

VALHALLA HIGH SCHOOL

2014-15

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VALHALLA HIGH SCHOOL

2014-15 ADMINISTRATIVE RESPONSIBILITIES

MARY BETH KASTAN
PRINCIPAL

Administration/Coordination of School
Administrative Exceptions
Budget
Business Services
Community/Public Relations
CTE
Evaluation of Programs and Staff
Foreign Exchange Program
Grants/Partnerships
I.E.P. Meetings
Industrial Tech Liaison
Health Insurance
New Teachers
Parent Visitation Day
Personnel Assignments
Principal's Council
PTO Representative
Science Council Liaison
School Accountability Report Card
School Improvement Plan
Site Tech Committee
SPSA
Staff Appreciation Days
Staff Development Days
Student Teachers
Substitute Teachers
Teacher Evaluations
Team Leaders' Council
WASC: Action Plan Implementation

**Departments: Independent English,
Industrial Tech, Performing Arts,
Visual Arts**

JASON BRUST
MSF

Budget
Building and Equipment
Business Services
Disaster Preparedness
District Service Requests
Employee Accident Reports
Extra-Curricular Transportation
Facilities Maintenance and Use
Facility Use Schedule and Permits
Grounds/Custodians
Hazardous Materials Program
Health Insurance / Workman's
Compensation
Illness Injury Prevention Program
Key Control/Inventory
Repairs
Requisitions
ROP Road
Supply Orders
Transportation
Transportation Liaison
Trash Removal
Vandalism and Theft Reports

Work Orders

SAM LUND
ASSISTANT PRINCIPAL

504 Accommodations
ASB and Student Activities
Athletics – Excuse Lists
Back to School Night: Fall
Bell Schedules
Booster Clubs
Character Education
Eligibility
Field Trips – Excuse Lists
H.O.W.
I.E.P. Meetings
Master Calendar of School Activities
Odin's Procession
SARB/SART
Staff Appreciation Days
Summer School
Supervision
Teacher Evaluations
Testing: CST
Valhalla Foundation Liaison
Website

**Departments: Family/Consumer
Science, Math, Science, Special
Education**

LANCE YOCOM
ASSISTANT PRINCIPAL

504 Accommodations
Articulation
AVID Liaison
Behavior Code Revisory Committee
Camp LEAD
Career Cruising
CEIS
Foster Youth Liaison
GATE Program/AP Program/Testing
Guidance/SST
I.E.P. Meetings
Load Study
Master Schedule Development
PBIS/RtI
Registration
SARB/SART
SNAP/SSTs
SPARC
Supervision
Teacher Evaluations
Testing: AP
WASC
Weekend Warriors
Wiglaf Welcome

**Departments: American Studies,
Hum II, Library, P.E., CTE**

ERIC JESPERSON
ASSISTANT PRINCIPAL

504 Accommodations
Achieve 3000
ATS
Attendance
Campus Supervisors
Cheer
Classified Supervision
Comprehensive School Safety Plan
Coordinate Supervision
ELL Liaison
Freshmen Preview / Link Crew
Healthy Kids Survey
I.E.P. Meetings
Instructional Materials/Textbooks/
Williams

Settlement
Interquest
Intervention/Tutorial/Weekend
Warriors
Orange Nation Showcase/Campus
Tours
Regional Emergency Management
System
(Safe Schools & Emergency
Procedures)
Saturday School / Detention
SARB/SART
School Site Council
Start Smart
Summer School
Supervision
Teacher Evaluations
Testing: CAHSEE, CELDT
T.U.P.E.
United Way Campaign Rep
Work Permits

**Departments: Foreign Language,
Hum I – English & Social Studies,
Independent Social Studies, ELL**

Administration

Mary Beth Kastan Principal
Sam Lund Assistant Principal, Athletics (P-Z)
Eric Jespersen Assistant Principal, Attendance (H-O)
Lance Yocom Assistant Principal, Master Schedule (A-G)

Counselors

Tanya Bulette P - Z
Tom Pew H -O
Ruiz, Beth SAI/EL
Sandra White A G, Head Counselor, Cheer Advisor

Faculty

Adams, Shoshana Hum II History
Aguayo, Diana Algebra
Allen, Laura AP Language
Andersen, Brian Algebra, Pre-Calc, Math Department Chair
Arnold, Roberta Art, Department Chair
Babington, Doug Special Education, LH, Biology, Cons. Math, Science
Balistreri, Jason Pre AP, Gov't
Barnes, Lynn Special Education, English
Beeche, Michelle Science
Bené, Leland Hum II English
Biblowitz, Ken Psychologist
Bisera, Christy AP Language, SAGA
Blalock, Lindsay Speech/ Hearing
Bradford, David Chemistry, Science Department Chair
Bulette, Steve PreCal, Geometry
Bussey, Charles American Studies History
Ciallella, Kiersten English
Cipriano, Jim Opportunity
Collins, Lisa ESL, ELD, EL Coordinator
Conrique, Emily AVID, Geometry
De La Cruz, Kasey CTE Coordinator, Aerobics, Physical Education
Douma, Cherie Algebra
DuFloth, Joann Biology, Physiology
Egipto, Tara Hum I Eng., English
Estes, Sarah Science
Fanning, Christopher Hum II English
Gappy, Joseph Biology, AP Environmental
Gillen, Marilee Special Education, LH, Special Education Department Chair
Glavas, Christa Hum I English
Glover, Amy Transition Program
Guzman, Raul Spanish
Halverson, Mike Biology, AP Biology
Harriman, Steena Special Ed Math, Yearbook
Hernandez, Justin Economics/Gov't, AP Gov't
Hostetler, David Hum I Social Science
Hutchinson, Harun Hum II Social Science
Hutchinson, Melissa Hum II English, English Department Chair
Ibrahim, Sylvia Algebra, Sheltered Math
Ince, Garrett Cons. Math
Infantino, Paul Vocal Music

Izbicki, Laura	Dance
Jackson, Keith	Special Education, LH
Jokerst, Tiffany	AP Stats, Algebra
Jones, Carla	Special Education, SDC
Kamil, Aamna	American Studies English
King, Eugenie	Culinary Arts
Kloepper, Lauren	Special Education, SDC
Leirich-White, Joanne	Earth Science, Physiology
Lourey, Bill	AP US History, AP Gov't., Social Science Department Chair
Lower, Cathy	Transitional Program
Macceca, Stephanie	Librarian, GATE Coordinator
Martin, Doug	American Studies English, EL
Mascari, Jennifer	Physical Education
McKee, Keith	AP Physics, Physics
Medin, Sheila	AP Calculus, Algebra
Morales, Alex	Pre AP, ELL
Moreno, Shannon	Physical Education, P.E. Department Chair
Mowrey, Gary	Industrial Tech. Department Chair
Myers, Toni	Family & Consumer Science, Family & Consumer Science Department Chair
Naah, Jackie	Pre AP, Gov't, AVID
Norby, Michele	Hum I English, American Studies English
Ochendusko, Todd	On Site Sub
Odom, John	Physical Education
Owens, Jon	Gov't., Psychology, ASB Advisor
Owens, Lindsay	Special Education, MH/SH
Padilla, Oscar	Spanish, Foreign Language Department Chair
Paxton-Smith, Anne	Hum I Social Studies
Peitzak, Denise	Physical Education Special Education, MH/SH
Potts, Deanna	Spanish
Reed, Carl	Band
Santiago, Ken	Science, Biology, EL
Scalise, Danielle	Science, Chemistry
Sellers, Stephanie	American Studies Social Science, AP Lit
Shebloski, Shannon	Spanish
Shellstrom, Chamane	Algebra
Skocko, Mike	Digital Arts, 3D Animation, Technology Coordinator
Slevcove, Joe	English, Drama
Small, Page	Special Education, LH
Thomas, Eric	Geometry
Troi, Andrew	PreAP, AP Gov't
Wilson, Robert	CEIS, Athletic Director
Yoak, Denise	Physiology, Chemistry
Zasqueta, Monica	Spanish

Classified Office Staff

Asaro, Doreen	School Site Technician
Brust, Jason	Manager of School Facilities
Carter, Marc	Lead Campus Supervisor
Dixon, Colleen	LVN
Edwards, Erin	Academic Advisor
Escobedo, Oscar	Campus Supervisor
Giorgi, Chris	Day Utility
Gutierrez, Toni	Vice Principal's Secretary
Howe, Alisha	Campus Supervisor
Kaminsky, Connie	Finance Clerk
Loepfe, Norma	Campus Supervisor
Martin, Lisa	Library Technician
McLean, Debi	Vice Principal's Secretary
Menjares, Ruben	Campus Supervisor
Moore, Will	Technology Specialist
Patton, Judi	Duplicating/Receptionist
Prince, Patty	Attendance Clerk
Rixon, Martie	Academic Advisor
Williams, Cindy	Athletic Equipment Attendant
Willson, Josephine	Principal's Secretary
Woodard, Carol	Special Ed. Office Assistant

Groundsmen

Bellatti, Jim	Lead Groundsman
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Custodians

Escobosa, Andy	Night Custodian
Kennedy, Bill	Night Custodian
Nelson, Steve	Lead Night Custodian
Robles, Francisca	Night Custodian

Food Service

Amezquita, Maria	Food Service
Battaglia, Dolores	Food Service
English, Chad	Food Service
Lepe, Lilia	Food Service
Otero, Dolores	Food Service
Parra, Elizabeth	Food Service Supervisor
Reed, Cheryl	Food Service
Rivas Hernandez, Irma	Food Service
Santana, Elisa	Food Service
Steffler, Kathleen	Food Service
Younan, Naila	Food Service

Extended Curricular Assignments, 2014-15

Academic League Varsity/ Junior Varsity	Lisa Collins
A.S.B. Advisor	Jon Owens
Band Director	Carl Reed
Cheer Advisor	Sandra White
Choir Director	Paul Infantino
Dance	Laura Izbicki
Drama	Joe Slevcove
Journalism	Christy Bisera
Yearbook	Steenaa Harriman

Class Advisors

Seniors - Class of 2015

Cherie Douma & Sheila Medin

Juniors - Class of 2016

Dave Bradford

Sophomores - Class of 2017

Freshmen – Class of 2018

TBD

School Year 2014-15 Bell Schedule

<u>REGULAR DAY</u>				<u>COLLABORATION DAY</u>			
Period	Start	End	*Total Minutes (415)	Collaboration time: 7:40 – 8:40 (60 mins.)			
1	7:25	8:19	54	Period	Start	End	*Total Minutes (338)
Passing	8:19	8:25	6	1	8:50	9:33	43
2	8:25	9:19	54	Passing	9:33	9:39	6
Passing	9:19	9:25	6	2	9:39	10:22	43
3	9:25	10:19	54	Passing	10:22	10:28	6
Nutrition Break	10:19	10:29	10	3	10:28	11:11	43
Passing	10:29	10:35	6	Passing	11:11	11:17	6
4	10:35	11:30	55 * (1 min. bulletin)	4	11:17	12:01	44 (1 min. bulletin)
Passing	11:30	11:36	6	Passing	12:01	12:07	6
5	11:36	12:30	54	5	12:07	12:50	43
Lunch	12:30	1:00	30	Lunch	12:50	1:20	30
Passing	1:00	1:06	6	Passing	1:20	1:26	6
6	1:06	2:00	54	6	1:26	2:09	43
Passing	2:00	2:06	6	Passing	2:09	2:15	6
7	2:06	3:00	54	7	2:15	2:58	43
				*No morning break Collaboration Days (Mondays)			
				Semester 1 Sept. 8, 15, 22, *29, *30 *Reverse Oct. 6, 13, 20, 27 Nov. 3, 17 Dec. 1, 8, 15 Jan. 5, 12			
				Semester 2 Jan. 26 Feb. 2, 23 Mar. 2, 9, 16, 23 Apr. 6, 13, 20, 27 May 4, 11, 18 June 1			
<u>FINALS</u>				<u>MINIMUM DAY</u>			
DAY 1 (Jan. 20 & June 15)				11 DAYS			
Period	Start	End	*Total Minutes (363)	Period	Start	End	*Total Minutes (281)
1	8:00	9:57	117	1	7:44	8:19	35
Break	9:57	10:12	15	Passing	8:19	8:25	6
Passing	10:12	10:18	6	2	8:25	9:00	35
4	10:18	12:15	117	Passing	9:00	9:06	6
Lunch	12:15	12:45	30	3	9:06	9:41	35
Passing	12:45	12:51	6	Passing	9:41	9:47	6
7	12:51	2:48	117	4	9:47	10:22	35
				Break	10:22	10:32	10
DAY 2 – MINIMUM DAY (Jan. 21 & June 16)				Passing	10:32	10:38	6
Period	Start	End	*Total Minutes (240)	5	10:38	11:13	35
2	8:00	9:57	117	Passing	11:13	11:19	6
Break	9:57	10:12	15	6	11:19	11:54	35
Passing	10:12	10:18	6	Passing	11:54	12:00	6
5	10:18	12:15	117	7	12:00	12:35	35
				Semester 1 Sept. 2 Sept. 12 – Parent Visitation Day Sept. 17, 24 Oct. 8 Dec. 19 Jan. 7			
				Semester 2 Feb. 11 Mar. 11 Apr. 15 May 13			
DAY 3 – MINIMUM DAY (Jan. 22 & June 17)							
Period	Start	End	*Total Minutes (240)				
3	8:00	9:57	117				
Break	9:57	10:12	15				
Passing	10:12	10:18	6				
6	10:18	12:15	117				

WHO? WHAT? WHERE?

<u>I Need:</u>	<u>Contact:</u>	<u>Location:</u>
Accident Report Student Employee	Colleen Dixon Jason Brust	Nurse's Office Administration
ASB Cards	Connie Kaminsky	Finance Office
Athletic Schedules & Eligibility	Sam Lund	Administration
Attendance	Patty Prince	Attendance
Audio Visual Equipment	Will Moore	Room 107
Bulletin Notices	Judi Patton	Front Desk
Bus Information	Jason Brust	MSF Office
Career & Vocational Information	Martie Rixon	Career Center
Change of Address Student Employee	Jo Willson	Counseling Secretary Principal's Office
Clubs & Organizations	Jon Owens	ASB Office
Competencies	Counselors	Counseling
Custodial Services	Jason Brust	Administration
Detention, Teacher Assigned	VPs	Administration
Discipline	Lance Yocom Eric Jesperson Sam Lund	(A-G) Administration (H-O) Administration (P-Z) Administration
Duplicating	Judi Patton	Duplicating
Field Trip Busses	Jason Brust	Administration
First Aid	Colleen Dixon	Nurse's Office
Grades	Doreen Asaro	School Site Technician
Graduation Requirements	Counselors	Counseling
Health Information	Colleen Dixon	Nurse's Office
Homework Requests		Counseling
I.D. Cards Student Employee	Connie Kaminsky Jo Willson	Finance Office Principal's Office
Illness	Colleen Dixon	Nurse's Office
Instructional Supplies	Department Chairs	

Insurance Student Employee	Connie Kaminsky Jo Willson	Finance Office Principal's Office
Interdistrict Transfers (Admin Exceptions)	Mary Beth Kastan	Administration
Keys	Jason Brust	Administration
Lost & Found	Judi Patton	Front Desk
Maintenance Service	Jason Brust	Administration
Name Tags (staff)	Jason Brust	Administration
Parking Permits Staff Students	Jo Willson Campus Supervisors	Principal's Office Front Desk
P.E. Medical Excuses	Colleen Dixon	Nurse's Office
Referral Forms	VP Secretaries	Administration
Request Student Participation (Excursion Permit) Completed Requests	VP Secretaries VP Secretaries	Administration Administration
Smoke Up Forms	Counseling	Guidance Office
Student Activities	Sam Lund	Administration
Student Fines Supplies Library	Connie Kaminsky Lisa Martin	Finance Office Library
Substitute Teachers	Jo Willson	Principal's Office
Thefts	Lance Yocom Eric Jespersion Sam Lund	(A-G) Administration (H-O) Administration (P-Z) Administration
Transcripts/ Permanent Records	Doreen Asaro	School Site Technician

GROSSMONT UNION HIGH SCHOOL DISTRICT MISSION STATEMENT

Through excellence in teaching and in partnership with parents and the community, our mission is to graduate life-long learners who are productive members of a global society.

VALHALLA HIGH SCHOOL MISSION STATEMENT

SUCCESS FOR ALL STUDENTS!

Valhalla High School will encourage all students to become **Life-long Learners, Healthy Individuals, Responsible Citizens**, and **Productive Members of a Multicultural Society**.

Valhalla High School maintains the philosophy of keeping an orderly learning environment in which students can gain the preparation necessary for their future. Our expectations of excellence are communicated to students, parents, and the community through a caring staff with strong site leadership.

Expected Student Learning Results (ESLRs)

Valhalla High School

Valhalla High School students are expected to know and be able to do the following five **C's** when they graduate:

1. **Critical** thinkers, problems solvers, and effective communicators.
2. **Curious** and successful learners who are challenged in an appropriately rigorous curriculum.
3. **Collaborative** learners who belong to a diverse community.
4. **Conscientious** planners and goal setters.
5. **Comprehensive** researchers who utilize a variety of resources.

Policies and Procedures

ACADEMIC HONESTY (File IHAC-R)

This procedure was developed in an effort to support teachers in their quest for honesty in the classroom in conjunction with local school policies. Cheating is the most destructive action within the learning process. Cheating undermines that process, destroys student integrity and the trust essential in student/teacher relationships. The student who seeks a dishonest advantage over his/her fellow students is pursuing an action, which is unacceptable to both peers and society. The long-range goal of this procedure is to create and maintain an atmosphere of honesty within the Grossmont Union High School District.

DEFINITIONS OF ACADEMIC DISHONESTY BEHAVIOR

Acts of academic dishonesty which will not be tolerated within the Grossmont Union High School District are listed and defined below:

Cheating on tests: Any intentional giving or use of external assistance relating to an examination, test or quiz, without expressed permission of the teacher.

Fabrication: Any intentional falsification or invention of date, citation, or other authority in an academic exercise.

Unauthorized collaboration: Intentional collaboration on an assignment between a student and another person, if such collaboration is not permitted.

Plagiarism: Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published materials and the work of other students.

Theft or alteration of materials: Any intentional and unauthorized taking, concealment, or alteration of student, teacher, or library materials.

CONSEQUENCES FOR ACADEMIC DISHONESTY BEHAVIOR

•**First offense:** The student will lose all credit for the assignment or test with no make-up permitted when having committed any one of the five unacceptable behaviors defined above. The teacher will document the incident in the form of a referral and will contact a parent. The student will be referred to the assistant principal and will be assigned Saturday School.

•**Second offense:** The second offense of academic dishonesty in the same class during the same semester will result in the student being referred to the assistant principal for removal from the class with a "withdraw/failure" grade and receive loss of credit. The parent will be notified. A second incident in any other class will result in loss of credit for the assignment or test with no make-up permitted. In addition, a Saturday School will be assigned.

•**Third offense:** A third incident of cheating anytime during the four years of high school will result in removal from the class and a loss of credit.

ADVANCED PLACEMENT (AP) POLICY

At Valhalla High School we encourage all qualified students to challenge AP (Advanced Placement) courses. After consulting with teachers and counselors, students and parents will determine if a student is qualified to enroll in an AP course. We expect every student who enrolls in an AP course will take the AP test(s) for that course.

It is the policy of Valhalla High School that teachers of AP courses will not require an assignment as a substitute for taking the AP exam(s) for that course. In addition, no teacher will offer taking an AP exam as a substitute for a final exam or project for that course. However, a parallel but equivalent assignment sequence may be required of students in an AP course in lieu of specific test preparation assignments for students not taking the AP exam(s). Valhalla High School and its staff will not take any punitive action against those students who do not take the AP exam(s) for that course.

ATHLETIC ELIGIBILITY

Students must be enrolled in five (5) unit courses within the regular school year and maintain this enrollment throughout each six-week period. Students must maintain a 2.0 grade point average ("C" average) for all courses in which enrolled during the preceding six weeks and for which a letter grade was assigned. Upon receipt of unsatisfactory conduct grades ("U") in more

than one course, the student will be declared ineligible for the next six-week's schoolwide grading period unless appealed to the Assistant Principal in charge of Athletics for probation. This requires a parent/student contact.

APPEAL PROCESS

For ninth-grade students, local school appeal for a probationary grading period applies to grade point average and conduct, excluding course enrollment (must maintain five (5) unit courses). For tenth-, eleventh- and twelfth-grade students, the right of appeal for probationary grading period applies to conduct marks only. Only one probationary period per student, per year, is allowed.

ATTENDANCE / TARDY POLICY PROCEDURES

- ❖ The following are expected of every classroom teacher as mandated by Ed Code:
 - To report absent students accurately.
 - To take roll each and every period!
- ❖ Login using your Infinite Campus Login.
- ❖ Roll will be taken every period in exactly the same manner.
- ❖ For reporting purposes, teachers are only concerned whether students are **present**, **absent** or **tardy**. The fact that a student is on a field trip or has a special permit is irrelevant; Remember students are **present**, **absent** or **tardy**. The Attendance office is responsible for, correcting for field trips, special permits, health office, etc.
- ❖ Please change a student's **absence** to **tardy** if they arrive within 30 minutes from the start of class. Those students who arrive later than 30 minutes of class time will still be considered **absent**.
 - If possible, please input comments regarding student's excessive absences and/or tardies in the "comments" section next to student's name. Remember, any comments inputted will be seen by parent/guardian.

Tardy Policy

- ❖ Students are expected to attend school daily and be on time to class. Tardiness occurs when a student is not inside the classroom when the tardy bell rings. With proper notification to the attendance office, students are allowed up to three excused tardies for each semester. Students who need to see medical personnel on a regular basis must notify an assistant principal.
- ❖ If students are NOT in the class ready to begin when the bell rings, the teacher will

enforce the consequences set in their classroom expectations.

❖ These consequences may include, but are not limited to, the following:

- Teacher Assigned Detentions
- loss of classroom participation points
- loss of points in determining student conduct on progress report and/or final reports or other similar consequences determined by the teacher.

❖ Excess lates to anyone class over a semester may be viewed as DEFIANCE on the part of the student and his/her inability to follow the established late policy. Teachers may write behavioral referrals for defiance, which could result in a drop from the class.

Teachers will provide a course expectation sheet to each student at the beginning of the course. It is the responsibility of the student to know the classroom expectations for each class.

School Action for Excessive Unexcused Tardies

Consequences

Incident School Action

Third Tardy to class: Teacher will contact parent/guardian and assign detention, or after school tutorial.

Fifth Tardy to class: Teacher will contact parent/guardian and issue a referral to the Assistant Principal. Administrative Assigned Detention and documentation to students discipline record will occur.

Eighth Tardy to class: Teacher will issue referral and Administration will assign Saturday school.

Tenth Tardy to class: Teacher will issue a referral to the Assistant Principal. Saturday School or other consequence will be taken. An attendance intervention meeting may be called with the student, parent/guardian, counselor, teacher and administrator.

Truancy

❖ Truancy occurs when a student is absent from any portion of a class without a valid excuse.

❖ Interventions:

- Students may be referred to SART (Student Attendance Review Team).

Consequences:

❖ Students will receive no credit for the time missed. No makeups for missed assignments will be allowed. Five period truanancies in a single period will result in a Saturday School assignment. In addition, fullday truanancies will result in a Saturday School. Habitual truants will be considered defiant, may be dropped from class without credit, or referred to alternative education.

Student Absences and Excuses/Excusing Absences

❖ Parent/Guardian should make every attempt to call the Attendance Office on the day of the student's absence.

❖ The attendance office must be contacted to clear the student's absence by 2:30 p.m., at 593-5331, the day prior to returning to school.

❖ ***According to the law, a student's absence from school for an entire school day shall be considered legal when it is due to:***

- Personal illness.
- Quarantine under direction of a county or city health official.
- The need for medical, dental, chiropractic, or optometric official.
- Participation in religious instruction or exercises (within limitations).
- Attendance at funeral services of member of student's immediate family.
- Court.

❖ ***Also according to the law, a student may be legally absent for part of the school day due to:***

- Participation in another school activity.
- Church attendance on the Sabbath (within school activities take place on the Sabbath).
- Participation in religious instruction or exercises (within limitations).
- Personal illness.
- Medical, dental, chiropractic, or optometric treatment.
- Transfer requests between teachers or a temporary day-to-day basis.
- Attendance at funeral services of member of student's immediate family.
- Student's must report to the Attendance office in sufficient time to clear absences and

report to their class before the tardy bell rings.

- ❖ The Board recognizes that students may be absent for legitimate personal reasons not covered by law including family emergencies and shall honor a parental request for such absence but cannot under law officially excuse the student.
- ❖ Students must report to the Attendance office in sufficient time to clear absences and report to their class before the tardy bell rings.
- ❖ Please take your attendance on Infinite Campus the first thing each class period.
- ❖ Please clarify your attendance/tardy policy as soon as possible.
- ❖ Please be consistent.

Makeup work

❖ Students with excused absences are allowed to make up work missed. It is the responsibility of the student to request, and the teacher to assign, makeup work. In consultation with the student, the teacher should provide sufficient time for makeup work.

Absence Procedures

- ❖ Students MUST clear absences when absent from class for:
 - One or more class periods OR One or more days
- ❖ CLEAR ABSENCES before returning to classes:
 - Bring a NOTE signed by parent/guardian OR the parent/guardian may CALL THE ATTENDANCE OFFICE.
 - Parent/Guardian may call 24 hrs a day. Please leave a message, messages are checked routinely.
- ❖ Students have TWO days (48 hours) upon returning from the absence to clear an absence. All absences not cleared will be considered truant and a referral will be written.

Late Procedures

- ❖ LATE TO SCHOOL because of illness/doctor/dentist appointment:
 - Report immediately to the Attendance Office
 - Bring a NOTE from a parent/guardian, OR
 - The parent/guardian may CALL THE ATTENDANCE OFFICE before the student arrives at school, OR A NOTE from a doctor or dentist will be accepted. Students will be sent to class.
- ❖ LATE TO SCHOOL because student has overslept, had car problems, etc:
 - Report immediately to the Attendance Office.
 - Considered unexcused; the tardy will be coded as a late and the student will be sent to class.

El Cajon Municipal Code regarding Daytime Loitering by Minors: (9.82.030, 9.82.040, and 9.82.050)

These municipal codes state that any minor loitering on or in a public place between the hours of 7:00 A.M. and 2:30 P.M., Monday through Friday, will be brought back to school or given into parent custody. It is unlawful for a parent to knowingly or negligently permit their minor to violate these sections. These codes will be enforced. Minors will be cited if the minor continues to violate the above codes, the minor's parents will be cited and a court date set to assess the violations.

BULLETIN AND CALENDAR FOR THE WEEK

Bulletin notices must be submitted on a bulletin notice form, which is available at the receptionist desk or by email. It must be signed by the staff member sponsoring the group and must be submitted to the receptionist before 10:00 a.m. of the day prior to the day the notice is to appear in the bulletin. Teachers are required to have the bulletin read to the students during the bulletin timeframe in period four. The bulletin will be read over the PA system at the beginning of period 4 on Monday and Thursday.

BUS TRANSPORTATION, EXTRACURRICULAR

Guidelines for adult supervisors and bus drivers on extracurricular trips:

In order to be sure that you are aware of the responsibilities entailed in taking extracurricular bus trips, we are making the following information available to you, as published by the District Director of Transportation:

AREA OF AUTHORITY

Driver: The driver has complete authority to make decisions regarding the safety of the vehicle and passengers. He will make decisions as to the speed of travel and route if a safety or legal aspect is involved. The driver will follow all applicable rules, laws, and regulations regarding bus stops, loading zones, and departmental policy.

"Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus."

Section 14263, Title 5, California Admin Code

Adult Supervisors: There shall be an adult supervisor aboard each bus. An adult supervisor has complete responsibility for maintaining order and conduct of the passengers. If a route change is desired, a conference with the driver should be held, with no attempt to influence the driver to violate vehicle laws or safety regulations.

Supervisors must be seated in a regular seat aboard the bus, but they should not ride in the front seat of the vehicle. Instead they should position themselves in an area where complete observation of passengers can be attained. Supervisors shall cooperate with the driver, if requested, to control noise or boisterous behavior when the driver feels the noise level is becoming a serious problem affecting the driver's control of the vehicle. The supervisor should have a roster of passengers and check to make sure all are aboard on appointed time for the start of the field trip and advise the passengers of time to board the bus for the return trip.

In Case of a Late Start for Return Trip: If the driver has a deadline to meet and must leave passengers in order to meet this deadline, the adult supervisor or driver shall unload the bus and the adult supervisor shall then make arrangements to get passengers back to their destination.

Eating

No food or drink will be allowed on the bus at any time.

Extracurricular Activities/Transportation Procedures

League games have priority over non-league games. If Transportation is out of buses, it will be the school's responsibility for travel to the non-league games.

The Transportation Department has a ten (10) minute departure time when using one bus for two trips (piggyback). If the first team is not ready to go within ten (10) minutes of their requested departure time, the bus will leave to transport the other team. A bus will return for the late team as soon as is possible.

The team cannot board the bus without a supervisor present. The driver will inform the team that they are not to board without the supervisor.

CALL SLIPS

The office personnel are concerned about the number of class interruptions caused by call slips. Since communication between the offices and students is essential for an effective student service program, call slips are a necessity. In an effort to streamline their effectiveness as much as possible, we will follow the procedure below:

Originators of call slips (Administrators, Counselors, Speech Therapist, Psychologist, Library, Licensed Vocational Nurse, and office staff) must have them ready for delivery during the first five (5) minutes of any class period. Call slips prepared after that time will not be delivered except in EMERGENCY situations.

It will be imperative that the teacher look at the call slip to determine the urgency indicated on the slip. All call slips will be marked "*end of period*" or "*at teacher's convenience*" except in an emergency situation or in study hall.

updated 9/23/14

Should teachers forget to give out the call slips, they should be sent back to the Assistant Principals' office immediately.

"Emergency" type call slips (parents waiting, police waiting, emergency at home, etc.) will be handled by handing the call slip to the teacher. All other call slips will be delivered to the teacher in as inconspicuous manner as possible.

When sending students to the office on a call slip, please have the student take all books and materials with them to the office. This will prevent further class disruptions when students are sent back to class to retrieve their materials.

Students who have scheduled an appointment with the counseling office will receive a call slip on their appointment time/date. Teachers are asked to release the student in time for the scheduled appointment.

Students will be required to check-in with the Counseling Secretary and show the pass before seeing the Counselor. Upon completion of the conference, the Counselor will sign the pass for the student's re-admittance to class.

CHECKOUTS AND DROPS

If a student must check out of your class prior to the end of the semester you may use the following guidelines to determine your grading of that student (**District Policy IHA-R**).

Check Outs

If a student checks out of school prior to the end of the semester, and the teacher determines the student **has not met** minimum attendance and/or core requirements, the teacher will issue the student a **grade-to-date-of-leaving**.

If the student checks out of school prior to the end of the semester, **and** the teacher determines that the student **has met** minimum attendance and course requirements, **the teacher will issue a final grade** (this means the student **will** receive credit for the course).

Students who check out early will be officially dropped on the day following check out and may not appear on future SAR's or Mark Rosters. The checkout form will become the official grade documentation for the student.

Drops

When a student is dropped from our rolls without checking out, teachers and offices will be notified via the "Official Drop Notice." No student should be considered dropped, regardless of absence, until the "Official Drop Notice" is received indicating the student has been officially dropped.

COMMUNICATION WITH PARENTS AND STAFF

Maintaining good service is a major goal of our school. Parents will typically call teachers, leave a voicemail message for teachers to call them, communicate via e-mail or call to request a conference time. It is very important that returning calls, answering e-mail, or setting up conferences is done in a timely fashion. Voicemail and e-mail should be reviewed DAILY and messages should be responded to within a twenty-four (24) hour period.

To facilitate communication between staff members, please check and respond to voicemail and e-mail daily. E-mail communication is essential to our school safety plan.

COMPUTER, TELEPHONE, AND NETWORK RESPONSIBLE USE POLICY (RUP)

The Information Age brings with it a host of educational opportunities and potential problems. It is important that you understand your rights and privileges when using Grossmont Union High School District resources in this environment. This document describes the computer, telephone, information, and network resources made available by the District and your responsibilities and obligations in the use of these resources. All District employees are required to read this document.

The GUHSD Computer and Network Environment

The District has created extensive networks with information, telephone and computing resources for staff and student use. These resources are provided to allow you and others in the District to perform your tasks effectively in meeting the goals and needs for which the District was established.

By nature, design, and function, the District's computer network and resources must provide a relatively "open" environment. While automatic and procedural security controls are in place to prevent or reduce unauthorized access to these resources, the primary responsibility for maintaining the security of this information and its resources lies with you, the employee.

Improper use of any of these resources can cause problems related to the needs of some or all employees and students in the District. Violation of specific local, State, and Federal laws referenced later in this document may call for prosecution under the law including fines and imprisonment. The District may take disciplinary action against employees for misuse of computer, network, and information resources.

Privacy of District Records - Student, Staff, and Business Information

Both student and employee records are protected by various State and Federal laws -

State Statutes:

- Education Code, section 67100
- Information Practices Act of 1977 (Civil Code section 1798)
- Public Records Act (Gov. Code section 6250)
- Penal Codes, Section 502

Federal Statutes:

- Federal Family Educational Rights and Privacy Act of 1974
- Federal Privacy Act of 1974
- Electronic Communications Privacy Act of 1986

During your employment with the District, you will have access to either student or employee and business information that is confidential. It is your responsibility to safeguard this information from unauthorized persons. You shall not seek to use personal or confidential information for your own use or personal gain. You must take all reasonable precautions to ensure privacy is maintained under the law while handling information in any form, including but not limited to voice, electronic (disk file, diskette, CD ROM, magnetic tape, email, network storage, etc.), paper, photograph, and microfiche information. Included under this precaution is the disposal of any privacy related materials.

Ownership

It must be understood that the District's business information, telephone, network, computer and software resources, peripherals and supplies are District property, provided to meet District needs. They do not belong to individuals, but are only "loaned" for the purposes required for your position while you are employed by the District.

This specifically means that you MAY NOT use your computer, its software, peripherals or supplies for personal, commercial, or non-District purposes. For example, you may not use your District computer to store or maintain your personal business. Use of your workstation and its software, printers, faxes, copiers, and other peripherals for personal work may be permitted where approved by your supervisor in advance and when it is done outside your normal work hours.

Use of Telephones, Cell Phones, and Voicemail

Telephones and cell phones are provided to conduct the business of the District. In many cases, voice mail is also provided. These services are intended to provide a means of communication for employees to contact parents and students, agencies, vendors, other institutions and government officials. When using these services, your comportment should be businesslike and professional. Private use of the phones should be kept to a minimum. Employees are responsible for any charges incurred when using District phones or cell phones for purposes not directly related to their job duties or assisting in emergencies. Cell phones should never be used while operating a vehicle. Employees with assigned cell phones are expected to take appropriate precautions to prevent

damage to unit, including theft, exposure to moisture and extreme temperatures.

Use of District Laptop Computers

Laptop computers are issued to each regular faculty member teaching three or more sections. They are provided for the purpose of preparing/delivering lessons and keeping classroom records. With the convenience of portability comes an increased risk of theft, loss, or damage. Teachers are expected to take all reasonable precautions to keep laptops issued to them safe and secure. When transporting laptops off campus, please take care to not leave them in unattended automobiles, hot or damp places, or where there is an increased risk of damage or theft. Teachers are to follow established District checkout procedures for taking their laptop home overnight, on weekends, and over holidays and breaks. Teachers who choose to take their laptop home must have homeowner's/renter's insurance covering damage or loss of the equipment. District insurance is in force while the machine is on campus. Misuse, abuse, neglect, willful damage, termination of employment, or violation of district policy while using a laptop shall be grounds for the District to request the laptop's return.

Use of Personally Owned Software or Equipment

The District attempts to ensure that all hardware and software meet specific standards which will operate without causing disruption of the District's computer and network resources. Therefore, the use of personally owned software or software that can be downloaded from the Internet as well as personally-owned computer hardware, is not permitted except where authorized by the Assistant Superintendent of Educational Services or his designee.

Software Copyright Law

Violations of copyright law have the potential of costing the District millions of dollars. You are prohibited from installing any software without having proof of licensing. You may not install software licensed for one workstation on multiple machines. You should be aware that if, for example, you purchase a new workstation, you must also purchase new software licenses for the software that will be installed on it. If the computer being replaced will be retired from use, the software may be removed from it and transferred to a new workstation.

Use of the Internet and Intranet

The Internet provides an extremely valuable resource for learning and communicating with people throughout the world. It can be a marvelous tool to enhance student and staff education and productivity. Unfortunately, the Internet also contains a large amount of information that is inappropriate for use in an educational institution.

While it is hoped that employees will enjoy the use of Internet resources, it must be emphasized that these resources are provided at District expense to enhance your job function and maximize your job effectiveness. Employees are not to let personal use of the Internet encroach on or displace time spent performing their work duties. Personal use of the Internet should be restricted to breaks or lunch periods, or before or after work hours. Inasmuch as every transaction you complete on the Internet represents to the world our District and everything it stands for., it is imperative that employees not use the Internet in such a way as to bring civil or criminal liability or public reproach upon the District.

Materials obtained from the Internet are copyrighted and, with proper citation, limited educational use is permitted under the Principle of Fair use as contained in U.S. copyright law. These materials may not be redistributed on the Internet or in any other manner without written consent of the copyright owner or as prohibited by law. Materials are protected by copyright whether they bear copyright information or not.

The District Intranet is distinct from the Internet. It consists of those networked electronic resources within the Grossmont Union High School District. Access to many of these resources is public, thus contributing to the Internet at large. Others are accessible only from within the District network or by password. Note that access to District-only resources, such as subscription electronic research portals is not to be shared with others outside the District. Access to the student information system, though accomplished through a web browser is to be guarded as you would guard access to your bank account. Never leave a session in the student system without logging out and closing the browser window, no matter how brief the interruption.

No one may attach to the District network any wireless device without prior approval of the Director of Technical Services, Business Services. This includes, but is not limited to: wireless computers, PDAs, wireless hubs or base stations.

Use of Computer Resources

The computing resources of the District are used by thousands of students and employees. In order to ensure that these resources are available and working properly, your personal use of these resources must not negatively impact others.

For example, you may not attempt to break into computer systems or their resources to which you have not been granted authorization. You may not attempt to maliciously alter, erase, damage, destroy or make otherwise unusable or inaccessible any data, software, computer, or network system. Attempts or actions of this nature are a felony and may result in any combination of disciplinary action and/or prosecution and fines including litigation costs and payment of damages under applicable local, State, and Federal statutes.

Use of Network Storage

In addition to network file servers used in a classroom setting, Google Drive allows 15 GB of free storage. This space is accessible from anywhere on the Internet and includes public and private layers of access through any smartphone, tablet, or computer. Save lesson plans, work files or folders in Drive and share them with colleagues, students, and parents. Employees are to observe all applicable laws (including copyright) and District policies in the use of Google Drive. Storage and account access may not be shared or used for any purpose other than the direct support of instruction or job performance.

Your Computer Account

In order for you to utilize the District's computer and network resources, you will be assigned a "user id" and password. Based on your position and your supervisor's authorization, you may be provided with access levels which allow you to view, create, alter, delete, print, and transmit information.

You are responsible for maintaining the security of your personal account and may not release it for use by any other individual. You must accord your user account the same significance as your hand-written signature. Failure to do so by releasing this information to another individual may be considered false representation and result in disciplinary action.

This means that it is extremely important that you use a password that cannot be guessed by others through knowledge about you. For example, never use personal names such as children or pets or names that begin or end with numbers. Never use your Social Security Number, bank PIN or words which can be found in any dictionary, names spelled backwards, or adjacent keys on a computer keyboard (i.e., QWERTY). All of the above provide an easy way for a "cracker" to break into a computer system and, using your rights and privileges, cause damage and destruction. You must also never write down your user id or password unless you store it in your personal possession or other location away from your place of work. Even then, you should write it in such a way that no clue is given as to the purpose for its use. Please contact the Information & Technology Services if you suspect someone else may have accessed your account. It is a simple matter to change your password in a few seconds, but may take days to reconstruct damaged records or computer systems if someone breaks in with your account rights! Where you have the ability to change your own password, make a habit of periodically changing passwords for these accounts.

You should never leave your workstation unattended while signed on to any account; doing so allows anyone to sit at your workstation and, using your rights and privileges, perform destructive acts. This has been the most common method used in the past for students to make changes to their own or others' records.

Under certain circumstances, user id's and passwords may be shared by a group of employees where doing so makes information access convenient with a minimum of administrative overhead. Examples include District-subscribed online services that teachers may wish to access from outside of the District network. Group id's and passwords should be held in confidence and never shared with students. If you suspect that the security of such information has been compromised, notify the network administrator at once.

Only employees may have direct publishing (write privilege) access to District web, mail, and list servers. Those who assume responsibility for posting student work must never delegate this responsibility to students or colleagues. Do not store passwords where students may have access to them. Periodically change your password.

Computer Viruses

Despite the development of new technologies to combat malicious viruses, worms, and other damaging programs that attack computers and networks, these problems persist. The District attempts to maintain anti-virus software in order to minimize the impact of these viruses, but it is your responsibility to take precautions to protect your computer and all others throughout the District.

For example, avoid opening email attachments from people you do not know. If someone you do know sends you an attachment, contact them and verify what the purpose of the attachment is. Ask them if they are sure no viruses may have invaded their attachment.

Likewise, do not download any software from the Internet unless directed to and authorized by the District Office. It is not unknown for even a very respectable company to unknowingly release products which include hidden or unknown viruses. Do not share any downloaded software with others until you have verified that it does not harbor viruses.

Electronic Mail

The District encourages the use of electronic mail (email) to enhance communication and business activities. The following policies are necessary to ensure appropriate use and to prevent or limit disruptions to work activity and computer services. Please read carefully:

Cautions About The Use Of Electronic Mail

The nature of electronic mail at this date makes it susceptible to misuse. Users need to be aware that sensitive or private information can be easily forwarded to other individuals the originator never intended, both within the District as well as externally throughout the world.

In addition, while email accounts may be password protected, it is up to the individual user to ensure that a password is set and that the password is one that cannot be easily guessed or "hacked".

Because of backup procedures in force with the District's computer services, the fact that you have "deleted" an email message does not necessarily mean that it cannot be retrieved.

Users of the District's email services need to be aware that use of these services is a privilege granted with the expectation that it will be used for business purposes and in a professional and courteous manner similar to other forms of communication. All email sent or received by individuals through District employee accounts is the property of the District and may be requested by your supervisor and examined **with just cause**.

There is no guarantee that email received was in fact sent by the purported sender, since it is a simple matter, although a violation of this policy, to disguise the sender's identity. Furthermore, email that is forwarded may be modified by the forwarder. As with any document, if you receive a message which appears unusual or which you feel may be questionable, check with the purported sender to verify authorship and authenticity.

While the District does not have the time nor inclination to monitor or read individual email messages, in the event that questionable or inappropriate use is suspected or known, such email may be examined and may be cause for disciplinary action ranging from revoking your email account up to termination. Users should also be aware that in the general course of business, System Administrators and email operators may require observation of messages in order to verify system operation.

SPAM

The District maintains a system for limiting the amount of unwanted or offensive email received from the Internet. Known as SPAM, much of this email is automatically generated by computer programs and is often used to propagate computer viruses, or distribute pornography and fraudulent business offerings. The email may appear to have come from a trusted address and others may receive such

messages that falsely appear to have come from you. The District's email filtering system cannot eliminate all SPAM and it is possible that benign messages may occasionally be blocked. If you believe that expected mail has been blocked, please notify the Network Administrator within seven days.

Email - Personal Use

Private or personal non-commercial use of the District's email is permitted as long as it is not excessive and does not interfere with the District's normal business practices and the performance of the individual's tasks. Individuals should exercise sound judgment and sensitivity to others when exchanging personal messages in the workplace.

Email - State, Federal, And Copyright Laws

In addition to this policy, use of the District's email services is subject to all applicable Federal and State communications and privacy laws as well. In particular, users need to be aware that attaching programs, sound, video, and images to email messages may violate copyright laws, and data files containing employee and/or student information is subject to all privacy laws.

Email Restrictions

Electronic mail may **not** be used for:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- Use that violates this policy or other State and Federal policies
- Any form of harassment
- Chain letters, sending or forwarding
- Spam mail, that is, to exploit list servers or other broadcast systems which amplify widespread distribution of unsolicited email
- File storage. (Use Google Drive.)
- Mail bombs, that is, to re-send the same email repeatedly to one or more recipients with the intent to interfere with the recipient's use of email
- Any other use which interferes with computing facilities and services of the District or its employees
- Personal fund-raising

Email and Representation

Users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of the District unless they are appropriately authorized, explicitly or implicitly, to do so. Where appropriate and based on context, an appropriate disclaimer would be, "These are my own statements and views and do not represent those of the Grossmont Union High School District."

Email - False Identity

Employees shall not employ a false identity in sending email or alter forwarded mail out of the context of its original meaning.

Email - Misuse Of Computing Services

Email services shall not be used for purposes that could reasonably be expected to cause, either directly or indirectly, excessive strain on District computing facilities, or cause interference with others' use of email, email systems, or any computing facilities or services. For example, attaching large files over 1 megabyte and sending these to multiple users or repeatedly to the same user is a violation of this policy. The District's email system is not designed for file storage. Such use is prohibited. Please use your Google Drive for storing or archiving files.

Email - Security And Confidentiality

The confidentiality of electronic mail cannot be assured. Users should exercise extreme caution in using email to communicate confidential or sensitive material.

Email - Virus Dangers

As mentioned, proper precautions must be taken to guard against the infection of computers and

files by viruses. Likewise, using email attachments to distribute viruses and/or worms and other damaging software is common-place today. You should never open email or attachments unless you are expecting them. Even if someone you know well sends you an attachment, ask them before you open it if they are using the latest anti-virus software. If they aren't certain or don't know, contact the Technical Services department and we will arrange to install District-licensed anti-virus software.

Email - Archiving And Retention

The District maintains an ongoing backup schedule of computer data in order to ensure that these facilities may be restored to use in the event of damage and/or destruction. Because of this practice, email may be stored on backup media for extended lengths of time. Messages which a user assumes to be deleted may be able to be restored if demanded by the appropriate District authority.

Each user should consider whether they want to archive their personal messages to their workstation's hard drive or other disk media on some sort of regular basis, as there is always the possibility that information may be lost due to software or hardware problems. The District has policies in place for the length of time email is retained on-line. This schedule is 14 days for current email, after which it is placed into the user's "trash" where it may still be recoverable for a short time. Thus, users should be careful not to consider email as a long-term filing system.

While the District maintains a backup of all email, it is not feasible nor our practice to restore lost or damaged email.

Email - Classroom Use by Students

Teachers who permit students to use email accounts other than those hosted by the District shall emphasize that the District has no control over such accounts. Nevertheless, teachers shall require students to report any and all suspicious or threatening email received.

Other Services

Please note that this policy addresses issues common to all teachers and employees. Other specific policies may apply to those working in specialized environments or completing specialized tasks such as advising students involved in web publishing. If you have any questions about this or other policies, please do not hesitate to ask the Director of Educational and Library Technology or the Director of Systems Integration.

CONTROVERSIAL ISSUES/CONFIDENTIAL TESTING

Controversial issues may be discussed in the classroom, provided that the principal is informed and the following conditions are met:

1. The issue is related to the course of study and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The issue has a meaningful relationship to matters of concern to the students.
3. Available information about the issue is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
4. All sides of the issue are given a proper hearing, using established facts as primary evidence.
5. The issue has points of view which can be understood and defined by the students.
6. The teacher does not use his/her position to forward his/her own religious, political, economic, or social bias. The teacher may express a personal opinion if he/she identifies it as such and does not express the opinion for the purpose of persuading students to his/her point of view.
7. Discussion or study of the issue is instigated by the students or by the established curriculum, but not by a source outside of the schools.

8. The discussion does not reflect adversely upon persons because of their race, sex, color, creed, national origin, ancestry, handicap, or occupation.

9. The oral or written presentation does not violate state or federal law.

The principal shall have the authority to judge whether the above conditions are being met.

In accordance with the **California Education Code Section 60650** no test, questionnaire, survey or examination containing any questions about the pupil's personal beliefs and practices in sex, family life, morality and religion or any questions about his/her parent's or guardian's beliefs and practices in sex, family life, morality and religion shall be administered to any pupil unless the parent or guardian of the pupil is notified in writing that such tests, questionnaire, survey or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey or examination.

CREDITS FOR GRADUATION

Unit Requirements

Two hundred twenty (220) units of credit are required for graduation

The Following Limitations Apply

No student may earn more than 70 units in any school year, excluding summer school and ROP courses. The Principal must approve exceptions.

No more than 20 units shall be earned through work experience programs, and these shall be earned in grades 11 and 12. The principal must approve exceptions.

No more than 40 units in physical education shall be earned toward graduation.

For each semester of participation in marching band, specialty corps, or cheerleading completed in that semester, 2.5 units of elective, non-departmental, credit shall be awarded. No credit shall be awarded for other after-school extracurricular activities.

Courses in religion shall not be counted as units toward graduation.

For additional information, see **District Policy IHF-E**.

CRISIS PLAN – *Please refer to your Readiness and Emergency Management Pamphlet*

DEPARTMENT CHAIRPERSONS/TEAM LEADERS COUNCIL

The Council shall function as a schoolwide "*problems committee*," "*advisory committee*," and representative council for staff input and opinion. Department Chairpersons/team leaders are responsible for relaying information from department chairpersons' meetings to their respective departments. Members shall be elected to a two-year term by their departments using the appropriate department chairpersons' election form which must be signed by department members and returned to the principal's secretary.

DISCIPLINE REFERRAL PROCESS

This administration is committed to assisting teachers in the maintenance of orderly classroom environments so that teachers can more effectively teach and students more effectively learn. It is our belief that this process must be a team effort involving the teacher, students, parent, and administrator. So that members of this educational team can work together productively, it is essential that disciplinary procedures be relatively consistent. In order to maintain consistency in providing administrative support for teachers in classroom management, we recommend that teachers follow the disciplinary procedures outlined below.

Each teacher posts the **written** disciplinary guidelines in their classrooms.

When students choose to violate classroom rules, we recommend the following steps be taken:

updated 9/23/14

- **Minor offense:** Teacher conference with student, assign a consequence, and must contact parent. Teachers may choose to assign a Teacher Assigned Suspension (TAS) which means the student is sent to study hall for the remainder of the period and up to one additional day. The teacher may also elect to assign an after school detention. Neither of these consequences will be reflected on the student's discipline record.
- Violation of class rule: Student immediately sent to the Assistant Principal's office with a referral. The student will be counseled by the assistant principal and receive a consequence appropriate for the behavior (normally a one-hour detention). A copy of the referral and administrative action will be mailed home.
- **Third disciplinary referral** issued to a student from the same teacher during the course of a semester will result in the student being dropped with loss of credit. A referral is required. With respect to "block" courses in Humanities—students will be dropped from the entire two-course requirement or upon the second incident of academic dishonesty during the semester.
- **Safety violation:** Students who commit a safety violation may be dropped from class with a loss of credit on the first offense. A referral written by the teacher is required.

If all of the above have been followed, the Assistant Principal will call the parent to inform them that his/her student is being dropped from the course and placed in study hall.

NOTE: If the behavior is serious enough to warrant a referral, send the student to the Assistant Principal immediately. The behavior code states that any student who directs an obscenity at a teacher or violates class safety rules will be dropped on a first violation. Suspected possession or use of a controlled substance should be reported to an Assistant Principal.

DRESS CODE

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Gym shorts may not be worn in classes other than physical education.
4. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

In an effort to improve the atmosphere for learning in the Grossmont Union High School District, students will dress in a manner that reflects positively on themselves, their parents and their school. Just as adults must conform to workplace standards, so must students. Clothing must be in good repair and footwear must be worn at all times.

Unacceptable dress includes, in part, the following:

1. Baggy/saggy pants
2. Clothing with underwear showing
3. Spaghetti strap (strap must completely cover the undergarment) or thin wrap skirts
4. White muscle tank shirts
5. Underwear shirts
6. Back-less shirts (shirts that do not cover the back entirely)
7. Bare midriff (stomach) may not be exposed
8. Strapless/tube shirts
9. Off-shoulder or single strap garments

10. Excessively low-cut shirts
11. See-through tops
12. Halter shirts or dresses
13. Slippers and pajamas
14. Micro mini shirts and shorts (shorter than mid-thigh)
15. Clothing or jewelry with the playboy symbol or the word "Hustler"
16. Garments displaying logos of racist groups or juvenile gangs, obscene language, vulgar gestures, racist, ethnic or sexual slurs or symbols of hate, prejudice, intolerance or discrimination or any clothing, jewelry, belts with the symbol of the Iron Cross.
17. Wearing apparel advertising alcohol, tobacco, drugs (including mushrooms), death and violence
18. Wallet or waist chains
19. Spiked jewelry
20. Headgear (hats, bandanas, sweatbands...), except approved sunhats
21. Overalls that act as the straps of the shirt
22. Athletic spirit phrases with a double entendre - teams are asked to get Assistant Principal approval prior to making spirit shirts

The dress code is a dynamic document. Changes may be necessary at anytime during the year by the administration. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents will be notified of any changes through the school bulletin and parent newsletter.

Consequences:

Range from a change of clothing provided by the school to suspension. In extreme cases a parent will be called to bring a change of clothing. The student will be expected to make an exchange for the inappropriate clothing after school. Continuous defiance of the dress code may result in an After School Detention to suspension. The school, at no time, is responsible for confiscated items.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

DUPLICATING ORDERS

Orders for duplicating should be **submitted at least 48 hours prior to need**. Each order must be accompanied by a Copy Request form and placed in the correct tray (black & white or color) located in the duplicating office or the back counter at the front desk. The office is open from 6:30 a.m. – 10:45 a.m. Emergencies will be accommodated during that time.

ELECTRONIC DEVICES

Students are expected . . . to maintain a safe environment in the school.

To ensure the safety of all students, to protect personal property, and to ensure the educational process is not disrupted, **electronic devices** including radios, tape players, recording devices, video and still cameras (including cell phone cameras), CD, IPODS and MP3 players **may not be brought to school**.

Cellular phones and paging devices must be turned off from 7:00 a.m. -3:00 p.m. while on campus. Headphones are not to be worn while walking on to, around, or off campus.

Devices capable of capturing, transmitting, or storing images or recording and storing audio may not be operated in restrooms, dressing rooms or other areas where there is a reasonable expectation of privacy.

Under no circumstances shall any video or audio recording device be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom if such permission is granted. Operation of such devices is prohibited in testing situations or where testing materials are present.

Consequences:

The item will be confiscated and later released to a parent. A subsequent offense will result in confiscation of the item until the end of the school year (it is the student's responsibility to claim confiscated items) and appropriate disciplinary action by an administrator. The school is not responsible for the confiscated, lost or stolen items.

The school will not be responsible for the loss or theft of **ANY** electronic device (including phones, ipods, cameras, radios, MP3 & CD players) In addition, the school may not investigate the theft of these devices not allowed on campus.

EMPLOYEE STUDENT INTERACTION POLICY

Personnel

Under California law it is a crime for an adult to have any sexual relationship with a minor. In addition, California law requires "mandated reporters" to report to Child Protective Services or to law enforcement any suspected sexual assault or sexual exploitation of a minor. This includes any known sexual relationship between an adult and a minor. Therefore, any District employee who reasonably suspects that an adult is having a sexual relationship with a student must report the suspicion to Child Protective Services or law enforcement immediately. Immediate reporting is crucial for the protection of the students and the community as a whole.

2 PURPOSE

It is the policy of the Grossmont Union High School District that all District employees conduct themselves at all times in a manner that reflects the standards consistent with the law and the Policies of the District. It is the purpose of this Policy to make sure all District employees understand and demonstrate proper judgment observing the prohibitions in behavior which must govern their conduct; and recognize the responsibility to respond appropriately to unacceptable behavior of students and/or co-workers. Further, this Policy will specify boundaries related to potentially sexual situations and conduct which is contrary to accepted behavior and in conflict with the duties and responsibilities of District employees. In addition, this Policy will alert all District employees about sensitive problematic matters involved in employee/student relationships, provide guidance for employees in conducting themselves in a manner that reflects high standards of professionalism; and to give notice that potential improper action may have significant consequences. It is the intent and purpose of this Policy to establish guidelines which should be followed by all District employees when interacting with a student.

- School instruction, counseling and other administrative tasks relating to students, which require the presence of students, should be accomplished on school premises within the normal school day.
- Whenever it becomes necessary for a District employee to meet with a student outside the normal school day, or to conduct instruction or participate in school-related extracurricular activities outside of the school premises, such activities should be accompanied with the written approval of the school principal and the students' parent/guardian.
- District employees should only be alone with a single student as authorized by the employee's administrator, if it is educationally necessary, or is a requirement of that employee's position.

- In the event a school activity requires traveling and the District employees are called upon to drive or otherwise provide transportation, the activity and transportation must be first approved in writing by the school principal and the students' parent/guardian, per GUHSD AR 3541.1.
- District employees should only travel alone with a single student, after acquiring written permission from the principal and the student's parent/guardian, per GUHSD AR 3541.1.

3 *EXAMPLES OF INAPPROPRIATE BEHAVIOR*

Not all examples of inappropriate situations can be addressed in this Policy.

- *The focus of these examples is to establish general knowledge among all District employees showing that trespassing beyond the boundaries of a student/employee relationship is deemed an abuse of power and a betrayal of public trust. While some situations may seem innocent, they can be perceived as flirtation or sexual insinuation from a student or parental/guardian point of view. The purpose of the following examples of unacceptable behaviors is not to restrain positive relationships between District employees and students but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.*

Unacceptable Behaviors

1. *Making, or participating in, sexually inappropriate comments.*

- Sexual jokes, or jokes/comments with sexual double-entendre;
- Kissing of ANY kind;
- Listening to or telling stories that are sexually oriented;
- Inappropriate physical contact with a student.

2. *Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.*

- Intentionally being alone with a student away from the school;
- Except for extremely rare emergency situations, giving students a ride to/from school or school activities without written approval from the principal and the students' parent/guardian and without another parent, guardian or other responsible adult present per GUHSD AR 3541.1;
- Giving gifts to an individual student that are of a personal and/or intimate nature;
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator;
- Being alone in a room with a student on District property with the door closed unless authorized by the employee's administrator, is educationally necessary, or is a requirement of that employee's position;
- Excessive, non-educational attention toward a particular student;
- Remarks about the physical attributes or physiological development of anyone;
- ***Allowing students in your home without written approval from the Principal and the students' parent/guardian and without another parent, guardian or other responsible adult present;***

- **Sending students inappropriate e-mails, text messages, or responses from social networking websites such as MySpace, Facebook, etc.**

4 CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Occurrences of sexual misconduct with a student by an employee member harms the student victim, disrupts the education of other students, sidetracks the instructional focus of the District, and harms the District's reputation. Therefore, it is of significant importance all District employees learn this Policy thoroughly and behave in ways to avoid even the appearance of misconduct. A District employee who violates this Policy will be subject to appropriate disciplinary action. Therefore, a District employee who is accused of sexual misconduct with a student becomes at risk for loss of job as well as for criminal and/or civil legal actions.

This Policy will be presented to and signed by all District employees as part of their initial employment and, on an annual basis, as part of on-going training.

EQUIPMENT

"Except when used in connection with the Civic Center Act, when rented under provisions of the Education Code, or as requested by a local, state, or federal governmental body, no school equipment may be used for other than school purposes."

"Equipment MAY be loaned to staff members when such use is directly or peripherally related to their employment. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment through the use of 'Equipment Check-out' form in the Manager, School Facilities, office."

Note: The use of any facility is arranged through the Facility Usage form (Civic Center Act) to be obtained from the Manager, School Facilities. (Reference: **District Policy ECH, California Education Code Section 40040**).

EVACUATION PROCEDURES

Valhalla staff members will use the same evacuation procedure for earthquake, fire, or any other disaster requiring evacuation of the building. A fire drill requires immediate evacuation of your teaching area, with the faculty member leading the students out of the building and remaining with their students. Always take your roll book with you.

The earthquake procedure involves "duck and cover" during the quake. **DO NOT EVACUATE THE BUILDING UNTIL SIGNALLED TO DO SO.** Each teacher will receive a detailed procedure sheet. This procedure should be kept with a back-up roll sheet for each member of your classes. **Please read the procedure handout** and know what to do.

EVALUATION PROCEDURE

Certificated Personnel

Purpose and Scope: The purpose of evaluation is to improve the performance of all persons involved in the teacher/learning process. Learning as defined in the Grossmont Union High School District is change in behavior. Since learning is change in behavior, teaching is the process whereby learning is effected. It is the purpose of this policy to assist certificated personnel in continually assessing and improving their performance, in respect to their ability to positively affect, directly or indirectly, student behavior (in all domains: cognitive, affective, and psychomotor, when applicable).

Responsibility:

1. The responsibility for evaluation of certificated personnel rests with the administrative head of each educational unit. The final administrative level is with the Superintendent.
2. It is the responsibility of the Assistant Superintendent of Personnel Services to:

updated 9/23/14

- a) Oversee and facilitate the district wide process of evaluating certificated bargaining unit members.
- b) Act as a resource to the administrative head of each educational unit.
3. Nothing herein shall be construed, however, as precluding classroom visitations in cases where alleged deficiencies have been found during the evaluation process, or where alleged deficiencies are reasonably suspected.

Evaluation Procedures: Each certificated classification has minor variations. These are delineated on each certificated classification evaluation form. Unless a member has tenure in the position he/she is holding, he/she will be subject to the procedure for probationary staff.

1. Sequence of Evaluation Events for Permanent Certificated Staff:
 - a) All permanent certificated bargaining unit members not on leave shall be evaluated at least every two (2) years unless they opt to be on the every five (5) year plan.
 - b) Certificated unit members notified by September 15th that this is the year for evaluation (local administration responsibility).
 - c) Certificated unit member and evaluator(s) determine mutually accepted date for first conference to be held during the month of September.
 - d) Certificated unit member submits goals and objectives and other material deemed pertinent by the member to evaluator(s) two weeks prior to first conference.
 - e) First conference session between evaluator(s) and evaluatee.
 - f) Implementation of decisions reached in first conference.
 - g) Second conference (by April 15th) at which time the results from the implementation process (#5) are reviewed and, if needed, suggestions for improvement are discussed
 - h) Signed final reports to certificated unit member, evaluator(s), supervising administrator and personnel file.

General: All observation of the work of a bargaining unit member shall be conducted openly.

1. All evaluations shall be in writing and a copy given to the bargaining unit member within seven (7) school days of the evaluation or within ten (10) days after the evaluation conference. If the member disagrees with the evaluation, he/she may submit a written answer which shall be attached to the file copy of the evaluation in question.
2. Any complaint made against a bargaining unit member and which is used in the evaluation shall be called to the attention of the member if said complaint is to be placed in the member's personnel file.
3. Each observation of a member in student involvement situation shall be for an appropriate amount of time. If deficiencies are noted, there shall be an observation for at least one full period or equivalent.
4. Each observation of a member normally should be preceded and followed by a conference between the member and his/her evaluator for the purpose of clarifying the objectives of the observation and the written evaluation report.
5. If an evaluator finds a member deficient in his/her performance, the reasons thereof shall be set forth in writing as shall an identification of the specific ways in which the member is to improve and of the specific assistance available from the administration and other staff members. When any permanent certificated bargaining unit member has received an unsatisfactory evaluation, the evaluator shall annually evaluate the permanent certificated bargaining unit member until he/she receives a positive evaluation or is separated for the District.
6. Any evaluation pursuant to this procedure which contains three (3) "does not meet standards" of an employee's performance in any three of the first one through five standards will include the requirement that the certificated employee shall, as determined necessary by the District, participate in the Peer Assistance Review (PAR) Program designed to improve appropriate areas of the employee's performance and to further pupil achievement and the instructional objectives of the District.
7. At the beginning of the school year during which a member is to be evaluated, a pre-evaluation conference shall be held between the evaluator and the member so the evaluator may be apprised of the member's objectives, methods, and materials planned for the learning situation to be evaluated.

8. All communications obtained by a member in the course of his/her professional duties and deemed by said member to be of a confidential nature shall not be disclosed except by written request by management.
9. Prior to the beginning of any evaluation, a bargaining unit member shall have the right to put in writing any concerns that he/she may have concerning his/her evaluator. At this same time the member to be evaluated shall have the right to request that another member be a part of the evaluation team.

Classified Personnel: Evaluation of classified personnel is covered by an Evaluation Report on a schedule established by the Classified Personnel Office.

FIELD TRIPS/ACTIVITY EXCUSE LISTS

Mandatory: Performing groups and teams only. Sponsor will email the Assistant Principal with an alphabetically typed excuse list including student ID numbers. Teachers do not have the option of denial or acceptance of Mandatory Field Trip/Activity Excuse Lists.

Discretionary: All other types of field trips or activities. Sponsor will email the Assistant Principal with an alphabetically typed excuse list including student ID numbers. Sponsor must have completed parent permission forms for each student (available in Assistant Principals' office). Teachers may deny participation by replying to the Assistant Principal in charge of field trips. Only academic reasons (behind in work, important test, low grade, etc.) may be considered in refusal to allow the student to participate in an optional field trip or activity. Field trip/activity denial is not an appropriate disciplinary measure. Discipline problems are to be handled through contact with the proper administrator or by the teacher.

Procedures

1. **All** school-related events impacting the classroom are to be placed on the Master Calendar **four (4) weeks in advance** of the activity. Athletic competitions are exempted from this requirement. All events placed on the Master Calendar and Field Trips require administrative approval.
2. **All** excuse lists must be emailed to and approved by the Assistant Principal at least **seven (7) school days in advance** of the activity. If the trip is approved, student list will be distributed by email to all staff five (5) days before the activity. Athletic competitions are exempted from this requirement.
3. Scheduling: Field trips/activities are not to be scheduled the week before each grading period, two weeks before finals, or during finals. Only one field trip per week will be administratively approved. The Assistant Principal must approve additional requests during a particular week. Exceptions to this must be events that are scheduled by outside bodies beyond our control.
4. Transportation: If you are using a bus, the Transportation Request must be submitted to the Manager, School Facilities, at least one week before scheduled departure. Parent notification forms must be signed for each student participating in the field trip.

ATTENDANCE TAKING/TRANSFER REQUEST

Field Trips: Students on field trips will be absent from your classes and should, therefore, be marked "absent." The Attendance office will update student records, and your subsequent day's TAR should indicate reason code "F." No admit slip will be needed.

A teacher when asking for the release of a student from another teacher's class uses a transfer request. Release of the student to meet the request of another teacher is at the discretion of the teacher whose class the student is enrolled. Frequently, the nature of the material being covered, the nature of the student's work, or the nature of class activities, will mandate that the student remain in class even though a Transfer Request has been completed.

Requesting teachers should fill out Transfer Requests as far in advance as possible. Except for genuine emergencies, two (2) days advance notice is expected. The student involved should present the Transfer Request slip to his/her teacher as soon as it is obtained. All signed Transfer Requests must be turned in to the Attendance office by the day of absence!

FINAL EXAMINATIONS

Each semester, each teacher must submit a copy of his/her final examination for every subject taught to the Principal's secretary. Teachers are expected to administer a final examination. The Principal must approve any deviation from this practice.

A student who misses a final examination due to an emergency situation may be given a grade to that point in time and the final may be administered upon the student's return. An Assistant Principal and the Principal may then submit a "grade change" form to the registrar for approval.

FINE COLLECTION PROCEDURE

The following is intended as an organized approach aimed at collecting fines, which have accumulated from various sources.

The Book Clerk coordinates and directs the preparation of individual student notification letters as prepared from the fine lists by the Book Clerk, Finance Clerk, and Library Technical Assistant. The Assistant Principals' secretary coordinates individual fine notifications withholding the registration packet until fines are cleared and controls admission of students.

Fine list will be prepared by Finance Clerk, Book Clerk, and Library Technical Assistant. They will be posted in classrooms prior to first semester final exams.

Student transcript request may be detained pending receipt of the recorded fine. Clearance granted only by Assistant Principal if the fine remains unpaid.

Notification to ALL SENIORS via fine list posted on the Finance Office window by Book Clerk, Finance Clerk, and Library Clerk will be completed concerning the fact that the fine settlement must be paid and cleared by June 1 or the cap and gown/yearbook/diploma may be detained.

Underclassmen, via fine list posted in all classrooms, will be made aware of the intent to delay their receipt of yearbook and registration process in August pending payment of charges

Assistant Principal informs seniors that fines must be paid prior to participation in senior activities. Fine checks will be made prior to purchasing tickets for Grad Night and Prom, picking up cap and gown, and before graduation ceremony.

FIRST AID

Care of an injured or ill student in an emergency situation is part of the school district's responsibility for the well being of the students. The Board has been advised by the San Diego County Counsel that the following (**District Policy JGFGA**) summarizes the responsibility of each employee:

"A certificated employee who is neither a doctor or nurse should administer first aid to students only in cases of emergency; that is, he/she should render only that aid which is immediate and necessary to save life or prevent further injury where there is not time, opportunity or the means available to secure immediate professional care. When undertaking to render first aid, the employee must exercise such ordinary and prudent care as would be reasonable under the circumstances.

"The same rules apply whether or not a nurse is on duty. The presence or absence of a nurse will determine what course of conduct is reasonable under the circumstances."

First aid shall be administered by District employees only insofar as is necessary to prevent further injury to save a life. Further treatment of injuries shall be by qualified medical personnel.

FOOD IN CLASSROOMS

Please do NOT engage in this practice yourself and also do not allow or in any way encourage students to eat in your classroom except for pre-approved very special events or situations.

FUNDRAISERS

The following must be observed for fundraising activities:

1. The sponsor must approve the event and supervise its planning.
2. Master Calendar Request, Use of Facilities Request, and Fundraising forms must be approved by the Assistant Principal and Manager of School Facilities, at least 30 days in advance of the date.
3. The sponsor must make the arrangements and secure permission from the management where the activity is to be held.
4. The sponsor must be present at all times.
5. At a car wash, no student without a driver's license may drive a vehicle at any time.
6. The number of fundraisers per semester is limited to one (1) for each organization, unless calendar openings permit more.
7. Keep accurate records of everything. Check your plans with the Finance Clerk in advance so you know what to expect about payments, reimbursements, and deposits, etc. **Don't order anything without a purchase order** (see the Finance Clerk).
8. Run all money through the treasurer or an appointed chairperson. Insist on accuracy. All money transactions for purchases or deposit must ultimately come for review of the Finance Clerk and ASB Advisor.

REGULATION OF ON-CAMPUS SALES (applicable only to school hours on school days)

1. There will be no sales in classrooms during class time.
2. All sale items (nonfood) may be sold at lunches, before school or after school from a designated location.
3. Car wash or other tickets may be sold during lunch (but not during class time).
A significant effort should be made by the various clubs to add new types of fundraisers, which will not interfere with the conduct of classes.

Summary: The District, its schools, and supporting organizations cannot charge fees for participation in any curricular or extracurricular activity unless otherwise specifically allowed by law. Prohibited charges include, but are not limited to, fees for participation, ASB cards, uniforms, spirit packs, equipment, coaching fees, and classroom supplies. Furthermore, students cannot be required to fundraise or make donations as a requirement for participation.

Recently the issue of charging fees and fundraising related to school activities has been at the forefront of public attention. The issue is whether a school, team, club, or organization can charge for participation. The answer is NO; students are entitled to a free public education, which extends to extracurricular activities.

The "free school guarantee" is a provision in the California Constitution. In addition, Title 5, California Code of Regulations (CCR), § 350 states, "A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charges not specifically authorized by law." The Supreme Court ruling in the case of *Hartzell v Connell* in 1984 upheld the "free school guarantee" and stated that it extended to all educational activities, whether curricular or extracurricular. It also ruled that a waiver process for mandatory fees or charges does not make it constitutionally permissible stating, "Educational opportunities must be provided without regard to a families' ability or willingness to pay fees or request special waivers."

Still, with District budget cuts, some groups have had to creatively find ways to raise funds to keep their programs going. However, mandating fees or the purchase of any equipment, ASB card, uniform, spirit pack, or other items is strictly prohibited. Requiring students to fundraise, seek

donations, or donate is also forbidden. Students must be allowed the opportunity to participate regardless of whether they pay fees, purchase items, fundraise or donate funds.

Donations and fundraising are allowed as long as they are strictly voluntary. A student cannot be required to fundraise, nor be excluded from activities due to lack of participation in the fundraising activity. A requirement to raise funds in order to participate, even though there is not a mandated amount to be raised, is the same as requiring a fee. Furthermore, fundraising efforts cannot be tracked by individual. All funds raised are for the group as a whole and not individuals.

GIFTS

Staff members shall not accept any gift or article of value from students, parents, or classes; nor shall they give gifts of value to students. Any exception to this policy must have specific approval of the Superintendent or his/her designee. At the beginning of the year, teachers and activity directors should explain this policy to their students.

GRADE CHANGES

All grade changes must be initiated with the registrar who will supply a form to be completed and be signed by the teacher initiating the grade change, the Administrative Assistant Principal, and the Principal, in that order.

GRADING POLICY

The following grading system and accompanying guidelines, rules, and regulations have been developed to meet the needs of grading consistency throughout the District and individual instructor freedom in assigning marks.

Meaning of Individual Letter Grades

An "A" grade indicates outstanding student achievement.

A "B" grade indicates above average student achievement.

A "C" grade indicates average student achievement.

A "D" grade indicates low or poor student achievement.

An "F" grade indicates failure on the part of the student to comprehend the subject and/or failure to complete the minimum course requirements established by the teacher.

Incompletes

An "Incomplete" may be given at the end of a semester. All incompletes must be made up within four weeks after the beginning of the next semester, or the grade may be recorded as failing. Summer school may not be used to clear an Incomplete prior to the recording of an "F" in the course.

As soon as the Incompletes have been recorded, the registrar will furnish the Counselor with the names of students who have Incompletes. The student or parent will contact the teacher about make-up. At the end of the four-week period, the registrar will contact the individual instructor about the Incompletes that are still outstanding and will record a grade as directed by the instructor.

Conduct as Factor in Grading

Every effort should be made to distinguish between the academic grade and the conduct mark.

Specific marks are given for conduct. It is recognized that student conduct will affect the academic grade.

Behavior that justifies lowering the **conduct mark**:

Exercises destructive behavior in the classroom.

Is not trustworthy.

Violates safety rules.

Does not show respect for school or district property.

Does not show respect for personal property of others.

Uses profanity or vulgar language.

Is discourteous to fellow student and/or teacher.

Is cheating.

Is tardy to class.

Is truant from class.

Exhibits lewd or inflammatory behavior or gestures.

Has a pattern of being absent on due dates.

Does not bring necessary supplies to class, e.g. books, pencils, or direction sheets.

Quantity Versus Quality in Grading

The District believes that the emphasis in education should be on quality of student performance. Teacher emphasis should be directed toward demanding of each student the highest quality performance of which he/she is capable.

Weight of Examinations, Special Assignments

No single course assignment or course project, including the final examination, shall be weighted at more than 25 percent of the semester grade.

Providing Information to Parents and Students

The classroom teacher must provide information to each student regarding the basis of grading in the class.

No student will be given a failing semester grade unless the parents were previously warned by an official "Notice to Parents," or through the student receiving a "D", "F" or "Inc" grade at the 13th-week progress report. Teachers must accumulate enough written evidence on the final grade given each student so that there is no question regarding the accuracy of the mark. Throughout the semester, students may obtain information from the teacher about their grade.

Effect of Absence on Grades Policy IHA-R

The district recognizes the relationship between positive student attendance and academic success.

Parents shall be notified in writing when accumulated absences during the semester reach ten (10) school days. In the event of extenuating circumstances, the guidance department/counselor should discuss the case with the teacher involved. In accordance with State Education Code requirements, a student must be in class a minimum of sixty (60) days to receive semester credit. There will be no automatic drop from class. Students may be dropped for excessive absences (exceeding 15), if the teacher determines that the absences, in combination with lack of effort, lack of academic success or poor attitude are disruptive or have resulted in a failing grade. The teacher will notify the parent of his/her recommendation to remove the student from class with loss of credit. Suggested strategies for contacting parents would include telephone contact or in-office conference. Students and parents must recognize that there is a direct relationship between school attendance and grades/credit earned.

Make-Up Work

Make-up work can never fully replace the activities of the regular class period. The individual teacher's judgment concerning make-up grades is based on the teacher's class criteria and is not based solely upon a student's presence or absence in class.

It is the responsibility of the student to request and the teacher to provide make-up work.

The grade of a student who returns from an "excused" absence will be affected only if the student fails to make up the work missed.

The teacher of any class from which a pupil has an "unexcused" absence shall determine what assignments, if any, the pupil shall make up.

In consultation with the student, the teacher should provide sufficient time for make-up work.

Early Check Out From All Classes

If a student checks out of school prior to the end of the semester, and the teacher determines the student has not met minimum attendance and course requirements, the teacher will issue the student a grade to date of leaving.

If a student checks out prior to the end of a semester, and the teacher determines the student has met minimum attendance and course requirements, the teacher will issue a final grade.

Responsibilities for Grading

Teachers: The classroom teacher is the sole arbiter of the grade given a student. No grade is to be changed by either an Administrator, Guidance Department/Counselor, or registrar without specific written authorization of the teacher, or legal determination that the grade was the result of a mistake, bad faith, or incompetence (**California Education Code 49066**). The classroom teacher has the responsibility to meet with parents and students to explain grades given when such are challenged.

Guidance/Counseling Department: The teacher is the first line of contact for the parents or students seeking information about a grade. Students and parents will be urged to try to work the problem out with the teacher prior to consulting the Guidance Personnel/Counselor. When appropriate, Guidance Personnel/Counselors will notify the teacher regarding the problem and will, when appropriate, arrange for meetings among parents, students, and teachers. The position of Guidance Personnel/Counselor is to facilitate communication between teacher, student, and parents.

PRINCIPAL

The Principal will work closely with the faculty in establishing grading standards that are reasonable and consistent, and fulfill the Grossmont District tradition of quality. He/She should ensure the establishment and publication of the teacher's policies for grading, attendance (as it affects grading), and make-up. (These statements shall be distributed in the first two weeks of each semester.) It is also the responsibility of the Principal to examine grade distribution reports prepared each semester by Data Systems. It shall be within his/her prerogative to discuss with individual teachers and departments instances where the grading appears to be at variance with standards across the District. His/Her responsibility shall extend to discussion of grading standards with teachers but does not include the right to change grades. On the request of either the teacher or Principal, the department chairperson shall be included in the discussion.

PROCEDURE FOR WITHDRAWAL PASSING AND WITHDRAWAL FAILURE

There are two types of withdrawals from class that can be initiated by the student or the school site administration. Both are self-explanatory. They are, withdrawal passing and withdrawal failure.

During the first nine weeks, a student may withdraw from any class without penalty--nothing will be displayed on the mark history file.

Beginning with week 10, and extending through the third progress report grading period to the third week before the end of the semester, a student may withdraw, but will receive W/P or W/F which will be recorded on the mark history file, and if it is a W/P it will not be computed into the GPA, or if it is a W/F it will be computed into the student's GPA. Note: If a school chooses to use a letter grade in place of W/P, that is optional.

During the last three weeks of a semester (finals week included), any withdrawal will be a W/F or F. Exceptions may be granted by the Principal or his/her designee on an individual basis due to extenuating circumstances.

Withdrawal failure may be used by an administrator for disciplinary withdrawal from class at any time during a semester.

This policy allows comprehensive high schools to offer an alternative path for course completion via contract classes at their site.

HAZING OR INITIATION ACTIVITIES

Hazing or initiation activities are prohibited by the action of the Governing Board (**District Policy JCDAE**). This action was necessary to protect students from any method of initiation or pre-initiation into school or into a student organization which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school in the Grossmont District.

HEALTH SERVICES

The school Licensed Vocational Nurse is responsible for the health services of the total school health program. With the administrators, she plans the policies and procedures necessary to carry out programs in first aid and care of emergency illness, vision and hearing conservation, dental health, communicable disease control and prevention, and health environment.

The Licensed Vocational Nurse acquaints school administrators with the accepted practices in the school health services. She communicates and interprets to students, parents, teachers, and Counselors the findings from screening tests, medical examinations, and recommendations for the students' adjustment into the school program.

The Licensed Vocational Nurse refers for further examination those students whose conditions and findings indicate such needs. She assists families in obtaining needed care from available community resources.

It is the responsibility of each teacher to understand the total school health program. By daily observation of the students, the teachers and the Licensed Vocational Nurse share the responsibility for detecting students in need of health referrals. The names of these students, together with a note regarding their particular problems or needs, are to be given to the Licensed Vocational Nurse.

At the beginning of the school year, a confidential list of students with conditions warranting special considerations or those who could cause an emergency situation is prepared by the Licensed Vocational Nurse for distribution to all teachers. This list includes the student's name, health risk/special need, and recommended classroom adjustment. Throughout the school year the Licensed Vocational Nurse will give the teachers pertinent information that could be helpful to them in understanding the students. Teachers are encouraged to consult the Licensed Vocational Nurse and to make use of the health records of any of their students.

HOMEWORK

Guidelines

Students of all levels should receive homework.

Homework should have a direct relationship to the content standards being taught. After an assignment, teachers should collect, discuss, and record the work.

Homework should be assigned so that student success is likely.

If necessary, class time should be provided so that student success is likely.

Homework assignments and due dates should be posted.

Study skills should be taught in the curriculum in order to improve the quality and comprehension of homework.

Homework for Students on Suspension, Pending Expulsions, or Referrals to Continuation School:

Recent policy changes or interpretations of law require that we provide homework opportunities for students on suspension, those awaiting intake to Continuation School or pending expulsion. An excerpt from an administrative procedures document is included below.

"Student is placed on independent study contract for all courses in progress. All assignments and homework are provided to student for completion at home under parent supervision. Work will be turned in to home school teachers for grading, this work will be included in grades-to-date-of-leaving and hours will be counted should the involuntary transfer be upheld."

updated 9/23/14

We must comply to avoid any possible litigation by parents for failing to meet the rights of suspended students. The counseling secretary will request homework for these students through our normal routine. Please respond within twenty-four (24) hours of initial request.

INFORMATION ON STUDENTS AND STAFF

- A. Staff members and student office helpers **will not** give out information, addresses, telephone numbers, or any other personal data on students. All such requests must be referred to an Assistant Principal.
- B. Staff members and student office helpers **will not** give out information, addresses, telephone numbers, or any other personal data on staff members. All such requests must be referred to the Principal's office.
- C. Unless permission is specifically given by the Superintendent, or his designated assistant, no employee may furnish to anyone other than a school official any list of names or addresses of students or teachers. For additional information, see **District Policy JR/JR-R**.

INSTRUCTIONAL MATERIALS - UTILIZATION

Board Policy AR 6161.11(a)

1. Teachers will make every effort to protect students from conditions harmful to learning or to physical/emotional health and safety.
2. Teachers will not intentionally expose students to embarrassment or disparagement.
3. Teachers will conform to current district policies, education codes, and federal guidelines when using sex education materials.
4. The foremost consideration in the use of instructional materials is whether they contribute to the fulfillment of the curriculum and whether the teacher is knowledgeable about the materials and has thoroughly considered their potential effect on students. This applies to materials currently owned by the District or materials being previewed/evaluated for acquisition.
5. Feature films/video tapes that are rated "G," "PG," "PG-13," and "R" may be used for classroom instruction. Teachers must obtain Department Chair and Site Administrator approval before the materials are used in the classroom. *Note: Unless previously approved by the copyright holder, feature films/video tapes cannot be used for public performances.* (Examples include: assemblies, fund-raising activities, or any other non-classroom teaching situation.)
6. Students will not be exposed to "NC-17-rated" or "X-rated" films or tapes. **Materials designated with an "R" may be used under the following conditions:**
 - a) The materials must be relevant to the curriculum and appropriate for the students being taught.
 - b) The materials must be thoroughly reviewed by the instructor, with approval of the Department Chair and site Principal, prior to their use.
 - c) Parents will be notified in writing of the intended use of these materials and given the opportunity to exclude their child from the presentation (Education Code 51240). Attention will not be called to the students whose parents have excluded them from a presentation. These students will receive an alternate assignment to be completed in a place outside the setting where these materials are being shown.
 - d) If permission is not granted to use "R-rated" feature films/video tapes at the local site level, an appeal can be made by the teacher to the Director of Instructional and Professional Development who may choose to consult with the respective District Subject Matter Council.
7. Televised programs that have been aired on pay channels such as HBO, Showtime, Disney, etc., cannot be utilized in classrooms without permission by the copyright holder.
8. Violation of Board policies and administrative regulations may result in disciplinary action.

INSURANCE

Claim forms for vision and dental insurance may be obtained from the District Insurance Office or the Principal's secretary.

The District Insurance Office will be glad to help you with any questions or problems regarding medical, vision, or dental insurance.

INTERCOM

The intercom is used in emergencies, during nutrition break, and the first and last five minutes of lunch. The bulletin will be read during the first two minutes of period 4 on Monday and Thursday.

INVENTORIES

A teacher/team leader is responsible for the care of all furniture, textbooks, reference books, and materials sent to his/her room/area.

Each teacher/team leader is responsible for the inventory of his/her assigned room/area. No equipment may be moved from one room to another without first completing the necessary form which may be obtained from the Manager, School Facilities.

KEYS

Keys are issued by the Manager, School Facilities. The importance of the security of keys cannot be over-emphasized. **DO NOT** allow student access to any school keys. **NEVER** allow students to enter a classroom unless school personnel will be present to supervise the students.

LEAGUE PASSES (GROSSMONT ATHLETIC CONFERENCE)

Your staff ID picture badge acts as the league pass for admittance to all GUHSD athletic events. Your badge will permit entry of the staff member, significant other/spouse and school age children of the badge holder.

LEAVING SCHOOL DURING SCHOOL HOURS

Before leaving the campus during school hours, all certificated personnel **MUST** inform the Principal's office.

Classified personnel must also clear with their supervisors before leaving campus during school hours.

LIABILITY

District Policy EGD states:

"Under law, the Board is required to carry liability insurance covering both the District itself and also Board members, its officers, and employees against damages resulting from actions they have carried out in connection with their duly authorized duties.

"The Board has no statutory authority to insure Board members, officers, or employees against personal liability in event they have failed to act prudently in carrying out an assigned responsibility. Examples of negligence in which the employee may be held personally liable are failure to enforce established safety rules, absence from the activity supposedly under supervision (i.e.: leaving a classroom unattended), or the exercise of obviously poor judgment."

Personal liability of a teacher or employee may develop from any phase of the educational program, both curricular and extracurricular, if negligence on the part of the teacher or employee can be substantiated. Personal liability is not covered by District insurance.

Employees often raise questions as: "Am I vulnerable for liability lawsuit as a teacher or as an employee of the Grossmont Union High School District?" "If a student in my class is injured in carrying out a class assignment, am I liable?" "If I am liable, what benefits or protection do I have as an employee?" Here are updated 9/23/14

answers to some of those questions:

Does the District have a blanket liability policy?

Answer: **Yes**, the District is self-insured and has liability coverage for the District and its employees.

If I transport students in my car and I have an accident, whose insurance company is responsible?

Answer: Your insurance company is the prime carrier for your car; therefore, if you have an accident and a student is injured resulting in a liability lawsuit, your insurance company will have the prime responsibility. If the insurance settlement is beyond the coverage of your policy, the District has liability coverage; however, the insured party must name the District in the liability lawsuit. This will be rather automatic whenever a lawyer enters the case.

How about a student driving other students on a class assignment or field trip?

Answer: The same situation exists. The student's insurance company is the prime carrier, and, in the event of a lawsuit and the District is named, again, the District is self-insured. As a word of caution, however, the schools must act in a responsible manner when assigning students to ride with other students. Utmost care must be taken to ensure that the student driver is top caliber and character. The farther you move from your responsibility in School District equipment to your own equipment or to another person's equipment, the greater the potential liability. Appropriate transportation permission slips may be obtained from the Assistant Principals' secretaries.

LIBRARY

The Library is open from 7:00 a.m. to 3:30 p.m., Monday through Friday. Passes are required from students for admittance during 7 period. Passes are required during class time.

To bring a class to the library, the teacher must sign up in the library for the desired period(s), day(s), and section(s) on the schedule located on the front desk.

Other services offered to teachers include putting books on special reserve for students use, compiling bibliographies, giving lessons on library research, ordering curriculum oriented materials, orienting Freshmen and other class levels to the Library, and curriculum.

LONG DISTANCE STUDENT TRAVEL - District Policy AP 6153 (a):

Long distance student travel must be approved by the Principal and Team Leaders council at least thirty days before being submitted to the governing board for final approval. No monies can be disbursed until board approval is granted. Please see Principal's Secretary for the appropriate format and details for submitting board items. Long distance student travel means points beyond a 325-mile District radius: (North of the coastline city of San Luis Obispo and/or the inland city of Bakersfield); travel outside the State of California but within the United States; and travel to foreign countries.

LOST AND FOUND

Lost and found articles are turned in as follows:

Library - Textbooks.

Assistant Principals - Valuables.

Front Desk – Clothing, keys, eyeglasses, backpacks, notebooks

MAIL

The mailboxes are off limit to students--these mailboxes are considered U.S. mail boxes and are governed under federal and district regulations.

Alphabetically arranged mailboxes for staff members are located near the receptionist.

Staff members must check their mailboxes before school and before leaving in the afternoon. Urgent messages and/or correspondence should be handled before the following workday.

Do not send a student to retrieve mail.

MARK REPORTING ROSTER PROCEDURE

The Registrar will remind all staff of grading periods. All grades are to be entered on line.

MASTER CALENDAR

Facility requests for Valhalla High School events only are submitted through the VHS website/staff page. If you are an outside club or group, please contact the Manager of School Facilities at 619-593-5351. If you are a Valhalla staff member, student, or booster member, please choose the correct link to complete the form.

These requests are sent to the person who oversees those facilities. Once approved, they will forward the email to the Asst. Principal and Facilities Manager. If it is not approved, they will send back to the Advisor's Email, the reasons why the request was denied.

For Athletic Facilities, request goes to the Athletic Director.

For Theater and Student Center, request goes to the Theater Teacher.

For Library, request goes to the Librarian.

For Other General Facilities, request goes to the Asst. Principal.

MONEY MATTERS

The cashing of personal checks out of ASB funds is **PROHIBITED**.

The use of personal checks will be allowed for direct payment of purchased goods and services as related to ASB operations. The check **must equal** the procurement value.

District Revolving Petty Cash is available with approval of the Manager, School Facilities who will complete the appropriate paperwork. Reimbursement can then be obtained from the Finance Clerk. Amounts cannot exceed \$75.

All monies to be deposited with the Finance Clerk should be done prior to 3:00 p.m. each day.

OFFICE ASSISTANT POLICY

All students will receive 2.5 units of credit for working as teacher office assistants unless approved by the Assistant Principal for five (5) units of credit.

Students working in the following areas will receive five (5) units of credit for work as office assistants when approved by an Assistant Principal: Front Office, Library, Special Education, and students performing special teacher assistant assignments.

Teachers are permitted to schedule only one teacher assistant per period unless approved by the Assistant Principal.

OPENING OF ROOMS

Teachers must have their rooms open when the warning bell rings before each period to allow students adequate time to get in their seats and be ready to begin as soon as the late bell rings.

OVER-AGE STUDENTS

Students who are eighteen (18) years or older and are requesting admission to Grossmont High School will be encouraged to enroll in Adult School. It is legal, however, for a student to attend public high school until age nineteen (19); Special Education students can attend until age twenty-two (22).

PARKING

All staff members must park in a space legally designated for parking. Illegal parking may result in citation by the California Highway Patrol or the Fire Marshall. Parking Permits can be obtained from the Principal's Secretary.

Students must park in the student parking lots. Students who park in unauthorized areas will be referred to the Assistant Principal for disciplinary action or face possible citation from the California Highway Patrol, the Fire Marshall, or their vehicle being towed from the campus.

PARTIES

Classroom parties are not permitted during school hours. If pizza is ordered through an outside vendor for club activities during the lunch period, the Front Office (35300) is to be notified and an individual should be in the Front Office to receive and pay for such.

PASSES

No student is to leave class without a pass. The pass should list the student's name, the date, the time, and his/her destination. Passes should be used only for emergencies. Over use of passes often causes disruption to other teachers' classes by students needlessly being out of class and in the hallways.

PAY CHECKS

All GUHSD employees must be signed up with Direct Deposit. Employees can access pay stub information by logging on to the Districts Web page (www.guhsd.net) under Faculty/Staff. Click on *SDCOE pay stubs*. Monies deposited on the last working day of each calendar month. For further information concerning your salary or deductions, contact the District Payroll Office or Human Resources Office.

PEER MEDIATION

Peer mediation is a method for negotiating disputes and finding resolutions that combine the needs of the parties in conflict instead of comprising those needs. It is a way for students to deal with differences without coercion. Peer mediation works well to resolve conflict in schools because through it students gain power. The more students become empowered to resolve their differences peacefully, the more responsibly they behave.

Any staff member may refer students to the mediation process. The forms are available from the Guidance Department.

PUBLICITY AND NEWS RELEASES

We want our students and our school to get all the positive publicity it deserves. It is requested that all publicity and news releases be submitted through the Principal's Office. The Principal's Office should be notified when either print or video news reporters plan to come on campus to cover an event. NO student is to make contact with a reporter on school grounds unless cleared by the Principal's Office. The parent must sign a waiver prior to the student's interview.

RELEASE OF STUDENTS FROM SCHOOL

No teacher/staff member has the authority to release a student from school for any reason. The proper procedure is to send such students to the Attendance office since the home must be contacted before a student may be released from campus. Failure to comply with this procedure could result in a teacher being held liable in the event of an accident.

Parent contact will be made before a student is taken off campus by a police officer or a member of the Welfare or Probation Department. However, in some cases, it may be necessary for the law enforcement office to interview or withdraw the student from school without the consent of the parent. Police officer requests to interview a student are typically granted.

The Licensed Vocational Nurse has authority to release students from school because of illness, injury, medical treatment or dental treatment. There also may be other circumstances that make it necessary or desirable for a student to be released from school. Such circumstances having to do with health matters will be verified by the Licensed Vocational Nurse. A parent, or another person designated by the parent on the Emergency Information Card, must be contacted before student is released. An "Off-Campus Pass" will be issued to each student who is released.

REMOVAL OF STUDENTS FROM CLASS

For potential permanent removal of a student from class the following events must have transpired:

1. The student must be made aware of the problem perceived by the teacher.
2. The teacher **MUST** make telephone contact or conference with the parent concerning the problem.
3. The Assistant Principal must be notified when the problem continues. This enables the Assistant Principal to arrange a teacher/student/parent conference, if necessary.
4. If the problem persists, the Discipline Referral Policy should be followed.
 - a) First referral = VP detention
 - b) Second referral = Saturday School
 - c) Third referral = Remove from class with no credit
5. If the problem is of a serious enough nature, a student can be removed on the first or second referral. Profanity directed at the teacher will result in student removal from class with no credit.

REPLACEMENT OR REPAIR OF PERSONAL PROPERTY

According to bargaining unit agreements, both classified and certificated, "Reimbursement for damaged or stolen personal property used in the school or office is provided **only** when the value of the property was agreed upon by the person bringing the property and the administrator and when approval for use of the property was given **before** it was brought to the school or site. All personal property shall be listed on forms provided by the district." (See the Manager of School Facilities for *Use of Personal Equipment* forms. The bargaining unit contracts further state, "The District shall pay claims of not less than \$10 nor more than \$400." Effective SY 95-96 and thereafter, no claims for stolen or damaged personal property will be honored without the proper paperwork on file at the District Maintenance and Operations office.

Any occurrence of theft, damage, and vandalism as defined in Bargaining Unit Contracts **must** be reported to the Manager, School Facilities, **immediately**--no exceptions.

SATURDAY SCHOOL

Saturday School is another administrative option for discipline. Saturday School will run from 8:00 a.m. to 12:00 noon. Students will be required to bring school related work. A certificated teacher will be assigned to supervise Saturday School.

SIGNATURES

Staff members should not delegate to a student the responsibility for signing or initialing any documents for the staff member. Staff members should never sign any blank forms in advance.

SIGN-IN SHEETS

The Grossmont Union High School District Policy and Bargaining Unit Contract requires **certificated staff members to sign-in fifteen (15) minutes prior to the start of the school day and remain on campus fifteen (15) minutes after the completion of same. Each teacher must personally sign in each morning** and remain until all professional responsibilities are finished. The sign-in sheet is located near the receptionist. Any deviation must be cleared with the Principal.

Sign-in sheet for student teachers is located in the main office.

SST "STUDENT SUPPORT TEAM"

When a student is exhibiting difficult in a class(s) where they should be succeeding, any teacher, counselor, or parent may request a SST meeting. Attendance at this meeting will include: all of the student's teachers, the Assistant Principal, Counselor, student and parents. A special education teacher and/or school psychologist may be requested to attend. Student strengths and weaknesses, strategies and possible modifications to encourage student success will be discussed. A plan to be implemented will be agreed upon by the team.

SOCIAL FUND

The annual fee for the social fund is \$10. Since we operate on a limited budget and usually end up with no money by June, the following guidelines have been established:

Flowers will be sent for the following reasons:

For any staff member who is hospitalized.

For any staff member who has had a death in the immediate family (mother & father if funds are available).

For a staff member who is out ill for a long period of time.

Cards will be sent for the following reasons:

Death of other family members.

Illness, if flowers are not sent.

PLEASE NOTE: PLEASE TELL US WHAT'S HAPPENING--It is very important to communicate to the Principal's Secretary **in a timely** manner the information needed to either send a card or flowers. Often times the information is received after the fact, and we are unable to respond. Unfortunately, due to non-work months, events that occur in the summer are overlooked because we do not have the resources or staff available. We apologize for any person overlooked.

STAFF COMPLAINTS

Board Policy - BP 4144

It is the policy of the Grossmont Union High School District, in keeping with the ultimate goal of serving the educational welfare of students, to develop and practice reasonable and effective methods of resolving difficulties which may arise among employees. The intent is to reduce potential areas of complaints and to establish and maintain recognized channels of communication between staff and administration.

The Assistant Superintendent, Human Resources, is hereby designated as the complaint officer for certificated staff. The Director of Classified Personnel is hereby designated as the complaint officer for classified employees. It shall be the function of these administrators to conduct appropriate in-service workshops and to establish complaint procedures and to monitor and/or facilitate the processing of these procedures within the stated time lines.

Note: Should the designated complaint administrator be involved in the alleged complaint, his or her immediate supervisor or deSignee shall act as the complaint officer.

updated 9/23/14

Formal grievances shall be processed in accordance with the procedures established in *collective* bargaining unit contracts when applicable.

Policy

adopted: October 21, 1993

STAFF COMPLAINTS PROCEDURES

Administrative Regulation - AR 4144

A complaint is an assertion by an employee that there has been a violation, misinterpretation, or inequitable application of District policies, administrative regulations and procedures, existing laws, or other actions that adversely and directly affects the employee personally and/or his/her work.

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to fair conclusion. Employees shall not be discriminated against nor shall reprisal be attempted against an employee because he/she filed a complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(c). 4119.11 - Sexual Discrimination or Harassment)

Procedures

The following guidelines shall prescribe the manner in which complaints are handled:

1. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.

2. All documents, communications, and records dealing with the complaint shall be placed in a District complaint file. No such material shall be placed in an employee's personnel file.

3. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

4. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. **If** specified or adjusted time limits expire, the complaint may proceed to the next step.

5. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Complaints shall be processed according to the step-by-step procedures outlined below:

1. Working Site Level (Step 1)

a. A complaint shall be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it shall be reduced to writing, using the Employee Complaint Form (see Exhibit), and submitted to the immediate supervisor.

b. Within five work days after receiving the complaint the immediate supervisor shall render a decision, in writing, using the Complaint Response Form (see Exhibit), to the complainant and the person or persons originally involved in the complaint.

2. Site Level (Step 2)

a. Within five work days after receiving the decision at Step 1, the complainant may appeal the decision, in writing, to the appropriate director, principal, or supervisor.

updated 9/23/14

b. The supervisor shall, within ten work days of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the immediate supervisor, and to the person or persons originally involved in the complaint.

3. District Level (Step 3)

a. Within five work days after receiving the decision at Step 2, the complainant may appeal the decision, in writing, to the Superintendent or official designee.

b. The Superintendent or official designee shall, within ten work days of receipt of the appeal, investigate and render a decision, in writing, to the complainant, the principal or immediate supervisor, and to the person or persons originally involved in the complaint.

4. Governing Board Level (Step 4)

a. Within five work days after receiving the decision at Step 3, the complainant may appeal the decision to the Board.

b. The Board shall, within 30 work days following receipt of the appeal, investigate and render a final decision in writing to the complainant, the principal or immediate supervisor, and to the person or persons originally involved in the complaint.

Regulation

issued: October 21, 1993

STAFF COMPLAINT FORM (FORMS LOCATED IN PRINCIPAL'S OFFICE)

Name of Complainant _____ Date: _____
Work Location _____

Statement of Complaint

Date Cause of Complaint Occurred: _____

State specific provision of law, district policy, or regulations alleged to *have* been violated (by number, letter code, or section, if known), or other reason for complaint:

Remedy Sought:

Signature of Complainant

Step 1 Appeal - Employee to submit this form to immediate supervisor

GROSSMONT UNION HIGH SCHOOL DISTRICT

COMPLAINT RESPONSE FORM

To: _____ Date: _____

From: _____
Name and Position of Responsible Administrator

Level of Appeal: Step 1 (Working Site Level)

Disposition of Complaint:

Supporting Evidence and Reasons:

Signature of Administrator

Next Level of Appeal: Step 2 - Site Level Director, Principal, or Supervisor

Deadline to File Appeal:

STANDARD TEACHING ASSIGNMENT

Non-Management Certificated Bargaining Unit Contract dated July 1, 2007 through June 30, 2008

ARTICLE 18 WORKLOAD

I. STANDARD TEACHING ASSIGNMENT

The principal, after consultation with the department chairs, shall determine the daily time schedule for unit members pursuant to this Article.

The standard teaching assignment shall be six (6) periods per day including a preparation period. Assignments of 60 percent (60%) or more include a preparation period; assignments less than 60 percent (60%) do not include a preparation period. A normal teaching assignment period shall be sixty-one (61) minutes including passing time. This period may be reduced or increased by the site principal, but it shall not decrease or increase the total amount of time that a unit member shall remain at school. If the daily schedule for students is divided into modules of time greater or less than six (6) periods, the standard teaching assignment shall be equivalent, in classroom time, to the classroom time of the normal six (6) period day. All unit members are entitled to a thirty (30) minute duty-free lunch.

Unit members will normally be assigned five (5) periods of instruction per day or twenty-five (25) hours and twenty-five (25) minutes per week, plus a daily preparation period which may be used for class preparation, curriculum development, or other professional tasks. Counselors, psychologists, and speech therapists shall identify five hours per week as preparation time (these hours may be flexible) to do paperwork and other tasks associated with their positions. During the preparation period, the unit member should be on campus and available for parent conferences, substituting, curriculum work, and other professional activities. It is recognized that at times it may be necessary for the unit member to leave campus and, provided permission is granted by the site supervisor, this can be accommodated. School work and other professional responsibilities will take precedent over any type of personal business or physical exercise activities during a preparation period.

During a preparation period, the principal or his/her designee, may assign a unit member to substitute for another unit member when there is an unanticipated absence. This assignment during the preparation period shall not exceed three (3) substitute assignments per school year for a unit member with a full-time or 6/5 contract; two (2) substitute assignments per school year for a unit member with an 80 percent (80%) (4/5), or equivalent, contract; and one (1) substitute assignment per school year for a unit member with a 60 percent (60%) (3/5), or equivalent, contract. In the event these assignments exceed three (3), the unit member will be paid the hourly substitute rate for each additional assignment over three (3). Such assignments shall be made as impartially as possible among unit members.

Insofar as it is possible, during the time school is in session each day, the duties of unit members shall be directly related to their classroom assignments.

Activities conducted beyond the standard teaching workday, which are directly related to a unit member's subject area or general school activities involving faculty participation in support of the educational program, are considered a part of the standard teaching assignment. Such activities include individual conferences, faculty meetings, department or committee meetings, club and class advisorships, open house, back-to-school night, and meetings with parents.

Faculty assistance at athletic, social activities, and student performance activities shall be paid at a rate of \$10 per hour. Unit members may be asked to volunteer.

STUDENT TEACHERS

Coordination and assignment will be arranged by the Principal and Department Chairperson. The student teacher **must report to the Principals' office before student teaching on campus.**

The supervising teacher has a two-fold responsibility to provide satisfactory teaching for the class and to help the student teacher become a successful teacher. The following may be of help to the supervising teacher:

- In advance, prepare the class to accept the student teacher. Introduce him/her as a co-worker and convey your acceptance of him/her to your class.
- Set a professional example.
- Give encouragement to the student teacher. Mistakes should not be corrected before the class, but should be discussed frankly and objectively in private. Problems regarding the student teacher should be discussed only with authorized personnel, such as the Principal or the college supervisor.
- Acquaint the student teacher with school policies, regulations and facilities and supply him/her with all available instructional materials.
- When the student teacher begins teaching, discuss with him/her the plans for the semester, as well as the immediate plans for the week. Require daily written plans prepared a week in advance. These will indicate whether or not he/she can organize his/her work.
- Observe the student teacher and then explain or demonstrate how improvements can be made. It often is helpful to give the student teacher any notes made during the class.
- Thoroughly and objectively evaluate the work of the student teacher, giving encouragement and correcting any mistakes.
- Write a constructive recommendation of the student teacher for the college placement office.
- Arrange convenient conference periods, recognizing the fact that the student teacher has other commitments.
- Allow the student some freedom in planning and in teaching the class; for example:

On his/her first day of teaching, place him/her in charge of the class for a short period of time, leaving him/her alone with the class.

Give the student teacher inconspicuous help with any problems. Do not destroy the class' confidence in him/her.

Give him/her complete responsibility for planning and teaching units of work.

The amount of time that the student teacher is left alone depends upon several factors, such as school policy, student behavior and the demonstrated ability of the student teacher.

SUBSTITUTES

The following is the procedure for requesting substitute coverage for classroom teachers:

CERTIFICATED ABSENCE FORM

It is required of all certificated personnel that a "*Certificated Absence Form*" (blue sheet) shall be completed and approved by the Principal prior to any absence other than unexpected illness and/or emergencies. Any absence other than unexpected illness/emergency is defined as:

Department Chair Release Day

Personal Necessity (which is deducted from Sick Leave)

Bereavement

Jury Duty/Judicial Leave

Professional Growth Day (one allotted per year)

Personal Leave

School Business

Sick Leave (i.e.: doctor or dentist appointment, etc.)

Upon delivery of the request for absence to the Principal's office, the certificated staff member will call in for a substitute at 698-2496 or request online through the Substitute System. Classified members' absences will be called in by the Principal's Secretary.

The teacher will be notified only if the request is denied by return of the request form to his/her mailbox.

UNEXPECTED ILLNESS/EMERGENCY

In the event a substitute is needed due to an unexpected illness and/or emergency, the certificated staff member is requested to notify the District Substitute Request Line at **698-2496** or **request online through the Substitute System**. All teachers should have an Access ID number and are required to register for a PIN number in order to have access to the automated substitute system. Please see Principal's Secretary for instructions. Certificated staff not needing substitutes (ie: Assistant Principals, Counselors, Psychologist, Speech Therapist) and classified staff necessitates a phone call or email to the principal's secretary the morning of absence.

LESSON PLANS

Please keep adequate lesson plans, enrollment lists, seating charts, and classroom supply/materials locations ready for the substitute. A substitute teacher information form must be on file in the Principal's office for each school year. In the event of an unexpected illness/emergency, additional lesson plans may be dictated to the substitute on the District's automated system under "Special Instructions."

RETENTION/RELEASE OF SUBSTITUTE

It is vital that the absent teacher contact the Principal's secretary **before** the end of his/her last class to indicate whether to retain or release the substitute. All substitutes are released at the end of their assignment unless otherwise notified to retain by the absent teacher(s).

SUBSTITUTE CONTACT

All arrangements for substitutes are to be made by the teacher via the District Substitute Request Line or online through Substitute System.

SUPERVISION

CLASSROOM SUPERVISION

Each teacher is responsible for supervising the activities in his/her classroom. **Students are not permitted to be in a classroom at any time unless a teacher is present to supervise.**

Students should be encouraged to have the proper respect for the care of equipment and other materials used in the classroom. Students should not sit on the desks or tables, mar or write on the desks, or be allowed to eat in the classroom, except during lunchtime on rainy days.

HALL SUPERVISION

During the passing periods, each teacher should promote school pride by assisting in the supervision of grounds and buildings and by maintaining as much visibility to students as possible.

ASSEMBLY SUPERVISION

Teachers escort and supervise their class at assemblies.

EXTRACURRICULAR SUPERVISION

These assignments are made by the Assistant Principal in accordance with the Bargaining Unit Contract.

SUPPLIES

Supply requests will be processed upon receipt having prior approval of Department Chair. A "*Requisition for Supplies*" form is available from Department Chair or Manager, School Facilities.

SUSPECTED CHILD ABUSE (File: JGEB)

The governing board, in its responsibility to all students, desires to ensure that students are free from physical, mental or emotional abuse. In all cases of known or suspected child abuse, the governing board mandates that, in such cases, where there is reasonable suspicion that child abuse has occurred, an immediate report be initiated (oral/written) by the individual suspecting abuse to the appropriate public service agency.

For the purpose of this policy, "child abuse" means a physical, mental or emotional injury that is inflicted by other than accidental means on a child (under 18 year of age) by another person. "Child abuse" includes sexual assault or the neglect of a child or abuse by another who is responsible for the care and custody of the child.

No certificated/classified employee of the district who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report mandated by this policy and regulation. Any other person reporting a known or suspected instance of child abuse shall not incur civil or criminal liability as a result of reporting such child abuse unless it can be proven that a false report was made and the person knew that the report was false.

To report a child abuse suspicion, please check with a counselor or assistant principal. Child abuse report forms are provided to certificated staff at the beginning of the school year. Additional forms are in the guidance and assistant principals' offices.

TARDIES

- Take your attendance on Infinite Campus the first thing each class period.
- If a student is not where you want them after the late bell, they are marked absent.
- Allow a late student into your classroom with a time-stamped Admit Form and/or change entry as a tardy on Infinite Campus.
- Be consistent.

Tardy Policy

Consequences	
Incident	School Action
Third Tardy to same class	Contact parent/guardian. Teacher will assign detention, or after school tutorial.
Fifth Tardy to same class	Teacher will call home and issue a referral to the Assistant Principal. Administrative Assigned Detention and documentation to student discipline record will occur.
Eighth Tardy to same class	Teacher will call home and issue a referral and Administration will assign Saturday School.
Tenth Tardy to same class	Teacher will call home and issue a referral and Administration. Saturday School or other consequence will be taken. An attendance intervention meeting may be called with student, parent/guardian, counselor, teacher and administrator.

TEACHER ASSIGNED DETENTION

- Teacher assigned detention became effective as of September 1995. The expectation is that this concept will allow teachers to intervene in the behavior modification process of a student, prior to sending a referral to the Assistant Principal's office. The process is designed to be used for **minor behavior problems**, and cases where students continue to report to class without appropriate materials. Please become familiar with the following process:
- Detention is held each week on Tuesday through Thursday from 2:00 – 3:00 p.m. or 3:00 – 4:00 p.m., in Room 104.
- When assigning a student detention, please fill out the attached two-part slip, give one part to the student, and the other to the assistant principals' secretary. Students arriving late will not be allowed to enter and will be considered a "no-show." (It is possible that this location could change, if an excessive number of students are assigned detention on a particular day. In that event, signs will be posted on the door, or we may eventually have to find a larger room).
- Please allow the student a choice of up to two days within a two-day time period for an assignment (e.g., if assigning detention on a Tuesday, give him/her the option of attending either Tuesday or Thursday).
- The campus supervisor in charge of detention will log in the presence of the student and sign the detention slip. The copy of the slip will be signed and placed in your mailbox by the supervisor, immediately after the detention is served. The student will be directed to take the original copy home to the parent.

TELEPHONE

Telephone calls during school hours should be kept to a minimum. Personal long distance calls are to be charged to your home telephone number. All school business long distance calls must be reported to the Receptionist, giving the number called and the name of the person making the call.

Any unreported call that is traced to a particular person will be charged as a personal call to your home phone. **DO NOT** allow students to make **any** personal phone calls. Do not make calls during class time unless it is an emergency.

TEXTBOOKS

TRANSFERS AND CHECKOUTS

Students transferring classes or checking-out **MUST** clear with the individual teachers. The initials of the teacher will be in the "*clear*" column when the student has turned in his/her books.

ROP STUDENTS

Teachers will receive "*Official Student Drop Notice*" on students who have left without checking out properly. These are to be completed with grades--both academic and citizenship--and returned the same day to the Site Support Technician. This is important.

LOST OR DAMAGED TEXTBOOKS

No replacements for lost books will be issued until loss charges are cleared. Charges are paid to the Finance Office.

Damage charges will be levied for water damage, wear caused by not using a textbook cover, writing or underlining of any kind, or for carrying paper or pencils inside pages or covers of books.

TEXTBOOK RETURN--END OF YEAR

The important teacher obligation is to ensure that students realize that diplomas for seniors may be held pending clearance of all fines and the registration process will be delayed for students returning in September.

THEATER, USE OF:

The use of the theater must be scheduled by the Drama teacher who is to supervise the theater and its use. The first priority for its use is given to the performing arts department. Use of the theater should be scheduled as far in advance as possible (minimum of one week in advance is required). Due to the number of extracurricular activities sponsored by Performing Arts programs, availability is at a minimum. Please note: A Master Calendar Request form must be submitted to the Drama teacher.

TRANSFER SLIPS

- A. This is a request from one class to another class, for a school activity or an individual field trip. It is to be presented to the teachers releasing the student at least one and preferably three days in advance.
- B. It must be returned signed to the teacher requesting the transfer.
- C. The releasing teacher has the option of approving and signing the release or disapproving and not signing.
- D. It is the responsibility of the teacher requesting the transfer to deliver the completed transfer slips to the Attendance Clerk so the absence can be coded correctly.

TRUANCIES

Definition of a truant: A student initiated absence from a class period and/or all day. Parents may be contacted and asked to attend a conference to discuss the problem. The penalty for truancy will be:

SINGLE PERIOD TRUANCY

Conference with administrator, no make-up for work missed.

ALL DAY TRUANCY

Conference with administrator, no make-up for work missed, one (1) day Saturday School.

❖ Interventions:

➤ Students may be referred to SART (Student Attendance Review Team).

❖ Consequences:

➤ Students will receive no credit for the time missed. No makeups for missed assignments will be allowed. Five period trancies in a single period will result in a Saturday School assignment. In addition, fullday trancies will result in a Saturday School. Habitual truants will be considered defiant, may be dropped from class without credit, or referred to alternative education.

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

Board Policy IHA-R

A Valedictorian Selection Committee will select valedictorian(s) from approximately the top one (1) percent of the senior class, based on the accumulated transcript at the semester 8, second progress report.

It is not the intent of this policy to exclude students from consideration for valedictorian for completing supplemental or elective course work. The Valedictorian Selection Committee will take this intent into account in their deliberations and may include additional students beyond the top one (1) percent.

In choosing the valedictorian(s), it is recommended that the Valedictorian Selection Committee consider the following criteria:

- Academic achievement and curiosity, not school service.
- Behavior that reflects the highest ethical standards.
- Breadth and depth of program, to include a number of courses completed and the number of AP and honors courses completed.

It is suggested that the Valedictorian Selection Committee be chaired by the principal. It shall be

composed of, but not limited to, representatives selected from the following departments and approved by the principal:

- English
- Social Science
- Mathematics
- Science
- Foreign Language
- Counseling
- Other interested Departments

There may or may not be a salutatorian designated by the Committee.

The 5-point "A" (A=5, B=4, C=3, D=1, F=0) will be instituted at the Advanced Placement and Honors level.

Only courses contained in the Grossmont Union High School District Master Course Title List which are designated as Advanced Placement, and those courses designated as Honors in the following core academic departments (English, Social Science, Mathematics, Science, and Foreign Language), shall be counted on the 5-point "A" scale.

All students receiving a GPA of 3.5 or above, based on the accumulated transcript at the seventh semester, shall be recognized as Honor Graduates.

VISITORS

Valhalla High School is a closed campus. Grossmont Union High School District policy states that only parents and authorized personnel may visit students during school hours. All visitors to the campus are required to sign in upon arrival and sign out with the receptionist. Visitor/Guest Speaker Information should be submitted to the Receptionist one day prior to expected visitor's/guest speaker's arrival on campus. All others are considered loiterers by law and subject to contact by local police. Students are not allowed to bring guests to school. Please **do not** give permission to a student to bring a guest to school.