



Calico High School : Community Day School : Silver Valley Academy: Silver Valley Adult School
(Concurrent Enrollment : Emerging Ability : Home & Hospital Program : Independent Study : Opportunity Program : Success)

Student / Family Handbook

2011 – 2012

Schedules

- 7:30 – 2:45Community Day SchoolRm # 18
- 7:30 – 2:45 / (Wed-12:50)Success ProgramRm # 5
- 7:30 – 2:45 / (Wed-12:50)Emerging Abilities.....Rm # 20
- 9:30 – 2:45 / (Wed-12:50)Calico High School.....Rm # 10
- 9:30 – 2:45/ (Wed-12:50)Opportunity Program.....Rm # 3
- Teacher Schedule (AEC / Fort Irwin)...Independent Study.....Rm # 7
- 4:00 – 7:00 PM/ (T-TH)Adult School.....Rm # 7
- 4:00 – 7:00 PM/ (T-TH)Concurrent Enrollment.....Rm # 7

2011-2012 AEC	Credits
English	40
Mathematics (Including Alg. I)	20
Science	20
Social Science	
World Cultures	10
US History	10
Government	5
Economics	5
Physical Education	20
Fine Arts/Language	10
Electives	90
Passage of the California High School Exit Exam	
Total Credits	230

University of California/California State

A-G Requirements

- A. History/Social Science 2 years
- B. English CP ----- 4 years
- C. Mathematics ----- 3 years
Algebra I, II and Geometry recommended
- D. Lab Science ----- 2 years
3 years recommended; 2 of the 3 - Biology,
Chemistry, Physics
- E. Foreign Language ----- 2 years
3 years recommended
- F. Visual and Performing Arts 1 year
- G. CP Elective ----- 1 year

Concurrent Enrollment

Students may concurrently enroll in Barstow Community College. Students may request a "Special Concurrent Enrollment" form in the counseling office.

Student and Support Services

Accidents and Injuries

All accidents or injuries must be reported immediately to the Office. First aid may be administered and paramedic services may be requested. In all cases, an attempt will be made to notify a parent or guardian as soon as possible.

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After School Detention

In an attempt to provide intermediate disciplinary action, detention may be assigned to students. The family will be notified by the teacher as to the reason and may request a conference

Attendance Policy

California school law requires that a student attend school regularly. Parents/guardians should phone the school to report absence, or students should bring a note from home when returning. **Unverified absences become truancies if not verified within 3 days.** An automated phone calling system will notify families when a child is absent from class. **Truancy is declared if a student leaves class/campus for any reason without obtaining prior permission from the office.** Discipline including detention, SARB review, citation and removal from activities may occur for truancies, excessive absences and/or tardies. **If a student leaves early this must be an excused absence in order to attend after school activities.** The School Attendance Review Board (SARB) is made up of representatives of various youth serving agencies that help truant or insubordinate students and their parents/guardians by using community resources. SARB will refer parents to the SVUSD School Board, District Attorney's Office, Probation Office, Welfare Department or an appropriate court when all other alternatives have failed.

Bus Services

First Student Transportation provides bus services in cooperation with the Silver Valley Unified School District. All students riding to Fort Irwin must carry a bus pass to ride the Fort Irwin bus. **Replacement cards can be purchased in the front office for \$5.00.** If a student needs to ride an alternative route on a temporary basis the parent/guardian needs to contact First Student at 254-3802 (24) hours in advance.

Contact Information

All students must submit a new enrollment/emergency card yearly. Changes in guardianship or emergency contact information require an updated card.

School-wide email distributions are provided for those families submitting an email address. Please make sure you have registered your email address with us.

Electronic Devices

iPods, MP3 players, CD players, and cell phones are permitted **“only”** before/after school and during lunch.

Students **may not use** any of these devices **during class or passing period.**

Any electronic devices must be **off and out of site** during class and passing periods.

School assumes no liability for loss or theft of said devices while being stored or confiscated. All items are brought to school at the students own risk.

Food Service

Both breakfast and lunch are served at the Alternative Education Center.. Students may choose from full service lunches or 'a la carte' items. Students qualifying for free or reduced lunch meals need to complete an application available in the front office. Only one application per family, including all students in the household K-12 is required.

For assistance contact Donna Trofa @ 254-2916 ext 1126.

Grading

Credits are earned on a semester basis. Semester grades will be posted on student transcripts as determination of credits earned. Grades reflect student work completion and or the teachers' judgment of the quality and quantity of work as compared to a standard.

Guidance and Counseling Services

The School counselor is trained to help students with educational planning, career decision, understanding test scores and personal concerns. California law generally requires the counselor to keep certain information confidential, unless a legal exception applies or the student gives permission.

Schedules will not be changed unless a request for class schedule change form is completed. Changes in course level based upon student ability will be made through consultation with the parent/guardian, teacher, counselor and administration.

Parent/Guardian appointments may be scheduled by contacting the Counselor, Ms. Jain's Office at (760) 254-2714 x 009 .

Health Office

Students who feel ill or need medical attention should report first to class and will be given a pass to the Office. The Office will contact parents/guardians if needed.

Students requiring medication during school hours must have a completed medical authorization form on file.

Students who are taking prescribed medication during the school hours need a signed statement from the physician detailing the method, amount, and time schedule by which medication is to be taken. All medication must be delivered to the health office in the original container. If it is prescribed medication, the prescription label must be on the container.

School personnel may not dispense medication without a current, completed medication authorization form, signed by BOTH parent and physician.

You may obtain the medication authorization form at the school's office.

Over the counter medications are not to be encouraged. If a child needs to take an aspirin, antihistamines, cough drops, etc., the parent may come to the school to administer it. The **student may not carry medication** on school grounds unless directed by their physician that they must carry and self-medicate immediately; i.e., "student should self-carry or self-administer asthma medication

Homework

The Governing Board believes that homework serves many important purposes. The administration and staff shall design homework lessons and assignments so that through their homework, students can reinforce academic skills taught in school, learn how to conduct research effectively, develop ideas creatively, and become life-long learners. The Board believes that completing homework is the responsibility of the student. It is the student's job to develop regular study habits and to complete most assignments independently. The Board encourages teachers at all grade levels to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student's sense of responsibility. *BP 6154.*

Hours of Operation

Office hours are 7:00 am 3:30 pm.

Insurance

AEC does not provide medical insurance coverage for your student. Parents and guardians are responsible for the medical bills if a student is hurt during school activities. Student insurance information is sent home in the informational packets. Extra copies are available at the school. Students participating in interscholastic athletics must be covered by an insurance program and show proof of coverage before they can tryout and/or practice.

Internet Access

Students may or may not have Internet access in classrooms. A password will be issued for students who turn in an Electronic User Agreement.

Textbooks Access

Textbooks are available to checkout to support your academic success. See your teacher for available materials.

Lost and Found

Lost and Found is located in the front office.

The school is not responsible for lost or stolen items.

Make-Up Work

For the make-up work policy for excused absences, refer to each teacher's grading policy, which is handed out at the beginning of the year. Truant/Suspended students may not be allowed to make up work as outlined by each teacher's policy.

Messages/Deliveries

Messages to students from parents/guardians can be delivered to the student during the school day. Deliveries of flowers/balloons/gifts to students can be picked up **at the close** of the school day.

As per California Education Code, "Fast Food" lunches may only be dropped off by the parent/guardian.

Student must stay in the office to eat their lunch.

Motor Vehicle/Student Parking

During the school day, students may only park in the parking lot. Vehicles driven to school by students are subject to search in accordance with California Education Code. Students are not allowed in the parking lots anytime during the school day.

School Visitors

Parents/Guardians are always welcome at the Alternative Education Center. Parents/Guardians must sign in at the office before proceeding onto campus. If a parent would like to visit a classroom, 24 hours notice must be given.

Visitors such as Non Parent/Guardians are not permitted to visit during the instructional day.

State Mandated Testing

California requires that all students in grades 9-11 participate in yearly CST's standards examinations.

California High School Exit Exam. **Passage of CAHSEE is a requirement to receive a diploma.**

Student ID Cards

Student ID cards are provided at the start of each school year. Students are required to carry the card while on campus or at any school event and present it upon request by school authority. **Replacement cards are available in the Principal's Office at lunch** for a \$5.00.

Student Study Team

Student Study Teams (SST) meet to discuss educational alternatives to meet student's needs. The team explores and determines all options available to enable the student to be more successful. Options available through an SST might include, Tutoring, Special Education or other alternative programs.

Summer School

Depending on State funding Summer school may be offered and is designed for remediation and credit recovery.

Parent/Teacher Conferences

Parents/Guardians are encouraged to attend Parent/Teacher conferences in order to follow up on their child's progress. Parent may request a teacher conference by contacting the teacher and or counselor.

Withdrawal Procedures

When a student withdraws from AEC, the parent/guardian must contact the counseling office at least 1 week prior to departure. On the last day of attendance, the student will obtain a withdrawal form which must be signed by each teacher. All books and school property must be returned prior to withdrawing. Once the form is completed the counseling office will give the student all necessary paperwork for enrollment in another school.

Web Site

Silver Valley Unified School District's official web site is: www.silvervalley.k12.ca.us; AEC website is under construction.

Work Permits

Students under the age of 18 are required to hold a valid work permit. Work permits are issued before/after school and during lunch in the Counseling Office. Students must maintain a minimum 2.0 GPA and have no trancies.

Student Activities

Associated Student Body (ASB)

The leadership class is responsible for administering the activities of the student body. Members are elected for both school wide and class representation. Leadership meets as a class during a designated period and is governed under the AEC Student Body Constitution and by-laws. All student activities are processed through ASB.

Clubs vary yearly based on student interest and sponsorship.

Expectations

AEC is committed to the education of all students and maintaining a safe, positive learning environment. Students are expected to know school and classroom rules and to assume responsibility for their actions.

Each teacher will provide each student with his/her class rules and explain expectations.

The school has provided each student with this handbook containing school rules and laws.

Students and parent/guardian have signed a verification that they understand and will obeyed by **"ALL"** rules and regulations.

Students are encouraged to report any concerns. If a student believes a staff member is mistaken, the student is to obey the staff member, then at a later time, appeal to the appropriate administrator. Mistakes can and will occur, but the place for resolving mistakes begins in the administrator's office.

General School Expectations and Procedures

1. Follow directions of teachers, administrators, campus assistants and all other school personnel.
2. **Cameras, skateboards, scooters, and roller skates are *not* allowed on campus at any time.** Confiscated cameras are subject to search by school employees.

General School Expectations and Procedures

3. Students are to arrive no earlier than twenty minutes before school starts and are to leave campus within twenty minutes after the school day or activity.
4. **Cell Phones, Radios, Tape/CD players, MP3 players, video games, cameras, pagers, or other electronic devices are not allowed during the instructional day. All personal items are brought at the student's own risk. School assumes no liability for loss or theft of said devices while being stored or during confiscation. All items are brought to school at the students own risk. Cameras are not permitted on campus at any time.**
5. Students may use the phones in the front office to call home before/after school or at lunch.

Cell phones and other electronic devices are permitted on campus before school, during lunch, and after school; however, cell phones must be off and put away during class and passing periods. Students seen with cell phones, music players, etc. during instructional time or passing periods will have the item confiscated and will receive consequences based on the following schedule:

1st offense — Item held for day - Student pick up after school

2nd offense — Item held for 5 days or parent pick up

3rd offense — Item held for 7 days

4th offense — Item held for 10 days — Parent conference with Administration

5th offense — Student suspended for 1 day

Confiscated phones are subject to search by school employees.

6. Students are to eat in the lunch area and place their trash in the trashcans. Food and drinks are not permitted in classrooms unless authorized by the teacher.
7. Inappropriate displays of affection will not be tolerated.
8. **Silver Valley High School and the Silver Valley Unified School District are not responsible for stolen or lost items. The individual student is responsible for his/her personal property and textbooks or other school items checked out to that student.**
9. Once a student arrives to school, he/she must not leave the campus unless checked out by a parent/guardian or approved by an administrator.

10. In accordance with California State law, Silver Valley Unified School District is smoke and tobacco free.

It is against the law for anyone to smoke on school grounds at any time.

11. All types of gambling are prohibited.
12. Horseplay is prohibited on our campus. This includes, but not limited to: running, chasing, play fighting, water fights, water balloons and rock throwing.
13. Academic honesty policies are established by each individual classroom teacher and may lead to further administrative action.

Dress Code

The Alternative Education Center dress code will be strictly enforced. When the site administrator determines that a student's attire is in violation of this policy, the student will be required to modify his/her clothing and /or apparel in such a manner that it no longer violates the policy. If necessary, the student may be taken or sent home to modify unacceptable dress before returning to school. Refusal to take steps as described shall be cause for disciplinary action. When necessary, with prior notice, the administration may ban certain items deemed gang related.

1. Inappropriate, distinctive modes of dress and accessories identifying a student with a non-school related group will not be allowed. Any clothing or accessories, including bandanas, identified by the San Bernardino County Sheriff's office as gang-type clothing is strictly forbidden.
2. Oversized clothing is not allowed.
Pants or shorts must fit at the waist.
"Sagging" is not permitted.
3. Shoes must be worn at all times.
4. Extremely brief or tight garments that are distracting to the educational environment will not be allowed.

Bare midriff, halter, tube, strapless tops or spaghetti straps and visible undergarments are not permitted.

5. Garments or accessories with violent, suggestive or obscene statements will not be allowed. Garments or accessories with

Dress Code continued...

slogans, pictures, or logos that depict or promote gangs, hate and intolerance, tagging, weapons, or graffiti, drugs, alcohol, tobacco or controlled substances will not be allowed.

6. Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are not suitable for school. This includes wallet chains, hanging belts, straps, and spikes.
7. Hats, doo rags and sun glasses must be taken off when entering a building, unless approved by administration.
8. Slippers are not allowed.
9. The Administration reserves the right to modify the dress code policy as needed.

Harassment

All pupils at the AEC shall have the right to attend school and participate in all school related activities without fear of or subjection to disruption, intimidation, violence or crime.

Harassment can be anything from teasing to racial slurs and physically pushing someone around trying to frighten him/her. We are dedicated to doing all we can to stop this type of behavior. Since this behavior usually happens when adults are not present, it is important for students to inform their parents, teachers or school personnel when this happens. The administration will handle harassment complaints seriously and with the utmost confidentiality in order to protect students who are being harassed. Any initiation into a group by punishment or harassment is strictly forbidden.

San Bernardino County Sheriff Department

In cooperation with the San Bernardino County Sheriff's Department, Silver Valley High School is a Clean SWEEP Campus. Operation Clean SWEEP is a coalition of law enforcement, educators and courts whose focus is to promote a safe learning environment for our children. Citations will be issued to students for violation of law in cooperation with our San Bernardino County Sheriff's Department School Resource Officer (SRO) located on campus.

Causes of Suspension or Expulsion

California Education Code 48900: (Grades K-12)

- (a) (1) Caused, attempted to cause or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another except in self defense
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawfully possession, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) A pupil may not be suspended or expelled for any of the acts enumerated in this section, 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

(Causes of Suspension or Expulsion continued...)

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

- (s) A pupil who aids or abets, as defined in Section 31 of the PC, the infliction or attempted infliction of physical injury to another person.
- (t) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

California Education Code:

- 48900.2 Committed sexual harassment.
- 48900.3 Cause, attempted to cause, threatened to cause, or participated in, an act of hate/violence.
- 48900.4 Intentionally engaged in harassment, threats, or intimidation.
- 48900.7 Has made terrorist threats against school officials or school property, or both.

48915 Mandatory Recommendations for Expulsion:

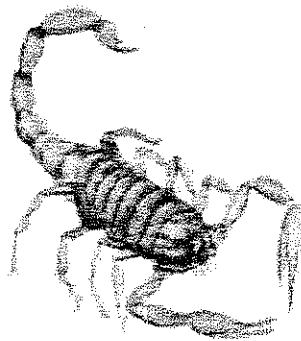
- (A) 1. Causing serious physical injury to another person, except in self-defense.
- 2. Possession of any knife, or other dangerous object of no reasonable use to the pupil.

- 3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - 4. Robbery or extortion.
 - 5. Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.
- (C)1. Possessing, selling, or otherwise furnishing a firearm.
- 2. Brandishing a knife at another person.
 - 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053)
 - 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - 5. Possession of an explosive.

Important Phone Numbers

AEC - Office	(760) 254-2715
District Office	(760) 254-2916
First Student	(760) 254-3850
Fort Irwin Liaison	(760) 380-6880

*Alternative Education Center
2008-2009
SIGNATURE FORM*



Student Name (please print)

Grade

*We the undersigned have read and understand
the Alternative Education Center Student Handbook*

Student Signature

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

*Please tear out this completed sheet
and return it to your first period teacher.*