

Open Valley School



Student/Parent School Handbook 2023-2024

The Importance of Student/Parent Handbook

The Administration of Open Valley School has the responsibility to see that an appropriate education program is available to each and every student. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure a proper climate in which students may pursue academic growth and success.

School personnel have been charged with the duty to carry out the rules in a firm, but fair and friendly manner to safeguard every student's right to free and equal education. All of the provisions, codes, and regulations shall be strictly enforced at all Patterson Joint Unified School-sponsored events including, but not limited to: while going to or returning home from school, sporting events, dances, club meetings, rallies, field trips, etc.

These rules are designed to hold students accountable for their actions and thus eliminate distracting forces that take away from the learning process. This allows each student to attend Open Valley School free from unnecessary interruptions, distractions, threats, intimidation, harassment, discrimination, or other disruptive behaviors.

Parents, administrators, teachers, and staff are responsible for the welfare of students and must work together to enforce good behavior, the Student Conduct Code, and the Attendance/Tardy Policy.

IT IS IMPORTANT THAT YOU READ AND DISCUSS THIS ENTIRE HANDBOOK WITH YOUR STUDENT.

With your continued support, we look forward to an excellent school year, ensuring that our students are provided with an environment that promotes the educational process – both academically and socially. If you have any questions concerning the material contained in this manual, please telephone the Administration at (209) 892-4720.

Thank you for your cooperation,

Open Valley School Administration

Open Valley School

Staff Directory

Staff Member Name	Position	Email address
Corrin Rivera	Principal	crivera@patterson.k12.ca.us
Stephen Mauchley	Assistant Principal	smauchley@patterson.k12.ca.us
Abel Lucero	Counselor	alucero@patterson.k12.ca.us
Susan Crowther	Coordinator/Teacher	scrowther@patterson.k12.ca.us
Susana Chavez	Teacher	schavez@patterson.k12.ca.us
Melissa Amarillas	Teacher	mamarillas@patterson.k12.ca.us
Sonny Aumoeualogo	Teacher	saumoeualogo@patterson.k12.ca.us
Lisa Jimenez	Attendance Clerk	ejimenez@patterson.k12.ca.us
Catherine Manning	Secretary/Registrar	cmanning@patterson.k12.ca.us
Kevin Salaiz	Teacher	ksalaiz@patterson.k12.ca.us
Melaine Simmons	Teacher	msimmons@patterson.k12.ca.us
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Angela Warena	Campus Supervisor	awarena@patterson.k12.ca.us
Dave West	Teacher	dwest@patterson.k12.ca.us

Welcome Letter

Welcome to Open Valley School, an educational opportunity for students enrolled in the Patterson Joint Unified School District. This unique educational program allows students a great deal of flexibility in choosing coursework from various settings, including courses offered in the traditional PJUSD classrooms through approved distance learning or online formats with a certified Open Valley School teacher. Open Valley School option is expected to be substantially equal in quality and quantity to classroom instruction (Education Code Section 51745).

Open Valley School provides a distinctive learning platform that engages students, parents/guardians, and staff in a collaborative effort that provides an excellent learning environment for students. Students are expected to take personal ownership of their education and contribute positively to their community while acquiring the tools to compete and achieve in a changing world successfully. Based on effective and innovative instructional practices, Open Valley School strives to provide educational choice while teaching students personal responsibility.

Open Valley School is a challenging educational option for those desiring personal involvement in their educational decisions, flexibility to accommodate personal circumstances, one-on-one instruction, and community or university courses. We hope you and your students will take full advantage of all the opportunities and choices available to you, making this a successful year.

Open Valley School Mission

To support the students of Patterson Joint Unified School District (PJUSD) by providing a quality alternative educational opportunity for each learner attending by encouraging productive individuals, responsible citizens, independent learners, decision makers and effective communicators through an academically challenging course of study in an enriching educational environment.

Program Overview

As a publicly-funded program, Open Valley School charges no tuition for attendance and is nonsectarian in its program, admission policies, employment practices, and all other operations. Open Valley School does not discriminate based on ethnicity, creed, sexual orientation, national origin, gender, or disability. The curriculum is aligned with current Content Standards for California Public Schools, the Patterson Joint Unified School District, and Open Valley School.

As part of our comprehensive education, Open Valley School curriculum and instruction combine educational technology and applied experience to allow students to exhibit mastery of subject matter. Students bridge the gap between knowledge and application through finished products that prepare students to further their formal education or succeed in the workplace. The courses Open Valley School provides meet or exceed the same standards as courses taken at

Patterson High School or any comparable program.

The Open Valley School learning community has adopted specific Expected School-wide Learning Results (ESLRs) to fulfill its mission better. Specific grade level skills and content area performance standards aligned with the content standards for California Public Schools. Demonstrating these skills and standard attainment supports the achievement of the Expected School-wide Learning Results. The ESLRs will form the basis of the school's continued accreditation by the Western Association of Schools and Colleges (WASC).

What is Independent Study

Open Valley School uses a voluntary instructional strategy by which all enrolled students may reach district curriculum objectives and fulfill graduation requirements outside of the regular classroom setting. This educational option is available to students in K-12th grade. Authorization for independent study is found in the *California Education Code (EC), Article 5.5, Sections 51745* and *California Code of Regulations (CCR), Title 5, Sections 11700-11703*.

An Independent Study is an educational option for students who could benefit from

1. Personal involvement in educational decisions
2. Flexibility to accommodate personal circumstances
3. College preparatory curriculum
4. Individualized instruction.

Open Valley School is open for application to all students who would benefit from attending. Innovative learning opportunities, academic acceleration, and partnerships with post-secondary institutions enable Open Valley School students to display initiative and take responsibility for their education. However, Open Valley School's educational strategies are not necessarily appropriate for all students.

Typically successful students demonstrate this skill set:

1. Motivated to achieve performance-based learning standards successfully;
2. Able to work individually with some guidance and collaboratively;
3. Willing to take personal responsibility for their education.

Students Who May Benefit From Independent Study

Independent Study is designed to address the needs of a diverse population of students. Students who might benefit from this high school approach may be involved in exceptional activities that frequently take them out of school, such as acting, athletics, music, etc. It might also be a viable option for students seeking an alternative educational approach and wanting to take advantage of dual high school/college credits as authorized by current Education Code 48800.

Student Expectations

Open Valley School students must meet the following standards to maintain satisfactory academic and behavioral standing:

1. Maintain 60% in all courses to receive a passing grade. Open Valley School gives no credit or passing grade for anything below 60% on all class assignments, homework, authentic assessments, and final grades.
2. Participate in the CAASPP or other assessment programs as designated by Open Valley School or PJUSD and state and federal requirements. Complete 5th, 7th, and 9th-grade Physical Fitness Testing established by the California Department of Education.
3. Adhere to all academic, attendance, and behavior policies of Open Valley School and the PJUSD.

Parent/Guardian Expectations

Research shows that one of the most influential factors in student success is the involvement of parents/guardians in the student's educational program. Parents/guardians of Open Valley School students are expected to:

1. Monitor the daily and weekly completion of the student's work
2. Be actively involved in their student's educational program
3. Provide transportation to and from all school activities
4. Support the discipline codes and behavior guidelines of Open Valley School and PJUSD
5. Complete all applicable school paperwork and meet stated deadlines
6. Provide or facilitate instructional assistance for students
7. Participate regularly and actively in parent meetings
8. Proactively ask questions or seek assistance from Open Valley School staff
9. Stay informed by accessing ParentSquare and communicating with the student's teacher.

Legal Mandates Regarding Independent Study

Participation in Open Valley School must be voluntary: It is a choice made by students, parent/guardian, caregiver, and teachers. No pupil shall be required to participate in independent study (EC Section 51747(c)(7)). All students must have the option of a classroom setting for a full program when independent study is made available. This option must be continuously available should the student decide to transfer from independent study.

No individual with exceptional needs, as defined in EC Section 56026, may participate in independent study unless his or her individualized educational program (IEP) specifically provides for that participation (EC Section 51745(c)).

No temporarily disabled pupil may receive individual instruction pursuant to EC Section 48206.3 through independent study (EC Section 51745(d)). However, suppose the temporarily disabled pupil's parents and the district(s) agree. In that case, the pupil may receive instruction through independent study instead of the "home and hospital" instruction provided pursuant to EC Section 48206.3.

Independent study is not a curriculum, so all courses and materials align with state content standards. (EC Section 51745 (a)(3)). Supplemental materials may be used to respond to individual student interests and learning styles. Sectarian materials are not used pursuant to the California Constitution, Article IX, Section 8.

Master Agreements (MA)

The Master Agreement (MA) provides a summary of the agreement between the Patterson Joint Unified School District and the student, along with their parent(s) or guardian(s), regarding participation in independent study.

An Open Valley School Master Agreement must be written for each participating student. Each agreement shall be signed and in effect before reporting attendance (ADA) starts. Master Agreements may include subsidiary agreements, such as course contracts, assignments, and work records. For a sample and detailed explanation of the Master Agreement, see Appendix A.

Equal Educational Opportunity

Open Valley School students have equal rights, responsibilities, and privileges as the students in classroom programs. Students who enroll in courses at Open Valley School must adhere to all academic, attendance, and behavioral policies of Open Valley School. Please carefully review the Open Valley School Handbook to become familiar with all policies and procedures.

By law, the independent study option is substantially equivalent in quality and quantity to classroom instruction and shall not be provided as a curriculum. (EC Section 51745(a)(3)) No course included among the courses required for high school graduation shall be offered

exclusively through independent study. (EC Section 51745 (5)(e))

In addition, the ratio of Average Daily Attendance for independent study pupils to school district full-time equivalent certificated employees responsible for independent study may be at most the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the school district. (EC Section 51745.6(a))

Orientation

All new Open Valley School students/parents are encouraged to view the video on the Open Valley School. Click on the Open Valley School New Student Orientation.

Enrollment Procedures for New Students

1. Communicate interest in the program to their school Administrator, Open Valley School Administrator. Complete the online request form located on the district website.
2. Meet with the Open Valley School Administration to receive an orientation and discuss program requirements and courses and to receive a Master Agreement.
3. Read the Open Valley School Handbook

Re-enrollment Procedures for Returning Students.

Complete the online registration and return a Master Agreement and all required paperwork by the stated deadlines. Adherence to these stated deadlines may result in the student losing Open Valley School placement. Space is limited.

Withdrawing from Open Valley

Exiting students, leaving voluntarily or leaving as the result of dismissal, must:

1. Notify the Open Valley School Administrator or Coordinator in writing that he/she intends to leave the program.
2. Return Chromebook to the Open Valley School office or the It department located at the district office. Any damaged or outstanding materials will be billed accordingly.
3. If transferring to a school within the PJUSD district, the student must be transferred within five school days.

Students who exit Open Valley School before the expiration of their Master Agreement may not re-enroll for the remainder of the current semester. California Law permits the school to hold parents liable for damages up to \$10,000 on equipment, materials, and/or school property. (EC Section 60411, 48904(a)) Student records will be released once all materials and/or damages have been cleared.

Open Valley Attendance Policy

Your child's attendance is based on the number of hours of work completed each week. The hour requirements are as follows:

- **Kindergarten** - must complete 15 hours of work each week as assigned by the teacher
- **Grades 1-3** - must complete 19 hours of work per week as assigned by the teacher
- **Grades 4 and 5** - must complete 20 hours of work each week as assigned by the teacher
- **Grades 6-12** - must complete 20 hours of work each week as is determined by the Edgenuity program.

Attendance Credit High School only

Attendance is based on work completed as determined by the student's supervising teacher and is separate from academic credits. The only item that counts for independent study attendance credit is evaluated work or work products completed and submitted by the due dates established in the Master Agreement. In Independent Study, the student's performance, measured by the terms in the Master Agreement, is converted by the Supervising Teacher into school days. The computed school days are reported as if the student were physically in attendance. The student submits or demonstrates evidence of work accomplished in achieving set objectives, the teacher credits the student with attendance.

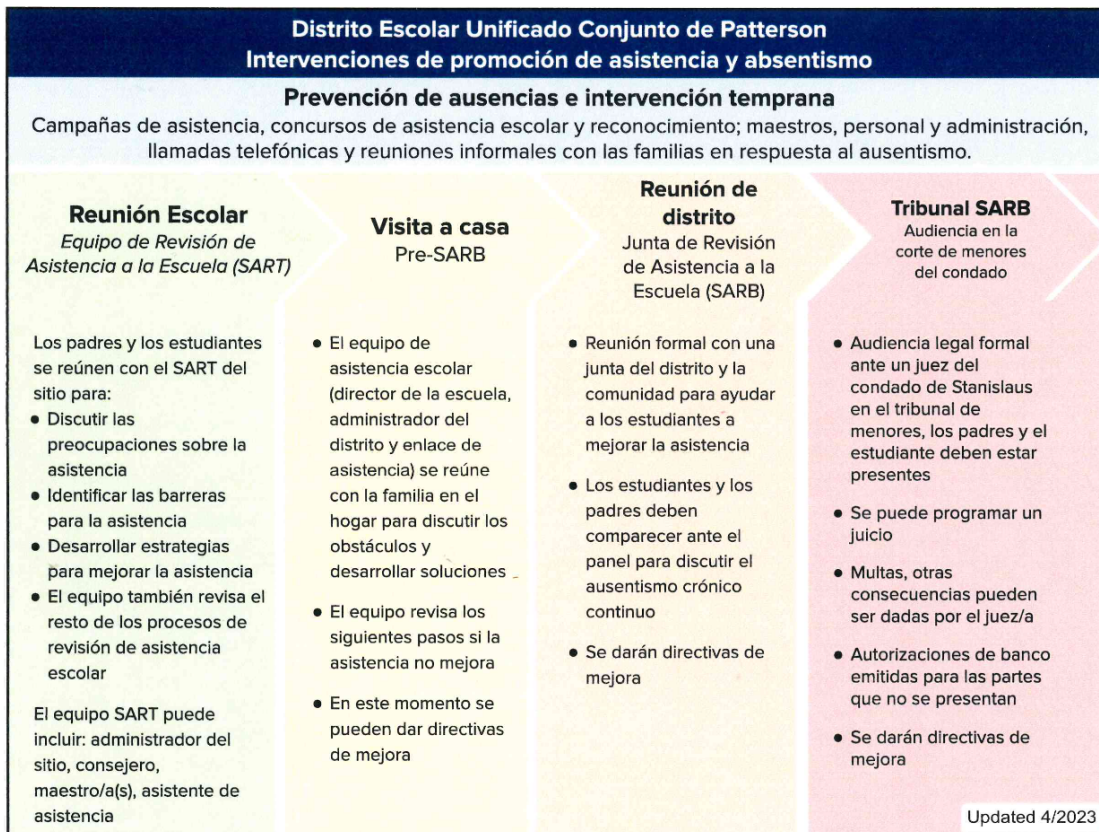
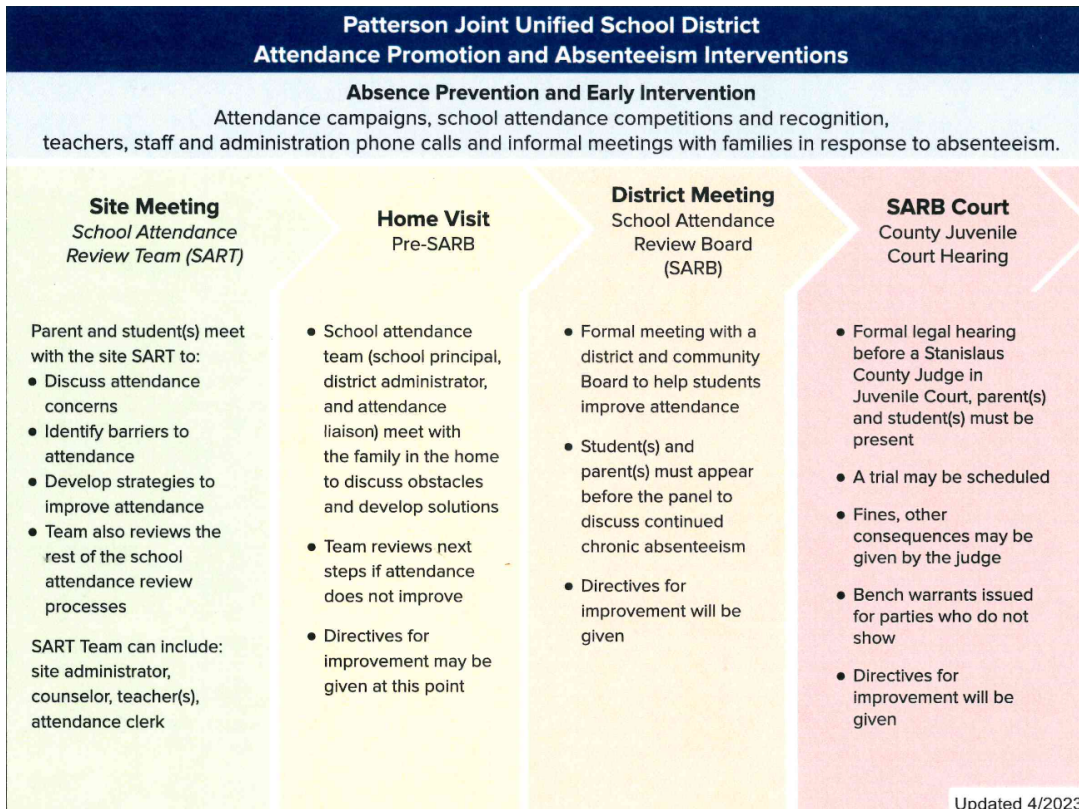
As required by law, no credit for attendance may be reported for ADA purposes until the Supervising Teacher submits and assesses the work. A student's presence at a scheduled independent study appointment does not count for "seat-time attendance" as the student's presence does in a classroom. When a student is learning or otherwise actively engaged in anything related to his or her attainment of the objectives of the signed Master Agreement-such as taking a test, discussing or correcting an assignment, viewing pertinent videotapes, listening to audiotapes, or working on a computer-the work may be counted for attendance purposes based on the accomplishment, not of the student's physical presence. (EC Section 51747(a), (c)(6))

Secondary Site-Based Intervention History Chart

Actions Taken	Period Equivalent Unexcused Absences/ %s	Period Equivalent Excessive Excused/ %s	Period Equivalent Combined Absences/ %s	Period Equivalent Excessive Doctor's Excused	Tardies
Receive Letter #1	18	30	NA	NA	5
School will call to Notify of Letter & possible home visit	24	32	42	48	7
Administrator will meet w/student	<10%	<10%	<10%	50	9
Receive Letter #2	36	56	NA	NA	10
Attend SART Meeting at School Site	11-20%	11-20%	11-20%	90	15
Receive Letter #3	54	NA	NA	NA	NA
Administrator or Attendance Liaison will call possible SARB	11-20%	11-20%	11-20%	96	20
Pre SARB Home Visit by Site Administrator and/or Attendance Liaison	18-20%	18-20%	18-20%	108	25
Attend SARB Meeting at District Office	<20%	<20%	<20%	120	30
Pre-Court Warning Letter Noting Child is Chronically Absent	<30%	<30%	<30%	126	35
Pre-Court Home Visit by Attendance Liaison	30-35%	30-35%	30-35%	132	40
Court Referral	<35%	<35%	<35%	138	45

Elementary Site-Based Intervention History Chart

Actions Taken	Unexcused Absences/ %s	Excessive Excused/ %s	Combined Absences/ %s	Excessive Doctor's Excused	Tardies
Receive Letter #1	3	5	NA	NA	5
School will call to Notify of Letter & possible home visit	4	6	7	8	7
Administrator will call parent	<10%	<10%	<10%	10	9
Receive Letter #2	6	8	NA	NA	10
Attend SART Meeting at School Site	11-20%	11-20%	11-20%	15	15
Receive Letter #3	9	NA	NA	NA	NA
Administrator or Attendance Liaison will call regarding possible SARB	11-20%	11-20%	11-20%	16	20
Pre SARB Home Visit by Site Administrator and/or Attendance Liaison	18-20%	18-20%	18-20%	18	25
Attend SARB Meeting at District Office	<20%	<20%	<20%	20	30
Pre-Court Warning Letter Noting Child is Chronically Absent	<30%	<30%	<30%	21	35
Pre-Court Home Visit by Attendance Liaison	30-35%	30-35%	30-35%	22	40
Court Referral	<35%	<35%	<35%	23	45



Academic Credit

Students typically attempt a minimum of 30 units and may attempt up to 30 credits per semester on their Master Agreement. Students in Open Valley School may earn partial academic and/or summer school credit when specified in the Master Agreement and approved by the Open Valley School Administrator, as evidenced by his/her signature on the Master Agreement. After completing all coursework and time remaining within the semester, students must continue with at least two elective courses to remain eligible for our program.

Transcripts High School Only

Open Valley School maintains transcripts for all Grades 9-12 students. The transcripts shall not contain any special marking indicating the student participates in an independent study. Also, transcripts shall not contain the names of specific curriculum providers unless they represent an accredited, transcript-granting institution. The district is responsible for ensuring all courses meet state and district standards for high school students. Any courses already approved for A-G credit or Intersegmental General Education Transfer Curriculum credit by the University of California or California State University systems will automatically receive Open Valley School credit.

Meetings

Meetings held at Open Valley School via WebEx, with the Supervising Teacher, provide the foundation for learning through Open Valley School. If students routinely miss meetings with their teacher could have disciplinary consequences. When any participating student misses two appointments with his/her Supervising Teacher without valid reasons, the legal guardian will be contacted.

Students will meet with their Supervising Teacher according to the meeting schedule review progress, take assessments. During a regularly scheduled appointment with the student and/or parent, the Supervising Teacher will:

1. Act to maintain a positive working relationship with the student and parent
2. Review the student's work on the assignments given at the prior appointment to make two separate but related assessments:
 - A. Quantity of the assignments completed
 - B. Quality of the work
3. Discuss assignments for the next period of work
4. Administer any required testing
5. Review requirements and expectations for the next increment of student work.

Work Records

The Supervising Teacher will monitor all work completed throughout the week, checking for quality and quantity, and a digital portfolio will be maintained. Portfolios with legitimate educational purposes are available for review by approved PJUSD school personnel, auditors, parents, students, and Open Valley School staff. The Open Valley School must maintain work sample portfolios for three academic years. Samples should reflect general student achievement but not burden the student by restricting the ability to review content learned.

The program used for assignments, the number of days of completed work, and the average grade for that month will be recorded digitally on the work sample sheets. These work sample sheets will be kept current, and student apportionment and course averages will be recorded. One monthly sheet will reflect student attendance and apportionment for auditing and school personnel purposes.

Student Compliance

Satisfactory attendance of weekly meetings, behavior, and academic standing is required for continued enrollment in Open Valley School. Attendance, behavioral and academic requirements, expectations, and policies are outlined in this handbook, which each student receives each year upon enrollment. Students and parent/guardians are responsible for reviewing and understanding the information presented herein.

Classroom policies, virtual or on campus, are distributed by each Supervising Teacher to parents/ students at the beginning of each school year. The administration has reviewed Such policies and aligned with the school policies and procedures outlined in this Operations Manual and the procedures and regulations of Patterson Joint Unified School District.

Missing Assignments or Meetings

Open Valley School students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant. However, the Open Valley School Coordinator and Supervising Teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies will be used if a student misses meetings or assignments without explanation:

1. A written notification or a phone call will be made to the parent/guardian for the missed meeting and/or assignments.
2. If the student continues to miss meetings and/or assignments after Step 1, a meeting will be held between the parent/guardian and the student, with the Supervising Teacher and Open Valley School Coordinator to discuss the problem and develop a plan to address missed meetings and assignments.

3. If the student continues to miss meetings and/or assignments after Step 2, a meeting will be held between the parent/guardian and the Open Valley School administration to discuss the problem and develop a plan to address missed meetings and assignments.
4. If the student continues to miss meetings and/or assignments after Step 3, a meeting will be held between the parent/guardian and the student and the Open Valley School Principal to discuss possible removal from Open Valley.

When any participating student fails to complete three school days in a week (60% of hours or more required) or misses three appointments with his/her Supervising Teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in Open Valley School. The Open Valley School Coordinator, in collaboration with the Supervising Teacher and an Open Valley School Administrator, shall conduct the evaluation, which may result in the termination of the Master Agreement and the student's assignment to a regular classroom or instructional program.

Appeals Process for Non-placement or Dismissal

When the Open Valley School Administrator determines a student does not qualify to participate in Open Valley School or terminates a student's participation in Open Valley School, then an appeals process will be available. The parent(s)/guardian or the student, if 18 or over, may:

1. Request a meeting with the Open Valley School Coordinator and the Open Valley School Principal to discuss the reasons why the student should be allowed to participate and to submit additional records, if available. The Open Valley School Administrator shall provide a written explanation of any decisions to the parent(s)/guardian and the student within two weeks after the meeting.
2. If still unsatisfied, request a meeting with the PJUSD Superintendent to discuss why the student should be allowed to participate. The PJUSD Superintendent shall provide a written explanation of any decisions to the parent(s)/guardian and the student within two weeks after the meeting.
3. If still unsatisfied, appeal the Superintendent's decision in a written request to the Patterson Joint Unified School District Board of Trustees.
4. The decision of the Board of Trustees, submitted to the parent(s)/guardian and the student in writing within 30 days, is final.

High School Graduation

Should you have any questions about graduation requirements, please call the school counseling office. Please refer to your counselor for all specific graduation requirements. All classes at Open Valley School are available to all students without discrimination of race, color, national origin, sex, handicap, or creed. The only requirement is of academics and prerequisites.

8th Grade Promotion

In order to participate in the ceremony for 8th grade promotion, students must have a GPA of 1.5 at the end of April. In order to participate, students must enroll in OVIS by the end of the 5th grading period. Fees: Be in good standing regarding any financial obligations, including library books, school-issued electronic devices, and fines.

College Courses

All Open Valley School students, with parental and administration approval, may apply to take courses at postgraduate institutions, including California Community Colleges (Education Code 48800).

Credit Calculations - High School Only

Attendance credit, as reported by the school district or county office in average daily attendance (ADA) units or hours, generates an apportionment of revenue for the district. Academic credit is based on academic achievement, assessed in terms of competency or knowledge and skills achieved and demonstrated according to criteria determined in advance. Although both are called credit, attendance credit leads to revenue for the district. A student's academic credit leads to a record of progress or promotion toward high school graduation requirements.

Suspended or Expelled Students

Suspended or expelled students may only participate in Open Valley School if full-time regular program participation has been offered. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to EC Section 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the of classroom instruction (EC Section 5144.1)

Counseling Services

As students enrolled at Open Valley School, all Open Valley School students may receive college and career planning services equitable to what is received by all PJUSD students through the Counseling Department.

The Open Valley School Administration team will provide counselors with a current list of students participating in Open Valley School. It will communicate a plan for Open Valley School students to receive current information regarding workshops, scholarships, and other information accessible to Open Valley School students participating in classes

on campus. Parents and students can access counseling announcements at the Open Valley School website. Announcements will be posted on ParentSquare.

Cheating and Plagiarism

Cheating on any type of assignment will not be tolerated. Cheating is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own or providing one's own work to be presented as another's. Cheating also includes using unauthorized material on tests, quizzes, or other assignments. Consequences will be enforced for all involved in a cheating situation. Students will receive an automatic "F" for the assignment without the possibility of make-up. Other consequences may apply. Using websites such as Brainly will be considered as cheating

Drivers License

Students who are under the age of 18 may earn five (5) credits towards electives if they received their California Driver's License. To receive credit, students must show proof of their driver's education course and complete the Department of Motor Vehicles requirements.

Community Service

As part of the graduation requirement, all students must complete 12 hours of community service during the Senior Project (no credits will be awarded for Senior Project community service hours). The Senior Project Advisor may obtain a list of suggested community service agencies/projects. You may complete community service hours for credit by completing the appropriate log and reflective assignment. The log and the reflective assignment must be turned in to the principal or designee for approval. One (1) credit towards electives will be awarded for every twelve (12) hours of community service documented. Credits can not exceed 5 credits per semester.

Work Permits and Work Experience

Minors 14 to 17 years of age must have a "Request for Work Permit and Statement of Intent to Employ Minor" (B1-4) on file with the school district of attendance when working on school days. This form may be obtained in the Attendance or Counseling Office. IN ORDER TO BE ISSUED AND MAINTAIN A WORK PERMIT, Have no more than three unexcused absences and/or tardies. (Students need to understand that they must attend school every day on time)

1. Students must maintain a minimum 2.0 GPA at all times with no "F's".
2. Students must be knowledgeable of and obey all rules and regulations of the school

district.

3. Students may have NO more than one referral.

4. Students must exhibit good behavior at school and at all school activities.

*****Violation of any of the above will result in the work permit not being issued and/or revoked**

Students can earn a maximum of five (5) credits per semester towards elective or CTE credits if they have a job outside of school. Proof must be verified by providing a copy of the student's paycheck to the counselor. Students can earn one (1) credit for every 12 hours worked.

Tobacco Free Schools

The Patterson Unified School District Board of Education Policy regarding smoking and tobacco reads, in part, as follows: ". . . the Governing Board, therefore, prohibits the use of tobacco products at all times on District property and in District vehicles. This prohibition applies to all employees, students (including 18-year-olds), visitors, and any other persons at any school, school-sponsored event, or athletic event.

Cell Phones

Beginning January 1, 2003, students in California schools are allowed to carry cell phones. Listed below are the conditions for use at Open Valley School.

- Cell phones may only be used during a student's lunch period. Any emergency calls from or to a student should come through the school office.
- Cell phones must be turned **OFF & Put Away** in all classroom settings, including the Library, Auditorium, etc.
- Cell Phones are not permitted in the counseling or main office. A student who uses their phone for any reason without permission will be subject to additional discipline.
- **Students are responsible for their cell phone if it is lost, broken, or missing. The school is not responsible.**
- Cell phones being used in class without the teacher's permission will be turned into the office.

Cell Phones and Electronic Equipment/Devices/Earbuds

Cell phones and electronic equipment/devices **are not** to be used in class without teacher's permission. Not only do they disturb classes, but they may be lost, broken, or stolen. If these items are being used in CLASS, they will be confiscated. **The school will not be responsible for lost or stolen items and will not investigate lost electronic devices.**

The following will be the consequences for confiscated items:

- 1st Offense: Turn in to the office and return to the student at the end

of the day.

- 2nd Offense: Turn in to the office, and the parent/guardian must pick up the electronic device at the front office.
- 3rd Offense: Student may be required to turn in their cell phones to the office daily and a meeting with administration with parent/guardian.

****Items that are not picked up on time may be kept until the end of the school year. Electronic devices left in the office after the last day of school will be considered ABANDONED and donated to charity.**

Computer Use by Students

A Student Contract for On-Line Information Systems (Acceptable Use Policy) form must be signed by the student and parent before the student can have access to the Patterson Unified School District network.

Students who use the computers to access music, videos, pornography, or any other material deemed inappropriate by a school official will be subject to the following progressive disciplinary steps:

- | | |
|--------------|--|
| 1st Offense: | Consequences other than suspension. |
| 2nd Offense: | 1-day suspension and loss of network and computer use. |
| 3rd Offense: | 3-day suspension and possible recommendation for expulsion or alternative education program. |

1:WEB

Each student will receive their own Chromebook for educational purposes. PJUSD, the Central Valley's vibrant educational community offering world-class academics with a small-town feel, ensures that all students will graduate as resilient, confident innovators and contributing citizens with the knowledge and 21st-century skills and experiences to create their own futures and pursue personal and professional fulfillment.

The focus of the 1:WEB program at Open Valley School is to provide equipment and resources that meet the needs of today's students.

The Chromebook 1:WEB Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem-solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

Please note that teachers may set additional requirements for use in their classroom
****Additional details regarding the 1:WEB Program will be included in the 1:WEB handbooks distributed to each student.***

Visitors/Parents on Campus

- STUDENTS ARE NOT ALLOWED TO HAVE GUESTS ON CAMPUS.
- ALL PERSONS WHO COME TO CAMPUS FOR ANY REASON MUST REPORT TO THE MAIN OFFICE AND OBTAIN A VISITOR'S PASS. MUST PRESENT VALID ID (NO EXCEPTIONS).

Lockdown

If an emergency occurs at Open Valley School, a lockdown may be initiated. If you hear the bell signaling a lockdown or an announcement on the intercom, and you are not in a classroom, please report as quickly as possible to the nearest school building and check in with the teacher or staff member.

Parents – if a lockdown occurs, please do not come to the school. The emergency services staff needs to do their job efficiently and effectively – without interruption. The school district will send out information over the **Aeries** phone system as to the circumstances of the lockdown and where to report to pick up your student.

We know lockdowns can be stressful and frightening, but we ask for your cooperation in making the situation as safe, secure, and organized as possible.

Medication Regulations

ALL medications, prescription and over-the-counter, require the parent/guardian to complete a special form in the office. Your doctor and your parent must sign it. Medication must be sent to school in the original prescription container. Medications cannot be brought to school and kept in lockers, purses, or pockets. This includes aspirin, Midol, etc. Teachers or other school personnel cannot administer or make available **any** medication. This includes aspirin. If you have any questions, please contact our school Nurse.

Student Assistance Program

Open Valley School offers a Student Assistance Program with the Stanislaus County Center for Human Services. Intervention and counseling may occur individually or in group counseling sessions in substance abuse, smoking cessation, and crisis situations.

See your School Counselor or Student Support Coordinator for more information.

Student Insurance

The District does not carry injury insurance on students. The student may purchase an insurance policy that insures the student while at school and while she/he participates in school activities. Suppose a student is injured at school, P.E., or any other class or school activity. In that case, she/he must report the injury to the instructor immediately and check with the office before going to the doctor. A completed insurance injury form must be on file in the office. A copy of this completed form must be obtained from the office before the doctor will treat the student in all cases (except emergencies) involving an injury sustained at school or in a school activity. Claims will not be recognized if students do not follow the procedure outlined above.

Lost and Found

A lost item can be reported to the Administration Office. The school is not responsible for lost items. VALUABLES OR LARGE AMOUNTS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL

Student Conduct Code and Discipline Policies Overview

You can read the conduct code in its entirety here: [Conduct Code](#)

It is one of the school's duties to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for jobs and higher education.

Guidelines for Suspensions and Expulsion

Suspension: Under the California [Education Code 48900](#) and [Education Code 48915](#), a pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur 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-sponsored activity

[Ed Code: Suspension](#)

[Ed Code: Expulsions](#)

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, Board of Trustee policies and administrative regulations. These school dress codes shall be regularly reviewed.

While Patterson Unified School District values its student's individuality and freedom of expression, be aware that if a particular article of clothing (or lack thereof) causes a disruption of the learning process, a student will be asked to dress differently.

[Dress Code BP 5132](#)

[Dress Code BP 5132 AR](#)

Open Valley School Accountability Report Card (SARC)

All California public and nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics. Below are the links for the Open Valley SARC.

[SARC - English](#)

DISTRICT HANDBOOK

[PJUSD Parent Handbook](#)

Student Mental Wellness, and Accessing Services

Patterson Joint Unified School District is committed to promoting student wellness to help all students achieve academic, social, and behavioral success. PJUSD supports student mental health through a variety of services ranging from wellness campaigns to our most intensive support provided through our special education programs. We also rely on partners and service providers in our community for additional treatment options available to students and families.

All students and their parents or caregivers can request mental health support, including assistance with social or emotional needs, at their school site. **The first step is to talk to your teacher, school counselor, student assistant specialist, or principal or other site administrator about the mental health needs of your child.** These team members will work together with you and your student to find the best available school-based support, depending on your child's needs. These team members will also provide further

instructions to get the right support in place for your child.

If more support is needed than what is available at school, you can call the Stanislaus County mental health services access and information line at (888) 376-6246. This information and referral line is provided by Stanislaus County Behavioral Health and Recovery Services. When you call this line, a staff person will do an assessment and assist with any immediate needs. You will then be referred to or linked to other services as appropriate. **If in a mental health crisis, call the 24-hour hotline at (209) 558-4600.**

In accordance with Ed Code 49428, PJUSD is sharing this information with students and families, to notify them how to initiate mental health services in school settings and the local area. The contacts provided here are the recommended starting points to accessing mental health services. The process to initiate and access clinical mental health treatment may vary depending on health insurance providers and the availability of services. Sometimes working with multiple agencies and health insurance can be frustrating when you're trying to help a child get needed mental health support. We encourage you to not give up, continue to advocate for your child and be patient with mental health providers as they work to address your needs as quickly and effectively as they're able.

Find more information, including additional resource contacts on our website at <http://studentservices.patterson.k12.ca.us>.

A resource guide of local community-based support groups and similar services is also available online at www.friendsaregoodmedicine.com

In Crisis?

If you or someone you know is struggling emotionally or having trouble coping, there is help. If you are in distress or just want to talk about your problems, call the National Suicide Prevention Lifeline.

National Suicide Hotline 988 or text HOME to 741741 for free, confidential support.

If in a mental crisis, Call the 24-hour hotline (209) 558-4600

Hotline for Stanislaus County Mental Health 1-888-376-62446

National Domestic Violence Hotline: 1-800-799-7233