

# Owens Valley High School Student Handbook 2013-2014

## Table of Contents

School Calendar	Inside Front Cover
History of Owens Valley High School	1
Mission Statement	2
General Policy Statement	2
Closed Campus	2
Locker Locks	3
Lunch Program	3
Medication	4
Religious Exercises	4
Sex Education	4
Admission Requirements	5
Physical Examinations	5
High School Exit Exams	5
Graduation Ceremonies and Activities	5
Graduation Requirements	6
Grade Point Averages	7
Honors	8
College Campus Visitation	8
Scholarships	9
Extra Activities	9
Reporting to Parents	11
Student Responsibilities	13
Discipline Policy	16
General Rules of Behavior	19
Student Use of Technology	20
Sexual Harassment	23
Eligibility for Extra Activities	26
Dance Rules	27
Athletic Team Rules	28
Dress Code	30
Bus Rules	31
Bus Safety Guide	32
Annual Notification of Complaint Rights	36
Annual Notification of Complaint Procedures	37
Annual Notification of Parent/Student Rights	Attached at the end
Important Phone Numbers	Back Cover



## **THE HISTORY OF OWENS VALLEY HIGH SCHOOL**

The first high school district was organized in Independence in 1916. It was organized as a union high school that served students from four elementary schools; Milton, Independence, Manzanar, and George's Creek.

Mrs. C.J. Walters was the moving spirit behind organizing the school district. At the time the Independence District was being organized, Lone Pine was also talking of organizing a school district. The two communities talked quite seriously about having a school located at George's Creek, but Lone Pine did not favor this plan. The Owens Valley Improvement Company offered a tract of land at Manzanar for a school site. Independence was in favor of this, too, but again Lone Pine objected. Since there was no agreement on where the school should be located, no further steps were taken toward consolidation, and the school was erected at Independence.

Initially, the school building was located in the downstairs of the old Masonic Hall. There were two small rooms on the east side of the hall and one large room, all of which were used as classrooms. The two smaller rooms were approximately ten feet by ten feet and had one door and window. One of these small rooms was used as a typing room. The main classroom was fairly good sized. It had double doors leading out to a porch, and three or four windows. The room had two wall mounted blackboards.

In the first year of the school's history there were only 14 students and the one teacher also acted as a principal.

The principal's desk was in the northwest corner. The stove was near the center of the room, and there were two good sized aisles on the north and south sides of the room. There was a large storage cupboard on the one side door and a desk on the other. The piano sat in the front of the room. There were four rows of seven or eight desks each. As the school's student body grew often one teacher taught a class on one side of the room while another class was being taught on the other side.

In 1918, the school purchased an old Ford pickup truck which it used as a school bus. The first graduate of Owens Valley High School was Robert Cromwell, class of 1921.

# Owens Valley Unified School district

## Mission Statement

*We believe a balanced education provides an opportunity for students to be self-sufficient, active, productive, and responsible members of society. The Owens Valley Unified School District is committed to providing students the tools to explore their potential, to take responsibility for their own learning, and to recognize that learning is a lifelong process.. We shall provide a stimulating, secure, and imaginative environment which will foster learning, self-esteem, and independent thinking.*

### GENERAL POLICY STATEMENT

The focus of the school system is on the learner, the student. The maximum development of the learner's potential is the goal of the school. The policies of the governing board and the regulations of the administration are designed to provide a total school environment which will assist the staff in reaching this goal.

In the development of policies, regulations, and the budget that enables implementation, the administration will keep the needs of the school's students uppermost in their minds.

### GENERAL INFORMATION

#### OPEN CAMPUS

With the exception of lunch time and morning break, all students are to remain on campus at all times. Students are not to use motor vehicles at break or during the school day or drive on the campus. Repeated abuse of off-campus privileges (tardiness, use of vehicle, complaints about behavior off campus, violation of traffic laws) will result in the loss of off-campus privileges and possible discipline referral. Student may be restricted to campus during entire school day.

#### USE OF VEHICLES

No student may drive his or her vehicle between 8:00 and 3:05. Students may not be a passenger in a vehicle during break or lunch, unless it is driven by their parent or guardian. In emergency situations, the principal may grant temporary permission for students to drive their vehicles. Violation of vehicle use will result in loss of off campus privileges, and/or other disciplinary action.

### LOCKER LOCKS

Locks are on loan for gym lockers only. Students who lose locks will be expected to pay \$35.00 per lock before checkout time at the end of the school year. Students must assume responsibility for loss from lockers. Do not buy your own lock if you should lose one. See your teacher about paying for it and getting another one issued from the school. Do not share lockers or locker combinations with anyone. The security of your locker is your responsibility.

### LUNCH PROGRAM

#### LUNCH MENUS:

1. A menu is available to HS students the last week of the month for the following month. It is also posted on our website at [www.ovusd.org](http://www.ovusd.org).
2. The lunch menu is subject to change without notice. (There are often circumstances beyond our control that make it necessary to change the menu, but we do this on a rare occasion.)

#### PREPAYMENTS:

1. WE HIGHLY ENCOURAGE **PREPAYING** YOUR CHILD'S LUNCH.
2. You may prepay for lunch Monday through Friday in the office or you may mail payment to the school.
3. You may prepay for a week, two weeks or longer.
  - If paying by check, please make sure physical address is on check with phone number.
  - On bottom of check write child's name.
  - If you have more than one child you may write one check.
4. Please send the exact amount of money for breakfast and lunch.
5. Please **do not include** snack, field trip, book or other money in checks that are for the cafeteria. We cannot give change back.
6. PLEASE SEND ALL MONEY IN A SEALED ENVELOPE.

#### PAYING:

Prepaying for all your child's meal is strongly encouraged - weekly or monthly. All accounts must be kept current. **In the event a student does not bring money to school and their account is over \$30.00, an alternative meal will be provided. (Depending on supplies, an alternative lunch may consist of a sandwich, juice or milk)**

#### FREE AND REDUCED LUNCH APPLICATIONS:

1. You must fill out a new lunch application each year. If you filled out a lunch application last year, you still must fill out a new lunch application. Your child has a grace period of ten days on the old information from the last year's lunch application.
2. If you filled out an application last year, your application should have been mailed to your home.
3. If you have two or more children attending the school, or the high school, you only have to fill out only ONE APPLICATION FOR ALL THE CHILDREN IN YOUR HOUSEHOLD.

### SPECIAL DIET OR FOOD ALLERGY:

1. WE MUST HAVE A LETTER FROM THE CHILD'S DOCTOR.
2. THIS LETTER NEEDS TO BE TURNED IN TO THE OFFICE TO BE PUT ON FILE.

### BREAKFAST AND LUNCH PRICES:

Full Paid Lunch:	\$2.75 per
Reduced Lunch:	\$.40 per
Milk for snack	\$.25 each

### MEDICATION

Students may not have medications of any kind on campus. If a student, under the direction of a health care provider, is required to take medication during the school day, the following requirements must be met:

1. The parent/guardian must bring the medication to the office in its original container. It should not be sent to school with the student or placed in any other type of container.
2. A note from the student's physician must accompany the medication stating:
  - a. What type of medication the student is taking
  - b. What the medication is being taken for
  - c. The method of administration
  - d. How often it is to be administered
  - e. The dosage to be administered
  - f. Any other specific instructions or precautions.
3. A signed statement from the parent/guardian requesting school personnel to assist the student in taking the medication. This request should also state the type of medication, reason for requiring the medication, route, time, and dosage of administration.
4. The same procedure must be followed for non- prescription medications being taken daily under the supervision of a health care provider. This includes aspirin and other nonprescription pain relievers. The office does not stock or supply these medications to students.

### RELIGIOUS EXERCISES

With written consent of parent or guardian, a pupil may be excused from any part of instruction which conflicts with religious training and belief of personal moral convictions of the parent or student.

### SEX EDUCATION

If classes are offered in which human reproductive organs and their functions and processes are described, illustrated, or discussed, the parents or guardians shall be notified and provided the opportunity to request in writing that their child not attend the class. Such requests shall be valid for the school year, but may be withdrawn at any time. No student may attend a class if the school has received a request that he/she not attend.

## **OWENS VALLEY ADMISSION REQUIREMENTS**

All students attending Owens Valley School must be fully immunized against diphtheria, tetanus, poliomyelitis, measles, mumps, and rubella, in the manner and with immunizing agents approved by the State Department of Health Services.

Unless a written statement is filed annually with the Superintendent by parents or guardian, requesting exemption of his/her child from the health examination, all students will be subject to routine hearing and vision tests and scoliosis screenings, from time to time. These tests will be performed by the school nurse. If a deficit or cause for concern is suspected, parents will be notified and the student will be referred to a physician for more comprehensive screening.

All students entering Owens Valley School for the first time will be required to provide the school with immunization records and a certified copy of their birth certificate to show proof of age.

### **PHYSICAL EXAMINATIONS**

All students participating in sports are required to have an annual physical. A form signed by a physician, stating that the student is physically able to participate in sports, must be on file in the office before a student will be allowed to practice or play any sport. Forms are available in the district office.

### **HIGH SCHOOL EXIT EXAM**

Seniors in California public school must pass the California State High School Exit Exam to receive a High School Diploma. Students in grade 10, 11, and 12 will have an opportunity to take and pass the exam. The staff at Owens Valley High School will work with every student to make sure he or she has the skills needed to pass this test.

### **GRADUATION CEREMONIES AND ACTIVITIES**

High school graduation ceremonies shall recognize only those students who have successfully completed the required course of study and thereby have earned the right to receive a diploma. Only students receiving a diploma may participate in the graduation ceremonies. The Governing Board believes that these students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

# Owens Valley High School

OWENS VALLEY UNIFIED SCHOOL DISTRICT

## MINIMUM GRADUATION REQUIREMENTS 235 CREDITS REQUIRED FOR GRADUATION

ENGLISH	Require one standard course each year	40
SOCIAL STUDIES	Required three years: World Cultures/Geography, U.S. History, U.S. Government/Economics	30
SCIENCE	Require two years	20
MATH	Require two years (One year algebra required)	20
P.E.	Require two years: Freshman and Sophomore	20
TECHNOLOGY/ VOCATIONAL	Require one year	10
FINE ARTS	Require one year	10
DRIVER'S ED	Require one semester	5
HEALTH	Require one semester	5
SENIOR THESIS	Require one semester	5
FOREIGN LANGUAGE	Require one year	<u>10</u>
	Required Classes	175
	Electives	<u>60</u>
	Total Units	235

First Reading: May 25, 2005  
Second Reading/Adoption: June 22, 2005

## **GRADE POINT AVERAGES**

Grade Point Averages (GPA) shall be based on the grade average of students in grades 9 to 12, by converting letter grades to a 0-4.0 scale. (Honor or Advanced Placement courses shall have their grades calculated on a 0-5.0 scale.)

### Overall Grade Point Average

The Overall GPA shall include grades from every class for which a student is enrolled, including but not limited to work experience, physical education, distance learning, and other nonacademic classes.

### Academic Honors and Honor Roll

Grade point average for Academic Honors and Honor Roll shall include core academic subjects and physical education and distance learning classes. They shall not include Work Experience, or other non-academic classes. The Principal shall have final determination over the designation of academic classes which shall be included in calculation of grade point average for academic honors and honor roll.

### Grading Scale for calculating Grade Point Average

Grades received in all academic and non-academic courses will be counted on the following scale:

A (90%-100%)	Outstanding Achievement	4.0 grade points
B (80%-89%)	Above Average Achievement	3.0 grade points
C (70-79%)	Average Achievement	2.0 grade points
F (0-69%)	Little or No Achievement	0 grade points & 0 Units
I	Incomplete	0 grade points & 0 Units

### Advanced Placement/Honors Courses

The district wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the rigorous nature of these courses. Grades received in these courses will be counted on the following scale.

A (90-100%)	Outstanding Achievement	5.0 grade points
B (80-89%)	Above Average Achievement	4.0 grade points
C (70-79%)	Average Achievement	3.0 grade points
D (60-69%)	Below Average Achievement	1.0 grade points
F (0-59%)	Little or No Achievement	0 grade points & 0 Units
I	Incomplete	0 grade points & 0 Units

### Incomplete Grade

For compelling reasons, teachers may issue an "Incomplete" grade. Students who earn an incomplete grade shall have four weeks to complete assignments that have resulted in the incomplete. Longer periods of time shall require the approval of the principal. An Incomplete grade will be calculated as "zero" points and added to any grade point calculation. Students who satisfactorily clear their incomplete shall have the incomplete changed to the earned grade.

## HONORS:

Valedictorian: The senior student named Valedictorian has the highest academic grade point average (GPA) of any student in the class. To qualify, the Valedictorian must have an overall B+ average of 3.5 grade points or better and have Senior Class standing with 180 units or more at the beginning of the graduating school year in August. Grades from all four high school years are used.

### Salutatorian:

This is the senior student with the second highest academic grades in the class. To qualify, the Salutatorian must have an overall B average of 3.0 grade points and have Senior Class standing with 180 units or more at the beginning of the graduating school year in August. Both of these awards are determined mathematically to find who has the highest grades in the class. Grades from all four high school years are used.

### California Scholarship Federation

Membership in the Federation is calculated as follows: Scholarship Society members must obtain a minimum of 10 Scholastic points:

An "A" counts as three points in academic coursework. One point is given for a "B" and no points for a "C". A grade of "D" or "F" or I, incomplete, automatically disqualifies a student from membership. At least seven points must be made in three academic subjects. A Physical Education grade of "A" or "B" does not count toward membership, but a grade of "D" or "F" disqualifies a student from membership.

A student who has been a member of CSF for four semesters in Grades 10, 11, or 12 one of which must be in the Senior year, becomes a life member, but a grade of "D" or "F" disqualifies a student from membership.

## COLLEGE CAMPUS VISITATION

Seniors who are considering colleges or vocational training after graduation are not only allowed, but encouraged to visit various schools before making the final decision. With parental approval, up to 3 school days may be used for this purpose.

If school time is used for the visitations you must:

1. Contact the admissions offices and counselors about your visitation.
2. Receive verification from the schools that they are expecting you.
3. Pre-plan your trip.
4. Have a contract signed by you, your parents, your teachers and the Superintendent on file in the office.

*Misuse of the privilege will be treated as truancy.*

## **SCHOLARSHIPS**

As students progress through school, they have the opportunity to learn and demonstrate many new skills, knowledge and talents. When they enter their senior year and are thinking about advanced study or training, many local people and organizations are willing to help with college expenses.

Most scholarships use similar criteria based on scholarship, leadership, service, and citizenship. All four years of high school are considered.

The State of California assists college students who are in financial need through scholarships and loans: If you think you qualify talk with your counselor, or with college representatives. Different organizations also offer scholarships. If money is your reason for not going on for more advanced training or education, talk with your counselor before deciding you can not afford higher education.

## **EXTRA ACTIVITIES**

### **SPELLING BEE**

Every year there is a county-wide spelling bee. Participants are chosen by school competition and the winner of the county spelling bee will go on to the state finals held in Sacramento.

### **LIONS SPEECH CONTEST**

Open to all high school students. Each year a different topic is selected for the competition.

### **HOMECOMING**

The Homecoming activities are usually held in October. They include a Pep Rally, several dress up days, a game day, a truck contest, a sign contest, a volleyball game, and a football game. The senior class girls usually run for Homecoming Queen. An election is held by the student body and the three girls that receive the most votes will be the Queen and Princesses. To be eligible to run for queen, the girls must meet all of the athletic/academic eligibility requirements.

The election of the Queen and Princesses is by a majority vote of the student body after a nomination process. The Queen and the Princesses are crowned at the Homecoming Rally.

### **CHRISTMAS PARTY**

The Student Council usually has its school Christmas Party during the last week before Christmas vacation. The senior class decorates the tree and the Student Council sponsors a gift exchange.

### JUNIOR/SENIOR BANQUET AND PROM

The Junior/Senior Banquet and Prom is generally held during the month of May, with the entire Junior High and High School being responsible for the dinner, decorations, and entertainment.

### STUDENT BODY CARDS

The receipts from student body cards help to finance student government and athletic activities. The cards allow students to participate in student activities, athletic contests, and student body functions at reduced prices. The student body card sales and prices will be announced early in the school year.

### STUDENT INSURANCE

The school carries student insurance for injuries that occur during school or participation in a school sponsored activity. Student insurance is secondary to any other insurance the student may be covered under and cannot be billed until the office receives remittance advice from other insurance(s). If the student is not covered under any other insurance the medical care provider may contact the school for information on our student insurance coverage.

In order to bill student insurance, a student injury report must be on file at the school. Occasionally students are injured and do not report it to the teacher or office. Should your child advise you of any injury that occurred at school please notify the office immediately so that an injury report can be completed in a timely manner. Unless the proper procedures are followed, student insurance may deny the claim and the costs then become the responsibility of the parent.

### TEXTBOOKS/TECHNOLOGY

Textbooks, technology and reference materials are loaned to students with allowance for reasonable wear. Willful loss or damage due to lack of due diligence will be charged to the student. This also holds true for uniforms and all other property checked or loaned out to students.

### WORK PERMITS

Work permit applications are available in the school office. Any student holding a job must apply for one. If the student works for more than one employer, a work permit must be issued for each employer.

## **REPORTING TO PARENTS**

The governing board believes that good communication between parent and teacher is important in the educational process.

With this in mind, the governing board believes that the reporting contacts between parent and teacher should be varied and frequent. All forms and methods of communications, such as parent/teacher conferences, mail, telephone, and school visitation by parents are encouraged.

The progress report reflects the educational growth of the student in relationship to student ability, attitude, interests, conduct, citizenship, and achievement.

### **PROGRESS REPORT**

At the end of the 5th week of each quarter, parents shall receive notification if their child has shown unsatisfactory progress.

Parents may request information as to their child's progress any time during the school year by requesting a parent/teacher conference or contacting the office.

### **ATTENDANCE**

All students are expected to report to school daily. Student presence at school is important. Much of what is learned will come from the discussions held in class and from the interaction between students.

The school day begins at 8:00 A.M. and school is dismissed at 3:05. Students are not to be on campus before 7:45 A.M. or after 3:05, unless they are participating in a school function.

The State of California requires that a student must be in school unless excused by illness. Therefore, even doctor and dental appointments should be arranged after school whenever possible. Students may lose credit for class for excessive absences.

### **Absences/Readmits:**

Students who have been absent for all or any part of a day must report to the office for a readmit slip before returning to class. Admission slips will be issued only by the office. This slip must be initialed by each teacher for each class the student missed. To obtain an admission slip, the student must bring a note signed by his/her parent/guardian, or have parent/guardian call the school with the date(s) of and reason for the absence.

### **Excused/Unexcused Absences:**

The District will only accept illness, medical or dental appointments, a death in the immediate family (one day if the death occurs within the state, three days if out of state) or jury duty, as excused absences. Absences for any other reason are considered unexcused absences. The school, however, recognizes the fact that there are times when a student must be out of school for personal or family reasons. If you are faced with this situation, please contact the school office. In some instances the student may be placed on a contract or Independent Study program.

**Tardies:** A student is considered tardy if he or she are not in the classroom at start of class as specified in the class schedule: The determination of a tardy designation rests with the classroom teacher. Excessive tardies are handled as follows on a semester basis:

1. First three tardies results in a referral. The parents will be notified.
2. Next three tardies (total 6) is a 2nd referral. This results in a call home to the parents and one week loss of open campus privileges starting the next day during break and lunch. Student's total number of referrals may cause him/her to loose additional privileges or be restricted to campus for a longer period. Each additional tardie while the student is restricted to campus will add one week loss of off campus privilege. Referral to the SARB is possible.
3. Next three tardies (total 9) will result in campus restriction and referral to the School Attendance Review Board (SARB). Excessive tardies are considered truancy. The SARB review board may intervene and propose legal action against either the student or the parents.

**Class Attendance:**

A student should be in the classroom unless specifically assigned by the teacher to be elsewhere or with permission from the teacher to conduct other business. Students are not to be in the library, office, or elsewhere on campus without teacher permission.

**Attendance and Unit Credits:**

Loss of Credit for Excessive Unexcused Absences – High School

High School students who have ten unexcused absences in any class shall not receive credit for the class. Students may make up unexcused absences at Saturday School. It shall be the student's and/or the parent's responsibility to check with the school office to determine if they have 10 unexcused absences. (Education Code 49067) Three unexcused tardies constitute one unexcused absence. Absences not cleared by a parent call or note within 24 hours of the student's return will be recorded as a truancy.

Attendance will be computed on a semester basis. A minimum of 77 days of attendance in each class is required for a student to receive full credit for that class. Students are expected to make up missed work. As a general rule, students shall be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work for reduced credit at the option of the teacher.

77-91	days of attendance =	5 credits
70-77	days of attendance =	4.5 credits
63-70	days of attendance =	4 credits
56-63	days of attendance =	3.5 credits
49-56	days of attendance =	3 credits
42-49	days of attendance =	2.5 credits
35-42	days of attendance =	2 credits
28-35	days of attendance =	1.5 credits
21-28	days of attendance =	1 credit

**Pregnant Minors:**

All students are required to attend school. Pregnant students shall be required to attend class unless a signed release from the doctor, stating a valid reason for not attending, is provided. Staff will make every effort to make the student comfortable and make allowance for the pregnancy.

## **STUDENT RESPONSIBILITIES**

### **EXPECTATIONS FOR CLASSROOM BEHAVIOR**

Teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and for other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come to class prepared to work and stay on task for the class period.

Additionally, students must comply with the classroom rules as described by each teacher. When students display disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior. If the student continues to disrupt the learning process, the teacher will notify parents, who will be expected to aid in correcting the behavior. If the disruptive behavior continues, the student will be referred to the administration.

### **DISCIPLINE**

Discipline should be based on the worth and dignity of each individual as a positive form of guidance rather than a punishing device. Any form of discipline that impairs the student's self-respect should be avoided. The teacher's role is one of a strong leader, helping students grow toward self-discipline and self-direction. A dynamic school program that is adapted to the needs and interests of the students will help keep discipline problems to a minimum.

### **DETENTION**

Classroom detention may be held after school at the discretion of the teachers. Students will be given a copy of the detention notice and a copy will be forwarded to the office and parents will be notified. If the detention is to be served on the same day assigned and the parent cannot be reached, then the detention shall be served on the next available day.

There will be no tardies to detention. Students reporting late will be considered absent from detention. If a student misses an assigned detention, he/she will need to serve that detention during the next detention period, and will be assigned an additional detention as well. Special circumstances for missed detentions shall be reviewed by the high school faculty.

If a student fails to attend make-up detentions, he/she will receive an Office Referral for Disruptive Behavior A.

Any student who receives a total of 3 detentions per quarter may be referred to the office for a conference among the parents, student, principal, and teachers involved.

## **TOBACCO**

Smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees (Education Code 48901). Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school (Education Code 48900) (cf. 5144.1- Suspension and Expulsion/Due Process).

### **SMOKING CESSATION SERVICES IN INYO COUNTY**

#### **Inyo County Department of Health and Human Services**

Karen Kong, Human Services Supervisor, Prevention  
760) 872-4245

#### **California Smokers' Helpline**

English – 1-800-NO-BUTTS (1-800-662-8887)  
Spanish – 1-800-45-NO-FUME (1-800-456-6386)

## **CELL PHONE RULES**

The ability to carry a cell phone during school hours at Owens Valley High School is a privilege . . . not a right. The use of cell phones in violation of the rules, shall result in a loss of this privilege.

1. **Student cell phone use is allowed only before school, break, and lunch**
  - a. **Any use of phones ANY TIME DURING CLASS HOURS is prohibited. Use of phone is permitted only before school, during break and lunch, or after school.**
  - b. **All conversations MUST end at the designated time. No exceptions.**
2. **Cell phones are to be turned off at all other times and shall not be visible.**
  - a. Phones ringing or vibrating during class time will result in loss of phone.
  - b. Phones seen or being used during non allowed times will result in loss of phone.
3. First violation of cell phone rules will result in loss of phone to the office. Parents will have to pickup the phone from the office. Second violation will result in a discipline report and loss of all phone privileges at school. (Student may not use cell phone at school for time to be determined by Mr. Hampton.) Any continued violations will result in discipline reports for defiance of authority.

4. Any student who violates cell phone rules, uses a cell phone for any disruptive purpose, or uses a cell phone to disrupt class or another student's learning shall lose cell phone privileges.
5. Miscellaneous
  - a. No text messaging (sending or receiving) allowed during "no cell times"
  - b. Taking photos with phones without permission of those who are having their picture taken is not permitted
  - c. If cell phones become a problem, permission may be revoked for all students
  - d. Administration has the final say on all cell phone issues.

### **GENERAL TECHNOLOGY ELIGIBILITY**

The use of internet, email, personal listening devices, and other technology by individual students is considered an integral part of the school curriculum. At any time, if a student's grade in any class falls below a "C" average, their use of personal listening devices, extra privileges, eligibility and other technology may be suspended until the grade is raised above a "C". Alternative access to technology may be made available by the teacher so that students can complete required assignments that require the use of technology.

Violation of the any Technology regulations or rules will result in a discipline report and possible suspension from school. The extent of violation will be a determinant of the severity of suspension.

## **DISCIPLINE POLICY**

Philosophy: Every student has the right to the best possible education. To ensure this goal, Owens Valley School strives to maintain a positive educational atmosphere in the school and in the school community. We believe the most important events on the campus occur in the classrooms. In order to learn, students must be guaranteed classrooms where mutual respect is the underlying principle, with rules that are publicized, explained, and enforced. The school's rules derive from the goals of respect for self, for others, and for property. In enforcing the rules of the school, the district and the state, the staff of the school believes that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for citizenship.

To ensure the success of students in a school environment, teachers, the administrator, and parents must work cooperatively. Teachers and the administrator will be responsible for modeling and teaching students the behavioral standards desired in the classroom and in the school. Parent support is essential to the school staff's efforts to assure that students respect and follow the rules and regulations of the school. Students must be responsible for regular school attendance, since those with good attendance are more likely to be successful.

### **STUDENT RIGHTS**

Students have rights, as do all citizens, under the Constitution, as well as State Law and district policy. Their rights include:

- 1) The right to an education in a safe, clean environment.
- 2) The right to full use of classroom for receiving instruction and for learning.
- 3) The right to fair, consistent, and respectful treatment by staff members and other students.

### **STUDENT GRIEVANCE PROCEDURE**

Parents and pupils should feel free to carry any problems or complaints to the school principal relative to pupil-teacher relations, questions of conduct, or other matters involving the welfare of the child.

**Owens Valley School  
STUDENT DISCIPLINE CODE**

**DISRUPTIVE BEHAVIOR A**

- Cheating
- Disrespect to other students
- Disruption of class
- Loitering
- Disrespect to staff members
- Verbal harassment
  - Destruction/Defacing Property (Parent subject to payment/replacement)
- Cutting class (Tardy more than 10 min.)
- Continued Tardiness - (3 unexcused)
- Disruptive behavior
- Bully behavior
- Unsafe acts
- Cutting Make- up Detention
- Offensive acts or language

**SEQUENCE OF ACTION**

ONE REFERRAL	Parent- teacher conference/contact.
TWO REFERRALS	Parent/principal conference.
THREE REFERRALS	1 day suspension or 1 Week loss of school privileges or taken home for remainder of day.
FOUR REFERRALS	1- 3 day suspension with parent/principal/conference.
FIVE or MORE REFERRALS	3- 5 day suspension.

**DISRUPTIVE BEHAVIOR B**

- Behavior dangerous to students and staff
- Fighting
- Smoking or possession of tobacco
- Defiance of authority
- Habitual profanity
- Violation of Technology Use Agreement

**SEQUENCE OF ACTIONS**

ONE REFERRAL	Principal/teacher/pupil and/or parent conference and 1-3 day suspension.
TWO REFERRALS	Principal/parent conference, 1- 5 day suspension.
THREE REFERRALS	5 day suspension and referral to appropriate agency when applicable and principal/teacher/pupil/parent conference.
FOUR REFERRALS	5 day suspension and referral to appropriate agency when applicable. Recommendation for expulsion if other means of correction are exhausted or if there is continuing danger to physical safety.

## **DISRUPTIVE BEHAVIOR C**

- Arson
- Theft
- Threats to staff members-
- Attack or threat of attack on staff members
- Attack or threat of attack on student not requiring professional medical treatment
  - Possessed, offered, arranged or negotiated to sell any drug paraphernalia
  - Vandalism - parent subject to paying cost
- Sexual assault

### **SEQUENCE OF ACTION**

#### **ONE REFERRAL**

Principal/teacher/pupil/parent conference. 3- 5 day suspension with referral to law enforcement or appropriate agency when applicable.

#### **TWO REFERRALS**

5 day suspension with referral to law enforcement or appropriate agency when applicable.

#### **THREE REFERRALS**

5 day suspension with referral to law enforcement agency or referral to appropriate agency when applicable. Recommendation for expulsion if other means of correction are exhausted or there is continuing danger to physical safety.

## **DISRUPTIVE BEHAVIOR D**

- Robbery or extortion.
- Possession, selling, taking, administering or under the influence of any controlled substance, alcohol, or dangerous object.
- Possession, selling, using or furnishing weapons, firearms, explosives or dangerous objects.
- Serious physical injury to another person requiring professional medical treatment.

### **SEQUENCE OF ACTIONS**

#### **ONE REFERRAL**

Principal/teacher/pupil/parent conference. Referral to law enforcement or referral to appropriate agency when applicable. 5 day suspension with recommendation for expulsion. Total removal from school unless principal reports why expulsion is not recommended.

## **GENERAL RULES OF BEHAVIOR**

1. Students are required by state law to attend school regularly and punctually, conform to all regulations of school, obey promptly all directions of teachers and others in authority, observe good order and deportment, be respectful to teachers and authority, courteous to classmates, and refrain entirely from profane and vulgar language.
2. Students absent from school more than one period on the day of an activity (or the day before an activity if the activity is held on a weekend or holiday) will not be eligible to participate in that activity. This includes athletic events, both games and practices, skiing, field trips, mathletes, etc.
3. Students are not to leave campus during the school day, with the exception of morning break and lunch. Students may obtain an "Early Dismissal" from the office with written permission of their parent/guardian. This should be done prior to the beginning of the school day. Should the student become ill during the school day, the parents or persons listed on the emergency information cards will be contacted. Students may not be released to anyone not listed on their emergency information cards.
5. Walkmans, tape players, pagers, or radios are not be allowed in classrooms unless preauthorized by the teacher.
6. Hats are not allowed in classrooms.
7. Bicycles or skateboards are not to be ridden on campus. Students who ride bicycles to school must park them in the bicycle rack immediately upon arriving at school. Students must bring skateboards to the office for storage before school.

### **BUILDING RULES**

The high school doors will be unlocked and ready for students use at 7:45 A.M.

Food or drink is allowed in designated areas only, with the exception of preauthorized class activities.

Students are not to be in the library, desk area, or restroom during class time without teacher permission.

During class time, all students in the LC area are to remain quiet.

Loitering in the restrooms is prohibited at all times.

## **Technology**

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers and consequences for unauthorized use and/or unlawful activities.

### On-Line Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 7001, 47 USC 254)

The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.

Disclosure, use and dissemination of personal identification information regarding students is prohibited.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district responsible and shall agree to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or designee shall regularly review this policy, the accompanying administrative regulation and other procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

## **Board Policy 6163.4**

## **Student Use of Technology**

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and appropriate use.

At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites. (Education Code 48980)

### On-Line/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the district's Acceptable Use Agreement.

1. The student, in whose name an on-line services account is issued, is responsible for its proper use at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Students shall use the district's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.  
Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
6. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

8. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

9. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

***The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Agreement. The decision of the principal or designee shall be final.***

***Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.***

BP 5145.7

## Students SEXUAL HARASSMENT .

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the district.

Teachers shall discuss this policy with their students in age- appropriate ways and should assure them that 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 Board expects students or staff to immediately report incidents of sexual harassment to the superintendent or designee. Any student who feels that he/she is being harassed should immediately contact the superintendent or designee in order to obtain a copy of AR 1312.3 - Uniform Complaint Procedure. Complaints of harassment can be filed in accordance with these procedures.

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

### Legal References:

#### EDUCATION CODE

§200- 240 Prohibition of discrimination on the basis of sex , h. ,

§48980 Notice at beginning of term

UNITED STATES CODE. T17".E 42

§2000d - 2000e et seq. Title VP & Title VII, Civil Right Act of 1964 as amended

§2000h- 2 et seq. Title IX, 1972 Education Act Amendments

Franklin vs. Gwinnet County Schools (1992)112 S. Ct. 1028

Policy Adopted: APRIL 20, 1993

AR 5145.7(a)

Students

## SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code §212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single- sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.

10. Displaying sexually suggestive objects in the educational environment.

11. 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.

#### Notification

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code §48980)
2. Be displayed in a prominent location near each school principal's office. (Education Code §212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education code §212.6)
4. Appear in any school or, district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code §212.6)

#### Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in- service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

*Administrative Regulation Approved: April 20, 1993*

## **ELIGIBILITY FOR EXTRA ACTIVITIES**

Extra-curricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects. However, care must be taken that these activities do not take precedence in importance over the subject matter areas, but remain in the position of supplementing the actual educational experience.

It is the policy of the Owens Valley Unified School District that an extra-curricular activity is one which is not generally part of the regular school curriculum, generally takes place outside of classroom time, is not graded, and is usually supervised or financed by the school district. Extra-curricular activities include, but are not limited to the following.

1. Athletic teams
2. Ski program
3. Cheerleaders
4. School publications
5. Field trips
6. Student government

All students elected to student offices or who represent their school in extra-curricular activities shall have and maintain good citizenship records, both in and out of school. Any student who does not maintain a good citizenship record shall not be allowed to represent his/her fellow students nor the school for a period of time recommended by his/her principal, but in no case shall the time exceed the current school year, except when approved by the governing board.

In order for a pupil to engage in any extra-curricular activities, the pupil shall maintain an overall grade point average of 2.0 on a scale of 4.0, or its equivalent during the previous grading period. Students may not have received an "F" in any subject in the previous grading period. Students may not have received more than one "U" (unsatisfactory behavior) in the previous grading period. Receiving two suspensions from school within a quarter shall result in ineligibility for the remainder of the quarter.

Eligibility to engage in extra-curricular activities shall be evaluated at the end of each grading period, thus allowing pupils the chance to reestablish their eligibility for the succeeding grading period. Students may petition to the Principal for probationary status during the first three weeks of the quarter. Students on probationary status may continue to participate in the activity as long as satisfactory progress is demonstrated. A student's eligibility may be restored by circulation of an eligibility form (available in the school office) during the second week of the given quarter. If the student's grades and citizenship now meet the above requirements, he/she shall again become eligible. Proof of continued eligibility shall be demonstrated by satisfactory marks on a follow up eligibility form, to be completed during the fourth week of the quarter. In those instances where an extra-curricular activity is connected with the regular school curriculum, a pupil who is ineligible to engage in extra-curricular activities may (1) continue in the regular school curriculum segment with the activity (2) earn grades or credits for the class, even though ineligible to participate in the out-of-classroom activity.

For purposes of this policy, grading period means both semester and mid-semester (quarter) grade periods.

## **Owens Valley High School Dance Rules**

- 1) All guests must be signed up on the guest list in the school office and be preapproved to be admitted into the dance. Guests must be signed up in the school office at least two days prior to the dance. All guests will be screened and approved by the Superintendent and the advisor of class or organization sponsoring the event.
- 2) Each student is limited to one guest (approved by the Principal) who must observe the same rules as students of Owens Valley. Guest may be of either sex - no guest shall be a student expelled from school.
- 3) Once expelled from school, an individual may not attend a dance, even as a guest.
- 4) Reasons for exclusion from a dance: Drinking, being under the influence, rowdiness, drugs, aiding someone to illegally enter a dance, smoking, etc. Anyone drinking and/or under the influence of illicit substance on campus, or at school related activities will be subject to disciplinary action, including possible expulsion, and referred to legal authorities. (EC48900c)
- 5) Anyone showing evidence of drinking will not be admitted to the dance, and because it is a school related function, the student will be subject to disciplinary action including possible expulsion. (EC48900c)
- 6) No one is permitted to enter a dance if he or she has had an unexcused absence from school on that day or has been suspended in the past 5 days.
- 7) The doors will be closed one hour after the dance starts, and no one may come in, unless prior arrangements have been made.
- 8) Dances will last no later than 12:00 A.M.
- 9) Any student or guest leaving the dance will be required to sign out before they can leave the premises.
- 10) Any student or guest who leaves the dance will not be readmitted and must leave the area of the dance.
- 11) No elementary school pupils will be admitted to high school dances (grades 7- 12 only).
- 12) Chaperones have final authority at all events.

# OWENS VALLEY ATHLETIC TEAM RULES

## I. PRACTICE

Athletes will attend all practices unless they has prior authorization of the coach for missing. A student must attend school in order to practice that day. Reasons for non attendance: student illness, death or serious illness in the family. In all instances the student is obligated to inform and receive authorization from the coach. Verification from the parents is also required.

1. All rules established by the coach will be followed
2. Do not leave practice without permission.
3. Report all injuries or illnesses immediately.
4. Do not use profanity.
5. All equipment checked out to you must be returned in good condition or paid for by you before participating in the next sport.
6. A student has ten practices in which to decide whether or not he/she will play a sport.

## II. TRAINING AND SPORTSMANSHIP

1. Never argue with an official. Respect all calls.
2. Do not "goof off" or "showboat" for the audience.
3. Drinking, smoking, or the use of controlled substances at any time (including non-school time) are prohibited, and use will result in immediate suspension from team.

## II. GAMES.

Athletes will attend all games unless they have prior authorization of the coach for missing. Reasons for non-attendance: student illness, death or serious illness in the family, or scheduled college entrance exams that conflict with the game schedule. In all instances the student is obligated to inform and receive authorization from the coach. Verification from the parents is also required.

### ***A. Home Game - Regulations.***

1. If you can not attend school, game or practice, notify the coach in advance.
2. Students will be well groomed and dress neatly for all games, both home and away. The coach will inform you of any special requirements.

### ***B. Away Game - Regulations.***

- 1: Be dressed neatly to and from games. Team coach will have final say on what is appropriate.
2. Follow all directives from adults accompanying the team.
3. Do not cause or be a part of any type of disturbance on or off the bus.
5. Do not leave the school building without permission of a coach, before or after a game.
6. Girls and boys may be required to sit in separate seats.

7. Players are to ride on the bus to all games. A player may return with his/her parents provided a written request has been submitted ***prior to the bus leaving for the game.*** Students may return with non-parents only with the written authorization of the parent and Principal. Under no circumstances may a student leave with another student or anyone under 18. Violation of the above section may result in immediate suspension from the team.

***C. Dismissal from team.*** For any school year, a student shall lose eligibility to play interscholastic sports for Owens Valley High School for one school year if more than once he/she is dismissed from a team for disciplinary reasons or voluntarily quits a team after the ten practice grace period. The one year period shall begin with the sport following a quit or dismissal and end with the beginning of that sport the following year. A third dismissal or quit during a student's 9-12th grade years will result in permanent loss of eligibility to play interscholastic sports for Owens Valley High School.

***D. Defiance.*** Willful defiance of the coach or his/her authority shall result in immediate suspension from the team.

***E. School attendance before game.*** A student must attend a full school day the day of a game or on Friday before a game on Saturday, or have prior approval for the absence from the principal to be eligible to play in a game. This provision also applies to skiing.

#### IV. SCHOLASTIC ELIGIBILITY

In order for a pupil to engage in sports, the pupil shall maintain an overall grade point average of 2.0 on a scale of 4.0, or its equivalent, during the previous grading period. Students may not have received an "F" in any subject in the previous grading period. Students may not have received more than one "U" (unsatisfactory behavior) in the previous grading period. Eligibility shall be evaluated at the end of each grading period. Students not meeting eligibility requirements at the end of the grading period are ineligible for two weeks. Students may petition to the Principal for probationary status during the first two weeks of the quarter. Students on probationary status may continue to participate in the activity as long as satisfactory progress is demonstrated.

Students having an "F" in any subject or a "U" in behavior shall be placed on two weeks eligibility probation following progress reports. They may participate in practice and games during the probation period. Two weeks following release of progress reports, eligibility will be determined by the circulation of an eligibility form. Students with an "F" in any subject or a "U" in any class will be determined ineligible.

Eligibility may be restored by circulation of an eligibility form (available in the school office) during the second week following ineligible determination. If the student's grades and citizenship now meet the above requirements, he/she shall again become eligible. Proof of continued eligibility shall be demonstrated by satisfactory marks on a follow up eligibility form, to be completed during the sixth week of a quarter.

## V. GENERAL

- A. If a student is suspended from school, he/she will not be allowed to practice, participate in games, attend games nor practices, or any school activities during a week after the first suspension and throughout the season after the second.
- B. Disciplinary actions taken during sport season will apply only to that season.
- C. There may be an instance where the coach and the student mutually agree that for the best interest of the student he/she should discontinue the sport.
- D. Coaches will establish team rules, and copies will be distributed to all team members.

## VII. PARENT UNDERSTANDING

Each athletic participant will have on file a copy of a parent or guardian signature attesting to having read and being aware of these rules and any team rules.

These regulations and procedures are to be reviewed annually by the coaching staff, administration and school board.

## **OVUSD DRESS CODE**

In cooperation with teachers and students, the administration shall regularly review the following dress policy and may establish additional school rules governing dress and grooming.

***The Superintendent or designee shall make final determination on all dress issues.***

The following guidelines shall apply to all regular school activities:

1. Shoes or sandals must be worn at all times.
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
3. Clothes shall be sufficient to conceal undergarments at all times. See through or fishnet fabrics, halter tops, spaghetti straps, backless, off the shoulder, and bare midriffs are prohibited.
4. Tops shall not have a neckline that is lower than the start of the underarm and have straps that are no less than 1 inch in width.
5. Shorts shall not be shorter than the fingertips/thumb fully extended along the thigh and/or reach mid-thigh.
6. No "sagging" of pants. Pants should be size appropriate and worn at the waist.
7. Students with permanent tattoos shall keep them fully covered whenever possible at all times with the exceptions of feet, ankles, wrists, and hands.

The principal, staff, students and parent/guardians may establish reasonable dress regulations for times when students are engaged in extracurricular or other special school activities. Physical education teachers may establish reasonable dress regulations for times when students are in physical education class.

Adopted 6/18/2014

## **Bus Rules**

1. Students should arrive at the bus stop 5 minutes before the scheduled departure time.
2. Students must comply with directions or instructions given by the bus driver or other supervising individual on the bus.
3. Students shall demonstrate courtesy and respect toward the driver and others riding on the bus.
4. General rules pertaining to student conduct at school apply to students not only when riding the school buses, but also when they are walking to and from home and when they are waiting at the bus stops. (Reminder, Parents are responsible and liable for their children's behavior at all times.)
5. Eating, drinking, and gum chewing are not permitted on the bus. The bus driver may, however, make exceptions to this rule when he/she considers it appropriate.
6. No glass items or containers are to be brought on the bus.
7. Students are to remain seated and must keep hands and all objects inside bus window.
8. Normal conversation with persons nearby is appropriate, but shouting is not permitted. There is no use of profane language or gestures.
9. Students may be assigned to a particular seat, if the bus driver feels it is necessary.
10. Keep the bus clean and do not be destructive.
11. Use or possession of any tobacco product is not allowed at school or on the bus.
12. Inappropriate student behavior may result in the driver stopping the bus and issuing a ticket to the student. Parents may be required to transport their children if riding privileges are lost due to inappropriate behavior. When infractions occur, the driver will submit a Bus Violation Report to the parents including: student's name, date of occurrence, nature of misconduct, bus/route number or name, driver's signature, parent's signature, and parent's telephone number.

13. Students are warned not to leave the bus stop with any person other than their parents or the bus driver and to report to the driver any stranger who approaches them at the bus stop.

## **Bus Safety Guide**

Although school buses are the safest form of highway transportation in the United States, there are specific steps that you and your children can take to improve their safety. This guide will provide you with the information you will need to help your child learn the rules.

The District provides transportation for students residing beyond 1 mile of walking distance. On days when weather might cause a problem, the school will call and let you know if we are unable to pick up your child, or you may call the school at 878-2405. School buses can only stop at designated bus stops to load/unload students. Don't try to flag the bus down and make it stop. Don't have your child run to get the bus. If your child misses the bus, there are not many alternatives other than to drive your child to school or to bring them to another bus stop. If there is a problem, such as the bus running late, please allow at least 15 minutes before taking action. School buses have to endure the same traffic conditions that plague all other drivers. A traffic problem or longer than scheduled loading at a previous bus stop can easily throw your bus 10-15 minutes off schedule. If at the end of fifteen minutes your bus still has not arrived, you may wish to call the school.

It is important to understand that riding the school bus is a privilege. This privilege can and will be suspended when serious misconduct occurs or when minor infractions occur repeatedly. Refusal of the District to provide transportation under these conditions does not excuse parents from their responsibility of having their children in school. While waiting for the bus to arrive, it is very important for you to be safely parked at the bus stop. Remember to keep the bus stop clear for the bus and driveways and roadways clear for other motorists.

**The Danger Zone** is the space all around the school bus. It goes out 10 feet. The school bus driver cannot see children in this zone, especially around the wheels. It is dangerous for anyone to be in this area. If the bus driver cannot see you, you may be hit by the bus, resulting in serious injury. Being very careful whenever getting on or off the bus is important.

Here are some important rules for you child that must be followed for "Danger Zone" avoidance:

- 1. Do not cross between two or more parked buses. Never try to get anything that is dropped around the bus. Tell the driver or a teacher.**
  
- 2. Tell the bus driver if you have to cross the street after being dropped off. California has special laws for this.**

Students should not bring animals, radios, tape recorders, skateboards, roller skates or boards, outdoor play equipment such as balls, bats or any items that may interfere with loading or unloading of the bus.

Help your child to leave home early enough to arrive at the bus stop five minutes prior to scheduled bus arrival time. Beginning at home, plan your time so you can leave home at the same time everyday and get to the bus stop with 5 minutes to spare without hurrying. Don't be too late. Other people are waiting, and the bus driver can't wait around for you. Don't be too early because the edge of a busy road is no place to fool around or to be spending a lot of time. Stay off people's property and don't litter. Help your child avoid rushing to catch the bus. Hurrying makes for carelessness. He/she may get injured when crossing the street or when approaching the bus.

Whenever you cross any streets going to and from home or to and from the school bus, remember to stop, look and listen left, right and left again before crossing. Wait for your school bus in a safe place. Playing around the bus is not safe; you could be hurt. Be nice, don't push or shove. Form a single line facing the direction from which the bus will approach the bus stop. Wait at least six feet back from the edge of the roadway until the bus has come to a complete stop and the front door has opened.

When you arrive at your school or school bus stop, follow these rules:

- 1 Stay seated until the bus comes to a full stop. The driver will tell you when to go.
2. Let those closest to the front off first; it's faster than if everyone tries to get off at once. Line up on the way out. Use the front door unless the driver says otherwise.
3. Always use the handrail going up and down the steps to protect you from slips and trips.
4. Watch your step. Don't jump off the bus.
5. Move away from the bus door quickly. Stay clear of the wheels. Don't go after anything that rolls or falls under or in front of the bus; tell the driver about it. Never reach back into the bus through the windows. Observe safety procedures and be alert for traffic after leaving the school bus.
6. The bus stops in the Owens Valley U.S.D. are established to eliminate the need for your student whenever possible to cross the roadway to wait for the bus.

Stress the importance of remaining seated while the bus is moving and remaining quiet at all railroad crossings. California law requires each pupil to be seated while the bus is in motion. Take your seat, face forward, and remain seated at all times on the bus. Be courteous to your school bus driver and to fellow students. California law requires school buses with passengers aboard to stop at all railroad crossings. Students are to remain silent at the railroad crossings, so the driver can look and listen for approaching trains.

Children should always show respect to school bus drivers and obey them. Bus drivers need to give as much attention as possible just to the task of driving the bus. A disciplinary problem could distract them. Courtesy is also important. Bus drivers are in charge of each pupil's safety while riding the bus.

Although emergencies are rare, make certain your child participates in the emergency evacuation training. This includes the pupil who may ride on a school bus only once in a year for a field trip or an athletic event. Different types of buses have variations in size, position of emergency doors, and type of door release. The pupil will be instructed on emergency evacuation procedures on a bus that is very similar to the one in which he/she rides. The bus driver is in charge on the bus. Different situations may call for different procedures.

**Fire in the bus engine**

**Gas fire**

**Head/rear collision**

Use the farthest exit from danger. Possibly only one door will be clear. Pupils will need to get away from the bus quickly.

**Side collision**

**Stall on railroad tracks**

Uses of both exits may be the best in this case, depending on the position of the school bus in relation to other dangers such as traffic.

**Flat tire**

**Stall on street/highway**

**Illness of bus driver**

**Bus has skidded off road**

**Bus has overturned**

Depending on the position of the bus to outside dangers, the pupils may be safer remaining in their seats. If evacuation is necessary, the procedure will be dictated by the situation. The pupils must get off the bus safely and be safe after they get off.

Pupils must know where to go and what to do as they leave the bus. Panic in an emergency can be disastrous. Impress on your student the importance of being quiet and orderly.

In case of an emergency, stay clam. Stay in your seat until the driver tells you what to do. Don't move around without thinking. Don't touch emergency equipment or safety releases until told to by the bus driver. Older students can be helpful by sitting next to the emergency doors, so they can be the first ones off the bus and remain outside the doors to help smaller children.

If you have to use an emergency exit, don't crowd. Let those closest to the exit go first. Wrap loose clothing around you so you won't get caught. Keep your hands free, leaving everything behind. Duck your head as you go out and bend your knees if it's a big jump down. Get away from the exit so others can get out too.

In the event that your student's bus stop necessitates a Red Light Escort and/or Crossing, the following procedure is to be followed by your child:

1. The student will notify their driver that he/she needs to cross the street. Remember this is only for bus stops that do not have stops on both sides on the roadway.

2. The bus driver must do several preliminary procedures prior to the student exiting the bus.
3. The students will line up to exit the bus.
4. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in the front of the line needs to cross.
5. The student disembarking who need not cross the roadway will do so and move away from the bus.
6. Students are not to cross the roadway until the driver tells them to.
7. If the student has forgotten anything on the bus or dropped something in the roadway, he/she is not to run back into the roadway once they have crossed.
8. Listen to verbal directions from the driver and cross between the bus and the driver.

If something happens to the bus driver, older students riding the bus will be instructed on what to do. They will know how to apply the parking brake. Students riding in front of the bus will know where the first aid kit and fire extinguisher are located. Students sitting next to exits are instructed on how to open the exits and help with the evacuation of the younger students, if necessary. They will also be instructed in the important fact that they must never play with the doors or to attempt to open them except in an actual emergency or is instructed by the driver.

When appropriate, the front entrance/exit door becomes an emergency exit. In the overhead of the driver's compartment is an emergency release for the air pressure.

On the left side of the bus, from about the center of the bus to the rear of the bus, is a side emergency door, marked emergency exit with open arrows.

If the bus is turned on its side, the rear windows can be opened and used as emergency exits. Side windows also become emergency exits.

The windshield can be used as an emergency exit by pushing at the corners.

## **NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office free of charge, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

4/08

**Owens Valley Unified School District**  
**ANNUAL NOTIFICATION OF COMPLAINT PROCEDURES**  
**School Year 2012-2013**

Certain student rights are protected by federal and state laws and regulations. This notice is provided to inform students and their parents of the procedures to be followed if they believe any of the rights set forth in this document have been violated. If you have questions or need clarification about any of these items, please contact one of the administrators listed on the reverse of this form.

**UNIFORM COMPLAINT PROCEDURES**

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing unlawful discrimination in education programs: programs, including any deficiencies related to intensive instruction and services.

Filing of Complaint

Any individual, public agency, or organization may file a written complaint of noncompliance with the designated Uniform Complaint Procedures Coordinator (Superintendent/Principal). The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Appropriate Investigation of Complaint

The investigator shall provide an opportunity for the complainant to present information relevant to the complaint within 15 calendar days of receiving the complaint.

Written Decision

Within 40 calendar days of receiving the complaint, the investigator shall send to the complainant a written report of the District's investigation and decision.

Appeal to the Regional Area Superintendent

If a complainant is dissatisfied with the investigator's decision, he/she may, within five calendar days following the forwarding of the decision, file a written appeal to the superintendent/principal of the District. Within 15 calendar days of receiving the written appeal, the superintendent will send the complainant a written report of the decision.

Appeal to the Board of Education

If the complainant wishes the local board of education to review the decision, the complainant must request an extension of the Title V timelines. He/she may, within five calendar days following the forwarding of the superintendent's decision, request a review by the Board of Education by forwarding the written appeal to the District Superintendent. At its next regular Board meeting, the Board will determine whether to hear the appeal. The Board may decide not to consider the written decision. If the Board determines to consider the appeal, it will be considered at the next regular Board meeting. Whether or not the Board determines to consider the written decision, the Superintendent shall send the Board's decision to the complainant.

### Appeal to the California Department of Education

If a complainant is dissatisfied with the District's decision, he/she may appeal in writing to the California Department of Education within 15 calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. Civil Law Remedies

Civil law remedies may be imposed by a court for violations that include, but are not limited to, prohibited discrimination on the basis of gender, race, color, national origin, lack of English skills or disability. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complaints may seek assistance from mediation centers, legal assistance agencies or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

### **SEXUAL HARASSMENT**

The Owens Valley Unified School District recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws as well as District Policy and Administrative Procedure. The District is committed to providing all students with a school environment free from sexual harassment and will not tolerate such conduct on the part of any District employee or student. Any student with a complaint of sexual harassment should implement these complaint procedures as soon as possible. These procedures are designed to effectively manage the investigatory process while protecting the rights of both the complainant and respondent. The detailed nature of the procedure is to ensure the process is clear and understandable. Any person with questions or concerns about the process may, at any time, ask for assistance from the investigator or the Superintendent/Principal. **No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.**

The District will promptly and thoroughly investigate any complaints of sexual harassment and will take expeditious action to resolve such complaints, in accordance with these procedures.

**Sexual harassment** consists of unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature, made by someone from or in the school setting. Sexual harassment may be considered to occur under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's school progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of school decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's school performance, or of creating an intimidating, hostile, or offensive school environment.

4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Owens Valley Unified School District.

**Forms of sexual harassment include, but are not limited to:**

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with school productivity.

2. Implicit or explicit sexual behavior by a fellow student or District employee which has the effect of controlling, influencing, or otherwise affecting the school environment.

3. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

**SEXUAL HARASSMENT COMPLAINT PROCEDURES**

Any student who believes he or she has been subjected to sexual harassment should immediately inform any teacher or administrator. Any teacher or administrator who receives information from a complaint or otherwise that sexual harassment has allegedly occurred should immediately notify the Superintendent/Principal. When the complainant expresses a desire not to have the complaint immediately reported, the teacher or administrator should ensure the complainant receives a copy of the District Administrative Procedure and is informed of available assistance. The Superintendent/Principal will investigate or will designate an investigator to investigate all complaints in accordance with this procedure. The complainant will be immediately informed of any rights under any relevant complaint procedure, policy, or collective bargaining agreement. All complaints should be reduced to writing and should be submitted to the investigator within sixty (60) workdays after the alleged harassment has occurred. Complaints which are over sixty (60) days old or which are not reduced to writing will be pursued at the discretion of the Superintendent/Principal. Notwithstanding these requirements, the Superintendent/Principal will investigate all formal or informal complaints of sexual harassment to determine whether or not corrective action is necessary. All written complaints shall be signed and dated by the complainant and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged sexual harassment. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included. All complaints will be reviewed and investigated by the appointed investigator. The investigation may include interviews with: 1) the complainant; 2) the respondent; and 3) any other person(s) who reasonably may have relevant knowledge concerning the complaint, such as witnesses and victims of similar conduct.

Where the investigator determines sexual harassment may have occurred, the investigator shall present the respondent with a copy of the complaint and this Administrative Procedure and provide the respondent with an opportunity to respond to the allegations. Such response must be received within a reasonable amount of time, as determined by the investigator, not to exceed fifteen (15) workdays. Immediately following review and investigation of the complaint, the investigator will prepare and deliver to the Superintendent a written recommendation to resolve the complaint. The recommendation

will include at least a description of the nature and extent of the investigation conducted by the District, action taken by the District in the event immediate action was necessary, and a proposed resolution to the complaint. A copy of the proposed resolution will be distributed to the complainant and the respondent. Where the parties agree to the proposed resolution, the resolution shall be implemented and the investigation shall be concluded. If the complainant or respondent is not satisfied with the proposed resolution, he or she may appeal to the Superintendent/Principal within ten (10) workdays of receipt of the proposal. The appeal must be in writing, signed, and shall state each and every reason for the appeal and disagreement with the proposed resolution. The Superintendent/Principal shall investigate the appeal and, within twenty (20) workdays from its receipt, shall render a written decision and indicate the basis and reasons for the decision. If the complainant or respondent is not satisfied with the Superintendent's findings, he or she may make a final appeal to the Board of Education within ten (10) workdays of receipt of the Superintendent's decision. The appeal must be in writing, signed, and shall state each and every reason for the appeal and disagreement with the Superintendent's decision. The Board will, in its sole discretion, determine what, if any, further proceedings should occur. The determination of the Board as to procedures and resolution of the allegations will be final.

In the event it is determined there is merit to the complaint, the District will take corrective action, including such discipline up to and including suspension and/or immediate termination of employment, as is appropriate in accordance with applicable law and Board policies and procedures. Severity of the disciplinary action will be based upon the circumstances of the infraction.

#### **SECTION 504**

It is hoped that differences surrounding the screening, evaluation, and/or placement process for students with disabilities under Section 504 can be resolved informally with the District. However, if a satisfactory resolution is not reached, a pamphlet outlining specific complaint procedures can be obtained by contacting the 504 Coordinator (Superintendent/Principal).

#### **CIVIL LAW REMEDIES**

Pursuant to California Education code (Article 6, Section 262.3), persons who have filed a complaint with an educational institution are advised the civil law remedies including, but not limited to, injunctions, restraining orders, or other orders that may also be available to them.

The U.S. Department of Education, Office for Civil Rights, enforces compliance with Section 504, the ADA, and Title IX, and may be contacted for assistance with complaints relating to these laws and their regulations. The (state) Department of Fair Employment Opportunity Commission (EEOC) enforces compliance with state and federal laws and regulations protecting individuals from employment discrimination and may be contacted for assistance with complaints of employment discrimination.

**QUESTIONS MAY BE DIRECTED TO:**

**Dan Moore  
Superintendent/Principal  
P.O. Drawer E  
202 South Clay Street  
Independence, CA 93526**

**Telephone (760) 878-2405  
FAX (760) 878-2626  
Email: [dmoore@ovusd.k12.ca.us](mailto:dmoore@ovusd.k12.ca.us)**