

VALLEY HIGH SCHOOL
6300 Ehrhardt Ave, Sacramento, CA 95823
(916) 689-6500

***STUDENT/PARENT RESOURCE GUIDE AND
HANDBOOK
2009-2010***

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TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE #</u>
PURPOSE AND INTRODUCTION.....	3
TEACHING AND LEARNING.....	6
GRADUATION REQUIREMENTS AND COLLEGE AND CAREER READINESS.....	11
VALLEY BELL SCHEDULE.....	15
HOME/SCHOOL COMMUNICATION.....	16
STUDENT SUPPORT.....	19
STUDENT ACTIVITIES.....	21
ATHLETICS.....	25
MAINTAINING TEACHING/LEARNING ENVIRONMENT: SCHOOL CLIMATE.....	26
STUDENT ATTENDANCE.....	47
TECHNOLOGY @ VALLEY HIGH SCHOOL.....	50
GENERAL INFORMATION.....	52
EGUSD STUDENT OPT-OUT FORM.....	53
ACKNOWLEDGEMENT FORM.....	54

PURPOSE OF THIS STUDENT/PARENT HANDBOOK INTRODUCTION

All high schools in the Elk Grove Unified School District have a Student/Parent Handbook or similar resource. This Student/Parent Handbook is Valley's effort to provide our students and parents with the knowledge and resources they need to make their high school years successful and fulfilling. We suggest that your family keeps this handbook in a prominent spot in your home and refers to it whenever questions arise.

USING THIS RESOURCE

This handbook has been organized into twelve (12) sections. Each section contains most of the information a parent or student needs to answer their question, or guide them to the appropriate staff member who can. The Table of Contents is also an ideal place to locate the appropriate topics or resources. If you cannot find your answer in this handbook, please contact Valley High School at 689-6500, and one of our helpful staff will guide you in the right direction!

VALLEY HIGH SCHOOL MISSION STATEMENT

MISSION STATEMENT: *Our task at Valley High School is to provide learning opportunities for students that empower them to become responsible, ethical citizens who are both academically and technologically adept.*

Our additional task is to provide learning experiences that require students to employ the use of complex thinking skills in order to solve problems as individuals and as group members.

Lastly, we strive to find opportunities that will enhance a student's ability to participate in and contribute to a culturally diverse society.

PRINCIPAL'S MESSAGE

Welcome to Valley High School, home of the Vikings, where our motto is: Scholarship, Integrity and Perseverance!

Valley High School first opened its doors in 1977. We have over 30 years of strong pride and rich traditions to follow. Our task is to provide teaching and learning opportunities for students that empower them to become responsible, ethical citizens who are both academically and technologically adept. We also require students to employ the use of complex thinking skills in order to solve problems as individuals and as group members. Lastly, we strive to find opportunities that will enhance a student's ability to participate in, and contribute to, a culturally diverse society.

It is our hope that this Student/Parent Handbook will be a guide for every student and parent to follow in terms of what resources and expectations we have on campus, and in regards to behavior and ethical and moral responsibility to self, to classmates and to every adult on this campus. We want each student to be successful during their four years here at Valley High School. This handbook will enhance your knowledge of our expectations for you.

Sincerely,

Keven MacDonald, Principal

NONDISCRIMINATION/HARASSMENT POLICIES

Prohibition of Discrimination or Harassment

The Elk Grove Unified School District does not discriminate on the basis of a person's actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any of its policies, practices, procedures, programs or activities. More detailed information regarding the District's prohibition of discrimination or harassment is contained in the Legal Rights section of the Elk Grove Unified School District Parent and Student Handbook. Parents, students, and staff should immediately report incidents of discrimination or harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint, should contact the Assistant Superintendent for Human Resources, at (916) 686-7795, for matters involving District employees or contact the Associate Superintendent, Education Services, at (916) 686-7785, for matters between students.

Sex Discrimination/Harassment

The Elk Grove Unified School District does not discriminate on the basis of a person's sex, gender, or sexual orientation and has a policy of nondiscrimination in accordance with Title IX of the Federal Regulation. In addition, the Governing Board prohibits sexual harassment of or by any student or by anyone in or from the District. More detailed information regarding the District's policy prohibiting sex discrimination and harassment is contained in the Legal Rights section of the Elk Grove Unified School District Parent and Student Handbook. Parents, students and staff should immediately report incidents of sexual harassment or discrimination to the Principal or Designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint, should contact the Assistant Superintendent for Human Resources, at (916) 686-7795, for matters involving District employees or contact the Associate Superintendent, Education Services, at (916) 686-7785, for matters between students.

Uniform Complaint Procedure

It is the goal of the Elk Grove Unified School District to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District shall follow the *Uniform Complaint Procedure* when addressing complaints alleging unlawful discrimination on the basis of actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender (including sexual harassment), sexual orientation, or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance or for the alleged failure to comply with state or federal law when addressing complaints regarding adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs. More detailed information regarding the *Uniform Complaint Procedure* is contained in the Elk Grove Unified School District Parent and Student Handbook. If you have questions regarding the *Uniform Complaint Procedure*, you can contact the Legal Compliance Specialist in Human Resources at (916) 686-7795.

For more detailed information on these policies and procedures please refer to the EGUSD Parent and Student Handbook.

Williams Settlement/ Notificacion del Caso Williams

Notice to Parents and Guardians: Complaint Rights

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the school office, district office, or downloaded off the school district's Web site at www.egusd.net/parents/pdfs/uc.pdf. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/index.asp>.

Aviso Para Los Padres/Apoderados: Derechos De Demanda

De acuerdo con la sección 35186 del Código de Educación de California, esta usted informado que:

1. Debe haber suficientes libros y materiales de instrucción. Esto significa que todos los estudiantes incluyendo los que estan aprendiendo el idioma ingles deben tener un libro o materiales de instrucción o ambos para usarlos en la clase y llevarselos a casa para completar las tareas asignadas que son requeridas.
2. Los edificios escolares deben estar limpios, seguros y en buen estado.
3. Las formas de demanda pueden ser obtenidas en las oficina de la escuela, la oficina del distrito o copiada de la página de internet del distrito escolar www.egusd.net/parents/pdfs/uc.pdf. Usted tambien puede copiar la forma de demanda del Departamento de Educación de California en la siguiente página de internet <http://www.cde.ca.gov/re/cp/uc/index.asp>.

TEACHING AND LEARNING AT VALLEY HIGH SCHOOL

VALLEY HIGH SCHOOL TEACHING AND LEARNING VISION 2009-2010

Vision: Continue the goal of closing and ultimately eliminating the achievement gap for all students as defined by the District's Bold Goals:

1. *100% of students will be, at a minimum, "proficient by grades 3, 6, 8, and 10 as measured by the CST with no student in the Far Below Basic and Below Basic bands.*
2. *100% of 12th graders will pass the California High School Exit Exam.*
3. *100% of students will be college or career ready.*

As a result of professional development activities:

Progress monitoring assessments will be utilized to:

- Guide instructional decisions.
- Engage students in the assessment of their own learning.

Differentiated instruction will be utilized in the English and math interventions to:

- Meet the diverse needs of Valley High School learners.

Students will accomplish this by:

- Believing that they are capable of learning.
- Coming to school "ready to learn".
- Willing to persevere when learning becomes difficult to meet established expectations.
- Being an active learner instead of a passive learner.
- Use the results of assessment and teacher feedback to monitor their own learning.
- Willing to work with other students in a collaborative manner to maximize their learning.

Teachers will accomplish this by:

- Believing that all students are capable of learning.
- Effective use of instructional time "every minute of every day".
- Differentiated/small group instruction in intervention classes.
- Daily progress monitoring assessments in all classes.
- Data driven decision-making regarding instruction (Results process/interim assessments).
- Focus lessons in core content areas.
- Evidence of implementation of CSTP 1, 4, 5.
- Use of data to inform instructional practices, i.e., assessment practices that give students feedback & opportunities to be successful.
- Making students aware of daily learning objectives, standards and criteria for success.
- Involving students in assessing their own learning.

Administrators will accomplish this by:

- Believing that all students are capable of learning.
- Providing frequent and descriptive feedback to teachers regarding their implementation of the California Standards for the Teaching Profession.
- Maintaining a consistent and recurring presence in classrooms.
- Provide coaching and support for teachers to fulfill Valley's Teaching and Learning Vision.
- Providing necessary resources and data for teachers and students to make teaching and learning decisions.
- Facilitate professional learning opportunities and sustained follow up to provide teachers with the necessary skills and knowledge to fulfill the Teaching and Learning Vision.

TEACHING AND LEARNING OPPORTUNITIES

Valley High School has a variety of academic programs that go above and beyond the rigorous EGUSD graduation requirements. Some of these programs support students with academic deficiencies. Other programs challenge Valley's students to reach beyond their current performance level and strive for an even higher level of achievement. Our Health Tech and Teacher Academies combine a rigorous academic curriculum with career exploration. There is something for everyone at Valley High School! The brief descriptions of our Teaching and Learning programs below are just the tip of the iceberg. To learn more about these wonderful opportunities, contact names and numbers have been provided below so students and parents can explore what Valley High School has to offer.

Academic Interventions: Math and English

To ensure that all students can pass the CAHSEE and meet the district's BOLD goals, Valley High School has identified freshmen and sophomores who need additional academic support in Math and English. These students have been scheduled in a two-hour block for either Math or English (and in some cases, both subjects). Teachers supporting these students receive additional professional learning to meet student needs. Students enrolled in this program have demonstrated an increased academic performance on the California Standards Tests. Student surveys reveal that freshmen enrolled in this course felt a deeper connection with their teacher and increased confidence in their own abilities.

Contact: Vice Principal

AP/Honors

Valley High School offers AP and Honors courses in a variety of subject areas. Students in AP courses are encouraged to take the appropriate AP exams and possibly earn credit towards college. The AP passing rate, a source of pride for many students and teachers at Valley High School, keeps getting better each year.

Contact: Counseling Department

Teacher and Health Tech Academies

The district's BOLD goals include a desire to see that 100% of the district's students are college or career ready. Valley High School's Teacher and Health Tech Academies provide students with the opportunity to meet the district's rigorous academic requirements while exploring career options in education and the health industries.

Contact: John Buckmaster, Academies Coordinator

EL and EL Partnership

Valley's English Learner students represent about 1/3 of the student population. English, Health, Science and Social Science teachers have partnered with the EL program to make sure our English Learner students have the support they need to academically and socially excel at Valley High.

Contact: James Welcome, EL Coordinator

A.V.I.D. (Advancement Via Individual Determination)

Valley High School has the best A.V.I.D. program in the region. A.V.I.D. targets students in the academic middle — B, C, and even D students — who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. More information can be accessed at <http://www.avidonline.org/>

Contact: Sarah Shelburne-Swan, AVID Instructor

ROP (Regional Occupational Programs)

Valley High School and the EGUSD provide students with access to ROP programs throughout the district. For a detailed list of ROP programs available, students should contact their counselor.

Contact: Kathy Teves, Career Center

AFJROTC

Valley has one of the finest Air Force Junior ROTC programs in Northern California. JROTC is a **citizenship** program teaching Community Service, Leadership Skills, Aerospace Science, and an appreciation for the US military establishment. 108,000 American high school students currently take AFJROTC coursework in high school. ROTC graduates number among the highest leadership in the nation.

Contact: Colonel Bill Norman, Department Chair, or Master Sergeant Rudy Garcia

Electives and Other Outstanding Courses

Valley offers a plethora of courses outside of the four main academic subject areas (English, Math, Science and Social Science). Students interested in these courses should contact the department head listed below or see their counselor to learn more.

Band	Tony Marvelli	
Business/Technology	Greg Van Acker	
Choir	Natalie Wilson	
Physical Education	Larry Green	
Theater Arts	Patricia Dismukes	
Visual and Performing Arts	Jennifer Geddes	
World Languages	Gustavo Espindola	

CAHSEE Preparation

State law requires that all students pass the California High School Exit Exam in order to earn a high school diploma. One of the many student support mechanisms designed to assist students meet this requirement includes a CAHSEE preparation class. Students who need support passing either portion of this exam are eligible for this course.

Contact: Counseling Department

Special Education

Students qualifying for additional support under an IEP have access to a variety of academic and social support.

Contact: Karen Sanford, Department Chair

The Purpose and Role of Wednesday’s Advocacy Classes

In order to personalize the school environment by connecting students to a “small learning community,” each student will be assigned to an Advocacy class with a group of students and a teacher, or a pair of teachers, who will remain together from the freshman to the senior year. The Advocacy class will meet for 35 minutes weekly in order to achieve the following objectives:

1. Provide opportunities for all students to make connections to their school.
2. Allow students to explore post-secondary college and career options.
3. Provide students with the knowledge, learning skills, and resources necessary to track their individual academic progress as motivated and self-directed learners.
4. Guide students to respect and appreciate diversity and actively contribute to their community.
5. Apprise students of the academic and personal/social services available to them at Valley High School.

Late Start Wednesdays and Professional Learning Minimum Days

Wednesdays at Valley High School are on a “Late Start Schedule.” As a result, class starts at 9:00 am (on nearly every Wednesday). Teachers use this hour of professional learning time to discuss student achievement. Valley High School has increased its students’ achievement scores the last three years in a row . . . the only high school in the district to accomplish this feat. The “Late Start Wednesday” time has been instrumental in accomplishing this increase in student achievement.

At pre-announced dates throughout the year, Valley will utilize minimum days to allow teachers two and three hour blocks of time to continue their “Late Start Wednesday” discussions. All professional learning at Valley High School is focused on Teaching and Learning and increasing student achievement. The staff is blessed to have this time and expects that their work will continue to result in increased student achievement.

TEACHING AND LEARNING POLICIES

Student Textbook Responsibilities

Students will be issued textbooks to support the curriculum at Valley High School. They are responsible for checking them back in to the library by the due date and in good condition.

Students are responsible for the full replacement cost of any books that are lost or stolen. The library strongly discourages students from leaving books in classrooms. Students are encouraged to use waterproof backpacks, book covers, and to take the utmost care to prevent damage to the books. If books are damaged, students will be charged fees according to the severity of the damage. Damage charges are posted in the library, beside the textbook room windows and on the library’s webpage. Students should look through their books when they are checked out and should return within one week to report any damage, in order to avoid being charged when the book is checked back in. Students who owe fees for lost or damaged books will not receive transcripts or diplomas, and may lose certain school privileges.

Textbooks for core academic classes cost \$80 or more. EGUSD adjusts the prices of textbooks annually, so students are encouraged to pay for lost books promptly to avoid the higher price. If textbooks are paid for, and then returned within one year of their original due date, a full refund will be made, providing the textbook is not obsolete or damaged.

Plagiarism/Cheating/Academic Dishonesty

Plagiarism, (or intellectual theft), is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator.” *Encyclopedia Americana*, 2003. Some examples might include but are not limited to:

- Downloading a paper from a “paper-mill”
- Submitting another student’s work
- Copying a portion of another’s work without citing it
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation

Cheating and plagiarism are very serious offenses and will not be tolerated at Valley High School. Students who are caught cheating or turning in plagiarized work will receive a zero on that assignment and the teacher will make parent contact. If necessary, students will be referred to administration and potentially receive a home suspension.

Makeup Work

Nothing can replace the learning and experiences that take place in the classroom. Therefore, it is important that students attend class everyday. In those instances when students have **state approved excused absences**, they may collect missed assignments, or an alternative assignment, approved by the teacher. Each teacher will review his/her classroom makeup policy with students during the first week of school. Make-up homework requests (for extended absences) are to be filled out in the counseling office. Students and/or parents can also contact the counseling secretary via phone to make such a request. Please allow 48 hours for teachers to answer such requests. **Under the state Ed Code, suspensions are considered unexcused absences. As a result, makeup work or an alternative assignment will be granted at the teacher’s discretion for days missed due to a suspension.**

GRADUATION REQUIREMENTS COLLEGE AND CAREER READINESS INFORMATION

One of the goals of the Elk Grove Unified School District is to provide all students with the opportunity to be college or career ready. The first step to a successful college and/or career experience comes when a student earns their high school diploma. The following section is an excellent tool to help students and parents understand the EGUSD graduation requirements. In addition to clarifying the district graduation requirements, this portion of the Valley Student/Parent Resource Guide and Handbook will help identify the post-secondary resources available on the Valley High School campus.

VALLEY HIGH SCHOOL'S CAREER AND COLLEGE CENTER

Three fantastic staff members who work tirelessly to support student career and college aspirations manage the Valley High School College and Career Center. Our Career and College Counselor is My Vo. Valley High students gained over \$7 million in financial aid and scholarships over the past five years.

Planning for college starts immediately! To learn more about the college opportunities available to you or your student, please stop by and see Ms.Vo in Room C-4 or contact her at 681-7575.

Some fantastic college and career information can be accessed at:

<http://www.egusd.k12.ca.us/valley/career.htm>

ELK GROVE UNIFIED SCHOOL DISTRICT
ENROLLMENT REQUIREMENTS

	Elk Grove High Enrollment Requirements	Florin High Enrollment Requirements	Franklin High Enrollment Requirements	Laguna Creek High Enrollment Requirements	Sheldon High Enrollment Requirements	Valley High Enrollment Requirements	EGUSD Graduation Requirements
English	40 Credits	40 Credits	40 Credits	40 Credits	40 Credits	40 Credits	40 Credits
Mathematics	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR	40 Credits of Math to include Alg.I and math in Sr. year and 20 Credits of Science OR
Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science	30 Credits of Math to include Alg.I and math in Sr. year and 30 Credits of Science
Social Science	35 Credits	40 Credits	35 Credits	35 Credits	35 Credits	35 Credits	35 Credits
Physical Education	20 Credits	20 Credits	20 Credits	20 Credits	20 Credits	20 Credits	20 Credits
World Language	20 Credits of World Language OR 10 Credits of World Language and 10 Credits of Fine Arts	10 Credits	20 Credits of World Language AND 10 Credits of Fine Arts	20 Credits of World Language AND 10 Credits of Fine Arts	10 Credits	20 Credits of World Language OR 10 Credits of World Language and 10 Credits of Fine Arts	20 Credits of World Language OR 10 Credits of World Language and 10 Credits of Fine Arts
Visual/Perf. Arts		10 Credits			10 Credits		
Health	5 Credits	5 Credits	5 Credits	5 Credits	5 Credits	5 Credits	5 Credits
Technology	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	10 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test
Speech	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test	5 Credits or Proficiency Test
Community Service	Not Required	Not Required	Required	Required	Required	Not Required	Not Required
Senior Project	Not Required	Required	Required	Required	Required	Required	Not Required
Academy or Academic Major	Not Required	Not Required	Not Required	Not Required	Required	Not Required	Not Required
Total of Required Courses	190 credits	195 credits	200 credits	200 credits	190 credits	190 credits	190 credits
Total Credits Required	220	220	220	220	220	220	220

GRADUATION REQUIREMENTS: ELK GROVE UNIFIED SCHOOL DISTRICT

To graduate, a student must earn a minimum of **220 credits** in grades 9-12. A minimum of 25 credits must be earned during the semester (eighteen weeks) preceding graduation in order for students to participate in the graduation ceremony.

COURSE REQUIREMENTS		
Graduation Requirements /Classes of 2005 and Beyond		
English	40 Credits	
	Option 1	Option 2
Mathematics	40 Credits (includes Alg I and math in Senior Year)	30 Credits (includes Alg I and math in Senior Year)
Science	AND 20 Credits	AND 30 Credits
Social Science	35 Credits	
Physical Education	20 Credits	
	Option 1	Option 2
World Language	10 Credits AND 10 Credits	20 Credits of the same language
Fine Arts		
Health	5 Credits	
Technology	5 Credits or Proficiency	
Speech	5 Credits or Proficiency	
TOTAL CREDITS	190 Credits	

Attendance Requirements

Seven regular semesters of attendance in grades 9-12 are required to qualify for a diploma. A summer session does not qualify as a regular semester.

Early Graduation Requirements

Students may earn more than the minimum number of credits in any subject area. The remaining credits required for graduation (220) will be earned in elective classes. Students may not earn more than 45 credits in one semester. Students must apply during their 11th grade year for early graduation.

California High School Exit Examination (CAHSEE): State of California Graduation Requirement

Beginning with the class of 2006, all students will be required to pass the California High School Exit Exam in order to graduate. Students will take the exam starting during their sophomore year. More information regarding the high school exit exam will be shared in advocacy and throughout a student's high school career. Students and parents interested in learning more about the CAHSEE are encouraged to contact their counselor at 681-7575.

General Structure for CAHSEE Test

English Language Arts		Mathematics	
Area Tested (Including strands)	Number of multiple-choice items	Area Tested (Including strands)	Number of multiple-choice items
Reading	70 items	Mathematics	13
Vocabulary	10	Statistics, Data analysis, and Probability	
Informational Reading	30	Number Sense	13
Literary Reading	30	Algebra and Functions	46
Writing	30 items	Measurement and Geometry	20
Written Oral Language	18	Mathematical Reasoning	08
Conventions			
Written Strategies	12		
Language Arts total:	100 items	Mathematics total:	100 items

UNIVERSITY ADMISSION REQUIREMENTS

CSU and UC Admission Requirements

Current admission requirements for freshman and upper division transfer students. One unit equals one year of high school study.

Subject	CSU	UC
English	4 units	4 units
Mathematics (Algebra, geometry and intermediate algebra)	3 units, 4 recommended	3 units, 4 recommended
U.S. History or U.S. History and government	2 unit	2 units
Science with laboratory	2 unit	2 units, 3 recommended
Foreign language	2 unit	2 units, 3 recommended
Visual and performing arts (art, dance, theater, music, etc.)	1 unit	1 units
College Preparatory electives	3 units	1 units
Total	15 units	15 units

In addition to the course requirement, students applying to a UC or CSU should meet with their counselor regarding the SAT, ACT and/or SAT II exams.

Sources:

www.csumentor.edu

http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html

Private Four Year Colleges And Out Of State Schools

Specific admission requirements vary widely. In general, the course requirements listed above for the University of California will meet the admission requirements of most private colleges and universities across the U.S. (for example Harvard, Howard, Norfolk State, Pepperdine, UOP, BYU, etc.). Check the college handbook or catalog for each college in the Career Center located at the high school.

Community Colleges

Cosumnes River College is the “neighborhood” community college serving Elk Grove Unified School District and requires students to be eighteen years of age or to possess a high school diploma. Community college students may select from career certificate programs with as little as 10 units or as many as 43 units. Many of the certificate programs act as the core of a 60-Unit degree program that can be utilized while pursuing graduation or transferring to a four-year university. Some students opt to attend Sacramento City College or American River College, also part of the Los Rios Community College District.

VALLEY HIGH SCHOOL BELL SCHEDULE

2009– 2010

MONDAY – TUESDAY – THURSDAY - FRIDAY

Zero Period	7:00 – 7:54
Period 1 (Bulletin)	8:00 – 9:05
Period 2	9:11 – 10:11
Period 3	10:17-11:17
Period 4	11:23-12:23
Period 4 Lunch	11:17-12:01
Period 5	12:07-1:07
Period 5 Lunch	12:23-1:07
Period 6	1:13-2:13
Period 7	2:19-3:19

LATE START WEDNESDAY

Zero Period	7:00 - 7:54
Period 1	9:00 - 9:45
Period 2	9:51 - 10:37
ADV	10:43 - 11:18
Period 3	11:24 - 12:09
Period 4	12:15 - 1:01
Period 4 Lunch	12:09 - 12:45
Period 5	12:51 - 1:37
Period 5 Lunch	1:01 - 1:37
Period 6	1:43 - 2:28
Period 7	2:34 - 3:19

MINIMUM DAY SCHEDULE

Zero Period	7:00 - 7:54
Period 1	8:00 - 8:35
Period 2	8:41 - 9:16
Period 3	9:22 - 9:57
Period 4 Snack	9:57 - 10:21
Period 5	10:27 - 11:02
Period 4	10:03 - 10:38
Period 5 Snack	10:38 - 11:02
Period 6	11:08 - 11:43
Period 7	11:49 - 12:30

RALLY DAY SCHEDULE

Zero Period	7:00 – 7:54
Period 1	8:00-8:57
Period 2	9:03-9:56
Period 3	10:02-10:55
Period 4	11:01-11:54
Period 4 Lunch	10:55-11:37
Period 5	11:43-12:36
Period 5 Lunch	11:54-12:36
Period 6	12:42-1:35
Period 7	1:41-2:25
RALLY	2:25-3:12
Period 7	3:12-3:19

FINAL EXAMS

Final	8:00 - 10:00
Break	10:00 - 10:24
Final	10:30 - 12:30

HOME/SCHOOL COMMUNICATION

Positive home/school communication is essential for sustained student success. Valley High School has a variety of resources and tools that allow a parent to monitor their student's progress. Although Valley High School has the standard mechanisms in place to communicate academic progress to parents/guardians (i.e.: report cards), there are a variety of other practices that students and parents can engage in to increase the frequency of home/school communication. These include:

Phone Communications

Staff in the main office can be reached at Valley High School at 689-6500. Counselors can be reached at 681-7575. Phone communication is a good way to connect with teachers, administrators, counselors or other staff. Teachers are in class with students the vast majority of the day. This often makes return phone calls during the heart of the day difficult. Most teacher generated home/school phone calls take place either early in the morning or after school. Parents/guardians should expect a return phone call in 48 hours or less.

E-mail Communications

E-mail has become a routine tool for most educators. Families interested in e-mailing staff will be able to access e-mail addresses at <http://www.egusd.net/valley>. Parents/guardians should expect a return e-mail in 48 hours or less.

Back to School Night and Spring Open House

On Tuesday, September 1st, Valley High School hosts a Back to School Night event that allows parents/guardians to connect a teacher's face with a name. This is an excellent opportunity to establish a relationship with your student's teachers early. This is also an ideal moment to ask teachers which method of communication works best for them: phone or e-mail. Identifying a teacher's more frequently used communication style can save time and avoid frustration.

In early spring, Valley invites all parents to attend an Open House event. The Open House was a huge success last year and the specific date will be shared with the Valley community at a later date.

Parent/Guardian Weekly Attendance Call

The parent/guardian weekly attendance call is an extremely effective strategy for parents/guardians to monitor student attendance. This resource allows parents/guardians to call Valley High School (689-6500) every Monday or Tuesday and ask one of our clerical staff to check their student's previous week's attendance. The call will take just a few minutes and provides parents/guardians with information about their student's attendance habits. The school recommends Monday or Tuesday in order to develop a consistent routine, although parents can call any day of the week.

Automated Daily Attendance Calls

Valley High School utilizes an "automatic dialer" to call home every evening to inform parents/guardians if a student was truant during the day. This computer generated call has been relied upon by many parents/guardians to help them monitor their student's attendance. **However, the school DOES NOT recommend a parent/guardian rely on the automated dialer for 100% accuracy.** The school strongly recommends that a parent/guardian also utilize a Daily Attendance Check or the Parent/Guardian Weekly Attendance Call. Although a wonderful resource, the automatic dialer does have some flaws. In particular, if a student has changed addresses and the new contact number has not been updated, a home/school communication cannot be made. Additionally, the automatic dialer does not discern who answers the phone. If a student, younger child or forgetful teen answers the phone, the attendance message sometimes does not reach the parent/guardian.

SARB Letters

A SARB (Student Attendance Review Board) Letter is generated when students have multiple unexcused absences or too many excused absences. The first SARB letter is sent directly to a parent/guardian from the school district and often includes very “direct” language, quoting state law. SARB letters are generic and sometimes concern parents with their directness. After the first letter, if a student’s attendance patterns do not improve, a second “notification” letter, SARB conference or even a SARB Hearing can be initiated by the site. If a parent/guardian receives a SARB letter, they are encouraged to contact their student’s Vice Principal or counselor at 681-7575.

Weekly Progress Report

Every Monday, Valley students can pick up a Weekly Progress Report form and take it to each of their classes. Teachers will subsequently record the student’s grade to date or a Pass/Fail comment. This allows both the student and parent to assess student progress on a weekly basis. Although a student’s grade is always evolving, a weekly progress report helps parents stay in touch with their student’s academic progress. As with the Daily Attendance Check, the power of the Weekly Progress Report comes when parents/guardians and students spend time Monday evening discussing the teachers’ feedback.

Parent/Student/Teachers Conferences

Parent/Student/Teachers Conferences are a powerful tool to strengthen relationships, identify students’ strengths/areas of need or clarify expectations. This conference can be initiated by a teacher, but is often made at the request of a parent. These conferences can be scheduled through a student’s counselor by calling 681-7575.

The Path to Successful Communication

To further assist parent/guardian access to the resources available to them in a timely fashion, Valley has developed a graphic called “The Path to Successful Communication.” The intent of this graphic is to help parents/guardians and students identify the right people to contact when they have a question or concern. The graphic is included on the next page of this resource guide and again near the end (so it can be detached and hung on a wall or refrigerator).

Valley High School's Path to Successful Communication

This resource is intended to help students and parents find the answer to their question in a timely fashion. These four categories tend to involve the more frequent and complex questions. A more detailed list of resources can be accessed in the VHS Student/Parent Resource Guide and Handbook.

	Teachers	Student Discipline	Athletics	Activities
Step 1	Please contact the teacher directly if you have a question related to a specific class, test, assignment, on campus suspensions, etc. Contacting the teacher first allows for the fastest response to a parent/student question. Please allow the teacher at least two working days to respond. If this timeline is not met, please progress to Step 2.	If you have a question regarding any disciplinary action please contact your student's Vice Principal directly. Every student has a Vice Principal based on alphabetical order of the student's last name.	All athletic questions can be referred to the athletic department. However, if the question you have is about a specific team, please start with your immediate level coach. For example, all members of the freshmen women's basketball team should contact the head freshmen coach first.	All questions regarding student activities, student government, school dances, homecoming, etc. should be first referred to the Activities Director.
Contact	Individual Teacher	Vice Principal	Your student's immediate coach (Freshmen, JV or Varsity level)	Activities Director, Dan Laine
Step 2	If the conversation with your student's teacher does not meet your expectations, please contact your student's Vice Principal. The Vice Principal will assist in facilitating your discussion with the teacher and schedule a parent/teacher conference (if needed). In some cases, the caseload Vice Principal may re-direct the issue to the VP in charge of the appropriate department.	If there is an interest in appealing a disciplinary action, the next step for a parent/guardian is to contact the Principal's secretary, Sue Brown. Ms. Brown will schedule an appointment with Mr. MacDonald, the Principal.	If the discussion with your immediate coach does not meet your expectations, please contact the head varsity coach for further assistance.	A Vice Principal supervises the student activities program. They should be contacted for assistance after a discussion with the activities director has not led to a satisfactory resolution.
Contact	Vice Principal	Sue Brown, Principal's Secretary	Head Varsity Coach	Vice Principal
Step 3	If further discussion is needed, please contact the Principal's secretary, Sue Brown. Ms. Brown will schedule an appointment with Mr. MacDonald, the Principal		If your discussion with the head varsity coach still leaves some questions unresolved, the Athletic Director should be contacted for further assistance.	If a discussion with the Vice Principal does not resolve the question, please contact the Principal's secretary, Sue Brown. Ms. Brown will schedule an appointment with Mr. MacDonald, the Principal
Contact	Sue Brown, Principal's Secretary		Stephanie Haas, Athletic Director	Sue Brown, Principal's Secretary
Step 4			A Vice Principal supervises the athletic department. They should be contacted for assistance after a discussion with the athletic director has not led to a satisfactory resolution.	
Contact			Vice Principal	
Step 5			At Valley High School, the Principal is responsible to the CIF for all athletic decisions. If a discussion with a Vice Principal does not resolve the question, please contact the Principal's secretary, Sue Brown. Ms. Brown will schedule an appointment with Mr. MacDonald, the Principal	
Contact			Sue Brown, Principal's Secretary	

STUDENT SUPPORT

COUNSELING

Valley High School has a comprehensive counseling program that provides, academic guidance, personal counseling for individuals and groups, and career exploration and assessment. Counselors assist students in identifying academic and career goals and in planning courses of study that will lead to the achievement of these goals. The counseling program is an integral part of our total school program. The counseling staff works closely with the Valley High School staff, faculty, administrators, families and community to provide a supportive, effective and safe environment in which all students can succeed. Students and families are encouraged to contact the counseling office at (916) 681-7575, to set up appointments if they wish to meet with a member of the counseling staff.

COUNSELING CASELOADS

To best support Valley High School students, the counseling department has been broken into “caseloads”. These caseloads have been organized by last name and include students from the 9th through 12th grade. Please contact counseling for additional information at 681-7575.

CONFLICT MANAGEMENT

To co-exist peacefully, students need skills to express their needs and wants adequately and to create boundaries for themselves in a responsible manner. Peer conflict management teaches democratic principles and offers a forum through which students can participate in their school community.

Students who are having problems with each other and who choose to discuss these problems, should report to the Counseling Office and request assistance from a conflict manager. If an agreement is not reached, students may be referred to an administrator for possible disciplinary action.

HEALTHY START

The goal of Healthy Start is to improve the educational, health and social outcomes for students and their families, using the school as the site for service coordination. Healthy Start works with families using a case management approach. Healthy Start is committed to providing referral and follow-up to district and community services.

Coordinator – Diane Lampe
Phone 681-7577 Fax 681-7578
Hours: 8:00 a.m. – 4:00 p.m.

EXTENDED DAY COURSES

In order to support students’ achievement in core academic classes, Valley High School will offer some classes outside of the regular school day through our ASSETS program. Students who require additional academic assistance are encouraged to work with their counselors to enroll in these courses. This extended day program primarily supports students who have not yet met the California High School Exit Exam (CAHSEE) requirements.

TUTORING

Valley High School offers tutoring programs for students who need extra help. Tutoring is offered five days per week (Monday – Friday) after school. Please see Ms. Caruthers in the main office for locations and times. Additionally, various academic departments offer tutoring before school, during lunch and after school. Students are encouraged to talk to their subject area teachers as soon as they feel they need assistance in understanding course work and in completing assignments. Information about the days and times that additional tutoring will be offered will be listed in each teacher’s syllabus during the first week of school.

STUDENT SERVICES

Student Study Team (SST)

The student study team is a team that includes a school administrator, Counselors, a special education teacher and the school psychologist. The SST committee gathers information when a referral is made due to a concern re: academic success. After the information is gathered and reviewed a SST meeting may be scheduled to gather additional information. During this meeting, the parents, student, teachers and team are invited to discuss the student's strengths, concerns and needs. At that time, it is determined what, if any, modifications are needed and/or if academic testing is necessary. Once the full assessment is completed, the team develops a plan of action.

504 Accommodation Plan

A 504 Accommodation Plan is developed when a student has a mental or physical disability that substantially limits their ability to function in one or more major life activities. A meeting is held with the student, parents, counselors, an administrator, and teachers to discuss the needs of the student. At that time a team approach is utilized to determine and incorporate accommodations to support the student in being successful in the areas he or she is struggling in.

Support for English Learners

About one quarter (1/4) of the Valley student population are English Learners, a variety of academic and social safety nets are in place for these students. For more information or bilingual services, contact James Welcome, EL Coordinator.

STUDENT ACTIVITIES

ASB CARDS

The Associated Student Body will sell ASB Cards for \$25 that is a special ID card. Students who purchase an ASB Card will be permitted FREE admission to ALL home athletic events (playoffs are not included), discounts on tickets and bids to other events, discounts on clothing in the student store, privilege of bringing a guest from another school to VHS dances. ASB Cards are not transferable and at no time shall a student lend his/her ASB Card to another student. If this situation does occur, the privileges of the ASB Card will be voided. ASB Cards will be sold throughout the school year by the School Site Controller.

IDENTIFICATION CARDS

At the beginning of each year, student ID photos are taken at school and students are issued ID cards. These ID cards include a bar-code label for library checkout. This label must not be damaged or tampered with in any way. Replacement of the ID card and/or bar code due to loss, damage, or tampering will cost the student \$5.00, in addition to the loss of checkout privileges pending ID card replacement. **Students are expected to carry this card with them on campus and are expected to present the ID upon request of staff members.** These measures guarantee our students' security and prevent non-students from disrupting the school.

RALLIES

Spirit Rallies are held a minimum of four times per year. Students are encouraged to participate in rallies. They feature games, prizes, skits, dances, guest performances and many other opportunities to enjoy the spirit and pride at Valley. Rallies take place during 7th period classes and all students are required to attend.

ASSEMBLIES

From time to time, students may have the opportunity to attend assemblies. During the assembly, students are expected to be attentive and courteous. Students failing to follow the standards of good behavior during an assembly will be removed and disciplinary action will be taken.

CLUBS

Valleys High School's club program is designed to make available as many different clubs and activities as possible to meet the interests of the student body. The plans, activities and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. If you want to know more about clubs and organizations that are available on campus, there will be a "Club Rush Day" in early September (during both lunches) at which time you can talk to a representative from each group and sign up for membership. If, throughout the year, you want to know how to become a member of any club or organization you are welcome to come to the ASB office in room K-2 and see Mr. Laine, Activities Director. The following is a list of chartered clubs on campus during previous school years.

ACADEMIC DECATHLON
AGRICULTURE CLUB (FFA)
ANIMATION CLUB
AP ART CLUB
ASIAN CLUB
AVID
BLACK STUDENT UNION
BOTANICAL BEAUTIFICATION CLUB

MIEN CLUB
MUSICIANS CLUB
INDIAN CLUB
JAPANESE CULTURE CLUB
LATINOS UNIDOS
LINK CREW
MARCHING BAND
MUSLIM STUDENT ASSOCIATION

BUDDHIST CLUB
CARIBBEAN CLUB
CHESS CLUB
CLASS OF 2007
CLASS OF 2008
CLASS OF 2009
CLASS OF 2010
CALIFORNIA SCHOLARSHIP FEDERATION
DIGITAL ANIMATION & VIDEO
FOOTWORKS DANCE
FRENCH CLUB
FUTURE TEACHERS CLUB (FTC)
GAY-STRAIGHT ALLIANCE
G.A.T.E
HMONG CLUB
SCIENCE OLYMPIA

OUTDOOR CLUB
PEER COURT TEAM
PEER MEDIATION
POETRY CLUB
PRIDE OF THE PACIFIC
PUNJABI CLUB
READERS ARE LEADERS
STUDENTS REACHING OUT (SRO)
TEENS FOR TOLERANCE
THESPIANS CLUB
VALLEY ATHLETIC COUNCIL
VALLEY HIGH SCHOOL SPIRIT SQUAD
VIKING HONOR GUARD
VOYAGER (YEARBOOK)

STUDENT GOVERNMENT

Through the Student Senate, students may express their opinions and assist in the planning of school activities. The senate promotes leadership, initiative, and responsibility. It is the duty of the Student Senate representatives to bring to the council's attention suggestions from their classmates and to report to their Advocacy class the actions of the student council and school administration. Senators are elected each year in Advocacy classes. Student Senate meetings are held during advocacy classes once a month. In addition, VHS student government also holds Student Council meetings, which are open to the general student body. Many important decisions regarding student life are made during Council meetings and student input is always welcome. Council meetings occur bi-weekly.

Each year student body and class officers are elected. ASB office elections occur in December. Class office elections occur in April. Requirements for elective office are:

1. Students must have a 2.5 GPA or better at each grading period with no F's. The ASB president must have at least a 3.0 GPA.
2. Students must have good citizenship (no suspensions or unsatisfactory grades).
3. Approval of the principal is required.

STUDENT STORE

The Viking Store is an outlet to purchase many needed supplies, clothing items, and sundry goods throughout the school year. All items are moderately priced. The student store stocks items ranging from nutritious snacks and school supplies to Viking spirit items.

DANCES

When students attend a dance, they do so to enjoy a social event. The following rules are intended to guarantee that all participate and can enjoy these events.

1. School rules apply at all functions.
2. Each person attending a dance is expected to behave as a lady or gentleman at all times. Failure to behave in an appropriate manner may result in removal from the dance and/or other disciplinary action.
3. Students will be issued one warning for inappropriate dancing. ID cards will be confiscated as the second warning. Dismissal from the dance will occur following a third instance of inappropriate dance.
4. Parents/guardians are responsible for providing transportation at the immediate close of the dance. Students who are not picked up at the close of a dance in a timely manner may be placed on the "no activities list" which will prevent them from being able to attend another school activity.
5. **Student photo ID** must be presented for admittance to the dance.
6. Students arriving after dance closure will not be admitted. No refunds will be issued.

7. A limited number of guest passes will be issued for some dances. A background check will be completed on each guest request. The school administration reserves the rights to issue and revoke the guest pass at any time. **Guest pass requests will be given to VHS students who have an ASB Card at the time of application. The guest must be enrolled in a 9-12th grade school or provide current enrollment identification in a college program. All guests must have photo ID to be presented at the time of entrance into the dance. NO ID – NO ENTRANCE. NO EXCEPTIONS. NO REFUNDS.**

Valley High School will explore and revise its dance policy for the 2009-2010 school year. As a result, the policy posted in this handbook will be superceded by the new policy when it is developed.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES ELIGIBILITY (GRADES 7-12)

Academic Eligibility

All students who wish to participate in athletic, extra-curricular (Dance/Theater) and co-curricular activities must:

1. Have earned a 2.0 grade average in their overall district 7-12 program for the grading period prior to their participation and for each succeeding grading period during participation.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record as defined by Board Policy.
4. In addition, class officers shall maintain a 2.5 GPA. The associated student body president shall maintain at least a 3.0 grade point average.

For the purpose of clarification, the following terms will be used to determine academic eligibility:

- Grades of Progress (Progress Reports): Data processor generated grades assigned to a student, but not officially recorded on a transcript.
- Grades of Record (Final Report Cards): Data processor generated grades assigned to a student and officially recorded on a transcript (recorded on the student's transcript at the end of the term/semester).

Initial Eligibility

All students who wish to participate must have earned a minimum 2.0 GPA based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing the GPA.

Continuing Eligibility

All students who wish to continue participating in athletic, extra-curricular and/or co-curricular activities remain eligible if:

1. On any grade of record the student has maintained a minimum 2.0 grade point average.
2. On any first or third quarter grades for schools on a traditional semester calendar, the student has maintained a minimum 2.0 GPA with no "F's". If the student has a 2.0 GPA but has an "F", he/she is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Activities Director, signed by the teacher, signifying that the student is now earning a passing grade.
3. If the student has a grade of "F" on any mid-quarter or mid-term grade of progress, the student is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Athletic Director, signed by the teacher, signifying that the student is now earning a passing grade.

Summer School to Affect Extra-Curricular and Co-Curricular Eligibility

Students, who have demonstrated a satisfactory attendance record of ninety percent actual attendance, have met standards of satisfactory citizenship in all courses and in the school generally, and in activities during the final grading period have the option of having summer school course work affect their athletic, extra-curricular and co-curricular eligibility. **In selecting summer school course work for this purpose, the student must repeat the same course(s) in which grade(s) from preceding grading period caused the ineligibility.** In the event identical courses are not available, the student may substitute other course work at the same or higher level of difficulty. All substitute course work must have the prior approval of the school site's counselor, appropriate school site department chairperson, and final approval of the school site principal before the student enrolls in the summer.

NO ACTIVITIES LIST

Valley High School is losing a large sum of its academic resources each year due to students who fail to return textbooks, library books, athletic uniforms, or other borrowed equipment. As of this writing, the school receives no additional funding from any source to replace these items. As a result, for the 2009-2010 school year, a *No Activities List* process will be in effect and will limit some student activities for students who do not return borrowed books or equipment. In general, students who do not return an item or who owe fees to the school will be precluded from participating in field trips that are not directly related to success in the classroom. In addition, juniors and seniors who owe money to the school will not be allowed to participate in the Junior Prom or Senior Ball, and other end of the year school activities. A payment plan for fees owed will be available. As this policy evolves, additional information will be shared with students and parents.

ELIGIBILITY REQUIREMENTS

Academic Eligibility

All students who wish to participate in athletic, extra-curricular and co-curricular activities must:

1. Have earned a 2.0 grade average in their overall district 7-12 program for the grading period prior to their participation and for each succeeding grading period during participation.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record as defined by Board Policy.

For the purpose of clarification, the following terms will be used to determine academic eligibility:

- Grades of Progress (Progress Reports): Data processor generated grades assigned to a student, but not officially recorded on a transcript.
- Grades of Record: (Final Report Cards): Data processor generated grades assigned to a student and officially recorded on a transcript (recorded on the student's transcript at the end of the term/semester).

Initial Eligibility

All students who wish to participate must have earned a minimum 2.0 GPA based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing the GPA.

Continuing Eligibility

All students who wish to continue participating in athletic, extra-curricular and/or co-curricular activities remain eligible if:

1. On any grade of record the student has maintained a minimum 2.0 grade point average.
2. On any first or third quarter grades for schools on a traditional semester calendar, the student has maintained a minimum 2.0 GPA with no "F's". If the student has a 2.0 GPA but has an "F", he/she is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Athletic Director, signed by the teacher, signifying that the student is now earning a passing grade.
3. If the student has a grade of "F" on any mid-quarter or mid-term grade of progress, the student is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form to the Athletic Director, signed by the teacher, signifying that the student is now earning a passing grade.

Summer School to Affect Athletic Eligibility

Students who have demonstrated a satisfactory attendance record of ninety percent actual attendance, have met standards of satisfactory citizenship in all courses and in the school generally, and in activities during the final grading period have the option of having summer school course work affect their athletic, extra-curricular and co-curricular eligibility. **In selecting summer school course work for this purpose, the student must repeat the same course(s) in which grade(s) from preceding grading period caused the ineligibility.** In the event identical courses are not available, the student may substitute other course work at the same or higher level of difficulty. All substitute course work must have the prior approval of the school site's counselor, appropriate school site department chairperson, and final approval of the school site principal before the student enrolls in the summer.

**MAINTAINING THE TEACHING AND LEARNING
ENVIRONMENT:
SCHOOL CLIMATE**

STUDENT EXPECTATIONS FOR MAINTAINING THE TEACHING AND LEARNING ENVIRONMENT

It is expectation that all Valley High School students:

1. Are in school to learn.
2. Recognize their place in a diverse, educational community and to act appropriately.
3. Respect the students, staff and guests of Valley High School.

Valley High School recognizes that the best discipline is self-imposed and requires that students take responsibility for their actions. When issues of behavior do arise, however, the staff at Valley High School encourages cooperation between the home and school concerning students' discipline.

The most important role of discipline policies and procedures at Valley High School is to create a safe and comfortable teaching and learning environment. Unfortunately, a few students may fail to follow the school's rules of conduct. The following is a list of consequences that may be utilized:

1. Loss of all privileges for school-related activities for a period of time.
2. Teacher assigned Lunch Time Detentions.
3. On Campus Suspension.
4. Home suspension for one or more days.
5. Transfer to an alternative school.
6. Expulsion from the Elk Grove Unified School District.

Parents will be notified by phone and/or in writing of all cases of serious disciplinary problems or consequences. Parents are encouraged to contact either their student's teacher or counselor regarding their child's behavior and/or academic status each term.

A pupil may be disciplined, suspended or expelled for acts which are enumerated in this handbook and related to school activity or attendance which occur any time, including, but not limited to any of the following:

1. While on school grounds.
2. While going to, or coming from school.
3. During the lunch period whether on or off campus.
4. During, or while going to or coming from a school-sponsored activity.

ADULT IDENTIFICATION/BADGE POLICY

As society evolves, Valley High School must adapt to keep up with new school safety trends and practices in education. One of these trends includes requiring adults on a school campus to have an official school identification badge visible at all times. Continuing in 2009-2010, all staff will have a Valley staff identification worn on either a clip or lanyard. Guest teachers (substitutes), parents/guardians, and other approved guests on campus will be required to sign in and wear an appropriate Valley ID badge. This form of visual identification will better enable the school's campus supervisors and other staff to maintain an appropriate Teaching and Learning environment.

VISITORS

Parents/guardians are welcome to visit Valley High School. Please call ahead of time to set up an appointment with the staff member you wish to address, (916) 689-6500. Scheduling appointments ahead of time will insure the staff member is available and has time to collect any needed information to

make the meeting as productive as possible. If planning to visit classes, please call **48 hours** in advance to schedule the visit and an administrator will escort you to those classes. To help ensure a safe campus a visitor's pass, issued in the Administration Office, is required for all visitors to Valley High School.

Valley High School welcomes authorized guests on the campus. However, for the safety of Valley students, guest passes will be issued only to students from other schools when these students are accompanied by a parent/guardian. **Students are not to bring unauthorized guests, small children, or animals to school during school hours as Valley High School will not accept responsibility or liability for injuries.**

CLOSED CAMPUS

The Elk Grove Unified School District has a **"CLOSED CAMPUS"** policy. Students are expected to stay on campus once they arrive unless they have legal permission to leave. Permission to leave is obtained through the attendance office. **Teachers may not excuse students to leave campus for any reason.** A student reported on another campus during the regular school day is subject to disciplinary action.

Students who are caught leaving campus without authorized permission or come onto campus any time during the school day without authorized permission will be sent to OCS for the remainder day on the first offense and suspended there after.

PARKING LOT INFORMATION FOR STUDENTS

Once students arrive onto campus and depart their vehicle, students **ARE NOT** allowed to return to their car at any time throughout the day unless they have an early dismissal from the attendance office. It is impossible for the school staff to monitor the activities taking place in private cars as students come and go from their main campus to the parking lot. *Students failing to adhere to this policy as subject to school disciplinary action.*

STUDENT DELIVERIES INCLUDING FLOWERS, BALLOONS, ETC.

Valley recognizes that at times, parents/guardians will need to deliver money, lunches, sports equipment, etc. to students during school hours. There are a few policies and practices that must be followed to maintain an appropriate Teaching and Learning environment on campus. This includes:

1. All deliveries must go through the main office. An increasing problem involves students' friends or boyfriends/girlfriends attempting to come onto campus and deliver food. This is not appropriate and the school asks that students and parents/guardians work with the site to ensure this practice does not continue. Inappropriate deliveries include parents/guardians and friends delivering food in the parking lot or on adjoining streets.
2. Flowers, balloons, candy, etc., other than those available at school sponsored events, may not be delivered to a student to acknowledge a special occasion. If these items are delivered to school, they will either be kept in the administration office until the end of the school day or denied access to the campus. The school asks that families and friends refrain from making these deliveries to school. Valley High School and its staff will NOT accept responsibility for the loss or accidental destruction of these items.
3. **PLEASE NOTE: CASH, PERSONAL ITEMS, CLOTHING, ETC. IS NOT ACCEPTED BY STAFF FOR DELIVERY TO STUDENTS. The main office will call your student into the office to accept delivery. If you student is not available, delivery will not be accepted by the office.**

TARDY POLICY

Tardy Policy History

During the 2003-2004 academic year, tardiness had reached epidemic proportions at Valley High School. Data was collected and revealed that over 50% of the student body had at least one tardy *every week*. And the weekly tardies were embarrassingly high, resulting in thousands of disruptions in classrooms through out the day. As a result of the tardy policy implemented in 2004-2005, the new data shows that 98-99% of our students are in class and on-time every day. And the weekly tardy totals have been cut by thousands. Our biggest challenge comes from identifying an alternative program for the approximately fifty (50) students that continuously choose to be tardy. Valley will continue to work with those students who have not yet seen the relevance of being in class, on-time with the ultimate goal that **ALL** students are in class, on-time 100% of the time.

Tardy Policy and Consequences

Tardiness to class is disruptive to the Teaching and Learning environment. **All students are expected to be in the classroom before the tardy bell rings with books and materials necessary for the class.** Tardy sweeps will be conducted daily each period to ensure that students are in class on time. Habitual tardiness will result in students being swept into OCS, parent notification and administrative disciplinary action. The following tardy policy has been instituted at Valley High School.

Student Consequences

Student Tardies #1 through 4, 6-9, 11-14, 16-19 . . .

1. When a student is swept into OCS, students will be provided with a copy of their Student Tardy Sweep Notification and are required to take it home and communicate this warning with their parent(s).
2. Students will remain in OCS for the remainder of the period.

See table below for Tardy Consequences for 5 tardies and beyond . . .

The table below outlines general guidelines for Vice Principals to consider when holding a student accountable for tardies. Although the school supports a progressive discipline policy if a student’s behavior does not change over time, Valley High School administrators have the flexibility to adjust the consequences if a decrease or increase in consequences are deemed in the best interest of the student.

General Guidelines for Repeat Tardiness				
# of tardies	5	10	15	20
Consequence	One all day OCS or parent visit (in lieu of OCS)	1 day home suspension or parent visit (in lieu of suspension); tardy contract	3 day home suspension Recommended: Parent/Teacher Conference	5 day home suspension

Re-admits – When a Student is Legitimately Late

Although state law does not recognize any form of “excused tardy”, Valley High School knows that sometimes situations arise that causes a student to be legitimately late to class. These situations could include a flat tire, illness of a sibling, etc. In these cases, a student **MUST** bring a note from his/her parent/guardian to the attendance office window. The student will be issued a “re-admit” and allowed onto campus and into class. It is difficult for the school to determine why a student is late without a note from his/her parent/guardian. Students without a note will be swept into OCS for being tardy.

Re-admit notes should include student’s name, date, time, reason for tardiness (“*personal issue*” is an acceptable reason) and a phone number where the parent or guardian could be reached. The school may contact the parent/guardian to check on the validity of the “re-admit.” Occasionally students forge a note and in some rare cases, repeatedly forge notes. Please **DO NOT** interpret this contact as a question of any parental responsibilities. Valley has found that parents/guardians appreciate this follow-up and

students tend to avoid or decrease inappropriate practices when they know the school randomly checks validity.

PASSING PERIOD STUDENT EXPECTATIONS

During passing periods, students are expected to move directly from class to class, stopping only for restroom or water breaks. Students are not to stand outside of classrooms during the passing periods.

“OUT OF CLASS” PASSES

Students are not permitted in the halls during class periods unless an authorized staff member has issued them an official Valley High School pass. **Passes will only be issued to students for official school use and/or emergency bathroom needs. Students who are out of class without a pass will be swept into the OCS room.** It is a student’s responsibility to make sure they DO NOT leave a classroom or other designated area without an authorized written “out of class” pass.

DRESS CODE/GROOMING GUIDELINES

Parents or guardians have the primary and initial responsibility for appropriate standards of dress and grooming in their homes. As an educational entity, the Secondary Division of the Elk Grove Unified School District believes it has the responsibility to establish and maintain appropriate standards of dress and grooming that support a positive, wholesome and safe learning and teaching environment. The purpose of a dress and grooming code is to facilitate education, not to inhibit any person’s taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be decent, not hazardous to the health and safety of the student, and not disruptive or distracting from the educational program of the school.

Specifically, the students at Valley High School are expected to abide by the following dress code:

1. TOPS, SHIRTS, BLOUSES:

- No underwear showing
- No bare midriffs: tops must completely cover skin
- No low cut tops
- No “see-through” or fishnet fabrics
- No halter tops, spaghetti straps, tube tops, off-the-shoulder tops, or bra-like tops
- No muscle shirts

2. PANTS, SHORTS, SKIRTS:

- No underwear showing
- No holes or rips
- No “sagging pants”: waistband must not be below the hip bone
- No “one-legged” pants: i.e., pants pushed up to the knee on one leg only
- Pants and bib overalls are to be properly fastened
- No inappropriate “short shorts” or “short skirts”
- No pajamas

3. FOOTWEAR:

- Shoes must be worn at all times
- No spike heels, bedroom slippers, or “wheelys” are allowed
- Flip-flops, sandals, and slides are discouraged for safety reasons

Clothing, jewelry and body markings must be free of writing, pictures or any insignia which are crude, vulgar, profane, sexually suggestive, advocate racial, ethnic, or religious prejudice, gang affiliation or the use of drugs or alcohol.

Head Wear Policy

Students will be permitted to wear acceptable headwear at the discretion of the Principal.

Acceptable head wear includes:

- Baseball caps,
- Beanies,
- Berets,
- Visors,
- Stovetops and the like.

Headwear will not contain symbols or words that are sexually suggestive, obscene, or drug/alcohol or gang related. Headwear will not be altered in any way.

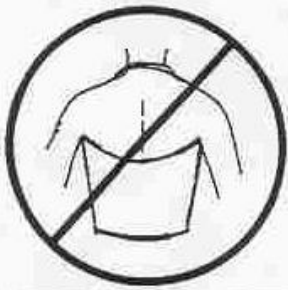
Unacceptable head wear includes, but is not limited to:

- Bandanas,
- Scarves,
- Hair-nets/hair rags
- Panty-hose,
- Wave-caps,
- Do-rags
- Hair rollers
- Shower caps

Unacceptable headwear will be taken by staff and returned only to students accompanied by their parents. Head wear will only be worn outside, and will be immediately removed upon entering a building.

Confiscated items left after the last day of school will be donated to a local charity. Coaches and teachers of lab classes may impose specific dress requirements to accommodate the special needs or safety concerns of certain sports and/or activities, which is concurred by the administration.

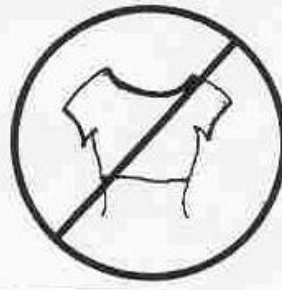
Prohibited Clothing



**No Backless
Tops**



**No Halter
Tops**



No Midriffs



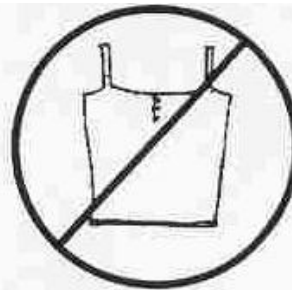
**No Tube
Tops**



**No Sagging
Pants**



**No See-through
Tops**



**No Spaghetti
Straps**



**No Tank
Tops**



No Bandanas/Scarves



No Skull/Wave Caps

CELL PHONE/ELECTRONIC EQUIPMENT POLICY

Students shall be permitted to use cell phones and/or electronic equipment, *before and after school only*. Students shall be restricted from using cell phones or other electronic equipment during all instructional and passing times as well as during lunch periods. When a staff member becomes aware that a Valley student is seen in possession of a cell phone or electronic device during instructional time, passing times or lunch periods, the student's phone or device will be immediately confiscated. The device will be turned into the main office and securely labeled and stored. If a student refuses to turnover the cell phone/electronic device to a staff member when asked, that student will be suspended.

Electronic devices such as IPODs, MP3 players, video cameras, radios, electronic toys, laser pointers or any other electronic devices or games are not permitted at school at any time.

Student Consequences for Cell Phone/Electronic Equipment Violations

First Offense: Students can pick up their equipment from the main office after school from 3:19 pm to 3:45 pm. Most equipment will be available in the office on the same day they are confiscated. However, if the equipment was taken later in the day, it must be brought to the office by 3:30pm of the same day.

Second Offense: On the second offense, students cannot retrieve their equipment until a parent contacts/calls the school. Once the parent contacts/calls the office, the student can then retrieve their device after school from 3:19 pm - 3:45 pm.

Third Offense: The equipment **will not** be released to the student. A parent must come to school to retrieve the equipment from the main office.

Fourth Offense: Student is suspended for one day, equipment returned immediately to the student by VP. Parent contacted.

Fifth Offense: Student is suspended for three days, equipment returned immediately to the student by VP. Parent contacted.

Sixth Offense: Student is suspended for five days, equipment returned immediately to the student by VP. Parent contacted.

Confiscated items left after the last day of school will be donated to a local charity. The school will not be responsible for stolen prohibited items.

Use of Cameras, Videophone, or other Visual Recording Devices

There has been a variety of incidents at schools across the country involving inappropriate use of video recording devices. In an effort to be proactive, Valley is **prohibiting** the use of cameras, videophones, or other visual recording devices on campus or at school related activities. This policy, unlike our long standing Cell Phone and Electronic Equipment Policy, extends to the time before school, after school, at school related events (such as athletic events, dances, etc.) or at moments when the school and district's jurisdiction is enforced. This may include when a student is on another campus or to and from school. The only exceptions to this policy include when a student has permission from a staff member to appropriately utilize such devices. Examples include recording a sporting event for an athletic team or a prior approved classroom assignment. Violations of this policy could result in disciplinary actions.

Examples of Prohibited Electronic Equipment



No CD Players



No IPODs/MP3s



No Radios



No Cameras



GAMEBOYS, PSP, SIDEKICKS, TEXT MESSAGE DEVICES, MP3s, IPODS, ETC.

MISCELLANEOUS CLIMATE POLICIES

Insubordination/Disrespect for Teachers/Staff, Substitute Teachers

If a student is defiant or hostile toward any teacher, administrator or school employee, or if a student refuses to comply with any rule set forth by any teacher or administrator, that student will be subject to immediate disciplinary action. **Any student who is habitually sent to OCS or on administrative referral is subject to suspension (E.C 48900k).**

Sexual Harassment

The Governing Board of the E.G.U.S.D. prohibits sexual harassment of or by any student or by anyone in or from the district. Any student who engages in the sexual harassment of another person during school hours or activities may be subject to disciplinary action up to and including expulsion. The Board of Education expects students or staff to immediately contact the principal or designee in order to file a complaint. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Bus Rules

In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the E.G.U.S.D. Students can be denied transportation if there is any infraction of the rules.

Writing on Personal Belongings

Valley High School will not allow, writing on clothing, hats, backpacks, or binders that is gang-affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, which promotes the use of drugs and alcohol, or which in the opinion of the Valley High School administration is disruptive to the learning environment. The same rules also apply to any writing on the skin. Students engaging in this behavior will be subject to administrative disciplinary action that may result in a home suspension.

Graffiti

Gang graffiti, tagging, or other marks made on school or private property is strictly prohibited. Valley High School **will not tolerate** any graffiti. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and student will be charged for any costs related to the repair and/or clean up of any damage caused by their child.

Off-Limit Areas

Some areas of the campus are “off-limits” to students during the lunch periods. The painted blue lines on the sidewalks designate these areas. Students who are in these “off limit” areas without proper authorization will be subject to detention, disciplinary action, and/or suspension. These areas include parking lots, physical education black top areas, playing fields, classroom hallways, etc.

Automobile Searches

California law, Vehicle Code Section 21113(a), states the following:

Vehicles Subject to Search – By entering this area, (school property) the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This notice applies to all vehicles of any type and is enforced 24 hours a day.

Parking Lot Regulations/ Vehicle Code Enforcement

Students who drive to school must abide by the following regulations:

- All students driving to school must be licensed and covered by insurance.
- Students must park their cars in the area designated for student parking. (Areas A, B and C)
- Students’ vehicles are not permitted in the faculty parking area.
- All curb and sign markings are to be obeyed.
- The school is not responsible for the automobile or its contents.
- Students **will not** be allowed to go to their car to get personal items during class time or lunch periods.
- Students parking their cars on school property may be subject to searches for reasons of security, health, and safety.
- The parking lot speed limit is 5 mph.
- Vehicles are to be parked front first, not backed in to parking spaces.
- This is a closed campus. Students are not permitted to leave without first checking out with the office to receive an early dismissal.

NOTE: Violation of any parking regulations may result in a loss of parking privileges and/or administrative disciplinary action.

Public Display of Affection

Public displays of affection are not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, hugging in a suggestive manner with body touching, rubbing etc. Students violating the display of affection policy will be issued one warning. The second violation will result in administrative disciplinary action.

Respect for and Treatment of School Property

It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. **Writing and carving on walls, desks and chairs is prohibited and may lead to serious disciplinary actions. Students will be charged for all damages or losses that occur to school buildings, books, or equipment.**

Parent/Guardian Liability Education Code Section 48904 (a) (1) provides that the parent or guardian of minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private individual, or personal property belonging to a school employee resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000, adjusted annually for inflation.

Respect for Others

The Valley High School community is comprised of people from various cultural, racial and religious backgrounds. This community is built on mutual respect for the dignity and worth of all the individuals.

Since intolerant and prejudicial comments and/or actions contradict this philosophy, they cannot and will not be tolerated and may lead to serious disciplinary action up to and including expulsion.

Bicycles/Skateboards

Bicycles must be parked in the racks provided. Students leaving the school campus on bicycles must come to a complete stop when entering the city streets. State law requires that students under 18 years of age must wear helmets when riding bikes to and from school. Violators may be subject to a \$25 fine or more.

All bicycles should be locked. The school is **NOT** responsible for damaged or stolen bicycles, or skateboards.

The Elk Grove Unified School District prohibits the use of skateboards, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways. **Violators may be prosecuted under SCC 1084 section 9.38.015 and fined up to \$250.00.**

Telephones

The office telephone is a business phone to be used by students for emergencies only and only with permission from office staff. There is a public telephone in the lunch area available to students during the lunch period and after school.

Fire Drill Instructions

Fire drills are practiced frequently at Valley High School. At least once during the year, extended time will be provided to teachers to explain to their students all of the requirements and expectations of a fire drill.

Students are to follow these procedures when the fire signal sounds

1. Evacuate all buildings. Quietly exit the classroom according to the directions posted in your room and remain with your teacher.
2. Do not run or loiter.
3. If you are not in a classroom, move immediately with other students to the evacuation area and join your class.
4. Stay at least 50 feet away from all buildings.
5. When the all-clear signal is given, return to class immediately.

6. If a fire alarm rings during lunch, during advocacy, or before school, students must evacuate to the blacktop and field areas behind the gym and report to their advocacy teacher.

Accidents and Illness

Students are to report any accident(s) to their teacher or to the main office. An accident report is to be completed by the teacher and turned in to the main office. If a student becomes ill at school during class, he/she is to inform the teacher who will then send the student to the health clerk. If the student becomes ill and is not in a class he/she should report directly to the health clerk

DISCIPLINARY CONSEQUENCES FOR BEHAVIORAL VIOLATIONS

Below are descriptions for the most common forms of disciplinary consequences utilized at VHS.

DETENTION

Teachers have the option to assign detention in their department or in their individual classrooms on an “as needed” basis. Continual failure to serve assigned detention(s) will result in further disciplinary consequences. At this time there is no school-wide detention in place.

ON CAMPUS SUSPENSION

Students are assigned to On Campus Suspension (OCS) in lieu of home suspension. An administrator may assign Valley High School students to OCS for the entire day. Teachers may assign OCS for up to two periods the student is enrolled in their class.

Students who are assigned to OCS all day must remain in the OCS room for the entire school day. They must arrive before the tardy bell to first period. There are no exceptions. The purpose of the OCS curriculum is to provide students with an academic alternative to the class they are missing. Students will be provided CAHSEE preparation materials, which will assist students in their preparation for taking and passing the CAHSEE. Should a student miss OCS due to a verified appointment (medical, dental, etc.) he/she will make up the OCS upon return to school.

A student’s failure to attend or complete OCS for any other reason will result in home suspension. If a student is referred to OCS frequently for tardies or behavior, additional consequences including home suspension can be assigned. Inappropriate behavior in OCS results in a home suspension.

HOME SUSPENSION

When a student violates the Valley High School discipline code and commits an offense listed in Sections 48900 or 48915 of the California Education Code, he/she is subject to suspension from school for a period of one to five days. When suspended, the student is not allowed to be on or near any campus of the Elk Grove Unified School District for any reason. This includes school-sponsored events.

EXPULSION

For extremely serious violations of the California Education Code, students may be expelled from Valley High School and the Elk Grove Unified School District for a period up to one year. The law requires the administration at Valley High School to **recommend expulsion** for students under the following circumstances outlined in the **California Education Code, Section 48915 (a)**:

- (a) Mandatory Recommendation for Expulsion: **(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 pupil at school; **(3)** unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; **(4)** robbery or extortion; and **(5)** assault or battery upon a school employee.

In addition, the following violations, outlined in the **California Education Code, Section 48915 I**, **require a student’s expulsion** from Valley High School and the Elk Grove Unified School District:

- (b) Mandatory Expulsion Requirement: **(1)** possessing, selling, or otherwise furnishing a firearm (verified by an employee of a school district); **(2)** brandishing a knife at another person; **(3)** unlawfully **selling** a controlled substance; and **(4)** committing or attempting to commit a sexual

assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900; and **(5)** possession of an explosive.

Based upon the severity of a single event, or upon a student's behavioral history, the administration at Valley High School may also recommend expulsion for offenses outlined in the California Education Code Section 48900.

PREVENTING SUSPENSION AND EXPULSION

As stated previously in this handbook, Valley High School will not tolerate any student causing physical injury to another person, bringing a weapon to school, or selling drugs. Any of these actions will result in the student being expelled from the school district. Other serious violations of the school rules such as chronically disrupting classes or defying school authorities can also lead to expulsion.

Students and parents are advised that in order to maintain a safe, violence-free environment, **no student is allowed to hit another child—for any reason. Students who hit other students, even in self-defense, will be suspended from school.** If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member.

To avoid suspension or expulsion, students should:

- Stay away from people who make them angry.
- Ignore or walk away from challenges to fight.
- Practice strategies to calm down.
- Seek help from teachers, campus supervisors, counselors, or administrators.
- Ask for Conflict Management.
- Talk to their parents about any problems they're having at school.

The following disciplinary consequences may be assigned to students who violate the student discipline policy while on school grounds or at a school sponsored activity, while going to and from school, or while going to, or coming from a school sponsored activity. Consequences will be determined by the severity of the offense.

NOTE: Any repeated violations of the education code 48900 may result in consequences up to and including a recommendation for expulsion.

VALLEY HIGH SCHOOL DISCIPLINE MATRIX

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
1.	Arson <i>(E.C. 48900f)</i>	5 days home suspension, Possible recommendation for expulsion, police report	5 days home suspension recommendation for expulsion, police report, arrest
2.	Assault/Fighting/Hazing <i>(E.C. 32050, 48900a1 a2, 48915a)</i> <i>(P.C. 240,242)</i> <ul style="list-style-type: none"> • Threatening or causing physical injury to another person • Mutual combat-fight between two students • Assault/Battery/Hazing upon a student • Assault/Battery upon school personnel 	5 days home suspension, police report, recommendation for expulsion, arrest 5 days home suspension 5 days home suspension, police report, recommendation for expulsion 5 days home suspension, police report, recommendation for expulsion, arrest	5 days home suspension, police report, recommendation for expulsion, arrest 5 days home suspension, recommendation for expulsion 5 days home suspension, police report, recommendation for expulsion, arrest 5 days home suspension, police report, recommendation for expulsion, arrest
3.	Attendance <ul style="list-style-type: none"> • Absent from school more than one day without a valid excuse, truant three or more times per school year. <i>(E.C. 48260, 48261, 48262)</i> • Double lunch <i>(E.C. 48900k)</i> • Failure to remain in class/designated area <i>(E.C. 48900k)</i> • Failure to remain on campus during the school day <i>(E.C. 48900k)</i> • Failure to report to the designated area while on a pass <i>(E.C. 48900k)</i> • Leaving parking lot without proper authorization <i>(E.C. 48900k)</i> 	On Campus Suspension On Campus Suspension On Campus Suspension On Campus Suspension On Campus Suspension	-Referral Student Attendance Review Board and/or -1 day home suspension (2 nd Offense) -Multiple day home suspension is possible if the behavior is part of a pattern of defiance or the attendance issue involved the police or other public authority.

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
4.	<p>Cheating/Forgery/Plagiarism</p> <ul style="list-style-type: none"> • Cheating /Plagiarism (<i>E.C. 48900k</i>) • Forgery or falsification of signature or voice (<i>E.C. 48900k</i>) 	<p>Receive a failing grade on assignment/test, teacher notify parents</p> <p>All day On Campus Suspension</p>	<p>1 day home suspension</p> <p>3 days home suspension</p>
5.	<p>Computer Hacking/ Inappropriate Access</p>	<p>Loss of computer privileges/on campus suspension</p>	<p>5 days home suspension, police report, restitution, and recommendation for expulsion, arrest</p>
6.	<p>Damage</p> <ul style="list-style-type: none"> • Caused or attempted to cause damage to private property (<i>E.C. 48900f</i>) • Caused or attempted to cause damage to school property (<i>E.C. 48900f</i>) 	<p>Campus Beautification, all day On Campus Suspension and Restitution, suspension, recommendation for expulsion, citation/or arrest</p> <p>Campus Beautification, all day On Campus Suspension, and Restitution, suspension, recommendation for expulsion, citation/or arrest</p>	<p>Campus Beautification, all day On Campus Suspension, and Restitution, suspension, recommendation for expulsion, citation/or arrest</p> <p>Campus Beautification, all day On Campus Suspension, and Restitution, suspension, recommendation for expulsion, citation/or arrest</p>
7.	<p>Dress Code Unacceptable behavior or clothing (<i>E.C.48900k</i>)</p> <ul style="list-style-type: none"> • Inappropriate appearance • Vulgarity displayed on clothing 	<p>Conference, notify parent, send home to change or correct appearance</p> <p>Ask student to change clothing either at school or home. Parent notification detention/on campus suspension</p>	<p>All Day On Campus Suspension; 1- 3 days home suspension</p> <p>1 – 3 days home suspension</p>
8.	<p>Driving</p> <ul style="list-style-type: none"> • Reckless Driving on or about school campus (<i>E.C.48900k</i>) • Unauthorized student passengers in/on vehicle, during school hours (<i>E.C.48900k</i>) 	<p>Notify parent, detention</p> <p>All day on campus suspension</p>	<p>Citation issued by EGUSD Police/SSD, 1 day home suspension</p> <p>All Day On Campus Suspension. Repeat violations home suspension</p>

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
9.	<p>Drugs</p> <ul style="list-style-type: none"> • Offered, arranged or negotiated to sell any drug paraphernalia (<i>E.C.48900j</i>) • Offered, arranged, negotiated to sell, deliver or furnish alcohol and/or drugs (<i>E.C. 48900d, 48915a.3</i>) • Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look alike substance intended to represent drugs, alcohol, or an intoxicant of any kind (<i>E.C.48900d</i>) • Possession of drug paraphernalia (<i>E.C.48900c</i>) • Possession, use of, or under the influence of an alcoholic beverage, drug or controlled substance (<i>E.C.48900c</i>) • Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana (<i>E.C.48900c, 48915a, AB 966</i>) • Unlawfully selling a drug (<i>E.C.48900d 48915a.3</i>) • <i>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (E.C.48900p</i> 	<p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, conference with student and parent to sign Substance Abuse Contract</p> <p>5 days home suspension, recommendation for expulsion, police report</p> <p>Expulsion, citation/or arrest</p> <p>Home suspension, recommendation for expulsion, citation/or arrest</p>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p> <p>Expulsion, citation/ or arrest</p> <p>Home suspension, recommendation for expulsion, citation/or arrest</p>
10.	<p>Explosives</p> <ul style="list-style-type: none"> • Possession, use and/or sale of explosives or fireworks (<i>E.C.48900b 48915a,b, AB 966</i>) 	<p>5 days home suspension, confiscation, recommendation for expulsion, police report, citation/or arrest</p>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report, citation/ or arrest</p>
11.	<p>Gambling</p> <ul style="list-style-type: none"> • Gambling (<i>E.C. 48900k</i>) 	<p>Minor – Notify parent and all day On Campus Suspension</p>	<p>Major – 5 days home suspension, police report, restitution, and recommendation for expulsion, arrest</p>

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
12.	<p>Hate Violence</p> <ul style="list-style-type: none"> Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. <i>(E.C.48900.3)</i> 	5 days home suspension, pending possible recommendation for expulsion, citation /or arrest	5 days home suspension, pending possible recommendation for expulsion, citation /or arrest
13.	<p>Inappropriate Objects Possession of the following articles are not allowed at school: <i>(E.C.48900k)</i></p> <ul style="list-style-type: none"> Any items inappropriate to a school setting Articles of gang affiliation Audio/video equipment Cameras Chains/wallet chains Gambling objects – dice, cards, taro cards, dominoes Pepper Spray Ropes Stink Bombs Toys, pacifiers Water Pistols Water balloons Lighters/matches Laser Pointer Spray paint Oversized markers Riding skateboard, roller blades, Heely's and bicycles on campus <i>(E.C.48900k)</i> 	<p>Confiscate, notify parent, return item to parent/guardian, On Campus Suspension, or 1 day home suspension</p> <p>Note: Inappropriate display or any use of Pagers/Beepers/Cell phones during school hours will result in confiscation.</p> <p>Confiscate, return item to parent/guardian, On Campus Suspension or detention</p>	<p>1 – 5 days home suspension. Automatic 5 day home suspension for repeat violation</p> <p>1 – 3 days home suspension. 5 day home suspension for repeat violation</p>

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
14.	Indecent Exposure <ul style="list-style-type: none"> • Indecent Exposure (<i>E.C. 48900k</i>) 	5 days home suspension	5 days home suspension, recommendation for expulsion
15.	Intimidation Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (<i>E.C. 48900o</i>) <ul style="list-style-type: none"> • Hard Looks (<i>E.C.48900k</i>) Look from head to toe in a threatening and challenging way • Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment (racial or sexual), threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment. (<i>E.C.48900.4</i>) 	Home suspension, recommendation for expulsion, citation/or arrest Minor – Notify parent, Conflict Management, and/or On Campus Suspension 5 days home suspension, pending possible recommendation for expulsion, citation /or arrest	Home suspension, recommendation for expulsion, citation/or arrest Major – 5 days home suspension 5 days home suspension, pending possible recommendation for expulsion, citation /or arrest
16.	Littering <ul style="list-style-type: none"> • Littering (<i>E.C. 48900k</i>) 	Campus Beautification/OCS	All Day On Campus Suspension, 3 days home suspension for repeat violations
17.	Loitering <ul style="list-style-type: none"> • Loitering violation – visits to parking lot are not allowed. Students are not allowed to go to their cars during school. (<i>E.C. 48900k</i>) • Refusing to leave campus as directed at end of school day. • On another school campus 	Notify parent, OCS Parent Notification / OCS 1 day home suspension	1 day home suspension 1-5 day home suspension 5 days home suspension

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
18.	<p>Profanity/Vulgarity</p> <ul style="list-style-type: none"> • Obscene language, hateful speech (<i>E.C. 4890.3</i>) • Possession of demeaning, obscene, or racial materials and/or drawings (<i>E.C.48900i</i>) • Swearing, writing, gestures and/or the use of obscene language, directed towards another student • Swearing, writing, gestures and/or the use of obscene language directed towards staff member 	<p>Conference, OCS, 1 day home suspension</p> <p>1 day home suspension</p> <p>1 day home suspension</p> <p>5 days home suspension</p>	<p>5 day home suspension recommendation, Police report</p> <p>5 days home suspension</p> <p>5 days home suspension, recommendation for expulsion</p> <p>5 days home suspension, recommendation for expulsion</p>
19.	<p>Robbery</p> <ul style="list-style-type: none"> • Committed or attempted to commit robbery or extortion (<i>E.C. 48900e, 48915a.4</i>) 	<p>5 day home suspension/Recommendation for expulsion, citation/or arrest</p>	<p>Recommendation for expulsion, citation/ or arrest</p>
20.	<p>Sexual Assault</p> <ul style="list-style-type: none"> • Sexual assault or sexual battery, committed or attempted to commit (<i>E.C. 48900n</i>) 	<p>5 day home suspension/Expulsion, citation/or arrest</p>	<p>5 day home suspension/Expulsion, citation/or arrest</p>
21.	<p>Sexual Harassment</p> <ul style="list-style-type: none"> • Sexual harassment includes but is not limited to unwelcome sexual advances, request for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature (<i>E.C.48900.2, 216.6</i>) 	<p>Conference, notify parent, Sexual Harassment handbook reviewed by student and parent, home suspension, recommendation for expulsion, citation/ or arrest</p>	<p>Home suspension, recommendation for expulsion, citation/ or arrest</p>
22.	<p>Tardy</p>	<p>OCS</p>	<p>Habitual: Home suspensions</p>
23.	<p>Theft</p> <ul style="list-style-type: none"> • Knowingly receiving stolen school or private property (<i>E.C. 48900l</i>) • Theft/stealing or attempting to steal school property or private property (<i>E.C.48900g</i>) 	<p>Home suspension, recommendation for expulsion, citation/or arrest</p> <p>Home suspension, recommendation for expulsion, citation /or arrest</p>	<p>Home suspension, recommendation for expulsion, citation/or arrest</p> <p>Home suspension, recommendation for expulsion, citation/or arrest</p>

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
24.	Threat <ul style="list-style-type: none"> • Terrorist threats against school officials or school property or both (E.C. 48900.7) • Threatening or attempting to cause harm (E.C.48900a) • To a student • To a school employee 	Home suspension, recommendation for expulsion, citation/or arrest 5 days home suspension 5 days home suspension 5 days home suspension	Home suspension, recommendation for expulsion, citation/or arrest 5 days home suspension 5 days home suspension, recommendation for expulsion, police report, arrest
25.	Tobacco <ul style="list-style-type: none"> • Possessed tobacco or nicotine products (E.C.48900h) • Smoking or chewing tobacco or nicotine products (E.C.48900h) 	Confiscation, parent notification, On Campus Suspension for remainder of the day Confiscation, parent notification, On Campus Suspension for remainder of day and the following day	1 – 3 days home suspension 3 to 5 days home suspension police citation
26.	Trespassing <ul style="list-style-type: none"> • Trespassing on another school campus (E.C.48900k) 	1 day home suspension	5 days home suspension, recommendation for expulsion
27.	Weapons <ul style="list-style-type: none"> • Brandishing a knife (E. C. 48900b, 48915a, b, c) • Possession of a weapon (knife, gun, sharp object, club, makeshift item, stun gun, chain) or any object that could inflict injury (E.C.48900b, 48915a,b, AB966) • Possession of an imitation firearm, look-alike gun, that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm (E.C.48900m) • Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil (E.C.48900b, 48915a) • Possessing, selling or otherwise furnishing a firearm (E.C.48900b, 48915c) 	Expulsion, citation/or arrest 5 days 5 days home suspension, recommendation for expulsion, confiscation, police report 5 days home suspension, confiscation, recommendation for expulsion, 5 days home suspension, confiscation, recommendation for expulsion, police report 5 days home suspension, confiscation recommendation for expulsion, police report, arrest	Expulsion, citation/or arrest 5 days home suspension, confiscation, recommendation for expulsion, police report, arrest 5 days home suspension, recommendation for expulsion, 5 days home suspension, recommendation for expulsion, arrest 5 days home suspension, confiscation, recommendation for expulsion, police report, arrest

Valley High School

The following consequences will be determined by the severity of the offense

	OFFENSE	MINIMUM	MAXIMUM
28.	<p>Willful Defiance</p> <ul style="list-style-type: none"> • Failure to follow staff directive/disruptive behavior (E.C. 48900k) • Willful defiance of school rules (E.C. 48900k) • Disruptive behavior in OCS/Removal from OCS (E.C. 48900k) • Failure to correctly identify self to staff member (E.C. 48900k) • Failure to carry current VHS ID card (E.C. 48900k) • Failure to serve on campus suspension on date assigned (E.C. 48900k) • No book/class materials (E.C. 48900k) • Non-suit for PE (E.C. 48900k) • On campus, or at school sponsored event, while on home suspension (E.C.48900k) • Excessive/Habitual OCS assignments (E.C. 48900k) 	<p>OCS/Suspension.</p> <p>OCS/Suspension</p> <p>Suspension</p> <p>OCS/Suspension</p> <p>OCS</p> <p>1 day home suspension</p> <p>Parent notification by teacher/ OCS</p> <p>Parent notification by teacher/OCS</p> <p>Additional extension of home suspension to maximum days possible</p> <p>Home Suspension</p>	<p>5 days home suspension, recommendation for expulsion, citation or/arrest</p> <p>Repeat violations 5 days home suspension, recommendation for expulsion</p> <p>5 days home suspension, recommendation for expulsion</p> <p>2 days home suspension</p> <p>2 days home suspension</p> <p></p> <p>5 days home suspension</p> <p>Refer to Healthy START/Suspension</p> <p>Additional extension of home suspension to maximum days possible, recommendation for expulsion</p> <p>5 days home suspension</p>

STUDENT ATTENDANCE

State law requires that all minors attend school full time. In order to benefit fully from the Valley High School academic and extra-curricular programs and make progress toward graduation, students must attend school regularly. Irregular attendance negatively affects class progress and grades. Attendance is taken each period and is noted in the teacher's roll book and in the electronic attendance system. Parents are encouraged to work with Valley High School in supporting students' regular and timely attendance. They may call the school's attendance office during school hours to check on their child's tardy and absence record.

ABSENCES

Types of Absences

Excused Absence/Tardy

There are only 5 reasons that the State of California will allow a child to be absent or late to school. These reasons are:

1. The student is sick.
2. The student has a medical or dental appointment.
3. The student goes to a funeral of a close relative (parent, sibling, and grandparent).
4. Medical Quarantine (i.e., head lice, impetigo, behind on shots).
5. Personal reason (court appearance, or religious holiday). The site principal or designee must approve absences as soon as possible.

Unexcused Absence/Tardy

Any "unexcused absence" or "uncleared absence" equals a truancy. Examples of unexcused absences:

1. Student/parent overslept
2. Baby-sitting
3. No clean clothes
4. Weather
5. Car/transportation problems
6. Vacations

Excused Absence(s) Procedures

Parents are required to call the school to report absences on the day the absence occurs. A written note from the parent/guardian stating the reason for the student's absence may be submitted to the attendance office on the day the student returns if the parent/guardian has not called the school previously.

Truancy Consequences

- Truant (E.C. 48260) Absent from school without permission – Counseling Intervention
- Habitual truant (E.C. 48262) Any student, truant three or more times per school year –Counseling Intervention and/or Home Suspension (Constitutes Willful defiance as defined by E.C. 48900k)
Students who are habitually truant will be referred to the School Attendance Review Board

Re-admits – When a Student is Legitimately Late

Although state law does not recognize any form of "excused tardy", Valley High School knows that sometimes situations arise that causes a student to be legitimately late to class. These situations could include a flat tire, illness of a sibling, etc. In these cases, a student **MUST** bring a note from his/her parent/guardian to the attendance office window. The students will be issued a "re-admit" and allowed onto campus and into class. It is difficult for the school to determine why a student is late without a note from his/her parent/guardian. Students without a note will be swept into OCS for being tardy.

Re-admit notes should include student's name, date, time, reason for tardiness (personal family issue is an acceptable reason) and a phone number where the parent or guardian could be reached. The school may occasionally contact the parent/guardian to check on the validity of the "re-admit." Occasionally students forge a note and in some rare cases, repeatedly forge notes. Please DO NOT take this contact as a question of any parental responsibilities. Valley has found that parents/guardians appreciate this follow-up and students tend to avoid or decrease inappropriate practices when they know the school randomly checks validity.

STRATEGIES FOR MONITORING STUDENT ATTENDANCE

Daily Attendance Check

The Daily Attendance Check starts when a student picks up the form from the counseling secretary. Students take the form from class to class. Each teacher marks confirmation that the student was in class and lets the parent know if they were on time. The power of this process comes when the student and parent/guardian review the attendance check each evening. Many parents have found this tool to be extremely valuable when they commit to monitoring the attendance check when their student gets home.

Parent/Guardian Weekly Attendance Call

The parent/guardian weekly attendance call is an extremely effective strategy for parents/guardians to monitor student attendance. This resource allows parents/guardians to call Valley High School (689-6500) every Monday or Tuesday and ask one of our clerical staff to check their student's previous week's attendance. The call will take just a few minutes and provide parents/guardians with information about their student's attendance habits. Parents can call any day of the week. The school recommends Monday or Tuesday in order to develop a consistent routine.

Automated Daily Attendance Calls

Valley High School does employ the use of an "automatic dialer" to call home every evening and inform parents/guardians if a student was truant during the day. This computer generated call has been utilized by many parents/guardians to help them monitor their student's attendance. However, the school DOES NOT recommend a parent/guardian rely on the automated dialer for 100% accuracy. The school strongly recommends that a parent/guardian also utilizes a Daily Attendance Check or the Parent/Guardian Weekly Attendance Call. Although a wonderful resource, the automatic dialer does have some flaws. In particular, if a student has changed addresses and the new contact number not been updated, a home/school communication cannot be made. Additionally, the automatic dialer does not discern who answers the phone. If a student, younger child or forgetful teen answers the phone, the attendance message sometimes does not reach the parent/guardian.

SARB Letters

A SARB (Student Attendance Review Board) Letter is generated when students have multiple unexcused absences or too many excused absences. The first SARB letter is sent directly to a parent/guardian from the school district. The letter often includes very "direct" language, quoting state law. SARB letters are generic and sometimes concern parents with their directness. After the first letter, if a student's attendance patterns do not change, a second "notification" letter, SARB conference or even a SARB Hearing can be initiated by the site. If a parent/guardian receives a SARB letter they are encouraged to contact their student's Vice Principal or counselor at 689-6500.

1st Attendance Letter

- Letter is generated by District after 4th truancy or 10th excused absence.
- Principal or designee will conference with student concerning attendance.
- Copy of signed letter is filed for further action.

2nd Attendance Letter

- School generates letter when there is no improvement in attendance. The 2nd letter may be generated within 10 school days.
- Parent is requested to contact the school within 5 school days to schedule a conference.
- At conference, parent signs Attendance Contract.
- If no conference is scheduled, parent fails to attend conference, or if further absences occur, intervention options available to the school site are:
 1. Referral to Student Study Team (SST);
 2. Referral to Regional Team/Healthy Start; and
 3. Send 3rd attendance letter.
- Copy of signed letter is filed in 2nd letter section of SARB binder.

3rd Attendance Letter

- School generates letter when student violates attendance contract or parent does not schedule and/or attend conference. This letter is a referral for SARB Hearing. **Under state law, parents/guardians are responsible for the regular attendance of their children.**

Change of Address

Parents/guardians are to notify the Attendance Office immediately of any change in address, telephone number, or guardianship. Failure to report a change in address is the number one challenge the school faces when trying to implement a strong home/school communication program.

Withdrawals-Transfers

Any student withdrawing or transferring from Valley High School must report to the Attendance Office for a clearance sheet. A parent/guardian must either accompany the student or notify the Attendance Office to request the student be withdrawn from school. The clearance sheet must be signed and approved by the Attendance Office, all teachers, and the librarian before the student returns it to the Attendance Office. The student must return all textbooks and other school materials and pay all fines/fees prior to withdrawal. The student must turn in his/her ID card.

TECHNOLOGY @ VALLEY HIGH SCHOOL

Valley High School has nearly 400 computers in use. Although most of the computers are PCs, there are some Macs left over from an earlier era. All teachers have access to the Internet and e-mail. Students have access to computers throughout the campus. Classroom labs have been set-aside for teachers to utilize on an “as needed” basis. Students have access to a large number of computers in the library. The college and career center and designated computer classrooms allow students to explore career and college information or take CAD and business courses.

Valley High School is in the process of updating its web site. Students and parents can access the Valley web site at <http://www.egusd.net/valley>. During the 2009-2010 academic year the web page will grow and expand. These tools allow students and parents to access e-grades, teacher assignments and more. As the web site grows, the school will send home more information through advocacy classes or the Principal’s newsletter.

VHS TERMS AND CONDITIONS FOR TECHNOLOGY AND INTERNET ACCESS

Access to technology and the Internet is achieved and coordinated through a complex association of government agencies, regional, state, and site decision makers. The smooth operation of technology and our computer networks rely upon the proper conduct of the end user whom must adhere to strict guidelines.

Overview: Users of technology at Valley High School agree to use all types of technology resources in an efficient, ethical and legal manner. If a user violates any of the provisions stated below, Internet and access to other instructional technology will be terminated and future access denied. The signatures at the end of the student handbook are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

What is ACCEPTABLE USE?

- Appropriate Educational use ONLY!
The use of technology must be in support of education and research and consistent with the educational objectives of your school, department, or teacher.

What is UNACCEPTABLE USE?

- Transmission of any material in violation of any US or state law or regulation.
- The copying of copyrighted material.
- The accessing of threatening or obscene material.
- The accessing of material protected by trade secret.
- The use of network access for commercial activities.
- Using access for product advertisement or political lobbying.
- The visiting of Inappropriate Sites such as those:
 - with pornographic material both hard porn and soft porn (swimsuit sites).
 - which promote violence including hate sites (neo-nazi).
 - with obscene language.
 - which promote alcohol and drug use.
- Any sites that do NOT relate directly to the educational objectives of our school, department, or teacher.

Vandalism

Corrupting a computer system, accessing unacceptable sites, defacing the hardware, theft, and other destructive violations of the computer will result in serious consequences. Corrupting a computer system or destroying applications or data (including the copying or installation of unauthorized software or attempts to break computer or network security) will be considered vandalism and will carry the consequences of any school vandalism. The school and district discipline policies will be followed.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify the school site administration at 689-6500 or Information Systems at (916) 686-7710. Do not use another individual's account without written permission from that individual. Attempts to log on to any network server, as a system administrator will result in cancellation of user privileges.

Consequences

Inappropriate use of VHS technology resources will not be tolerated. Violations of the VHS terms and agreements noted above will result in an administrative referral with disciplinary actions in accordance with California Education Code.

Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900 (f), E.C. 48900 (g), and Penal Code 502.)

GENERAL INFORMATION

MEDICATION

No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the health tech's office. Students may obtain the form from the front office. Students requiring medication at school shall be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the school office. Students may not carry any medication on campus.

LOST AND FOUND

The library is the place to take "found items", or to see if lost items have been turned in. Students are urged to secure their books and personal items. If you have an item stolen please report the theft to security. **Items not picked up by the last day of school will be donated to charity.**

Food and Nutrition Services

EGUSD participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. The department is committed to improving the health and academic success of students and offers lunch daily at each school site. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<http://www.mypyramid.gov>).

The lunch price is \$2.75 at all district high schools for the 2009-2010 school year. Breakfast is also offered for \$1.50. The selection of a la carté lunch items offered has been revised to meet the new Wellness Policy Guidelines. Families are encouraged to purchase meals in advance using the prepayment system. A la carté items can also be deducted from your child's account balance. Please indicate "no a la carté" on your check if you prefer that your child not be allowed to purchase a la carté items from their account.

Families may qualify for free or reduced price breakfast/lunch. To be eligible for free or reduced price meals you must complete an application each school year. Once the application is processed the family will receive notification by mail regarding their eligibility for that school year. Your family must have a **new** application on file to qualify for free and reduced meals for the new school year 2009-10. For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the district website.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch applications are available from the cafeteria manager. Students may only use their own ID card to obtain lunch daily. If a student allows another student to use his/her ID card, the ID card will be immediately confiscated, and both students will be subject to disciplinary action. The lunchroom management asks students to:

1. Deposit all litter in wastebaskets.
2. Leave the table and floor in a clean condition for others.
3. Respect that all classrooms and hallways are off limits during lunch, except for students under the supervision of a teacher.
4. Do not sit on tables in the multi-purpose room and patio.

EATING IN BUILDINGS

Food and drink are **NOT PERMITTED** in classrooms. Teachers will not allow students to enter the classroom with soft drinks, sports bottles, beverage containers or food. **For safety reasons glass drink containers are not permitted at anytime on the campus.** Students will have the offending items confiscated on the first offense and may be subject to further administrative action upon further violations of this section.

EGUSD Student Opt-Out Form 2009-2010

This form provides parents the opportunity to opt-out their student of public media coverage and or posting of student photos on EGUSD web pages. Please read each section of the form carefully.

If you would like to opt your child out of any of the following sections, please fill out your child's information (one form per child), check the associated box and sign the form.

Please note: This is an OPTIONAL form. The form should only be returned to the school if you wish to opt your child out of one of these areas.

If you have any questions about this form, please contact EGUSD Communications at (916) 686-7732.

Student Name: _____ ID# _____

Address: _____ Phone: _____

School: _____ Grade: _____

Multimedia Withhold Form

There are occasions when news media are on school campuses to interview, photograph and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in EGUSD schools. However, there are times when the media seeks access to our schools on more controversial issues. At all times our goal is to maintain student security and privacy.

If you want your child to be excluded from media stories, please check the box below and sign the form. Please know that there are times when the media will interview or photograph students off campus or without checking in with the front office. This form only acts as a guide to media coverage. It does not guarantee that your child will not be interviewed or photographed.

I DO NOT want media representatives to publish/broadcast interviews with or photographs/video identifying my child.

Posting of Student Photos on EGUSD Web Pages

EGUSD offers a number of opportunities to publicize positive school events through the district and school websites. Parents have the choice to not have their student's photos posted by checking the area below. It is the district's policy when using student photos on websites that first and last names are not posted with the photograph.

The only exception to this rule is the posting of student photos with first and last name into an EGUSD administrative system such as the student information system (SISWeb) or the library system. These are closed systems that only EGUSD teachers, administrators and limited support staff has access to through password protected logons. If you opt-out, EGUSD will not post any photographs of your student(s).

I DO NOT want my student's photo posted on any Elk Grove Unified web page(s).

Parent/Guardian Signature: _____ Date: _____

