

**Temecula Valley Unified School District**

**SUSAN H. NELSON SCHOOL**

**32225 Pio Pico Rd. | Temecula, CA 92592**

**MAIN OFFICE 951.695.7360 | FAX 951.294.6303**

**MISSION, VISION, STUDENT LEARNER OUTCOMES**

**Mission Statement:**

**The mission of Susan H. Nelson School is for our diverse learners to graduate as critical thinkers who are technologically confident and life-long, collaborative, and positive contributors to a global society. We accomplish this through a collaborative partnership among all stakeholders in a multimodal environment in which individualized student learning goals are made relevant and meaningful through a blended learning model.**

**Vision Statement:**

**Susan H. Nelson School believes all students have the ability to learn and all teachers will support learning:**

- in an environment that embodies rigorous academic Common Core standards and is disciplined, engaging, and technologically connected,**
- in an environment of trust and mutual respect exhibiting fundamental, moral, ethical, and civic values,**
- in an environment where students, parents, and teachers understand their individual responsibility as partners in the educational process.**

**Student Learner Outcomes:**

**Student Learner Outcomes are based upon student learning needs, as demonstrated by data which is systematically and continually collected and analyzed during each school**

year. SUSAN H. Nelson School Student Learner Outcomes are encapsulated in our “PAWS” for Success message:

**P - Productive and Persistent**

**Productive and persistent students who integrate technology throughout, and demonstrate proficiency in: reading, writing, listening, speaking, and mathematical skills.**

**A - Academic Achievers**

**Academic achievers who utilize critical thinking, problem solving, and technology.**

**W - Willing Contributors**

**Willing contributors in a global community.**

**S - Scholars**

**Scholars who persist in lifelong learning.**

**INDEPENDENT STUDY IN TVUSD & PROGRAM DESCRIPTIONS**

**Independent study is a different way of learning. In independent study, a student is guided by a teacher but usually does not take classes with other students every day. The student works independently. ... Students and parents choose this type of study on their own. Independent study programs are designed to help students who have health problems, are parents, are gifted, are working, or who find that regular classroom settings do not meet their needs.**

## **Nelson High School - Traditional Independent Study**

**The Nelson High School Independent Study program provides an educational alternative for secondary students who have the ability, study skills, motivation, and self-discipline to learn independently under the supervision and support of a credentialed secondary education teacher who assigns and evaluates all coursework.**

**Independent Study students may desire an accelerated learning program, a flexible schedule to pursue a career goal, or may simply learn better in an independent program with one-to-one interactions with a single teacher.**

**The traditional Independent Study setting works well for students with little access to technology/ regular internet service in the home setting. This program is also beneficial to students who work best when they are able to interact with materials in a tactile manner.**

## **Temecula Advantage Virtual - Virtual Independent Study**

**Students at Temecula Advantage Virtual (TAV) attend a program considered “hybrid” in nature, meaning students work within one or more of our three adopted systems (APEX, Haiku, and Odysseyware) to complete required coursework, but must attend school for support and test-taking purposes, as well as for specified course meetings.**

**Graduation requirements at TAV are the same as those at the comprehensive high school. These requirements include: 220 credits, a documented forty hours of community service.**

**Enrollment at TAV is considered on an individual basis, this program is considered an Independent Study option within the Temecula Valley Unified School District and it is a “program of choice”.**

## **Excelsior Academy - Credit Recovery**

**Only students who have been enrolled in RVHS may be enrolled in Excelsior Academy. The Excelsior Academy program utilizes the APEX system and is considered another independent study option within the Temecula Valley Unified School District. Graduation requirements at the Excelsior Academy are the same as those at Susan H. Nelson School (SHNS), and students are considered for enrollment in the following order: fifth-year seniors, current seniors, and current juniors.**

**Enrollment at the Excelsior Academy is very limited and students are not admitted for enrollment directly from the comprehensive high school setting; they must instead, go through Rancho Vista High School (RVHS). Upon becoming current with their credits and graduation requirements, students are able to transfer back (through RVHS) to their home high school upon administrative approval, though enrollment is not guaranteed.**

## **TVUSD INDEPENDENT STUDY POLICIES**

### **& PROGRAM REQUIREMENTS**

**Participation in independent study is an alternative educational choice. (Ed. Code 51747) Independent study is an optional educational alternative that students and families voluntarily select including expelled students (Ed. Code 48915) and/or students whose expulsion has been suspended (Ed. Code 48917). All students who choose independent study must have the continuing option of returning to the traditional classroom setting.**

**The student is required to report to a supervisory teacher for a minimum of one hour per week as scheduled. Parents/Guardians must call to reschedule the appointment if the student is ill. Some courses may require additional time. Additionally, independent/ virtual study students are required to participate in all state-mandated tests.**

**Students are required to do a minimum of 30 hours per week of assigned homework to remain in the independent study program. This allows students to earn approximately two credits per week and to maintain full-time status. Failure to meet these requirements will result in an educational placement meeting to determine the best educational placement option.**

**Representative samples of student work products from each content area will be retained on file by the school.**

**Students whose cumulative work production attendance is less than 80% may be assigned probationary status. Students that have six truant reports or fail to complete courses as scheduled will have an educational placement meeting to determine the best educational placement option.**

**Students with exceptional needs may participate in an independent study program if an IEP/504 team has conducted a meeting to determine if such a program is the least restrictive environment (LRE) for learning.**

**Students will be provided support services when needed, units of study, textbooks, and all required materials. All courses meet and are equivalent to state and district standards as reported to UCOP and NCAA. Students in independent study have equivalent access to curriculum and instruction, and rights as any traditional student within the Temecula Valley USD.**

**All materials issued are the property of the Temecula Valley USD and shall be returned upon completion or termination of the agreement.**

**Students coming from a comprehensive high school within Temecula Valley USD must have a signed recommendation from their counselor.**

**Learning objectives and required resources/ materials are included in subsidiary agreements and/or within online course materials. Grades are based on both subjective and objective teacher evaluation, a score of 70% is required for credit. Report cards are mailed at the end of each semester. If additional assistance is needed to achieve learning objectives, students are instructed to call the supervising teacher at 695-7360.**

**TVUSD GRADUATION REQUIREMENTS**

**A minimum of 220 semester credits are required for graduation in the following areas:**

<b>English</b>	<b>40 credits (8 semester courses)</b>
<b>Social Studies</b>	<b>30 credits (6 semester courses)</b>
<b>Science</b>	<b>20 credits (4 semester courses)</b>
<b>Mathematics (Including Algebra)</b>	<b>30 credits (6 semester courses)</b>
<b>Physical Education</b>	<b>20 credits (4 semester courses)</b>
<b>Fine Art or Foreign Language</b>	<b>10 credits (2 semester courses)</b>
<b>Additional Elective Credits</b>	<b>70 credits (to total 220 credits)</b>

**In addition to the Academic Requirements listed above, forty (40) hours of Community Service are required. Supervising teachers can provide students with further information about TVUSD graduation requirements. Supplementary information is also available online at [www.tvusd.k12.ca.us](http://www.tvusd.k12.ca.us).**

### **HIGH SCHOOL VALEDICTORIAN**

- 1. The class valedictorian will be the student with the highest overall GPA for all classes taken in grades 9-12. The GPA will be calculated at the close of the 9 week progress report in the 2nd semester of the senior year.**
- 2. When the GPA is calculated, an extra grade point average is awarded for an A, B, or C earned in Advanced Placement and International Baccalaureate courses only.**
- 3. In the event of a tie, there will be co-valedictorians.**

### **GRADUATION CEREMONY & POLICY**

**The end of school year graduation ceremony exists to recognize students who have successfully completed all of the TVUSD requirements for graduation. Any senior who accumulates six or more days of out of school suspension in the last semester, or becomes the subject of a suspended expulsion, will forfeit participation in all senior activities, including the graduation ceremony.**

## COMMUNITY SERVICE

All TVUSD students are required to complete and submit a [log of a minimum of 40 hours of community service](#) for a non-profit organization in order to be eligible for graduation. Supervising teachers can provide more information about community service opportunities.

## UNIFORM COMPLAINT PROCEDURES & WILLIAMS ACT

SHNS follows California Ed Code and TVUSD Board Policy in receiving and addressing uniform complaints, including those which pertain to the Williams Act ([BP 1312.4](#)).

TVUSD recognizes that it is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. TVUSD encourages the early, informal resolution of complaints whenever possible and appropriate. The District shall investigate complaints alleging failure to comply with such laws and /or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures ([BP 1312.3](#)).

A complaint shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner.

**REPORTING ACCIDENTS** Anytime a student is injured on campus, he/she should report the injury to their teacher, the counselor, or the principal immediately.

**TESTING INFORMATION** The assessments that comprise the CAASPP administration are a mix of online and paper-pencil assessments. The online component contains the Smarter Balanced English language arts/literacy (ELA) and mathematics tests. The paper-pencil component includes CST science tests and the optional STS for RLA.

[Smarter Balanced](#) In California, all students in grades 3 through 8 and 11 will participate in the Smarter Balanced tests, which include both ELA and mathematics content areas. These tests are administered online. [California Standards Tests \(CSTs\)](#) The CSTs in Science are to be administered to students in grades 5, 8, and 10.

**Research shows that one of the best indicators of how well students will do in college is based on their ability to perform the skills necessary for post-secondary coursework. The following tests serve that purpose:**

**ACT Assessment:** Usually taken by 11th and 12th graders, this test measures skills in four curricular areas that are the major foci of academic instruction in most high schools and colleges. The ACT may be taken for entrance to any California state college or university and nearly all post-secondary institutions across the country. The test is given five times a year. Students must register at the ACT website ([www.act.org](http://www.act.org)) or stop by the Career Center for more information

**AP Testing:** Advanced Placement testing for students who have completed AP courses, or those who wish to challenge the exam on their own accord. The AP Testing Dates and Times are available online ([www.collegeboard.com](http://www.collegeboard.com)). Students should see their supervising teacher to sign-up and pay for AP tests which are offered every May.

**PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Qualifying Test):** The PSAT measures students' verbal and mathematical reasoning skills that are important for success in college. It includes a writing skills component to focus the need for students to develop effective communication skills. This exam gives students an estimate of future SAT scores. When the exam is taken in the 11th grade, the results of the test are also used to elect outstanding students in the nation for scholarship awards.

**SAT I (Scholastic Assessment Test):** The SAT I, usually taken by 11th or 12th graders, measures verbal and math abilities. It may be taken for entrance to any California state college or university and nearly all post-secondary institutions across the country. The test is given seven times a year, and students must register through the mail or online ([www.collegeboard.com](http://www.collegeboard.com)) at least 4 weeks in advance of the test. Students must register via the website or stop by the Career Center for more information

**SAT II (Scholastic Assessment Test):** The SAT II measures abilities in specific subject areas. The University of California system requires students to take Writing, Mathematics, and a third subject from the approved list (See the UC handbook for details). Students may take one, two, or three tests on any given test day. It is recommended that students take the SAT II soon after completing the course that corresponds to the test. The test is given seven times a year, and students must register through the mail or online ([www.collegeboard.com](http://www.collegeboard.com)) at least 4 weeks in advance of the test. Applications are available in the College and Career Center



## **HELPFUL TIPS FOR PARENTS**

**Parent/guardian involvement can be used to speed up a child's learning. Homework can involve parents/guardians in the school process. It can enhance parents' appreciation of education. It can give them an opportunity to express positive attitudes about the value of success in school.**

**When parents/guardians (and other adults in your child's life) get involved with their children's homework, communication between the school and family can improve. It can clarify for parents/guardians what is expected of students. It can give parents/guardians a first hand idea of what students are learning and how well their child is doing in school.**

**Research shows that if a child is having difficulty with homework, parents/guardians should become involved by paying close attention. They should expect more requests from teachers for their help. If a child is doing well in school, parents/guardians should consider shifting their efforts to providing support for their child's own choices about how to do homework. Parents/guardians should avoid interfering in the independent completion of assignments.**

- **Acknowledge effort and success. Avoid taking the responsibility for your child's assignments being completed.**
- **Provide a calm uncluttered study space with limited distractions like the phone, television, etc.**
- **Schedule time in a way that helps get work done, permits guilt-free recreational time, and improves efficiency.**
- **Calendar assignments ahead of time in order to have a plan of attack.**
- **Complete the assignments as soon as possible: Avoid last minute rushing.**
- **Provide time to practice.**
- **Chart and acknowledge effort and accomplishment. (Can be as simple as marking a "to do list".)**
- **Keep emotional contact with your child or youth while they are doing their learning assignments: Avoid isolation while learning.**
- **Avoid doing the assignments for your child. Express faith that they will figure out how to do it and encourage them to be diligent.**
- **If it's an option, consider becoming a lifelong learner yourself. Take a correspondence or online course and work on it while your child works on their assignments.**
- **Avoid simply telling your child or youth about the academic areas in which you had difficulty. Rather, become a learner and take a course and get more comfortable with those trouble areas. Your comfort will help your child.**

- Do your best not to feel guilt or shame if you or your child has had difficulty learning in one or all academic areas.
- Work to help your child make connections between their interests and their school work, rather than relying solely on memorizing textbook/computer program information.
- Consider the other responsibilities of your day before scheduling, such as hours spent with other family members, a job, housekeeping, recreation, relaxation, exercise, and so on. Then fill in the weekly schedule to include time for other responsibilities as well as the required supervision of the student's study.

Communication is important. A meeting time should be set aside within the daily schedule to discuss the good things of the school day, ways to improve the upcoming lessons, responsibilities, future plans, and any other ideas or problems. This practice encourages the development of oral language, problem solving, and critical thinking skills, among others. You, in the parent role, should merely guide the discussion during these meeting times, talking only when necessary.

Resources:

[“Independent Study and Youth” by June Nason](#)

[The Independent Study Operations Manual \(CDE\)](#)

[“Homework Tips for Parents” \(U.S. Department of Education\)](#)

[Helping your Child with Organization and Study Skills by Joan Sedita](#)

## HOW TO REQUEST AN OFFICIAL TRANSCRIPT

### Directions for Students Ordering NON SHNS (but still TVUSD) HIGH SCHOOL TRANSCRIPTS

#### Option A- Electronic Processing

The recommended & most efficient option complete with tracking and email notification

1. Access the website  
<http://exchange.parchment.com>
2. Follow instructions provided.

#### Option B- In house Request Form

1. Place the order in the registrar's office;
2. **SUBMIT A WRITTEN REQUEST** to our school secretary (see form below)
3. Completed transcripts will be mailed or ready for pick up one work day following the receipt of the request;

4. After your initial 2 free copies there will be a \$2.00 charge for each official transcript processed (cash, check, or money order)

#### **Directions for Current Students in Need of Transcripts**

**SEE THE SHNS SCHOOL SECRETARY FOR ALL SHNS TRANSCRIPT REQUESTS.**

#### **HOW TO REQUEST A LETTER OF RECOMMENDATION**

**Writing a college letter of recommendation requires considerable effort. Don't just blurt out a request to a supervisor or instructor you see walking down the hallway. Choose your letter of recommendation writers carefully, and plan out your timing and approach.**

**Ask someone who knows you well. When deciding on whom to ask, don't simply think of those classes in which you have done well: think of instructors or supervisors who are most familiar with your work and achievements. Readers look for evidence of the letter writer's familiarity with your work. Without it, letters of recommendation lack credibility.**

**Ask early. Don't wait until the last minute. Instructors are flooded with college letter of recommendation requests at the end of the semester (as well as near application deadlines), and you don't want your letter to suffer as a result. If you approach your instructor a few months before the deadline, you will avoid putting him or her under pressure, and you give him or her plenty of time to ponder your performance. As the deadline approaches, you can always send the writer a friendly reminder of the impending deadline.**

**Ask personally. When seeking letters of recommendation, don't send e-mails or leave voicemails. It's to your advantage to ask the person face-to-face. This conveys just how important this letter is to you.**

**Provide all necessary materials. Most applications include specific forms for letter of recommendation writers. They often ask for both a written-out statement and a series of short questions. If you are asking your instructor for several versions of the letter — for instance, if you are applying to a number of schools — you might remind him or her that the statement need not be written directly on the sheet itself; it can simply be stapled to the form.**

**Waive your right to read the letter. Federal law grants you access to your letters of recommendation, but many applications include a form where you can waive your rights to read the letter. [It is] recommend that you do so. This reassures the reader that the instructor has written a candid letter.**

**Send a thank-you note. Always send your writer a thank-you note after you know the letter has been sent out, whether or not you have heard from the school. Don't wait too long to do this: a week or two is a good timeline.**

**Borrowed from Petersons.com**

## **TVUSD INDEPENDENT STUDY ATTENDANCE/TRUANCY POLICIES**

**Truancies are a serious violation of California Education Code. Habitual truancies may lead to intervention by officials of law enforcement. Prior to law intervention schools are compelled to develop a policy to encourage school attendance.**

**Students are required to meet with their assigned teacher(s) each week for their regularly scheduled appointments. This appointment lasts sixty to ninety minutes. Additional time/ additional appointment(s) may be required to complete assessments, projects, presentations, etc.**

**Students may call or email their teachers at any point during the school day for help and academic support. Most questions can be answered over the phone/via email. Outside of the school day, students are encouraged to leave voice messages and to email as well.**

## **CHANGE OF ADDRESS/ PHONE NUMBERS**

**All parents must have and use an Infinite Campus Parent Portal account. Each year parents will need to enter contact information for their students. This needs to include all phone numbers available to reach a parent/guardian as well as alternate contacts. Upon any changes to the student or parent contact information, updates must be entered via the Infinite Campus Parent Portal. Parents may enter different contact numbers for each of their students if needed.**

**Emergency Contacts are critical to student safety and communication. Contact information must also be entered via the Infinite Campus Parent Portal for Emergency Contacts (individuals a parent/guardian assigns to care for their student in the event parents/guardians cannot be reached).**

**Address Changes are handled our SHNS clerical staff. A form can be picked up from your program's secretary. Please remember to provide two pieces of evidence as proof of residency from the requirements found on the form.**

## **WITHDRAWAL POLICIES**

**From an Academic Class: Students' classes may be changed by the designated deadline without penalty due to academic misplacement or by supervising teacher/counselor/administrator recommendation. Students who withdraw after the deadline will receive a Withdraw/Fail (W/F) grade unless they are transferring to another school.**

**From School: Students leaving Susan H. Nelson School must provide the clerical staff/school secretary with notification from their parents requesting the withdrawal including information about the school they plan to attend next. All fines and charges must be cleared before permanent records will be forwarded to another school.**

## **DESCRIPTION OF A TYPICAL INDEPENDENT STUDY SESSION**

### **During/After the Student's Initial Enrollment Meeting:**

**The school staff and faculty complete legal enrollment and registration procedures, gets records from past schools, and notifies the state and district of student's enrollment.**

**The teacher completes an inventory of student's strengths, interests and needs, which is primarily driven by the student's transcript and collaborative discussion between the student, parent, and teacher.**

### **After the Initial Enrollment Meeting:**

**The student attends a weekly ninety meeting with his/her supervising teacher. Parents are not required, nor expected to attend weekly meetings unless indicated otherwise by school staff/faculty.**

### **Traditional Packet-Based Coursework:**

**The teacher evaluates, responds to, corrects, and discusses the past week's completed learning assignments. The teacher records information about the completed learning assignments within the parameters of state education authorities to ensure compliance to California Educational Code. The teacher and student (and parent, if in attendance) develop the coming week's learning assignments.**

### **Virtually Based Coursework:**

**Throughout the week, the teacher responds to, corrects, and discusses completed learning assignments that are submitted electronically. The teacher records information about the completed learning assignments within the parameters of state education authorities to ensure compliance to California Educational Code (also done throughout the week). The teacher and student (and parent, if in attendance) discuss current progress as well as the coming week's assignments.**

**In all Cases:**

- **Students are required to remain in the support lab/ their teacher's classroom for the remainder of their allotted appointment time.**
- **The teacher loans appropriate materials to student and parent when needed (or materials are checked-out from the school library/media center).**
- **The teacher checks to make sure that the new learning assignments are understood by the student.**
- **The teacher instructs the parent on how to best support the student in getting the learning assignments completed.**
- **The teacher is occasionally available by email and/or telephone for brief consultation throughout the remainder of the week and/or on an as-needed basis in the support lab or by appointment.**

**Throughout the week, students are then expected to work a minimum of thirty hours to complete all assigned coursework.**

## **ACADEMIC HONESTY & INTEGRITY POLICY**

**Susan H. Nelson School staff and faculty oppose cheating, plagiarism, and dishonesty. To support this policy, certain safeguards are in place for elections and for academic security. While it is said, "honesty is its own reward," students and staff appreciate the integrity of all stakeholders, especially in the face of temptation and the pressure to excel. For our purposes, academic honesty and integrity includes, but is not necessarily limited to:**

- **Cheating. Any intentional giving/discussing/using of external assistance relating to an examination, test or quiz, without express permission of the teacher.**
- **Fabrication. Any intentional falsification or invention of data, citation, or other authority in an academic exercise.**
- **Unauthorized Collaboration. Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted.**
- **Plagiarism. Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.**

- **Theft/ Alteration of Materials.** Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office, and/or library materials.
- **Pattern of Test Avoidance.** A pattern of absences on test days or major assignment due dates for the apparent advantage of performing better at a later date or for gaining extra working/studying time.
- **Pressure for Unsubstantiated Grade Changes.** Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.
- **Abusive Conduct with Computers and/or the Network.** Such conduct includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering of any system software or software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software.
- **Unauthorized Electronic Entry.** Any entry without permission. Any access, downloading and/or printing of materials that would be considered by any staff member to be pornographic, unlawful, obscene, or otherwise objectionable.

#### **Prohibited Use(s)**

**Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, distribution of:**

- **Information that violates or infringes upon the rights of any other person.**
- **Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.**
- **Advertisements, solicitations, or political lobbying.**
- **Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.**

#### **Notice of Potential Disciplinary Action(s)**

**Inappropriate use may result in the revocation of privileges. The system/district administrator(s) may close an account at any time deemed necessary. Depending upon the seriousness of the offense, any combination of the following may be enforced: Education Code, District/ Board Policy, Site Policy. Possible consequences for failing to abide by the policies set forth by the school include:**

- **Parent Notification**
- **Lowering of Citizenship and/or Academic Grades**
- **Dropped from Course with F/U**
- **Removal from SHNS**



## **ACADEMIC PERFORMANCE POLICY**

**Failure to perform in an academically proficient manner, as determined by the teacher's evaluation of student coursework and attendance, will result in an evaluation of the student's current school placement. If, at any point, independent study is determined an inappropriate placement for the student, he/she will be dropped for the SHNS program and, unless an alternate is designated by the parent, will be expected to enroll/re-enroll at his/her school of residence within the school district of residence.**

## **STUDENT ID CARDS**

**Student I.D. cards are a means of identifying a student as a member of Susan H. Nelson School. Students are expected to carry them at school and school related activities. They must be present if students wish to operate computers on campus. Students must present a current I.D. card to check out materials from the library, to attend dances within the district and to take part in other athletics or activities throughout the district. Replacement cards are available at our school secretary's desk. Students may not share their I.D. cards with other students at any time.**

## **BICYCLES/ SKATEBOARDS ON CAMPUS**

**Students are not permitted to ride bicycles, skateboards, scooters, etc. are not permitted to be ridden on campus at any time. Bikes and scooters must be secured on the designated bike rack at the front of the Sparkman Alternative Education Campus. If permitted, skateboards should be stored in the predesignated area for the time the student is on campus.**

## **CLOSED CAMPUS/ OPEN SUPPORT LAB**

**The Governing Board, as authorized by Ed. Code 44808.5, has established a closed campus at all TVUSD schools. Once a student arrives on school grounds, he/she must remain on school grounds until the end of their scheduled appointment time. Students may not leave campus during their weekly scheduled appointment. Students may not have other students from other schools visit at any time. Violation by student will be handled through progressive discipline. The school resource officer may issue a citation to truant students at any step in the process.**

**SHNS students are required to remain on the SHNS portion of the Sparkman Alternative Education Center campus unless they are momentarily using shared facilities. SHNS students are not able to socialize with RVHS students during RVHS lunch and break periods.**

## **PARKING**

**In the interest of student safety, the front parking lot is a designated area for student drop off or pick up. The school is not responsible for theft or damage to vehicles parked on school grounds. For the students' protection, it is advised that all students keep their vehicles locked. Vehicles parked on campus must be parked in a designated student/visitor parking area. Students should not loiter in their cars or in the lot. Cars parked on campus may be subject to search. Dangerous or excessive speed or reckless driving may result in citation, school suspension and /or loss of on-campus parking privileges.**

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## **STATEMENT OF EQUAL ACCESS**

**Temecula Valley Unified School District, acknowledging the value of student involvement in cocurricular activities, including: curriculum, clubs, student service organizations, and other non-curriculum related organizations, adopts the policy supporting these activities on secondary school campuses. The policy implements the Equal Access Act as enacted by Congress in 1984. The intent of the policy is to allow secondary school students to meet on their campuses for a limited open forum for religious, political or philosophical discussions. Implementation of the Equal Access Act does not signify District sanction or endorsement of any particular religious, philosophical, or political belief discussed in these limited open forums. Nothing herein shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary.**

## **SHARED SERVICES & FACILITIES**

**COUNSELING & GUIDANCE SERVICES. Students/ who wish to meet with our Sparkman Alternative Education Center academic counselor, or licensed social worker, should first see their supervising teacher in order to make an appointment. Students wishing to learn more about the various college and career resources and opportunities should see their supervising teacher to request more information. Students may also find updated resources in the main office of SHNS.**

**MEDICATIONS/ HEALTH OFFICE.** Our Sparkman Alternative Education Center Health Office is centrally located at the front of the RVHS main office entrance. Designated school personnel may assist any student who needs to take medication during the school day if the school receives:

1. A written statement from the doctor detailing the method, amount and time the medication is to be taken.
2. A written, signed statement from the parent/guardian asking the school to assist the student. After the required forms are brought to school, a responsible adult should bring the prescribed medication in a labeled prescription container to school. Students are not allowed to bring or carry any medication including over the counter drugs (Advil, Tylenol, etc...) with them. Please contact the Health Office for proper forms.

**LIBRARY/MEDIA CENTER.** The Sparkman Alternative Education Center shares one centralized library/media center. While SHNS students are permitted to use the library facilities for checking-out textbooks, SHNS students are not allowed to remain in the library for studying or computer use and must, instead, return to the SHNS portion of the campus after checking out/returning books for studying, computer use, etc.

**RESTROOMS.** Student restrooms are centrally located in the quad area of Sparkman Alternative Education Center.

**FOOD SERVICE.** Open daily at break and lunch in the Sparkman Multi-Purpose Room. Nutritious snack items are available at all service areas. We also offer Meal Deals (full lunch) on campus daily, consisting of a choice of six different entrees, fruit or salad, and milk. Applications for free and reduced lunch are available on the TVUSD website and accepted throughout school year.

**EXTRACURRICULAR & SPORTS OPPORTUNITIES.** Students wishing to take part in activities and/or sports sponsored by traditional high schools in TVUSD should contact their supervising teacher, in addition to the school sponsoring the event, to obtain the appropriate paperwork and permissions.

**Pursuant to the Equal Access Act of 1984, as well as the California Interscholastic Federation Southern Section Handbook (sec. 302): students in Independent Study Programs are eligible to attend an independent study program and take part in CIF sports activities at their school of residence.**

## **STUDENTS USE OF ELECTRONIC INFORMATION SERVICES**

**The Governing Board believes that electronic information services provide students access to sources of information, enable students to develop reasoning and problem-solving abilities, and foster workplace skills. Students, however, have obligations and responsibilities when using electronic information services that are clearly delineated in Board Policy and Administrative Regulation 6163.4 that all students and parents must sign before students can utilize any computer on campus. See below for more details.**

**The Temecula Valley Unified School District utilizes electronic information services that link all of the District sites as well as provide access to other school districts, public and private institutions and the Internet. Temecula Valley Unified School District students using these services will have access to public domain and shareware software of all types, discussion groups on a wide variety of topics, many university libraries and the Library of Congress, electronic mail communication with people worldwide and information and news from a variety of sources and research institutions. (Ref. AR 6163.4)**

### **TVUSD User Obligations and Responsibilities**

- 1. The student in whose name an electronic information service account is issued is responsible for its proper use at all times. Users shall keep usernames and passwords, home addresses, and telephone numbers private. They shall use the electronic information services only under their own user account.**
- 2. Students shall use the electronic information services responsibly and only for purposes related to education. Commercial, political, and/or personal use of the District's services is strictly prohibited.**
- 3. Students shall not use the District's electronic information services to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.**

- 4. Students shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.**
- 5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for educational use only in accordance with copyright laws.**
- 6. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.**
- 7. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of another user, including so-called "hacking".**
- 8. Students shall not read other users' e-mail or files without permission. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, forge or "spoof" other users' mail.**
- 9. Students are expected to keep messages brief and use appropriate language using their best spelling, punctuation and grammar.**

**Students shall report any security problem or misuse of the network to the teacher or principal. The District reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials to ensure proper use of the system.**

**The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the District's Acceptable Use Agreement. The decision of the principal or designee shall be final. Inappropriate use shall result in cancellation of the student's user privileges and disciplinary action in accordance with law and Board policy.**

### **DISCIPLINARY ACTIONS**

**Inappropriate behavior can/will be dealt with by implementing any one or a combination of the following consequences:**

**Depending upon the seriousness of the offense, any combination of the following may be enforced: Education Code, District/ Board Policy, Site Policy. Possible consequences for failing to abide by the policies set forth by the school include:**

- **Parent Notification**
- **Lowering of Citizenship and/or Academic Grades**
- **Dropped from Course with F/U**
- **Removal from SHNS**

**POLICE CONTACT: Police contact will occur in all situations where local, state and federal laws are broken. All legal action taken by law enforcement is under the jurisdiction of the Sheriff's Office, an agency independent of the School District.**

**DISCIPLINE AND THE EDUCATION CODE: "The governing board of any school district shall prescribe rules not inconsistent with law or with rules prescribed by the State Board of Education for the government and discipline of the school under its jurisdiction." (EC 35291)**

**No pupil shall be suspended or expelled from any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:**

- **While on school grounds**
- **While going to or coming from school**
- **During the lunch period whether on or off campus**
- **During, or while going to or coming from, a school sponsored activity Or instances which may have originated on campus**
- **Any text messages, phone messages, e-mails, videos or postings on the Internet that create a hostile or intimidating environment on campus**

## **ELECTRONIC DEVICES**

**Cell phones and electronic devices such as iPods have frequently been victims of theft. To prevent the thefts of these items, it is strongly urged that these devices are not brought to school. Should they be stolen it is not the Administration's responsibility to retrieve these items. Cell phones and electronic devices (such as MP3 players, Gameboys, etc) may not be visible or used during school hours. "Smart phones" may be used during class time if the teacher expressly allows it for academic reasons only. It is not the school's intent to look for cell phones and electronic devices, but if they are being used or are visible during school hours, students may be asked to discontinue use or face disciplinary action.**

## **APPROPRIATE LANGUAGE**

**Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. Use of profanity can be a suspendable offense. The following misuse of written, spoken or gestured communication is unacceptable:**

1. **Obscene or profane language**
2. **Derogatory or intended to be racial, ethnic, religious, gender or sexual slurs**
3. **Intended to be hurtful or harassing**

## **PUBLIC DISPLAY OF AFFECTION**

**In an effort to promote behavior that establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, the following is unacceptable:**

- 1. Prolonged or heavy kissing**
- 2. Fondling/inappropriate sexual contact**
- 3. Prolonged/excessive body contact**
- 4. Violation of the above will be handled through the steps of progressive discipline described earlier.**

## **DRESS CODE**

**In cooperation with teachers, students and parents/guardians, the principal or designee shall regularly review the following district regulations and may establish additional school rules governing dress and grooming. It is the intention of this regulation to establish dress and grooming standards acceptable to the school environment. Violations of the dress and grooming regulations will result in immediate removal of the student from the school setting to change into appropriate clothing. Parents will be notified of dress and grooming violations. Any subsequent dress and grooming violations will be considered for appropriate discipline. Repeated violations will be considered defiance and referred for appropriate disciplinary action. Any absences due to dress and grooming violations are unexcused for attendance purposes pursuant to Board Policy 5113/ TVUSD AR 5132(A)**

- Shoes must be worn at all times.**
- Clothing, jewelry and accessories, such as backpacks or notebooks, shall be free of writing, pictures or any other insignia that are crude, vulgar, profane, provocative, or sexually suggestive; neither may they advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. A school administrator shall confiscate accessories if deemed in violation of this section or if they pose a health/safety risk.**
- Hats shall not be altered, and hats shall be removed in the classroom or inside buildings. Bandannas and/or headbands/sweatbands worn on the head or visible from pockets for the purpose of group identification will not be permitted. Hairnets will not be allowed. Any individualizing of apparel that designates affiliation with gang or outside clubs will not be allowed, except with prior permission from the site administrator.**
- Clothes shall be sufficient to conceal undergarments at all times. No tube or halter tops, strapless tops, backless tops, backless with tie tops, off-the-shoulder or low-cut tops, spaghetti straps (straps must be 2" wide) or tops of see-through or fishnet fabric shall be allowed. Skirts or shorts must cover to the mid-thigh.**
- Personal cleanliness, including clean hair, is expected.**



- **No symbols that are associated with racism, intolerance or can be interpreted as demeaning to any race, gender or religion may be displayed or worn. Examples may include but not be limited to the iron cross, lightning bolt script of a double SS or the inappropriate silhouette of a woman.**

**With administrative approval, coaches and teachers may impose more, but not less, stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student in a P.E. class shall be affected due to a student's failure to wear standard apparel because of circumstances beyond the student's control. With site approval, reasonable dress regulations may be established for times when students are engaged in co-curricular or other special school activities. School clubs/teams wearing uniforms/attire shall meet all dress code requirements unless an administrative waiver is obtained. Evening wear worn for formal school sponsored occasions is an exception.**

#### **ENVIRONMENT:**

**A clean, healthy and attractive campus improves the educational experience and is enjoyed by all. It is a shared responsibility. In order to provide a safe and attractive environment, the following are unacceptable:**

1. **Litter - our School Resource Officer reserves the right to ticket those students seen violating Penal Code Section 374.4.**
2. **Vandalism-defacing of or damage to school or private property, including: tagging, graffiti, tree/shrub damage**

**Those students committing the above actions may be subject to criminal prosecution and restitution.**

#### **BULLYING:**

**The Governing Board is committed to maintaining an educational environment that is free of sexual harassment, discrimination, harassment or intimidation. The Board is committed to ensuring equal opportunities for all students in admission and access to the District's educational programs, guidance and counseling programs, athletic programs, testing procedures and other activities. Any student who feels that he/she is being or has been subjected to sexual harassment, discrimination, harassment, or intimidation shall immediately contact his/her teacher or any other employee.**

**Bullying of any kind is not tolerated. If you are a victim of bullying, please come into the office and fill out a report form. The situation will be handled discreetly. If you witness the bullying of others it needs to be reported. Your identity as a reporter will be protected. Forms to report bullying can be found through the Assistant Principal's Office. Forms can also be submitted to the Assistant Principal online. Bullying cannot be ignored, but false reporting for vindictive reasons will result in discipline. Bullying can be a suspendable offense.**

**Bullying may involve, but is not limited to:**

- **unwanted teasing or harassing**
- **threatening**
- **intimidating**
- **cyberbullying**
- **public humiliation**

**FOOD AND DRINKS: Food and drinks may not be purchased during instructional time. Items purchased during instructional time may be confiscated. Food or drink consumption during class time will be at the teacher's discretion. All individuals are responsible for cleaning up trash, if classroom consumption is permitted by the teacher.**

**VISITORS/PARENTS ON CAMPUS:**

**In order to ensure campus security and protection of students, strict enforcement of the campus policy regarding the presence of non-students on campus is enforced.**

1. **All visitors must register in the Front Office.**
2. **Students are not allowed to bring guests to school.**
3. **The presence of any non-student during regular school hours is subject to arrest PC 626.8.**
4. **Visitors in classrooms must comply with Board Policy 1250, EC 49091.1(b) and 51101.1 as well as TVUSD's Parental Classroom Observation Procedures and Protocol.**

**TRESPASSING/PENAL CODE, STATE OF CALIFORNIA, SECTION 626.8**

**Any person who comes into any school building or upon any school ground, or street sidewalk, or public way adjacent thereto without lawful business thereon, and whose**

**presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remain there, or who re-enters, or comes upon such place within hours after being asked to leave by the school official is guilty of misdemeanor and is punishable by a fine of not exceeding \$500 and/or imprisonment in the county jail not exceeding six months.**

**NOTICE OF GOVERNING BOARD CONSEQUENCES** The Governing Board and staff of the Temecula Valley Unified School District are committed to keeping our schools safe for all students. It is important that each student understands the consequences of becoming involved in the use and/or possession of a controlled substance (drugs or alcohol) and/or dangerous objects. Any of these offenses will be reported to the proper legal authorities.

**EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, OR ALCOHOL (EDUCATION CODE 48900 b,c and d):**

- **Using, possessing, selling, furnishing, or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.**
- **Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object.**

**THESE REGULATIONS APPLY TO STUDENTS IN THE FOLLOWING SITUATIONS:**

- **On school ground (includes the parking lot, as well as vehicles on school property);**
- **Going to or coming from school;**
- **On lunch break, whether on or off campus;**
- **At, going to, or coming from a school-sponsored activity.**

**Students may be expelled for the following:**

- **Causing Serious Physical Harm**
  - **Willfully Used Force or Violence**
- **Threatening to Cause Physical Injury**
- **Possessing a Weapon**
- **Possessing, Selling, or Furnishing Drugs**
- **Robbery or Extortion**
- **Sexual Assault/Battery**
- **Cause or Attempted to Cause Property Damage**
- **Stealing or attempting to steal**
- **Use or Possession of Tobacco Products**
- **Committing an Obscene Act**
- **Habitual Profanity or Vulgarity**
- **Disrupting School Activities**
- **Willful Defiance of School Authority**
- **Knowingly Received Stolen Property**
- **Possession of an Imitation Firearm**
- **Harassment, Threatening or Intimidating a Student Witness**
- **Retaliating Against a Student Witness**
- **Sexual Harassment (Grades 4 to 12 only)**
- **Caused, Attempted to Cause, Threatened to Cause or Participated in an Act of Hate Violence (4 to 12 only)**
- **Intentionally Harassed, Threatened or Intimidated a Student or a Group of Students (4 to 12 only)**
- **Making Terroristic Threats Against School Officials or School Property**

**The Governing Board and staff of the Temecula Valley Unified School District are committed to keeping our schools safe for all students.**