

San Pasqual Valley Unified School District



SPVHS/BMHS



2022-2023

Student / Parent Handbook

Mrs. Anastasia Noriega
High School Principal
676, Baseline Road
Winterhaven, CA 92283
760-572-0222 ext. 2299

Mrs. Katrina Johnson León, Ed.D.
Superintendent / Principal
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SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT

Board of Trustees

Lisa Aguerro, President
Tomas Jefferson, Vice President
Sofia Dominguez, Clerk

Mathew Yamasaki, Trustee
Angelo Derma, Trustee

Superintendent

Katrina Johnson León, Ed. D.

Principal

Anastasia Noriega

Principal's Message

“When you are in doubt, be still, and wait; when doubt no longer exists for you, then go forward with courage” These words of Ponca Chief White Eagle embody the focus of our efforts here at San Pasqual Valley High School and Bill M. Manes Alternative High School. We are a community dedicated to the idea of preparing our young men and women to “go forward with courage.”

Your years in high school will fly by, and in the short time we have with you we will work together to prepare you for the journey you will face long after you walk out of our gates. We will challenge you, test you, support you and guide you. We will expose you to new activities, and new ways of doing things. We will share in your successes and support you in difficult times. We will help you find answers, and more importantly, we will help you discover new questions.

Together we will all grow as a community. We will face our doubts and go forward with courage, as WARRIORS!

SPVHS Vision and Mission Statement

San Pasqual Valley High School Mission Statement:

The mission of San Pasqual Valley High School is to empower and inspire all students to become productive citizens in the global community by providing a unique, individualized, and inclusive education.

Vision Statement:

San Pasqual Valley High School students will be empowered with a strong sense of self and purpose. Each student will graduate from high school equipped with skills and capacities for college, career, and/or workforce.

BILL M. MANES Mission Statement

The mission at the San Pasqual Valley Continuation Center is to provide a high-quality standards-based education in an alternative setting from the comprehensive high school so that a student can improve his/her basic academic skills and successfully return to graduate from the comprehensive high school or graduate from the center. To achieve this mission, we will:

- Provide standards-based instruction and materials
- Develop an Individual Learning Plan (ILP) for each student.
- Provide a safe and orderly environment for student learning.
- Promote respect of self, others, and property



SPVHS Office Staff

Principal	Ms. Noriega
Secretary	Ms. Kish
Outreach	Ms. Wright
Attend Clerk	Ms. Hotel
Librarian	Ms. Ruiz
Counselor	Ms. Paz
Counselor Sec	Ms. Aguilar
Guidance/Fam Coordinator	Ms. Rodriguez

Bill M. Manes Office Staff

Principal	Mrs. Katrina Johnson León
Secretary	Ms. Kish
Counselor	Ms. Paz
Counselor Sec	Ms. Aguilar
Outreach	Ms. Wright

SPVHS Teaching Staff

Mr. Arias	Ms. Malvido
Ms. Armstrong	Ms. Muñoz
Ms. Blackmer	Ms. Pliego
Mr. Casian	Ms. Porchas
Mr. Duggan	Mr. Rush
Ms. Gonzalez	Mr. Sanders
Ms. Jeffers	Ms. Wallace
Ms. Madrigal	Mr. Winterholler

Bill M. Manes Teaching and Support

Mr. Duggan	Ms. Bouts
Ms. Wright	

SUPPORT STAFF AND SERVICES

San Pasqual Valley USD Governing Board Policies, Procedures, and Regulations

A copy of the SPVUSD policies, procedures and regulations is available at the district office. Students, parents, and members of the community have access to them, and may review them, upon request.

Counselor: Ms. Paz (ext. 2295)

We encourage students to meet with the counselor as needed. The counseling office is in the Administration building on the high school campus. The counselor is a trained professional who can answer your questions and help solve problems in education, learning, and personal matters. The counseling secretary can set up an appointment for you to meet with the counselor. The secretary also takes care of permanent records including immunizations and school enrollment.

Attendance Clerk: Ms. Hotel

It is especially important that all absences are cleared in a timely manner. Please verify school absences by calling Ms. Hotel at 760-572-0222 ext. 2294, email at khotel@spvusd.org or you may send a note to school the following day. If you ever have questions about your child's attendance, or wish to receive an attendance report, please feel free to contact Ms. Hotel.

Library Clerk: Ms. Ruiz

The library is open from 8:05 to 3:00. You are welcome to check out materials. Books can be checked out for two weeks, and then renewed for another two weeks. There are fines for overdue, damaged, or lost materials, which must be paid before the end of the school year. This includes classroom textbooks. For questions regarding dues, you may contact Ms. Ruiz at 760-572-0222 ext. 2293 or bruiz@spvusd.org

Athletic Director: Ms. Malvido

High school sport schedules will be available throughout the year at the front office. Students wishing to participate must have an Arizona Interscholastic Association (A. I. A) Physical Evaluation, the parent permission form signed, maintain a 2.0 GPA, and attend practices regularly. Practices and games are held after school. High school sports include Football, Volleyball, Cheer, basketball, Wrestling, Baseball, Softball, Track and Cross Country (subject to change). You may contact Ms. Malvido at 760-572-0222 ext. 2480 or pmalvido@spvusd.org

Campus Security:

Visitor Policy

A visitor is defined as any person seeking to enter a school building or school grounds who is not an employee of the school district.

All visitors shall report to the school office to sign in and get a visitor's pass. Visitors pass must be worn during school ground visit.

Visitors to Classrooms or Other Instructional Areas:

Access to classrooms or other instructional areas of the school may not be allowed upon the recommendation of the classroom teacher or as otherwise deemed necessary by the principal. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be required of visitors, including but not limited to:

- Remaining in a designated area or seat
- Refraining from speaking to students while the class or activity is in session
- Refraining from entering or leaving the area while an activity is underway
- Limiting the duration of the visit to times or length of time
- Limiting the activities of the visitor to a particular purpose(s)

Visitors wishing to conference with teachers or administrators during the school day are requested to decide in advance. Student visitors are not allowed unless they are with an entire class from another school, nor have prior approval from the administration.

Bill M. Manes Visitors: All visitors to BM must check in with TBD at the High School administration office to sign in and receive a visitor pass. No visitors will be admitted to the Bill M. Manes classroom without prior permission.

SPVHS Student Drop Off

SPVHS students can be dropped off at the cafeteria no earlier than 7:15 am. Students that arrive after 8:05am are required go to the attendance window for a tardy slip.

Bill M. Manes Drop Off

Bill Manes students should enter through the school gate in the morning between 8:05 for student support or 8:45 to 8:55 for regular school hours.

Traffic Lane and Bus Zone

Please keep the bus lane clear for all buses during the morning from 7:15 to 8:00. If a bus is in the lane DO NOT ENTER. Students should walk along the paved sidewalks to avoid crossing the lane of traffic when entering the cafeteria.

Cafeteria

SPVHS Students are expected to go through the cafeteria line for breakfast and lunch. All students are expected to be on their best manners during mealtimes and clean up after themselves.



San Pasqual Valley Unified School District

Route 1, 676 Baseline Road, Winterhaven, CA 92283

Phone: 760-572-0222 Fax: 760-572-0711

Excellence in Education-
Making the Dream Come true

Dr. Katrina Leon
District Superintendent

June 21, 2022

Dear Parent or Guardian:

We are pleased to inform you that San Pasqual Valley USD will be implementing an alternative program available to schools participating in the National School Lunch and School Breakfast Programs called Provision 2 for School Year 2022-2023.

Schools that participate in Provision 2 are able to provide healthy breakfast and lunch each day at no charge for all students enrolled in that school during the 2022-2023 School Year.

If we can be of any further assistance, please contact us at 760-572-0222.

Sincerely,

Katrina Johnson, León, Ed.D., Superintendent

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Board of Trustees

Lisa Aguerro Tomas Jefferson Sofia Domínguez Mathew Yamasaki Angelo Derma

San Pasqual Valley Unified School District 2022-2023 District Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July
4- Independence Day
August
12-15- Staff Development
16- Orientation Day (All Staff)
17- First Student Day of School

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days 15

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September
5- Labor Day
October
7- Native American Day (STC)
November
11- Veteran's Day
21-25- Fall break
24- Thanksgiving Day
December
19-30 Winter Break
23- Christmas Eve (observed)
26- Christmas Day (observed)
30-New Years Eve (observed)

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Days 18

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January
2- New Year's Day (observed)
3-6 Winter Break
9-Staff Development
10-School in Session
16- ML King Day
February
13-Lincoln's B-day (observed)
20-Presidents Day

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days 21

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March
April
3-7 Spring Break
7- Good Friday
May
29- Memorial Day
June
8-Promotion
9- Graduation
9- Last Day of School

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days 15

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st Semester 81
2nd Semester 99
Student Days 180
Teacher Days 184

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 22

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First/End of School
No School Students
Staff Development
Holidays
Summer School

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	**9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days 7

Board Approved: 4.13.21
Changes: 4.26.2022- Spring Break Dates
Board Approved:

* Middle School Promotion
** High School Graduation

Bell Schedule and Progress Reports

Every 5 weeks marks the end of a term, and a progress report will be mailed. The marking periods are to be considered benchmark updates. Grading is continuous and progressive throughout the semester.

* Only the semester grades will appear on the student's permanent record.

HS 4 X 4 BLOCK STUDENT BELL SCHEDULE- 2022/2023

Monday, Tuesday, Wednesday & Thursday	
Period 1	8:05 – 9:35
Period 2	9:40 – 11:10
Nutrition Break	11:10 – 11:30
Period 3	11:35 – 1:05
Lunch	1:05 – 1:35
Period 4	1:40 – 3:10
Friday*	
Advisory	8:10 – 8:30
Period 1	8:35 – 9:25
Period 2	9:30 – 10:20
Period 3	10:25 – 11:15
Freckle Friday with 3 rd period teacher	11:15 – 11:45
Period 4	11:50 – 12:40

BM BELL SCHEDULE- 2022-2023

Student Support	8:05-8:55
Period 1	9:00-9:45
Period 2	9:55-10:40
Period 3	10:45-11:30
Period 4	11:35-12:20
Lunch/Student Support	12:20-12:50
Student Support	12:55-3:05

Grading Period	End of Grading Period	Length of Grading Period	Semester
First day of school	August 17,2022		Term 1
Eligibility Progress 1	September 16	22 days	
Term 1 Semester 1	October 20	45 days	Term 1 Semester 1
Eligibility Progress 2	November 18	65 days	
Term 1 Semester 2	January 25	90 days	Term 1 Semester 2
Eligibility Progress 3	February 24	20 days	Term 2
Term 2 Semester 1	March 31	45 days	Term 2 Semester 1
Eligibility Progress 4	May 5	65 days	
Term 2 Semester 2	June 9	94 days	Term 2 Semester 2

SPVHS Award Assemblies

Award assemblies will be scheduled towards the end of each semester. Award assemblies are held in the district cafeteria. Families are invited to attend. Award assembly dates and times to be determined. Notices will be sent home with students a week prior to the assembly.

Honor Roll

At the end of each semester student are selected for the honor roll by their grade point average of 3.0 or higher. Regular honor roll ranges from 3.0 – 3.4, while the high honor roll is 3.5 – 4.0.

Attendance Awards

Students with perfect attendance with no tardiness will receive rewards at the end of each semester. Students must be in attendance for full school days to receive the award.

STUDENT SUCCESS AND LEARNING

Invitation to Parents / Guardians

Our staff provides a quality education for all students. We recognize the important role parents and guardians have in a student's success at school and encourage you to be actively involved. Please feel free to call the school and set up an appointment with your child's teacher if you ever have a concern. Visitors wishing to conference with teachers or administrators during the school day are encouraged to decide in advance. Student

Visitors are not allowed unless they are with an entire class from another school or have *prior approval* from the administration.

Curriculum

San Pasqual Valley High School follows a standard based curriculum the California state adopted.

English / Language Arts 9th – 12th grade: My Perspectives by Person. ERWC for 11th and 12th grade.

Pre-Algebra:	Holt
Algebra I:	Holt
Geometry:	Holt
Algebra II:	McDougal Littell
Math Analysis:	Houghton Mifflin
Earth Science:	Holt
Biology:	Prentice Hall (Pearson)
Chemistry:	Prentice Hall (Pearson)
Physics:	Scott Foresman
Modern World History:	McDougal Littell
US History:	The American: McDougal Littell
Economics:	Glencoe

Parent Conferences

Two parent conferences nights will be held during the school year in the fall. In addition, parents are encouraged to meet the teachers as needed throughout the school year.

High School Graduation Requirements

Courses in the following areas must be passed:

--English	4 years
--Social Science	3 years
--PE	2 years *
--Mathematics	3 years
--Fine Arts/Foreign Language	1 year
--Computers	1 year
-- Science (1 life, 1 physical)	2 years

Electives: Electives when added to points earned in required courses must total two hundred thirty (230) points

GPA REQUIREMENTS to Qualify for Graduation- 2.0 GPA (9-12)

*** Physical Education**

Students who do not pass the Physical Education test as 9th graders are required by the state of California to take Physical Education each year until they pass the test; up to and including 12th grade. Graduation requirements include two years of Physical Education. If a student is required to continue to take Physical Education, any Physical Education classes passed after the first two years will count as elective credit towards graduation.

Homework

The staff at San Pasqual Valley High School recognizes homework, used as an extension of the day's learning, as an integral part of a child's learning experience. Research supports homework as a vehicle to improve academic achievement through increased learning time. Students shall be able to complete homework assignments independently. Through homework assignments, students will develop responsibility, self-direction, and organizational skills. Homework will enhance the skills needed to become a lifelong, independent learner.

Make Up Work

A student has one week to makeup missed work due to his / her excused absence.

Students are expected to make up any work missed due to absenteeism or suspension.

Within this one week, an assignment can be reduced by 10% for every working day that it is late.

If a student fails to makeup the missed work, the assignment will be converted to a zero in the grade book.

After returning to campus from an absence, students are encouraged to come into the classroom before or after school, during lunch to learn of and receive their missing work. They can also use a variety of methods to learn of the work they have missed: call a friend from class to get the work they have missed or visit the class web site during their absence to understand the work

they have missed. It is the responsibility of the student returning from an excused absence to ask for assignments missed. Students may ask for future assignments for known upcoming absences. Please be aware that students will be assigned a failing grade for work not made up due to an excused absence. Regular attendance is extremely important for students to be successful and maintain a 2.00 or higher GPA.

RETURN TO THE COMPREHENSIVE HIGH SCHOOL

If it has been determined by the Alternative Education principal that a student has made the appropriate academic progress as listed in a student's contract and Individual Learning Plan, the student desiring to return to San Pasqual Valley High School may complete an application for transfer at the end of each semester if they were a voluntary transfer student to Alternative Education site. Involuntary transfer students must complete the required time, complete the required number of credits, and exhibit proper behavior standards to be considered for transfer. Re-admission to the regular comprehensive high school will be based on the following:

1. The parent must sign the request form to approve the transfer.
2. The student must be on track to graduate from the regular high school.
3. The student shall have 90% or better attendance.
4. The student shall have no behavior violations that resulted in a suspension from school.
5. The staff from Bill M. Manes/Community Day School must recommend the return of the student and present a plan for success both academically and behaviorally at the regular high school.
6. Upon review of the administration of both schools, if the transfer is approved, the transfer form will be signed, and the student may return to the regular campus at the start of the next semester.

If the request to return is made by the parent and one or more of the above stipulations are not met, the parent/guardian may request a meeting with the District Superintendent to review the transfer request.

Social and Emotional Learning

The California Department of Education (CDE) is committed to guiding the process for social and emotional learning (SEL) to be integrated into every student's educational experience. Extensive research is proving that social and emotional learning is essential while striving for academic success and preparing for college and careers.

The California Department of Education has found that, "social and emotional learning reflects the critical role of positive relationships and emotional connections in the learning process and helps students develop a range of skills they need for school and life. SEL skills include the ability to:

- set and achieve positive goals
- feel and show empathy for others
- establish and maintain positive relationships
- make responsible decisions
- understand and manage emotions

All these skills are necessary- both for educators and students- to function well in the classroom, in the community, and in college and careers.”

San Pasqual Valley High School is also committed to educating the whole child and aligns with the California Department of Education initiative to integrate SEL into every student’s educational experience. To do this, a multi-tiered system of supports has been adopted. The diagram below outlines the supports integrated at San Pasqual Valley High School.

Tier I: Universal Intervention (all students)	Tier II: Secondary Intervention (Small Group Based)	Tier III: Tertiary Intervention (Individual Based)
<p>Classroom Guidance Lessons: classroom lessons facilitated by school counselors to address academic, college and career, and personal / social topics.</p> <p>Minute Meetings/Check-Ins: brief meetings with individual students to build connections, offer guidance when experiencing short- term situations, and / or determine if more support is needed.</p> <p>Healthy Choices Program: a day in which students learn about various social-emotional topics to guide them through high school.</p>	<p>Conflict Resolution: Students who participate in a friendship problem or mutual conflict with other peer(s) are offered the opportunity to meet with school counselor or designated support staff to communicate respectfully and work together to solve the problem effectively and peacefully. This intervention if not utilized to address bullying.</p> <p>Safe School Ambassadors: Selected students are invited to participate in a two-day training that teaches students how to identify and respond to mistreatment. Students meet in groups throughout the year to continue practicing the learned skills and empower them to continue enhancing school culture.</p>	<p>Individual Student Planning/Individual School Counseling: on-going meetings between student and school counselor to address specific academic, college/career, and personal/social areas of need.</p> <p>Suite 360 Intervention/Restorative Practices: Students who have been identified due to repeated discipline referral infractions will participate in support services with Alternative Behavior Specialist.</p>

STUDENT ACTIVITIES

Extracurricular and Co-Curricular Activities and Events

To promote academic excellence, all students participating in extracurricular (such as sports), and co-curricular activities (such as ASB), shall demonstrate satisfactory academic progress. Extracurricular activities are programs that have all the following characteristics:

- The program is supervised or financed by the district.
- Pupils participating in the program represent the district.
- The program includes both preparation for performance and performance before an audience or spectators.

Extracurricular activities are not part of the regular school curriculum, are not graded, and do not offer credit.

Extracurricular events are non-competitive, non-performance related events. These may include field trips or similar events which take students out of school for the school day.

Co-curricular activities are programs that may be associated with the curriculum in a regular classroom or school day and be graded.

Academic Eligibility

To participate in extracurricular or co-curricular activities, a pupil shall demonstrate satisfactory educational progress in the previous grading period having earned a minimum of 2.00 or “C” GPA during the preceding grading period. An incomplete (I) grade is not a passing grade. If not cleared, it will be counted as an “F.”

The “previous grading period” is defined as the previous quarter or complete semester. The prior year’s 2nd semester grade shall be used to determine student eligibility status at the beginning of each school year.

If a student goes ineligible due to having less than a 2.0 at the end of a grading period, they can submit a grade check after three weeks of the new grading period to earn their way back into “monitored eligibility.” Monitored Eligibility will require that the student provide a weekly grade check to the athletic director and the coach showing the student is maintaining a GPA above 2.0, to remain eligible for the rest of the grading period. If they fall below a 2.0 in that monitored eligibility period, they will return to ineligible status until the end of the grading period.

Ineligible students who are waiting out the three weeks before submitting a grade check for monitored eligibility are permitted to practice with their teams but are not permitted to travel or compete during that period.

NOTE: Students voluntarily enrolled at Bill Manes Continuation are eligible to participate in extracurricular and co-curricular programs if eligibility requirements listed below are met:

- a. Must be a voluntary transfer to Bill Manes.
- b. Must maintain a 2.0 G.P.A. and earn no more than two (2) failing grades.
- c. Must be in full attendance during the week of the game.
- d. Must not violate the SARB attendance contract.

Extracurricular Activities and Events Attendance Requirements

A student must be in full attendance the day of an event unless excused by a doctor, court appointment, or other approval by the administration.

Students must also maintain **90% Attendance** for the totality of the preceding weeks of the current school year.

- School related absences will not be counted against the student attendance percentage
- All other absences not meeting legal definition of EXCUSED will be counted against the students' attendance percentage.
 - The Superintendent or designee may allow for exceptions to counting excused absences out of consideration for exceptional reasons (i.e., medical, family emergency, etc.)
 - These will be dealt with on an individual basis.
- Students who fail to qualify for an event or activity due to low attendance must make up the absences through Saturday School to re-qualify for participation.

GRADING PERIODS

The only permanent grades that a student receives in high school are posted at the end of each semester. Each semester is approximately 18 weeks. To support student success in passing their classes, it is important that all grades accurately reflect a student's progress toward their final semester grade. To this end, it is expected that all teacher grading will be designed to show a students' overall progress for the entire semester.

Grading Period	End of Grading Period	Length of Grading Period	Semester
First day of school	August 17,2022		Term 1
Eligibility Progress 1	September 16	22 days	
Term 1 Semester 1	October 20	45 days	Term 1 Semester 1
Eligibility Progress 2	November 18	65 days	
Term 1 Semester 2	January 25	90 days	Term 1 Semester 2
Eligibility Progress 3	February 24	20 days	Term 2
Term 2 Semester 1	March 31	45 days	Term 2 Semester 1
Eligibility Progress 4	May 5	65 days	
Term 2 Semester 2	June 9	94 days	Term 2 Semester 2

The Mid Quarter Reports are placed at the third week of each quarter grading period to allow for Athletic Eligibility Grade Checks. All progress reports will indicate each students' progress in all classes relevant to the student's final semester grade. Each of those reports should show the parents what that students' final grade would be if that students' semester were ending at that

report. Grades must be calculated by dividing all points earned at that point in the semester by the total of all points possible up to that point in the semester.

Example:

Name	Grade Period	Point Possible	Points Earned	%	Grade
Juan M	1 st Mid Quarter	100	30	30	F
Juan M	1 st Quarter	100+100	30+80	55	F
Juan M	2 nd Quarter	100+100+100	30+80+80+80	63	D
Juan M	Fall Semester	100+100+100+100	30+80+80+80	67.5	D

ATTENDANCE

Attendance Policy

Regular attendance is vital to a child's success. A child who is not in school cannot learn. For this reason, it is important that all parents/guardians make a commitment to make sure that their child is at school and on time. Please make every effort to adjust doctor appointments and family schedules to minimize time away from school. Please note the following:

- California State Law requires that students will be in attendance during the school day unless officially excused.
- Parents are responsible for notifying the attendance office if their child is absent.
- Parents can call the school from 7:00 am-3:30 pm, Monday-Friday to let the attendance office know of an absence by calling the attendance clerk at 760-572-0222 ext. 2294 or khotel@spvusd.org. If calling before or after school hours, a message can be left on the attendance clerks' voice mail.
- If contact is not made by phone or email a written note, signed by the parent/guardian, must be sent to the school upon a child's return.
- If a child is absent due to illness for three or more consecutive days a note from a physician is required to excuse the absence within five school days or return.
- All students must report to the attendance office to obtain an admit slip following an absence. Students will not be allowed back in class by the teacher without an admit slip. The slip clarifies whether the absence is excused or unexcused.
- Excusable absences are illness, medical appointments for the student, and court appointments for the student, and bereavement.

San Pasqual Valley USD reserves the right to respond to the home address of habitually absent students or to address issues of compulsory attendance. A SARB letter will be sent home notifying parents on the 3rd, 6th, 9th, and 12th unexcused absences (4 period absences equal one school day). After the issuance of the first notification letter, the student may be referred to the School Attendance Review Board (SARB) for action.

Students who are not in a class assigned and do not have a pass to be elsewhere will be considered as ditching class (truant) and will be appropriately disciplined.

Unexcused absences are unacceptable; this includes any absence that is not excused by the State of California (student illness, student medical appointments, bereavement, and student court appointments). Three unexcused absences may cause a student to be reported as a habitual truant. Truancy cases are reported to the School Attendance Review Board (SARB) for action. Retention at grade level will be considered for students who exceed the maximum number of absences.

Students who have more than 5 excused absences must provide a doctors' note or the absence will count as unexcused.

Attendance as it relates to participation in Extra Curricular Activities is covered on page 16
Attendance as it relates to participation in the Graduation Ceremony is covered on page 19

Tardy Policy

Students who are not in class when the bell rings are considered tardy, and the classroom teacher will sign the behavior log. Excessive tardiness will result in after school detention.

Leaving During School Hours

It is necessary to know where students are always. If a student needs to leave school due to illness, doctors' appointment, or any other reason, the *parent/guardian must sign the student out in the front office before leaving campus*. Student attendance counts during school-wide activities (e.g., dances, assemblies, etc.). Upon returning to school, the student must sign in with the attendance office. Failure to do so will result in the absence not being excused.

Student Withdrawal from San Pasqual High School and Bill M. Manes

State law requires a withdrawal form, which must be signed by the parent/guardian and the registrar of the school. The student, if available, must have each instructor's signatures and a withdrawal grade. Withdrawal is complete when a student has cleared with the library, PE department, counseling office, and the principals' office. It will be mandatory that each withdrawal form be returned to the counseling office within two school days. Records will not be forwarded until all materials are returned and/or fines paid.

Graduation Ceremony Participation

The graduation ceremony from any high school is a special event in the life of a student, and memories of that event are carried for a lifetime. This special time is made more meaningful because of the sense of accomplishing something significant in life and meeting a standard of performance that is commensurate with being honored as a young adult, ready for the post-high school world.

In discussions with staff, it has been determined that a higher standard of performance is appropriate for students who will be participation in the SPVHS graduation; thus, establishing a pattern of work effort and behavior that is in keeping with the desired expectations of our school and community. In keeping with this goal. San Pasqual Valley High School has adopted the following requirements for participation in our Graduation Ceremony commencing in June 2018 and continuing thereafter:

I. Course Completion Requirements

Courses in the following areas must be passed:

English	4 years	Social Science	3 years
PE	2 years	Mathematics	3 years
Fine Arts/Foreign Language	1 year	Computers	1 years
Science (1 life, 1 Physical)	2 years		

Electives: Electives when added to credits earned in required courses must total two hundred thirty (230) credits

II. GPA Requirements:

2.0 GPA for all courses completed in grades 9-12

III. Attendance Requirements:

Class of 2020- 90% Attendance for 18-19, 19-20, School Years

Class of 2021- 90% Attendance for 18-19, 19-20, 20-21 School Years

Class of 2022 and thereafter-90% Attendance for *All* four years in high school

* Three tardies > 30 minutes will equal one absence

* School activities will not be counted as absences, but all other absences-
Excused and unexcused will count against the percentage for this policy.

Students successfully completing the requirements outlined in Sections I and II will be able to receive their SPVHS and Bill Manes Diplomas per SPVUSD Board Policy but must meet the requirements outlined in Section III as well if they wish to participate in the Graduation Ceremony.

HEALTH SERVICES

Emergency Health Information

Emergency information obtained from the parent/guardian is used to contact a parent/guardian in an emergency. Please make sure that information provided to the school is accurate and current. If your child's health status changes, please inform the school or our district clerk at 760-572-0222 ext.2191.

Medication

Students are not permitted to have medication of any kind in their possession while on campus. Whenever possible, we encourage parents and students to work out the dosage schedule with the doctor so that medication is not given during school hours. Only medication prescribed by a licensed physician in the United States may be administered at school. The licensed physician must include the name of the medication, method, dosage, and time schedule by which the medication is to be dispensed. The school will not dispense medication without a Medical Release Form completed and signed by the parent and a licensed United States physician. All medication must be submitted to the health clerk in their original container with original label attached. Please contact the District Health Clerk Ms. Armenta at **760-572-0222 ext. 2191** or aarmenta@spvusd.org for a copy of the medical release form.

Sick Children at School

Children with a contagious disease such as a virus, impetigo, head lice, conjunctivitis (pink eye) should not come to school unless the disease is no longer transmittable. Students with contagious conditions will be sent home. A doctor's note may be required if the absence is more than three days. Please contact the attendance office, at **760-572-0222 ext. 2294**, when your child needs to stay home due to illness.

Immunizations

To protect those in educational settings and communities from communicable disease outbreaks, the state of California requires documentation of immunizations of students before entering school. State law mandates annual review of student health records. Parents are required to supply updated immunization records on any students who have deficient records. These records must be one of the following:

- A copy of the hospital, clinic, or doctor's office record.
- The California (or other state or country) Immunization card (baby shot book)
- The records from the child's previous school.

Schoolwide Student Support System

Schoolwide

San Pasqual Valley High School has adopted a school wide student support system to help provide consistency and expectations for all students.

Schoolwide Rules

- Be on time for all classes- this means be in the door when the tardy bell rings.
- Come prepared for your classes-bring your books, notebooks, pens and other materials to school with you every day.
- Follow directions.
- Respect other people's property and space.
- Follow school policies / rules as otherwise posted or provided.

Student Support Opportunities

- Teachers will provide warnings, which provide opportunities for student's behavior.
- Teachers will inform students when they have received a consequence.
- Student will be sent to the office if they select not to change their behavior.

Student Support Behavior Redirection

- Teachers may keep students after class as needed.
- Teachers may contact parents or guardians.
- Teachers may send students to another room or a buddy room.
- Teachers may send students to the office to see the principal.

Administrative Consequences

- Students may be assigned Dress Code Clothing.
- Students may be assigned In- School Restriction for Lunch.
- Students may be assigned In-School Restriction for class periods or even days.
- Students may be suspended.
- Students may be transferred to Bill Manes Alternative High School.

Who do you see if you have a question?

Mr. Morales	HS Principal
Ms. Alvarez	Community Liaison
TBD	HS Secretary
Ms. Hotel	Attendance Clerk
Ms. Rodriguez	Family Guidance
Ms. Wright	Outreach Consultant
Ms. Paz	HS/ BM Counselor
Any Teacher	

BUS TRANSPORTATION

Robert Mattson 760-572-0222 ext. 2077 or 2074

For safety reasons bus notes are limited to 5 changes per school year and must be provided to the school before 11:00am. This includes pick up and afterschool changes

After School Activities Bus

Afterschool tutoring and sports must have a submitted after school transportation request. This request must be provided to the high school office for the participant to be able to use the afterschool activities bus. Students will not be able to use the afterschool bus without prior approval.

Bus Rules

- Follow instructions the first time.
- Stay in your seat.
- Keep hands, feet, and objects to yourself.
- No name-calling, put-downs, or negative language
- No eating, drinking, or chewing gum.

Bus Behavior

Transportation is provided to students to ensure they are present and have access to learning opportunities. When students misbehave on the school bus, there may be consequences that require families to find alternative transportation. The following outlines outcomes for misbehavior:

Driver stops the bus and investigates: Name in drivers' book, student placed in front of bus, last one off the bus stop, parent contacted.

First Bus Referral

Student Conference, Parent Contact, Site Discipline Plan

Second Bus Referral

Student Conference, Parent Contact, Site Discipline Plan and three (3) Day Bus suspension.

Third Bus Referral

Student Conference, Parent Contact, Site Discipline Plan and five to ten (5-10) Day Bus

suspension.

Fourth Bus Referral

Student Conference, Parent contact, Site Discipline Plan, and revoke bus privileges for rest of the year.

Severe Bus Behavior

Students that exhibit severe bus behavior such as fighting, throwing objects, vandalism put others on the bus at risk. As SPVUSD must keep the safety of all students in mind, revoking of bus privileges will occur.

San Pasqual Valley High School Dress Code Policy

Appropriate student dress is necessary to maintain order, provide a safe and positive learning environment.

1. Shoes or Sandals must be always worn
2. Headgear must be always removed in buildings. Hats cannot be altered except for having the owner's legal name or initials on them. Hairnets and bandannas are prohibited.
3. Wearing or possession of clothing, jewelry, accessories (bandannas) or any other attribute denoting membership or identification with a gang is prohibited.
4. Wallet chains are not to be visible to school personnel.
5. Students will refrain from wearing items which promote drug, tobacco, or alcohol use, or suggest violence, profanity, bigotry, or intolerance against people based on their race, ethnicity, religion, gender, or sexual orientation or which incorporates profanity and/or nudity.
6. Dark glasses will not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.

CONSEQUENCES:

Progressive discipline will occur on an as needed basis.

- 1: Clothes, apparel, or attire must be sufficient to always conceal undergarments.

Prohibited

- a. See-through fabrics
- b. Clothing which exposes bare midriffs (no bare skin between the top of the pants and the bottom of the shirt)
- c. Tube tops, strapless tops, and strapless dresses
- d. Halter tops
- e. Off –the- shoulder dresses/tops
- f. Low-cut tops/dresses exposing cleavage or bras

- g. Shorts which are shorter than mid-thigh. (No more than 7 inches above the top of the knee)
- h. Excessively short skirts/dresses more than 4 inches above the top of the knee.
- i. Pants that are worn below the waist or are larger than one inch larger than necessary in the waist.
- j. Sleepwear and loungewear
- k. Excessively long T-shirts or shirts (not to exceed the crotch of pants) unless part of a matching outfit and/or tucked in.
- l. Mid-thigh torn jeans

CLASSROOM BEHAVIOR

Behavior Expectations

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede instruction. The school environment characterized by positive interpersonal relationships among students and between students and staff.

SPVUSD behavior program uses initiative-taking strategies designed to support positive behavior. Students will be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. There is a strong link between a positive school climate and academic success for all students.

The high school develops and annually revises positive behavior plan that will include teaching positive school rules; implementing a social emotional skills development and enhancement program; positively reinforcing appropriate student behavior; using effective classroom management; providing early intervention and support strategies, and appropriate use of logical and meaningful consequences including the use of restorative practices.

It is only with the understanding, collaboration, and cooperation of everyone who has a stake in the education of our youth that we can succeed in creating positive learning environments that are conducive to optimum academic achievement for all students.



Student Responsibilities

Students are expected to learn and model positive student behavioral expectations, follow school and classroom rules, and demonstrate appropriate positive social skills when interacting with both adults and peers. When behavior expectations are not met, the student is encouraged to work to improve behavior.

1. BE SAFE

Students are responsible, for maintaining safety at school.
Students engage in activities that are safe and report any known safety hazards.
Students help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
Students report any bullying or harassment.

2. BE RESPECTFUL

Students treat others the way they want to be treated.
Students respect laws, rules, and school authority.
Students treat people fairly and respect their rights.
Students respect personal and public property.
Students are honest with others and themselves

3. BE RESPONSIBLE

Students take responsibility for their actions.
Students come to school regularly and on time, ready to learn.
Students create a positive school environment.

Parent / Caregiver Responsibilities

Parent / Caregiver take an active role in supporting efforts to maintain a positive school climate.

1. Be familiar with and review positive behavior expectations with their children.
2. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
3. Families and SPVUSD will work as collaborative partners in the best interest of the student (child).
 - 3a. Send the student to school prepared for learning.
 - 3b. Positive attendance
 - 3c. Provide continuing learning opportunities at home.

Teacher Responsibilities

Each teacher has a fundamental role in supporting a positive classroom and school. This includes utilizing effective classroom management strategies to create an environment conducive to learning.

The teacher is responsible for:

1. Defining, teaching, reviewing, and modeling positive behavioral expectations and school rules.
2. Acknowledging and reinforcing appropriate student behavior.
3. Providing corrective feedback and re-teaching.
4. Working with families in partnership to reinforce positive behavior (meeting, mailing correspondence, utilizing parent center as appropriate, etc.)
5. Teaching the district-approved and evidence based social emotional learning curriculum.
6. Supporting positive behavior redirection through teacher intervention or Suite 360 engagement.
7. In the event a student receives classroom behavioral redirection or In School restriction, the teacher **MUST** provide the student with sufficient and relevant classroom work to keep the student engaged in learning.

GENERAL STUDENT CONDUCT

Consequences for student misconduct

Behavioral consequences strive to be consistent, reasonable, fair, age appropriate, and matched to the severity of the student's behavior. Consequences that are paired with meaningful intervention, instruction, and guidance (corrective feedback and re-teaching) offer students an opportunity to connect their behavior with new learning, participate in contributing back to the school community, and are more likely to result in getting the student re-engaged in learning. Positive consequences including systematic recognition for appropriate behavior frequently led to an increase in the desired behavior.

FIGHTING

No fighting will be tolerated on or near the campus. The Administrative Discipline Matrix assists in determining consequences of actions. Administration, Outreach Consultants, Teacher, and the Counselor are willing to help students settle differences with other students or groups of students.

HARASSMENT

Harassment may be verbal, visual, physical, or sexual advances that result in interference with a pupil's academic performance or create an intimidating, hostile, or offensive educational environment. Harassment of any kind will not be tolerated.

Pursuant to Ed. Code 48900.2, "A pupil may be recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined

In Penal Code Section 212.5." Also, a pupil may be recommended for expulsion if the pupil has committed or attempted to commit a sexual battery as defined in Section 243.4 of the Penal Code. Harassment in any form by an adult or student should be reported immediately to any school employee.

Closed Campus

San Pasqual Valley High School has implemented a closed campus policy. Students are expected to be always on the high school campus during the school day. Students can eat a hot lunch or sandwich, fruit, fresh vegetables, and milk in the cafeteria. Students may not leave campus for lunch. Students found off the high school campus without written permission will be considered truant.

Computers and the Internet

Students may have access to the Internet if they complete the Internet Usage License Agreement. They must abide by the rules governing student access and use. No trade may be conducted through the school, and inappropriate subjects (I.e., Twitter, Facebook, and all other social networking sites) may not be accessed. Students who abuse the privilege will lose their right to access the internet. Signing the Internet Usage License Agreement is considered the student's first warning.

Searches and Seizures

School administration reserves the right to search and seize when there is reason to believe that material or matter detrimental to the safety, health, and welfare of one or more students exists. A safe and orderly campus is of vital importance to all. As collaborative partners, parent/guardian support in this matter is appreciated for the safety of the school environment. Administration also reserves the right to include law enforcement presence to assist in search and seizure, if deemed appropriate.

Notice to Students-

There is No Privacy in District Lockers or Desks. Lockers and desks assigned to students are the property of the district. The Administration has a duplicate or master key and combinations to all

lockers assigned to students. District employees will from time-to-time use a duplicate or master key to enter lockers and will also open desks for numerous health and safety purposes. Such purpose includes, but are not limited to, entering lockers or desks to inspect to ensure that contraband such as drugs, alcohol, cigarettes, or weapons are not stored in school lockers or desks, or that food items do not remain in lockers or desks creating a health hazard or an attraction to insects and rodents. Because school employees may from time-to-time enter student lockers and desks, students are cautioned that they should not keep personal belongings in their lockers or desks that they do not want District employees entering their lockers or desks to see. Students must keep those items, which they consider to be private on their person or at home and not in their lockers or desks if they do not want District employees to see them. The purpose of this notice is to prevent the district from unintentionally violating your privacy.

Search Dogs

In our continuing effort to provide as safe and healthy learning environment for all concerned, we will utilize search dogs to minimize the presence of prohibited items on campus. Our campus will be checked periodically to reduce and hopefully eliminate the unwanted contraband. In the event the prohibited items are detected, appropriate action will be taken.

Public Displays of Affection Policy

Defining the Behavior:

A public display of affection (PDA) is any gesture, which culture suggests is sexual or romantic in nature, taking place in arenas open to other members of the public. Some PDA gestures include handholding, touching, kissing, or hugging.

Defining the Issue:

Being overly affectionate in school creates an environment that is not conducive to concentration and learning.

Defining the Response:

Students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Inappropriate public displays of affection will not be tolerated. This behavior will result in an initial warning, and eventually a parent meeting and other school discipline if inappropriate behavior continues after being warned.

Electronic Devices Policy

San Pasqual Valley Unified School District recognizes the right of students to utilize electronic devices during non-academic activities and non-academic hours, while maintaining the needs of the school to regulate access to and use of those same devices at times and during activities during which such devices may constitute a significant distraction to orderly school operations. To that end, San Pasqual Valley High School, in compliance with California Education Code 48901.5, has established this policy regulating the possession and use of electronic device during school hours.

For the purposes of this policy, “electronic signaling devices” include but are not limited to electronic devices such as cellular phones, pagers, text messengers, e-mail transponders, wireless devices, and other similar devices.

- I. Electronic Signaling Devices (Cellular Phones, Pagers, Text Messengers, Wireless Devices, etc.)
 1. Electronic signaling devices must be turned completely off while the student is present and attending classes during school hours. Devices cannot be kept in silent or vibrate mode.
 2. Electronic signaling devices must be kept out of sight in the student’s pocket, purse, or backpack always throughout the school day.
 3. Electronic signaling devices can only be used on school property: (1) during passing

and lunch periods if not disruptive to school operations, (2) if outside school hours, (3) to call 911 in a grave or extreme medical emergency; or (4) if the use of the device is essential to a pupil's health as verified by a physician's written instructions on file in the school office.

It is important that electronic signaling devices be turned completely off during class hours to prevent disruption of the learning environment and to prevent using the messaging function.

Students are to go to the office to make phone calls home. Parents and guardians are encouraged to call the school office when necessary. The school office staff is excellent at relaying messages from parents and guardians to students. Students can make emergency phone calls from the main office during school hours when necessary.

NOTE: Teachers may permit and encourage the use of such devices during class when and where it is appropriately identified and utilized as part of the classroom instruction.

II. MP-3 players, CD players, and Other Portable Stereo Devices

1. P3 players, CD players, and other portable stereo devices are not to be used by students on SPVHS property during school hours, except during lunch and passing periods.
2. Such electronic devices must be turned completely off and stored out of sight at all times during the school day while students are in class.

III: Calculators, PDAs, Computers

1. Calculators, personal digital assistants (PDA s), and computers are allowed to be used on campus for purely academic purposes. Limitations on usage may vary from class to class, therefore it is the responsibility of each student user to find out and comply each teacher's classroom policies regarding the use of such devices in class.
2. Use of calculators, PDA, and computers for non-academic purposes. (e.g., playing games, etc.) during school hours is prohibited unless part of a designed and approved class, school, or club activity.

IV: Cameras- (Digital or Film, Still or Video)

1. Students may use all types of cameras in public areas of the school during lunch and passing periods if such use does not become disruptive, harass others, invade the privacy of others, or otherwise violate district policy or law.: Cameras of all types are prohibited from use during class-time unless part of a designed and approved class, club, or school activity.

2. At no time are cameras of any type to be used in any school bathroom, locker room, or changing room.

V: Hold Harmless Clause

San Pasqual Valley Unified School District shall not be held responsible for the loss of or damage to any student's electronic device on school property. Possession and usage of all electronic devices carries with it the inherent risk of loss (both by theft and accident) and damage (both accidental and intentional). Students who bring such devices to school will bear responsibility for any such loss or damage which might occur.

VI: Confiscation

Electronic devices which are used in violation of this policy are subject to confiscation by any employee of San Pasqual Valley Unified School District. Any device which is confiscated shall be turned over to the school Administration for securing. Teachers and other employees are not to keep, store, or return to the student, any device confiscated due to violation of this policy.

VII: Recovery

Any device which has been confiscated and delivered to the Administration may be recovered under the following conditions:

- First Offense:** Student may pick up the device no earlier than the end of the same School day on which the device was confiscated.
- Second Offense:** Student will meet with Principal and will place a call to parent or guardian to inform them of happenings and inform them of third offense. Device will be confiscated and returned at the end of the day.
- Third Offense:** A parent or guardian must come to the school office, no earlier than the end of the same school day on which the device was confiscated and meet with the school principal. The parent or guardian must sign the "Confiscated Items" log for offense and the item will be returned. (Should the parent or guardian refuse to sign, a notation will be made on the log and the item returned) The student will be assigned ISR.
- Additional offenses:** A parent or guardian must come to the school office, no earlier than the end of the same school day on which the device was confiscated and meet with the school principal or designee to pick up the item. The parent or guardian must sign the "Confiscated Items" log for additional offense and the item will be returned.

(Should the parent or guardian refuse to sign, a notation will be made on the log and the item returned) The student will be assigned progressively increasing In School Restriction (ISR) and may be suspended. Additionally, the student may be banned from possessing an electronic device on school grounds.

ADDITIONAL DISCIPLINE: Any student in possession of an electronic signaling device or other electronic device which in some form becomes a distraction and/or disruption during class by ringing, vibrating, or turning-on or off will be subject to standard school disciplinary measures as outlined by the SPVHS Discipline Policy and specific school rules, in addition to facing the confiscation of his or her device.

REGIONAL OCCUPATION PROGRAM (ROP) AND/OR CAREER TECHNICAL ED.

The mission of ROP is to prepare students, 16 years of age and older, by providing training programs to develop skills which will benefit their pursuit of employment. ROP provides high-quality vocational, technical, and occupational preparation through a variety of specialized courses and enables of students to be trained on the job site and meet industry standards for job performance. Students will receive academic credit.

Classes and practical experience are given in such areas as welding, food service and computers. Up to 10 credits per semester may be earned by attending ROP classes. Grades received in ROP Classes can help the student in raising their overall G.P.A.

UNIFORM COMPLAINT PROCEDURES

The San Pasqual Valley Unified School District has a uniform complaint process as required in the Code of Regulations, Title5, Section 4622, and SPVUSD Policy AR 131.3(a). The Superintendent is designated as the compliance officer for the district. The policy provides for Mediation or investigation, presentation of information relevant to the complaint, follows up and Remedies or appeals as appropriate. (See complete policy in the enrollment packet).

CREDIT RECOVERY

SPVHS utilizes Credit Recovery software to provide SPVHS students with the opportunity to make up credits for previously failed classes during the regular school day. Students seeking to take advantage of this program to help remain or get back on track for graduation should contact the school counselor.

A.L.I.C.E

Alice is committed to increasing survivability in a violent intruder event through training proactive response options. There are many ways to be prepared for a violent event. Whether you are at a mall, in a theater, grocery shopping, attending a game or listening to a concert, you have options. When ALICE response strategies are implemented, unwilling participants in the event are empowered to choose their best survival option. Seconds count during a violent event and the actions taken in between when the event begins, and law enforcement arrives, are significant and can increase survivability.

A.L.I.C.E. Frequently Asked Questions

1. What is A.L.I.C.E.?

A.L.I.C.E. is a school safety program created in year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

2. What do the letters stand for in the name A.L.I.C.E.?

A.L.I.C.E. is an acronym that stands for:

ALERT: Get the word out that a threat exists

LOCKDOWN: Secure a place to stay as much as possible as a starting point to stall

INFORM: Give constant, real-time information throughout the building using all available technology

COUNTER: This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape

EVACUATE: The goal is to move students out of the danger zone. It is important to be prepared to escape.

3. Does the San Pasqual Valley Unified School District have plans and procedures in place for crisis situations?

Yes, SPVUSD considers the safety of students and staff their highest priority and have developed strong crisis plans and procedures for our schools. Although we hope we will never need to activate these procedures, we conduct regular drills and review our plans annually.

4. Why do we need to add anything more? Isn't it enough just to lock the building and keep students inside if someone is threatening them?

Traditionally, schools have used a procedure known as "lockdown" which means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis occurs. Providing a constant flow of information to everyone inside the building can allow opportunities to safely evacuate the building. Rescue by the police can take some time. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

5. How much time will the training take away from learning?

A.L.I.C.E. training will take the place of the lockdown drills we have been doing. The length of the training time for students may range from 15 to 30 minutes, depending upon the age of the students. Training will take place at least twice a year.

6. How will students be trained?

Training will be age-appropriate and will take place in the classroom with their teacher leading the discussion. Discussions with younger students will be an extension of "stranger danger" discussions and focus on listening carefully to the teacher in case of an emergency and following directions promptly. There is no drill planned as part of this initial training.

7. How many organizations are currently using A.L.I.C.E. as part of their safety protocols?

2 million students have been training or are currently being exposed to this program. Although A.L.I.C.E. was started in a kindergarten through grade 12 school setting, the program is now being used in universities, colleges, hospitals, churches, corporation, and government offices.

For information on the A.L.I.C.E. program please check out their website at <http://www.alicetraining.com/>.