

## FOUNTAIN VALLEY HIGH SCHOOL

# MISSION STATEMENT

Fountain Valley High School is committed to maximizing the learning, growth and development of every student through the mentoring efforts of a dedicated and caring staff, in partnership with parents and community. Our students will become critical thinkers, effective communicators, self-directed learners and responsible members of society.



# Contents

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PRESENT POLICIES AFFECTING TEACHERS .....	6
Absence of Teachers .....	6
Reporting Procedures .....	6
Activity Assignments .....	7
Assigned Classrooms .....	7
Attire .....	7
Charge Slips for School Materials .....	7
Conference or Workshop Release Time .....	8
Conference Period .....	8
Controversial Issues BP 1621.1 .....	8
Field Trips .....	9
Keys .....	9
Insurance Forms .....	10
Mailboxes .....	10
Open Forum .....	10
Purchase Orders .....	10
Email .....	11
Sexual Harassment .....	11
Sexual Harassment AR4119.1.1 .....	11
Notifications .....	12
Community Relations .....	13
Uniform Complaint Procedures Bp 1312.3 .....	13
Legal References .....	14
Compliance Officers AR 1312.3 .....	14
Notifications .....	15
Procedures .....	15
Appeals to the California Department of Education .....	17
Responsibilities of the Local Agency 4631 .....	17
Staff Senate .....	17
Supplies for the Classroom .....	18

Supervision of Campus and Classrooms .....	18
Staff Development .....	18
Work Day.....	19
Telephone Use .....	19
Visitors .....	19
Injury Procedures .....	20
TEACHER EVALUATION PROCESS SUMMARY .....	21
Mission Requirements .....	21
CURRICULUM AND INSTRUCTION.....	23
Classroom Expectations .....	23
Curriculum Development.....	23
Department Coordinator .....	23
Final Examinations .....	23
Homework.....	24
Homework for the Absent Student.....	24
Instruction .....	24
Makeup Work .....	25
Physical Education Requirement .....	25
Sex Education .....	25
Sustained Silent Reading (SSR).....	26
Textbooks.....	28
CLASSROOM EXPECTATIONS GUIDELINES .....	29
ACADEMIC CODE OF HONOR .....	30
Honor Code Referral Procedures .....	31
SCHOOL-WIDE DISCIPLINE PLAN.....	33
Teacher Role .....	33
SARB – School Attendance Review Board.....	35
Student Conduct and Supervision Standards .....	35
Classroom Conduct .....	35
Dangerous Objects or Actions.....	36
Items Prohibited on Campus.....	37
Destroying and/or Defacing School or Personal Property and Littering .....	37

Theft .....	37
Fighting.....	38
Loitering .....	38
Student Passes .....	38
Vehicles .....	38
Electronic Devices .....	39
Campus Dress Code .....	39
Supervision Practices .....	40
Issuing Teacher or School Detentions.....	40
Behavior Contracts & Dropping a Student From a Class.....	40
Discipline Policies .....	41
SERIOUS OFFENSES ACCORDING TO STATE LAW AND HBUHSD DISTRICT POLICY.....	42
ATTENDANCE POLICIES .....	43
On-Line Attendance Reporting .....	44
Parent and Student Responsibilities .....	44
Positive Reinforcement Programs .....	45
Caught Being Good .....	45
B4L (Baron for Life) .....	45
Tardy Policy .....	45
Tardy Procedures .....	46
GUIDANCE PROCEDURES .....	47
Grade Point Average .....	47
Report Cards and Progress Reports .....	47
Grade Change Policy .....	47
Credit/No Credit.....	47
Credit Contract Policy .....	48
Auditing Classes .....	48
Graduation Policy.....	48
Schedule Changes .....	48
Verifying Class Schedules – Before the Semester Begins: .....	49
First Three Weeks of Semester .....	49
After Third Week of Semester .....	50

Confidential Student Records .....	50
Student Study Team .....	50
Academic Recognition Programs .....	50
CO-CURRICULAR/STUDENT ACTIVITIES.....	52
Activities Calendar .....	52
Assemblies .....	52
PA Announcements.....	52
Field Trips .....	52
Fundraisers.....	53
Student ID Cards .....	53
Lost & Found .....	54
Facilities Use and Reservations.....	54
Student House of Representatives .....	54
Purpose/Mission .....	54
Structure .....	54
Student Body Funds .....	55
Transportation .....	56
Tournaments.....	56
COMMUNITY RELATIONS.....	57
Community Resource Coordinator .....	57
PTSA .....	57
VIPS – Volunteers in Public Schools .....	57
Boosters .....	57
MAINTENANCE and OPERATIONS.....	58
Safety Inspections .....	58
Work Orders.....	58
Fountain Valley High School Resource Guide .....	59
FHVS Bell Schedule 2012 – 2013.....	61
FVHS SCHOOL CALENDAR 2012 – 2013 .....	62
CAMPUS MAP .....	63

# PRESENT POLICIES AFFECTING TEACHERS

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## Absence of Teachers

### *Reporting Procedures*

The Huntington Beach Union High School District used the SUBFINDER System for all certificated employees. You **MUST REGISTER** in the system before you can call for a substitute. The SubFinder System number is (714) 898-4105. Just follow the menu for options. The SubFinder Administrator is Nancy Peterson, the AP of Guidance. She can be reached at extension 4416.

1. If the absence is for a workshop/conference or district business it must be approved by the administrator prior to the absence.
2. If the absence is related to illness, each teacher is responsible for calling SubFinder to secure his/her own substitute teachers.
3. Be sure to document the Job Number after reporting your absence.
4. Report any absence that is three periods or less to the sub secretary at extension 4405.
5. Please be sure to allow enough time when reporting an absence. SubFinder will not accept an absence 1-1/2 hours before your start of class. After this time call Wilma Jones at the D.O. (714) 903-7000 ext. 4012 or Rachel Villela at FVHS at ext. 4405.
6. Each teacher shall have lesson plans, seating charts and attendance materials available for the substitute teacher. Lesson plans and other instructions can be left on the SubFinder System by telephone or Internet. Please be specific with your instructions.
7. Emergency Lesson Plans should be on file with the sub secretary. **PLEASE REFER TO BP4151.**
8. Ask yourself these questions when you need a substitute unexpectedly.
  - a. Are lesson plans always available?
  - b. Are my seating charts up-to-date and accessible?
  - c. Are my students prepared for a substitute?
9. The card of instructions for reporting absences should be taken home and kept by your telephone for ready reference. You must have your PIN NUMBER to be able to call for a substitute.

**Sick Leave:** Twelve days of paid personal illness per year of employment are granted to a certificated employee employed five days a week for a school year. Earned sick leave shall be accumulated as provided by Board Policy.

**Personal Emergency Leave:** Section 13468.5 of the Education Code provides that during any school year an employee may use not more than seven (7) days of accumulated sick leave benefits in the following cases of personal emergencies (This time is beyond the bereavement leave allowance of three (3) days in the state, five (5) days out of state.):

1. Death of a member of employee's immediate family. An immediate family member is defined as a father, mother, father or mother-in-law, son, daughter, son/daughter-in-law, brother or sister of the employee, grandparents of the employee or his/her spouse or immediate household of the employee.
2. In the event of an accident involving employee's person or property, or the person or property of a member of his/her immediate family, presence of the employee is required during his work day.
3. Appearance in court as a litigant, or as a witness under an official order.
4. Serious or critical illness of a member of the immediate family as defined above, calling for services of a physician, or of such an emergency nature that the immediate presence of the employee is required during his/her work day.

**Personal Leave:** With prior approval of the Principal, a teacher may be granted a maximum of five (5) days of personal leave during any school year, to be charged against accumulated sick leave. The maximum number of teachers to be granted personal leave for any one day is not to exceed fifteen (15) teachers on any one campus.

## Activity Assignments

Supervision of student activities is a part of the District teacher job description. School guidelines ensure an equitable sharing of this responsibility. Teacher preference is encouraged and extra pay assignments are also available.

## Assigned Classrooms

Teachers shall notify the Administration prior to taking classes to rooms other than those assigned. This information is vital if students and/or teachers need to be contacted in emergency situations. TEACHERS SHOULD ALSO POST A "CLASSROOM REMOVED" sign in the window or on the door stating where the class is located.

## Attire

To maintain and further promote a professional image, it is suggested that all staff dress in a manner appropriate to our profession.

## Charge Slips for School Materials

Charge slips issued against students for lost or damaged textbooks, athletic clothing, supplies and other items of school property, should be originated by the teacher or appropriate staff member on the charge form. They must include the student's full name, year of graduation, student ID number, complete name of book, book copy number (or other identifying number), amount of charge and the staff member's signature. Charge slips are to be forwarded to the Financial Office for filing and receipt

of payment. Blue charge slips are used for textbooks. Textbook charge slips are handled through the Shipping and Receiving Clerk.

## **Conference or Workshop Release Time**

It takes approximately four weeks to obtain Board approval of a conference attendance request. Therefore, you should submit an Authorization Request for Professional Business Attendance Form (which may be obtained from the Principal's secretary) at least four weeks before the conference date. Upon receipt of Board approval, if a substitute teacher is required, the teacher may then call SubFinder to secure a sub for the absence.

### **Curriculum Development or Workshop Release Time:**

1. Fill out the information requested, making sure to be specific about the curriculum program and account number to be charged.
2. Make sure you get all the necessary signatures.
3. Return forms to the AP of Curriculum secretary.
4. Call SubFinder for a substitute once the conference is approved. Call the sub secretary for funding source and account number.

## **Conference Period**

1. The conference period is to be used to plan the instructional program, to prepare tests, correct papers, read or research in the library, assist colleagues when emergency absences occur and to supervise the campus on an as-needed basis.
2. The conference period provides a time to confer with administrators, pupils, parents and other staff members.
3. The conference period may be used for case conferences or committee meetings.
4. Please be sure to notify the PRINCIPAL for APPROVAL.
5. OFF CAMPUS IS FOR EMERGENCIES ONLY. Notify Administration if you are leaving campus.

## **Controversial Issues BP 1621.1**

Opportunities occur for pupils to examine, within the framework of established courses of study and under competent guidance, vital current issues, some of which are controversial. In teaching about controversial issues, a policy of positive instruction should be followed. Students need to become aware that life demands an ability to constantly deal with the controversial; therefore, the school must offer experiences to assist students in learning to handle current issues intelligently.

The following guidelines shall be observed by the instructor in considering controversial issues in the classroom.



1. Significant problems should be stated and discussed in terms suited to the maturity level of the learners and their capacity for understanding concepts and values.
2. An atmosphere as free as practicable from bias and prejudice should be maintained.
3. Differing points of view should be presented with dignity and fairness.
4. The prestige of the teacher's position should not be used to advocate partisan opinions.
5. Students should be encouraged to analyze problems accurately, gather and organize pertinent data, detect propaganda, identify prejudice and discriminate between fact and opinion.
6. The legitimacy of honest differences of opinion among individuals looking at the same evidence should be established.
7. Dignity, rather than embarrassment, for the exercise of one's right to change his/her opinion should be established.
8. Students should be encouraged to withhold judgment until thorough study has been accomplished.
9. The presentation of sound, reliable, adequate evidence should replace empty argument.
10. Proposed solutions of public problems should be tested in the light of democratic procedures; concern for the worth of the individual and for the common welfare recognition of fair play; and emphasis on peaceful, constitutional methods of progress.
11. Discuss proposed controversial issues with your Department Coordinator and AP of Curriculum prior to presentation of controversial topics.
12. Any controversial issues that are to be presented by anyone other than school personnel must have the prior approval of the AP of Curriculum.

In light of the above, the issue should be considered closed and the group prepared to move along to other areas of consideration.

## Field Trips

All field trips should have an educational basis and **MUST HAVE PRIOR APPROVAL** from the Area Administrator and the Assistant Principal of Activities. Refer to: "Co-Curricular/Student Activities" section for details.

## Keys

Teachers are responsible for the keys to their room(s). All keys are checked out from the AP of Guidance secretary or the Guidance Administrator and must be returned at the end of the school year. Keys should not be left where they might be taken by students **AND SHOULD NEVER, UNDER ANY CIRCUMSTANCES, BE GIVEN TO STUDENTS**. Past experience has taught that this a necessary rule. In the event any keys are lost or stolen, please notify the AP of Guidance secretary or Business Administrator immediately.

## **Insurance Forms**

Insurance forms are available from the Activities Office. Vision care forms can also be obtained from this area.

## **Mailboxes**

Teacher's mailboxes should be used **ONLY** for the distribution of official school business materials, District Office materials and HBUHSD professional organization materials.

Staff members shall personally check their mailboxes each day upon arriving on campus and again before leaving at the end of the day.

**DO NOT SEND STUDENTS OR STUDENT AIDES TO PICK UP MAIL.** Confidential materials which should not be accessible to students are often placed in the mailboxes.

Questions regarding mail should be directed to the Principal's secretary.

## **Open Forum**

Every four to six weeks, during a Modified Day, an Open Forum is held for all staff in order to meet and discuss issues and/or concerns of our school community. Sponsored by the Fountain Valley High School Senate and the Administrative Team, staff members may initiate discussion on any topic. There is no preset agenda.

All sessions are moderated by a Senate member. The purpose of the Forum is to encourage open communication and to make sure that everyone hears the same information from its original source. The goal is to discuss issues in a professional setting and to initiate processes to solve problems in a proactive manner.

## **Purchase Orders**

Expenditures of money for any reason and by any method constitute a purchase. Any purchase made without proper authority becomes the responsibility of the individual making the purchase. The Department Coordinator plus appropriate Administrator(s), make purchases of any kind, including petty cash.

All purchases of goods or services required from commercial vendors will be itemized on a district Purchase Requisition. Purchase requisitions will be charged to the department authorizing their purchase. See HBUHSD Purchasing Manual for detailed requirements, available from the Business Assistant.

All requisitions from District funds for equipment, materials or supplies must be reviewed and signed by the appropriate Department Coordinator and Area Administrator prior to being submitted to the Principal.

IMPORTANT: In no case shall any staff member order equipment, supplies or other materials from a vendor without submitting an official requisition through the proper channels. Failure to comply with this procedure may result in the staff member having to be personally responsible for any materials ordered.

## Email

Each staff member should contact the Technology Technician or the AP of Curriculum to schedule an appointment to set up an email account. Please check your inbox for email messages at the beginning and end of each day.

## Sexual Harassment

**Bp 4119.1.1**

**4219.1.1**

**4319.1.1**

**Bp 5145.7**

The Huntington Beach Union High School District recognizes that sexual harassment can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness.

The Board shall not tolerate the sexual harassment of any student by any other student nor of any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

(cf. 1312.3 – Uniform Complaint Procedures for Student Programs)

(cf. 1312.5 – Complaints Concerning Discrimination)

Policy Adopted: 5/11/93

Revised: 4/6/94

Legal Reference:

EDUCATION CODE:

212.5 Sexual Harassment

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS ACT 1972

### ***Sexual Harassment AR4119.1.1***

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a nature when:

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

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions.
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Indecent exposure.
8. Purposefully limiting a student's access to educational programs and/or materials based on gender.
9. Physically clocking or cornering the movements of others.
10. Displaying sexually suggestive objects in the educational or work environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment complaint.
12. The dating of a student by a staff member.

## ***Notifications***

A copy of this policy shall:

1. Be displayed in a prominent location in the main administrative building or other area of school.
2. Be provided to each faculty member, all members of the administrative staff and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired.
3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on: (Government code 12950)

1. The illegality of sexual harassment.

2. The definition of sexual harassment under applicable state and federal law.
3. A description of sexual harassment, with examples.
4. A district's complaint process available through the Fair Employment and Housing Department and Commission.
5. Direction on how to contact the Fair Employment and Housing Department and Commission.

#### Legal Reference

#### EDUCATION CODE

212.5 and 48900.2

Cf.1312.3 – u\Uniform Complaint Procedures for Student Programs

Cf.1312.5 – Complaints Concerning Discrimination

Regulation Approved: 5-11-93

Revised: 4-6-94

Revised: 12-14-99

## Community Relations

### *Uniform Complaint Procedures Bp 1312.3*

The governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in the following student programs:

1. Adult basic education
2. Consolidated categorical aid programs
3. Migrant education
4. Vocational education
5. Child care and development programs
6. Child nutrition programs
7. Special education programs

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try to resolve their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal complaint investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceeding, as determined by the Superintendent or designee on a case-by-case basis. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignment of the complainant.

### *Legal References*

#### EDUCATION CODE

200-262.3	52300-52483
8200-8498	52500-5261624
18100-18179	52800-52863
35160	4000-54041
44671.1-44671.5	54100-54145
48985	54400-54425
49060-49079	54440-54445
49490-49560	54460-54529
51513	56000-56855
52000-52049.1	59000-59300
52160-52178	64000

#### CODE OF FEDERAL REGULATIONS

TITLE 34  
100.1-100.13

#### Policy

Adopted: 11-10-92  
Revised: 7-26-00

#### GOVERNMENT CODE

54957-54957.8

#### CODE OF REGULATIONS, TITLE 5

TITLE 5  
3080 AND 4600-4671

#### UNITED STATES CODE, TITLE 20

TITLE 20  
1221-1232g  
1681-1688

### *Compliance Officers AR 1312.3*

The governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

#### Assistant Superintendent, Educational Services

Title of Position

5832 Bolsa Ave., Huntington Beach, CA 92649

Address

(714)903-7000 Ext. 4262

Telephone Number

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

## ***Notifications***

The Superintendent or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

## ***Procedures***

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs.

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

### **Step 1: Filing a Complaint**

An individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her file the complaint.

**Step 2: Investigations of Complaint**

The compliance officer shall hold an investigation meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the compliance officer and the complainant may ask other individuals to attend this meeting and provide additional information.

**Step 3: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 4 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing to the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

**Step 4: Final Written Decision**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including correctible actions, if any.
2. The rationale for the disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education and procedures to be followed for initiating such an appeal.
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If any employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.



## ***Appeals to the California Department of Education***

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reasons for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

Regulation

Approved: 11-10-92

Revised: 7-26-00

## ***Responsibilities of the Local Agency 4631***

- (a) Within 60 days from receipt of the complaint, the local education agency superintendent or his or her designee shall complete the investigation of the complaint in accordance with the local procedures developed of the complaint in accordance with the local procedures developed pursuant to section 4621 and prepare a written Local Educational Agency Decision. This time period may be extended by written agreement of the complainant.
- (b) The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, and local educational agency representatives to present information relevant to the complaint. The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.
- (c) The Local Educational Agency Decision (the Decision), shall be in writing and sent to the complainant within sixty (60) days from the receipt of the complaint by the local agency. The Decision shall contain the finding and disposition of the complainant, including corrective actions if any, the rationale for such disposition, notice of the complainant's right to appeal the local education agency decision to the Department, and the procedures to be followed for initiating an appeal to the Department.
- (d) Local Educational Agencies may establish procedures for attempting to resolve complaints through mediation prior to the initiation of a formal compliance investigation. Conducting local mediations shall not extend the local time lines for investigating and resolving complaints at the local level unless the complainant agrees, in writing, to the extension of the time line. In no event shall mediation be mandatory in resolving complaints.

(Authority cited: Sections 230 and 33031, Education Code; Section 11138, Government Code.)

(Reference: Sections 11135, 11136 and 11138, Government Code; 34 CFR 76.780-76.783 and 106.8)

## ***Staff Senate***

The Fountain Valley High School Staff Senate provides another opportunity to facilitate open communication. The Senate, founded by teachers and classified staff members, consists of elected

representatives who serve for two years. Administrators are not members, but may attend meetings upon invitation.

Meetings are held approximately once a month and are open to all teachers and classified staff members. Small groups of representatives work with Administrators to explore solutions to problems (often raised during Open Forum). The Senate may also represent the FVHS staff when communication with District Administration and School Board of Trustees is necessary.

## **Supplies for the Classroom**

Instructional supplies are ordered and stored by the Department Coordinator. Staff will submit a request to their department coordinator, who in turn will submit requests to the Receiving Clerk.

## **Supervision of Campus and Classrooms**

All members of the certificated staff are expected to assume responsibility for campus supervision. Additional help will be provided by hired campus supervisors. The certificated staff has the same responsibility for adequate supervision of students on the grounds as in the classroom. Further, California's legal structure imposes strict accountability upon staff for accidents or other unfortunate incidents which result from supervisory negligence.

Classrooms shall be LOCKED whenever teachers are out of the room except in an emergency. This refers to such times as lunch and the close of the day. Students are expected to keep the area around their desks clean and free from paper, pencils, etc. Teachers are expected to remain in the classroom at all times when classes or individual students are present. AT NO TIME shall a teacher leave students unsupervised. The office of the AP of Guidance shall be notified of necessary exceptions to this rule so that a substitute can be quickly dispatched to the classroom. Eating and drinking in the classroom is not permitted. There shall be no parties in the classroom unless cleared by the Administration.

## **Staff Development**

Staff Development Days are not part of the ADA school year and will be funded separately.

Revenue to fund the increase in the salary schedule will come from the State; however, only those certificated employees who can be VERIFIED as attending the full day's activities will generate income to the District from the State. Although certificated employees may legitimately use accrued sick leave benefits, the District will receive no compensation for these or any other certificated absences on staff development days, no matter what the reason for the absence. If a certificated employee is absent, verification may be required.

There are two staff development days at the beginning of the year and one day between semesters for the professional development of certificated staff. These days are funded by the State and are subject to state requirements. Staff development days must be used for planned professional growth

activities and are not to be used for individual work days. Attendance at these staff development days is required in order to receive pay and employees must sign in and out on these days. Certificated employees who are absent during the staff development days will not receive their per-diem pay for the day regardless of sick leave or personal leave policies.

In addition to the staff development days, FVHS has 21-24 modified days scheduled throughout the year. Modified days provide staff an extra hour to meet as a whole or in departments or other sub-groups. While attendance at Open Forum meetings is optional, all staff is expected to be on site engaged in professional growth activities.

All professional growth activities should be aligned with formal school plans such as the Site Strategic Plan, the District Strategic Plan and/or the WASC Action Plan. To the degree that is practical, faculty should be in the planning of professional growth activities.

## **Work Day**

The work day shall be that which is specified in the Teacher Contract, 7-½ hours per day, inclusive of a not less than thirty minute, duty-free lunch. Staff will be expected to be on campus during their preparation period unless other arrangements are made with the Principal.

Teachers should arrive by 7:30 a.m. at the latest and be in their classroom welcoming students by 7:55 a.m. Zero period teachers should arrive by 6:30 a.m. at the latest and be in their classroom welcoming students by 6:53 a.m.

## **Telephone Use**

Students should use phones in the main office for emergencies. (See Electronic Device Policy)

Phone codes will be distributed to all staff members. This code should be used when making calls to the District Office and/or other HBUHSD campuses. Phone codes can be obtained from the Principal's secretary. No calls can be made from school phones without an individual code. Do not share your phone code. Under NO CIRCUMSTANCES should a student be told your phone code.

## **Visitors**

### **Student and Adult**

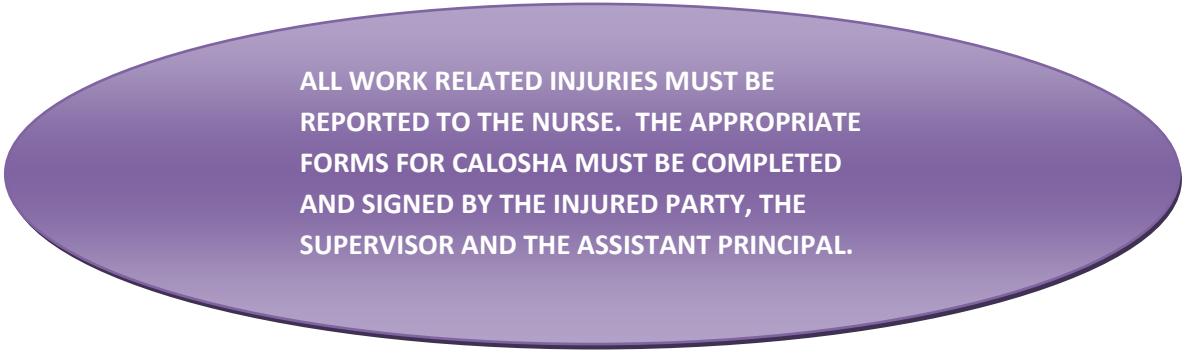
1. Parents who would like to visit teachers in the classroom should make an appointment (with 24 hour notice) with the teacher prior to their arrival. Upon entry into the school, the parent must sign in with the school receptionist.
2. Vendors must have an appointment to visit appropriate staff. They are to sign in with the school receptionist upon arrival.
3. There are NO student guest passes during the school day.
4. Guest speakers must sign in at the switchboard. If you contemplate using a guest speaker or outside resource person, a "Guest Speaker" form must be submitted through the Department

Coordinator to the Assistant Principal/Curriculum Services for approval one week in advance of the time scheduled. Please advise your speaker to sign in with the school receptionist before going to your classroom

5. Temporary guest parking permits are issued from the school receptionist or in supervision.

## **Injury Procedures**

Injured employees must present the Authorization for Medical Service Form to the doctor prior to treatment and obtain a written Medical Status Form (work restrictions, return to work) from the doctor following the initial visit and all subsequent change of status visits. The Medical Status Form must be delivered to the Health office after leaving the doctor. If not ambulatory, call the AP/Curriculum's secretary and forward the form.



**ALL WORK RELATED INJURIES MUST BE  
REPORTED TO THE NURSE. THE APPROPRIATE  
FORMS FOR CALOSHA MUST BE COMPLETED  
AND SIGNED BY THE INJURED PARTY, THE  
SUPERVISOR AND THE ASSISTANT PRINCIPAL.**

# TEACHER EVALUATION PROCESS SUMMARY

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The teacher evaluation process is described and governed by the District Educator's Association contract with the Huntington Beach Union High School District.

The ultimate goal for teacher evaluation is to make certain that each student is receiving the very best instruction we can provide in a secure and accepting environment and that each teacher is receiving the support needed to achieve that mission.

## Mission Requirements

Temporary teachers and probationary teachers are to receive a summative formal evaluation each year. This formal evaluation process must include a mutually agreed upon Individual Performance Plan (IPP), at least one progress review cycle and a yearend written evaluation.

### **Step 1: Individual Performance Plan**

An IPP template is provided for each teacher. The teacher customizes and individualizes the plan. (Late August)

### **Step 2: Individual Performance Plan Conference**

The teacher meets with his/her evaluator to discuss the IPP. (September)

### **Step 3: Observation(s)**

The evaluator and/or another administrator will conduct classroom observations including announced and/or unannounced visits. These may range in length from a short drop-in visit to a period-long observation. The details of the methods used for observation should be discussed and agreed upon in the IPP conference.

### **Step 4: Progress Review Cycle**

The progress review cycle includes a pre-observation conference and observation, a post-observation conference and a written progress review (by February).

### **Step 5: Observation(s)**

Additional observations may occur to collect data regarding progress on goals and implementation of recommendations.

### **Step 6: Progress Review Cycle**

A second progress review may occur to observe progress in goals and to assist in professional growth.

**Step 7: Summative Evaluation**

A written evaluation including progress on goals, accomplishments and recommendations will occur towards the end of the school year (mid May).

**Step 8: Summative Evaluation Conference**

The teacher will meet with the evaluator to discuss and sign the evaluation. The signed summative evaluation is then forwarded to the District (mid May).

# CURRICULUM AND INSTRUCTION

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## Classroom Expectations

Teachers will prepare classroom expectations sheets for each of their classes and post the expectations on their web page. Teachers must obtain signatures verifying that the parents have read the expectations sheet. They will go over them in detail with all students. Expectation sheets will include:

- Course Description
- Course Requirements/Materials
- Textbook/Supplemental Books
- Attendance
- Discipline
- Homework
- Makeup Work
- Grading

Area Administrator approval is required before Classroom Expectations Sheets are distributed. It is recommended to add a statement regarding the FVHS Honor Code.

## Curriculum Development

Each teacher is responsible to know the State Standards and District approved curriculum for the courses he/she teaches. The continued maintenance, monitoring and review of existing curriculum as it relates to the District-adopted Course of Study and State Content Standards, shall be the responsibility of each department coordinator in concert with the AP/Curriculum. Any changes in, or additions to, existing curriculum must have local and district administrative approval.

## Department Coordinator

In addition to regular teaching responsibilities, under the direction of the school principal, the Department Coordinator assists the school administration by providing leadership in the organizational area assigned and assists the staff members in carrying out their responsibilities in the instructional program. The Department Coordinators are responsible for the effective management of the organizational area assigned, incorporating staff involvement, and for fostering a climate for staff conducive to the highest possible achievement of educational goals.

## Final Examinations

1. A final exam schedule will be in effect at the end of each semester. The individual examinations are two hours long and are scheduled over a period of three days.
2. Written examinations, or a graded activity, are required in all classes.

3. No student is excused from a final examination except by permission of the Principal.
4. If a student is absent from a final examination due to illness, he/she is permitted to make up the examination.
5. There will be no early examinations. ANY EXCEPTIONS must be approved by the Principal.

## Homework

All staff members are asked to review their homework policy at their first class meeting. Homework is assigned in order to:

1. Complete work which has been started in school.
2. Help the student become more self-reliant and develop independent work habits.
3. Give opportunity for drill and improvement of skills.
4. Prepare the student to meet competition in college or on the job and to develop good work habits.
5. Expand upon and personalize concepts taught in class.

The teacher helps by:

1. Demonstrating how to prepare an assignment.
2. Preparing assignments with consideration for the differences in pupils' abilities.
3. Becoming acquainted with each student and knowing the daily obligations of each.
4. Planning together with their students.
5. Providing feedback for all assignments and notifying the daily obligations of each.

## Homework for the Absent Student

A student who will be absent from school may request homework from teachers through the student's Guidance Specialist. Upon receipt of the request, teachers shall provide the assignment to the parent within 24 hours. This work should be turned in to their Guidance Specialist for distribution to the parent. Assignments should be posted in the classroom or on the teacher's web page.

## Instruction

The instructional program shall be monitored, reviewed and evaluated on an ongoing basis through staff development and clinical supervision. All certificated staff will be required to develop an Individual Performance Plan (IPP) as per teacher contract (Article XIII). In addition to an IPP, each certificated staff member will be evaluated and in accordance with the teacher's contract, will participate in staff development.

### Leaving the Classroom

According to State law, the classroom teacher is legally responsible for the safety and conduct of the student(s) assigned to him/her for any given period; consequently, **NO TEACHER SHOULD LEAVE HIS/HER CLASS UNATTENDED!** If, under emergency conditions, it becomes necessary for a classroom



teacher to leave the regularly assigned group, he/she should so notify the VP/Supervision office in advance in order to make necessary arrangements.

## Makeup Work

Makeup work is defined as tests and work completed for the first time due to excused absences, suspension and administrative approval. All students shall have the opportunity to complete all makeup work. As Board Policy directs, it is at the teacher's discretion to offer makeup work and late test opportunities for truancy.

## Physical Education Requirement

Students must complete 20 credits of Physical Education. If a student fails PE, he/she will be required to make up the deficient credits (summer school if available) prior to graduation. Exemptions may include:

### 1) **MEDICAL (Doctor's note required)**

All doctor's notes are to be brought to the Health Office by the student, regardless of reason or length of time.

#### a) Doctor's notes involving less than three (3) weeks in the semester:

If a student is to be out of PE under three (3) weeks in the semester (not from doctor), his/her PE will be adjusted by teacher per form initiated by the Health Office. The Health Office will keep original doctor's note. The PE teacher should have the student stay in the class as a non-suit and observe the activity. It is the student's and teacher's responsibility to know when a student can resume normal activities.

#### b. Student medical excuse in the middle of the semester:

Any student who has a medical excuse for a short time will stay in the PE class, if possible, with no activity. This will be handled between the Health Office and PE teacher. If the medical note is extended, which may involve a semester or longer, copies of notes will be sent to the Registrar and AP/Guidance requesting a postponement of PE credit.

### 2. **Currently Training for National or International Competition:**

Students who have achieved national recognition in an area of athletics, and who are currently in training for national or international competition may be granted a waiver from physical education for one semester. Students must request a waiver by completing an application with the AP/Guidance. Credit will not be granted. This waiver does not apply for freshman students.

## Sex Education

All programs for instruction in family life education must be cleared in advance with the area administrator and AP/Curriculum before they are used in any classroom. Parents must be notified of situations where sex education is taught and given full opportunity to have their child not participate without course penalty. An alternative assignment should be arranged.

# Sustained Silent Reading (SSR)

## Questions and Answers

The following are responses to questions forwarded by staff members regarding Sustained Silent Reading (SSR). Answers were provided by the SSR Task Force in March of 2002.

1. *Why read in every class; why not just English class?*

Reading is the most important skill for academic success. By reading in every class, we demonstrate its importance across the curriculum and each teacher (and staff member) models reading for all students.

English teachers suffer countless interruptions to conduct the business of the school. From scheduling the surveys to distribution of materials, English teachers are requested to give up many hours of instruction each year for the good of the school. School-wide reading will help English cover more of their curriculum.

2. *What materials will be allowed and what is not permitted? Is religious material O.K.?*

Newspaper and magazines should not be allowed. Our SSR handbook says to allow these, but try to insist that students commit to reading one of the stories. Given the potential for disruption (noise) and the temptation to only look at pictures, the Task Force discourages the use of magazines and newspapers.

Religious materials are permitted reading for students.

Oddly enough, the Task Force suggests allowing comic books. Most comic books are written at the eighth grade level or higher and include character and plot development. They also provide contextual cues for English language learners. Watch out for comic books with inappropriate drawings or themes.

3. *Given that "all faculty and staff should read when the students read," will this be a part of all teachers' IPP's?*

Support for and participation in SSR will most likely be an objective prescribed in the IPP document. Support for school-wide goals is a part of every IPP, but every IPP is to be mutually agreed upon between the teacher and evaluator.

Specifically, regarding whether or not the teacher reads while the students read, teachers should make every effort to read as opposed to doing lesson plans, grading papers or conducting other business. In some situations, a class may require extra monitoring, because they won't stick to the task without it.

4. *What will be the consequences for a student who will not read, does homework or is disruptive?*

Students cannot be forced to read, but you can suggest that he/she comply with classroom directives. The SSR handbook suggests that defiance of reading is directly linked to the appeal of

the reading materials. Help the student find something that might appeal to him/her and he/she might just read. If you need help with this, ask a task force member, the media center specialist or another colleague for ideas. For severe or persistent disruption, handle as you would any other act of classroom defiance.

5. *What is the teacher's responsibility when it comes to material that may be inappropriate for students?*

We are responsible for providing due diligence. Parents are reminded each year in the newsletter to be aware of the books that their son/daughter is reading. Many books contain language and imagery that may be inappropriate for students and we should steer students towards more appropriate materials. We are not expected to be aware of the content of all books. If you think a book may be inappropriate, speak with the parents, consult an administrator and/or talk with the media specialist.

6. *What if the student does not have reading materials?*

We will conduct a school-wide book drive from time to time. Each teacher should have a collection of books in his/her instructional area ready to loan. A few collections of short stories (*Reader's Digest*, *Chicken Soup*, etc.) will be helpful for the student who forgot or who has not chosen his/her own book.

7. *What if the student finished reading before 12 minutes are up?*

See 4 and 6 above.

8. *Can reading and/or their behavior and attitude towards reading be included in the grade and/or citizenship?*

Students are not to be held accountable for their reading, so SSR cannot be a part of your class grade. Students are to be held accountable for their behavior and participation, so SSR can be a part of the citizenship mark.

9. *Will the phones be turned off? What do I say to people who call me in my classroom during reading time?*

If you have a phone in your classroom, you could turn it off, turn the ringer down, disconnect it or refuse to answer it during SSR. Some office staff, some security and some maintenance staff may need to continue working through SSR.

10. *Why does SSR need to be every day?*

Studies show that the critical element of a school-wide reading program is developing the habit of reading. In schools that tried alternating or intermittent schedules, they found that staff and students lose track of which day to read, which day to bring the book, etc. Teachers and students quickly lost a commitment to the reading program.

11. *What evidence do we have that SSR is worth the hassle?*

Research shows that properly implemented SSR programs bring about dramatic increases in reading performance, vocabulary development, performance on exams, writing ability, reading speed and overall knowledge. SSR also leads to improved attitudes towards reading as a recreational activity.

A Colorado study showed that vocabulary and reading comprehension scores for students involved in an 18-week silent reading program grew an average of 1.9 grade levels in that period

of time; more than four times the growth of the control groups (Kornelly, D. & Smith, L. (1992) in *School Library Journal*, 39 (4), 48.).

Wilson and Fielding report in the quarterly Reading Research that there is a direct correlation between reading scores on standardized tests and the number of minutes per day that a student spends reading. For example, students at the 30<sup>th</sup> percentile read an average of 4.3 minutes per day, but students at the 70<sup>th</sup> percentile read an average 16.9 minutes per day.

In our own district, students at Marina, Ocean View and Edison demonstrated growth in reading scores since the implementation of SSR. Scores at Fountain Valley declined in the same time period, but rebounded after the implementation of SSR.

For more information, see the Assistant Principal of Curriculum.

12. *How will PE teachers handle SSR?*

While it is difficult for us to find an appropriate space for PE students to read during SSR, it is important that they do so. There are between 150-300 freshmen and sophomore students in PE during any given period, and for the reasons mentioned in question #11 above, they should be reading. PE teachers have access to various classrooms, the library, the faculty dining room and perhaps a free classroom or two. PE teachers work with administration to figure out the best application.

## Textbooks

Books are issued from the Textbook Room. Textbook inventory is computerized; therefore, teachers must accompany their class to the Book Room for book checkout as per separate instructions. Books will be issued according to a distribution schedule sometime during the first week of school. All textbooks are returned at the end of the year. Teachers are responsible for accurate accounting of textbooks used in their classes and are responsible to assess fines. Each student must complete a blue slip once he/she receives a textbook. The blue slip is a way to document the condition of the book and account for it. When the book is returned, the blue slip should be returned to the student – UNLESS THERE IS A FINE. Specific instructions will be distributed prior to distribution of textbooks.

# CLASSROOM EXPECTATIONS GUIDELINES

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The classroom expectation sheet is our contract with the student. As such, it needs to be accurate, legal and signed by the student and parent.

Here are the basics:

- Teacher name, room number, phone extension, voicemail and email address.
- Course title, textbook title, major course objectives.
- Student conduct, behavioral expectations, possible consequences for violations.
- Grading policy: points earned, relative weight of test, final exam, quizzes, homework, class work, labs, class participation, bonus points, etc., grade scales.
- Make up work policy.
- Homework policy.
- Materials.
- Parent and student sign-off with parent contact phone numbers and email addresses.

Beyond Basics:

- Syllabus (rough outline of what will be covered and when)
- Tips for parents and students
- Quotes, maxims and/or inspirational sayings

Be careful!!

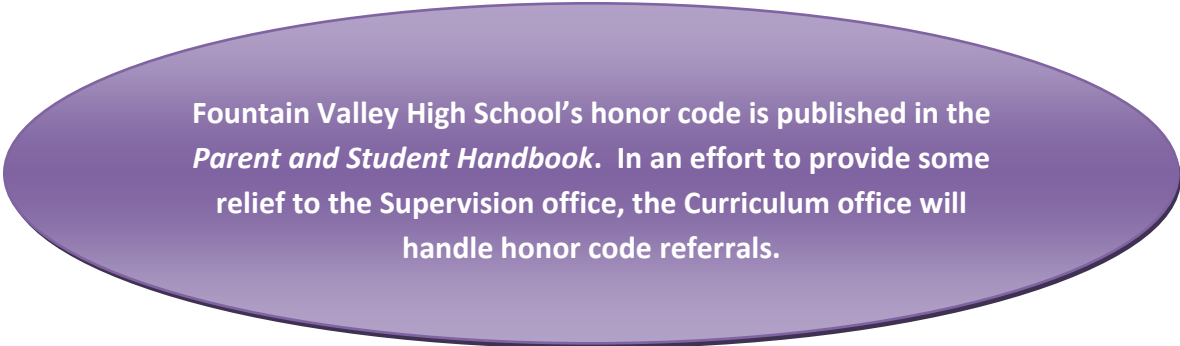
- Do not directly reduce a grade for tardiness or attendance. Students may fail to earn points because they were not in class, but subtracting points or letter grades is not ok. Grades will reduce naturally as a result of missed assignments.
- Don't paint yourself or your student into a corner that you do not want to be in. Allow yourself enough flexibility in your own policies to make rational judgments based on situations.
- Make sure you are able to follow through on your stated consequences at all times.
- All expectation sheets should be posted online to reduce paper consumption. All you need to do is verify via signature that the parent has read the expectations.
- Check our classroom expectations with the Assistant Principal of Curriculum if you have not done so previously.
- Do not change any fees.

# ACADEMIC CODE OF HONOR

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Whereas: High ethical and moral behavior in education is essential, and individual students are responsible for their own work and actions; the individual school and integrity of fair academic competition shall not be abridged; then, be it known that the following ACADEMIC CODE OF HONOR is in effect at Fountain Valley High School:

1. The student shall respect the right of free expression, the dignity and integrity of other students, teachers and support staff.
2. Before, during and after examination, the student shall use only those materials allowed by the teacher or those made available to all students by the teacher.
3. The student shall respect another student's right to privacy of materials, test and property.
4. The student shall behave in an honorable way so as not to either acquire or provide an unfair advantage over fellow students or to hinder other students' progress.
5. The student, when doing research assignments, shall give proper credit (footnotes, citations, and/or bibliography in compliance with the teacher's instructions) to those sources used in order to avoid plagiarism.
6. The student will give proper credit and citations to information obtained through the internet.
7. The student will refrain from utilizing technology such as hand-held computers, cell phones, digital cameras, calculators, and recording devices in unauthorized ways on academic assignments and exams.
8. The student will provide true and accurate information to school officials when asked, and will refrain from falsification of school records through forgery, impersonation or other means.



Fountain Valley High School's honor code is published in the *Parent and Student Handbook*. In an effort to provide some relief to the Supervision office, the Curriculum office will handle honor code referrals.

# Honor Code Referral Procedures

- Teacher speaks with student(s) and contacts the parents.
- Teacher administers classroom level consequences (zero points, etc.). The teacher reports the Honor Code violation to Curriculum/Supervision office. Use the Student Referral Form.
- Referral sent to the Curriculum/Supervision office.
- Assistant Principal meets with student(s) and assigns additional consequences as per Honor Code policy.
- AP contacts parents.
- Assistant Principal gives referral to Supervision secretary.
  - ◊ Secretary mails parent copy (pink) to the parent of the student
  - ◊ Returns copy of referral to teacher
- Enters the information into the student file in SB2000
- Secretary generates a quarterly report for Department Coordinators. Report includes student names, alpha by grade and the number of honor code violations per student.

## **FIRST OCCURRENCE (Section 1)**

In order to maintain the integrity of Fountain Valley High School and its individual students, violation of the CODE OF HONOR will result in:

- An F or Zero will be given for the work in question.
- A referral will be sent to the administration specifically describing the Honor Code violation.
- A notation of the Honor code violation will be placed by the administration in the student's central file.
- The parents of the student will be notified.
- The student may be assigned detention or be subjected to other disciplinary penalties.
- The student may lose designation as an academic recognition program scholar and/or other school recognition may be withheld.

## **SECOND OCCURRENCE (SAME CLASS) (Section 2)**

- The student will be removed from the class in which the Honor Code violation took place.
- A grade of F will be recorded for the class in which the violation occurred.
- A notation of the second Honor Code violation will be placed in the student's central file.
- The parents of the student will be notified.
- The student may be suspended from school or be subjected to other disciplinary penalties.
- The student will lose designation as an academic recognition program scholar and/or other school recognition may be withheld.

**SECOND OCCURRENCE (DIFFERENT CLASS) (Section 3)**

- An F or Zero will be given for the work in question.
- A referral will be sent to the Administration specifically describing the Honor Code violation.
- A notation of the Honor Code violation will be placed by the Administration in the student's central file.
- The parents of the student will be notified.
- The student may be suspended or be subjected to other disciplinary penalties, and a student/parent conference will be held with the Administration.
- The student will lose designation as an academic recognition program scholar and/or other school recognition may be withheld.

**SUBSEQUENT OCCURRENCES (Section 4)**

- An F or Zero will be given for the work in question.
- A referral will be sent to the Administration specifically describing the Honor Code violation.
- A notation of the Honor Code violation will be placed by the Administration in the student's central file.
- The parents of the student will be notified.
- Section 2 will be followed, if applicable.
- The students will be transferred from FVHS to another educational program.



# SCHOOL-WIDE DISCIPLINE PLAN

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At Fountain Valley High School we believe that student discipline should be firm, fair and consistent. Disciplinary measures must be applied in progressive stages, helping students to make appropriate decisions regarding their behavior. The teacher is the key to successful classroom discipline. The assistance of the parents is of critical importance in correcting student behavior. Effective support systems such as Department Coordinators and the Supervision Office are ready to assist teachers in handling those problems which cannot be resolved through the use of techniques that are already available to the teacher.

## Teacher Role

Each teacher will have a written list of his/her classroom expectations and/or rules posted in the classroom and on your webpage. The teacher will periodically review this policy with students at the beginning of each quarter. School rules should be clearly posted in each classroom. This includes school conduct, attendance and tardy policies and honor code.

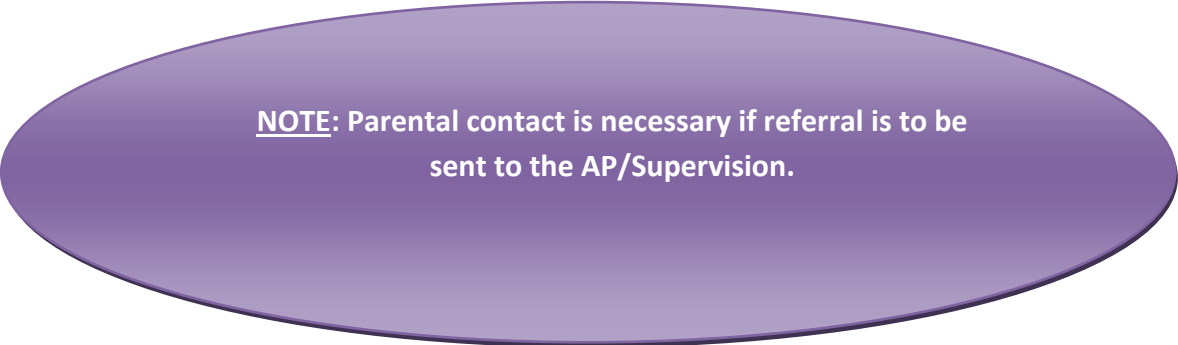
The teacher will handle routine problems using the following techniques, in order of severity of problem:

- 1) Counsel student regarding problem.
- 2) Contact parents for assistance in resolving problems using the following guidelines:
  - a) Identify yourself and your class.
  - b) Inform the parent of the nature, severity, and duration of the problem. We do not want the problem to develop into a behavior pattern.
  - c) Ask for parent help in correcting the situation.
  - d) Advise parent of the actions that will be taken if the problem continues.
  - e) Indicate a time you can be contacted at school. Leave your phone number and email address.
- 3) Assign detention with teacher using the following detention procedures:
  - a) When assigning a student detention, give the student 24 hours notice.
  - b) A student cannot be required to stay more than one hour after the end of the student's normal school day.
  - c) If the student does not attend detention, contact parent regarding non-attendance. If a student does not attend second assigned detention, issue a referral to the AP/Supervision office (where detention may be doubled). The student will serve time with the Supervision office before or after school, or on Saturdays.
  - d) Failure to serve the assigned detention hours may result in Saturday School and/or loss of privileges.

- 4) Send student referral to AP/Supervision with documentation of parent contact. ***Please submit one referral per student per incident.*** Please keep in mind the pink copy of the referral is mailed home after the AP/Supervision has dealt with the matter.
- 5) Suspend student from class/arrange parent conference to be attended by teacher and AP/Supervision. Education Code 48900 (A-L) defines the reasons a student may be suspended or expelled from school. These reasons apply to class suspension as well; the difference lies in the severity of the offense. Suspension procedure is as follows:
  - a) When a student is suspended from class, he is removed for the remainder of that class period and from the same period the next day if the teacher deems it necessary (two days maximum).
  - b) Teacher must contact parent (by phone if possible) on the day of the offense. Parent must be informed about the suspension and the circumstances. Parent will be asked for help in correcting the problem.
  - c) Teacher shall immediately report the suspension to the Supervision office and send the student to the AP/Supervision's office for appropriate action.
  - d) Teacher completes a Referral Form, sending all copies to the AP/Supervision's office. Once action has been taken, a copy will be put in the teacher's mailbox.
  - e) Students who are suspended MUST be allowed to make up all work and tests missed during the suspension and receive full credit upon satisfactory completion of the work.
- 6) Refer student to Student Study Team.
- 7) Lower Citizenship grade.
- 8) Refer student to Conflict Mediation Team (via Assistant Principal).

The teacher should use the following priority system, when sending referrals to the Assistant Principal's office:

- 1) Serious offenses as outlined by State Law and District Policy (Education Code 48900, sections A-Q, see page 19).
- 2) REPETITION of minor or routine offenses which the teacher has already reported to the parent and attempted action.
- 3) NO REFERRAL to AP/Supervision FOR FIRST MINOR OFFENSE or minor/routine misbehavior or disruption such as forgetting a pencil, not bringing books to class, talking, eating or drinking in class, etc.



**NOTE: Parental contact is necessary if referral is to be sent to the AP/Supervision.**

The AP will respond to the problem using the following options:

- 1) Counsel the student.
- 2) Contact parent.
- 3) Assign detention or Saturday School.
- 4) Arrange parent conference and place student on behavior contract.
- 5) Suspend from school (class).
- 6) Refer student to Student Study Team.
- 7) Refer to Conflict Mediation.
- 8) Change student's schedule through Guidance office.
- 9) Place student in alternative program or school.
- 10) Recommendation for expulsion from District.

## **SARB – School Attendance Review Board**

The Huntington Beach High School District is making a concerted effort to improve student attendance at all schools. The School Attendance Review Board holds parents accountable for the education of their students. Students who are habitually absent are referred to SARB and the District Attorney's office. The DA's office conducts meetings with these parents to emphasize the laws concerning mandatory student attendance for all children between the ages of 6 and 18. Referrals for SARB are conducted in the Supervision office with the AP of Supervision.

## **Student Conduct and Supervision Standards**

### ***Classroom Conduct***

In the best interest of the health, safety and welfare of the total student body at Fountain Valley High School, each student has the responsibility to conduct himself/herself in a way that will contribute to the educational process.

These standards are designed to improve the learning environment at Fountain Valley High School and to increase student responsibility. The majority of students at Fountain Valley High School are interested in learning and abide by the rules which they know to be in their best interest. These policies will affect only those individuals whose actions undermine the educational process.

**CHEATING**: The classroom teacher should assign appropriate consequences for cheating. Parent(s) should be notified and loss of credit could result. Repeated offenses will be referred to Administration.

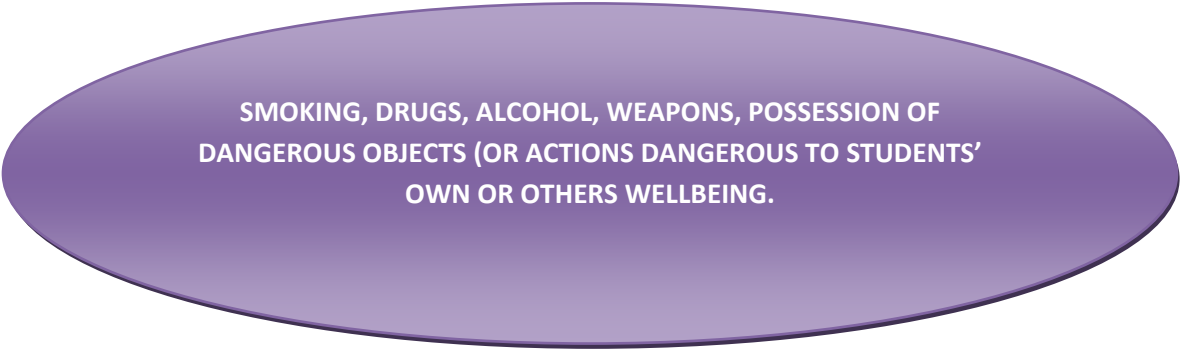
**Closed Campus:** In accordance with the policy of the Huntington Beach Union High School District, a “CLOSED CAMPUS” will be enforced. A student leaving campus during the school day must first present a note from a parent or guardian and obtain an off-campus pass from the Supervision office prior to leaving campus.

**Student Identification Cards:** Students MUST carry identification cards (Student Body Cards) at all times while on campus or attending school related activities. One detention will be imposed for failure to carry identification cards.

**Lunch Passes:** If a Junior or Senior student wants to go off campus for lunch, his/her parent must come to the Supervision office to sign a Lunch Pass Agreement. Students must carry their school ID with the lunch pass sticker affixed at all times. Any student found in violation of this agreement may have his/her lunch pass revoked and will serve detention/Saturday School. Seniors and Juniors only will be allowed to have a lunch pass to leave campus.

**Visitors:** A visitor to Fountain Valley High School MUST OBTAIN A PASS from the receptionist. Passes must be worn at all times while on campus. Student visitors are not allowed on campus. Any unauthorized person entering the campus faces the possibility of arrest for trespassing.

### ***Dangerous Objects or Actions***



SMOKING, DRUGS, ALCOHOL, WEAPONS, POSSESSION OF  
DANGEROUS OBJECTS (OR ACTIONS DANGEROUS TO STUDENTS'  
OWN OR OTHERS WELLBEING.

Any instrument which could be used as a weapon is prohibited. Explosives (such as firecrackers, stink bombs, pipe bombs or other objects which might be dangerous in a classroom situation) are forbidden. HBUHSD is a zero tolerance district.

1. Students may not possess weapons, use or be under the influence of either alcohol or a controlled substance (narcotics) on campus or at school events at home or away. Violation will result in suspension and/or expulsion from the Huntington Beach Union High School District, as well as possible arrest. Students may be referred to the district drug program.
2. Any student found selling controlled substances (narcotics), or in possession of a weapon on campus or at school events at home or away will be recommended for expulsion from the Huntington Beach Union High School District as well as possible arrest.
3. Smoking or possession of tobacco, matches, cigarettes or lighters is forbidden on campus or at school-sponsored events at home or away.

### ***Items Prohibited on Campus***

1. The following items are prohibited:

Toys	Frisbees	Weapons
Rubber Balls	Spray Paint Cans	Matches
Permanent Felt-tipped Markers	Drug Paraphernalia	Explosives (firecrackers)
Lighters	Stink Bombs	

Any other objects which might be distracting or dangerous in a classroom situation may not be brought to campus. Any such items will be confiscated and held by the Supervision office. Parents may claim the property at a later time.

2. **Skateboards:** Students bringing skateboards to school do so at their own risk as the school is unable to store them properly during class time. The school is not responsible for loss or damage. Riding skateboards on campus is prohibited. Inappropriate use of skateboards will result in disciplinary action and/or may result in revoking the privilege of bringing a skateboard to school or confiscation of skateboard.

### ***Destroying and/or Defacing School or Personal Property and Littering***

- Fountain Valley High School students are encouraged to maintain a clean campus. Students shall not litter nor throw objects such as food.
- Students who vandalize or deface school or other person's property will be disciplined and parents will be held responsible for financial restitution. Students involved in these acts also face possible suspension, transfer or expulsion.

### ***Theft***

Petty theft and major theft inside or outside the classroom should be reported immediately to the AP/Supervision. The AP/Supervision will take appropriate action.

## ***Fighting***

It is the responsibility of the faculty and staff members to attempt to solve minor argument situations before they become fights. Refer verbal incidents for mediation. In the event of a fight, the faculty or staff member may attempt to stop the fight. He/she may request help from the Supervision office at extension 4407 to take students and instigators to Supervision.

## ***Loitering***

Students should not loiter on campus either during school hours or after classes are dismissed. A student should leave campus immediately after his/her last class.

## ***Student Passes***

- Students are not to leave classes without a pass. This is the responsibility of both the teacher and the student. Teachers are reminded to use a written student pass form or the large hall pass provided.
- Passes are provided by Supervision.
- Students found without a pass will be escorted to their classroom and/or sent to the Supervision office for the remainder of the period. Detention will be assigned.

**NOTE:** Teachers, please be advised that items such as staplers, 3-hole punch, rulers, erasers, wooden or metal objects, or other supplies are not considered valid student passes.

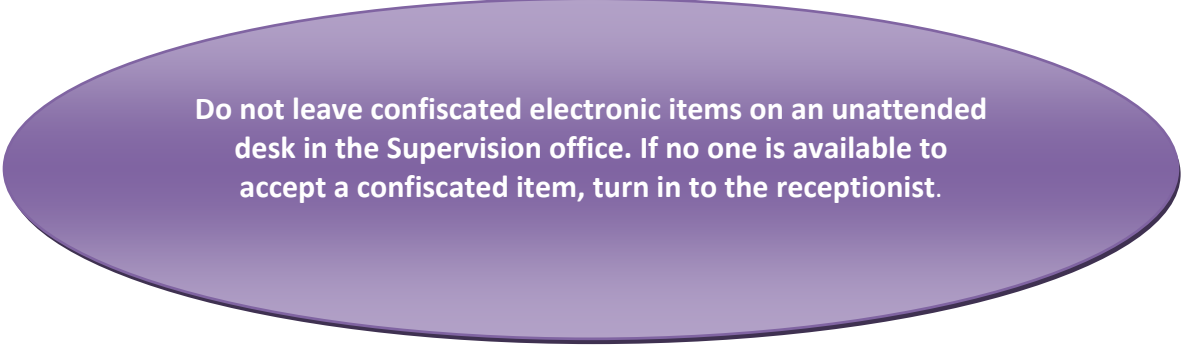
## ***Vehicles***

- All bicycles, mopeds, motorcycles and autos must be parked in designated areas only. It is not permitted to ride any vehicle on campus.
- It is a privilege to bring a vehicle to school. Failure to comply with all vehicle regulations or California Vehicle Code will result in disciplinary action and/or may result in revoking parking privileges. Student parking permits are available in the Supervision office for \$10.00. Parent signature is required. Students must have no outstanding disciplinary actions and all outstanding textbook fees must be paid or a payment plan agreed upon.

## *Electronic Devices*

Cell phones are allowed on campus for city-wide emergency use only. Items need to be turned off during school hours (6:45 a.m. – 2:50 p.m.). Cell phones are not to be used during break, class or lunch. If the cell phone disturbs the learning environment of the classroom, the cell phone will be confiscated by the teacher or supervision personnel.

Parents/guardians need to contact their student through the school office, not by cell phone. Teachers/staff are not responsible for lost or stolen electronic devices. Teachers who confiscate materials should bring those items to Supervision, with the student name and ID number on them.



Do not leave confiscated electronic items on an unattended desk in the Supervision office. If no one is available to accept a confiscated item, turn in to the receptionist.

### **Electronic Device consequences are:**

- **1<sup>st</sup> offense** – device is confiscated and returned to student at the end of the following school day
- **2<sup>nd</sup> offense** – device is confiscated and returned to parent only
- **3<sup>rd</sup> offense** – device is confiscated, returned to parent only and student is assigned one detention
- **4<sup>th</sup> offense** – device is confiscated, returned to parent only and student is placed on contract
- **5<sup>th</sup> offense** – device is confiscated, returned to parent only and Saturday School assigned
- **6<sup>th</sup> offense** - device is confiscated, returned to parent only and student must serve one day in-house suspension in the supervision office for defiance of school policy

## **Campus Dress Code**

All students have the responsibility to attend school and be appropriately dressed. Each student shall dress in accordance with good standards of health and safety. Students who do not meet these standards will be sent to the Supervision office.

Clothing and grooming may not be disruptive or distracting to the learning process. Clothing must be neat, clean and in good repair, not constitute a threat to the health and safety of students and staff, not contain words or symbols which degrade gender, culture, religion, sexual orientation, or ethnic values; not promote an alcohol or drugs, not contain obscene or offensive logos, graphics or designs.

Dress code is a balance between an individual's freedom to dress as he/she chooses vs. the educational

mission and parental obligation of the school to place limits on clothing that is inappropriate, distracting, dangerous or implies support of dangerous or illegal actions.

Students are encouraged to display an image of business casual. Trends in fashion we discourage during school hours include clothing primarily worn to nightclubs, beach parties, fitness centers or gang-affiliated spots.

## **Supervision Practices**

### ***Issuing Teacher or School Detentions***

Teachers may assign their own class detentions or assign school detentions. Students can sign in and sit for one-half hour in the Supervision office before and after school only. They can serve trash pickup at lunch by checking in and out with an administrator stationed in the cafeteria. Students can sit it out with a teacher. If you allow a student to serve a school detention with you, please complete and sign the Detention Clearance form. It is the student's responsibility to turn in the form to the Supervision office in order to receive credit. Teacher assigned detentions do not go on a student's record unless a referral is written.

### ***Behavior Contracts & Dropping a Student From a Class***

The HBUHSD has a Board policy permitting a teacher to drop a student from class only if they have been placed on a behavior contract. You cannot drop students for attendance problems. Student contracts should be used judiciously. A conference between parent/student and teacher and administrator must be held. There are very limited places where a dropped student may go during the period of the dropped class. This tends to create additional school discipline problems.



## Discipline Policies

OFFENSE	CONSEQUENCES
Fighting/Causing serious physical injury to another student (E.C.28900A, 28915.2)	3-5 day suspension, possible recommendation for expulsion
Intimidation, harassment, robbery, extortion (E.C.48900(E), 48900.2)	1-5 day suspension, recommendation for expulsion
Use, sales, possession of alcohol, drugs or drug paraphernalia [E.C. 28900(C,D)]	5 day suspension, possible recommendation for expulsion and arrest
Vandalism/Graffiti [E.C. 48900(G), P.C. 594.4]	1-5 day suspension, restitution to school and possible police report filed
Profanity/Vulgarity [E.C. 48900(I)]	1-5 day suspension, possible recommendation to alternative education
Assault & Battery of School Employee (P.C. 243.6)	5 day suspension, recommendation for expulsion and arrest
Use/Possession of Fireworks, firearms, explosives or dangerous weapons, including knives [E.C. 48900(B), 4891.2]	1-5 day suspension, possible recommendation for expulsion, possible police report files, possible arrest
Defiance, disruption of classroom or school activities [E.C. 48900(K)]	Detention, Saturday School assigned or in-house suspension, possible 1-5 days; confiscation of article
Motor vehicle infractions, cars, trucks, cycles, mopeds, etc. on campus and parking lots	Warning, detention, Saturday School assigned, or in-house suspension, possible 1-5 days
Riding bicycles, skateboards, roller skates on campus (during school hours 7-4 p.m.)	Warning, detention, Saturday School assigned, or in-house suspension, possible 1-5 days, parking privileges revoked
Forgery (verbal or written)	Detention, Saturday School assigned or in-house suspension, possible 1-5 days
Smoking, use/possession of cigarettes or incendiary devices (E.C. 48901)	Warning, referral to counseling, detention, Saturday School assigned or in-house suspension, possible 1-5 days
Off-campus Permit Violation	Warning, Saturday School assigned, possible confiscation of pass
Dress Code Violation (disruptive to educational environment/process)	Parent/Guardian contacted, possible 1-day suspension
Honor Code Violation	Parent/Guardian contacted; mandatory "F" on test or assignments(s), possible suspension or dropped from class/special program(s)

# SERIOUS OFFENSES ACCORDING TO STATE LAW AND HBUHSD DISTRICT POLICY

Education Code 48900, Sections A-Q

**Student(s) committing the following serious offenses should be referred immediately to Supervision:**

- Caused, attempted to cause, or threatened to cause physical injury.
- Possessed, sold or otherwise furnished a firearm (or imitation firearm), knife, explosive or other dangerous objects (of no academic purpose to the pupil).
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of an controlled substance.
- Unlawfully offered or arranged or negotiated to sell any controlled substance, then sold, delivered or otherwise furnished to any person another liquid, substance or material in lieu of the controlled substance.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products on school premises.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied valid authority of supervisors, teachers, administrators or other school officials or other school personnel.
- Knowingly received stolen or private property.
- Harassment, hazing, threatening or intimidating another student is prohibited.
- Terrorist threats against school officials or school property.

# ATTENDANCE POLICIES

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The Board of Trustees is fully committed to the California Compulsory Education Laws.

“Under these laws, parents or guardians have the primary responsibility for keeping their students in regular attendance, recognizing that classroom attendance and punctuality are essential.”

“The Superintendent and/or designated representatives shall...enforce the compulsory attendance laws of the State of California;...communicate to the parents or guardians the students’ compliance with the statutes; and...provide appropriate action for those students who are in violation of such laws.”

It is the responsibility of the Fountain Valley High School teaching staff to keep accurate records of attendance and punctuality and to carry out classroom attendance procedures.

It is the responsibility of the administrative staff to oversee the maintenance of accurate attendance accounting and reporting, to provide feedback to parents regarding attendance and to provide prevention and intervention services to parents, students and staff when necessary.

No student will be re-admitted back into class without proper clearance from Attendance or Supervision.

FVHS utilizes online attendance. Consistency is vital. Attendance is to be recorded in the computer by the teacher each day. Students are not permitted to record attendance in the computer. The teacher is to review, sign and return the blue weekly attendance verification sheets to the Attendance office. The verification sheets are legal documents. Treat accordingly.

It is the responsibility of the student and parents to ensure good attendance and punctuality in order to maximize the benefit of the educational experience for the students at Fountain Valley High School. It is the responsibility of the parent to telephone the attendance office prior to an anticipated absence or to call following all other absences. Teachers are not to accept written notes from home. Students with notes are to be directed to the Attendance office.

It is the responsibility of the parent to telephone the Attendance office prior to an anticipated absence or to call following all other absences. Written notes are not accepted only if the privilege has been revoked due to forgery.

## **Definition of Terms**

- |                                 |  |
|---------------------------------|--|
| 1. Excused Absences (unfunded): | Absence due to illness, a death in the immediate family or a medical appointment when verified by parent/guardian.               |
| 2. Unexcused Absences:          | An absence other than administratively approved or excused as defined in this policy. Unexcused absences may constitute truancy. |
| 3. Approved Absences:           | Administrative absence which has been approved by an administrator.  |

## On-Line Attendance Reporting

HBUHSD now has on-line attendance reporting for each teacher and class. Teachers should follow a few simple steps:

1. Using the HBUHSD Staff Portal on the HBUHSD Home Page, teachers log in, current sections will be displayed. A reminder will inform you of possible uncleared absences.
2. Simply check for each student whether they are:
  - a. Present
  - b. Absent
  - c. TardyPress "Submit Attendance."
3. In the "My Students" screen you can view attendance for all of our students, sorted alphabetically. If there are any other questions concerning attendance, please call the attendance clerks at extension 4426 or 4427.

## Parent and Student Responsibilities

The following procedures apply to all students regardless of age:

### **Full Day Absence Procedure:**

Parent should call the attendance office to report absence with Student ID number.

### **Partial Day Absence Procedure:**

- If a student must leave campus after school is in session, he/she must present a note from the parent at the attendance office to obtain permission to leave or request an attendance office member to call the parent.



NO STUDENT SHALL LEAVE CAMPUS WITHOUT FIRST  
RECEIVING PERMISSION FROM THE APPROPRIATE SCHOOL  
PERSONNEL.

- If a student becomes ill while at school, he/she must report to the Health office. She will issue permission for the student to leave campus if necessary, after consulting the parent.

Teachers are responsible for ensuring that no student leaves his/her classroom during the class period without a valid campus pass.

# Positive Reinforcement Programs

## *Caught Being Good*

The purpose behind Caught Being Good is to foster a community environment. Students are publicly recognized via the Morning Announcements who have gone out of their way to help others. Some acts are as simple as returning lost items to the campus Lost & Found. Some of the items returned include larger amounts of cash, cell phone, textbooks & keys. Other may be recognized for helping out their fellow students (whom they may not know) by picking up dropped items or just holding the door. Students who are commended through the Morning Announcements in a dramatic fashion advising his or her fellow students to tell the student, he was “caught...BEING GOOD.”

## *B4L (Baron for Life)*

This is a team-building program targeted at staff and students. Throughout the year on a regular basis, one student from each third period class is selected by his/her teacher as a B4L nominee based on their demonstration of the school’s ESLRs. B4L students are entered into a drawing for the designated period. The drawing is held in the bowl at lunch in front of the school population. Eight to ten student names are drawn to receive gift cards. The B4L logo adorns the campus everywhere and has branded what we do and what we are about as a school.

## **Tardy Policy**

All students are expected to report to class on time, every day. Promptness is critical to success in all aspects of life, especially the workplace. Our goal is to instill good workplace habits while students are in high school. We appreciate the support parents and teachers can provide in reinforcing this message.

The Tardy Truancy and Wandering (TTW) Policy not only addresses the tardy problem, but also focus on truancy and wandering.

There are several advantages to the TTW Policy:

- It is a proactive intervention strategy
- The problem/concern is communicated to the parent/guardian
- A consistent and school-wide tardy definition is established
- Accurate records are maintained
- There is an immediate consequence for the offense

The success and effectiveness of this program is dependent on a 100% team effort by every staff member on campus. A letter will go home to all parents explaining the new procedure and asking for their support. If we work together we will make a strong impression on the students and improve the educational climate.

## *Tardy Procedures*

- Teachers are in their classroom ready to begin teaching when the tardy bell rings. Administrative staff, campus supervision and other personnel are visible on campus at each passing period urging students to be on time to class.
- Set an example for your students by being at your classroom door when the tardy bell rings and by beginning instruction immediately.
- Teachers emphasize to students that they are expected to be in their scheduled class each period by the time the tardy bell rings. No students are to be in the hallways after the tardy bell rings.
- Those students who are tardy, truant or wandering will be sent to the administration building where a detention will be issued.
- Students are to return immediately to class after a tardy slip is issued. We want to minimize the amount of instruction time a student misses due to tardiness. Teachers may opt to use the Detention Log instead of sending students to the administration office for a tardy slip. This is especially useful for those classes located in the bungalows behind the tennis courts. The teacher fills in the requested information for each tardy student. Turn the sheet in to Supervision on a daily basis.
- Teachers are expected to supervise student aides assigned to them throughout the entire class period and not leave facilities unattended.
- Student is not to be released during a class period without a hall pass.
- Limit student use of restroom and student errands during class time to the absolute minimum. If you notice a pattern (same students requesting to leave at the same time every day), notify the supervision office.
- Encourage students to get to class on time.
- Classes are not to be released until the period is scheduled to end.  
Students are expected to carry their Fountain Valley High School Identification Card at all times. Students must show their ID card to staff members upon request. An automatic detention assignment will be given for students without an ID card.

# GUIDANCE PROCEDURES

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## Grade Point Average

A student's grade point average is computed on a four point scale:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Honors and Advanced Placement courses receive weighted grades which are computed by a formula that adds approximately one additional grade point. Each student has two G.P.A.'s, one for the semester and one cumulative G.P.A. which includes all previous semesters.

## Report Cards and Progress Reports

Quarter and semester grades are mailed home to all students and are required in all courses. At the end of four and a half weeks and thirteen and a half weeks, progress reports are mailed home to students who have received a comment by the teacher. If a student is in danger of failing or receiving a grade of "D" in an academic class, it must be indicated on the grade report and comments must be bubbled in. No student can be given a failing grade in a class unless the parent has been notified on the previous progress report or in writing at least five days prior to the end of the grading period., Semester grades only appear on a student's transcript.

## Grade Change Policy

A teacher may change a grade due to clerical error within one semester after the grade has been given. The teacher obtains a grade change form from the Registrar. The grade change form must be completed by the teacher, signed by the student and the AP/Guidance and returned to the Registrar by the teacher.

## Credit/No Credit

Students who wish to work for "credit" rather than a letter grade must declare this intention by the end of the third week of the semester. This option may be exercised only for elective courses that are not part of college subject requirements or specific graduation requirements. Only one "credit" class can be taken per semester. A credit/no credit petition will be in effect for one semester only and must be renewed each semester prior to the ninth (9th) week of school. The student may petition the AP/Guidance for an exception. "No Credit" remains an option that may be used at the teacher's discretion.

## Credit Contract Policy

The student should obtain a “Credit Policy Contract” from the Guidance Specialists, completed by the teacher, student and parent/guardian, and returned to the Guidance office. A teacher should make notation in his/her grade book and grade the student accordingly. Teachers of courses which meet the University of California admissions requirements and many private colleges should emphasize to the student that a letter grade is required and courses marked “credit” will not be accepted by those universities and colleges. Students must submit their petition to take CR/NC courses to the Guidance office within the first fifteen days of instruction.

## Auditing Classes

Fountain Valley High School does permit auditing of classes only with pre-approval from the AP/Guidance.

## Graduation Policy

Seniors who have not completed their graduation requirements at the end of the regular school year may not go through graduation exercises.

A student must complete his graduation requirements by October 1<sup>st</sup> of his/her original graduation year in order to receive a FVHS diploma. After the October 1<sup>st</sup> deadline the diploma issued will be a HBUHSD Adult School diploma.

## Schedule Changes

Schedule changes should be kept to a minimum because of the individualized registration process provided by the guidance specialist and the AP/Guidance. Whenever possible, schedule changes should be limited to those students who need to correct their schedule (i.e., a student who is failing Physical Science should not enroll in Biology). A revised/corrected schedule of classes will be reprinted prior to the first day of each semester.

- **Course Verification Slip** – Distributed to students in May to review the required courses, elective courses, and alternatives requested during the registration process.
- **Course Verification Listing** – Distributed to teachers to ensure appropriate enrollment in programs requiring teacher recommendation for verification of prerequisites (i.e., Marching Band, Foreign Language, Science, etc.).



## ***Verifying Class Schedules – Before the Semester Begins:***

After picking up class assignments students return on schedule day, time and alpha section to the front of the Administration building.

Changes are made for the following reasons ONLY:

- Student has not met the prerequisite for a course.
- Student did not receive the required grade level course in schedule.
- Student does not have a minimum of five class (junior/senior) or six classes (fresh/soph).
- Student has failed a required course and needs to repeat it.
- Student has requested a course that has been cancelled.
- The words “Conflict” or “Invalid Course” appear on the student’s schedule.
- Student took class in Summer School.
- The word “Unassigned” appears in the middle of the student’s schedule.
- Wrong course code was indicated on the student’s schedule.
- Student needs to add ROP or Department Aide.
- Student’s petition for selected class has been approved by the teacher.

Programs WILL NOT BE CHANGED simply to be enrolled in a certain teacher’s class or to provide an earlier or later school day. To provide the classes requested it may be necessary to schedule periods 2-7 rather than 1-6.

All schedule changes are reflected on the final updated (reprinted) schedule of classes before the first day of the semester.

## ***First Three Weeks of Semester***

No program changes for continuing student during the first two days of school as new students are enrolled. Times, grade level and alpha assignments for changes will be published to inform students of their schedule change time.

Students bring petition requesting change to the Guidance Tech. Classes will also be changed during the first three weeks by teacher recommendation. After the first week (or when all new incoming students have been registered) any student requesting additional or repeat courses may be enrolled as space becomes available. Students will be selected from the prioritized wait list generated by student/parent requests in August/January.

All course changes based upon student/parent requests must be completed by the 15<sup>th</sup> day of instruction (end of the third week of each semester). Process any grade contracts (evaluation of student progress by means other than a letter grade; CR, NR).

## ***After Third Week of Semester***

Student/parents MAY NOT initiate any changes after the third week of instruction unless there is a compelling reason determined by the AP/Guidance. Students are placed in an appropriate schedule by this time and should be expected to remain in all courses for the remainder of the semester. No course shall be dropped to avoid a letter grade being recorded on the transcript. The only changes after the third week shall be for placement error. All students must continue to have a minimum of five classes.

Teachers may not initiate dropping a student due to a low grade in class. Students appropriately placed in any course shall remain in that course for the entire grading period. The grades earned in all courses shall be entered on the permanent transcript.

Any program change will be limited to placement or behavioral problems and must be staff initiated and due to placement errors; not poor performance or poor attendance by the student. A notation of "W" (withdrawal) may be entered onto the student transcript for any course dropped. After the ninth week, a teacher experiencing an exceptional circumstance in student behavior, and with AP/Guidance approval and prior notification of possible failure (4 ½ week report, nine (9) week report and/or documented parent conferences(s), may assign a grade "W/F" (withdrawal/failure) for the permanent record which will be computed as an "F" in the GPA.

A student who withdraws from the school will automatically have a "W" entered onto the student transcript for all enrolled classes. As withdrawal grades are received by the Registrar, the withdrawal (no credit) grades will be recorded on the student transcript.

## **Confidential Student Records**

Student information cannot be released to the public. This includes student names, addresses, and/or phone numbers. Contact the AP/Guidance if assistance or clarification is needed.

## **Student Study Team**

Any staff member who is concerned that a student needs additional services or assistance should give the student's name to the Student Support Specialist (school psychologist).

## **Academic Recognition Programs**

The Scholar with Distinction, Scholar with Honors, and Scholar with Expertise programs are offered by the HBUHSD to increase academic motivation, broaden university admission options, provide access to competitive majors, prepare for college admission exams, and develop strong academic skills. All students completing these Academic Recognition Programs will receive recognition at the commencement ceremony and a special notation on the transcript. Coursework, grade point average

and additional assessments are used to calculate eligibility for the Academic Recognition Program. Effective the Class of 2013 will ONLY recognize Summa Cum Laude (GPA of 4.4 & above) and Magna Cum Laude (GPA 4.0-4.39).

# CO-CURRICULAR/STUDENT ACTIVITIES

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## Activities Calendar

The Master Calendar of high school events is maintained in the Activities office. School events are added or deleted as requested by the sponsor and must be approved by the Assistant Principal. Events should not be scheduled during school days or on Sundays. Activity sponsors must consult the Master Calendar before requesting a date. This includes fundraisers and end of sport athletic banquets. Major events scheduled in the spring of the previous year are given priority on the calendar.

Scheduling of outside groups for facility usage shall be done in the order in which applications are filled, except that any permit shall be subject to cancellation if facilities are needed for school purposes or for events scheduled by the action of the Board of Trustees. Facility use (outsiders) applications are available and returned to the Activities office, with certificate of insurance for one million dollars.

## Assemblies

Assemblies are scheduled throughout the year. Teachers are required to supervise students at these events.

## PA Announcements

Announcements are the vehicle to distribute news to the student body. Subjects include athletic team information, academic awards and special events. Announcements begin shortly after the beginning of first period and are approximately four minutes long. PA announcements must be emailed or delivered to the Activities office no later than 7:30 a.m. on the day of the announcement and must be brief. Each announcement must be approved by a sponsoring adult. All announcements will be reviewed by the AP/Activities and are subject to editing.

## Field Trips

All field trips should have an educational basis and must have prior approval from the area Administrator and AP/Activities. Requests for busses must be secured from the Activities office. Parent approval must be obtained for all field trips (Activity Parent Permission Permit). All forms may be downloaded. No field trips will be allowed in June!

- **One Day Field Trips and Less Than 100 Miles:** Local Field Trip Requests are obtained from the Activities office. Completed forms must be submitted at least one week in advance of desired use. If a bus is required, it is necessary to complete a Bus Request Form. Bus requests are due

ten (10) days prior to the date of the trip and must be scheduled through the Activities office. Regularly scheduled athletic activities are scheduled through the Activities office. Regularly scheduled athletic activities are scheduled by coaches through Activities and extra permission is necessary.

- **Overnight Field Trips and/or More Than 100 Miles:** These trips must be submitted to the Board of Trustees for approval. Forms are obtained in the Activities office. In addition to the Field Trip Request, a Conference Request Form must be submitted with the names of all of the adults going on the field trip. The completed forms must be submitted at least 15 days prior to Board meeting preceding the trip. Special activities field trips should be scheduled on weekends and vacations to avoid taking student out of classes (example: band trip to Hawaii).
- **Activity Parent Permission Permit/Early Release Rosters:** Each student must be given an Activity Parent Permission Permit in time for them to have their teachers sign out affected students 48 hours in advance of the trip. For larger groups, teachers may use the Early Release Roster and place the names of all students attending an activity on this form. This includes athletes going to contests. Early Release Forms must be in the teachers' mailboxes 48 hours in advance of an event.

Permits must be collected to determine that parents and teachers have signed them.

Students are responsible for having their parent/guardian and each teacher whose class(es) will be missed sign the permit 48 hours in advance of the trip. Completed permission slips must be turned into the person in charge of the field trip. No student shall be allowed to participate in a field trip without a permit.

- **Absence – School Excuse:** The teacher supervising the field trip is responsible for taking attendance. A list of students must be turned in to the Attendance office immediately upon return.

## Fundraisers

All fundraisers by any of our Student/Booster Clubs must be approved in advance. Athletics fundraisers require the approval of the Athletic Director and the Assistant Principal.

An activity which requires students to work and/or collect monies requires funds be turned in to the Finance office within 24 hours of the event.

All staff participating in fundraisers must adhere to the following:

- Receive prior approval of Administration
- Fundraiser must be placed on the Activities Master Calendar
- ASB Finance procedures must be followed (see AP/Activities for clarification)

## Student ID Cards

All students will be furnished an identification card. The ID card serves as the Media Center and Resource Center checkout card, and with the appropriate notation on the ID card will also serve as an

ASB card and/or off-campus lunch pass. Students are required to carry a school ID card during school hours and all school activities.

## **Lost & Found**

Students shall report all losses and thefts to the Supervision office. Lost articles, i.e.; books, notebooks and clothing will be kept in Supervision. Students may come to Supervision to identify and retrieve their property. Property left for four (4) weeks and not claimed will be donated to a worthy cause.

## **Facilities Use and Reservations**

Individuals, groups or organizations on campus shall make all facility requests through the Activities office. Calendar dates and clearance of facilities should be made well in advance of the date needed. The Master Schedule for the year is prepared the previous spring and finalized before the opening of school in the fall. Plan ahead!

## **Student House of Representatives**

### ***Purpose/Mission***

The mission of the Student House of Representatives is to foster active communication between students and school administration to identify and resolve issues and concerns.

Student representatives will identify issues of their own or of their classmates.

Student representatives will provide information to classmates regarding issues and concerns.

Student representatives will help school personnel identify solutions to issues/problems/concerns identified with the House of Representatives.

### ***Structure***

#### **Representation:**

One representative will be elected from each third period class. That student will serve as the representative for the semester. Each class will need to identify a substitute as well, who will attend in the absence of the representative.

#### **Meetings:**

Meetings will be held during third period once per month in the cafeteria or other suitable locations. Suggested ground rules will include appropriate confidentiality safeguards so that individual staff and students are not mentioned or alluded to in the proceedings.

**Follow-Up:**

Student representatives will report information back to their classes two days following the meetings. This will occur instead of SSR on those days.

**Attendees:**

Student representatives, the principal and the assistant principals shall be present at each meeting. Interested teachers with a prep period, the school safety officer and/or school psychologists may also attend.

**Executive Board:**

The Student House of Representatives shall designate an executive board to facilitate in the planning of agendas and in decision making.

## **Student Body Funds**

Many members of the faculty will be responsible for student body funds at some time during the year. A clear understanding of the procedures established for the accounting of these funds will avoid confusion.

**1. Depositing Funds (Monies)**

Any money collected must be given to the Finance office for deposit. Be sure you get a receipt indicating the account for which the funds are intended. Do not leave money in your desk or take it home with you overnight. All funds must be deposited in the Activities office before 2:30 p.m. on the day it is collected. A member of the administration or a designated worker will collect and deposit all monies at evening events. The staff members are personally responsible for any funds received in the Finance office.

**2. Keeping Accurate Records**

You are personally responsible for the money received. Protect yourself by making an accurate record showing the money received and a receipt number indicating the deposit of the funds. If you sponsor a club, see that your treasurer maintains a clear, accurate record of monies received and deposited. Instruction in the proper keeping of the club records will be provided by the Activities Director. No records used in connection with the financial activities of organizations shall be destroyed. These records shall be retained for audit purposes.

**3. Withdrawal of Funds**

To withdraw funds from student accounts, either submit a Request for Payment Form or a Purchase Order. No Request for Payment (check) will be given without prior approval of both club and AP/Activities. Requests turned in to the Financial office by 3:00p.m. Monday or Wednesday will be voted upon by ASB at meetings held on Tuesday or Thursday.

## **Transportation**

Bus requests are available in the Activities office and must be submitted ten (10) working days in advance. Do not send directly to Transportation. Coaches are responsible for filling in the request form and submitting it to the Athletic Director. A penalty fee will be charged to the original department for late forms. Athletic Directors are responsible for confirming game schedules and the accuracy of transportation requests prior to receipt by the Activities secretary.

## **Tournaments**

Separate requests are required for each day of possible play. Requests must be filled out completely with the following exceptions:

- Leave and return times
- Destination and address items may be left blank on succeeding days if the location varies after the first day.
- Destination and address is required for first day.

The “Remarks” box must contain the word “tournament” and include the dates of the tournament.



# COMMUNITY RELATIONS

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## Community Resource Coordinator

The Community Resource Coordinator arranges for parent volunteers to assist the staff during peak periods. The Coordinator publicizes student, staff and school activities through the local media. Information may be submitted to the coordinator for release to the media. The coordinator also serves as the editor of the Principal's Newsletter. Articles of interest to parents and community members may be submitted to the coordinator to be included in the newsletter.

## PTSA

This is an organization consisting of parents, teachers, staff and administrators. Information may be obtained from the Principal's secretary or Community Resource Coordinator regarding registration and participation. The Fountain Valley High School principal represents the administration.

## VIPS – Volunteers in Public Schools

Teachers and other staff members may request a volunteer by submitting a request form to the Community Resource Coordinator.

## Boosters

The Governing Board recognizes that parents may wish to organize booster clubs for the purpose of supporting special programs. These programs may include athletic teams, debate teams, school musical groups, academic groups, performing groups, graduation committees and other activities which provide a source of positive involvement for students.

While the Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life, it recognizes that such booster clubs are not functions of the school or of the District and that they act and operate independently of the school and district. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program. In order to protect the District and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the District.

# MAINTENANCE and OPERATIONS

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## Safety Inspections

Teachers are expected to be on the alert for defective equipment, hazardous conditions or other safety dangers and to report to the AP/Curriculum upon first observation. It is further recommended that teachers do not attempt to make any repairs unless action is obviously necessary; i.e., broken glass, live wires, escaping gas, fires, etc.

## Work Orders

Work Orders are initiated online in the Staff Portal at [www.fvhs.com](http://www.fvhs.com). All work orders initiated by the instructional staff shall be submitted to the appropriate Department Coordinator for review and approval.

Approved work orders shall be submitted to the Business Administrator.

# Fountain Valley High School Resource Guide

<b>What Do I Need?</b>	<b>Where Do I Get It?</b>
Athletics and activities	Athletic Director, Dawn Lawler & Mike Hollinden Assistant Principal, Joe Fraser
Attendance procedures	Attendance clerks Karen Rose, Ext4427 and Winona Brown, Ext 4426, or administrator in charge of the class
Chaperone (for dances)	Assistant Principal, Joe Fraser, Ext 4408
Computer grading program, internet accessible, tech support	Scott Ragan, Ext 4125
Deposit money for clubs or from class fees	Financial Office, Penny Helenihi, Ext 4413
Discipline, student behavior	Supervision Office, Dawn Basquez, Ext 4407
E-mail	David Theriault, Room 130, Ext 4386 Scott Ragan, Room 125, Ext 4125
Field Trips	Asst. Principal, Joe Fraser, Ext 4408
Funding for projects	Dept. Coordinator
Grading Policies	Asst. Principal, Nancy Peterson, Ext 4416 Asst. Principal, Kirk Kennedy, Ext 4403
Lesson Ideas	Mentor teacher, department coordinator, AP Curriculum, evaluator, media specialist (Stephanie Taylor, Ext 4438)
Scheduling Issues	AP, Nancy Peterson, Ext 4413
Special Education Issues	Special Ed clerk, Barbara Johns, Ext 4478 or talk with case carrier
Spending Club Money	AP Joe Fraser, Ext 4408
Staff Development Funds	AP Kirk Kennedy, Ext 4403
Staff ID for Athletic Events	Activities office, Kristie Musso, Ext 4409
Student Placement	AP Nancy Peterson, Ext 4416
Substitute	Call SubFinder System. For assistance, see Rachel Villela, Ext 4405
Test Scores	AP Kirk Kennedy, Ext 4403
Web Page	Sean Ziebarth, Room 124, Ext 4124

<b>What Do I Need?</b>	<b>Where Do I Get It?</b>
AV Equipment (projectors, VCRs, recorders, etc.)	Receiving, Sam Blais, Ext 4615, Bungalow B5
Bell Schedules	Reception, Mary Barnum, Ext 0
Calendar (school days, meeting, modified days)	FVHS website, Principal's secretary, Barbara Skulavik, Ext 4402; AP Kirk Kennedy, Ext 4403
Athletic and Activities Schedules	Activities office, Room 313 Activities secretary, Kristie Musso, Ext 4409
Classroom Supplies	Department Coordinator
Computer Problems, Help	Network Technician, Irina Protsenko, Ext 4635 Use network support ticket
Custodial Help (emergency)	Call switchboard "0" (Mary Barnum), send a student with a note, have a teacher cover class while you get help
Custodial Help (non-emergency)	Fill out a "support ticket" on-line. Make sure you change the status from "technology" to "maintenance."
Desks, Chairs	Plant Supervisor Lloyd Chesmore, Ext 4610
Food	Faculty Dining Room (FDR), before school and during lunch
Keys	Plant Supervisor Lloyd Chesmore, Ext 4610 or Guidance Secretary, Rachel Villela, Ext 4405
Maps	Reception, Mary Barnum
Parking Permits	District Office. Replacement permits are available through Supervision office, Dawn Basquez, Ext 4407
Referral Forms (behavior, discipline, attendance)	Supervision Office, Dawn Basquez, Ext 4407
Supervision Personnel (emergency)	Call Supervision Office, Ext 4406 or 4407, if you have a phone or can get to a nearby phone. Other options: send a student with a note, ask a teacher to cover your class.
Textbooks	Receiving, Sam Blais, Ext 4615, Bungalow B5

# FHVS Bell Schedule 2012 – 2013

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<u>Regular</u>		<u>Modified</u>	
Period 0	6:58 - 7:53	Period 0	7:00 - 7:49
Period 1	8:00 - 8:55	<i>Meetings</i>	7:55 - 8:45
Period 2	9:02 - 9:57	Period 1	8:50 - 9:39
Period 3- SSR	10:04 - 10:15	Period 2	9:46 - 10:35
<b>P3*Announcements</b>	10:15 -10:18	<b>P3*Announcements</b>	10:42 - 10:45
Period 3	10:18 - 11:13	Period 3	10:45 - 11:34
Period 4	11.20 - 12:15	Period 4	11:41 - 12:30
<u>Lunch</u>	12:15 - 12:46	<u>Lunch</u>	12:30 - 1:00
Period 5	12:53 - 1:48	Period 5	1:07 - 1:56
Period 6	1:55 - 2:50	Period 6	2:03 - 2:52
Period 7	2:57 - 3:52	Period 6	2:59 - 3:48
<b><i>SSR = Sustained Silent Reading</i></b>		<b><i>Almost all Mondays</i></b>	

<u>Assembly</u>		<u>Reverse Modified</u>	
Period 0	7:05 - 7:53	Period 0	7:04 - 7:53
Period 1	8:00 - 8:48	Period 1	8:00 - 8:49
Period 2	8:55 - 9:43	Period 2	8:56 - 9:45
Period 3-A	9:50 - 10:38	<b>P3*Announcements</b>	9:52 - 9:55
Period 3-B	10:45 - 11:33	Period 3	9:55 - 10:44
Period 4	11:40 - 12:28	Period 4	10:51 - 11:40
<u>Lunch</u>	12:28 - 12:58	<u>Lunch</u>	11:40 - 12:10
Period 5	1:05 - 1:53	Period 5	12:17 - 1:06
Period 6	2:00 - 2:48	Period 6	1:13 - 2:02
Period 7	2:55 - 3:43	Period 7	2:09 - 2:58

# FVHS SCHOOL CALENDAR 2012 – 2013

FIRST DAY NEW INSTRUCTIONAL STAFF (Fri).....	AUGUST 24, 2012
FIRST DAY RETURNING INSTRUCTIONAL STAFF (Mon).....	AUGUST 27, 2012
1st/2nd STAFF DEVELOPMENT DAYS – STUDENT FREE (Mon/Tues).....	AUGUST 27/28, 2012
FIRST DAY OF INSTRUCTION (Wed).....	AUGUST 29, 2012
LAST DAY OF FIRST SEMESTER (Fri).....	JANUARY 25, 2013
3rd STAFF DEVELOPMENT DAY – STUDENT FREE (Mon).....	JANUARY 28, 2013
FIRST DAY OF INSTRUCTION – SECOND SEMESTER (Tues).....	JANUARY 29, 2013
LAST DAY OF INSTRUCTION (Thurs).....	JUNE 13, 2013
LAST DAY FOR INSTRUCTIONAL STAFF (Thurs).....	JUNE 13, 2013

## SCHOOL/EMPLOYEE HOLIDAYS

	Instructional
<u>Legal/Local Holidays</u>	<u>Staff</u>
Independence Day (Wed)	July 4, 2012
Labor Day (Mon)	September 3, 2012
Veterans Day (Mon)	November 12, 2012
Thanksgiving Recess (5 days)	November 19 - 23, 2012
Winter Recess (10 days)	December 24, 2012 – January 4, 2013
King's Birthday (Mon)	January 21, 2013
Lincoln's Birthday (Mon)	February 11, 2013
Washington's Birthday (Mon)	February 18, 2013
Spring Recess (5 days following Easter Sunday, March 31)	April 1 - 5, 2013
Memorial Day (Mon)	May 27, 2013

## NUMBER OF DAYS SCHOOL WILL BE IN SESSION

Calendar	School		Days	Holidays	
<u>Months</u>	<u>Days</u>	<u>School Months</u>	<u>Taught</u>	<u>Legal</u>	<u>Local</u>
August	3	1. August 29 – September 28	22	1	0**
September	19	2. October 1 – October 26	20	0	0
October	23	3. October 29 – November 23	14	2	4
November	16	4. November 26 – December 21	20	0	0
December	15	5. December 24 – February 1	18	3	8*
January	17	6. February 4 – March 1	18	2	0
February	18	7. March 4 – March 29	20	0	0
March	16	8. April 1 – April 26	15	0	5
April	22	9. April 29 – May 24	20	0	0
May	22	10. May 27 – June 13	<u>13</u>	<u>1</u>	<u>0</u>
June	<u>9</u>		180	9	17
	180				

<u>Quarters</u>	<u>Days</u>	
1. August 29, 2012 – October 26, 2012 (9 wks)	42	*Staff Development Day – Student Free
2. October 29, 2012 – January 26, 2013 (10 wks)	48	
3. January 28, 2013 – April 5, 2013 (9 wks)	42	
4. April 8, 2013 – June 13, 2013 (10 wks)	48	

## CAMPUS MAP

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SEE NEXT PAGE