

**Fountain Valley High School**

**Parent  
Student  
Handbook  
2013-2014**



17816 Bushard Street  
Fountain Valley, CA 92708  
714/962-3301  
[www.fvhs.com](http://www.fvhs.com)



**FOUNTAIN VALLEY HIGH SCHOOL  
STRATEGIC PLANNING GOALS  
2008—2013**

1. We will examine data, review and modify the curriculum to continuously improve student learning, growth, development and post secondary readiness.
2. We will build and strengthen communication within the school and community.
3. We will promote a school culture which fosters honesty, integrity and responsibility.
4. We will improve quantity, quality, relevance and accessibility to guidance and advisement.
5. We will sustain a safe, comfortable, clean and contemporary learning environment that meets the needs of our diverse school community.

**EXPECTED SCHOOL-WIDE LEARNING RESULTS**

Upon graduation, FVHS students will be:

- *Effective Communicators who can:*
  - Demonstrate proficiency in reading and listening.
  - Demonstrate proficiency in speaking and writing.
  - Locate, interpret, evaluate, organize, process and present information using technology or other appropriate resources.
  - Express their creative and artistic abilities through a variety media.
- *Critical Thinkers who can:*
  - Access and process information utilizing current technology.
  - Synthesize information, skills and concepts acquired through a variety of media.
  - Develop educated opinions and make well-informed choices.
  - Apply knowledge to solve problems.
- *Self-Directed Learners who:*
  - Apply knowledge to further personal, academic and career goals.
  - Incorporate information and technology in a dynamic world.
  - Develop specialized interests and talents.
  - Work independently.
- *Responsible Members of Society who:*
  - Work well with others.
  - Recognize the importance of a healthy lifestyle.
  - Demonstrate an acceptance of human individuality and diversity.
  - Demonstrate a positive work ethic.

**HIGH SCHOOL GRADUATION REQUIREMENTS AND UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY REQUIREMENTS**

<b>A-G SUBJECTS</b>	<b>HIGH SCHOOL REQUIREMENTS</b>	<b>HIGH SCHOOL CREDITS</b>	<b>A-G UC/CSU REQUIREMENTS</b>
<b>A. HISTORY</b>	3 Years Required	30	2 Years Required 3 Years Recommended
<b>B. ENGLISH</b>	4 Years Required	40	4 Years Required
<b>C. MATHEMATICS</b>	3 Years Required (Must Include Algebra I)	30	3 Years Required 4 Years Recommended (Must Include Algebra 2 or above)
<b>D. LABORATORY SCIENCES</b>	2 Years of Science (1 Year of Life Science and 1 Year of Physical Science)	20	2 Years of Lab Science 1 year Biology 1 Year Physics 1 Year Chemistry
<b>E. WORLD LANGUAGE</b>	Visual/Performing Arts <b>OR</b> World Language <b>OR</b> Applied Curriculum		2 Years Required (Same Language) 3 Years Recommended (Same Language)
<b>F. VISUAL/ PERFORMING ARTS</b>		10	1 Year Required
<b>G. COLLEGE PREP ELECTIVE</b>	None Required		1 Year Required
<b>OTHER ELECTIVES</b>	1 Semester of Health Required	5	None Required
	Other Electives	65	None Required
<b>PHYSICAL EDUCATION</b>	2 Years Required	20	None Required
<b>PASS CAHSEE</b>		<b>220</b> <b>Total</b>	

\*Students shall be enrolled in English each semester in high school.

\*\*One year of math must be completed in the junior and/or senior year; one year of advanced math (Algebra 1 or above) must be included in the three year requirement.

## **ACADEMIC CODE OF HONOR**

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 the 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 the 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, tests, 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.

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

### **FIRST OCCURRENCE**

- a. An F or zero will be given for the work in question.
- b. A referral will be sent to the administration specifically describing the Honor Code violation.
- c. A notation of the Honor Code violation will be placed by the administration in the student's central file.
- d. The parents of the student will be notified.
- e. The student may be assigned Saturday School detention or be subjected to other disciplinary penalties.
- f. 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)

- a. The student will be removed from the class in which the Honor Code violation took place.
- b. A grade of F will be recorded for the class in which the violation occurred.
- c. A notation of the second Honor Code violation will be placed in the student's central file.
- d. The parents of the student will be notified.
- e. The student may be suspended from school or be subjected to other disciplinary penalties.
- f. 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)

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

**SUBSEQUENT OCCURRENCES** (Section 4)

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

## **STUDENT SERVICES**

### **GUIDANCE SPECIALIST**

#### *STUDENT ALPHABET RESPONSIBILITY*

A-Fk: Clint Walters, Fl-L: Monika Whitman

M-Q: Nga Doan, R-Z: Lynn McCall

### **REGISTRATION**

Twice each year parents and students have the opportunity to review the academic progress the student has made. Each year during the month of March, pre-registration for the following fall semester takes place. In December, the student has the opportunity to make adjustment in the spring semester schedule. The Guidance Department will furnish information regarding grades, credits and graduation requirements to assist parents and students with class registration decisions.

### **PROGRAM CHANGES**

Written permission from parent/guardian is required to change an academic subject or to drop a class. Example: AP English, CP English, Algebra 1 through Basic Algebra.

Dropping a class after the third week of the semester will result in a "W" or "WF" grade on the student's permanent record.

New classes may not be added to the students' schedule after the second week of the semester. Only changes recommended by teachers or administrators will be made after the second week of the semester.

### **FOUR-YEAR EDUCATIONAL PLANNING**

During the student's freshman year he/she will develop an individualized four-year education plan. Graduation is, and should be, the student's goal.

Each year the student will be asked to review the plan, monitor their progress and make any necessary adjustments.

### **PSYCHOLOGICAL SERVICES**

Fountain Valley High School has 2 full-time, 1 part-time psychologist, 1 student support specialist and 1 counselor. Referral or requests for services can be made by parents, students, teachers or administrators.

**SCHOOL PSYCHOLOGIST** is in charge of special education assessments, placements and counseling services.

### **STUDENT SUPPORT SPECIALIST**

A full-time specialist who offers a broad range of services within the school, primarily working with the Freshman Support Program as a counselor to ninth-grade students and a consultant to teachers. In addition, the specialist provides individual counseling and facilitates small groups on varying topics for students in all grade levels that staff and parents refer. In many cases, the specialist will intervene as a liaison between the school and the community, and refer to outside agencies or arrange for agencies to come on campus and provide services.

### **STUDENT COUNSELOR**

A full-time counselor provides academic and career counseling for students, and prepares classroom presentations and parent nights regarding college preparation and career exploration. As a requirement in the legislation, the counselor will work with parents and students who are at risk of not graduating and/or not passing the CAHSEE, and help them develop a remediation plan and options in an effort to help them be successful. In addition, the HBUHSD will develop a school counseling program based on the School Counselor's Association (ASCA) Model.

### **HEALTH SERVICES**

Health Services occupies the north end of the Administration Building. If a student becomes ill or is injured while at school, they should report to the Health Office immediately. Students should not leave campus without proper authorization. Cell phones should not be used outside of the Health Office to contact parents. Readmission to classes after a period of absence of 3 days or more or an illness will require a doctor note or clearance from the health office. For the protection of others, students with a temperature  $\geq 100^{\circ}\text{F}$  are asked to remain home and not return until they are fever free for 24 hours without the use of fever reducing medication. Doctors' notes excusing students from participating in physical education (P.E.) must be presented to the health office. A doctor's note that excuses a student for more than three weeks could result in a drop from P.E.

### **MEDICATIONS**

All medication, prescription or over-the-counter, that is to be taken during school hours ***must*** be accompanied by a doctor form found in the health office or at [www.fvhs.com](http://www.fvhs.com) and parent permission. Medication must be left in the Health Office. Students ***may not*** carry medication with them unless it has been approved by the School Nurse. Emergency medications such as Epi-Pens and inhalers must have a doctor's note on file in the Health Office as well. In the case of a disaster, our school may have to be self-contained for at least 72 hours. If your son/daughter's medical condition/warrants prescription medication or juice, please bring enough for a few days to be stored in the health office.

### **IMMUNIZATIONS**

All students new to the high school must show evidence of immunizations as required by state law. If you have any questions please contact the School Nurse at ext. 4430.

### **EMERGENCY SITUATION**

All students must have a current emergency card on file each year. If changes happen throughout the year, please come to the health office to make changes to that information. If a student is ill or injured, the School Nurse will contact the parent/guardian to arrange for transportation home or to seek further medical attention. In cases of severe emergencies, paramedics and a local ambulance service will be utilized and the parent/guardian will be contacted.

### **EMERGENCY LOCK DOWNS OR EVACUATIONS**

If the school needs to declare a lock down for any reason, please do not attempt to pick up your child from school. Student safety is our #1 priority and students are safest if they are not walking through the campus.

If we need to evacuate for an emergency, we must account for every student. We will establish a pick-up station and communicate it to parents. Please help keep your kids safe by being calm and patient.

### **EMERGENCY AND DISASTER PLANS**

In the event of a large-scale disaster during school hours, as would be caused by an earthquake, for example, students will be kept at school until an ALL CLEAR is declared by the Orange County Disaster Office. Provisions are available at the school for feeding and bedding students, as well as other people in the community. Information regarding the status of the disaster situation will be available over AM radio (640) Civil Defense.

### **CAFETERIA**

The school operates a cafeteria during designated lunch hours for students. A variety of hot and cold meal items are available for purchase by students. A complete lunch may be purchased.

### **LOST & FOUND**

Anything found on campus should be brought to the Supervision Office, and inquiries about lost items should be directed to this office.



### **THE CAREER CENTER**

The Career Center is located in the Library/Media Center and is open daily from 7:30 a.m. to 3:30 p.m. during regular hours.

The center provides students, staff, and community with a wide range of college and career resources and services essential to the career planning process. It is a full-service career planning center containing everything from college and occupational information to job placement. Available in the center are college and university catalogs, admissions applications and financial aid applications, and letters of recommendation. Programs are available on the computer to search colleges, occupations and an interest inventory. The center has scholarship forms, college representatives, speakers, and admissions testing (PSAT, SAT, SAT II & ACT) information. Ask for the College/Career Specialist. Students who need additional, out-of class tutoring can come by the center for the names of qualified student and adult tutors. Specific arrangements regarding fees, times, etc. are made directly with the tutor. Go to our web site [fvhs.com](http://fvhs.com), click on student and click on College and Career planning. Our web site has a wealth of information.

### **CAREER TECHNICAL EDUCATION (ROP) COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Part of the Huntington Beach Union High School District, ROP provides practical, hands-on career preparation and career guidance to high school students (and adults). There are fifteen different Industry Sectors which offer a wide variety of career preparation to students who are at least sixteen years of age or during their junior and senior years.

Whether a student plans to go on to a university, college, or directly into the workforce, effective job skills and experience is an asset. ROP courses may give students an edge in obtaining entrance into a variety of occupational settings and/or related college university majors. Examples of the value of the ROP experience for a university/college-bound student may be evidenced in a variety of ways, i.e., letters of recommendation from professionals in the field, employability in a career-related area during university/college years, and experience to make appropriate career decisions. Please see your ROP Career Specialist in the Career Center for additional information and current listing of courses offered.

### **MEDIA CENTER (LIBRARY)**

The Media Center is located in the 100 Building and is open from 7:00 a.m. until 3:30 p.m. Students use the library resources on their own time or with a class. Students are encouraged to obtain an Orange County Public Library card and will be instructed on how to access the online databases available. Students may consult with our Teacher Librarian or Library Assistant for help with research, technology or other areas of need.

#### **Media Rules:**

1. A student I.D. is needed to check out any materials.
2. Books may be checked out for 3 weeks and renewed for an additional 3 weeks. Books are always due on Thursday.
3. Fifteen cents a day will be charged for overdue books, with a maximum fine of \$5.00. Students will be charged the replacement cost for lost or stolen books.
4. If a lost or stolen book is recovered, the student will be reimbursed for the amount paid.
5. Loud talking and eating food/drink are prohibited in the Media Center. All students benefit from following library policies and procedures.

### **TEXTBOOK RULES**

1. Students need I.D. cards in order to check out textbooks.
2. In the course of the year, if a textbook is stolen, damaged beyond repair or otherwise not useable, the student must pay for the text before a second one is issued.
3. If a lost or stolen book is recovered, the student will be reimbursed for the amount paid.
4. Damaged I.D. cards will not be accepted at the Textbook Department.
5. Students will be charged for a textbook if the bar code is damaged/unreadable.

## **POSITIVE REINFORCEMENT PROGRAMS**

### **CAUGHT BEING GOOD**

The purpose behind Caught Being Good is to foster a community environment. Students who have gone out of their way to help others are publicly recognized via the morning announcements. Some acts are as simple as returning lost items to the campus Lost & Found. Others may be recognized for helping out their fellow students. Students who have been "Caught Being Good" are recognized in the morning announcements.

### **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 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 students' 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.

## **THE SUPER BARON CARD and THE ASB CARD**

**THE SUPERBARON CARD** costs \$100 and provides an outstanding savings:

- Free admission to all home athletic events except C.I.F. games,
- Reduced admission to away games except C.I.F. games,
- The Yearbook,
- The DVD Yearbook
- Reduced prices on dances, selected plays, sock-hops, and other entertainment events.

**THE ASB CARD** costs \$60 and provides the following:

- Free admission to all home athletic events, except C.I.F. games
- Reduced admission to away games, except C.I.F. games,
- Special discounts on selected plays, dances, and musicals.

Does not include the yearbook. The Yearbook purchased separately is \$90 through the first semester, after that it is \$100, if available.

The proceeds from the cards make it possible for the Associated Student Body to subsidize such activities as athletics, rallies, dances, banquets, concerts, plays, student government, clubs and commissions. These activities depend partly or entirely on student funds raised through card sales. Each dollar you invest is returned directly to the students in the form of one of these student programs.

## STUDENT ACTIVITIES

**ACTIVITIES OFFICE:** This Office is the center of all Baron Student Activities. Information about sports, dances, clubs, student groups, athletic events and other co-curricular activities is available here.

**FINANCIAL OFFICE:** Located within the Activities Office, students may purchase replacement IDs, Super Baron and ASB cards, yearbooks, gym clothes, tickets to dances and athletic events. The Financial Office has an on-line store that can be viewed at *www.fvhs.com*. Students will process for athletics and co-curricular participation at this office. The Financial Office hours are 7:30 a.m. to 1:00 p.m. and 2:00 p.m. to 3:00 p.m., Tuesday through Friday. **The financial window is not open to students during class time.**

## ATHLETICS

### **THE CALIFORNIA INTERSCHOLASTIC FEDERATION (C.I.F.)**

The C.I.F. includes all high schools in California. It is the governing body for state athletics. The state is divided into nine sections. The Southern Section, of which Fountain Valley is a member, is the largest, with over 500 schools.

### **ELIGIBILITY FOR SPORTS**

1. **Physical Examination:** students must have a physical examination every year to participate on an athletic team. A physical exam will be offered once a year at the high school. Specific information can be obtained from the Athletic Director at Ext. 4275 or 4285.
2. **Insurance:** students must be covered by medical insurance. Necessary papers to purchase Student Insurance are available at the high school Financial Office.
3. **ASB or Super BaronCard:** it is recommended that students have an ASB or Super Baron card. The card may be purchased at the high school Financial Office.
4. **Athletic Emergency Card:** an emergency card must be cleared through the Financial Office.
5. **Residential:** C.I.F. residential rules apply to all athletes. Students furnishing false addresses or other false information related to residential eligibility will be automatically ineligible for athletics for a period of one year.
6. **Academic:** all athletes must maintain a 2.0 GPA. In addition, any incoming student who enters high school with a GPA less than 2.0 based on his/her June graduation grades will be on one semester probation. All athletes must also meet the C.I.F. requirements of passing at least four classes every semester.

**TRANSPORTATION CONTRIBUTION:** Students should contact the coach or advisor for the recommended contribution amount.

**TRAINER DONATION:** For coverage of games and practices by a qualified trainer to assist in the prevention and treatment of sports-related injuries.

## **STUDENT PARKING REGULATIONS**

### **The school is not responsible for theft or damage to vehicles.**

1. The Huntington Beach Union High School District, FV Police Department and Fountain Valley High School enforce parking regulations. Violators are subject to traffic citations. Students must sign a statement that they will comply with all vehicle/parking lot regulations. All California vehicle regulations are enforced 24 hours, 7 days a week.
2. All vehicles parked on campus during school hours must have a school parking permit.
3. Student parking is limited, and not all students will receive a parking permit. Permits are issued on a first-come, first-served basis at the beginning of the school year from the Supervision Office to those students with no outstanding detentions/Saturday Schools. See Supervision Office for additional details.
4. There are two student parking lots. The senior lot is off Bushard in front of the school and the junior lot is off Dolphin Road by Valley Vista High School. Overflow by permit is at the LDS church.
5. Student parking on campus is allowed only in appropriately marked WHITE student spaces. Students may not use the faculty parking lot at any time when school is in session from 6:30 a.m. until 2:50 p.m.
6. Students, parents, and non-student guests are not allowed to park, drive through, or be dropped off on the service road that surrounds FVHS.
7. All automobiles parked on school grounds are subject to search (V.C. 21113).
8. To reduce theft and vandalism, parking lots are out-of-bounds for students unless they are arriving or leaving school.
9. IF A PARKING STICKER IS REVOKED FOR A PARKING VIOLATION, AN OFF-CAMPUS LUNCH VIOLATION, OR DETENTIONS/SATURDAY SCHOOLS NOT SERVED, IT WILL ONLY BE REISSUED AT AN ADMINISTRATOR'S DISCRETION.

### **PROCEDURES FOR OBTAINING A PARKING PERMIT**

An application for a parking permit may be obtained from the Supervision Office. Only one permit will be issued per student. Each permit is valid for up to three (3) vehicles. Maximum two permits per family. A valid driver's license, current registration(s), and proof of insurance for the vehicle(s) must accompany the completed application and permit fee payment before a permit will be issued. The Huntington Beach Union High School District, Fountain Valley High School, or its employees are not responsible or liable for damage to private automobiles due to fire, theft, acts of vandalism or personal injury caused by parking or driving on campus.

### **DISCIPLINARY ACTION FOR VIOLATORS OF PARKING REGULATIONS**

1. 1st. Offense: detention or Saturday School assigned.
2. 2nd Offense: parking privilege revoked.
3. 3rd. Offense: suspension from school and parent conference.

### **NO STUDENT DROP-OFF IN THE STAFF LOT AFTER 6:30 A.M.**

### **NO STUDENT PICK-UP IN THE STAFF LOT 1:30-3:00 P.M.**

The parking lot is extremely full and very congested at the beginning and ending of school. Parents are to pick up or drop off their student on the cutout curb painted white in front of the school. You may also pick up or drop off on either side of Bushard, on Talbert, or on Slater streets. There is a RED ZONE on the sidewalk in front of the Administration Building. No cars are to stop in a red zone or bike lane. To avoid the traffic congestion when delivering your student to school in the morning, come before 7:15 a.m. After school, pick up your child on the street sidewalk, the student parking lot, or in the neighborhood near Valley Vista High school.

### **PARENT RESPONSIBILITIES**

1. The parents have the right to see their student's school records and talk with the student's teachers and school administrators. If the student is 16, or has completed the 10th grade, the records are also available to the student in the same manner. (Ed. Code 49076). Specific procedures are available through the Guidance Office.
2. The parents can refuse permission to the school for a student to have a physical or psychological examination. Parents must be notified and give their written permission before a student can be given a questionnaire, survey, or examination regarding the parents' or the student's beliefs, family life, or religion. (Ed. Code 49451, 60650).
3. Parents have the right to decide whether or not their student will attend sex education classes and to see films used in such classes. (Ed. Code 48090, 76039).
4. Parents or guardians are liable for all damages caused by their student to persons or property of the School District, and for all property, such as books, which have been loaned and not returned. (Ed. Code 48909, 76039).
5. Parents also have the right to be consulted about the student's placement in special programs for educationally or physically handicapped students. (Ed. Code 56503, 56710).
6. A parent may request that his/her student be denied access to the Internet. All requests must be in writing and requested yearly.

### **ATTENDANCE POLICY**

The State of California requires that a child attend school between the ages of 6 and 18 or until graduation, whichever comes first, and attend at least 180 minutes for each of 183 days per school year. Whereas classroom attendance is considered to be an integral part of the learning experience, the following policy guidelines for attendance have been adopted and will be uniformly enforced at Fountain Valley High School:

- Students must actively participate in classroom activities designed by the teacher. Missing these learning experiences may affect their academic success.
- Students will be allowed to make up work they have missed for excused absences. However, students who do not submit make-up work as specified by the teacher may have their grade lowered. Students with a significant number of absences may accumulate missing work in the amount which would warrant no credit or a failing grade in the course.
- Absences must be cleared by a parent phone call and verified by the school. Any absence that is not cleared by a parent phone call to the school by 3:30 p.m. on the last day of absence is recorded as unverified. Parents have five school days from the last day of absence to clear the unverified absences so that their students may receive make-up work.
- For the above excused absences that are cleared before the deadline, each teacher will determine the time allowed for completion of make-up work, but not less than the time equal to that missed during the absence.
- Teachers are not required to provide make-up work for truant absences, unexcused absences, unverified absences, health absences without a doctor's note, or for absences that are cleared after the allowed period of 5 school days.  
After the fifth school day, an unverified all-day absence will be converted to truancy and Saturday School will be assigned. Parents have up to five days to clear truant absences for the purpose of removing the Saturday School.
- School excused absences (athletics, field trips, special events, etc.) will be cleared by the advisor/coach.

### ***THERE IS NO SUCH THING AS SENIOR DITCH DAY!***

The State Ed. Code governing schools does not recognize "Senior Ditch Day" as a holiday. Anyone absent on a "declared senior ditch day" will be marked truant and any work or tests missed will receive a zero and may not be made up. If there is a family emergency, please call the Supervision Office. The school loses over \$35.00 per student for ANY absence. FVHS stands to lose up to \$30,000 in funding if seniors should decide to have a ditch day. Please make certain that your student is in school.

## **ATTENDANCE PROCEDURES**

### **ABSENCE/TARDINESS**

A student is considered absent if he/she is not in their regularly assigned class within 30 minutes of the starting time for the class (ED.CODE 48260).

**NON-FUNDED LEGAL ABSENCES** – Illness (14 days), Medical/ Dental/ Optometric/Chiropractic Appointment, Court Summons, Funeral of an immediate family member, Employment Conference, Religious Holiday, [or family emergency] (Ed. Code 48205) must be accompanied by a note or phone call from a parent. Verification of absences due to illness may be done by the nurse, attendance supervisor, physician, or the principal in accordance with any reasonable method (C.C.R. /Title 5, Sec. 421). After 14 days of cumulative absence for health, the excuse must be accompanied by a note from the doctor.

**NON-FUNDED UNEXCUSED ABSENCES** - A student who has five unexcused absences in any one school year may be considered a habitual truant and may be referred to a meeting with the District Attorney at the School District Office and then to the School Attendance Review Board (SARB).

**Absences and Grades:** A student's grade may be affected when absences become excessive, resulting in missed assignments and missed participation. The teacher will notify the parents by mailing a progress report when the student is in danger of failing the class. "A pupil absent from school...(for suspension, illness, quarantine, medical appointments, funeral services, jury/summons or religious observance-Ed Code 48200)" shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and upon satisfactory completion, shall be given full credit. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to the tests and assignments that the pupil missed during the absence." (California Laws Relating to Minors, 2004, pg. 18).

For the above excused absences that are cleared before the deadline, each teacher will determine the time allowed for completion of makeup work, but not less than the time equal to that missed.

**NOTIFICATION OF SCHOOL ABSENCE** - The day a student is absent, the parent is to phone the attendance office at 962-3301, ext.5 with the following information: Student I.D. number - Student name - Relation to student - Reason for absence(s) - Parent day-time phone number

**Notes for Absences:** Although parent phone calls are preferable, notes written to excuse a student's absence must be written by a parent/guardian whose signature appears on the Attendance Signature Card. Parents/Guardians who will be out of town for an extended period of time need to contact the Attendance Office.

**Health Absence:** Please make medical appointments outside of school hours. If that is not possible, please have your student attend those periods during which he/she does not have the appointment. The student will be issued a health excuse for those periods missed if he/she has a medical/dental appointment during school hours **or** stays home with prior parental permission because of illness with a temperature **or** is infectious **or** is in the nurse's office with written permission of the nurse and the classroom teacher. After 14 excused absences a doctor's note will be required **or** the absences will be marked as unverified or truant. It is a school's responsibility to verify the facts in health absences. These absences may be designated as unexcused or truant when the facts cannot be verified.

**Funeral:** Attendance at the funeral of a member of the immediate family will be excused (1 day within the state, 3 days out of state).

**Parent Request:** Absence with PRIOR parental approval given to the school for reasons other than those above and accompanied by a note written and signed by the authorized parent/guardian. This is an unfunded absence.

**School Excuse:** If an absence is because of a school function, the student may be issued a school excuse.

**Seniors who turn 18:** The senior is to make an appointment with an administrator to discuss the process for verifying their own absences. Parent confirmation is needed for the student to be added to a list that attendance clerks check when students verify their absences.

**Leaving the Campus:** If a student must leave school after school begins, the student is required to bring a note stating the time and reason they must leave. Students must check out with the nurse or the attendance office prior to leaving campus or he/she will be considered truant. This will result in a Saturday School.

**Suspension Excuse:** If a student does not attend because of suspension, the Supervision Office will contact the Attendance Office indicating that the student was suspended. Readmission after suspension is through the office of the Assistant Principal. The student will be allowed to make up missed work during no less than an equal amount of time to the suspension.

**Truancy:** A student will be TRUANT if absent from school without prior parent notification to the school, or if they leave campus without checking out with the Attendance/ Nurse's Office. Parents MAY NOT clear truantries received when students decide not to go to a particular class.

**Forgery:** If a student writes a note and signs it for their parent or guardian or has someone sign it for them, or arranges for a fraudulent phone call, the student will be given a truancy for the absence and will be assigned Saturday School. A second offense may result in an honor code violation, suspension, and/or other more severe forms of discipline. A third offense is grounds for transfer to an alternative program.

**Detentions:** Detentions will be assigned for infractions of school rules or tardiness. They can be served before and after school in the Supervision Office or at lunch as trash pick-up. Detentions last for 1/2 hour. Four hours of un-cleared detentions will result in conversion to Saturday School and/or restriction from school activities; loss of lunch pass, or loss of parking pass.

**O.C. District Attorney & SARB:** Students who are deemed "habitually truant" will be referred to a meeting with the O.C. District Attorney and the school Attendance Review Board (SARB) for evaluation. If the student's attendance does not improve, this process takes the student and parent to Probation and/or Juvenile Court for prosecution.

**Tardiness:** The student is responsible for having his/her attendance changed from an absence to a tardy when arriving late to class.

**Tardy Sweeps** are randomly set by the administration in order to encourage students to be in class on time. Teachers are encouraged to lock the classroom door and send any late student to the office for a pass or tardy slip and detention.

### SUSPENSIONS

Students may be suspended for up to five consecutive days for violations of school rules and/or Ed. Code 48900/48915.

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a)(2) Willfully used force or violence.
- (b) Possessed, used, sold or otherwise furnished any firearm, knife, explosive or other dangerous weapon.
- (c) Unlawfully possessed, used sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage or intoxicant of any kind and sold, delivered or furnished a "look-alike" or "in lieu" substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stole or attempted to steal school or private property.
- (h) Possessed, or used tobacco in violation of school rules.
- (i) Engaged in habitual profanity or vulgarity or committed an obscene act.
- (j) Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or willfully defied authority.
- (l) Knowingly received stolen school or private property.
- (m) Possessed imitation/facsimile of a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in PC sec 261, 266c, 286, 288a, 289 or committed a sexual battery as defined in PC sec. 243.4.
- (o) Harassed, threatened or intimidated pupil who is a witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

Intentionally engaged in harassment, threats, or intimidation of pupil or group of pupils. E.C, 48900.4.  
Terrorist threats against school officials or school property. EC sec. 48900.7.

- (r) Engaged in the act of bullying, including, but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

### **CLOSED CAMPUS POLICY**

Fountain Valley High School operates as a closed campus. Students must remain on campus during the time school is in session, 7:00 a.m. until 2:50 p.m.

1. No student will be permitted to leave school at lunch or at any other time before the regular hour for closing school, except in case of emergency or with the prior approval of a school administrator.
2. Fountain Valley students are not permitted on elementary, middle or other high school campuses during the school day without written permission of that school's administration.

### **LEAVING CAMPUS**

Permits to leave the school grounds are issued for the following reasons:

1. Lunch: 11 and 12 grade students may be issued a lunch permit upon the request of a parent or guardian. **Parents must come to the Supervision Office to sign a permit application.** *This must be renewed each year.* Students whose schedule is out at the end of period 4 will be issued a "pass" to leave.
2. Illness: Permission to leave the campus because of illness or other emergency is issued by the Attendance Office, Assistant Principal's Office, or Nurse's Office.

**Saturday School Rules & Regulations:** Saturday School is usually held in the Cafeteria from 7:30 a.m.-11:40 a.m.

1. To be admitted and receive credit, students must be on time and stay the full four hours.
2. Students must bring a pen/pencil, homework and/or an appropriate book to read.
3. Students must be working for the full four hours.
4. Students may not leave their seat and should raise their hand if there is an issue. Talking is not allowed unless spoken to by the Saturday School teacher.
5. Students may not go to their locker once Saturday School starts.
6. A lavatory break will be provided. No other breaks will be permitted.
7. A student breaking any of these rules may be removed and must serve the Saturday School over.
8. Failure to attend Saturday School may result in removal of school privileges: attending school activities (dances, senior activities), lunch pass, parking permit, or suspension from school for defiance of authority.
9. School rules/dress codes are enforced at Saturday School. No pagers, cell phones or IPOD/Electronic Devices are allowed.

### **CODE OF CONDUCT**

In the best interest of health, safety, and the welfare of the total student body of Fountain Valley High School, it is expected that students conduct themselves in a way that will contribute to the educational process. Listed below are examples of unsuitable behavior and the possible consequences of such behavior.

All students are required to have a Baron ID on their person at all times during the school day. Failure to present a Baron ID when requested will result in detention.

The following rules and regulations apply to **ALL SCHOOL ACTIVITIES ON AND OFF CAMPUS**. These activities include all field trips, athletic events, dances, social activities, student government functions, and all other FVHS events. Violation of these rules, at any school activity, will result in the same disciplinary action as if they occurred during normal classroom activities.

**VANDALISM:** Students caught defacing school or private property on campus are subject to disciplinary action, which may include removal from FVHS and/or arrest. Parents are financially responsible for damage done to school property by their student.

**THEFTS:** A student found guilty of stealing, faces suspension from school and possible arrest.



**INTOXICATION OR UNDER THE INFLUENCE OF DRUGS OR ALCOHOL:** For possession, use of, or under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind, disciplinary action is as follows:

**1st Offense:** Subject to arrest. Parents are notified that the student will be suspended and may be eligible to participate in a district drug and alcohol program.

**2nd Offense:** Subject to arrest. Parents are notified that the student will be suspended, and an administrative decision will be made to determine whether the student will be removed from FVHS and/or possible expulsion.

NOTE: A *Breathalyzer* may be available at all events on and off campus.

**POSSESSION WITH INTENT TO SELL ALCOHOL OR DRUGS ON CAMPUS: (THIS VIOLATION CALLS FOR IMMEDIATE SUSPENSION AND NOTIFICATION OF PARENTS).** The student will be removed from campus on a permanent basis and referred to the Police Department. The student faces the possibility of expulsion from the School District.

**FIGHTING:** If a student is involved in a fight/assault, the student is subject to arrest, suspension, placement on a contract, possible expulsion and parental notification. A second offense of fighting or assault will result in a suspension and possible transfer to alternative setting or recommendation for expulsion.

**DISOBEDIENCE:** The student will be assigned detention, Saturday School or suspension.

**LITTERING:** If a student litters school grounds or classrooms, the student may be assigned campus beautification. This includes the parking lot and playing fields. Chronic violators may be assigned Saturday School or suspension.

**SMOKING:** California Education Code 10602 prohibits smoking, chewing tobacco or possession of tobacco and/or lighters on campus.

**OFF LIMIT AREAS:** The parking lot, track area, tennis courts, the service road circling the school, and all practice fields are off limits except when you are arriving or leaving school; the hallways and behind the 100 and 200 buildings are considered off limits during lunchtime.

**ADULT VISITOR PASSES:** Parents visiting the campus must check in with the receptionist.

**CHEATING:** (*See Academic Code of Honor*) Each teacher is responsible for communicating his/her expectations regarding individual work and group work. This notification should take place at the beginning of the semester in classrooms expectations.

**CONDUCT AT SCHOOL RELATED ACTIVITIES:**

Disciplinary action will be taken if students conduct themselves in an inappropriate manner at any school functions. Attire, accessories and dance styles that are determined to be inappropriate according to the terms of the dance contract may be grounds for removal from the dance or non-admittance to the dance.

**BICYCLES:** All bicycles on campus must be placed in the bike compound near the student parking lot. They are to be kept off the service roads, athletic courts and the central campus. Failure to adhere to these rules will result in disciplinary action. California law requires bike helmets. It is strongly recommended that students lock their bikes to prevent theft.

**SKATEBOARDS:** Skateboard riding is prohibited on campus. Violators of the rule will have their skateboards confiscated and returned to the parent. Damage to school property by skateboards will be the responsibility of the rider/parent or referred to the District Attorney for recovery.

**MOTORCYCLES AND MOPEDS:** These are modes of transportation and are not to be used once students have arrived at school. They are to be kept off the service roads, basketball/tennis courts, and the central campus. Failure to adhere to these rules will result in disciplinary action.

**COMMON SENSE:** Do not leave lockers or backpacks unattended. *The school is not responsible for theft or loss of personal property.* Do not bring expensive items to school, such as IPODs, high-end watches, cameras, unnecessary quantities of money or other items which might be easily stolen.

**LOCKERS:** Lockers will be assigned by the district computer to 2800 students. Others wanting a locker will put their name on the list in the Supervision Office. Locks are required on all assigned lockers. Locker problems should be reported to the Supervision Office.

**ELECTRONIC DEVICES:** FVHS strives to provide an academic atmosphere that minimizes distractions for students.

Electronic devices are not to be used for interpersonal communication during the school day, unless under the direction of a staff member. That means no texting, Facebook, Instagram, e-mails, phone calls, Snapchat, etc. Students may be allowed or even encouraged to use their personal devices for educational purposes under the direction of staff.

Parents: please contact the school if you need to speak to your son/daughter regarding urgent matters.

**CELL PHONE USE CONSEQUENCES:**

1st Offense-Device confiscated and returned to the student at the end of the following school day.

2nd Offense-Device confiscated and returned to Parent only.

3rd Offense-Device confiscated returned to Parent and detention given.

*Further offences will require a parent conference and behavior contract.*

**DRESS CODE:** Students with distracting clothing, hairstyles, accessories and/or makeup will be asked to make modifications in their appearance. This type of apparel includes, but is not limited to, strapless and crop tops, and any attire revealing undergarments. Boys are not to wear tank tops or sleeveless shirts. Only Fountain Valley High School hats and beanies may be worn during school hours. Hoods from hooded sweatshirts must be kept off the head for easy identification of FVHS students. Hoods are not to be worn indoors at all, but will be allowed outdoors during inclement weather. Clothing and jewelry that promote the use of alcohol, drugs or tobacco, and gang affiliation are prohibited. Clothing and/or accessories that show prejudice because of ethnicity, sexual orientation or religion are not allowed. Clothing with obscene language, gestures, symbols, or weapons is prohibited. Belts, jackets, and accessories having metal studs and/or chains are prohibited. Steel-toed shoes are prohibited. Shoes with protective soles must be worn at all times.

**THREATENING, INTIMIDATING, HARRASSING & MENACING ANY STUDENT:** A first offense will result in a conference/warning by the Assistant Principal of Supervision, contact with parents, and documented in the student's discipline file. A second offense will result in Saturday school or suspension from school.

**HAZING OR COMMITTING ANY ACT THAT DEGRADES, INJURES OR DISGRACES ANYONE IN PERSON OR OVER THE INTERNET/ELECTRONIC DEVICE:** This will warrant possible suspension, arrest, and transfer or possible expulsion from school.

**THREATENING OR INTIMIDATING SCHOOL PERSONNEL:** This may result in a recommendation for expulsion on the first offense, and requires MANDATORY NOTIFICATION OF LAW ENFORCEMENT AGENCIES.

**USE OF PROFANE OR INDECENT LANGUAGE EITHER VERBALLY OR IN WRITING:** This violation calls for detention/Saturday School or possible suspension and parent conference.

**FIRE-SETTING OR ATTEMPTED FIRE-SETTING, INCLUDING THE ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, BURNING OF TRASH CANS AND POSTERS:** This violation calls for immediate suspension and parent conference. An administrative decision will be made to determine whether the student will be arrested and/or removed from Fountain Valley High School. The Fire Marshal will be informed.

**POSSESSION OR USE OF FIRE CRACKERS OR OTHER FIREWORKS/EXPLOSIVES:** This violation calls for immediate suspension and parent conference. An administrative decision will be made to determine whether the student will be arrested and/or removed from Fountain Valley High School. The Fire Marshal will be informed.

**WEAPONS OR INSTRUMENTS CAPABLE OF DOING BODILY HARM: This violation calls for immediate suspension, recommendation for expulsion, and parent conference. An administrative decision will be made to determine whether a student will be arrested and/or removed from Fountain Valley High School.**

**STUDENTS ARE NOT TO LEAVE CLASS WITHOUT A PASS:** This is the responsibility of both the teacher and student. Failure to adhere to this rule will result in detention.

**DANCE BEHAVIOR:** Students dancing in a lewd or sexually explicit manner may be removed from a school dance without refund. Any student found to be intoxicated, under the influence of or in possession of drugs or alcohol will be suspended and subject to law enforcement.

### **HBUHSD Uniform Complaint Procedure (BP 1312)**

The governing Board recognizes that the district is responsible for complying with the 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, sexual orientation, 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: adult education; consolidated categorical aid programs; migrant education; vocational education; child care and development programs; child nutrition programs; and special 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 will be initiated. The Superintendent or designee shall distribute full information about these procedures.

The HBUHSD is an equal opportunity employer. Title IX.