
West Valley High School

3805 Happy Valley Road, Cottonwood CA 96022 ~ (530) 347-7171



2009-2010 CERTIFICATED HANDBOOK

Anderson Union High School District

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West Valley High School is the high school for the Cottonwood and Happy Valley communities. There are two elementary schools within the high school district boundaries: West Cottonwood Jr. High School and Happy Valley Elementary.

BOARD OF TRUSTEES

Ivar Amen,
Ron Brown, President
Al Davis
Joe Gibson
Richard Urban, Clerk

SCHOOL ADMINISTRATION

Karl Stemmler, Principal
Don Ray, Assistant Principal

STUDENT SERVICES

Tom Pasquini, Counselor
Shawn Martinez, Gear Up Coordinator/Counselor
Rob Swendiman, Counselor

DEPARTMENT CHAIRPERSONS

Dan Button, Science
Mary Lord, English
Greg Grandell, Physical Education
Gary Memeo, Special Education
Eric Proscher, Social Science
Tom Vazquez, Vocational Education
Alex Woodman, Math

WVHS CERTIFICATED STAFF

Dan Button	Science
Sharon Carpenter	RSP (Special Education)
Debbie Chrasta	Math
Mark Chrasta	English/Journalism
Carla Davis	Social Science
Alan Demsher	Fine Arts
Scott Fairley	Athletic Director, English
John Fickes	Auto/CAD Drafting
Tiffanie Fife	Social Science
Chris Fitch	Math
Greg Grandell	Physical Education
Roni Grandell	Dance
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Crystal Jackson	Social Science
Shaye Kennen	English
Mike Koontz	TOSA, Social Science
Mary Lord	English
Gary Memeo	RSP (Special Education)
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Eric Proscher	Social Science
Katie Reid	Agriculture
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Thomas Safford	Science
Delaine Smith	Home Economics
Phyllis Stephens	English
Chelsy Stoufer	Math
Tom Vazquez	Agriculture
Susan Wagner	Foreign Language
Julie White	Foreign Language
Susan Williams	English
Alex Woodman	Math
Tom Wyrick	Science

AUHS DISTRICT OFFICE STAFF

Tim Azevado	Superintendent
Charles Kennedy	Program Coordinator
Missi Bullington	Executive Assistant to Superintendent
Paige Senn	Account Clerk
Char Maple	Accounts Payable
Sue Maxwell	Fiscal Accountant
Diane Snider	Personnel Secretary
Megan Curtis	Chief Financial Officer
Michelle Voth	Payroll Clerk
Tony Baldwin	Director of Technology

WVHS CLERICAL STAFF

Nina Dodson	Executive Assistant to the Principal
Marilyn Bailey	Student Accounts/Activities Secretary
Debbie Odell	Registrar/Counseling Office
Marty Mautz	Attendance/Health/Athletics Secretary
Toni Hillyard	Paraprofessional/Special Edn. Clerk
Sharon Sheldon	Media Prep Clerk

AUHSD TECHNOLOGY STAFF

Denise McMahon	Computer Support Technician
Brian Moore	Computer Support Technician
Ralf Huisen	PAC Technician

WVHS MAINTENANCE/CUSTODIAL STAFF

Chris Foster	Lead Maintenance
Don McAninch	Lead Custodian
Todd Carl	Custodian
Bobbie McLeod	Maintenance
Sherry Oster	Custodian
Dan Robinette	Custodian
Dean Serna	Maintenance

WVHS FOOD SERVICE STAFF

Barbara Camacho	District Supervisor
Laura Spromberg	Manager
Linda Foster	Assistant
Pam Johnson	Assistant
Sue Morrison	Assistant
Pat Robbins	Assistant
Jan Shelby	Assistant
Sharin Steele	Assistant
Debbie Woolery	Assistant

WVHS PARAPROFESSIONALS

Cindy Hale	Special Education
Toni Hillyard	Special Education
Cindy McAndrews	Special Education

WVHS CAMPUS SECURITY/DISCIPLINE STAFF

Susan Schellpfeffer	Campus Supervisor
John Greene	Deputy Sheriff

AUHSD FLEET MAINTENANCE & SAFETY

Sam Burrows	Mechanic & Safety Coordinator
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TEACHER INFORMATION AND RESPONSIBILITIES

1. Days on Duty and Office Hours

In accordance with provisions adopted by this District's Board of Trustees, teachers are expected to be in their classrooms prior to the first bell before the beginning of the first class, and shall work on campus, with the exception of a thirty (30) minute duty-free lunch period, until the end of their last assigned class or preparation period.

In addition to the above working time, all members of the representation unit may be assigned by the District to such activities as back to school nights, open house, faculty meetings, graduation, parent conferences, appointments with the administration, and such curricular and co-curricular activities as club sponsorship and student supervision.

2. Lesson Plans, Roll Books, and Seating Charts

Each teacher is expected to prepare lesson plans in advance. Lesson plans must be kept available to substitute teachers and authorized school personnel. A current seating chart for each class must also be available.

3. Course of Study

Each teacher is asked to indicate any change in the Course of Study and report it to the principal's office. More detailed work may be done in many of the departments during the year.

4. Classroom Maintenance

Rooms should be kept attractive and interesting. The appearance of the rooms should indicate what the students are studying. Bulletin boards should be arranged artistically and kept up to date. Tacks, staples, nails, or scotch tape should not be used on any of the woodwork. Use masking tape only. Any display of a more permanent nature should be ordered through a work order. These instructions apply to the exterior of the building also.

5. Class Control

The teacher is to control the behavior in his class. A quiet, studious atmosphere should prevail. It is the teacher's responsibility to require students to enter the room in an orderly manner, give proper attention to the lesson and remain in their seats at the end of the period until dismissed. Students should

not be dismissed early or allowed to congregate at the door. All students should be in their seats when the bell rings.

6. **Discipline**

Each teacher is also responsible for discipline anywhere on the school premises at any time the need for discipline comes to the teacher's attention. It may be necessary to send some disciplinary cases to the assistant principal's office.

7. **Flag Salute**

A flag salute or other patriotic observance may be held daily at the beginning of the first period class.

8. **Attendance and Promptness**

Teachers will emphasize the importance of positive attendance whenever they meet with parents, and an increased awareness of attendance will be illustrated in all homes to school communications.

Teachers must be certain that accurate attendance accounting is maintained for each class. All absences and tardiness must be recorded in the class register and entered on the automated computerized attendance program. According to the e-mail daily list, a student may need an admittance slip to be signed by all the teachers in order to return to class. Accurate records of unexcused absences and tardiness must be kept.

9. **Preparation**

Each teacher is to require a reasonable amount of work from each student. If a student refuses to attempt the required assignments, the teacher should have a counselor arrange a conference involving the teacher, parent, student, and counselor.

10. **Faculty Mail Boxes**

Each teacher is assigned a mailbox in the faculty room. The mailboxes are used for the distribution of mail, for the daily bulletin, notices, intra-faculty communications, and for other miscellaneous instructions. Teachers are expected to clear their mailboxes each morning and are encouraged to check their mailboxes prior to leaving school for any non-emergency messages, etc. Students should not be sent to faculty mailboxes.

11. **Responsibility for Class Supervision**

Responsibility for the supervision of a class rests with the teacher. If the teacher is to be away from class for an approved reason (e.g., athletic or non-athletic trips), it is his/her responsibility to call to the attention of the principal the fact that it will be necessary for him/her to leave his class.

12. **Announcements and Bulletins**

Information to teachers will be given by means of notices and bulletins placed in their boxes. Therefore, every day on arrival at school, each teacher shall clear his box of all materials.

The faculty and student daily bulletins will also be placed in the teachers' boxes and the bulletin shall be read over the public address system to all students during the first period class. All announcements for the following day must be left in the principal's office by 12:00 p.m. The announcements shall be in writing on a *Daily Bulletin Announcement Form* to be obtained in the principal's office, and shall be signed by the teacher or advisor wanting the announcement made.

13. **Keys**

All keys will be issued from the principal's office. Responsibility for keys lies with the teacher checking them out. Teachers ARE NOT to lend their keys to pupils. NO keys are to be duplicated. Any lost or misplaced keys must be reported to the principal immediately. If asked to period substitute, substitute keys should be returned to the principal's office.

14. **Teachers Shall Keep Their Rooms Locked When Unoccupied**

Each teacher shall be responsible for turning off the lights, closing all windows, and locking the room before leaving.

15. **Collection of Money**

a. Instructional Materials

All monies collected from students shall be recorded with a receipt and a copy given to the student, and collection will be handled in the following manner:

Each Friday of the school year a completed deposit receipt will be completed and turned in, along with monies collected, to the account clerk by 3 p.m. Depending on the situation, monies may be turned in more frequently. (Large sums of money should not be retained by the teacher or kept in the classroom.)

Projects will not be removed from the shop until the charge for materials has been paid.

b. When a textbook is lost or damaged the teacher should immediately send the student to the media center. A record of the student's textbook losses and damages is maintained for his entire enrollment at W.V.H.S. Reminders of any student debt are sent home quarterly.

c. Library

Charges for lost and overdue library books will be made out by the librarian and will be collected by the librarian.

d. Other charges

If a teacher has a charge against a student for loss of materials or equipment, he/she will immediately fill out a student bill and present it to the student. If payment is not made within a reasonable time, turn in the bill to the student accounts clerk.

Charges for damages to or loss of school property other than textbooks will be submitted to the principal's office. The principal will assign an estimate of costs and process the charge.

Students who leave school without properly checking out should have bills for any equipment or materials immediately sent to the student accounts clerk.

16. **Request for Needed Repairs - Work Orders**

If and when repairs need to be made in classrooms or other facilities, teachers should fill out a Work Order Form and submit it to the principal.

If and when assistance is needed with computer hardware, software, etc., teachers must submit a **technology work order** via an e-mail to the computer support technician.

17. **Drinking Cold/Hot Beverages, Faculty Smoking, etc.**

Drinking beverages by members of the staff should be limited to the staff lounge and workrooms. Soda and coffee spills are damaging to carpets and should be prevented. Our campus is tobacco free and there will be no smoking allowed at any time.

18. **Telephone Usage & Messages**

School and classroom phones are for school business and convenience of staff. Long distance calls by teachers may be placed via the school receptionist. **STUDENTS SHOULD**

NOT BE ALLOWED TO USE CLASSROOM PHONES FOR PERSONAL BUSINESS. Public pay phones are available and in emergencies, a student may request to use the phone in the attendance office.

To maintain good communication, teachers are encouraged to check daily their mailboxes, e-mail, and voice mail for messages.

19. **Prep Period**

The teacher preparation period is part of the teacher's duty day and should be used in a professional manner. All teachers are to remain on campus during their prep period unless excused by the principal.

20. **Resource Speakers**

Outside resource speakers are encouraged. Teachers should complete the appropriate form well in advance of the speaking date (form in the principal's office), and direct the speaker to report to the principal's office upon arriving at school.

21. **Correspondence and Communication to Parents**

All form letters, either original or duplicated copies, and other duplicated material sent out in the name of the school or a representative of the school, must have the approval of the principal or assistant principals. The media center will not duplicate materials without administrative approval.

Any other materials placed in mailboxes must be approved by the administration **before** distribution.

22. **Status of Pupil Under Suspension**

Any pupil under home suspension is not to appear on the school grounds or at any school activity during the period of suspension. Students on in-house suspension are not to attend any school activities.

23. **Teacher Suspension of Pupil**

Teachers may suspend, for good cause, any pupil from their class for a period of time not exceeding one class period, plus the remainder of the period during which the suspension is ordered. If suspension is ordered during the period, the teacher shall immediately direct the student and report the suspension to the office of the assistant principal. The words "Good Cause" are the key to this section of the Education Code.

As soon as possible, the teacher must ask the parent or guardian to attend a parent-teacher conference. If either the teacher or parent requests a conference, a school administrator and counselor must attend the conference.

24. **Damage and Theft**

Please report in writing any damage or theft immediately to the principal's office and furnish details as to date, time, and place. (Forms are available in the principal's office.)

25. **Accidents - Students**

Students injured during school time should be sent to the health attendant in the attendance office. If there is any question about the advisability of moving a student, avoid moving him. Report to the attendance office, or if away from school, call medical assistance.

An accident report form must be filed for each accident. Pertinent data including time, date, witnesses, and occurrence, will be indicated on the form and on attachments if needed.

The form must be signed by the teacher.

The teacher in charge should handle injuries occurring at a school-sponsored function. Parents/guardians should be notified as quickly as possible if any injury occurs.

The school and each bus are equipped with first aid materials. Teachers are required by law to have a first aid kit in their possession or immediately available on all field trips. (E.C. 24502)

Teachers are urged to promptly report to the health attendant any evidence of the following conditions:

- a. Orthopedic or speech defect
- b. Defect in vision or hearing
- c. Fever or skin condition that might indicate communicable disease
- d. Other physical malformation which could affect pupil's health and welfare

26. **Liability**

- a. Because of teacher liability in cases of accidents, and to insure a good teaching job, all classes are to be supervised at all times. Please stay with your assigned group. In cases of emergency, send word to the attendance office.
- b. Teachers bring personal property or equipment to school at their own risk. School insurance does not cover personal property and no reimbursement will be made in case of loss or damage.

- c. Teachers using their own vehicles to transport students on field trips, extracurricular activities, etc. should realize that their own personal insurance is the primary coverage. The school liability is secondary coverage. The proper form must be filled out and on file in the principal's office before any vehicle other than one owned by the school is used.
- d. Evidence of physical abuse must be reported to a counselor or a school administrator.

27. **Progress Reports to Parents**

Education Code section 10759 has been amended to require that parents or guardians be notified immediately whenever it becomes evident that a pupil is failing.

West Valley High School will implement Education Code Section 10759 in the following manner:

- a. At the report periods and any other time a student earns a C- or below average, the teacher will see that an automated or manual progress report is generated for each student and mailed home to the student's parent/guardian.
- b. A teacher should indicate what improvements are needed and request a parent conference.

28. **Assemblies and Rallies**

All students and teachers will attend assemblies and rallies, unless it is during a specific period and it is the teacher's prep period. Specific supervision assignments are designated by the assistant principal.

Teachers are requested to cooperate in maintaining a standard pattern of behavior for students:

- a. To permit no discourtesy.
- b. To prohibit whistling and rhythm clapping.
- c. To prohibit talking during activities.

Teachers are requested to report to the assistant principal at the conclusion of the rally or assembly anything that should be avoided in the future.

If any student's behavior is undesirable, he/she should be asked to leave immediately.

Teachers will receive early notice of the rally/assembly schedule to be followed the day of the activity. The Daily Bulletin includes the bell schedule and is placed in teacher mailboxes.

29. Student Eligibility

In determining athletic eligibility the criterion to be followed by teachers in indicating whether the student is passing or failing is: "What grade would this student receive if he were checking out of my class today?" Students must maintain a 2.00 overall GPA and pass 20 units of work to be eligible. Athletic eligibility forms must be signed and returned by all teachers. It is the responsibility of the activity advisor to determine student eligibility for non-athletic student activities. The registrar and athletic administrator can assist in determining eligibility for activities and athletics.

30. Administrative Excusal List

On administrative approved trips, teachers do not decide if the student can be excused from class, all students on the list are excused. Excusal lists for athletics or activities must be posted to *all staff* utilizing Microsoft Outlook (attendance/cafeteria staff included).

31. Activity Release Forms

Students to be excused from class for a particular activity use Activity Release Forms. Each teacher will decide if the student can be excused from class.

32. Field Trips & Transportation Requests

Teachers and activity sponsors are requested to discuss proposed field trips with their department chairman and the principal before initiating discussion with students.

- a. Fill out the "Field Trip Request" form in the principal's office for non-athletic trips.
- b. Fill out the "Transportation Request" form in the principal's office. ***Transportation Requests require Board approval (30 days advance notice), if the trip is overnight or 150 miles one way.*** (Not needed if part of the CIF sports schedule). Special procedures apply - see the principal.
- c. When approved by the principal a copy of the transportation request will be returned to the teacher. (If not approved, a copy will be returned to the teacher with a notation.)
- d. Obtain signed parent permission slip, (depending on the trip). A staff member shall accompany each field trip. After final approval, submit a list of students for the trip to the activities secretary. An excusal list will then be distributed five (5) days prior to the activity listing the students to be dismissed from class.
- e. Field trips shall not be scheduled near final exams or school-wide state exams.

33. **Requisitions for Special Transportation**

All requests for special transportation, not involving a bus driver, must be in the principal's office one (1) week prior to date desired. Requests, which do not meet these advance deadlines, may be denied even though transportation could be made available.

Keys for vehicles scheduled to leave after school, must be obtained before 2:30 p.m. the day of the trip. Keys for van or station wagon trips on Saturday or holidays must be obtained before 3:30 p.m. on

Friday or the school day before a holiday. Keys may be obtained from the transportation supervisor or the principal's secretary. Vehicle Inspection Forms must be completed prior to each trip and left with the principal's secretary. Keys must be returned after each trip and, vehicles must be returned with a **full tank** of gas.

Gasoline credit cards must be obtained from the principal's office and returned with sales slips.

34. **Lost & Found Items**

a. Principal's Office - Wallets, purses, jewelry, cell phones, compact discs, and keys
(lost items are advertised in the Daily Bulletin)

b. Media Center - Book and athletic bags, clothing, shoes

35. **Final Exams**

All teachers are to submit to the principal's office a copy of the final exam they plan to administer to each class at the end of the respective semester. This final exam must be given during the time allotted for final exams or prior arrangements must be made with the principal.

36. **Staff Development Day & Certificated Absences**

Anderson Union High School District recognizes that a key to educational success and professional growth is a productive staff development program. The district supports the fundamental concept that the organization must assist its employees in the constant changing and improvement of skills. Accordingly, staff development is viewed as both an opportunity for personal growth and as a necessity for organizational success. Generally, the district provides 3 days annually. Certificated staff that miss a Staff Development Day (6 hours) are encouraged to make up the lost time in order to avoid lost earnings with the State Teacher's Retirement System. Arrangements may be made with the principal.

37. **Staff Dress**

To promote professionalism in all staff members the following dress recommendations are encouraged:

- a. Men should wear shirts with collars.
- b. Socks should be worn with all types of shoes.
- c. Blue jeans (pants of denim material) may be worn on Fridays.
- d. No shorts or sweats should be worn (except P.E. teachers, while teaching P.E.).

38. **Credential Renewal**

Credential renewals forms are available in the Principal's Office or on the CCTC (California Commission on Teacher Credentialing) website.

39. **School Website & Teacher Bios**

Teacher bios are presented on the school website and must be updated annually. Teachers should submit changes to the student webmaster. Changes may be submitted to the webmaster's e-mail address: wvhs.webmaster@gmail.com or bio information placed in his mailbox located in the faculty room under "Webmaster".

TEXTBOOKS

Issuance and Return of Textbooks

Textbooks are issued to students in the media center at the beginning of the course. The instructional materials clerk will coordinate with teachers the schedule for textbook issuance and collection.

Lost or Damaged Textbooks

Teachers must explain to students their responsibilities concerning the care of textbooks. Students are responsible for loss, abuse, and damage to the books issued to them. No replacement for lost books will be made until the student makes an arrangement with the instructional materials clerk to replace it.

Billing of Textbooks

When a textbook is lost or damaged the student should be sent to the instructional materials clerk immediately. (A record of the student's losses and damages for books is maintained for his/her entire enrollment.)

The student must present the bill and make arrangement before he/she will be issued a replacement text. If the lost book is subsequently found, a refund will be issued.

Collection of Textbooks

See the instructional materials clerk for instructions.

Textbook Inventory

In order to provide the best service possible and to insure that each student has his/her necessary texts, a continual up-to-date inventory must be kept. If you have any questions concerning textbooks, please see the textbook coordinator/instructional materials clerk.

New Textbook Adoptions Process

Considerations for new textbooks for a course should be done early in the school year. Books to be adopted are presented to the School Board for approval. The department chairman is responsible for coordinating with teachers the textbook adoption process.

Transportation of Students

Students living within two miles of West Valley High School will provide their own transportation. Buses are provided beyond two miles.

Tutoring

An after school Tutoring Academy is provided Tuesdays and Thursdays, 2:45-4:45 p.m. to any interested student free of charge. Teachers tutor two 2-hour sessions in the subject areas: English, reading, math, social science, science and foreign language. You are encouraged to be periodically involved with this invaluable after school program. Teachers are paid at an hourly rate of \$25.00 an hour. Questions concerning tutoring should be referred to the assistant principal of counseling and guidance.

Controversial Issues, Subjects, and Materials

The Anderson Union High School Board of Trustees has established a policy for teaching controversial issues. It is on file in the principal's office. Before constructing a lesson plan covering such issues, you should review the policy with your department chairman who may consult with the principal.

Grading Period

Near the close of each quarter and progress period, teachers will receive an instructional sheet for reporting class grades on the computer system. Reports cards are generated from the registrar's office and mailed home.

Changing of Grades - Incompletes

When an incomplete or "I" semester grade has been made up and the semester grade is to be changed, the teacher will report the final grade to the registrar. This must be done prior to the end of the next grading period.

Grading System

Symbols and their meaning in grades 9-12:

- "A" **Excellent:** Achievement is consistently superior to that which is generally expected.
- "B" **Above Average:** Achievement is consistently above the average or better than what is to be expected, but below the excellent classification.
- "C" **Average:** Achievement is consistently that which is ordinarily expected at the grade level.
- "D" **Below Average:** Achievement is consistently below that which is ordinarily expected. (A "D" may be assigned to a student who can not profit by repeating the course and whose conscientious efforts deserve a passing mark.)
- "F" **Failing:** Achievement is consistently below passing standards.
- "I" **Incomplete:** An "I" may be assigned **if the student's reason** for incomplete work warrants an extension of time. An "I" must be made up before the close of the quarter of the next regular session following the issuance of the "I". If not made up within six weeks, the incomplete will become an F. The teacher has the responsibility to record the change with the registrar.

Plus and Minus Signs:

Although the use of plus and minus signs is not encouraged, this use is left to the individual discretion of the classroom teacher.

Criteria which may be used in determining marks, where applicable:

- a. Tests, examinations, and observations.
- b. Preparation of assignments (including neatness, legibility, accuracy, and promptness).
- c. Ability to organize and present material in written and/or oral form.
- d. Contribution to class discussion and group participation.
- e. Application of facts and principals to new and unfamiliar situations.
- f. Initiative, originality, and/or creativity.
- g. Skills in appropriate subject fields. Independent study and research.

The use of a percentage scale is a useful tool for teachers. The following scale represents school policy:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
0 - 59 = F

Grading in Academically Advanced Areas

A. When assigning grades advance placement/honors sections for which students are eligible, the teacher should recognize that he is dealing with a highly selected group. Teachers of such classes shall grade achievement in relation to the criteria established for the entire District, not individual class.

B. If students in the advance placement/honors sections are accurately identified, it is expected that the grade distribution for such pupils will not fall below the "B" level and that the predominant grades will be "A".

C. When a student who has been placed in an advance placement/honors section does not perform at a level that would entitle him to an "A" or "B" grade, the teacher and/or counselor concerned shall recommend that the student be transferred to a regular class. The parents shall be informed of the pending transfer by telephone or, when possible, by a conference.

When it is recommended that a student be transferred, the transfer shall be made unless the parents request in writing that the student be allowed to remain in the advance placement/honors class, with the student receiving a "C" or other grade as determined by the teacher.

A grade of "B" or better is required for continuation in the advance placement/honors program from year to year.

Grading in Academic Subjects for Academically Challenged Students

- A. Academically challenged students shall be graded in relation to the criteria established for the entire District.
- B. To acknowledge a student's progress and achievement in relation to his capabilities, the teacher, when warranted may assign a "C" even though the work does not meet grade level norms. In such cases the parents are to be informed.
- C. Should a secondary student's quality of work reach his grade level norms, the teacher and/or counselor concerned should consider transferring him to the next highest group or class.

Grades for Students Receiving Home Teaching

A. Short-term student

- 1. Short term is defined to mean a student who has attended classes at some time during a marking period, either prior to or following home teaching.
- 2. If a student is receiving home teaching at the end of a marking period, the home teacher will administer, when applicable, final examinations provided by the school of attendance. The examination may be graded by the classroom teacher.
- 3. The classroom teacher in conference with the home teacher shall determine the final grade in each subject.

B. Long-term student

- 1. Long term is defined to mean a student who normally has not been able to attend any classes during a given school year or given marking period.
- 2. The home teacher is encouraged to check with the student's counselor at the school he/she would attend.
- 3. The home teacher will assign the final grade.

Homework

West Valley High School has an established homework policy. The policy was adopted by our school to enhance the education of our students. Specifically this policy is designed to:

- 1. Develop a more positive educational link between the school and the home.
- 2. Provide students the additional practice time to gain the understanding of the academic courses and to become more skilled in the academic areas.
- 3. To provide experiences in independent study and to practice good study habits.
- 4. Allow students and parents to realize that homework is an extension of classroom instruction.
- 5. To accustom the student to budget time for homework in preparation for the time when independent study becomes the main avenue to continued education.

6. For re-enforcement of basic skills and concepts.
7. For completion of assignments not completed during class time.
8. For projects or studies involving individual research or experimentation using resources not available at school.

Homework for Ill Students

Students having a prolonged absence due to an accident or illness should inform their counselor and contact their teachers for assistance.

Punitive Writing Assignments

The assignment of research papers, essays, compositions, and/or other papers that are essentially writing assignments should not be done on a punitive basis or without relation to classroom instruction in the subject. Compositions assigned must relate to specific instruction and the minimum work limit must be predetermined. In no case is an assigned paper to become cumulative in length as a punishment for failure to meet a deadline. If deadlines are not met, other disciplinary measures should be used in addition to the writing assignments (such as detention, parent notification, etc.).

Grade Books

Teachers' grade books must contain documentary evidence supporting the mark issued to the student. This should include such things as grades for final examinations, daily work, projects, notebooks, or other basis used in determining the final mark. At the end of the second semester all grade books will be archived by the registrar for auditing purposes.

SCHOOL ATTENDANCE

Teachers are urged to discuss with the student's counselor those individual students whose poor attendance interferes with their scholastic achievement. This provides the counselors with a solid basis for subsequent discussions with the parents.

Any student absent from school without a valid excuse on three different school days, or tardy more than thirty minutes on each of three days during the school quarter, will be considered an unexcused by school personnel (excludes suspension). At that time, the parent/guardian of the student will be notified and advised of the parent's obligation to compel the student to meet his/her school responsibilities. The parent/guardian will also be advised of parental rights to attend a conference with a school representative to discuss solutions to the attendance problem and to be made aware of alternative education programs available in the District. Efforts will be made to improve school/home

communications and identify commitments that will resolve the truancy problem. Ed Code 48260 and 482605.

1. Reporting Absences

a. Attendance accounting is the teacher's responsibility. Attendance must be taken by the classroom teacher only and recorded electronically every period of every day that school is in session.

b. Mark the correct student absent the correct day of the week. If the student who is marked absent comes to class, advise the attendance office immediately. If both absent and tardy are entered, the attendance office will make necessary corrections.

c. Students away on a school function, (field trips, athletics, etc.) are marked absent. An electronic activity excusal list will be provided to all staff.

d. Activity sponsor and the teacher of classes from which students are released will remind students they are responsible for class work missed because of the absence.

e. Substitute teachers will record absences and tardiness on period absent slips and submit to the attendance office at the end of the day.

2. Makeup Work Following Absence

a. The teacher may require and give the student credit for any assignments and tests missed during a suspension.

b. All students absent from class or classes that are not suspended shall be allowed to complete all assignments and tests missed, and upon satisfactory completion shall be given full credit for such work as directed by the individual teacher.

Exception - Truancy

Truant students (all day or periods) may be given the opportunity to complete the missed work for their future benefit.

c. Makeup Procedures

1. Teachers shall inform returning students of the makeup procedures.

2. Students shall be allowed at least an equal number of days as those missed to complete all assignments and tests.

3. The grade on the missed work and the final grade in the class shall not reflect a penalty due to excused absences.

3. Off Campus Passes

Off campus passes will be issued to students in an emergency situation and/or for medical and dental appointments that have verification of the appointment on the student's return to campus. If a student leaves campus without authorization, the student will be considered truant and will receive a "cut".

Off campus passes will be issued daily by the attendance office. With signed authorization from a parent/guardian, eighteen-year old students may receive permission for off-campus passes from an administrator.

4. On Campus Passes

Students who wish to leave class must obtain a pass from the teacher in charge of the class. The pass should show the destination of the student, the time at which he leaves the class and the signature of the teacher. The teacher at the student's destination must also sign the pass and see that the time of the student's arrival and departure is stated. The pass must be returned to the teachers or who originally issued it. Passes should be issued only for students to go to (1) the office to see his/her counselor when requested by administrative personnel or counselor (2) to the lavatory and emergencies (3) or health attendant.

ALL STUDENTS OUT OF CLASS DURING A CLASS PERIOD MUST HAVE A PASS

ACTIVITIES

Student Activities

At West Valley High School, student activities are considered a part of the total educational program offered to our students. Activities should be organized and planned to cause a minimum of class interruptions. However, because we encourage students to participate, there may be occasional situations that arise when interruptions are unavoidable. Staff personnel assigned or serving as advisors or sponsors for student activities should be included in the planning of the group activity, and proceed in accordance with the above.

Senior Awards Program

In order to give appropriate recognition to seniors who have made outstanding academic achievement, a Senior Awards Program will be held the last Tuesday of the school year.

At this program, the following awards may be announced: college scholarships and honors of entrance, cash awards, grants and scholarships, trophies or insignia recognizing academic excellence. Letters of invitation are mailed to each student.

Academic Awards Program

In May, a program is held to honor all students who have maintained a 3.5 grade point at the first semester and third quarter. In addition, athletes who receive those marks are honored as scholar athletes. Teachers are encouraged to make students aware that this system of rewards exists for their benefit. Letters of invitation are mailed to each student.

Night Rehearsals & Practices

Night rehearsals for school activities and athletic team practices will be kept to a minimum. Such rehearsals and practices shall be dismissed no later than 9:30 p.m.

Late Bus Runs

There may be **no** late activity bus provided to students with limited runs to the communities of Happy Valley and Cottonwood. Late bus runs were discontinued due to budget constraints.

Clubs and Faculty Sponsored Groups

Well-planned activities outside the regular daily program provide some of the finest education in a school. Every teacher is invited to share in the sponsoring of such activities. Teachers interested in organizing and sponsoring activity clubs should consult the activities administrator.

Evening club meetings must be adjourned no later than 9:30 p.m. Date and place of such meetings will be filed in advance with the activities administrator and provided to the principal's office for inclusion in the master calendar.

School Dances

Informal dances sponsored by the school are held on the school premises. Formal dances may be held in other facilities with the permission of the principal.

Club Funds

Class advisors, club sponsors, and group leaders will exercise careful supervision in regard to funds collected. Monies collected from students shall be receipted in duplicate, one copy going to the student. Each Friday, or more often if needed, a deposit receipt will be completed and monies deposited with the student accounts clerk. The faculty advisor or an administrator must sign for all financial transactions. It is of vital importance that students develop business like habits in financial matters. Carelessness in the handling of the funds of others will nullify the most sincere efforts of citizenship training. Students should never place their own money and the money of others in lockers.

Publicity & Public Relations Coordinator

Approved posters may be placed on bulletin boards and in other approved areas. Custodians are instructed to remove posters placed on walls or woodwork. An administrator must initial all posters, signifying approval, before being posted. The assistant principal or principal will grant this initialed

approval. All advertising materials must be removed immediately following completion of the activity publicized. Faculty sponsor of activity concerned shall be responsible for such removal.

The school's Public Relations Coordinator is Susan Schellpfeffer. Any newsworthy school information may be directed to Mrs. Schellpfeffer for her follow-up to the media.

STUDENT CONTROL

Morality Training

Each teacher shall endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, including kindness toward domestic pets and the humane treatment of living creatures; to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government.

Student Dress

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

Dress code guidelines are distributed to all faculty at the beginning of the school year in the "Behavior, Attendance and Other Mandated Policies" handbook.

Boy-Girl Display of Affection

When any teacher observes a student behaving toward one another with a familiarity that defies good taste, a comment from the teacher is in order. If necessary the students' names should be turned into their counselor who will discuss the matter with the involved students. A referral to the assistant principal is appropriate if such behavior continues.

Closed Campus

Students are required to remain on the campus from the time they arrive in the morning until they leave after the last class, unless they have obtained an off-campus pass from the attendance office. I.D. cards will be issued for R.O.P./work experience students. Students violating this may receive in-house suspension or Saturday School.

Visitors To Campus

Campus and classroom visitors as a general rule are not permitted on our closed campus without administrative approval.

Any person who is on the campus that is not enrolled as a student must report to the principal's office upon arrival. Visitors are requested to sign in the visitors' registry.

Parking Policy - Students

The faculty parking lot is off limits to students. Violators should be reported to the campus supervisor.

Student Conduct in Classroom

A. Teachers are **required to control students' behavior** within the classroom so students remain "on task" for the learning activity, do not disrupt the teacher or fellow students, and show respect to others.

B. Teacher's Responsibility Outside of Classroom-Ed Code 13557

During the school day, administrators and teachers are held responsible for the general conduct of pupils. This means conduct outside of the classroom, as well as in the classroom. All teachers are authorized and expected to assist with the problem of discipline wherever that problem may occur. Teachers are expected to stand at their classroom doors frequently when classes are passing to check on possible disorder.

C. Referring Cases of Discipline

1. Cases that should be referred are those of students who will not respond to a teacher's best efforts to guide them and those who are guilty of flagrant disrespect for school regulation.

2. Refer to assistant principal.

3. The continued educational accomplishment of the class necessitates the removal of the student immediately; send him to the office of the assistant principal with a referral form, filled out. This form may be sent by an accompanying student.

D. Uniform Class Rules for All Students in All Classes

1. Follow directions when given.
2. Be in your seat prepared to work when the tardy bell rings.
3. Have required materials.
4. Proper classroom behavior - manners - respect for others.
5. Remain seated until dismissed by the instructor.

E. **Problems to be handled by the:**

1. **TEACHER**

- a. Gum Chewing
- b. Forgetting a book, pencil, or supplies
- c. Failure to complete an assignment
- d. Talking in class
- e. Poor work habits
- f. Minor disturbances
- g. Normal tardiness

2. **ASSISTANT PRINCIPAL**

- a. Serious behavior problems
- b. Open defiance and insolence
- c. Smoking
- d. Gambling
- e. Mass disturbances
- f. Under influence of alcohol
- g. Fighting
- h. Extreme neglect of personal appearance
- i. Defacing school property
- j. Narcotics or other drugs
- k. Intruders
- l. Thefts
- m. Profane language
- n. Excessive absence and tardiness
- o. Tardiness and absences

3. **COUNSELOR**

- a. Failure in class work
- b. Changing of program
- c. Future program planning
- d. Tardiness and absences
- e. Non-pursuit course of study
- f. Incipient discipline problems

4. **HEALTH-ATTENDANT**

- a. Emergency cases of accident or illness anywhere on campus.
- b. Physical conditions relating to health.
- c. Health problems that require the attention of a physician or a nurse.

F. West Valley High School has adopted a site discipline plan. All teachers should be familiar with the student consequences for their behavior. The site discipline plan is provided within this document.

Student Tardiness

When a student is tardy he will report directly to class. Each teacher will record the number of tardies. Any lateness that the parents have verified is an excused tardy. If a student is 15 minutes late, send them to the attendance office. If a student is detained by a teacher, and is therefore late to his next class, the teacher who detained him will provide him with a note explaining the tardiness. Such cases must be kept to a minimum.

Truancies

First, second, and third truancy - to the same class, the parent will be notified. The student will receive one hour of Saturday School per class truancy and a parent-counselor conference is Required. All Day truancies - two Saturday Schools are assigned.

Fourth truancy (defined by the law as a habitual truant) - to the same class, a parent-counselor conference will be scheduled; the student will be removed from the class for the remainder of the semester, and will lose semester credit for the class. Truancies will be counted quarterly and will not accumulate from one quarter to the next.

The following procedure will be practiced in dealing with unexcused tardiness:

On unexcused tardiness to a class, the teacher will discuss the reason for the tardiness with the student, and will cause the student to understand tardiness is serious and that the student should make every effort to be in class on time.

First and second unexcused tardy - the student will adhere to the individual teacher's classroom management plan. On the second unexcused tardy the teacher will contact the parent.

Third unexcused tardy - the teacher will contact the assistant principal. The assistant principal will notify the parent and the student will be assigned one-hour detention.

Students with a written referral and 3 hours of detention for excessive unexcused tardies are referred to the site study team. The committee will make a recommendation for possible placement to an alternative educational program (Community Day School or North Valley High School).

LIBRARY/MEDIA CENTER/COMPUTER LAB 203

The library/media center is open for the convenience of staff and students from 7 a.m. to 3:30 p.m. The following regulations govern the use of the library/media center:

Teacher Regulations

Twenty-four hour notice should be given when teachers plan to bring their class to the library/media center. A maximum of 6 students may be sent to the library/media center without a teacher, provided a pass is sent stating student's name, date, time, library task, return time, and teacher's name.

Staff may keep library/media center materials for a maximum of one semester at a time. However, the earnest cooperation of all staff is requested in returning materials as soon as they are no longer being used.

Staff is requested to help maintain an academic atmosphere in the library/media center by supervising their students while they are in the library/media center.

Teachers must schedule the use of the computer lab 203 with the Library Supervisor and Principal's Office. A key to 203 may be picked up in the Principal's Office.

Student Regulations

Each student is expected to exercise responsibility in the return of library and media center materials. No student with overdue items will be allowed additional materials until all overdue materials have been returned or renewed. If a student fails to respond to overdue notices, he/she will be billed the current replacement cost for the material. Library and media center privileges will be suspended until the bill is paid, or materials returned.

Reserved books are kept on special shelves in the front of the library/media center and are loaned for varying amount of time (most 24 hours or 3 days). Reference materials are not checked out to students. However, when appropriate, photocopies will be made of necessary materials.

All other materials available for student check-out may be used for two weeks (10 school days) and renewed for an additional two weeks unless a "Reserve" has been placed on the book.

Library/Media Center Orientation

During the school day (except lunch, before or after school) students will be admitted to the library or media center only with a pass from their teacher for that period. While in the library/media center, all students are expected to maintain proper library behavior; those that do not, will be returned to class, or asked to leave (if during lunch, or before or after school). Students consistently disrupting the library environment will lose library privileges.

Classroom Orientation: It is imperative that all students be given instructions in library procedures. Quiet, orderly conduct should be stressed.

AUDIO VISUAL SERVICES

The librarian is in charge of audio/video equipment. In addition, many departments have their own equipment.

The following procedure is to be followed regarding usage of AV (audio/visual) materials and equipment:

1. All damage or malfunctions are to be reported to the librarian immediately. **NO REPAIR IS TO BE ATTEMPTED OF ANY MATERIAL OR EQUIPMENT.** This includes burned out lamps (send entire machine to the Library for lamp replacement).
2. All material and equipment is to be returned to the Library upon the ending of the scheduled time.
3. All "consumable" materials are to be ordered through department budgets (overhead transparencies, pens, blank video/audio tapes, CD's, etc.).
4. Students are not to use equipment unless under direct staff supervision.
5. All materials used "off campus" must be cleared through the principal's office. A "Use of Equipment" form must be completed.

COUNSELING & GUIDANCE SERVICES

West Valley High School maintains a comprehensive guidance program. Personnel working directly in guidance services include one assistant principal, one psychologist, and four full-time counselors (one who provides services to the Peer Resource Program and one to the GEAR UP Program). There are also part-time services provided to Conflict Management, TRIO, and Indian Education Programs.

The Role of the Counselor:

1. Counselors endeavor to help the student understand himself and his environment so that he may learn to make effective decisions.
Counselors may assist students in any or all of the following areas:
 - a. Assess student strengths and limitations.
 - b. Make suitable decisions about life.
 - c. Develop positive Attitudes.

- d. Choose courses that are right for the student.
 - e. Solve personal problems.
 - f. Discover student talents and abilities.
 - g. Find a job.
 - h. Plan the student's education.
 - i. Decide on a career.
2. Counselors consult with parents for the following purposes:
 - a. To interpret information about the student's abilities, interests, goals, and academic progress.
 - b. To learn from parents information which will assist school personnel in working with the student.
 - c. To assist parents in solving school-home problems, by explaining the student's point of view.
 3. Counselors consult with teachers for the following purposes:
 - a. To provide as much information about the students as possible.
 - b. To interpret information to teachers.
 - c. To arrive at mutual agreement concerning methods of dealing with individual or group problems.
 4. Counselors consult with other special service personnel or administration for the same purposes as above.
 5. Counselors refer students and/or parents to appropriate community agencies when school resources are inadequate.
 6. Counselors recommend changes in the curriculum on the basis of information learned about groups of students.

Role of the Teacher:

Teachers, because of their daily contact with students, are in a more effective position than counselors to take early action in promoting the personal development of students.

1. Teachers are urged to learn as much as possible about each student in their classes.
2. Teachers should be alert for incipient problems with students. Many such problems can be dealt with in the classroom.
3. Problems that cannot be handled in the classroom should be referred to the counselor as soon as possible.

Testing Program:

Certain standardized tests are given to all students at a given grade level each year. Individual and group scores are available to teachers. Any member of the counseling staff will be ready to help interpret scores for any teacher.

Ninth Grade:	CAT 6 CHSEE STAR
Tenth Grade:	CAT 6 CHSEE Retest STAR
Eleventh Grade:	Advanced Placement CAT 6 CHSEE Retest ASVAB STAR
Twelfth Grade:	Advanced Placement CAT 6 CHSEE Retest ASVAB

Individual Tests: Administered by the school psychologist, if applicable.

Students Records:

The following student records are maintained in the counseling office. They are available for review by teachers. (Records may not be reproduced or removed from the counseling office except by permission of the assistant principal or registrar.)

1. Student Permanent Record (transcript) - contains all semester grades earned in high school, units completed, grade point average, test results
2. Student Registration Card - contains birth date, names of parents and siblings, occupation of parents, emergency information
3. Cumulative Folio - contains elementary and high school records with report cards, test summary information, health records, and related school information.

4. Special Education Confidential Folio - contains elementary and high school special education records that include psychological tests, health records, etc. for meeting assessment criteria to the resource specialist program or special day class. Files are maintained by the school psychologist and special education staff.

Counseling & Guidance Department Procedures:

1. Student-Counselor Conferences:

- a. Students may see their counselor by signing up on the counselor's clipboard in the counseling office. It is recommended students' signup before and after school, at lunch or between classes.
- b. The counselor will then send for the student by written office request or by telephone. Teachers should notify the counselor if the student is absent or not immediately available, and can not leave the classroom.
- c. Generally, the *first 10 days of school* and the *beginning of second semester*, students are referred to "Counselors' Corner" during lunches in the cafeteria to see their counselors.
- d. Students are welcome in the counseling office. Teachers, however, should not release students from class to go to the counseling office unless notified by the counselor or unless there appears to be an emergency situation.

2. Teacher Referrals:

- a. Teachers are strongly encouraged to make referrals before problems become unmanageable in the classroom.
- b. Written referrals are mandatory. A counselor referral form is available in the faculty room forms section or from the registrar.
- c. Referral slips are to be delivered to the office by the teacher or campus supervisor. A student is not to be sent with it.

3. Counselor Request for Confidential Information:

- a. Teacher referrals will frequently result in a request by the counselor for information about the student from each of his teachers (Confidential Special Report Form).
- b. An early reply by teachers is needed.
- c. Teachers are encouraged to describe student behavior in detail.
- d. Please answer all questions

4. Referrals to School Psychologist:

- a. Teachers who feel that a student needs psychological services, either for individual testing or consultation, should make a written referral to the counselor.
- b. Counselors will review available information about the student then either deal with the matter themselves, or recommend to the assistant principal that the referral continue to the psychologist.

Counselors may initiate referrals.

- c. Other support personnel i.e. health-attendant, nurse, and administrators may make referrals either to the counselor or to the assistant principal, in the latter case, the assistant principal will always consult with the counselor.

5. Confidential Nature of Written Information About Students

- a. All written information about students should be handled with care.
- b. Referrals or counselor requests for information should not be discussed with students.
- c. Written information should be sent from one office to another with reasonable regard for protecting its confidential nature.

Counselors:

The assistant principal is the administrator in charge of the Guidance Program and four full-time counselors: Mr. Shawn Martinez, Mr. Tom Pasquini, Mrs. Stephanie Rodgers, and Mr. Rob Swendiman.

Through special funding sources counseling services are also provided to the GEAR UP, TRIO and Indian Education Programs.

ACADEMIC FREEDOM

Roles in Relation to Academic Freedom

It has been stated as a principle that the concept of academic freedom can be an effective reality only where the community exhibits interest and understanding. Below are delineations of the responsible roles which various groups may be expected to play.

SOCIETY AS A WHOLE - An enlightened society at the national, state, and community levels is essential to the support of academic freedom and recognition of its proper boundaries. Such a society perceives that freedom of teacher and learning in its schools is for the public good, as long as appropriate controls to the duly elected or employed educational authorities.

A public with intelligent interest in problems of academic interest acquaints itself with the objectives of the educational enterprise and recognizes the teacher as a professional worker engaged in accomplishing those objectives. Such a public is vigilant; therefore, in helping to protect its teachers and school administrators from unfair treatment, and at the same time in making certain that education is not corrupted in the schools. Society as a whole has a vital role also in obliging its media of communication, especially the press, to present correct, objective information regarding matters of academic freedom.

THE SCHOOL BOARD - Members of the School Board should form a necessary and powerful link between the community and the public school. These members speak and act for the community in its educational affairs. Attention to problems of academic freedom is only one of the School Board's many responsibilities, but it may be a time concerning and tormenting one.

The School Board should be primarily concerned with effective teaching, efficient administration, and fiscal soundness in the school system. Board members know that upon the freedom and security of the teacher, as well as upon his knowledge and instructional skills, depends the success of the educative process. Therefore, the Board acts responsibly, through the administration, to ensure that such freedom and security exists. At the same time, School Board members play their part in seeing to it that academic freedom is not abused and that morally and legally, as well as intellectually, the work of the school goes forward without interference toward desirable goals for the community, state, and nation.

THE SUPERINTENDENT - As the highest-ranking educational officer of the school district, the Superintendent executes the policies of the School Board, including those related to academic freedom. Within the framework of the law, he protects all members of his professional staff from attacks that might destroy their rights to perform their duties in an atmosphere of intellectual liberty. Likewise, he acts with the School Board, within legal bounds in the solution of problems involving misapplication of the principle of academic freedom.

The Superintendent is the chief interpreter of the school program to the citizens of the community. As such, he has always in mind the school system's obligation to the community as well as to the society in general, and through appropriate media, he informs the public about policies, procedures, and action taken in matters of freedom in the schools.

There needs to be "some reasonable balance between the rights of the state, the rights of the teacher, and the rights of the parents and students". It is a significant part of the Superintendent's role that he preserves such a balance.

THE PRINCIPAL - By reason of his supervisory functions, the principal stands in a strategic position to defend freedom of teaching and learning in his school. The quality of his own educational philosophy is crucial, even though he is responsible to his Superintendent for the efficient operation of the school and must be cognizant of the District's policies and procedures.

The Principal's role demands that he place the student at the center of the school's activities. The welfare of the learner requires vigilance, in terms not only of his right to good instruction, but also of his teacher's security and esteem as a professional person. The Principal works, then, to provide for the student and the teachers alike, a favorable working environment where the gaining of skills, the search for the truth, and the identification of it can proceed without needless restrictions.

Support of his teachers is one of the Principal's responsibilities. This means that he safeguards their right to academic freedom within the law and the district policies, the Principal continues to give support by helping him to recognize and, if possible, to correct the error. If unsuccessful in his attempts to redirect the teacher's actions into acceptable limits, the Principal must take the prescribed steps, as defined in District Policy, to relieve the teacher from his duties.

In short, the Principal has the paramount responsibility, in his particular school, of dealing with all matters of academic freedom and of collaborating with his Superintendent in the judicious treatment of all problems of special difficulty in this regard.

THE TEACHER - The leading role in academic freedom is played by the teacher whose ability to organize and direct learning activities is no more than his integrity as a person and a scholar. Beale has declared, "Teachers must learn that self-restraint, wisdom, and individual attitudes, as well as freedom, are virtues." The teacher in a free society, wherever he works in an elementary school, high school, college, or university knows that his students are thinking, changing individuals. He is aware that a valuable part of his contribution to their education is to help them to deal discriminatingly with ideas and develop habits of open-minded, critical thought. Therefore, he makes sure that, consonant with the students' intellectual maturity they are exposed to varying points of view. No student should be placed under pressure to conform to particular ideas, beliefs, and judgments. The academic work of each student shall be evaluated on its own merits.

The teacher's role is well played when he maintains, consistently and consciously, a climate for free communication of ideas, for vigorous inquiry, and for initiative and inventiveness in the classroom, library, or laboratory. So doing, he puts into action the essence of academic freedom. In order to accomplish this, he in turn must possess the rights of a free teacher.

THE STUDENT - Whether young or older, the students in a democratic country have certain common elements in their role, both active and passive, in relation to academic freedom. All have the opportunity within the limits of his maturity as a rational person with a realization of values, to examine and understand the conditions and issues of contemporary life.

But students at all levels are not mere passive beneficiaries of freedom. They have active parts of play as individuals deserving of freedom and willing to cooperate with their teachers and fellow students in the reasonable exercise of it. Their most important duty in this regard is to conduct themselves in such a way that they do not infringe upon the rights of others in the school.

It is generally agreed that elementary school pupils are not yet ready to understand and analyze opposing theories and points of view. These children are engaged gaining certain skills needed for later school and post school life. But they are forming, also, during this time, many attitudes, standards, and concepts which will have lifelong effects.

Freedom of learning becomes of value to the elementary school pupil then, to the extent that the school can help him to acquire good habits of observation and thoughtful scrutiny, together with questioning attitudes toward his environment--all these, with plenty of encouragement, for initiative and creativity . Only a free teacher can give the pupil such conditions for learning. A free teacher in this full sense, is one who not only enjoys freedom as far as his school system is concerned, but also possesses a clear and open mind and can offer an impartial view of the world where he and his pupils live. Thus, by attitude and example, his influence can be of great value to them in their most formative years.

In secondary school, the student is greatly increasing his knowledge of a broad range of subjects. He has the right of access to critical materials and of discussion and debate in a spirit of fairness and without needless offense to anyone in school or community. The quality of his conduct as a student and as a person will set limits to his freedom.

Rationale

The existence and progress of democratic society demand that there be freedom of teaching and freedom of learning in the public schools. It is, therefore, a major responsibility of public educational authorities to protect these freedoms for students, teachers, and others directly concerned with the school program.

Within the District, the School Board has the status of the legal and interpretive authority organized to ensure that the school fulfills its obligations to its supporting society at the local, state, and national levels. The obligation in behalf of academic freedom requires that the board cooperate with educational personnel with the community in a judicious and open-minded manner in policies and decisions for the preservation of that freedom.

The proper role of the School Board in this regard, is to give all possible support, within the law, to the teachers, administrators, and other staff members who are making use of their abilities and resources to maintain a climate of intellectual freedom in the schools. This role of board members calls for educational statesmanship of a high order.

Successful action in matters of academic freedom depends greatly upon the School Board's ability to see the true relationship between the total objectives of the educational program and values of academic freedom. With such insight, the board can work with its administration for a practical and defensible balance in this relationship and can interpret it to the community.

GUIDELINES FOR ACADEMIC FREEDOM

Bases for Judgment in Matters Concerning Academic Freedom will be:

1. The welfare of students, individually and collectively, in the present and for the future.
2. The intellectual maturity of the student.
3. The standards and beliefs of responsible citizens of the community.
4. The security and dignity of teachers, administrators, and other professional workers.
5. The status of the problems or issue within the framework of a law as set forth by the Education Code.
6. In the case of instructional materials, the informative, literary, and general cultural values which may assist students in intellectual growth and habits of critical thought.
7. The reasonable efficiency and unity of the school as an institution which stated goals of service.
8. Informed opinion available in policy statements regarding academic freedom, which have been issued by organizations of teachers, administrators, parents, school board members, and other citizens with special interest in public education.

Status and Conduct of Professional Staff

Members of the professional staff are free to exercise the rights and responsibilities that belong to all citizens. The school board is legally and morally bound to protect these rights.

Freedom of speech and action for teachers and administrators is limited only by the reasonable standards of professional conduct.

The School Board is obligated to defend the natural intellectual rights of its professional staff on the one hand, and the welfare of students and community on the other. No subjective view on the part of the individual Board member may affect this obligation.

Instructional Materials

The School Board holds to the belief that teachers and librarians should play a key role, in cooperation with school district administrative personnel, in the selection of the materials of instruction. The Board, acting accordingly, gives to the professional staff the responsibility for scholarly appraisal of such materials (other than state-adopted tests) to be placed in classrooms and libraries.

There is expectation of the encouragement for the use of teaching materials that will stimulate students in attitudes of active inquiry into their world and of intelligent criticism of its social institutions.

In case of a difference of opinion by teachers and administration, materials will not be used until resolved. Specific instructional materials do not require the Board's acceptance prior to use in a school

when such materials are appropriate to the overall purpose of instruction previously approved by that Board. Under stated rules and regulations, the School Board delegates to the administrators and teachers the authority to select and use instructional materials, whether or not they are deemed to be controversial.

When the choice of instructional materials is questioned, the School Board will cooperate with the teaching and administrative staff, using resources of scholarship and professional judgment to arrive at defensible decisions. The welfare of students is the final, cogent criterion.

Controversial Issues

Because the right to discuss and debate controversial issues is the most essential part of the student's freedom of learning, the School Board will, through its school staff, encourage and protect the exercise of the right within bounds of relevance and intelligent inquiry.

The teacher, who with professional integrity and without attempt to indoctrinate helps his students to confront controversial issues of importance, will be defended by the Board and administration from abuse and attack from whatever sources.

Education, by its very nature, often implies change that cannot be made without some degree of tension and conflict. To avoid tension and conflict simply as a means of placating small pressure groups within a community is not sufficient grounds for denying students the opportunity to study many points of view and to develop independent judgment.

Any teacher in whose instructional activity with controversial issues there is clear bias and attempt at without due regard for other points of view, jeopardizes his professional position and faces possible dismissal by School Board action.

Resource Speakers

Resource speakers may be invited to address students under the following conditions:

1. If, according to the administrator and the teachers involved, the proposed speaker will bring material of educational relevance and value to his hearers. The teacher shall review and approve any handouts prior to distribution. If there is any question or doubt concerning the handouts, the administration is to be consulted.
 - a. In case of a speaker on a controversial issue, the invitation will require prior approval of the administration. In case of a difference of opinion by teachers and administration, materials will not be used until resolved by the Board.
2. Such guidelines should:
 - a. Encourage the presentation of speakers with varied points of view on controversial issues on the same program or within a reasonable period of time.
 - b. Require that each speaker be willing to submit himself to questions following his formal presentation.

Student Publications

Publications of any student newspaper, journals, and annuals will receive, as an educational activity of proven value, the support and sponsorship of school authorities. Freedom of expression in such publications will be responsible for the accuracy and propriety of their materials. Final responsibility and control over the contents of such publications are under the jurisdiction of appropriate school authorities.

Field Trips and Other Off Campus Projects

The School Board assumes that all activities of the school are curricular; that is, that they are of value in the educative process. Learning experiences for students outside of the school property may serve as useful extensions of the instructional program and may, therefore, receive Board approval.

GENERAL INFORMATION

Payroll

1. Anderson Union High School District's regular monthly employees are paid the last working day of each month. In June, teachers who are paid in twelve equal payments, receive two checks when they have completed their checkout for the school year (July and August). Any changes to the July and August (summer) payroll check the District Office must be notified by April 15. Their final check (June) will be mailed to them on approximately June 30th.
2. Supplemental checks are paid on the 10th of each month for any amount earned the prior month.
3. Checks are issued in the principal's office. All employees are required to sign for their checks.

Retirement

1. Teachers are required to join the State Teachers Retirement System (STRS). See District Business Office personnel for details.
2. If a teacher leaves the district and requests a refund from STRS, the teacher's signature must be notarized. See District Office for details.

Sick Leave

1. New teachers must contact the business office for information that is needed to request a transfer of accumulated sick leave from a former school district. Teachers are credited with 10 days sick leave each year. This is cumulative.

Health Insurance

The Anderson Union High School District offers a variety of health care insurance plan options for the certificated staff and his/her dependents. Each employee who desires a plan must complete an application form. New employees have 30 days from the first day of active employment in the district to enroll without evidence of insurability.

Dental Insurance

Anderson Union High School District pays for family dental insurance.

Vision Service Plan

Anderson Union High School District pays for family vision insurance.

CTA Life Insurance and Income Protection

Contact the business office for an information brochure. You must be an active CTA member to qualify for this protection.

California Teachers Association

Contact the local CTA membership chairman.

T.B. Tests

No person shall be employed by a school district unless the person has submitted to an examination within the last 60 days, to determine that he/she is free of active tuberculosis. Anderson Union High School District employees shall undergo the foregoing examination every four years. After such examination each employee shall cause to be on file with the District Superintendent, a certificate showing the employee was examined and found free from active tuberculosis.

The intradermal skin test may be taken and read at the Shasta County Health Department on Hospital Lane in Redding. Check with the health department regarding their clinic schedule

and current fee. If you cannot take the skin test, please see your physician as soon as possible for an X-ray. The results of either test must be brought to the Anderson Union High School District Office immediately.

Fingerprinting

Pursuant to the Education Code, employees shall, within the 10 days of employment, be fingerprinted. See the business office for instructions.

Membership in Professional Organizations - Individual Rights

Employees of the district shall be encouraged to maintain active membership in local, state, and expansion of the education and related services to the educational employee. However, every employee shall be accorded freedom of choice and shall be assure that decision affecting each employee shall be made without regard to the membership in such organizations.

Faculty Passes

Each staff member receives free admission, for the staff members and family, to all WVHS events. Teachers are encouraged to attend athletic games, student social events, and activities whenever possible. It is a means of lending support and interest to those activities.

SUPPLIES AND INVENTORIES

Supplies

Classroom supplies are secured from Instructional Materials Clerk, and/or your department chairperson.

Ordering Less Common Supplies

Teachers will issue requests to their department chairman for all instructional needs including supplementary books and workbooks, magazine subscriptions, classroom materials, repair of instructional equipment and new equipment.

The department chairman will be responsible for obtaining the purchase order from the principal. He will also see that the purchase order is completed with a detail description (e.g. size, color, weight, etc.) estimating the price with the name and address of the company. The teacher will sign as purchasing coordinator and return the purchase order to the principal.

After signing the purchase order the principal will send it to the business office. The bookkeeper will return a copy noted with the unencumbered balance in the account to the principal, which is forwarded to the department chairman.

The original purchase order will be mailed or faxed from the business office unless the teacher who generated the request has made arrangements to deal directly with the vendor.

Under no circumstances shall anything be purchased without a purchase order, whether for class work or student activities. Teachers of pupils who buy otherwise may be financially responsible for their purchase. No C.O.D. orders are to be placed.

Spending public funds without proper prior authorization is against the law.

Borrowing

No teacher or other employee may borrow outsider's property in the name of the school without first securing permission and listing such property in the office.

Inventory

An inventory of all moveable property is to be made annually by each teacher for the room assigned to him. This will be done at the close of school in the spring. Inventories will be turned into the principal's office during teacher checkout at the close of the school year.

Reporting of Absences

Each employee is responsible for reporting his absence. A "Certificate of Absence" form must be completed in the principal's office by the person who is absent. An employee who is absent due to a family illness, etc. must complete a "Request for Leave of Absence" form and submit it to the principal.

To facilitate the prompt procurement of substitutes, the procedure below must be followed:

1. Certificated employees shall report absences as early as possible to the principal's office. Teachers shall report absences the night before or morning of by contacting the AUHSD SUB LINE at 245-1177. This service is available 24 hours per day. Whenever possible, a call for substitute services should be made the night before an absence due to West Valley's early start time.
2. A teacher who is absent must call the principal's office no later than 2:30 p.m. the day *preceding* his return.

If a teacher does not call in and returns without notification, the amount paid the substitute will be deducted from his salary. The substitute will receive half-day substitute pay.

SCHOOL SITE DISCIPLINE PLAN

In order to function properly, public school education must provide equal learning opportunities for all students. In order for an individual to exercise his individual rights as afforded by our Federal and State Constitution he must be able to exercise self-discipline which will allow all individuals to exist in a

changing world. The entire foundation and success of education in the Anderson Union District depends on the basic concept of self-discipline.

West Valley High School has a "Zero Tolerance" stance with regard to the possession of weapons. In accordance with the California Education Code, Section 48915(a), "the Principal will recommend expulsion for any student in possession of any firearm, knife, explosive, or other dangerous object at school or at a school activity off school grounds."

In addition to the regular curriculum, principles of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all individuals.

I. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The Anderson Union High School Board of Trustees and the Superintendent have established written policies, rules and regulations of general application, governing student conduct in all schools. In addition, each principal, within his school, has established certain written rules and regulations not inconsistent with those established by the Board and the Superintendent.

II. AREAS OF PROHIBITED STUDENT CONDUCT

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with a safe, secure, peaceful campus or interferes with the rights of other students, are prohibited.

Nothing herein is intended to restrict the exercise of legitimate First

Amendment rights.

The preceding standard is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this section. The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible expulsion for a period in excess of five (5) school days or for the balance of the semester or school year.

Education Code Section 48900, enumerates those disciplinary offenses which are punishable by suspension or expulsion. Said section, as amended by recently enacted Assembly Bill No. 2860, Chapter III, provides as follows:

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent, principal or designee of the school in which the pupil is enrolled determines that the pupil has:

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (b) Possessed sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of the Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed 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 product containing tobacco or nicotine products including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or

negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen property or private property.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or attendance which 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

III. OTHER COURSES OF ACTION

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event including but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith, including, but not limited to counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours or restriction of extracurricular activity.