

**ROUND VALLEY HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2016-2017**



**23590 Howard Street/P.O. Box 276 Covelo, CA. 95428
Telephone: (707) 983-6171 Fax (707) 983-6179**

MESSAGE FROM THE PRINCIPAL

Welcome to 2016-2017 school year! I am Mark Smith your principal. I look forward to getting to know each one of you. The staff has been very busy preparing for the start of a new school year and is excited to welcome you to Round Valley High School. Some of you are just starting your high school journey while others are entering their final year. High school is a special time, a time of growth and learning, as well as, a time to develop relationships and bonds that can last a lifetime.

Our mission is to create an exciting, proactive environment that provides an avenue of success for ***EVERY*** student and their unique interests and learning style. Our commitment to continued efforts in meeting and exceeding the educational vision of Round Valley will be evident on a daily basis.

It is important that both students and families partner with us in working to fulfill the educational and social goals, as well as, the dreams and visions of each and every student. Please join with the staff and myself in making Round Valley High School a positive learning and social environment.

High school is one of the fundamental keys to life success; the events, friendships, and opportunities in which you engage will have a lasting impact on your future. Take advantage of the opportunities we provide here at Round Valley High School. They will impact you in a positive ways that cannot be replicated later in life.

Please don't hesitate to communicate with us about any concerns or questions regarding your child's education, we are here to help.

Mark Smith

ROUND VALLEY HIGH SCHOOL VISION STATEMENT

Round Valley High School staff and community developed a vision statement for our school this past fall (2015). We believe that this vision statement reflects our beliefs of what we desire and strive to provide to all Round Valley High school students.

Round Valley High School provides a caring and healthy learning environment which inspired a passion for knowledge using engaging, culturally relevant curriculum that prepares our students to be responsible citizens, successful in any form of post-secondary education or employment.

ROUND VALLEY HIGH SCHOOL STUDENT LEARNING OUTCOMES (SLOS)

The Student Learning Outcomes were refined and update by staff during the 2015-16 school year WASC review process and are as follows:

1. Round Valley High School Students will be healthy individuals who will recognize the importance of balancing physical, social, spiritual and intellectual well-being.
2. Round Valley High School students will be effective communicators who will respect diversity and work well with others on both personal and professional levels.
3. Round Valley High School Students will be critical thinkers who can analyze information and then persist through adversity to achieve personal and professional goals.
4. Round Valley High School Students will be digitally knowledgeable citizens who make effective use of modern technology and media in order to take advantage of all opportunities in order for them to achieve their dreams.
5. Round Valley High School Students will be productive citizens who recognize, respect and understand the unique history of Round Valley, which include Native American Culture and agriculture.

ADMINISTRATION

Mark Smith - Principal

Certificated Staff

Bauer, Ann Marie	Art/Mathematics/Calculus
Brady, Susan	English
Carter, Walter	Mathematics
Derby, Amanda	Science/Independent Study
Eleck, Ardie	Special Education/Yearbook
Flower, Arden	Auto/Welding Shop
Hall, Lourance	Science/Agriculture
Kaur, Amandeep	Academic Counselor
Ruskin, Jeremy	Mathematics
Russ, Joe	Continuation/Directed Studies
Tinkham, Ken	PE/Computers
Want, Rolinda	Native Language Wailacki
Shubin, Allison	Native Language Yuki
Vincent, Angela	Spanish
Wells, Kevin	Music Tech
Williams, Patrick (Jake)	Social Science/Leadership

Classified Staff

Swearinger, Maria	High School Secretary
Pickett, Cyndi	Resource Classroom Aid
Want, Rolinda	Monitor/ Outreach
Britton, Kathy	Outreach
Whipple, Eddie	Monitor

**MINIMUM DAY BELL
DAILY BELL SCHEDULE
SCHEDULE**

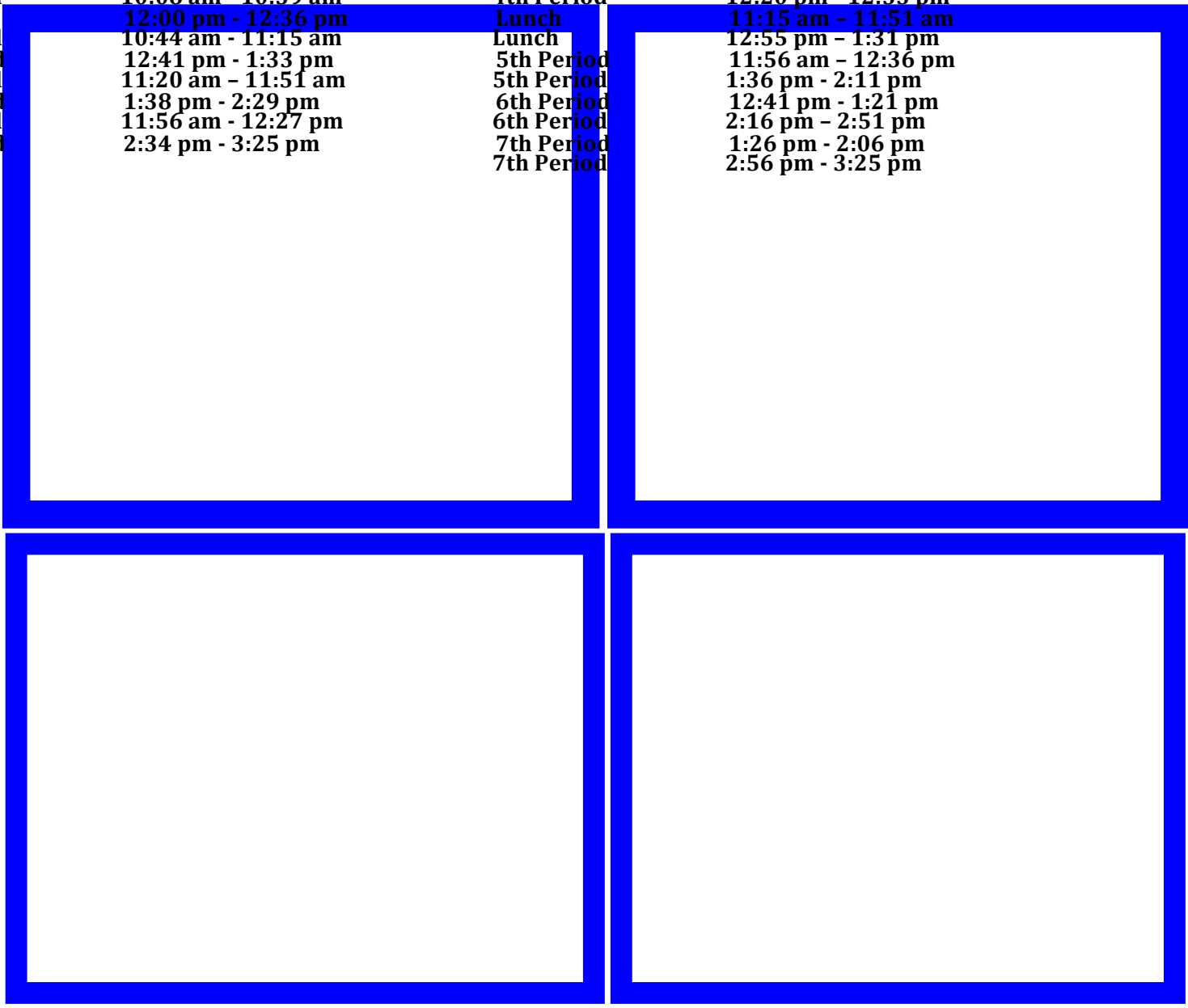
**DELAYED START
WEDNESDAY BELL SCHEDULE
BELL SCHEDULE**

2016-2017 BELL SCHEDULES

1st Period 8:20 am - 9:12 am
 2nd Period 8:20 am - 8:51 am
 3rd Period 9:17 am - 10:08 am
 4th Period 8:56 am - 9:27 am
 5th Period 10:13 am - 11:04 am
 6th Period 9:32 am - 10:03 am
 7th Period 11:09 am - 12:00 pm
 8th Period 10:08 am - 10:39 am
 9th Period 12:00 pm - 12:36 pm
 10th Period 10:44 am - 11:15 am
 11th Period 12:41 pm - 1:33 pm
 12th Period 11:20 am - 11:51 am
 13th Period 1:38 pm - 2:29 pm
 14th Period 11:56 am - 12:27 pm
 15th Period 2:34 pm - 3:25 pm

1st Period
 1st Period
 2nd Period
 2nd Period
 3rd Period
 3rd Period
 4th Period
 4th Period
 Lunch
 Lunch
 5th Period
 5th Period
 6th Period
 6th Period
 7th Period
 7th Period

8:20 am - 9:00 am
 10:20 am - 10:55 am
 9:05 am - 9:45 am
 11:35 am
 9:50 am - 10:30 am
 11:40 am - 12:15 pm
 10:35 am - 11:15 am
 12:20 pm - 12:55 pm
 11:15 am - 11:51 am
 12:55 pm - 1:31 pm
 11:56 am - 12:36 pm
 1:36 pm - 2:11 pm
 12:41 pm - 1:21 pm
 2:16 pm - 2:51 pm
 1:26 pm - 2:06 pm
 2:56 pm - 3:25 pm



Round Valley Unified School District implements a shortened Delayed Start Schedule when weather and road conditions make it the safest course of action for all students and staff.

On days when the Delayed Start Schedule is in effect, classes begin and buses turn 2 hours later. Morning breakfast will be cancelled when the 2 hour delay is in effect. Afternoon dismissal times and bus schedules are the same as regular school days.

The special schooled was developed to help cope with winter weather and avoid unnecessary cancellation of school. The Delayed Start Schedule allows students walking, driving and riding buses to avoid hazardous traffic conditions.

ACADEMICS

Graduation Requirements

1. 2017 Graduates from Round Valley High School must complete 260 credits and pass all minimum competencies to graduate. STUDENTS WHO DO NOT MEET THE CREDIT CRITERIA WILL NOT PARTICIPATE IN GRADUATION CEREMONIES OR SCHOOL SPONSORED SENIOR ACTIVITIES.

Graduates for the years 2017 and all following years will need 260 credits.

2. Each student must take and successfully complete the courses as indicated below:

American Government

U.S. History

English 9

English 11

Math

Physical/Earth Science

Fine Arts/Foreign/Native Lang.

Physical Ed/Athletics

Algebra I

Economics

World History

English 10

English 12

Life Science

Health

Vocational Ed

Electives

1. This list represents the requirements needed for a diploma from Round Valley High School. University, state college, and trade school requirements may be much more stringent and students should be prepared to take the courses required by those institutions. For more information, contact the Counseling Office.
2. In order to participate in graduation ceremonies, a student must have completed all RVHS graduation requirements, completed a senior check-out sheet and not have any outstanding disciplinary actions. Graduates must successfully complete a senior portfolio that includes a research project and formal presentation.

PROGRESS AND GRADE REPORTS

Round Valley High School is on a 10-week, quarter system. Students will receive 5 week progress reports. The Quarter Grade reports will be sent at 10 week intervals. Those grades will reflect credits earned in 2.5 increments. Athletic and FFA eligibility reports will continue to be utilized for student participation in activities. Consult the RVUSD calendar for these report dates. Reports are mailed home about every five weeks (eight mailings each year). Contact the school secretary with questions if you do not receive a scheduled report.

ATTENDANCE

ATTENDANCE POLICY: *The State of California requires that all students 18 years of age or younger attend an educational program unless they have graduated from school or passed the Proficiency Test. School success is highly dependent on school attendance. In addition, good school attendance is necessary to maintain a work permit.*

It is the parent's responsibility contact the attendance office (983-6171 ext. 400) on each day of the student's absence. If it is not possible for the parent to call on the day of the absence, a written excuse by the parent/guardian must be presented to the Attendance Office on the morning the student returns to school. Students will have 10 days to provide the office with written verification of the absence. Unverified absences will result in an unexcused absence (truancy).

INDIVIDUALS SHOULD BE AWARE OF THE FACT THAT AS PER SCHOOL BOARD POLICY 5113 and 5121/AR5113 and 5121.

FAMILY TRIPS AND/OR VACATIONS will not be excused under this policy unless by prior administrative approval. Parents/guardians are expected to plan family trips and vacations outside the academic year. Work assigned during absences must be turned in within the specified time upon return or days of absence will become unexcused.

TARDY BECOMING UNEXCUSED ABSENT

PLEASE NOTE: Students who are late to any class in excess of 30 minutes WILL be considered UNEXCUSED ABSENT. This absence will be added to the number of accumulated UNEXCUSED ABSENCES for the 10-week grading period.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

EDUCATIONAL CODE 48260 STATES THAT ANY STUDENT SUBJECT TO COMPULSORY FULL-TIME OR CONTINUATION EDUCATION WHO IS ABSENT FROM SCHOOL WITHOUT VALID EXCUSE THREE FULL DAYS IN ONE SCHOOL YEAR OR TARDY OR ABSENT FOR MORE THAN ANY 30-MINUTE PERIOD DURING THE SCHOOL DAY WITHOUT VALID EXCUSE ON THREE OCCASIONS IN ONE SCHOOL YEAR, OR COMBINATION THEREOF, IS A TRUANT AND WILL BE REPORTED TO THE ATTENDANCE SUPERVISOR.

THE ATTENDANCE SUPERVISOR OR DESIGNEE, SCHOOL ADMINISTRATOR OR DESIGNEE, PEACE OFFICER OR PROBATION OFFICER, AS PER EDUCATIONAL CODE 48264. MAY ARREST OR ASSUME TEMPORARY CUSTODY DURING SCHOOL HOURS, ANY MINOR SUBJECT TO COMPLUSORY FULLTIME OR CONTINUATION EDUCATION THAT IS FOUND AWAY FROM HOME AND IS ABSENT FROM SCHOOL WITHOUT VALID EXCUSE.

School attendance review boards – or SARBs – were established by the legislature in 1975 to divert students with attendance, excessive tardy, and/or behavioral problems. These problems often lead to a student becoming involved in the juvenile justice system. The purpose of the SARB committee is to help all students and their families assure the students individual educational success.

The following steps outline the SARB process:

1. After three unexcused absences or tardier of more than 30 minutes, the school or district sends the parent or guardian Truancy Letter #1.
2. This initiates the SARB referral process. All parental contacts will be documented.
3. After six unexcused absences, Truancy Letter #2 is sent.
4. After nine unexcused absences, Truancy Letter #3 is sent. The completed SARB Referral Form and pertinent documents are sent to the district child welfare and attendance office. At this point, some districts or schools choose to initiate an intermediate step. A school attendance review team (SART) meeting is held, or a student study team (SST) is activated. If the problem can be resolved through SART action, the student is not referred to SARB

STUDENT CHECK OUT PROCESS

Student safety is the number one concern at RVHS. Information regarding students leaving school grounds during school hours is critical to the maintenance of constant student safety. Students under the age of 18 years old must be checked out of school by a parent or guardian or guardian-designee. Guardian MUST sign out student at the front office prior to the student's release from school. Failure to check out a student in the proper manner may result in the student receiving an "UNEXCUSED ABSENCE" for classes missed.

ACTIVITIES

ASSOCIATED STUDENT BODY (ASB)

All students of Round Valley High School are members of the ASB. ASB Officers form the *Executive Student Council*. All ASB and class officers must meet athletic grade, credit, and behavioral criteria.

DANCES

ASB as well as clubs may sponsor dances. Doors close one hour after the dance begins, there are no in and out privileges, and school rules apply. Only ***PRE-APPROVED GUESTS ARE WELCOME AT DANCES. GUESTS MUST BE UNDER 21 YEARS OF AGE.*** Fees will apply at all dances.

CLUBS

RVHS offers various clubs held during lunch time as well as after regular school hours. Students are encouraged to form new clubs. Any student interested in forming a new club must seek out an advisor and apply with the principal. District transportation is not provided for after school activities.

FRIDAY NIGHT MOVIES & BASKETBALL

RVHS will host evening activities every Friday. PG and under movies start at 6:00 pm and end at 8:00 pm. PG-13 and under run from 8:00 pm to 10:00 pm. The Gym is open from 10:00 pm to midnight. RVUSD will not be responsible for transportation.

FUTURE FARMERS OF AMERICAN (FF)

Students who wish to participate as a member of FFA must meet specific criteria, grade eligibility, and behavior standards. Students interested in joining FFA **MUST** be enrolled in an Agriculture Class, and must maintain a GPA of 2.0 and no grades of "F" to maintain eligibility in fair activities. For further information or questions please contact the academic counselor.

ATHLETICS

Round Valley High School is a member of the North Coast League of the Coastal Mountain Conference. Good sportsmanship is expected from all athletes as well as parents, athletic supporters, team managers, and coaches. School and district rules apply at all practices, and home and away contests.

Student – athletes must check out and return all uniforms and equipment at the close of each sport season. Students who do not comply with these rules may have graduation privileges, transcripts and/or report cards withheld pending return of school uniforms or equipment.

Date of Determination:

All RVUSD student athletes must meet the 2.0 GPA with no more than one “F” to meet the eligibility requirement in order to participate in athletics. This determination is held every 5 weeks- according to the progress and quarter grades. The date of the determination of athletic participation is the Wednesday immediately following each of the progress and quarter grading periods. No Exceptions will be made.

RVHS ATHLETIC TEAM OFFERINGS

FALL
Football
Volleyball

WINTER
Boys Basketball
Girls Basketball

SPRING
Baseball
Softball

*****Cheerleading is offered as a non-sport at this time for fall and winter sports*****

SPORTS/EXTRA-CURRICULAR ELIGIBILITY

<ul style="list-style-type: none"> • ASB or Class Office • Athletics • Publicly and officially represent the school (Band, Leadership, FFA, Peer Counseling) • Prom Candidates and Court • Leadership positions • Teacher Assistant positions • FFA fair participation 	<ul style="list-style-type: none"> • Maintain at least a 2.0 grade point average in all enrolled classes, including athletics • No more than one F in a grading period • Maintain minimum progress towards meeting high school graduation requirements (30 units per semester) • Adherence to a signed Code of Conduct • Satisfactory attendance (must be present on the day of event) • Satisfactory school behavior (no outstanding detentions, In-School Suspension, No Suspension)
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DRESS CODE

1. Shoes must be worn at all times. No bedroom slippers or shoes with wheels may be worn while at school.
2. Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which depict drug, alcohol, or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Any clothing, accessories or hair styles that create a distraction or safety hazard will not be allowed.
3. Hats or caps shall not be worn in buildings.
4. Clothes shall conceal undergarments at all times. Students must wear appropriate undergarments. See-through or fish-net fabrics, halter and tube tops (bandos) and skirts or shorts shorter than mid-thigh are prohibited (Skirts and shorts length must reach the bottom of fingertips when hands are placed by sides of the body. Pajamas may not be worn at school.
5. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports or classes.
6. No Gang-related apparel is allowed on campus. Since gang depiction and symbols change constantly, it is up to the discretion of the principal to determine the gang-related nature of the dress. This includes, but is not limited to: Bandanas worn on any part of the body or wardrobe, including hanging out of pockets. Red, blue or brown shoe laces on shoes not worn with a school – related uniform such as athletic teams, FFA, dance groups, cheerleading, etc. ‘Sagging’ pants, hanging belts, belts with buckles that have initials other than the students’ initials. Insignias that may depict gang-related symbols, monikers, numbers or words, professional athletic hats or other clothing that has been used as a gang symbol when in conjunction with other gang-related clothing, activity, or symbols, ‘tagging’ of any sort in hair, on clothing, book bags, purses, jackets, sweatshirts, etc.

CELL PHONES

Cell phone use in class, assemblies, In-School Suspension, while in TA assignments, and during testing is prohibited at all times. Students must have cell phones turned off and placed out of sight prior to entering the classroom and throughout the entire period. Use of cell phones may result in the following: In-School Suspension, confiscation of cell phone pending parent/administrator conference, detention, loss of off-campus privileges, an/or loss of athletic/leadership/TA position privileges.

CLOSED CAMPUS

RVHS students may not leave school campus except during the designated lunch period and must return at the designated time. Student that return late over 10 minutes late from lunch are to be assigned lunch time detention on the following day. Students will not be permitted to leave the campus at lunch until their detention has been completed. **Any Student who fails to follow RVUSD and RVHS rules may have off-campus privileges revoked per administration.**

COMMUNICATION

RVHS values parent/guardian communication. In order to reduce distractions during class time, communication regarding your child during school hours is conducted through the main office at any information to or from your child must be relayed through the office-to-classroom communication system. PLEASE DO NOT CALL OR TEXT YOUR STUDENT'S CELL PHONE DURING CLASS TIME. Please use the main office contact number at **707-983-6171, extension 400.**

DISCIPLINE

The Round Valley Unified School District Board of Trustees has approved the use of a ***Progressive Discipline Chart*** that outlines consequences for negative behaviors. While certain serious violations of school regulations result in immediate suspension and possible involvement by law enforcement, other infractions are less serious. Therefore, the first time the infraction occurs disciplinary consequences are less severe than if the same behavior occurs again. This chart is too large to reproduce in a readable format in this handbook; however, a copy of this chart is available upon request at the high school attendance office. A large copy of this chart is posted in each classroom.

Depending on disciplinary conduct, administrator may involve law enforcement along with notification to family/guardian. Staff should attempt to resolve discipline issues at the lowest action level, as appropriate, with fair and equitable treatment of all students and the involvement of parents/family. The Administration reserves the right to consider extraordinary circumstances in determining appropriate consequences.

Nineteen days of accumulated suspension will result in recommendation for expulsion. Consequences will be determined by the severity of the offense.

Board Policies and Administrative Regulations can be found online at:

www.gamutonline.net/district/roundvalley
[Facebook: Round Valley Unified](#)
[App: Round Valley Unified SD at your App store](#)
[Website: roundvalleyschools.org](http://roundvalleyschools.org)

REASONS FOR SUSPENSION

BP 5144.1 Students

Suspension And Expulsion/Due Process

The Board of Trustees desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 1020 - Youth Services)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: May 12, 2015 Covelo, California

AR 5144.1 Students

Suspension And Expulsion/Due Process

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more

students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified

in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.

3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing

7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing

officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.

e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from

the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension

and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation ROUND VALLEY UNIFIED SCHOOL DISTRICT

approved: May 12, 2015 Covelo, California

CLASSROOM SUSPENSION

Students may also be suspended from an individual class for up to two (2) consecutive days at the direction of the teacher. Teachers will also phone the student's parents. **Students suspended from class are to report immediately to the office, failing to do so will result in suspension from school.** Excessive class suspensions will result in school suspension and a parent conference with the school administration.

BULLYING

Bullying in school takes on many forms and faces. A behavior or statement is considered bullying when it is unwanted, hurtful in nature, and creates a general feeling of power over another person or group of people. Bullying will NOT be tolerated in any form at RVHS. Students who bully others will face disciplinary action, must attend a parent/administrator conference, and may have privileges revoked such as athletic participation, off campus lunch privileges, and leadership positions.

CYBER BULLYING

Using technology such as texting, and internet web sites such as Face Book for threats, slanderous comments, sexual harassment, or bullying are considered school-related and will be treated as a school-related offense. Students who utilize cyber bullying will be

subject to disciplinary action as well as a possible referral to law enforcement, and possible loss of privileges.

SEXUAL HARASSMENT

Sexual harassment encompasses several forms. Statements, actions and behaviors that state, imply, allude to, or are written about sexual implications of others in any form ***may be considered sexual harassment by the individual to which they are directed , as well as any other individual who hears or sees them acted out.*** Examples of sexual harassment include, but are not limited to: Inappropriate statements regarding a person's sexual preference, statements regarding another person's appearance as it relates to body parts, sexuality, or sexual connotation, pictures of body parts conveying sexual connotations, referring to someone using inappropriate sexually related slang such as 'Gay', making statements about another person's clothing in a sexual manner, and using inappropriate sexual language. Sexual Harassment will not be tolerated during class time as well as any other time at RVHS.

CLASS RULES AND EXPECTATIONS

Students WILL:

1. Follow teacher/ staff directions
2. Display respect towards others
3. Turn off and put away all personal electronic devices; these include, but are not limited to: Cell phones, iPods, personal music and viewing devices
4. Use appropriate language at all times
5. No food or drink (except water) during class time
6. Follow RVUSD rules and procedures at all times

INTERNET

Internet access is available to students and teachers in the Round Valley Unified School District. The District is pleased to be able to offer this access, believing that the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. All computers in the District are to be used in a responsible, efficient ethical and legal manner.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. Students and teachers have access to:

Electronic mail (e-mail) communication with people all over the world.

Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutes.

Public domain software and graphics of all types for school use.

Discussion groups on many topics ranging from Native American Culture to the environment, to music to politics.

Access to many University Library Catalogs, the Library of Congress and Eric, a large collection of relevant information to educators and students.

Graphical access to the World Wide Web.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. Round Valley Unified School District firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

INTERNET – TERMS AND CONDITIONS OF USE

The purpose of the Internet access in schools is to support research and education by providing access to unique resources and the opportunity for collaborative work. The following rules will apply to all students that need access information on the Internet:

Students are expected to:

1. Be Polite to others and respectful to property
2. Abide by rules of network etiquette and common decency.

Students are PROHIBITED from:

1. Use of the computers to play games /engage in personal mailings, during class time.
2. Transmissions of any materials in violation of any national or state regulations are prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or materials protected by trade secrets.
3. Pornographic materials are inappropriate in a school setting. Accessing such materials is specifically forbidden and may result in suspension from school.
4. Students are not to enter chat rooms.
5. Tampering with district or others' personal settings or documents.
6. Use of Vulgar, disrespectful, slanderous, racial, or 'hate' -related content or words.

7. Revealing personal addresses or telephone numbers to strangers over the Internet.
8. Using the network in such a way that you would disrupt the use of the network by other users.

NOTE THAT ELECTRONIC MAIL (EMAIL) IS NOT GUARANTEED TO BE PRIVATE. PEOPLE WHO OPERATE THE SYSTEM HAVE ACCESS TO ALL MAIL. IN ADDITION, IT IS CONCEIVABLE THAT (AS WITH ANY TYPE OF MAIL) MESSAGES MIGHT BE INTERCEPTED AND READ BY OTHERS. MESSAGES RELATING TO OR IN SUPPORT OF ILLEGAL ACTIVITIES MAY BE REPORTED TO THE AUTHORITIES.

Security on a computer system is a high priority, especially when the system involves many users. The system value in large part is based on its reliability and on user's expectations of privacy. Students who feel that they can identify a security problem on the District network should notify a staff member and not identify the problem to other users or attempt to fix it. No one may use another individual's account without his or her permission. Attempts to log on to the Internet as a system administrator use of network "sniffer" and use of password cracking programs will result in disciplinary action.

Vandalism will result in disciplinary action. This includes any malicious attempt to harm or destroy data of another user, the hardware or software of the Internet or any other computer, or any agency or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Changing or modifying operational files on any RVUSD computer is prohibited.

LUNCH/BREAKFAST

Lunch and breakfast are provided for all students at RVUSD. Breakfast is served before school in the RVES. Lunch for RVHS students will be served in the **RV CAFÉ** in Room 14 on the RVHS campus. School rules and expectations apply during breakfast and lunch.

PARKING ON CAMPUS

Students who plan on driving to school and parking their vehicle on campus must apply for and receive a parking permit from the front office. Students must show proof of possession of a valid driver's license and must park in designated student areas. ***Student drivers who do not follow school check-out and off campus rules will lose school parking privileges.***

PLAGARISM

Students must complete their own work. Any student discovered using or claiming others' work as their own will be at risk of the following: loss of a passing grade on the assignment or class, loss of leadership, team, or extra-curricular activity, and/or disciplinary consequences.

PUBLIC DISPLAY OF AFFECTION

Overt displays of affection are not appropriate in public places and on RVHS campus. Students must maintain appropriate body space and interaction at all times and at all high school sponsored events. Students who do not demonstrate appropriate physical limits on campus are insubordinate, and may have campus privileges, athletic privileges, and leadership positions revoked.

SCHOOL SITE COUNCIL

The School Site Council (SSC) is an organization of parents, school staff, and students who assist and guide the school in developing its goals and objectives. SSC provides supplemental funds to improve educational programs. The overriding goal of the SSC is to improve the learning environment of Round Valley High School. These changes should motivate student involvement and create a campus more conducive to learning. In line with this goal, SSC has the following sub-goals: 1.) To promote staff education by granting the individual departments money for staff development. 2.) To continue to support a line of communication between the school and parents. 3.) To upgrade the high school's career development program. 4.) To increase the interaction between school and community by building community spirit. 5.) To support special projects proposed by the staff and students that address the above goals.

SKATEBOARDS/BIKES

Skateboard and bikes may be used as transportation to and from school provided they are used and stored appropriately during school hours. Skateboards, skates, and bikes may not be used on campus at any time. Failure to follow rules regarding these items may result in the following: Confiscation of the items, disciplinary consequences, and parent/administration conference prior to returning the item.

TARDY POLICY

Students are considered tardy when they the classroom after the bell has rung. Students who are tardy 3 times in a class will be issued a detention that must be served by the end of

the next school day. A detention will be issued for every consecutive tardy after the 3rd tardy to each class. Students who fail to attend their scheduled detention will immediately receive a full day of In-School Suspension which will be served the next school day after the missed detention. Students who are consistently tardy may have one or more of the following consequences: suspension, parent conference with administrator, removal from athletic team participation, extracurricular activities, TA positions, off campus lunch privileges.

TARDY DETENTION

Detentions will be held on Monday, Tuesday, and Thursdays from 3:30-4:15 PM in rotating classrooms according to assigned staff member. Scheduled classrooms for detention are clearly posted at the main office.

TEACHER'S AIDS

Teacher assistant positions are a privilege at RVHS. Only students who have earned at least 120 credits may apply to the Teacher Assistant position. Students must adhere to eligibility requirements as well as an interview process. Specific criteria for each position may be mandated by staff members. Staff or administration may remove student from TA position due to behavior, attendance, or suspension criteria at any time. Students who are removed from the TA position will be scheduled into an alternative class.

TRANSPORTATION

Students will maintain appropriate, safe, and courteous behavior on school buses. ***Misbehavior on the bus may result in the loss of riding privileges and/or disciplinary action. RVUSD does not provide transportation after regular school hours.***

TRUANCY

A student is considered truant when he/she is not in an assigned class without notification to the office of the absence from a parent/ guardian. Students who are more than 10 minutes late to a class without a pass will be marked UNEXCUSED. Students who leave class prior to being excused by the teacher will be considered UNEXCUSED. Each UNEXCUSED ABSENCE will be placed in a truancy category, and SARB personnel will be notified.

VISITORS

For safety reasons, Round Valley High School does not allow student visitors to attend classes. To avoid disruption, all visitors are not permitted on the campus without checking into the office upon entry. Any exception to this policy must be prearranged through school administration prior to the visit. Visitors will not be authorized during specified state, district or other standardized testing times. VISITORS MUST BE IN POSSESSION OF A *VISIBLE* 'VISITOR' PASS AT ALL TIMES WHILE ON CAMPUS.

WORK PERMITS

Work Permits are available from the high school secretary. Students need to provide a completed Intent to employ when applying for a work permit. The Intent to Employ is provided and completed by the employer upon hiring. Administration reserves the right to refuse work permits if a student does not meet the following criteria:

- Maintain Minimum progress towards meeting high school graduation requirement (30 credits/semester)
- Satisfactory Attendance
- Satisfactory Behavior in school

PARENT/STUDENT CONFIRMATION FORM

**PLEASE SIGN AND RETURN THIS FORM TO THE HIGH SCHOOL OFFICE BY
SEPTEMBER 1, 2016**

STUDENT NAME: _____

I have read the Round Valley High School Student Handbook. I understand the rules that are laid out and agree to abide by such rules. I understand that any violations of these rules may result in disciplinary action, revoking of privileges and /or legal action.

Student's Signature

Date

As the parent or guardian of the above student I have read the Round Valley High Student Handbook. I understand the rules, and by signing below I give the District permission to provide my child with access to the Internet. I also understand the consequences should my child violate these school rules.

Signature of Parent/Guardian

Date

Thank you for taking the time to review this Round Valley High School Student Handbook with your student.

**Mark Smith
Principal**