

GOODWILL EDUCATION CENTER



PARENT/STUDENT HANDBOOK 2016-2017

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VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

MISSION STATEMENT

Goodwill High School is to provide an alternative environment which insures school safety and student success by promoting academic achievement, personal independence, and structuring a foundation for becoming a productive member of society.

SUCCESS

Want to be *successful* at
Goodwill Education Center?

Here is a plan for *success*. It's very simple:

1. Attend every day: Attendance is the key to *success*.
2. Use time wisely: Every minute you're at school can be productive. Be on time. Be ready to work. Time spent getting to work is wasted time.
3. Take work home: It's up to you to take your work home and do it every day.
4. Set long and short term goals: When you see the reason for your work, it will be more meaningful and easier to complete.
5. Understand: A solid educational background will assist you always.

Your future.....your choice!

GOODWILL EDUCATION CENTER

M.A.V.S. Mindset

Expected School-Wide Learning Outcomes

Students Graduating from Goodwill Education Center will be:

MMOTIVATED PROBLEM SOLVERS

- ❖ Apply critical thinking skills in problem solving
- ❖ Apply knowledge and skills to life
- ❖ Use resources to gather, analyze, organize and present information

ACCOUNTABLE AND RESPONSIBLE

- ❖ Accept personal responsibility for their actions and decisions
- ❖ Become respected citizens
- ❖ Make positive contributions in their community

VALUE RESPECT TO SELF AND OTHERS

- ❖ Respect for other individuals
- ❖ Acceptance of diverse cultures and belief systems
- ❖ Tolerance for individual differences

SUCCESSFUL ACADEMICALLY AND PERSONALLY

- ❖ Meet state and district standards
- ❖ Work effectively in a cooperative manner
- ❖ Pursue life-long personal and academic growth

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Programs Offered at GEC

*Goodwill High School

- *Independent Study
- *Work Experience
- *Concurrent Enrollment with Victor Valley College
- *ROP
- *Success Program -Community Day School

GOODWILL HIGH SCHOOL

Goodwill High School (GHS) is a continuation high school. The school provides an educational opportunity for students whose needs cannot be satisfied in, and/or have problems adjusting to, the traditional high school setting. It is available to students in grades 9-12 (16 years of age or older). GHS is accredited by the Western Association of Schools and Colleges (WASC).

- GHS offers comprehensive curriculum in both academic and career education in a small school setting.
- Curriculum is aligned with standards and students are required to meet the District and State graduation requirements.
- Each student is given a program that meets their individual graduation needs.
- Program is open entry/open exit which means that a student may start or end attendance throughout the school year.
- GHS provides academic, career and personal guidance.

Requirements for GHS

- Students must be at least sixteen (16) years of age (Ed Code §48400).
- Student and parent must agree to and sign an enrollment contract. Attendance is required. Within these requirements, the students work at their own pace and can earn additional units each grading period. Goodwill High School's course of studies is divided into four (4) grading periods each year. Students must earn a minimum of three (3) credits per class per grading period.

To make significant progress toward graduation, IT IS HIGHLY RECOMMENDED THAT STUDENTS EARN MORE THAN THE MINIMUM UNIT REQUIREMENT EACH GRADING PERIOD.

If less than minimum credits are earned per grading period, the following may occur: parent-student-teacher conferences, student study team meetings, suspend in-school or out-of-school, offer other alternatives, and ultimately may be forced to recommend semester suspension. The student may be requested to return to their home school.

INDEPENDENT STUDY

Independent Study is a voluntary program designed to accommodate self-motivated students who desire to do the majority of their academic work at home. The student, parent/guardian, and the teacher sign a written agreement to complete a contractual amount of work, minimally 30 hours of homework and two credits per week. Students are required to attend school and meet with their teacher once a week. The law stipulates that students *must* earn credits minimally required at their traditional school. If students do not earn the minimum amount of credits, Ed. Code §11702 *does not* allow them to remain within the Independent Study Program.

Requirements for Independent Study

- Students must be self-motivated, have adequate academic skills to work independently, and assume an active role in their education.
- The student, with parent supervision, is responsible for completing a minimum of thirty (30) hours of school work at home each week.
- Students turn in completed assignments during scheduled appointments at school.
- Students will regularly meet with a teacher a minimum of once per week as pre-arranged and agreed by parent/teacher/student.
- Students must earn a minimum of 15 units each quarter, and 30 units each semester [about two (2) units per week].
- Students not reading at grade level will be required to complete a specified number of hours in the computer lab.

Independent Study Exit Recommendations can be made by the Instructor if:

- Homework is consistently incomplete or of unacceptable quality.
- Tests are not passed.
- Appointments are not kept or rescheduled in a timely manner.
- 2 credits of work per week are not submitted.
- Negative behavior adversely affects other students or instructor.

WORK EXPERIENCE

For information regarding the Work Experience Program at GEC, please refer to page 26 of this handbook.

***CONCURRENT ENROLLMENT WITH
VICTOR VALLEY COLLEGE***

Students are encouraged to enroll in Victor Valley College courses and are offered high school units for completion of these courses. Prior approval from both VVC and GEC administration is required. See counselor for details. **One college unit = 3.33 high school units.**

REGIONAL OCCUPATION PROGRAM (ROP)

Students may enroll in vocational courses through ROP. Credits may be earned toward graduation. More information is available through the counseling office or the District ROP office.

SUCCESS PROGRAM - COMMUNITY DAY SCHOOL

The Goodwill Success Program, a Community Day School, educates students that have been expelled from the schools of the Victor Valley Union High School District or students moving into our district that have been expelled from their previous districts. The Success Program takes students with non-violent behaviors on a case-by-case basis. Students, along with their parent or guardian, must meet with the Principal in order to be accepted into the program. The program was started to help students that have been expelled to have a better opportunity to catch up, or stay caught up, on their credits. This will help them to be more successful students when they have completed their term of expulsion and return to their resident school.

DISCIPLINE AND STUDENT BEHAVIOR

Disciplinary Actions

A student will have the right to a fair hearing before any disciplinary action can be taken. All suspensions will be preceded by an informal conference between the student and a school administrator, during which time the student shall be informed of the reason for the suspension and the evidence that supports the action. The student will be given the opportunity to present his/her version and evidence, in self defense. Students will be asked and encouraged to complete an incident report that will assist in determining disciplinary actions that may need to occur. In emergency situations, this opportunity may not be afforded until after the emergency has ended.

The VVUHS Board believes that all students have the right to be educated in a positive learning environment free from disruption. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

Per Board Policy 5131 "prohibited student conduct" includes, but is not limited to:

- Behavior that endangers other students and/or staff
- Behavior that disrupts the orderly classroom or school environment (BP 5131.4(b))
- Harassment of other students or staff
- Damage or theft of property belonging to the district, staff, or other students
- Possession, use or sale of alcohol, tobacco, or other drugs
- Possession or use of electronic devices (excluding cell phones which are to be turned off during class time)
- Possession or use of laser pointers
- Profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate dress
- Tardiness and unexcused absence from school
- Failure to remain on school premises in accordance with school rules

Harassment/Non-Discrimination

Students who harass (discriminate with respect to ethnic group, religion, gender, color, race, national origin, age and physical or mental disability) shall be subject to appropriate discipline, up to and including expulsion per (BP 5145.3(a)).

Hate Motivated Behavior

Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy (BP 5145.9(b)) and Administrative Regulations.

Hazing

No student or other person in attendance at any public or private educational institution shall conspire to engage in hazing.

Sexual Harassment

CC.51.9 – Sexual harassment may include sexual advances, solicitations, sexual requests, or demands for sexual compliance that are unwelcome and persistent or severe that continues after a request to stop.

VVUHSD policy regarding the reporting of sexual harassment and/or sexual assault/battery is posted in the office. It reads, in part: “Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student’s emotional well-being at school.” “Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.” “Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.”

Search and Seizure

School officials may search individual students and their property when there is a **reasonable suspicion** that the search will uncover evidence that the student is violating the law or rules of the District or the school (*BP 5145.12*). Campuses throughout the VVUHSD are routinely inspected by detection canines for prohibited items in order to provide students, parents and staff with a safe learning environment. (*ED 49050-49051; BP 5145.12 and AR 5145.12*)

Vehicles parked on school property are subject to search by school authorities and law enforcement personnel. This includes all compartments and contents.

Weapons/Dangerous Instruments

Students will not possess weapons of any kind in school buildings, on school grounds or buses, or at any school-related or school-sponsored activity away from school (*Ed Code 48900*). Weapons and dangerous instruments include, but are not limited to: firearms, cutting and puncturing devices. (*AR 5131.7*).

Suspension from Class

A teacher may suspend any pupil from the teachers class, or any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher must notify administration immediately and make contact with parent/guardian (*Ed Code 48910*). The student must still be in attendance at school those days; suspensions will be served in the office.

Suspension/Expulsion from School

Students who choose not to obey school rules may be subject to suspension and/or expulsion procedures as outlined by the California State Education Code and Victor Valley Union High School Board and Administrative Regulations 5144 and will be recorded in student files accordingly (*Ed Code 48900.8, 48911, 48911.1 (d)*).

POLICIES AND CODES REGARDING SUSPENSION AND EXPULSION

Causes for suspension and/or expulsion according to Education Code 48900 and the District Administrative Regulations 5144 are as follows:

- (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person
 - (a-2) Willfully used force or violence upon a person of another, except in self defense
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the object from a certificated school employee with the concurrence of the principal or designee.
 - (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in Section 11054 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished another liquid, substance, or material and represented it the same as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused, attempted to cause damage to school or private property.
 - (g) Stolen or attempted to steal school or private property.
 - (h) Possessed or used tobacco, or any products containing nicotine including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription product.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Had unlawful possession of, or willfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school or private property.
 - (m) Possessed an imitation firearm, i.e.; a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Penal Code Sec. 261.266c, 286,288, 288a, or 289, or committed a sexual battery as defined in Penal Code Sec. 243.4.
 - (o) Harassed, threatened or intimidated a student who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or soled the prescription drug Soma.
 - (q) Engaged in or attempted to engage in hazing as defined in Section 32050.
 - (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that pupil has been adjudged by a juvenile court to have committed, as an aide and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- 48900.2** Committed sexual harassment as defined in Education Code 212.5 (*Education Code 48900.2*). For the purposes of this chapter, the conduct described in Section 21.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- 48900.3** Caused, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5.
- 48900.4** Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.7** Made a terrorist threat against a school official or school property.

The following are complete codes under *Education Code 212.5*:

Sexual harassment means unwelcome sexual advances. Requests for sexual favors and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following condition:

- (a) Submission to the conduct is explicitly or implicitly made a term or condition of any individual's employment, academic status or progress.
- (b) Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or education environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services honors, programs or activities.

The following are complete codes under *Education Code 48915(a)*:

- (a) Causing serious physical injury to another person, except in the case of self defense.
- (b) Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.
- (c) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (d) Robbery or extortion.
- (e) Assault or battery, as defined in Penal Code Sec. 240 and 242, upon any school employee.

The following are complete codes under *Education Code 48915(c)*:

- (a) Possessing, selling or otherwise furnishing a firearm. With respect to possessing a firearm, the possession must be verified by a school district employee.
- (b) Brandishing a knife at another person.
- (c) Unlawfully selling a controlled substance.
- (d) Committing or attempting to commit a sexual assault or committing a sexual battery.

No pupil shall be suspended or expelled for any of the acts enumerated above unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section at any time, including but not limited to:

- (a) While on school grounds.
- (b) While going to or coming from school.
- (c) During the lunch period, whether on or off campus.
- (d) During, or while going to or coming from a school.

PROGRESSIVE DISCIPLINE CONTINUUM

The Discipline Continuum was developed for Superintendent Designees, and Principal Designees, and outlines the consequences for inappropriate student actions that have been referred to the Superintendent, Principal, Assistant Principal, or Dean of Students.

Infractions or possible consequences are not limited to those found in the Continuum. It should be noted that although the Continuum affords a framework for dealing with inappropriate student behavior in a progressive, comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of all student.

Each administrator must use his/her judgment in applying its provisions, within the limits of California Law, and Board Policy. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with the District Policy, California Education Code 48900, and Penal Code. Any exception to the consequences stated in the Continuum will be documented by the school site.

Some sites may use On Campus Intervention (OCI): Saturday School; Lunch and/or After School Detention; Community Service and/or Counseling as an intervention consequence. Violations occurring on busses; on the way to and from school; and/or at school sponsored events may also be disciplined according to the Continuum.

	Student Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd and Subsequent Intervention/Consequence
48900 (a-1)	Caused, attempted to cause, or threatened to cause physical injury to another person	Suspension 1 -5 days (student) or suspension 3-5 days (school personnel) Notify Parent/Guardian Notify CWA Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days (student) or 5 days (school personnel) Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900 (a-2)	Willfully used force or violence, except in self defense	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900(b)	Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object	Suspension 1 -5 days Retain weapon/object Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Retain weapon/object Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Retain weapon/object Notify Parent/Guardian Notify CWA Notify Police Principal recommend for expulsion
48900(c)	Unlawfully offered, possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion

48900(d)	Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant (i.e. look alike)	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900 (e)	Committed or attempted to commit robbery or extortion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Retain weapon/object Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Retain weapon/object Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900 (f)	Caused or attempted to cause damage to school property or private property	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Fire Marshall Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Fire Marshall Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion Behavior or	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Fire Marshall Notify Police Principal may recommend for expulsion
48900(g)	Stolen or attempted to steal school property or private property	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Principal may recommend for expulsion
48900(h)	Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Behavior Contract may be requested	Suspend 1 -5 days Notify Parent/Guardian Notify CWA Behavior Contract may be requested	Suspension 3-5 days Notify Parent/Guardian Notify CWA Pre-Expulsion Contract may be requested
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity	Suspension 1-5 days Notify Parent/Guardian Notify CWA Behavior or Pre-Expulsion contract may be requested Principal may recommend expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion contract may be requested Principal may recommend expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion

48900 (j)	Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia	Suspension 1-5 days Notify Parent/Guardian Notify CWA Behavior or Pre-Expulsion contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Pre-Expulsion contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900(1)	Knowingly received stolen school property or private property	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Pre-Expulsion Contract may be requested Principal may recommend for	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Risk Manager Notify Police Principal may recommend for expulsion
48900 (m)	Possessed an imitation firearm	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900 (n)	Committed or attempted to commit a sexual assault as defined in Penal Code Sec. 261,266c, 286,288,288a, or 289, or committed a sexual battery as defined in Penal Code Sec. 243.4	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900(o)	Harassed, threatened or intimidated a student who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900(p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900 (q)	Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.	Suspension 1-5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion

48900 (r)	Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (0 and (g) of Section 32261, directed specifically toward a pupil or school personnel	Suspension 1-5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900(t)	A pupil who aids or abets, as defined in Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900.2	Committed Sexual Harassment	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3- 5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommended for expulsion
48900.3	Caused, threatened to cause, or participated in an act of, hate violence	Suspension 1 - 5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900.4	Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats, or intimidation, against a pupil or group of pupils	Suspension 1 -5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3 - 5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48900.7	Made a terrorist threat	Suspension 1-5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 3- 5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion

48915.a.1	Causing serious physical injury to another person, except in self-defense	Suspension 3 -5 days Notify Parent/Guardian Notify CWA Notify Police Behavior or Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48915.a.2	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil	Suspension 3 -5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48915.a.3	Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis	Suspension 3 -5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48915.a.4	Robbery or extortion	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48915.a.5	Assault or battery upon any school employee	Suspension 3-5 days Notify Parent/Guardian Notify CWA Notify Police Pre-Expulsion Contract may be requested Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal may recommend for expulsion
48915.C.1	Possessing, selling, or otherwise furnishing a firearm. This applies to an act of possessing a firearm only if the possession is verified by a district employee	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion
48915.C.2	Brandishing a knife at another person	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion
48915.C.3	Unlawfully selling a controlled substance	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion

48915.C.4	Committing or attempting to commit sexual assault.	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Principal shall recommend for expulsion
48915.C.5	Possession of explosive.	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Notify Fire Marshall Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Notify Fire Marshall Principal shall recommend for expulsion	Suspension 5 days Notify Parent/Guardian Notify CWA Notify Police Notify Fire Marshall Principal shall recommend for expulsion

PARENT REQUIRED TO BE IN THE CLASSROOM

Education Code §48900.1

The governing board of each school district shall adopt a policy authorizing teachers to provide that the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, attend a portion of a school day in his or her child’s or ward’s classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

1. Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completion of the classroom visitation and before leaving the school site.
2. Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
3. If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
4. A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the parent’s or guardian’s attendance be on the day in which the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted policy pursuant to subdivision (a).

COMMUNITY SERVICE

Education Code §48900.6

Instead of disciplinary action prescribed by this article, the principal of a school, the principal’s designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section community service may include, but is not limited to, work performed on a school grounds in the area of outdoor beautification, campus betterment, and teacher or peer assistance programs. All community service will be performed at Goodwill Education Center before or after school and must be completed within a three week time period after it has been assigned. Failure to complete community service within the specified time frame will result in a two day “at home suspension”.

OPERATION CleanSWEEP

Operation CleanSWEEP is a juvenile citation program established through a coalition of law enforcement, educators, Juvenile Probation and the courts whose focus is to promote a safe learning environment for our students. The philosophy behind Operation CleanSWEEP is to tackle the problem of youthful offenders on campus with a multi-pronged approach. That is, with several components working together to reduce juvenile offenses on high school campuses. Another purpose of Operation CleanSWEEP is to foster a spirit of cooperation between the Sheriff=s Department and the schools (and, indirectly, the public).

Students attending Goodwill Education Center that engage in any of the following activities may receive a citation that will land you in Juvenile Traffic Court. Listed below are violations. Others may be imposed at the discretion of the judge:

PC 308(b)	Smoking or possession of tobacco products	PC594(a)	Vandalism
PC 374.4	Littering on public or private property	PC 640.6	Affix graffiti (Any tagging, gang related or not.)
PC 415	Disturbing the peace - including fighting, mad-dogging, threats, etc.	PC647F	Under the influence of alcohol or marijuana
PC 488	Petty theft (Taking anything not yours.)	SBCO 25.022(a)	Daytime Loitering (partial or full day)
BP25662	Minor in possession of alcohol		
HS11357e	Possession of less than 1 ounce of marijuana		

The citation is a notice to appear which lists the date, time and location of the incident as well as the specific offense itself. **The offender signs the citation indicating acknowledgment to appear in court.** *Signing the notice is not an admission of guilt.* Administrators of GEC have been trained in the proper procedures for issuing Clean Sweep citations. The juvenile citations will be heard by a Traffic Hearing Officer or Commissioner who will impose the sentence at the time of the hearing. The juvenile will have the opportunity to tell his/her version of the incident as well as any mitigating circumstances. All juveniles must show up in court with his/her parent or guardian. The hearing officer will require school attendance without tardies or cuts, and academic gains. Hearing Officers can impose fines, community service, probation stipulations, driver=s license suspension, monetary fines and/or judgment.

Students who are 18 years of age or older may be referred to a deputy for possible citation for the same offenses listed above.

If you would like additional information or have any questions,
Please contact the Principal's Office at (760) 955-3440.

Victor Valley UHSD

Board Policy

(BP 5112.5)

Students

Dress and Grooming

The primary goal of the Victor Valley Union High School District is to promote academic achievement. Any apparel which draws undue attention to the wearer or distracts from the educational process shall be considered inappropriate. In order to provide a safe, nurturing environment where students can learn, free from distraction, threats, intimidation, or harmful influence, each school site shall develop a dress code policy.

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 district policy and regulations. These school dress codes shall be regularly reviewed.

(cf. 0420-School Plans/Site Councils)

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

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.

Students attending the schools of the VVUHSD shall dress and groom for school with attention to, and emphasis on, neatness, cleanliness, modesty, decency, safety and personal and public health. It is primarily the responsibility of the parents to see that a student is acceptably attired for attending school. Parents may be requested to bring appropriate replacement clothing if the student is found to be in dress code violation.

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*)

School site administration will consider student safety and promote academic achievement when enforcing dress code policies. All students shall abide by the following:

1. Garments shall be sufficient to conceal undergarments at all times.
2. Hair and physical appearance shall be clean and neatly groomed. Aerosol cans of any kind are **not** permitted at school, i.e., hair color, hair spray. **No** excessive makeup is allowed.
3. Shoes must be worn at all times. For safety purposes, **no** open toed shoes, **no** heel over 2 inches, **no** slippers or house shoes. Sandals must be held in place with a heel strap. Steel-toed shoes and cleats are **not** permitted.

4. Lettering or printing will be allowed on shirts, sweatshirts, and other apparel as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages, gang related names or symbols, or those that are sexually suggestive are **not** allowed. This district reserves the right to declare unacceptable any item of clothing, printing, or accessory depicting any logo that has been identified to be gang related.
5. Pant size must be appropriate. The fullness must **not** interfere with the normal school activities. If the student removes the belt, pants must **not** fall more than two inches below the hipbone. The crotch should **not** drop lower than the fingertips of the extended hand. The length of the pant should **not** extend past the heel of the shoe. When side seams are pulled out straight and then are crossed to the front, the edge of the pants should **not** cross the mid-point of the leg.
6. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times. Absolutely **no** sagging-**no** underwear or gym shorts are to be showing.
7. Dress length shall be within the bounds of decency and good taste as appropriate for school. Dress length shall be within the bounds of decency and good taste as appropriate for school. Dress length shall **not** be shorter than mid-thigh. Garments shall be sufficient to conceal undergarments at all times.
8. **No** garment may be worn that is cut-off, ragged or torn.
9. **No** “see through” or “fish net” type of blouse or shirt may be worn. Students must wear shirts at all times. **No** muscle shirts, undershirts, or tank type undergarments are permitted. **No** spaghetti straps, strap has to be at least 1” wide, no strapless tops.
10. **No** gang-related apparel (as determined by district guidelines).
11. Oversized clothing of any type or clothing of an inappropriate length is **not** acceptable. Clothing must be worn right side out and have appropriate hems, exhibit **no** slits, tears or holes, and must be in good condition.
12. Belts and belt buckles must be plain, unadorned and of an appropriate size for the student.

WEARING OF SHORTS

Students may be allowed to wear Bermuda shorts, walking shorts, or shorts of this type within the following guidelines:

1. Shorts must be hemmed and straight legged.
2. The length of the shorts must be within the bounds of decency and in good taste as appropriate for school. The shorts length shall **not** be shorter than the end of the extended fingertips.
3. “Short- shorts” are **not** to be worn at school.

Shorts that do not meet these criteria are not allowed. Tops worn with shorts must adhere to the guidelines previously stated.

Gang-Related Apparel

The principal, staff and parents/guardians at each individual school 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 32282*)

Students wearing gang attire become targets for violence even though they are not gang members. In addition, the baggy, oversized clothing now identified as gang related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons and provides a hiding place for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as unacceptable dress:

- Clothing, jewelry, and personal items that a student has including notebooks, folders, book covers, magazines, drawings, pictures, fanny packs, gym bags, water bottles, backpacks, or any other item that disrupts the instructional process.
- Any hat that has lettering or logos are not acceptable (properly worn)
- Oversized clothing such as shorts, pants, coats, etc. Pants or shorts must fit at the waist
- Items that promote hate, intolerance or violence
- Unsafe jewelry and accessories, including but **not** limited to wallet chains, belts hanging from the waist, and belt buckles
- Visible undergarments
- Clothing with profanity, that is too tight, revealing or sexually provocative
- Clothing with pictures, insignia or brand names for controlled substances, tobacco or alcohol
- Bandanas, doo-rags, or head gear
- Unsafe footwear including house slippers. Additional footwear requirements may be imposed on students in specific classes such as: physical education, science and shop
- Raiders and Kings clothing, “LA” and “SKIN” labels, athletic jerseys, and any additional articles of clothing or accessories identified by the VVUHSD Administration or Local Law Enforcement as being gang or hate group related will be forbidden on campus or any other school function or activity including sporting events
- Gloves may be worn during inclement weather only. **No** single glove is to be worn at anytime. **No** leather type gloves such as baseball gloves are to be worn at school

COLORS

Students shall not wear clothing or apparel identified by school personnel as “colors.” The term “colors” is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior.

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.

In order to refrain from giving gangs publicity, any gang graffiti shall be quickly removed, washed down or painted over as soon as discovered.

Consequences for violating Goodwill Education Center’s dress code policy:

First Offense = Formal warning

Second Offense = Five (5) hours of community service

Third Offense = Ten (10) hours of community service

Fourth Offense = Two (2) days “at home” suspension for defiance

HATS

Only plain unadorned black or white baseball hat is allowed. Students may also purchase school hats with the school logo on them.

BEANIES

Only plain beanies are allowed, absolutely **no** “Doo-Rags” or bandana’s are allowed on Goodwill Education Center campus

Consequences for violating the ‘hat, beanie & doo-rag’ policy:

First Offense = Item is confiscated and returned at the end of the school day

Second Offense = Item is confiscated and parent pick-up is required

Third Offense = Item is confiscated and held for the rest of the school year

STUDENT INTERNET ACCEPTABLE USE POLICY

The VVUHSD believes that technology is not only a tool to improve your learning while in school, but also a tool to improve your ability to successfully deal with the future. Students who are allowed to participate will be expected to appreciate their good fortune in having this opportunity. Students will be expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network.

Without a doubt, the internet is a fantastic resource for everyone. However, because this is the Internet, and therefore is not controlled by a single person or group, any number of things can be found on it. For the most part, the information that can be found is useful. However some material found on the internet may not be appropriate for students of any age. San Bernardino County Schools will be using a filter to help restrict access to inappropriate material found on the internet. However, these filters are not fool proof. This is why VVUHSD has established an Acceptable User Policy or AUP. An AUP is a contract which the student, teacher and parent agree upon and sign. It states that the student will use the internet in an appropriate manner. If the contract is broken, the action laid out in the policy will be upheld. This will mean anything from restricted use of the Internet to having all privileges revoked.

It is a general policy (E6163.4) that all computers used through the Victor Valley Internet are to be used in a responsible, efficient, ethical and legal manner.

A responsible user MAY:

- Use the Internet to research assigned classroom projects
- Use the Internet to explore other information sources

If the policy and the guidelines for the use of the internet, as described below, are not followed it will result in the removal of your user account. Any actions that might harm the equipment or software, or that shows disregard for the proper procedures set up for network access will **not** be allowed and will result in the removal of your user account.

Unacceptable uses of the Internet include:

- Violating the conditions of California Education Code dealing with student' right to privacy.
- Using profanity, obscenity, or other language that may be offensive to other users
- Copying commercial software in violation of copyright laws
- Using the network for financial gain, for commercial activity, or for any illegal activity

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of student users) must understand that neither the VVUHSD nor any district staff member controls the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. The VVUHSD does not condone the use of such materials. The student is responsible for NOT pursuing material that could be considered offensive.

Internet acceptable use policy rules and regulation:

- The Internet account is free to users
- It is a PRIVILEGE to receive an internet address
- The person to whom an account is issued is responsible at all times for its proper use
- All students must attend a presentation on the aspects of security and the ethics involved in using the network before use.
- Students must get permission from an authorized staff member each time they want to use the network
- Students may not use the computer designated for teacher use
- Internet users should change their password frequently
- Users must **not** give a password to another user. Students must never allow others to use their account names. Violation of this rule could jeopardize your access to the internet and students who violate this rule will immediately lose all network and computer lab access and risk expulsion from their class.
- Student may **NOT** violate the rules of common sense or etiquette

***Note: The system administrators will have access to all user accounts, including e-mail.**

ACADEMIC REQUIREMENTS AND PROGRESS

All students must show positive academic progress to remain at Goodwill Education Center. Academic progress is defined as completing a minimum of **three** credits and a maximum of five credits per class, per grading period.

Grading periods are as follows:

I	August 15 – October 14	1 st Quarter ends October 14, 2016
II	October 17 - December 15	1 st Semester ends December 15, 2016
III	December 16 - March 9	3 rd Quarter ends March 9, 2017
IV	March 10 - May 26	2 nd Semester ends May 26, 2017

Grading Policy

Teachers shall evaluate a student's work in relation to standards that apply to all students at his/her grade level. Grades for achievement shall be based on mastery of standards and shall be reported as such. Each reporting period is as follows:

A	Outstanding Achievement	4.0 grade pts.
B	Above Average Achievement	3.0 grade pts.
C	Grade Level Standards Mastery	2.0 grade pts.
D	Below Average	1.0 grade pts.
F	Failed	0.0 grade pts.

Grade Promotion/Acceleration/Retention:

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expedited student achievement. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Board.

Students in the VVUHSD are expected to complete the following unit requirements to be advanced to the next grade level:

- From 9th to 10th grade = minimum of 60 units
- From 10th to 11th grade = minimum of 120 units
- From 11th to 12th grade = minimum of 180 units
- High school graduate = minimum of 220 units

When academic achievement is evident, the Superintendent or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

As early as possible in the school year, the Superintendent or designee shall identify students who should be retained and/or who are at risk of being retained in accordance with law, board policy, and administrative regulation. Students who should be retained and/or who are at risk of being retained will be identified on the basis of multiple measures of student achievement which shall include the following indicators of academic achievement:

1. Site and District Language Arts and Mathematics assessments
2. Grades/GPA
3. Standardized Testing and Reporting Program (CAASPP)
4. Mastery of Grade Level Standards in Language Arts and Mathematics

QUICK REFERENCE GUIDE

Academic Honesty

The Board expects that students will not cheat, lie or plagiarize. Teachers at GEC will not ignore or condone cheating and anyone discovered cheating will be penalized/suspended (*BP 5131.0*).

Attendance

The students at GEC have an opportunity to accelerate the pace of earning credits by completing individualized curriculum. Therefore, regular punctual attendance is not only mandatory by California Education Code 48200, but also is a great benefit to the student earning a high school diploma. When a student must miss school, the parent/guardian must call GEC to verify the absence.

Parents are required to 'sign' their student out of school and present a picture I.D. if they desire that student to leave for the day. No phone calls from parents will be accepted to release students.

All students are expected to have 95% attendance or better to remain at GEC.

- **Absences:** All students are expected to attend all classes and be on time. When a student is absent, the parent/guardian should call the school (955-3440 Ext. 33111) immediately. If no call is made, the student has three (3) days to clear the absences with either parent/guardian verification, by call, or written note. After three (3) days the absence will be permanently UNEXCUSED and considered TRUANCY. After three (3) days of cumulative unexcused absences, a truancy letter will be sent and the DISTRICT TRUANCY OFFICE notified. (*EC 48282; BP 5113(a), (b), (c)*).

- **Illness Absence Verification:** (*Ed Code 46011*) Absences due to illness or quarantine shall be verified by the District or the County Superintendent of Schools in such a manner as the Superintendent of

Public Instruction may provide. (Stats. 1976, Ch. 1010)

- **Absences Allowed:** (*C.C.R. Title 5, Sec. 420*) Absences due to any one or more of the following cases, when verified in accordance with C.C.R. Title 5, Sec. 420, is allowable as attendance in a regular full-time day school: personal illness, quarantine medical, dental, optometry or chiropractic appointments, funeral service of immediate family member (not more than one day if funeral conducted in California/ not more than 3 days if outside of California).

- **Verification:** (*C.C.R. Title 5, Sec. 421*) Any of the following persons may verify an absence due to illness or quarantine: (1) school or public health nurse, (2) attendance supervisor, (3) physician, (4) principal or designee, (5) teacher, (6) any other qualified employee of a district assigned to make such verification.

- **Tardy:** All classes begin promptly. Warning bells and tardy bells will be used to begin school, between classes and for lunch time. When the tardy bell rings, students are expected to be in their assigned seats with necessary materials. After ten (10) minutes, student's tardiness will be considered TRUANCY. Excessive tardiness and cuts will be referred to the DISTRICT TRUANCY OFFICER for disciplinary action. (*EC 48292; BP 5113.1(a), (b) and AR 511301(a), (b), (c), (d), (e)*).

CONSEQUENCES FOR VIOLATING TARDY POLICY

- 1ST Offense = Warning

- 2nd Offense = 5 hours community service

- 3rd Offense = 10 hours community service

- 4th Offense = 2 day 'at home' suspension

- **Truancy:** (*Ed Code 48260*) Any pupil who is absent from school without a valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported as truant.

Student Attendance Review Board (SARB)

California compulsory education law requires students between the ages of 6 and 18 years of age to attend school. The Student Attendance Review Board (SARB) exists to promote regular daily attendance. This school is required by law to report habitual truant/absences. Parents may be brought before the SARB to rectify the absences. Continued attendance problems may be referred to the District Attorney's office for court action. (*EC 48292*)

Bus Transportation

Bus transportation is available to students living in the Victor Valley Union High School District (VVUHSD). Transportation will depend on the program in which the student is enrolled. Any transportation questions must be discussed with the transportation office at (760) 955-3450.

All school discipline policies apply while students are on the bus, at the bus stops, and going to and from the bus stops. Bus privileges may be revoked at any time.

Any student whose conduct violates the safe riding rules will be referred in writing to the VVUHSD Transportation Services Department. A Student Conduct Report form will be forwarded to the Director of Transportation Services or designee and to the school. Disciplinary action may be taken at the Transportation Department as well as at the school site.

California High School Exit Exam (CAHSEE)

The CAHSEE is an assessment tool initiated through Senate Bill 2 that will require students in California public schools to pass in order to receive a high school diploma. Commencing with the 2005-06 school year, and each year thereafter,

each pupil completing 12th grade will have to pass all sections of the CAHSEE to receive a diploma. State guidelines will determine the criteria for passing the CAHSEE.

Cell Phone Usage

VVUHSD district policy allows students to have cell phones on campus but can **only** be used before and after school. They are to be turned off during the school day.

*Please note: if a cell phone is damaged, lost, or stolen, it is **not** the responsibility of the school site to locate said phone. This also applies to other electronic devices, i.e. iPods, MP3 players, etc.*

Consequences for violation of cell phone/electronic device policy:

First Offense = Formal Warning

Second Offense = Five (5) hours of community service

Third Offense = Ten (10) hours of community service

Fourth Offense = Two (2) day "at home" suspension

Change of Address/Phone Number

For the safety of all students, it is imperative that we have correct contact numbers to reach a parent/guardian. Please contact the school at (760) 955-3440, extension 33100, if you have a change in address or home, work or emergency phone numbers.

Child Abuse & Neglect

District employees shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours (*AR 5141.4(a)*).

Class Changes

Class changes will be made only at the beginning of each grading period. Students that complete a course in the middle of a grading period will remain in that course/class until the start of the next grading period. Any extra credits earned during that time will be used as elective credits.

CleanSWEEP Citation

A juvenile citation program established through a coalition of law enforcement, educators, Juvenile Probation and the courts whose focus is to promote a safe learning environment for our students. The citation is a ‘notice to appear’ which lists the date, time and location of the incident as well as the specific crime itself. The offender signs the citation indicating acknowledgment to appear in court. Signing the notice is not an admission of guilt.

Closed Campus

VVUHSD Board Policy (*BP5112.5*):

In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools. Students are to remain on campus during the entire regularly established student’s school day. Consistent attendance directly affects the attainment of student instruction, goals and expectations. The Board finds that school facilities and resources are adequate to serve the lunch time needs of all of our students. The Board further perceives that a closed campus benefits students by encouraging them to participate in school activities, rather than following other pursuits which may not be in their best interests. The requirement to keep students on campus is part of the Board’s efforts to maintain a safe school climate and to reduce afternoon absenteeism.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

Conduct at Campus/District Sponsored Activities

Board Policy 5131(a) states all students have the right to be educated in a positive learning environment free from disruptions. Behavior is considered appropriate when students are diligent in study, neat and clean, careful with school property, and courteous and respectful towards their teachers, other staff, other students and volunteers.

Conference Requests

Conferences between parent/Guardians, teachers or counselors may be arranged by appointment only and must be arranged in advance.

Counseling Office Procedures and Guidelines

Students may see their counselor by appointment only, except in the case of emergencies or crisis situations in which case the counselors are immediately available. Students are to request an appointment with their counselor before school, during their lunch break, or after school- **not** during class time.

In order to give parents full attention, it is requested that appointments for the parents to meet with the counselors be made in advance if possible. Parents may call the office to schedule an appointment.

Services Provided by Counselors

The services provided by our counselors include, but are not limited to, the following:

- Updating transcripts and grad checks
- Concurrent enrollment paperwork
- Scholarship information
- Financial Aid Information/Assistance
- Career Guidance
- Conflict Management
- Crisis Intervention
- Information/Resources

Credits

A unit of measure toward graduation is based on approximately 15 hours of student work per credit earned. A credit is also referred to as a unit.

Diploma

Goodwill High School, Adelanto High School, Silverado High School, and Victor Valley High School all have the same Board Policies governing high school graduation and the awarding of a diploma. All high schools have State required courses as well as elective credits, totaling 220 credits, for a VVUHSD diploma.

Students must pass both the English and Math portions of the California High School Exit Exam and fulfill all unity requirements to receive a diploma.

Eighteen (18) Year Olds

Students who are eighteen or older are encouraged to attend the GEC programs, but will be held accountable for all school rules the same as any other student. They will be expected to attend classes as per their individual enrollment requirements, arrive on time, and leave when their classes are over. Absences will need to be verified by the student. Academic progress will be expected in each program. In the event that this is not adhered to, a meeting with the student and an administrator will be held to determine if referral to a different program may better meet their need. In lieu of semester suspension, administration will only speak with parent/guardian if the eighteen year old has given permission for administration to do so.

Selective Service

Every 18 year old male is required to register with the Selective Service. Registration is not only very important to their future, but to the defense preparedness of America. Registration may be done online at www.sss.gov. Forms are also available in the office.

Graduation Ceremony

Graduation is a very special time at GEC. When a student completes all graduation requirements, a diploma is issued and the student is dropped from enrollment. A ceremony to honor all graduates of that school year is held in June and everyone who had completed graduation requirements is invited to participate in the

ceremony. Information on scholarships, caps and gowns, graduation rehearsals, student speakers and graduation activities is given to each student who achieves this status.

In order to participate in the graduation ceremony for GEC, any outstanding fees owed to VVUHSD or any other school **must** be resolved. This may include, but not be limited to, outstanding ASB fees, library books/fees, duplicate I.D. card fees, uniform fees, etc. There are **NO** exceptions.

Graduation Requirements (K-12)

Per VVUHSD Board Policy (*BP6146.1b*), all students in the district must complete no less than 230 units of high school credits and pass their California High School Exit Exam to earn a high school diploma.

The high school units must be in the following areas:

- 40- English
- 30- Math (Integrated I *must* be completed)
- 20- Science (10-Physical, 10- Life)
- 10- U.S. History
- 10- World History
- 05- Economics
- 05-Government
- 10- Fine Arts/Foreign Language
- 20- Physical Education
- 70- Electives

Health Insurance

Neither GEC **nor** the VVUHSD provide medical insurance coverage for school accidents. This means that *the parent/guardian is responsible for the medical bills if your child gets hurt during school activities.*

Immunizations

Per Ed. Code policy, all students enrolling in GEC are required to meet Health Department standards with regard to immunizations. The District is required to exclude all students who have not met these requirements.

Library Books

Library books are available to be checked out to any GEC student from the Library, located in room 3. It is the responsibility of the student to return the books in good condition when they are finished with them.

Students are liable for any lost or damaged books. Report card; transcripts; end-of-the-year events, including the graduation ceremony, prom, grad nite; and diplomas will be held until all fees are clear.

Lunches/Breakfast

Lunch/Breakfast is served daily. Free and reduced lunch/breakfast forms are available in the office. These forms must be renewed on a yearly basis.

Medications

The parent/guardian of a student on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage and then name of the supervising physician (*Ed. Code 49480*). Before such assistance is given, it is required to receive a written statement from the student's parent/guardian requesting the district to assist the student in taking the prescribed medication (*Ed. Code 49423*).

Newspaper/Newsletter

The Maverick Messenger is a publication that comes out several times each school year. The students of GEC are encouraged to participate in this journalism endeavor.

Parking

Students must abide by California Vehicle Code laws, city, county and local ordinances, and park at their own risk. Do not park in the front of the signs or block the road entrance. Students are not allowed in their cars during the school day.

- Any student caught 'racing' out of the parking lot or 'spinning' tires will have their right to park in the school parking lot revoked.
- *Neither the school nor District assumes responsibility for damage, theft of/or from any student vehicle parked either in designated or non-designated parking areas. (As per AR 5131.3, violators will have vehicles towed at their own expense.)*

Phone Use

There are **no** pay phones on GEC campus. Phones located in the office are available for limited student use. **Please see regulations regarding cell phone usage.**

Prom

Most senior status students are eligible to attend the Prom and Grad Night celebrations as guest of Victor Valley High School (VVHS) or Silverado High School (SHS), depending on their areas of residence and programs of enrollment. The student desiring to attend one of these Prom and/or Grad Nite celebrations must be graduates in good standing at GEC to qualify to attend these events. The principals of GEC, VVHS, or SHS reserve the right to have the final decision as to the eligibility of a student to attend any of these functions.

Regional Occupational Program (ROP)

Students may enroll in vocational courses through the Regional Occupational Program (ROP). Credits may be earned toward graduation requirements. More information is available through the counseling office.

Returning to a Traditional School Program

Students who wish to return to a traditional school may do so, but arrangements need to be made by the student and parent/guardian with the receiving school. It is recommended this be done at semester. It is important that we are aware of this and the student has met with the counselor to create an academic schedule compatible with the receiving school.

School Site Council/Student Study Team/English Learner Advisory Committee

These are committees composed of parents, students, educators and interested members of the community who meet once a month to discuss and decide on issues relevant to the education of our students. If interested in assisting, please contact the principal's office at extension 33101 or 33102.

School Calendar

GEC follows the VVUHSD calendar. Traditional holidays will be observed. The 2012-13 school calendar is located in the back of this handbook.

School Organizations

Peer Counseling: A program of students helping students with various personal issues. Students involved in Peer counseling are trained and supervised by a certificated staff member.

Smoking

BP 3513.3 Tobacco-Free Schools/Smoking

The Governing Board recognizes the health hazard associated with the use of tobacco products, including the breathing of second hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. In accordance with state and federal law, smoking and using tobacco products is prohibited in all district facilities and vehicles. The Board further

prohibits the use of tobacco products at all times on district grounds. This applies to all employees.

Student Accident Insurance

VVUHSD makes student accident insurance available for purchase to all students who may be interested. You can obtain an application in the GEC Administration Office. The following may answer some general questions you may have regarding this type of insurance:

- Insurance coverage for students becomes effective the day that Student Insurance receives the application, including a check or money order.
- VVUHSD is not responsible for any premium payments. **Premiums are to be paid for by the student/parent/guardian.**
- *Student Insurance does not prorate the premiums* throughout the school year.

Student Identification Cards

Student Identification Cards are to be in the students possession at all times while on campus or attending school function. Identification cards will be issued prior to receiving a class schedule. If an ID card is lost/stolen, the student must purchase a new one **immediately**. Replacement cards will be issued through GEC at a cost of \$10.00 each.

Textbooks

Textbooks are loaned to the students without charge. However, it is the responsibility of the student to return the books in good condition when checking out of a class. It is recommended that students cover their textbooks to protect them while in their possession.

Students are liable for any lost or damaged books. Report cards; transcripts; end-of-the-year events, including the graduation ceremony, prom and grad nite; and diplomas will be held until all fees are clear.

Visitors on Campus

All non-students of GEC who have business on our campus must register with the office when they arrive on campus and sign out when they leave.

**Violators may be cited for trespassing.*

Volunteers on Campus

State law requires all volunteers to be fingerprinted. This service is done at our District Office. Individuals interested in volunteering, please call (760) 955-3440.

The Board and the administration sincerely request the cooperation of everyone to ensure the successful compliance with state and federal law and Board Policy and for the benefit of students.

Withdrawal from GEC

A parent/guardian must accompany their student and be able to present picture I.D. when withdrawing from one of GEC's programs. All textbooks and library books which have been checked out to the student must be returned to the Library prior to final withdrawal. Eighteen year olds need not be accompanied by a parent to withdraw.

Withholding of Grades

Allows for the VVUHSD Board of trustees to establish policy for withholding grades, diploma, and transcripts due to fines owed. (*Ed Code 48904.3 & 48906*)

Work Experience *(BP 513.1)*

By law, students under 18 years of age must obtain work permits from school authorities before accepting employment. Students granted work permits must demonstrate and maintain satisfactory grades and will earn one credit for every thirty hours of documented work (not to exceed ten credits per semester or forty credits during a student's school career). **Students are not allowed to work during normal school hours.**

Website

GEC has a website which can be accessed at any time from a computer with internet capabilities. The site is updated regularly with current information about GEC. If you should have any suggestions or comments regarding content or information you would like to see on the GEC website, please feel welcome to call (760) 955-3440. You can access the website at: **<http://gec.vvuhd.org>**

CCR & 4622 UNIFORM COMPLAINT PROCEDURE

The Victor Valley Union High School District has primary responsibility for insuring that it complies with the state and federal laws and regulations governing educational programs. All complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational education, and Special education programs will be investigated/mediated and reviewed. The complainant will have the opportunity to provide relevant information. A written report will be given to the complainant within 60 days of receipt of the complaint. Complaints alleging discrimination must be filed within 6 months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies; such as mediation centers, public/private interest attorneys, injunctions and/or restraining orders.

The District follows Uniform Complaint Procedures. Complaints should be made to the district compliance officer by contacting the Senior Director of Student Services' Administrative Assistant at (760) 955-3200, extension 10291.

5 PROCEDIMIENTOS UNIFORMES DE CCR Y DE LA QUEJA 4622

VENCEDOR Valle Union Alto Escuela Distrito tiene responsabilidad primaria de asegurando que se conforma con el estado y las leyes y las regulaciones federales programas educativos que gobiernan. Cualquiera quejas que alegan la discriminación ilegal o falta de conformarse con el estado o leyes federales en la enseñanza para adultos, programas de ayuda categoricos consolidados, educación migratoria, cuidado de niño y programas de desarrollo, programas de la nutrición del niño, educación vocacional, y Los programas de la educación especial serán investigados/mediados y repasados. La voluntad del reclamante tiene la oportunidad de proporcionar la información relevante. Al informe escrito será dado al reclamante en el plazo de 60 días del recibo de la queja. Las quejas que alegan la discriminación se deben archivar dentro de 6 meses de la ocurrencia alegada o cuando el conocimiento primero fue obtenido. Complainants puede también perseguir remedios de la ley civil; por ejemplo centros de mediación, abogados del interés de público/privado, prescripciones y/o órdenes de detención.

El distrito sigue procedimientos Uniformes de la queja. Quejas si se hacen a la conformidad del distrito mandar en contacto con al mayor Director de la ayudante administrativa de los servicios del estudiante en (760)955-3200, extensión 10291.

GOODWILL EDUCATION CENTER ANTI- BULLY POLICY – NO BULLYING ALLOWED

Definition of Bullying:

Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the result of hurting another person verbally, physically or emotionally. This includes, sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act.

California law gives school officials grounds to suspend a pupil or recommend a pupil for expulsion for bullying, including but not limited to bullying by an electronic act. An electronic act includes but is not limited to text messages, emails, web postings, videos, videos sent from one phone to another and postings on social network websites. Bullying carries the ramification of causing pain and stress to the victim. **Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization. Bullying creates fear and fear prevents learning.**

Specific types of bullying may include, but are not limited to:

Physical: Pushing, kicking, hitting, tripping, punching or using any other type of physical violence against a victim. *Examples: Shoving a victim into a locker, pushing students during passing periods, throwing trash or other objects at a victim, or encouraging others to do the behavior.*

Verbal: Name-calling, ridiculing, using words to attack, threaten or insult. *Examples: Spreading rumors, making fun of a student’s appearance, mannerisms or intelligence, either in person or by electronic means on or off school grounds, or encouraging others to do the behavior.*

Mental/Emotional: Being deliberately unkind, shunning, excluding, or tormenting. *Examples: forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures, either in person or by electronic means, on or off the school grounds, or encouraging others to do the behavior.*

Racist/Intolerant: Taunts, slurs and/or physical threats directed around a victim’s race, religion or ethnicity. *Examples: Spreading graffiti and/or racial slurs, either in person or by electronic means on or off the school grounds, or encouraging others to do the behavior.*

Sexual: Initiating and/or executing unwanted physical contact, making sexual threatening and/or abusive comments or gestures. *Examples: Grabbing/poking a victim’s body, making derogatory comments, either in person or by electronic means, on or off the school grounds, or encouraging others to do the behavior.*

Any violation of the aforementioned may result in suspension according to the California Education Code 48900:

EC 48900 (a1) Caused, attempted to cause, or threatened to cause physical injury to another person

EC 48900 (r) Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261

EC 48900 (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

EC 48900.4 Creating an intimidating or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against school district personnel, a pupil, or groups of pupils. (Grades 4-12 only)

IMPORTANT INFORMATION

GOODWILL EDUCATION CENTER
HOURS OF OPERATION

OFFICE: 8:00 a.m. – 3:00 p.m.
(760) 955-3440

ENROLLMENT: 8:00 a.m. – 11:00 a.m.
Tuesday - Thursday

COUNSELING: 8:30 a.m. – 3:00 p.m.
Monday - Friday