

CONEJO VALLEY HIGH SCHOOL

1402 E Janss Road
Thousand Oaks, California 91362
www.conejousd.org/cvhs
(805) 498-6646

Welcome to Conejo Valley High School,

We recognize that enrolling at Conejo Valley High School may not have been part of your plan. However, we believe that we can help you with your educational needs if you are willing to help yourself.

Conejo Valley High School is recognized by the state of California as a Model Continuation High School. The high school serves a diverse student population who are primarily 16-18 years old. Students originally come to CVHS because they are behind in credits and are not on track to graduate. Students at Conejo Valley High School are quickly integrated into a caring and supportive community that makes them feel valued, builds their confidence, and helps them to find renewed hope in their future. Students attending CVHS earn a high school diploma and must meet the same graduation requirements of students at the district's traditional high schools. Programs offered include Career and Technical Education, Support Groups, Work Experience and courses offered through Moorpark College earning dual credit. We offer several extra-curricular activities including an Interact Club, Future Business Leaders of America (FBLA), Yearbook, Leadership and intramural sports.

By design, students in our alternative program can earn credits more quickly than is possible at a traditional high school. We offer both whole group and individualized instruction and will tailor a program that meets each student's educational needs.

Your teachers, counselor, and administrators are here to help you succeed and return to your home school or graduate from Conejo Valley High School. Ask any of us for help whenever you are in need of support.

In this document you will find policies, procedures and contact information. This handbook and additional information are also available on our website (www.conejousd.org/cvhs).

Remember, our continuation high school is an alternative way of learning, not an alternative to learning. We welcome you to the Conejo Valley High School family and are excited to be part of your journey!

Sincerely,

Martin Manzer
Principal

ACT

Academics Character Transition

GOALS AND SCHOOL WIDE VISION

The mission of the Conejo Valley Unified School District is to meet the academic, cultural, social and individual needs of students in order to prepare them to make a meaningful contribution to a democratic society. The Board of Education believes that the district mission can be achieved through the uniform application of a standard of high expectations in all areas for students, district employees, and parents of students.

VISION

Conejo Valley High School maintains a student-centered culture where positive relationships are the core of our success.

- We break down barriers and build powerful connections with students which encourage personal responsibility, hope, resilience, and academic achievement.
- We establish an inclusive, nurturing environment that celebrates diversity and promotes students' social emotional growth.
- We offer students choice and enhanced opportunities to learn and to succeed.
- We believe meaningful growth occurs when individuals feel secure, respected, and valued.
- We maintain high standards and expectations while recognizing the importance of flexibility in meeting the educational and emotional needs of our students and staff.
- We provide real world connections that foster student curiosity and build on student competencies.
- We assist students in identifying personal pathways that will lead to productive careers and positive contributions to the community.

MISSION

The mission of Conejo Valley High school is to engage students in a safe and secure learning environment which emphasizes real world application, collaboration, innovation, self-direction, digital literacy, healthy living, social responsibility and global awareness.

SCHOOLWIDE LEARNING OUTCOMES

Academics • Character • Transition (ACT)

1. Academics:

We believe that achievement in a core curriculum builds the confidence, knowledge, and skills required for a successful adult life. Students will:

- listen, speak, read and write effectively
- apply math reasoning skills to solve problems
- use abstract and critical thinking to analyze problems
- identify, access, analyze, integrate and use a variety of resources and information

2. Character:

We believe that character is always a work in progress, and that character is demonstrated through action. Through action we can make the world a better place for ourselves and others. Students will:

- demonstrate skills to cope appropriately with anger and disappointment
- take responsibility for their choices and their behavior
- participate in acts of service to others

3. Transition:

We believe that all students can be prepared to enter society as adults who make responsible decisions, knowing that every action

may have wide reaching consequences. Students will:

- explore personal career options
- demonstrate positive, cooperative and productive citizenship
- relate personal choices to their own health, and to the health of the community and planet

OUR HISTORY

Conejo Valley High School was established as an alternative/continuation school by the Conejo Valley Unified School District in 1974. The school initially opened at the Waverly campus with 120 students. In 1976, the campus moved to 1872 Newbury Road. In August 2017, Conejo Valley High moved to its present location. The school population is primarily composed of students referred from Newbury Park, Thousand Oaks, and Westlake High Schools.

CVHS STAFF

Administrative/Office:

Principal	Martin Manzer
Assistant Principal	Sean MacDonald
Academic Counselor	Catherine Kanney
Wellness/DIS Counselor	Jennifer Ayers
Office Manager	Dawn Stines
Registrar/Attendance	Hope Cole
Health Clerk	Sara Roberts
ELD Bilingual Facilitator (Spanish)	Helena Krostag
Librarian/IMT	Tracy King
Cafeteria Manager	TBD
College/Career Guidance Specialist	Kelly Greer
Custodian	Dennis Mayer
School Psychologist	Tracy Rose

Teachers:

Art/CTE/Yearbook/Leadership	Lee Svoboda
English/EL*	Monica Beck
English	Stephen Moes
Math/APEX*	Cameron White
PE/Health/APEX	Roland Macasieb
Science*/Financial Math	Michelle Taranto
Social Science*/CTE	Kyle Scalise
Special Education*	Jason Rosebaugh

* Department Chair

Campus Supervisors:

Kevin Koenig
Deserie Torosian

Important Dates to Remember:

<u>First Day of School</u>	<u>August 24</u>
Minimum Day/Faculty Collaboration	August 30
Labor Day	September 5 (School Holiday)
Back to School Night	September 15
Picture Day	TBD
School Not in Session	September 26 (Board Holiday)
Minimum Day/Faculty Collaboration	September 27
School Not in Session	October 5 (Board Holiday)
Minimum Day/Faculty Collaboration	October 25
Quarter 1 Ends	October 28
School Not in Session	November 1 (Professional Learning Day)
Veteran's Day Holiday	November 11
Fall Break	November 21-25
Minimum Day/Faculty Collaboration	November 29
Winter Break	December 19 - January 2, 2023
Martin Luther King, Jr. Holiday	January 16
First Semester Ends	January 20
Semester Prep Day (No School for Students)	January 23
Minimum Day/Faculty Collaboration	January 31
Presidents' Day Holidays	February 17 & 20
WASC Visit	February 26 – March 1
Minimum Day/Faculty Collaboration	February 28*
School Not in Session	March 17 (Professional Learning Day)
Minimum Day/Faculty Collaboration	March 28
Quarter 3 Ends	March 31
Spring Break	April 7 – April 14
Spring Showcase	TBD
Minimum Day/Faculty Collaboration	April 25
Minimum Day/Faculty Collaboration	May 23
Memorial Day	May 29 (School Holiday)
Finals	June 14 - 16 (Minimum Days)
Graduation	June 15 @ 2pm
Last Day of School/Semester 2 Ends	June 16

*May move to March 1 to accommodate WASC visit

* Minimum Day dismissal @ 12:15
**Final Exam Schedule dismissal @ 12:03

Important Community Phone Numbers:

District Office	805-497-9511
Ventura County Sheriff's Dept.	805-494-8200
Al-Anon HotLine	805-495-0270
BreakThrough Program	805-241-0259
CLU Community Counseling Svcs.	805-493-3390
Conejo Pregnancy Center	805-373-1222
Conejo Youth Employment	805-496-6868
Drug Crisis HotLine	800-390-4056
Human Services Agency	805-449-2144
Interface Children & Family Svcs.	805-371-5707
Mil Mujeres Legal Services	202-808-3311
Child Protective Services	805-654-3200
Ventura County Crisis Team	866-998-2243
Westminster Free Clinic	805-241-8366

Community & Scholarship Support:

AAUW
Assistance League of Conejo Valley
Conejo Schools Foundation
Conejo, Simi, Moorpark Association of Realtors
Conejo Valley High School
Conejo Valley Pupil Personnel Services Association
Dawn Stines
Dixie Burton
Dragon Moms
Jacqui Irwin, Assembly Member, 44th District
Logix
Los Robles Regional Medical Center
Mad Attic Guild-Outreach of St. Patrick's Episcopal Church
Miller Family
Rotary Club of Conejo Valley
Rotary Club of Newbury Park
The Bridge Church
Thousand Oaks Teen Center
Thousand Oaks Women's Club
Unified Teachers of the Conejo Valley
Westlake Village Women's Club
Westminster Free Clinic
Williams Family

Student of the Quarter: Each quarter CVHS faculty and staff recognize students based on the following Character Education Themes:

Respect

To demonstrate appreciation and consideration for self and others (e.g. follow rules, obey authority, care for property and the environment, display sportsmanship and value other cultures).

Kindness

To demonstrate sympathy, understanding, compassion and consideration for others (e.g. be friendly, helpful, cooperative and caring).

Integrity

To demonstrate personal and social accountability (e.g. use self-control and discipline, resist peer pressure and be self-reliant).

Responsibility

To demonstrate personal and social accountability (e.g. be trustworthy, dependable, patriotic and use good judgment).

Perseverance

To adhere to a course of action and demonstrate persistence in striving for a goal (e.g. be tenacious and possess a work ethic).

Renaissance Program:

Each quarter students are recognized as Renaissance students if they meet or exceed the following criteria:

- 90% attendance
- 2.5 credits or more in each class with a B or better average
- Positive behavior with no suspensions

Student Schedules:

Conejo Valley High School students will be enrolled in five classes. Students can enroll in additional career and technical education or community college classes that are outside of our school's traditional schedule. Please request to see our school counselor for details. While it is not advised for most students, parents may also request a four-period day. Please submit our Minimum Day Request Form if you require a reduced schedule.

Please also note that **CVHS will not offer Off-Campus Passes** for lunch.

Regular Program Bell Schedule:

Teacher Prep Time	8:00-8:45
Period 1	8:55-9:40
Nutrition	9:40-9:50
Period 2	9:53-10:39
Period 3	10:42-11:27
Period 4	11:30-12:15
Lunch	12:15-12:45
Period 5	12:50-1:35
Period 6 (ROP)	1:40-3:10

Minimum Day Schedule

Teacher Prep Time	8:00-8:50
Period 1	8:55-9:40
Nutrition	9:40-9:48
Period 2	9:51-10:27
Period 3	10:30-11:03
Period 4	11:06-11:39
Period 5	11:42-12:15

Minimum Day Dismissal Time – 12:15

Final Week Schedule – Grades 10-11

June 12-13	Regular Schedule	
June 14	Nutrition	8:45-8:55
	Period 1	8:55-10:25
	Break	10:25-10:30
	Period 2	10:33-12:03
June 15	Nutrition	8:45-8:55
	Period 3	8:55-10:25
	Break	10:25-10:30
	Period 4	10:33-12:03
June 16	Nutrition	8:45-8:55
	Period 5	8:55-10:25
	Break	10:25-10:30
	Period 6	10:33-12:03

General Information

1. How are credits earned?

In each quarter class in which a student is present, productive and successful for a minimum of **30 days**, the student will earn 2.5 core credits in that class. Students with outstanding attendance and productivity can earn additional credit. **Students wanting to earn five core credits in a quarter can contract, with their teacher's permission, to do additional work.** Students may earn a maximum of five credits in each class in a quarter. Students who are not present and productive for 30 days in a quarter class will not earn credit for the class.

Whole Group Instruction:

In whole group instruction the teacher provides a guided lesson with an expected outcome. The students in class are typically working on the same assignment. In this setting, students earn 2.5 credits per class when completing a minimum of 30 days of work during each quarter. In most classes students may contract with the teacher to earn an additional 2.5 credits.

APEX Lab:

CVHS offers APEX learning labs. APEX is an on-line learning format that offers many core and elective courses. In these classes students work on their APEX courses. The advantage of APEX is that students can continue to work on classes outside of school. All exams must be taken in class. Students not making adequate progress in APEX or with poor attendance will be removed from APEX.

Individualized Instruction:

In individualized instruction, the teacher provides each student with an Individual Learning Plan. This is most common in math classes as our students often need individualized instruction to complete their math requirements.

2. Assessment: All students will be assessed using the **Measurement of Academic Progress (MAP)** at the beginning of the school year or as they enroll. MAP testing results are used by the school and faculty for student course placement and academic intervention. The assessment will be given again during the spring semester or prior to a student withdrawing from school. This second assessment helps us to evaluate how each student is growing academically and our overall school performance.

3. Grade Level Placement: When each student enrolls at Conejo Valley High School they are placed in the grade level that reflects the credits they have earned at the time of enrollment. Grade level will be updated when the student earns the credits that reflect the next grade level.

4. Report Cards:

At the conclusion of each quarter, approximately every nine (9) weeks student grades will be available to view on the school's website – "Parent Connect." Students will earn a grade of "A", "B", "C", "D" or "P" (for courses that have been challenged and passed). An "N" grade will be given if a student does not earn the minimum 2.5 credits.

5. Student Progress Report:

At the midpoint in each quarter progress reports will be entered in Q for students who are not performing well in class and are in danger of not earning credit. These progress reports are available to view on the school's website – "Parent Connect."

6. Referral to Traditional High School from CVHS:

After they have completed one full semester at CVHS students may request to transfer to *any* traditional district high school if they have at least one full year of high school remaining, *and* the following criteria are met:

- a. Current with credits (see chart below).
- b. Completion of all corresponding grade level courses.
- c. Satisfactory behavior, which includes no at-home suspensions during current semester and CVHS principal approval.
- d. Have a minimum of a 90% attendance rate.
- e. Have at least two full year core grade level courses remaining. Students must not have taken core grade level courses in advance of the academic year/semester in which they are returning. For example, a student returning for the spring semester of their junior year should not have completed a full year of English 11.
- f. Administrative transfers must be approved for students requesting to transfer from CVHS to a school other than their neighborhood school.

Senior Students: Seniors who have completed one full semester may request to transfer from CVHS to their referring high school for their final semester if the following criteria are met:

- a. Current with credits (see chart below).
- b. Completion of all corresponding grade level courses.
- c. Satisfactory behavior, which includes no at home suspensions during current semester and CVHS principal approval.
- d. Have a minimum of a 90% attendance rate.
- e. Have at least two core grade level courses remaining.
- f. Completion of a minimum of one academic year at the referring school prior to referral.

Minimum amount of credits required for referral to a traditional district school:

Grade	Fall Semester	Spring Semester
10	55	85
11	110	140
12	170	200

Note: Students identified as ineligible to return to their home school at the time of the original referral to CVHS will not be allowed to return to their home school even if all the above criteria have been met.

7. High School Graduation Requirements by Subject:

<u>Subject</u>	<u>Credits</u>
English	40
Health	5
Mathematics	30 (Algebra required)
P.E.	20
Physical Science	10
Biological Science	10
World History	10
U.S. History	10
U.S. Government & Politics	5
Economics	5

Fine Arts/Foreign Language/CTE	10
Electives	<u>75</u>
Total Needed:	230

8. **Challenging Courses:**

A petition is required to challenge a course. Students may challenge a course only if they passed the course at a non-accredited high school or if they failed the course at a different school due to extenuating circumstances.

- All challenge tests must be completed within the first five days of enrollment in a class for new students and prior to the start of a new quarter by continuing students.
- Challenge tests must be administered within a predetermined time limit.
- Notes, texts, or support materials will not be allowed while taking the exam.
- A score of 70% or better is required to receive credit for the class.
- Students who achieve a passing score will receive a “P” indicating “pass” for the class.
- Students who do not achieve a passing score must continue in the same class, with the same teacher and remain at the same level.
- Students may only challenge a course at one academic level for credit. For example, a student may not challenge US History CP and US History S.
- Students may challenge the same class one time only.

9. **Whom to Call with Grade and/or Credit Questions?**

Counselor – CVHS 498-6646

10. **How to See a Counselor at CVHS?**

Fill out a request form available from the classroom teacher and the counselor will send for you.

11. **Homework:**

Teachers will only allow additional homework for credit if the student works to her or his ability in class and has satisfactory attendance. Required make-up work for missed class assignments is not considered homework for additional credit. Students are responsible for the replacement cost of any unreturned textbook. Textbooks are checked out in the library.

12. **Graduation Ceremony Participation:**

In order to participate in the graduation ceremony and senior graduation activities **you must have signed a senior contract**, met all the requirements outlined in the contract, have earned at least 215 core credits, and have completed all the required core courses by Friday of the week prior to graduation.

13. **California High School Proficiency Exam (CHSPE):**

The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The CHSPE consists of two test sections: mathematics and English-language arts (ELA). The ELA section has two subtests (reading and language). Eligible persons who pass both parts of the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A student who receives a Certificate of Proficiency may, with verified parent approval, leave high school early. Regular administrations are the fall and spring administrations each school year. Additional information about the CHSPE is located on the Web at <http://www.chspe.net> or by phoning 866-342-4773. Please contact our counselor for questions regarding the CHSPE.

14. Attendance Information:

Please call the **Attendance Office @ 498-6646** to report absences/tardiness.

Excused Absences:

Illness, medical appointment, funeral of an immediate family member, court subpoena, religious holiday, or jury duty. To be excused, the absence must be cleared within 3 school days by calling the school at 498-6646.

Truancy:

An absence without permission, leaving campus without a pass, or an un-cleared absence automatically becomes a truancy by law, unless a parent/guardian calls to clear the absence within 72 hours.

Leaving School Early:

The parent/guardian must call the attendance office to request a student's release prior to the time of release. Students must have a pass from the office in order to leave campus at any time during school hours.

Tardies/Truancies:

School starts daily at 8:55 a.m. Students arriving after 8:55 a.m. will report to the office for a Tardy/Re-Admit slip.

On the **third** unexcused tardy/truancy a letter will be mailed home reminding the parent/guardian of the attendance policy.

On the **fifth** unexcused tardy/truancy the school will send a second reminder of the attendance policy to parent/guardian.

On the **seventh** unexcused tardy/truancy the student will be **dropped** from class and placed in study skills. Students who consistently arrive late for period 1 will be scheduled to start school period 2, at 9:53 a.m.

Whole Group Instruction:

Students who receive whole group instruction may be dropped after the 7th tardy/truancy and placed into study skills. Tardy students will lose half credit for the period. Students who are more than 30 minutes tardy are considered truant and will not receive productive credit for the period. Students may delay removal from the class for excessive tardies/truancies by serving 30 minutes of detention. Up to 2 tardies may be delayed by serving detentions. **These must** be served prior to the seventh tardy/truancy.

Self-paced Instruction:

On the seventh unexcused tardy/truancy the student will be **dropped** from class and placed in study skills.

Eighteen (18) Year Olds:

As an 18 year old, you may excuse yourself no more than three (3) days per month. Partial days will be counted as a full day.

15. Lunch:

Conejo Valley High has a closed campus policy. All students will have access to breakfast and lunch served by the Conejo Valley Unified School District Child Nutrition department. Breakfast is served after period 1 and lunch is served after period 4. Students are allowed to bring food from home as an alternative source of nutrition. All deliveries must be dropped off at the main office. Food and other items may not be passed through a fence. Students who order food for lunch delivery should check in the office at the beginning of lunch and let office staff know that they are expecting a delivery. If the food has not yet arrived the student should wait in the lobby. When the food has arrived, the office staff will contact the campus supervisor and ask the student to be sent to the office to pick up their food. **Students are not allowed to go off campus for lunch unless a parent or guardian accompanies them.**

16. Student Nutrition:

The Child Nutrition Department offers a well -balanced meal program for every student. **The full cost of a breakfast at CVHS will be \$2.50. Lunch will be \$4.50.** The National School Lunch Program offers assistance to families in need. Applications are available on the CVUSD Child Nutrition web page, school front office or in the school cafeteria. Applications must be renewed each year.

17. Early Dismissal:

Students with early dismissal are to leave campus. They should not be visiting other classrooms or remaining on campus. Students who choose to stay on campus without prior administrative approval will be escorted off by a campus supervisor or an administrator. Students with repeated infractions of this rule will be disciplined accordingly for defiance of authority.

18. Hall Passes:

You must have a pass to be out of class that includes a specific destination. Students may not visit other classes or go anywhere other than the approved destination. Detention may be assigned for violations. Repeat violations will result in denial of hall pass privileges.

19. Restrooms:

Restrooms are open during passing periods and lunch. Students using the restroom during a class period must sign in at the security counter. Students will not have access to the restrooms the first ten and last ten minutes of class unless there is an urgent need.

20. Detention:

Students may be assigned detention by teachers or administrators for class disruption, truancy, tardiness, and other violations of behavioral expectations. Failure to serve detention leads to doubled detentions or community service and may result in in school supervision. Detentions are 30 minutes in length and may be served either before or after school in the office.

21. Dress Code:

Conejo Valley Unified School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and that does not facilitate marginalization or discrimination oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. It also creates an environment for students to feel comfortable with themselves while learning in a safe and respectful academic environment.

District rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Families (students and parents/guardians) should be notified of the dress code annually, or whenever the dress code is revised, including the consequences for violating the dress code. Consequences may never exceed District guidelines and must be enforced in a consistent manner.

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan.

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Violations of the dress code will be required to be corrected immediately. If the violation cannot be corrected, the guardian will be contacted for assistance. Students who are unwilling to correct the violation or who repeat the same violation are subject to suspension for defiance.

22. Other School Campuses:

Students are not to be on or around any other district campus without school permission during the school day or within 30 minutes of the start or completion of the day. Violation of this will result in suspension for defiance and the possibility of arrest. A student attending an after-school event at a district high school must follow all the rules required for a student who attends that high school.

23. Transportation:

Bus: The Conejo Valley Unified School District is proud to offer student transportation via school bus for Conejo Valley High Students. This transportation is free of charge. The Route number is 31. For more detailed information, please visit our CVHS Website <https://www.conejousd.org/cvhs>

Student Drop-Off and Pick-Up: For those dropping off students for school, please enter through the main entrance off Janss Road. Proceed to the bottom of the parking lot and drop off students in front of the school. Exit the parking lot straight ahead on Paige Lane, turn left and continue to the stoplight on Janss Road.

Driving to School: Students driving to school are not permitted to park in the employee parking lot. Student parking is available in the adjacent Park-N-Ride to the west of the school or on Paige Lane. Students will receive consequences for unsafe driving near the school grounds.

24. Good Neighbor Policy:

Maintaining a positive relationship with the public and private businesses is important to us. All students are expected to respect our local homeowners and businesses. Please pick up after yourselves and avoid disruptive behavior. Your business is appreciated, but loitering is not allowed.

25. Jaywalking:

It is illegal to jaywalk across Janss Road. Students must use the appropriate crosswalks provided for pedestrians.

26. Show Respect for Others:

All students and staff members should feel safe and secure on campus. Profanity, threats, sexual harassment, or harassment of others will not be tolerated.

27. Smoking:

According to State law, smoking is prohibited on school or district property. Violation of this law will result in detention or suspension. Students who smoke within sight of school are subject to being searched. Students in possession of tobacco products, lighters or matches are subject to detention, and should expect to be searched. Repeat offenses will result in progressive discipline.

28. Vaping:

Vaping has become a significant concern on school campuses. CVHS assigns consequences to students who vape on campus or are in possession of a vaporizer or containers that contain vape oil. Students who vape or are with students who are vaping within sight of school are subject to being searched. All vaporizers and vape materials will be confiscated by school administration. First offense of the vaping policy requires participation in vaping education provided by CVHS. Repeat offenses will result in progressive discipline.

29. Taking Medication:

All medications, including over the counter aspirin, require a form completed by the **prescribing doctor**. Approved medications must be kept in the health office at CVHS.

30. iPods, Personal Speakers, or Similar Devices:

Use of iPods, personal speakers, or similar devices is not allowed during class time unless specific permission has been granted by the classroom teacher. The use of amplification devices is prohibited at all times on school grounds. The school is not responsible for lost or stolen iPods, cell phones or other electronic devices. Items of value should remain in the possession of the owner at all times.

31. Cell Phones:

Cell phones or earphones may not be visible anytime during class time. Phones should not be out in class, or while walking to the restroom or office, etc. All phones should be powered off during class time. Cell phones and earphones may be used when class is not in session. Students bringing cell phones or other electronic devices of value do so at their own risk. Items of value should remain in the possession of the owner at all times. Administration and staff cannot be held responsible for lost or stolen cell phones.

32. Academic Dishonesty:

Academic Dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. Dishonesty can occur within traditional paper/pencil activities and using technology such as online assignments, labs, quizzes, projects, and tests. Dishonesty during tests includes unauthorized communicating, copying materials, or allowing another student to copy, using prohibited notes or devices, obtaining prior knowledge of test content, and/or removing or distributing all or part of any test. Copying another person's assignment, plagiarism, or submitting a paper or project which is not one's own work and submitting falsified information for grading purposes are also examples of dishonesty.

When an incident of academic dishonesty occurs the following CVUSD approved discipline procedures will be followed (BP 5131.9.)

A. First Infraction

1. The teacher will conference with the student and record a grade of Fail for that assignment.
2. The teacher will notify the parent and send a referral to the appropriate administrator and counselor noting the infraction.
3. The student will be placed on contract, with the understanding that a second infraction in the same or any other class will result in the student's removal from the course in which the second infraction occurred. The contract will remain in effect for two years from the date of infraction.

B. Second Infraction in Same or Any Other Class

1. The teacher will send a referral to the appropriate administrator and counselor noting the infraction.
2. The parent will be notified and the student will be removed from the course and placed in a Study Skills class.

33. Graffiti/Tagging:

Graffiti/tagging is strictly prohibited, is a suspendable offense and arrest is possible. In addition, possession of marking and etching devices will result in suspension. Prohibited devices include permanent markers, white-out, spray paint, paint pens, shoe polish, glass cutters and drill bits.

34. Vandalism:

Damage to school property including graffiti and tagging is subject to arrest and/or recommendation for expulsion. Damage to private property may result in suspension and possible expulsion and/or arrest.

35. Laser Pointers/Dangerous Objects/Weapons:

Students may not possess or use objects capable of bodily harm or injury including, but not limited to, laser pointers, pepper spray, sharp pointed items, etc. Possession of weapons will result in

suspension, police involvement and recommendation for expulsion.

36. Substance Possession/Use:

Students may not possess, use and/or be under the influence of alcohol, dangerous drugs, unauthorized controlled substances and/or have drug paraphernalia during school and school activities, while on school property or while coming to or going home from school or school activities. Students suspected of possessing or being under the influence of drugs or alcohol will be evaluated and searched. Students in possession or determined to be under the influence will be suspended from school and are subject to expulsion and arrest. Repeated offenses will automatically result in recommendation for expulsion.

37. Fighting:

Fighting is strictly prohibited. Students involved in a fight are typically suspended for five days. A student involved in two fights during the school year will receive a recommendation for expulsion.

38. To/From School:

A student harassing, threatening, intimidating or fighting with another student while coming to or going from school is subject to the same disciplinary policies and standards enforced on campus during the school day.

39. School Supplies:

Each student should come to school prepared with a 3-ring binder, lined paper, pen and pencils.

40. Physical Education: Students enrolled in P.E. must wear clothing that does not restrict them from participation. CVHS does not have lockers.

41. Work Permits:

Applications for work permits are available in the Library. Students who receive a work permit must maintain good attendance, work habits and behavior in order to retain their permit. Students must attend school on school days that they are scheduled to work. Work permits are a privilege and can be revoked due to attendance or behavior issues.

42. Student Fees, Donations, and Fundraising:

Section 5 of Article IX of the State of California Constitution guarantees students a “free public education.” The State Supreme Court concluded in the 1984 case of Hartzell v. Connell (35 Cal.3d.899 (1984)), “that all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities.” This same ruling found that “mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution.” Furthermore, they also rejected the argument that “fees could be charged so long as the district waived fees for students who were financially unable to pay.”

43. Library/Textbooks:

In the event that a library book/textbook is **damaged** the following fees will be assessed:

missing/damaged barcode	\$5.00
writing in book	\$1.00 per page

cover damaged	\$5.00 to full replacement cost
missing pages	Full replacement cost
water/liquid damage	Full replacement cost
gum, food, candy damage	\$5.00 to full replacement cost
removal of post-it notes	\$5.00
pet damage	\$5.00 to full replacement cost
torn pages	\$1.00 per page
miscellaneous damages	Up to full replacement cost

In the event a book is **lost** the following will apply:

Lost textbooks - full replacement cost including tax and shipping will be charged

- 100% full refund (depending on the returned book condition) if the textbook is returned within 30 days.
- 50% refund (depending on the returned book condition) if book is returned after 30 days
- Refunds will not be given for prior years with the exception of books due on the last day of school and not returned. Students will then have until the last school day in September to request a full refund and after that day only 50% will be refunded until the end of that school year.

Lost library books – Full replacement cost of the book including tax and shipping rounded to the nearest dollar plus a \$5.00 processing fee will be charged. The processing fee is not refundable.

- 100% full refund (depending on the returned book condition) if the book is returned within 30 days.
- 50% refund (depending on the returned book condition) if book is returned after 30 days
- Refunds will not be given for prior years with the exception of books due on the last day of school and not returned. Students will then have until the last school day in September to request a full refund and after that day only 50% will be refunded until the end of that school year.

44. Acceptable Use Policy (AUP) for Networks, Including the Internet:

Below is a link to the district’s Acceptable Use Policy (AUP) outlining the appropriate use of technology. Follow this link for a more in-depth review of the policy.

<https://conejousd.org/Departments/Technology-Services>

I understand and will abide by the rules of the CVUSD AUP. I will use CVUSD technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the CVUSD Discipline Handbook and/or prosecution under state and federal law.

45. Emergency Procedures:

If there is an emergency or disaster on a school day, the following rules apply:

DURING SCHOOL HOURS:

- 1. Your child will be kept at SCHOOL unless it is unsafe.**

2. YOUR CHILD WILL BE RELEASED ONLY TO PERSONS LISTED ON YOUR SCHOOL EMERGENCY INFORMATION. **Anyone attempting to pick up your child will be asked for identification. Your high school student will be released on their own only if you have signed and returned the “Parent/Guardian Consent to Release High School Student Without Additional Authorization” form.**

3. **Your child will be taken to the nearest safe location should it be necessary to evacuate the school. Listen to the following Emergency Broadcast Stations to determine this location.**

KVEN	1450	VENTURA
KHAY	100.7	VENTURA

GOING TO AND FROM SCHOOL:

1. **Your child is to continue on his/her way to school if he/she is already going to school.**
2. **If your child rides the bus, the bus driver will go to the nearest school that is safe and remain with the students. The school administrator or his/her designee will then take the responsibility for the students and their safety.**
3. **Your child is to continue on his/her way home if he/she is already going home.**

RECOMMENDATIONS:

1. **Review these rules periodically with your child.**
2. **It is VERY IMPORTANT that you update your child’s emergency information with any changes AS SOON AS POSSIBLE so that we have accurate contact information.**
3. **Keep a copy of this notice at your daytime location.**

The information above is also available on our website: www.conejousd.org/cvhs