"> ● Follow school rules ● Be on time ● Be prepared ● Do your best ● Encourage others ● Persevere

School Bus Transportation

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Driver may assign seats ● Keep head, hands, feet and objects to self and INSIDE the bus ● Remain seated ● Wear your seatbelt ● Remove/limit distractions to driver ● Stay in safe zones 	<ul style="list-style-type: none"> ● Be polite and courteous ● Use appropriate language ● Act respectfully towards others and property ● Use a low voice 	<ul style="list-style-type: none"> ● Keep the bus clean ● Report any problems to the driver

School buses are operated as a convenience to students. Proper behavior is a necessity for safety's sake. Drivers issue "Bus Tickets" for problem behavior, implementing logical progressive consequences, which can lead to a student losing the privilege to ride the bus.

Cars and Driving

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● California Vehicle Code must be observed at all times ● Watch for moving vehicles ● Watch for pedestrians ● The parking lot is for parking only 	<ul style="list-style-type: none"> ● Drive slowly ● Use the horn as a caution only ● Keep the sound systems at a low volume ● Senior Oval parking is a privilege for seniors 	<ul style="list-style-type: none"> ● If you must visit your car, get a pass from the office. ● Bring all necessary materials for the day with you. Store additional materials in your locker or with the office.

Students who violate these rules will lose the privilege to drive their cars on campus. To park in the school parking lot you must get a parking pass by filling out a car pass registration form in the office and showing the secretary your driver's license. Student parking areas are defined by yellow striping.

Students may not go to their cars during school hours except when given explicit permission and the Parking Lot pass by the office.

Closed Campus

Students are to stay on campus from the time they arrive until the end of the school day.

7th and 8th grade students must be enrolled in the after school program to remain on campus past 3:40pm.

Lockers

Lockers are the property of the school. Students must keep their lockers in good condition and free from damage or graffiti. Lockers may be opened and inspected by the administration at any time.

School personnel have the right to search and seize a student's personal property when there is reason to believe that the student possesses something illegal or something that may be detrimental to the health, safety, or welfare of others.

Possession of Weapons

Students shall not possess weapons or dangerous instruments of any kind in school buildings, on school grounds, on buses, or at school sponsored events away from school. Law Enforcement will be contacted for possession of serious weapons. According to California State Law, any student found in possession of a weapon will be automatically expelled from school.

Tobacco Policy

It is illegal for students and adults to use tobacco on school grounds or at school functions.

Drug and Alcohol Policy

It is illegal for high school students to use drugs or alcohol. These policies are strictly enforced.

If a student uses, possesses, or is under the influence of alcohol or drugs on campus, the following will happen:

1. Parent contact
2. One to five day suspension
3. Restriction from sports and other extra curricular activities for 45 days
4. Expulsion recommendation for a second offense

The following may happen for both drug and alcohol use:

1. Contact of law enforcement
2. Recommendation for expulsion
3. Referral to community counseling

Sports and Field Trips

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Stay in groups of two or more ● Listen to and follow directions 	<ul style="list-style-type: none"> ● Use appropriate language ● Respect others' personal space and property ● For early dismissals leave your class quietly without disruptions 	<ul style="list-style-type: none"> ● Leave no trace ● Be a positive representative of AVHS ● Be on time ● Wait for office to dismiss early ● Be responsible for turning in all missed work ● Get permission slips signed by the deadline

School Visitors

A visitor is anyone who is not currently enrolled in grades 7- 12 or employed by the school district. All visitors must register at the office upon arrival. Parents are welcome to visit classrooms to observe the instructional program. They are to make arrangements with the teacher at least 24 hours before and check in at the school office upon arrival. Conferences need to be arranged during non-instructional time.

Parents who need to bring lunches, clothing, or other articles to their children need

to leave them in the office. Parents who need to contact students or staff, however briefly, must first register in the school office.

Students who wish to have a friend visit the campus for a day should ask at least one day before a friend is to visit, pick up a Visitor Pass in the office, and ask each teacher to sign it. All teachers and the Principal need to approve the pass for the friend to be able to come.

Independent Study

Credit can be earned for up to five days per year through Short Term Independent Study (STIS). These days must be requested by completing a STIS Form, available in the office, at least 5 school days in advance of the absence.

A parent/guardian and the student must meet with the Independent Study Teacher to sign the Independent Study Contract prior to receiving the STIS work. Students must complete all assigned work at a satisfactory level or STIS will not be granted again during the student's career at AVHS. All incomplete STIS will count as unexcused absences.

To insure full credit, the STIS work is due in the office the day the student returns to school.

Student Complaints

Students should seek constructive ways to address any complaints. Complaints about treatment by other students or staff members should be brought to the attention of a teacher or counselor or, in more serious cases, the principal. Complaints about programs and policies may be discussed with individual teachers or may be addressed to the Student Council.

Interpersonal Contact

Interpersonal contact is the public or private interaction between individuals.

Acceptable interpersonal contact and public displays of affection (PDA) include:

- Short and discreet kiss or hug
- Hand holding
- High fives, shoulder pats, handshakes

What violates the rules?

Serious	Very Serious	Extremely Serious
<ul style="list-style-type: none"> ● Unacceptable public displays of affection ● Repeating any physical contact after being asked to stop 	<ul style="list-style-type: none"> ● Hiding or seeking privacy for the purpose of intimate physical contact ● Actions with sexual gestures, i.e. pinching, touching, or grabbing 	<ul style="list-style-type: none"> ● Intentionally committing or mimicking sexual acts.

High School and Junior High students are expected to refrain from unsupervised socializing between these cohorts on campus.

Language

Spoken and written language used by students and staff at school should show respect for oneself and others. Language must not insult or put down others, and may not be racist, sexist, or homophobic. Appropriate language at school includes either written or spoken language and refers to language used before and after school, in the classroom, hallways, and during school activities such as dances, practices, or games. Speaking or writing inappropriately in any language is unacceptable.

Dress Code

Students are expected to come to school dressed professionally in casual to business-like attire. Appropriate attire must protect student safety and health and avoid any distraction to the learning atmosphere. All clothing, including hats, jewelry, accessories, backpacks, binders, etc., must follow the guidelines below. Exempt clothing is prom attire and sports uniforms worn for athletic events.

Tops: Shirts and Dresses	
Acceptable	Unacceptable
<ul style="list-style-type: none"> ● Short-sleeved & long-sleeved shirts ● Modest tank tops (min 1" straps) ● Button-up shirts ● Polo shirts ● Sweaters and vests ● Hoodies ● Dresses that are mid-thigh or longer 	<ul style="list-style-type: none"> ● Spaghetti straps ● Low-cut shirts or exposed cleavage ● Visible underwear and bras ● Bare Midriffs ● See-through shirts (unless a non-see-through shirt is worn underneath) ● Halter tops or strapless shirts or dresses (even if covered by sweaters or layered over shirts)

	<ul style="list-style-type: none"> ● Off-the-shoulder, racing back, or one-strap shirts ● Camisoles as outer wear ● Singlets (tank tops with large arm holes)
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Bottoms: Shorts, Pants and Skirts	
Acceptable	Unacceptable
<ul style="list-style-type: none"> ● Jeans ● Khakis/slacks ● Loose yoga pants and sweat pants ● Shorts that are mid-thigh or longer ● Skirts that are mid-thigh or longer ● Leggings ● Clothes that cover the buttocks 	<ul style="list-style-type: none"> ● Visible underwear ● Short-shorts ● Mini-skirts ● Leggings and pants with holes above mid-thigh ● Pajama pants ● Pants that sag below the waist

The following guidelines also apply:

- Shoes must be worn at all times
- Gang free zone: no gang symbols, including bandanas, do-rags, or hairnets
- Clothes must be free of profanity, from disrespect to any gender, ethnicity, political ideology, religion, or sexual orientation, and from promotion of drugs, alcohol, weapons, or tobacco products
- Any persons depicted on clothing must be wearing school appropriate clothing

What violates the rules?

Serious	Very Serious	Extremely Serious
<ul style="list-style-type: none"> ● Wearing of clothing that violates the dress code 	<ul style="list-style-type: none"> ● Wearing of clothing that violates the dress code to bully, intimidate or demean 	<ul style="list-style-type: none"> ● Wearing of clothing that violates dress code to cause disruption or violence

Personal Electronic Devices (Cell phones, etc.)

A Personal Electronic Device is any electronic device intended for personal use. Unless explicitly indicated by a teacher, these devices are not allowed in the classroom during or between classes. Before a student enters a classroom, these devices should be turned off and put away where they are out of sight or reach. They may be used outside of the classroom during break, lunch and between classes.

Using a device during class time, even if the student is not physically in the classroom (i.e. bathroom breaks), is not allowed without explicit permission.

All content that is accessed or shared, either between devices or by accessing the Internet with the device, must adhere to school rules while the device is on campus.

Serious	Very Serious
<ul style="list-style-type: none"> A personal electronic device is taken out, used, turned on or makes noise in class or during class time 	<ul style="list-style-type: none"> A personal electronic device is used for accessing or sharing inappropriate language or content

1. First offense for school year: Device is taken and given to the office. Call home. Parent picks up device.
2. Second offense for school year: Device is taken and given to the office. Call home. Parent picks up device. Student loses device privileges for the year.
3. If a student brings a device to school once they have lost privileges, this will be dealt with as an issue of defiance. Additional loss of privileges to be determined by administration, detention, Saturday school or suspension.

Defiance/Disrespect/Disruption

Defiance: challenging attitude or behavior; disregard or resistance to authority and rules. Disrespect: using verbal language or body language that shows disregard or contempt for people or property.

Disruption: a behavior that prevents an individual or others from learning.

What violates the rules?

Serious	Very Serious	Extremely Serious
<ul style="list-style-type: none"> Purposeful resistance to following a staff member's directions or policies in a timely manner Intentional lack of engagement in a task Being asked more than once to participate in class activities Purposefully disrupting class or bothering others 	<ul style="list-style-type: none"> Questioning a staff ' directions or policies in an intentionally contemptuous or challenging manner; showing disrespect Responding to a staff member's feedback or discipline measures in an intentionally contemptuous, challenging or disrespectful manner. 	<ul style="list-style-type: none"> Outright refusal to follow a staff member's policies or directions in an aggressive or threatening manner Outright refusal to participate in class activities after being asked Disrupting class in an aggressive or threatening manner

Plagiarism & Cheating

Plagiarism: the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Cheating: lying, deceiving, copying, tricking, and/or breaking rules to gain an advantage.

Serious	Very Serious
<p>Plagiarism: Copying the exact wording from any source (textbook, website, etc.) without using quotes, parenthetical references and a works cited or bibliography. This includes:</p> <ul style="list-style-type: none"> ● Three words or more in a row from a source ● Changing words but keeping the same sentence structure of a source <p>In a research paper, reporting paraphrased information from a source but failing to provide a parenthetical reference or works cited/bibliography Even if put into your own words, you must reveal where you found the information.</p>	<p>Plagiarism: Claiming another's paper/work as your own (see cheating). This includes:</p> <ul style="list-style-type: none"> ● Another student's paper ● A paper you find on a website ● A whole paper or part of a paper ● Letting someone else write all or part of your paper/work for you- even if it is only one sentence ● Doing someone else's work for them. ● Writing during the drafting stage ● Revisions or editing <p>Cheating:</p> <ul style="list-style-type: none"> ● looking at someone else's work or letting someone else look at your work during an assessment. ● Bringing a "cheat sheet" or using outside material during an assessment ● Stealing or telling others what is on an assessment ● Purposefully falsifying information in your work ● Doing another's work in exchange for money or gain ● Purposefully sabotaging another's work, i.e. taking, destroying or hiding it.

1. First Offense in a School Year: A zero on the assignment with no chance to make it up. Students must call parents and/or coach (if applicable) and explain what happened.
2. Second Offense in a School Year: A zero on the assignment with no chance to make it up. Students must call parents and/or coach (if applicable) and explain what happened. Parent meeting with administrator, student, teacher, and possibly coach. If offense occurs in an AP or Honors course, student will be placed into a different course.
3. Third Offense in a School Year: Course failure, detention, Saturday School, loss of after school privileges or suspension and *Behavior contract.

*Additional teacher policies regarding plagiarism and cheating may apply.

Tardy and Attendance Policy

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> ● Stay at home if you are very sick or contagious (i.e. pink eye, fever, vomiting in the past 24 hours) ● You must be checked out by a parent or guardian 	<ul style="list-style-type: none"> ● Request help with a missed assignment outside of class time ● If absent, be respectful to your peers by communicating and getting them required materials for a group project 	<ul style="list-style-type: none"> ● If absent, call the office; request missed assignments ● Pick up missed assignments and complete them before returning ● If absent, have your absence verified within three days ● It is your responsibility to make up any missed assignments

Definitions and Consequences

- Tardy: The student is not in the classroom when the class is scheduled to start (when the tardy bell rings). Students may be judged tardy if they leave the classroom to get materials or take care of personal business. Students will be assigned a detention for every third tardy.
- Excused Absence: The student misses one or more classes and the parent or guardian has notified the office of the absence and given a valid medical, legal or religious excuse.
- Unexcused Absence: The student misses one or more classes and the parent or guardian has notified the office of the absence and given a non-valid excuse.
- Cut: The student is absent or more than ten minutes late to a class without a valid excuse from the parent/guardian. The office assigns detention equivalent to one after-school detention for each period cut. Saturday School may also be assigned.

Students are expected to attend school regularly. Students should only be absent from school for excused absences, as permitted by law. It is the student's responsibility to find out what work he or she has missed and to make up that work, whatever the reason for the absence.

When a student has five or more unexcused absences in a quarter, teachers are authorized by the Board to assign the student a failing grade for the term.

Absences for authorized school activities (high school athletic games, school-sponsored field trips, testing, etc) shall not be included in the number of absences. However, students must make up the class work for these absences or they may lose the privilege of being absent for authorized school activities.

Parent Notification

- At the 3rd unexcused absence, written notification will be sent by the high school office to notify parents.
- At the 4th unexcused absence, written notification will be sent by the high school office to notify parents and a meeting with the principal will be scheduled.
- On the 5th unexcused absence the parent will be notified that the student may receive a failing grade and a meeting will be scheduled with the principal's attendance committee to create an attendance plan.

Procedure to Verify Absences and Obtain Assignments

If a student is absent from one or more classes for any reason, this procedure must be followed:

1. In the case of illness or other unexpected absence, the parent or guardian should call the office to notify the secretary of the absence. At that time, the parent should arrange for assignments to be collected if he/she can arrange to have them picked up at the end of the day. If no phone call is received, office staff may try to reach the parent by phone. The final responsibility for determining and completing missed assignments rests with the student. In the event of an anticipated absence (i.e. sports, field trip, dentist appointment), the student should obtain work from teachers ahead of time and complete it on time. When this is not done, the work may be considered late and credit may be reduced.
2. If the parent or guardian did not notify the office the day of the absence, he/she should either send a note, phone, or visit the office to provide office staff with the excuse within three days of the absence. Parents do not need

to verify absences due to field trips, sporting events, or other school activities.

3. If the parent does not excuse the student by phone, note, or visit to the office, the absence will be considered a cut. A student may have the cut changed to "verified" by bringing in a note or having the parent call or visit the office. For unexcused absences and cuts, teachers have the option of allowing or not allowing students to make up missed work or reducing the grade on the work.
4. Students who are suspended will be assigned make-up work.
5. Students who need to leave school during the school day must check out at the office. A parent/guardian must approve with a phone call, note, or visit.

Procedure For Tardies

1. If you are less than ten minutes late for the first period of the day, you must bring a note with you from your parent excusing your tardy to your teacher. If you do not bring a note, your tardy will be unexcused. (If you are more than ten minutes late you are considered absent and you must bring your note to the office).
2. If you are late to class during the school day, you do not need to go to the office to get a tardy slip. Your tardy will be considered unexcused unless you have a note from an adult excusing your tardiness.

Athletic Policy

General Guidelines

- Students are allowed to participate in one sport per season.
- If a student chooses to change sports, it can only be done within the first two weeks of the first scheduled practice. If a student-athlete quits a sport after two weeks, he or she cannot play another sport in the same season.
- If a student-athlete does not finish a sport's season, he or she will not receive sports credit, unless there has been a serious injury confirmed by a doctor's note.
- Every athlete must maintain a grade point average of 2.0, with no more than one "F" grade. Eligibility will be determined by quarter grades.

Conduct

Students will maintain good behavior in school while participating on school teams.

1. An athlete who has not served a detention in a timely manner may be deemed ineligible for the next game or contest.
2. Students suspended from school may not participate in school-sponsored

- athletic events, including practice, during the time of suspension. A suspension from school for misconduct may constitute ineligibility for up to five (5) days following the day of suspension. Any ensuing suspension within a season will constitute immediate dismissal from a team for the remainder of the season.
3. An ineligible player may not participate with the team in any way on game days, may not travel with the team, and may not wear his/her uniform during the period of ineligibility.
 4. All ineligibility decisions based on conduct will be made by the Principal or the Principal's designee.
 5. Athletic attendance policy:
 - a. A student must be in school all day on the day of an event or all day on the school day before a weekend event in order to be eligible to participate in that event unless he/she is specifically excused by the principal or the principal's designee. For an excused absence, such as a doctor's appointment, the student is responsible for contacting the principal.
 - b. An athlete with three (3) or more unexcused absences in a quarter will be dismissed from the team for the remainder of the season.
 - c. Athletes are expected to attend school on time the day following a school night sporting event. Failure to do so results in ineligibility for the next game
 - d. Athletes are to notify their teachers prior to missing class for a sporting event. They should have the work for missed classes completed in the time frame set by the teacher.
 6. Any athlete found using tobacco products (cigarettes, e-cigarettes or chew) during school or in attendance at school events will be subject to the following consequences:
 - a. First Offense in a School Year: The student will be suspended from participating for five school days.
 - b. Second Offense in a School Year: The student will be suspended from athletic program for the duration of the season.
 7. Athletes will refrain from using, possessing, or furnishing alcohol or illegal drugs. The consequences for infractions of the above are:
 - a. First Offense in a School Year: The student will be suspended from participation for a minimum of four weeks and will be on probation for the next two semesters. The student may be required to attend a rehabilitation program to resume participation in the sport.
 - b. Second Offense in a School Year: A second offense while the student is on probation will result in suspension from representing AVHS in sports programs for a minimum of 16 school weeks.
 8. Any athlete found guilty of willfully defacing, stealing, or destroying school

fixtures or equipment at home or away will be disqualified from further athletic participation for the balance of the sport season, or five weeks if the offense occurs near end of that season. The guilty athlete must provide restitution for any damages and write appropriate apologies for the action. Legal action shall be considered for serious infractions. The five-week suspension period under this rule will be applied to the next sport in which the offending athlete participates.

Problem Behavior Prevention

Problem behavior happens when one or more students bother another student, resulting in hurting or offending that student. Bullying happens when one or more students harass a student over a period of time. We will not allow either of these behaviors and if they happen, the consequences can include detentions, suspension, or expulsion, depending on how serious the offense was and the number of times it has been repeated.

Students are expected to be respectful towards one another and follow this process when encountering problem behavior:

- Stop: We will ask the student to stop
- Talk: We will talk to the student and explain that we want the behavior to stop
- Walk: We will walk away from the problem behavior
- Report: We will tell a teacher and/or an adult at home.

Consequence Matrix

	Serious	Very Serious	Extremely Serious
First Offense	1	2	3
Second Offense	2	3	4
Third Offense	3	4	Behavior Contract
Fourth Offense	4	Behavior Contract	

Possible Consequences

Level 1: Reminder of rules. Staff completes discipline referral without consequences by end of day; Level I Buddy Classroom, 1-5 days Lunch Detention.

Level 1+: Staff completes discipline referral by end of day, Office is called for

AP/Principal talk, parental notification by teacher, level 1.5 Buddy Classroom, 1-5 days lunch detention.

Level 2: Staff completes discipline referral by end of day. Office contacted for AP/principal talk, parental notification by teacher, Level 1+ Buddy Classroom, after-school detention, Saturday school, loss of after school privileges or suspension and *Behavior contract are possible results of a level 2 behavior.

Level 3: Staff contacts office immediately, Office is contacted to come to the class and pick up the student. Staff fills out a discipline referral ASAP. Parental notification by administration in consultation with teacher, after-school detention, Saturday School, suspension, loss of after school privileges, detention or suspension, development of *Behavior Contract are possible results of a level 3 behavior.

*A Behavior Contract is an agreement made between the student, school, and parent outlining specific actions the student must take to engage in appropriate behavior and specific consequences if the agreement is broken. Consequences may include, but are not limited to, the following: lunch detention, after-school detention, daily progress sheets, a written apology, community service, home suspension, or in-house suspension.

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