

Student / Parent Handbook



Panama-Buena Vista Union School District
Tevis Junior High School

2025 - 2026

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Panama-Buena Vista Union School District

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(661) 831-8331
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TEVIS JUNIOR HIGH SCHOOL

*We're all in this together: Caring, Connecting, and Committing to growth
inspiring hope and success for all.*



3901 Pin Oak Park Boulevard ~ Bakersfield, California 93311
(661) 664-7211 ~ FAX (661) 664-9659

Julie Graves
Principal

Katie Russell
Superintendent

Office Hours: 7:45 A.M. - 4:00 P.M.
Phone: (661) 664-7211

Mascot: Ranger
Colors: Burgundy & Gray

Tevis Jr. High, a 2024 California Distinguished School, and Home of the Rangers!

Welcome to the 2025 – 2026 school year.

We begin our thirty-seventh year of continuing the tradition of excellence and building a strong sense of school spirit and loyalty within our Tevis Jr. High learning community.

Named after a well-known family of settlers who helped to establish the Stockdale area, Since opening in 1988, Tevis has been honored as a *California Distinguished School* in 1996, 2003, 2007, and 2024. This honor has been a continuing tribute to the dedication of our outstanding staff, students and parents.

In the school's first year of existence, Tevis students established a reputation for excellence in academics, athletics, music, public speaking, and journalism as well as for serving their community.

Evidence of the students' accomplishments adorns the walls and display cases throughout the campus. In order to maintain this tradition of excellence, all Tevis Rangers are expected to adhere to high standards of academic effort and conduct.

This time of learning at Tevis is extremely important for our Rangers' preparation for high school and beyond. They will benefit significantly from these years, if they come to school each day prepared to always do what is best for all of our Rangers, actively participate in our school activities, remain focused on improving our school climate, and maintaining our culture of learning.

The Tevis Family Team is committed to supporting all of our Rangers. I sincerely wish you the very best and hope that your experiences here will be both enjoyable and rewarding.

Sincerely,

Julie Graves
Principal

FAMILY & COMMUNITY INVOLVEMENT

The families of Tevis Junior High School students support their Rangers, the school, and community by helping their Rangers at home with their school work, providing a caring environment, attending conferences when scheduled, supporting Tevis' programs, as well as encouraging our Rangers' participation in athletic and academic events. Opportunities for Family Involvement at Tevis Junior High School include the Parent Club, School Site Council, and Parent Advisory Council. Families may contact the school for more information.

The Panama-Buena Vista School District's Classroom Visitation Procedures can be found at the back of this 2025-2026 Tevis Student/Parent Handbook. Parents and legal guardians are encouraged to visit their Ranger's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher, and generally, at least 48 hours in advance. Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parent/guardian visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed. While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruptions which a visitor's presence typically causes.

VISITORS

All visitors, including parents, are required to report to the office and check in before visiting the school at any time. Please do not walk through the student gate. Report directly to the office staff for instructions about screening. After signing in with a government-issued ID, every visitor is instantly screened with the Raptor Visitor Management System, which utilizes background databases from all 50 states. Once successfully screened, visitors will be issued a customized name tag to be worn while on campus. Visitors' customized name tags must be prominently displayed at all times while on campus. If you are on campus without a visitors' customized name tag, then you will be asked to return to the office staff. To protect our students, unauthorized or disruptive visitors will be immediately referred to the Bakersfield Police Department for removal & due process.

ATTENDANCE PROCEDURES

IMPORTANT: School hours (bell to bell) are from 8:15AM to 3:40PM. (Wednesday 8:15A.M. to 2:10P.M.) Supervision is not available until 7:30AM, therefore students should not be on campus before this time. After-school supervision ends at 3:45PM. (2:15PM on Wednesday) therefore, all students should be off campus by this time. Zero Period P.E. students should arrive no later than 7:30AM. Other supervised school activities times will be set by staff.

ABSENCE FROM SCHOOL

Regular attendance is one of the most important factors affecting a student's academic and social success in school. Frequent absences are harmful to the academic progress of any student. However, if it is necessary to be absent for a legitimate reason, such as illness, including for the benefit of mental health, the following procedures should be followed:

1. Parents/Guardians should call the school on the day of the absence** or write a note stating the reason for the absence on the day that their child returns to school.
**** (Before & after school hours' voicemail messaging is available.)****
2. On the day the student returns to school he or she must bring the note to the attendance office and clear their absences before 8:23AM.

****If the parent has not called the office to clear the absence**, then the school will make every effort to contact the parent the day of the absence. Absences cannot be cleared after 72 hours. **** (Before/after hours' voicemail available.)******

ARRIVE AT SCHOOL BY 8:15AM DAILY - GATE OPENS AT 8AM FOR BREAKFAST

CLASSES BEGIN AT 8:28AM SHARP EACH MORNING! (Zero Period P.E. arrival at 7:30AM):



It is extremely important that **students arrive at school by 8:15AM each day**. In most instances our students are given assignments immediately upon entering the classroom and **late students** not only miss a portion of instruction, but also cause their teachers to stop teaching in order to make adjustments to the lunch count and attendance records. Additionally, conditioning oneself to **be "on time"** is a valuable life skill. We ask for your cooperation in seeing that your child arrives here at school by 8:15AM & then is **in their classroom seat, ready to learn beginning at 8:28AM**.

The law requires the following:

1. If there is a legitimate reason for being late to school (see Student Attendance/Truancy Policy for valid excuses), then parents must either call the school before the student arrives or send a note explaining the reason for being late to school with the student. If the student does not come to school with a note or a parent has not called, then the student will be considered late to school without an excuse. Furthermore, a note may prevent a tardy, but if it is not a valid excuse, then the student will still be considered late to school, just not tardy to class. **According to the California Education Code, tardiness may only be excused for illness or verified professional service. "Overslept", "walking too slowly", "running late", "flat tire", "car problems", or "delayed at home" are all reasons to be late, but they are not legally acceptable excuses for being late.**
2. All students must report to the office if they arrive to school **after 8:27AM**. At that time, the attendance clerk will evaluate and document the reason for arriving late to school.
3. Please be aware that it is the law that all students must attend school everyday and should arrive at school on-time everyday. Excessive absenteeism (excused or unexcused), and/or tardiness to classes can result in both the student and the student's parent/guardian being summoned to a hearing before **SARB**, which is the **School Attendance Review Board**.

SIGNING OUT STUDENTS

Students who need to leave school during the school day must be signed out by a parent or other person listed on their emergency card. **Photo ID is required.** There are **NO** exceptions. This same procedure will be followed when students are picked up for lunches that will take place off-campus.

STUDENT ATTENDANCE

Student attendance at school on a regular basis is imperative. The Education Code states that parents/guardians of children between the ages of six and eighteen are obligated to send their children to school unless otherwise provided by law. District employees as representatives of the Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absences or truancy.

Excused Absences

Absences from school shall be allowed only for health reasons, family emergencies, and justifiable personal reasons as permitted by law, or religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative procedures. Some examples of excused absences include:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments.
4. Attendance at funeral services for a member of the immediate family (mother, father, grandmother, grandfather, spouse, son, brother, sister, son-in-law, daughter-in-law, or any other relative living in the household), so long as the absence is not more than one (1) day if the service is conducted in California, and not more than three (3) days if the service is conducted outside of California.
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons include, but are not limited to:
 - a. Appearance in court.
 - b. Attendance at a funeral service.
 - c. Observation of a holiday or ceremony of his/her religion.
 - d. Attendance at religious retreats not to exceed four hours per semester.
 - e. Participation in religious instruction or exercises.

In such instances, students shall attend at least the minimum school day and shall be excused for this purpose no more than four days per month.
 - f. When parents contemplate an absence for their children for personal reasons, their parents/guardians should write to the principal to ask that the expected absence be excused. The principal or designee shall approve or disapprove the request pursuant to uniform district standards. The principal or designee may deny the parent/guardian request if he/she believes that the absence would be educationally harmful to the student or set a poor example in manners of school attendance for the student or other students. If the request is denied, reasons will be given.
6. Exclusion, for up to five school days, for failure to present evidence of immunization.

Unexcused Absences

Unexcused absences for more than 10 consecutive days can result in the student being dropped from the class and the risk of the student not returning to the same class or school. Some examples of unexcused absences include:

- Oversleeping.
- Cutting class/ditching school.
- Family trips for pleasure/recreation/business purposes.
- Vacations.
- Parent/guardian fails to provide proper verification regarding a student's absence.

TRUANCY

If a student has 3(three) unexcused absences, she/he is truant. Anytime a student is tardy for more than 30(thirty) minutes, 3(three) times, without a valid excuse, then she/he is truant. It is also important that parents/guardians and school officials remember that the California state legislature has established laws regarding school attendance and truancy, aiming to ensure that children receive a full-time education and avoid long-term negative effects of absenteeism.

Truancy Continued: According to the California Education Code, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse 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 to the attendance supervisor or to the superintendent of the district.

Written Notifications/Corrective Steps

Upon a pupil's initial classification as a truant, the District shall notify the pupil's parent or guardian by first class mail or other reasonable means. The content of the written communication shall explain that the parent/guardian is obligated to compel the attendance of the pupil at school. It shall also explain that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. The written notification shall include a statement that explains the parent/guardian's right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. The notification should also state that the pupil may be subject to prosecution. If student truancy continues after repeated written notification to the parent/guardian, other measures may be initiated by the district. These may include home visits by the district attendance administrator and/or one of the district's Bakersfield Police Department Resource Officers. Habitually truant students may be referred to a **School Attendance Review Board (SARB)**, a truancy mediation program operated by the county district attorney or probation officer, and/or juvenile court in accordance with law. Truancy is a very strong term, and there are negative connotations attached to it. However, it is necessary that we all realize its ramifications for a student's educational experience and do our best to see that students attend school on a regular basis. If you have any questions regarding this program, **please contact your school site principal**. Should you require assistance with a truancy problem, **first speak with your school site principal**.

CELL PHONES OR OTHER ELECTRONIC DEVICES

Students shall not display, use, activate, or permit cell phones or electronic signaling devices to be activated from the moment they enter the school grounds until they exit the school grounds following the final dismissal bell including times of before/after school activities.

Any student must have an "Authorization for Student Cell Phone" form on file in the office to have a cell phone in their possession while on Tevis' campus (Tevis' Acknowledgement & Agreement Form).

Possess device at your own risk. The district is not responsible for retrieval, replacement, or any charges incurred because of lost, stolen, or damaged electronic communication devices.

It is our students' responsibilities to ensure cellular phones are always turned off (powered completely down) and secured out of sight and unable to be heard in their backpacks or purses while inside the gates of Tevis Jr. High. Seen or heard devices may be confiscated. Confiscation of a cell phone may occur if it is kept turned on or seen outside of students' purses or backpacks, including a device that is kept turned on (powered up) in a pocket, backpack/purse, and will be held in a secure location inside the school's front office for pick up by any person listed by name on that student's Emergency Card. (Board Policy 5131).

In accordance with the Board's policy and administrative procedure on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. Cell phones must always be turned off (powered down) and secured.

SAFE PLACE TO LEARN

Tevis JHS is committed to providing a safe school environment allowing all students equal access and opportunities in the District's academic and other educational support programs, services, facilities, and activities. At any school or school activity, the District prohibits body shaming, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's body, race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in body shaming, discrimination, harassment, intimidation, bullying, or retaliation will be disciplined. Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the District will address each situation on a case-by-case basis in accordance with law and board policy.(E.C. §220, 221.5, 234.1).Tevis JHS ensures confidentiality and complainants are protected from retaliation.

ELECTRONIC ON-LINE SERVICES/INTERNET ACCESS/STUDENT OBLIGATIONS AND RESPONSIBILITIES

Electronic on-line services may not be used for any purpose which conflicts with the goals or the policies of the District or for illegal or unethical purposes. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, shaming, or sexually explicit, or that could be construed as harassment or disparagement of others based on their bodies, race/ethnicity, national origin, gender, sexual orientation, association with perceived characteristics, age, disability, religion or political beliefs. *Harmful matter* includes matter, taken as a whole, which to a reasonable person, who applies contemporary statewide standards, appeals to the prurient interest, and is matter which depicts or describes in a patently offensive way sexual conduct or bullying and which lacks serious literary, artistic, political or scientific value for minors.(PEN § 313).

PARENT RESPONSIBILITY FOR STUDENT-CAUSED DAMAGES

Parents are liable for all the damages caused by the willful misconduct of their minor children, which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. This school year, parent liability may be as much as \$25,000 in damages and another maximum of the same amount for payment of a reward, if any. We expect these amounts to be indexed and rise annually. The District may preclude activity participation and/or withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment. (E.C. §48904, 48900.1; Civil Code §1714.1).

CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

To avoid disruption of the instructional process, students shall not display, use, activate, or permit electronic signaling devices to be activated during the school day. For purposes of this policy and procedure, the "school day" is defined as the moment a student enters the school grounds until the student exits the school grounds following the final dismissal bell. The "school day" also includes, but is not limited to before/after school activities on campus, lunch breaks, class changes, and any other structured or unstructured school related activities occurring during the normal school day. It is the student's responsibility to ensure their electronic signaling communication devices are turned off and secured in backpacks or purses at all times. Students who violate the rules & regulations concerning electronic communication devices are subject to corrective action and may have their devices confiscated to be kept in a secure location inside the school's front office for pick up by a person listed on the student's Emergency Card. (Board Policy 5131).

STUDENT SEARCH

The school principal or designee may search the person of a student (pockets, shoes, socks, backpacks, purses, binders, etc.) or lockers, if there is a reasonable suspicion to believe the student may have a weapon, narcotics, stolen property, or contraband. (U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325) Lockers are school property and may be searched anytime.

DRESS CODE

Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn. It is the responsibility of the students and their parents to help create and maintain this atmosphere. The Board and administration reserve the right to declare any mode of dress in their estimation that inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. [E.C. §35183(d)] Pupils are prohibited from wearing gang-related apparel or regalia that disrupts the learning environment.

Tevis Junior High School Contraband List

The following items are considered contraband on the Tevis Junior High School campus.
Items may be confiscated and held for parent/law enforcement pick-up depending on the item.

CONTRABAND Items that are **NOT** to be possessed include, but are not limited to the following:

1. **Earbuds/headphones (unless wired), AirPods, iPad, smartwatch, Bluetooth enabled devices, nor any other display screen/camera/audio and/or video recording device.**
2. **All bandanas of any color or type, including graphics depicting bandana patterns, etc.**
3. **Skateboard, scooter, rollerblades, skates, cleats, studs, spikes, and/or roller shoes.**
4. **A firearm, zip/blow-gun, knife, club, stick, marble, bearing, pin, hole punch, file, curler, scissors, tweezers, clippers, or any other item that might be construed as a weapon.**
5. **Scented lotion, body/hair spray, perfume, cologne, nail polish, and/or aerosol cans.**
6. **Needle, straw, tube, magnet, marker, pen, tattooing supplies, and/or piercing kit, etc.**
7. **Any items that could result in endangering others and/or creating a disturbance on campus including stuffed animals, blankets, pillows, costumes, flowers, games, toys, novelty gag items, greeting cards/gifts, decorations, laser pointers, fireworks, spray bottles, noise-makers, food (GUM /candy /snacks), and/or drinks, except Student Store items consumed outside in their designated area during lunchtime and/or inside the school cafeteria during breakfast or lunch. Therefore, none of this packaging should be possessed after the students' grade level has completed their lunch/breakfast.**
8. **Obscene, vulgar, profane, indecent, discriminatory, hateful, and/or graffiti materials.**
9. **Matches, lighters, vaporizers, cannabis, e-liquid, vape juice, and/or nicotine items.**
10. **Gang names, symbols, and/or paraphernalia (phrases/colors/belts/buckles/necklaces).**
11. **Chained, studded, and/or spiked jewelry, clothing, backpack, hat, and/or accessories.**
12. **Drug paraphernalia (bottle, bag, containers, sheets, tubes, pipes, rolling papers, etc.).**
13. **Gambling paraphernalia including specialty tokens, folded dollar bills, dice, cards, etc.**
14. **Intoxicants - any drug and/or alcohol including vitamin pills, and/or any inhalant, etc.**
15. **Graphics/photographs/clothing/jewelry/accessories promoting drugs, tobacco, vapes, cannabis, alcohol, sex, gangs, and/or any other type of inappropriate items/behavior.**

Note: *Electronic communication devices, such as cellular telephones, may be secured and used off campus, outside the perimeter fence/gate, before and after school only. Once inside the school's gate, it is the student's responsibility to ensure their electronic signaling communication device is turned off (powered down) and secured out of sight and unable to be heard at all times. These electronic devices must be turned completely off (powered down) throughout the entire school day and must always be secured out of sight and unable to be heard inside backpacks or purses. Cell phones/electronic devices that are heard and/or visible, in pockets, or turned on (powered up) are contraband. Discipline procedures may be enforced for possessing any contraband listed in 1. - 15. above, including property that has been reported to the school as having been stolen. Corrective action may include confiscation, conference, intervention, suspension, referral to law enforcement, and/or expulsion from PBVUSD.*

CURRICULUM REQUIREMENTS

STUDENT SCHEDULES

Students in the 7th and 8th grades are required to take the courses listed under Core Subjects. Some students will also take additional English Language Arts Support/Enrichment Courses based on their individualized needs. **Students have the opportunity to take Non-Core Courses based on individual interests like Spanish, Developing Leaders, Theater, Music, Art, Technology, and Woodshop.**

CORE SUBJECTS

ENGLISH LANGUAGE ARTS CORE
MATHEMATICS
SOCIAL STUDIES
SCIENCE
PHYSICAL EDUCATION



Courses of Interest

Spanish
Developing Leaders
Science Enrichment
Woodshop
Exploring Technology
Theater
Art
Exploring Art (Art #2)
Band
Chorus
Orchestra
Zero Period P.E.

English Language Arts Support Courses

ELA Support/Enrichment
Intensive Intervention Center ELA Support
English Language Development (ELD)

8th Grade Courses of Interest

*Jazz Band
*Sports Officiating
*Office/Teacher's Assistant
*Yearbook

*8th Grade Students Only

ACADEMIC PLACEMENT

Students will be scheduled into English-Language Arts (ELA) and Math classes according to their ability/achievement levels.

ENGLISH LANGUAGE ARTS (ELA)

Honors ELA An above grade level course for those students who meet specific district defined criteria in both ability and achievement. This level is determined by GPA, standardized test scores, and teacher recommendations.

CORE ELA A course meeting California's Common Core State Standards (CCSS) with academic support being provided within this course based upon standardized test scores, grades, and teacher recommendations.

English Language Arts Enrichment/ELA Support (These courses are assigned as the 2nd ELA section and are not taken by choice.) Students intensively study specific literary works with careful instruction given to close reading of texts and to identifying the universal significance of each work. Analytical reading, critical thinking, and oral communication skills are emphasized.

A strong focus will also be placed on the development of students' writing skills.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

A course that supports the CORE ELA for students who are required to take it based upon their need to become more proficient in the English Language with additional intervention in a smaller class size. This course supports language in all other subject areas as well.

MATHEMATICS

Honors Math An advanced level for those meeting specific district defined criteria in both ability and achievement along with evidence of above grade level accomplishments and significantly demonstrated self-motivation. Algebra coursework is included in the curriculum. This level is determined by GPA, standardized test scores, and teacher recommendations. This is a two year course in 7th & 8th Grades.

CORE MATH A course meeting California's Common Core State Standards (CCSS) with academic support being provided within this course based upon standardized test scores, grades, and teacher recommendations.

SOCIAL STUDIES, SCIENCE, and PHYSICAL EDUCATION

Content for these courses are set by the California State Frameworks and State Standards. Student placements are not leveled except by grade level. Students are placed heterogeneously.

Zero Period P.E.

In some cases, students may request Zero Period P.E. in order to have room in their schedule for a Course of Interest (COI Class).

Zero Period P.E. is typically reserved for 8th Grade students who do not have room in their schedules for a COI class based upon academic needs and levels.

Double instrumental music students may also request Zero Period P.E.

Note: Students cannot be enrolled in more than 2 (two) Courses of Interest (COI Classes).

Zero Period P.E. is offered from 7:30AM to 8:23AM each day before the regular school day begins.

Transportation to school for Zero Period P.E. students must be provided by the parents.

Attendance is mandatory in Zero Period P.E. If a student misses more than 3 (three) days of Zero Period P.E., or is chronically tardy to Zero Period, then they will be dropped from Zero Period P.E. and enrolled in regular school day P.E.

There are a limited number of spaces available, so 8th grade students will be placed into Zero Period P.E. as a priority over 7th grade students.

HOMEWORK

The Tevis staff and administration believe in the value of homework and encourage the assignment of homework beyond the regular school day for the following reasons:

1. To extend and enrich classroom learning.
2. To provide additional practice on fundamental skills leading to subject mastery.
3. To allow additional time for students to complete regular classroom assignments.
4. To allow additional time to consider and analyze difficult problems or subjects.

Homework assignments should:

1. Be on topics and skills previously taught by the teacher or on material which students can reasonably be expected to understand.
2. Be checked and graded consistently by the teacher directly or under the teacher's direction. Since homework is an extension of the regular classroom learning process, its completion in a consistent, diligent, and timely manner is important. Failure to complete homework consistently will have an adverse effect on the student's academic achievement and grades.

To be sure that students are not assigned excessive amounts of homework on any night, the following homework nights are assigned for each subject:

- MONDAY & WEDNESDAY NIGHTS - History, Reading & Courses of Interest.
- TUESDAY & THURSDAY NIGHTS - English, *Math & Science.

*Most math teachers prefer to assign 20-30 minutes of homework 4-5 nights a week rather than an hour on two nights. The reasoning is that daily reinforcement is necessary as math is a constant building of skills and concepts. Homework is typically not assigned on Friday nights.

STUDENT BINDER

Binders are essential tools for students who are expected to be academically successful and are recommended. The BEST binder to purchase is a 3" white binder with a clear sleeved cover that allows schedules or calendars to be slipped in. Assistance is available.

Each student's binder should have the following characteristics:

1. It should have dividers to separate subject areas(English Language Arts, Math, History, Science, COI)
2. The papers in the binder should be current and filed in the proper subject area. (Remove outdated).
3. A generous supply of blank college-ruled binder paper should be stored in the back of the last divider.
4. There should be a storage pouch to store pencils, erasers, rulers, calculator, colored pencils, etc.
5. At the front of the binder, there should be a **Tevis Assignment Book**, one of which will be provided to every student. Additional **Tevis Assignment Books** can be purchased for \$5 each if the student's complimentary **Tevis Assignment Book** is lost. Every student should have their book every school day. (It is important that each student has the same type of **Tevis Assignment Book**.) Assistance is available.

STUDENT ASSIGNMENT BOOK

NOTE: It is expected that a planner, i.e. Tevis Assignment Book, is used daily to write in assignments/homework and should be checked by parents/guardians daily.

STUDENT'S RESPONSIBILITIES:

1. Write down assignments as stated by teachers in **Tevis Assignment Book** every day.
2. If there is no assignment, then the student should write **"No Assignment"** in the book.
3. Make sure assignments are completed and **turned in on-time** according to the book.
4. Show the **Tevis Assignment Book** to parents/guardians on a **daily** basis, and **discuss** assignments being written down exactly as stated by teachers and plan to **turn in** on-time.

PARENTS' RESPONSIBILITIES:

1. Check your Ranger's **Tevis Assignment Book** daily to make sure assignments are being written down as stated by teachers, and then turned in on-time according to the **Tevis Assignment Book**. Discuss assignments with your Ranger on a **daily** basis.
2. If there are concerns about your child's progress in a class, write your concerns in the assignment book and have your child take the **Tevis Assignment Book** to the teacher for a response. Also, please send a **ParentSquare Message** to the teacher about it.
(THIS ALLOWS TEVIS ASSIGNMENT BOOK TO BE A DAILY CHECK FOR PARENTS.)

TEACHERS' RESPONSIBILITIES:

1. Teachers will **state daily assignments**, so daily students can write them down correctly.
2. Teachers will make periodic checks to make certain that **Tevis Assignment Book** is **being used correctly** by every Ranger, and read written concerns in the book's notes.
3. Teachers will respond to parents' written concerns in **Tevis Assignment Book** notes.

STUDY HINTS FOR STUDENTS

1. **Understand the assignment** as stated before leaving the teacher's classroom.
2. Ask the teacher questions about specific details, **if the assignment is unclear**.
3. Write assignments down in **Tevis Assignment Book** exactly as stated by teachers.
4. Have a regular time management schedule, and a **QUIET** place for study daily.
5. **Study in the early evening for best results** and get a good night's sleep afterward.
6. **Do not watch, nor listen, to unrelated video/audio devices while studying.**
7. Set aside enough time to complete all of your assigned homework every night.
8. Before you begin your study time, **assemble all the materials you will need**, such as books, pencils, papers, calculator, ruler, erasers, colored pencils, etc.
9. Choose a place, such as a table or desk, **where you can sit & access materials**.
10. **Use a definite study plan** by utilizing an index, appendix, chart, table, glossary, etc.
11. **Keep your binder organized and up-to-date using different subject dividers.**
12. Keep your **Tevis Assignment Book** updated daily, where you have written down all of the subjects, assignments, dates assigned, due dates & assessment study plans.
13. **Read through the assigned material once** to get the main idea, then select the main thought of each paragraph & make an outline of topics with **sample questions**.
14. **Use online dictionaries** to look up words about which you do not know meanings.
15. Make a note of questions/problems about which you will **need to ask your teachers** when you communicate with them during the next school day in their classrooms.
16. **Test yourself using sample questions to see how well you recall information.**
17. Discuss everything that you have studied with your parents/guardians and/or friends.

MAKE-UP WORK

Students are responsible for requesting make-up work that was missed when they are absent. Students should check with their teachers immediately upon returning for missing assignments.

Students will be given the opportunity to make up work missed because of an absence and to receive full credit, if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time. **Parents are encouraged to call in for homework** if an absence **exceeds 1 (one) day**. Generally, work will be available to be picked up after 3:45 P.M. in the office on the day **following** the request. **Additional homework during an absence will not be issued until the previously assigned work has been completed and returned to the teacher.**

BOOKS, SUPPLIES & SCHOOL MATERIALS

School materials are issued to students at the beginning of the academic year, and it is expected that those school materials will be returned in good condition at the end of the academic year. It is the student's responsibility to care for the school materials in a respectful and diligent manner. School materials should be protected with coverings and stored neatly in backpacks. If school materials are lost, damaged, stolen, or the student is unable to return the school materials **for any reason**, then the costs to replace those school materials must be paid, or students may lose privileges. If the school materials are later found or recovered in good condition, then reimbursements will be made. All school materials must be either turned in or the costs to replace those materials must be paid prior to participation in end-of-the-school-year activities including graduation celebrations and ceremonies. Outstanding payments for the costs of replacing lost, damaged, or stolen school materials may result in the student being precluded from participating in end-of-the-school-year activities including graduation celebrations, and/or the withholding of diplomas/schedules/ registration documentation. Students are responsible for having a pencil and paper at all times. It is required that students carry a binder and a pencil pouch with at least 6 (six) sharpened pencils or mechanical pencils with adequate supplies of appropriate lead at all times, along with different subject dividers, which are used to keep paper, assignments, and school materials in good order. Assistance is available.

SPECIAL SUPPLIES

Some Courses of Interest (COI) such as Spanish, Science Enrichment, Shop, Music, Art, and Theater may ask for donations to cover the costs of extra projects/materials, which students consume or keep. The teachers of these classes will send notices requesting donations for specific costs and contribution timeframes. Assistance is available.

Physical Education (P.E.) CLOTHES

Items recommended for Physical Education Classes:

- * P.E. Shorts with warm-up sweatpants in cold weather (Please wear over P.E. Shorts).
- * P.E. T-Shirt with warm-up sweatshirt in cold weather (Please wear over P.E. T-Shirt).
- * Completely enclosed athletic shoes with socks during P.E. and intramurals.

It is recommended that all students dress out for physical education classes. No grade of a student participating in a P.E. class shall be adversely affected by the student not wearing P.E. clothes, but students refusing to participate in P.E. lessons/activities for reasons within that student's control may result in disciplinary action and/or that student being restricted from participating in that day's assigned P.E. lesson (depending on the activity), which may result in lowering that student's quarter grade to a possible "F" in their Physical Ed. Class.

Students will be provided with a P.E. locker. All information concerning recommended clothing will be sent home by P.E. teachers on the first day of school.

Shorts and T-Shirts with the school logo will be available for purchase through our office (\$10 per item). Assistance is available. Only locks provided by the Physical Education Department will be allowed on P.E. lockers. Showers are available, but are not mandatory.

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT DRESS CODE

The Board of Trustees' position regarding student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation and to guarantee the health and safety of all students.

When outside, students are allowed to wear sun-protective clothing, including, but not limited to hats. (Education Code 35183.5) Students should remove hats/hoods indoors.

Rangers are allowed to wear Durags, Scarves, Braids, Headwear, and other forms of Decorative Hair Styles both indoors and outside school. [Education Code §§ 212.1 (b), (c)]

Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program.

It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn.

It is the responsibility of the students and their parents to help create and maintain this atmosphere.

Conditions of dress and appearance:

1. Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist without underwear showing, and the belt securing them in place should not have the belt's end hanging down. Overalls and/or suspenders must be worn with straps on the shoulders, not hanging loose. *P.E. Shorts will be loaned to students.*
2. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is appropriate for school. No clothing may be personalized other than with the given name. Any personalized printing or writing on clothing, backpacks, binders, etc. is not acceptable nor is writing on the hands or other parts of the body. P.E.T-Shirts loaned*
3. Pants, shorts, or skirts with holes or heavy fraying above the knee are unacceptable. P.E. loaned*
4. Clothing that is excessively revealing is unacceptable.
This includes:
 1. Backless halter tops/dresses; tube-tops.
 2. Tops cut low at armpits or neckline.
 3. Clothing that shows bare midriffs or underwear.
 4. Shorts, skirts, or dresses the length of which is shorter than mid-thigh.
 5. Transparent clothing that exposes areas that should not be visible.

P.E. Clothes will be loaned to students who need to wear something other than unacceptable violations of the P-BV Union School District Dress Code.

5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal or gang-related activity. This includes buttons, arm bands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.*P.E.
6. Shoes must be worn at all times. At junior high school sites, students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made. *P.E.*
7. Cosmetics to the face or hair that distract from the educational process are not allowed.

The Board and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. 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) *P.E.*

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. *P.E. Clothes loaned to students.*

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Ed. Code 32282) 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. *P.E. Clothes will be loaned to students who need to wear something other than unacceptable violations of the P-BV Union School District Dress Code.*

EMERGENCY CARDS

Each student must have emergency information on file in the school office. These cards are for the purpose of contacting parents/guardians, or some other party specified by parents/guardians, in the case of an emergency, or to verify the identity of office pick ups. This information also tells us who to contact if parents/guardians are unavailable.

Most importantly, we cannot release a student from school except to a person with proper I.D. listed on this Emergency Card. A photo I.D. is required to verify identity.

Current addresses, phone numbers, and emergency contacts are very important. **Therefore, please inform the school of any changes to phone number, address, etc., during the year.** Contacts cannot be added to student cards on the phone. You must make changes yourself after showing proper I.D. Be sure to fill out both sides of your emergency cards! This information also tells us who to contact if parents/guardians are unavailable.

EXTRACURRICULAR ACTIVITIES

There are many positive and exciting extracurricular activities at Tevis in which a student may elect to participate. These include both athletics and academics. Examples that may be available: Student Council, Oral Language Festival, Honor Band, Math Field Day, Science Fair, Honor Chorus, MathCounts, Color Guard, Honor Orchestra, History Day, Henry Greve Speech Contest, and Battle of The Books. Students are encouraged to participate in any or all of these activities. While athletic contests and academic competitions are generally open to the public, social activities such as Ranger Days are limited strictly to Tevis students. Rangers must be eligible to participate in these activities.

ELIGIBILITY

Eligibility for participation in extracurricular activities requires a minimum 2.0 grade point average, with no "F"s, nor "I" (Incomplete) grades, no California Education Code Section 48900 violations, no chronic/excessive tardiness, and no more than one recorded minor discipline incident in the most recently completed quarter. These grade, tardiness, and discipline incident criteria apply to the most recently completed quarter grading period.

Participation for all extracurricular activities will be decided as per District Board Policy 6145. In addition, students engaged in all extra-curricular activities shall display good citizenship and general respect for authority. A copy of the district board policy is available upon request. Final determination of acceptable citizenship shall be made by the principal.

ATHLETICS

Currently, we have been able to offer After School Volleyball, Basketball, Track and Field.

Due to budget cuts, extracurricular sports and intramural sports may not always be offered.

However, if offered, specific information covering each sport will be given by coaches at the beginning of each season.

After School Sports uniforms are generally provided, but some items such as socks and shoes are the responsibility of the student's family. Assistance is available.

Games may be played in the afternoon or evening, on weekdays or on Saturdays, and frequently at other schools.

Transportation to these "away" games is the responsibility of the student's family.

If intramural sports are offered, they will be played daily during the lunch periods and will be open to all students.

STUDENT COUNCIL

The Tevis Rangers Student Council is composed of members of each Homeroom Class, Developing Leaders Class, along with the elected officers of the Leadership Council.

All Student Council Members must maintain exemplary academic and behavioral standards by meeting our PBIS School Wide Umbrella Expectations “The Ranger Way”.

The Student Council Officers are elected to the Leadership Council and include:

President - Must be an 8th grader.

Vice President - May be either a 7th grader or an 8th grader.

Secretary - May be either a 7th grader or an 8th grader.

Treasurer - May be either a 7th grader or an 8th grader.

Sergeant At Arms - May be either a 7th grader or an 8th grader.

The election process will take place at the beginning of the school year in accordance with the Tevis Student Council Constitution. The Student Council and Leadership Council Officers represent the Tevis student body by running the Student Store, planning social activities, organizing special days, and determining the expenditure of student body funds. Eligibility for Student Council is the same as for participation in all extracurricular activities.

COLOR GUARD

Color Guard is an extracurricular activity performing group that accompanies the Tevis Marching Band at all marching performances, including the Veteran's Day Parade and the Christmas Parade, marching competitions, and amusement park field trips during the year.

- Color Guard is selected by auditions held in September & students must be eligible.
- Color Guard will have scheduled meetings & practices both before and after school.
- The schedule will be set by the Color Guard advisor and attendance is mandatory.
- Tevis Jr. High will provide Color Guard uniforms to extracurricular eligible members.
- Color Guard families may be asked to donate funds to cover the costs of shoes and other accessories, which students will consume or keep. Assistance is available.
- Attendance at all performances (parades, sports events, and rallies) is mandatory.

SCHOOL LETTER

Students may earn a school letter as recognition for meeting standards in citizenship, academics, school service, school competitions, and participation during the academic year. Students qualify for the Tevis Letter (Block T) by meeting standards for citizenship and at least 3 (three) of the 5 (five) listed standards. Eligible students must complete the "Qualifications for Tevis Letter (Block T)" document and submit staff signatures on-time.

FIELD TRIPS

From time to time, educational field trips are taken by various groups or classes. District transportation is provided when this occurs during the school day and for some after school or weekend trips. It is necessary to have parent-signed consent forms for these trips. Student and parent cooperation in getting these forms completed, signed and returned to the proper teacher is appreciated. Students are not allowed to go on these trips without this consent form. **The District requires that the designated form be used;** Therefore, handwritten notes and phone calls will not be acceptable in fulfilling this requirement. All extracurricular field trips and activities are a privilege, not a right. Students are subject to restriction of any event based on grades, attitude, attendance, tardiness, or discipline issues (CA Education Code Section 48900 violations or multiple violations in a quarter).

EMERGENCY PROCEDURES

State law requires that emergency drills be held periodically. Teachers will inform students in each of their classes about specific rules to follow and routes to take. If safe to do, when the fire alarm sounds, rooms are to be evacuated in an orderly manner. Classes will stay together, move quietly, and proceed by designated routes to basketball courts. In the event of an earthquake, students are to immediately get under their desks or tables and cover their face and head. If safe, when fire alarms go off, buildings are evacuated in the same manner as with a fire drill. In the event that parents need to pick up their student following an emergency, a sign-out station will be established as directed by emergency personnel.

Students must be signed out and will be released only to those persons who are listed on our emergency cards. Be sure to update both sides of your emergency cards!

EVACUATION PLAN

Each school in the Panama-Buena Union Vista School District has developed an organized & comprehensive plan for total site evacuation should there be a need to clear the campus.

Parents need to be aware of the following details as they relate to this evacuation plan.

1. As soon as word is received that there is a need to evacuate **TEVIS JUNIOR HIGH SCHOOL**, all classes will be advised to go, or remain, inside their classrooms.
2. All doors & windows are closed & all heating/ventilation/air conditioning is shut down.
3. As soon as the buses arrive, evacuation procedures will begin immediately.
4. All of our evacuated students and staff members will then be transported to:

Earl Warren Junior High School, 4615 Mountain Vista Drive, Bakersfield, CA 93311-3220.

5. There will be neither time, nor facilities to call any parent/guardian/daycare provider.
6. Parents/Guardians, if you receive word, by whatever means, that **TEVIS JUNIOR HIGH SCHOOL** is being or has already been evacuated, then you may immediately proceed to **Earl Warren Junior High School** to pick up your child at the address listed above.
7. Report to the Earl Warren Junior High School office and you will be given information about where to pick up your **TEVIS JUNIOR HIGH SCHOOL** student there at Warren.
8. Students will remain at **Earl Warren Junior High School** for the remainder of the day or until they are picked up by parents/guardians from the Warren address listed above.

LOCKDOWNS

No one can predict when or where a situation may arise on campus requiring the site to immediately secure all persons. The procedures below serve as a guide for incidents occurring under the most foreseeable conditions. Unforeseen circumstances may arise forcing action by staff members & students that may differ from these situations as follows:

In the event of a campus lock-down, the best course of action is to ensure students and staff go quickly to the nearest secure area without panicking. When alerting the site to a lock-down by intercom, the person announcing needs to speak loudly and clearly. They also need to announce why the school is under lock-down. The administrator could say, "The school is now under lock-down due to a hostile intruder and this is not a drill."

If there is a hostile intruder/active shooter on campus, then the last known location/number of individuals identified will be announced, and then our RUN-HIDE-FIGHT protocols will be implemented and followed by all staff members and students on campus at that time.

IN AN EMERGENCY. TAKE ACTION.

Earthquake/Fire Drill/EVACUATE!/SHELTER!

1. When the announcement is heard, have all students
“Drop, Cover, and Hold On” for one full minute.
2. After a full minute has gone by, have students line up in straight, quiet lines.
3. Follow EVACUATE! protocols with classroom signs and red emergency bags, walk all classes in straight, quiet lines out to the class’ appropriate location on the courts.
4. Check that all students have been accounted for & determine SAFE/HELP status.
5. Report SAFE/HELP status to the Principal, Vice Principal, and/or Campus Safety.

School HOLD!/SECURE!/LOCKDOWN!/RUN-HIDE-FIGHT

1. When a **school lockdown** is announced, quickly make sure that all students are inside the locked classroom, and follow LOCKDOWN! situational awareness protocol.
2. Make sure that **doors are locked** and no students are still walking in the hallway.
3. Make sure that **blinds are closed** and students are in the safest locations inside.
4. Classes may continue to be conducted, but ensure that **email is being checked for updates** or listen for other all-call announcements regarding business as usual.
5. **Do Not** let any students/staff into, nor out of classrooms while locked down.
6. **However, if there is a hostile intruder/active shooter on campus, then our RUN-HIDE-FIGHT protocols will be implemented & followed by all staff/students.**

Hostile Intruder/Active Shooter on Campus

1. When a **hostile intruder/active shooter is on campus**, the last known location/number of individuals will be announced immediately, and then our **RUN-HIDE-FIGHT** protocols will be implemented and followed by all staff members.
2. Immediately take any students inside class that you see outside or still in hallways.
3. Everyone should make sure that all doors remain locked, secured, and avoided.
4. Do not respond to anyone who seeks entry after doors have been locked/secured.
5. Make sure that windows are locked, blinds are shut, and all lights are turned off.
6. Make sure that everyone inside is completely silent, as if it is an empty classroom.
7. Situate the students so they are not visible if someone looks into classrooms.
(Students sitting against the wall, lying on the floor, behind furniture, etc.).
8. Wait for trusted authorities to follow protocols when the situation is “All Clear”.
9. **DO NOT** continue activities, nor let any students inside/outside class, until trusted authorities follow protocols, and an “All-Clear” is given appropriately. **RUN-HIDE-FIGHT** protocols will be implemented and followed by all staff members.
***Please avoid using cell phones or calling the office, so phone lines stay open.**

GRADING SYSTEM

Students and parents can access current grades online through StudentVUE or ParentVUE.

The grading scales used in the junior high are as follows:

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

In most grading, teachers use the 90%/10% grading procedures. 90% of the grade is based on summative assessments, 10 % of the grade is based on class assignments. Summative assessments may be re-taken within a reasonable time arranged with the teacher. The goal is mastery of the standard being taught. (+ or - may be used at the discretion of the teacher.)

REPORT CARDS

In arriving at report card grades, teachers consider a combination of class participation, assignments, quizzes, assessments, final exams, projects, and homework. Grades are determined according to the level of achievement in relation to grade level work. District Board Policy 5121 maintains that a student working in below grade level materials or doing modified grade level work will receive such a designation with a report card comment code.

Report cards are mailed to parents within two weeks of the end of each grading period. These dates are indicated on the school calendar contained in this handbook.

Parents should contact the school if they have not received a progress report or a report card according to the dates listed on the school calendar timeline below.

PROGRESS REPORTS

Progress reports are mailed approximately halfway through each grading period. The purpose of these reports is to alert a parent of their student's progress. If there are unsatisfactory grades or comments on this report, action should be taken to improve before report card time. The parent should call the teacher involved to arrange a conference.

The following school calendar timeline indicates report card and progress report dates:

Report Cards	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>
Mailed by	Oct. 24 TH	Jan. 16 TH	March 27 TH	June 5 TH
Progress Reports	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>
Mailed by	Sept. 19 TH	Nov. 21 ST	Feb. 13 TH	May 1 ST

HONOR ROLL & PRINCIPAL'S LIST

The Honor Roll is calculated at the end of the quarter. A "B" grade point average (3.0 GPA) or higher is required in ALL subjects including Physical Education & Courses Of Interest.

The Principal's List gives special recognition to students who attain a straight "A"s grade point average (4.0 GPA) in ALL subjects including P.E. & Courses Of Interest (COI).

Students are disqualified from the Honor Roll, if they receive any grade below a "C" in any subject, receive negative comment codes, which indicate problem behavior on the report card, are working below grade level, and/or doing modified level work.

Students who make the Honor Roll six out of eight grading periods will qualify for a gold seal on their diploma and special recognition at the graduation ceremony.

Students who receive straight "A"s (4.0 GPA) for all eight of their junior high school quarters at Tevis are formally recognized at our District's May School Board Meeting.

GRADUATION REQUIREMENTS

During each year of junior high school, in order to be promoted from 7th to 8th grade or to graduate from Tevis Junior High School, a student must:

1. Achieve at least two passing quarter grades each year for Core Courses in English Language Arts and Mathematics.
2. Pass ten out of sixteen quarters of core curriculum classes (English Language Arts, Mathematics, Social Science, and Science).
3. Pass eight out of twelve quarters of Courses Of Interest and Physical Education classes.

Note: For students not enrolled in a district junior high school for an entire year, the requirements would be prorated.

A student may be denied the privilege of participating in graduation ceremonies and/or activities based on problem behavior and/or attendance as per Board Policy 5127.

Graduation privileges may be denied to 8th grade students based on excessive absences **(20 days or more unless under the care of a doctor)**.

The graduation ceremony is a privilege and not a right. Students must earn the privilege to take part in the graduation ceremony and end-of-the-school-year activities.

Students who do not take part in the 8th Grade Graduation Ceremony for non-academic reasons may still be promoted to high school.

HEALTH SERVICES

Each and every student should be sent to school every morning clean, healthy, rested, suitably dressed, adequately nourished, and in a frame of mind to learn. Key aspects of supporting our students' health and academic success are our school nurse, first aid, emergency care, immunization monitoring, vaccination referrals, health assessment, evaluation of development, health education, case management of chronic conditions, counseling services, screenings, mental health support, guidance, and nutritional services.

MEDICATION

The administration of medication to pupils by designated school personnel shall be done only when the student's health may be jeopardized without the medication and when such administration has been requested in writing and approved by **both** the treating physician **and** the student's parent.

1. Students requiring medication during school hours (**either prescription or non-prescription**) must have a completed and signed **Pupil Medication to be Administered at School #709030** on file at the school site.
2. Students must have the original container **brought to the school office by the parent**. The medication will be kept in a safe and secure place and then given to the child as indicated on the **Pupil Medication to be Administered at School #709030**.
3. Prescription medication to be administered at school must be in the original container with the pharmacist's dosage, how often it should be taken, and the prescribing doctor's name (C.E.C. 49423, 49480). You may request that your physician ask the pharmacist to prepare a separate container for the school to use.
4. Over-the-counter medication also requires a **Pupil Medication Form #709030**.
5. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students.
6. Students are not to be in possession of any type of medication, patent medicine, or nostrum (including aspirin and other over-the-counter pain relievers without the written consent of school administration).

SCOLIOSIS SCREENING

Seventh grade girls and eighth grade boys are screened each year for scoliosis. Students who exhibit possible symptoms will be re-screened at school by an orthopedic physician. Parents of students who have confirmed symptoms will be immediately notified.

HEARING SCREENING

All eighth grade students, IIC students, and referrals are screened for hearing problems in the spring of each year. Parents of those students who exhibit possible hearing loss are notified by the district nurse.

LIBRARY

Students are permitted to check out up to two books at a time. The library is open before school and during lunch for student use. Students are also scheduled to come to the library with their reading class. Students are responsible for any books checked out and will be charged for lost or damaged books. Overdue fines are charged at a rate of ten cents a day after the stamped due date.

CHROMEBOOK POLICIES, PROCEDURES AND INFORMATION

All students will receive access to Chromebook laptops in all of their classes for which they will be responsible throughout the school year while those computers are in their possession.

GENERAL INFORMATION

In keeping with the mission of Tevis Junior High School to Care, Connect, and Commit to Growth, the Chromebook initiative enables and supports students and teachers in implementing transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners. Students will begin the exciting transition from consumer of information to creative producers/owners of content and knowledge. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teaching and learning environment from one of giving content to one of constructing and facilitating learning. Together, with the support of our community, we will all play a key role in the development of effective and high quality educational experiences.

CHROMEBOOK PURPOSE

Tevis Junior High School supplies all students with a Chromebook device in their classes. This device is property of the Panama-Buena Vista Union School District. The Chromebook functions as both student access to required educational materials needed for each student to be successful and a tool to create personalized content and expression. The Chromebook allows students access to Google Apps For Education (GAPE), educational web-based tools, and many other useful sites. The classroom supplied device is an educational tool that is neither intended for gaming, social networking, nor high-end computing. Chromebooks will be distributed within classrooms during the first weeks of each school year. Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the classroom Chromebook can be utilized by their child.

CHROMEBOOK ACCEPTABLE USE GUIDELINES

- ★ Students are responsible for the general care of Chromebooks that are being used by them at school.
- ★ Students with Chromebooks that are discovered to be broken or fail to work properly must immediately take the device to the teacher or report to any adult as soon as possible so that they can be taken care of properly. If the device is not taken to an adult, then the student is responsible for it.
- ★ Devices remain in classrooms and students use devices based on the school's check out system.
- ★ If parents want their student to use a Chromebook at home, then parent/guardian documentation must be fully completed, signed, and filed in the Tevis Junior High School front office.

I. Taking Care of Chromebooks

A. General Precautions

1. Neither food, drinks, nor any other liquids should ever be close to Chromebooks.
2. Cords & cables must be inserted/removed carefully into appropriate ports on them.
3. Chromebooks should not have the power cord plugged in where it is a tripping hazard.
4. Chromebooks must remain free of any writing, drawing, decorations, and/or stickers.
5. Heavy objects should never be placed on top of them, nor nearby where they can fall.
6. A damaged Chromebook will be replaced at its cost and must be paid for by the family.

B. Carrying Chromebooks

1. Always transport Chromebooks from one location to another, carried with proper care.
2. Failure of proper care may result in corrective action/financial responsibility for damage.
3. Students must always hold Chromebooks with two hands when they are carrying them.
4. Never lift a Chromebook by the screen. Only hold the keyboard when lifting them.
5. Never carry them with the screen open. Always close it properly before transporting.

C. Opening the Chromebook

1. Open them only when they are resting on a stable flat surface such as a table or desk.
2. To open them, use one hand to hold the keyboard side against the table or desk.
3. Use the other hand to open the screen only by its edge & gently move to open position.
4. The hinge of the screen will only allow it to be opened to a slight angle on flat surfaces.
5. Do not attempt to open the screen beyond this stopping point as the screen will break.

D. Closing the Chromebook

1. Before closing screens, make sure there are no objects anywhere on/near keyboards.
2. Any object on/near the keyboard may cause screens to crack or damage the hinges.
3. Close screens only when keyboards are resting on flat surfaces such as a table or desk.
4. Close them using both hands by gently grasping the top corner screen edges.
5. Close screens gently with both hands while only touching the border edges of screen.
6. Students are not permitted to touch anyone's Chromebook unless given permission.

E. Screen Care

1. Screens can be damaged by heavy objects, any liquid, and/or cleaning solvents.
2. Screens are particularly sensitive to damage from any pressure applied to them directly.
3. Do not put any pressure anywhere on the top of a Chromebook when it is closed/open.
4. Do not store them with the screen open and never put any pressure on a closed one.
5. Make sure there is nothing on keyboards before closing screens (e.g. pencils, clips).
6. Never lift them by their screens. Only hold the keyboard when lifting any Chromebook.
7. Clean screens with a soft, dry, anti-static cloth. Never use cleaning liquids of any kind.

F. Asset Tags

1. Chromebooks are labeled with a PBVUSD asset tag, which should never be removed.
2. PBVUSD Asset tags may not be modified/tampered with in any way & never removed.

II. General Usage Guidelines

A. Media and Audio

1. Inappropriate media (pictures, music, videos, etc.) must never be used on them.
2. The presence of inappropriate media used on them will result in corrective action.
3. Inappropriate media (images, video, audio, etc.) may not be accessed at any time.
4. Any inappropriate media present, accessed, or stored will result in corrective action.
5. All district devices are monitored by BARK Software whenever they are being used.
6. BARK provides a digital safety net that's more effective/efficient than manual checking.
7. BARK sends alerts when concerning issues about inappropriate content are detected.
8. All sounds must be muted on them at all times unless given permission by an adult.
9. Only corded earbuds without Bluetooth technology may be used with adult permission.
10. Students are required to use their own corded earbuds without Bluetooth technology.

B. Printing/Sharing

1. Students may only print/share/publish their work with an adult's expressed permission.

C. Network Access and Security

1. Students will log in with their own school Google Apps For Education (GAFE) account.
2. Students should never share their account user names/passwords with anyone else.

D. Managing and Saving Digital Work With a Chromebook

1. The majority of student work will be stored in their school cloud-based applications.
2. Work can be accessed from computers with an Internet connection and mobile devices.

3. Some files may be automatically stored on their hard drives, which have limited space.
4. Sometimes downloaded files are deleted to free up space, so those files may be lost.
5. Always remember to save frequently when working on digital media to avoid losses.
6. Cloud-based applications, including Google, save work automatically, but not always.
7. School/district/teacher/staff will never be responsible for the loss of any student's work.
8. Students are encouraged to maintain backups of work with multiple copies stored.

E. No Expectations of Privacy during Chromebook Activity

1. Students have no expectation of confidentiality/privacy with respect to any Chromebook.
2. They are for district-related purposes only, other than as specifically provided by law.
3. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of Chromebooks at any time for any reason related to the operation of the District and/or School.
4. By using a Chromebook, students/parents/guardians agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and/or activity on any students' Chromebooks at any time 24/7/366 days per leap year.

III. Library Etiquette for Students

1. When in the library, backpacks are to be hung or placed neatly in the designated area.
2. No backpacks are allowed in the library book/computer areas.
3. All schoolwide expectations and rules apply to the library and all Chromebook usage.
4. Students are asked to help keep the library/computer area quiet, neat, and orderly:
 - a) Shelves, materials, tables, and chairs should always be left neat and orderly.
 - b) When not in use, chairs should be properly pushed in under tables as directed.
 - c) Materials are always returned neatly in an orderly manner to appropriate places.
 - d) FOOD OR DRINKS ARE NOT ALLOWED IN LIBRARY/COMPUTER AREAS.
 - e) The library is a quiet place for:
 - (1) Studying/Chromebook usage.
 - (2) Looking for reading material.
 - (3) Checking out books or materials.
 - (4) Reading/Chromebook usage.
 - (5) Doing research/Chromebook usage.
5. If students have questions or concerns, then they should ask any adult for help.
6. Students must be safe, respectful, responsible, and considerate of others.

IV. Chromebook Procedures for Students in the Library

- A. Students must check in with the library media clerk before going to a computer or shelves.
- B. Students must have an outline, rough draft, or notes ready before using any computer.
- C. Students are not to copy or print directly from any computer during the research process.
- D. Neither external thumb/flash drives, nor memory sticks may be used on school computers.
- E. Students are to check computers for problems, damage, or failure to work properly before use and report them to any adult as soon as possible so that they can be taken care of properly.
- F. Students must notify the library media clerk about any issues immediately upon discovery.
- G. Students are not to touch any other student's belongings in the library without permission.
- H. Filed written notification is required if a student is NOT allowed to have Internet access.
- I. If a parent has not filed a written notification, then all students will be allowed Internet access.

Inappropriate media may not be used as a screensaver or background. The presence of a gun, knife, other weapon, pornographic material, inappropriate language, violence, body shaming, alcohol, drug, gang related symbol or graphic may result in corrective action and possible loss of Chromebook access for a period of time. Take care to protect user names/passwords and never share user names/passwords. Unless otherwise informed by an adult, all sounds must be muted at all times. Corded earbuds without Bluetooth technology may be used at the discretion of the teacher. It is a good idea for students to carry corded earbuds in class.

REPAIRS AND MAINTENANCE

The District will repair or replace damaged equipment resulting from normal use. All other damages will be the responsibility of the student to whom it is assigned. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Chromebooks will be issued to students from the Tevis JHS Library Media Center. Students using Chromebooks will be responsible for any damages incurred while it is in the possession of the student. In the event that a student is unsuccessful in caring for a Chromebook, the student will be restricted to only using a Chromebook when it is necessary as instructed.

Chromebook Repair/Replacement Costs

In the event a Chromebook is damaged or broken by a student, whether through student carelessness, accident, or intentionally destroyed, the costs of the repair will be the responsibility of the student and his/her parent/guardian/family.

The following Chromebook repair/replacement costs will be charged:

Minor Damage/Key Missing/Lost Charging Cable = \$ 50.00

Major Repairs/Cover/Ports/Cracked Screen = \$150.00

Catastrophic Damage/Replacement Cost = \$350.00.

ELECTRONIC FILE MANAGEMENT Google Apps for Education (GAPE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, and forms that allow students to create different types of online documents with the ability to collaborate in real time with others and store documents in the cloud. With a wireless internet connection, students can access documents and files from any Chromebook, anywhere, at any time.

- All items will be stored online in Google Drive.
- Students leaving the district who want to save any work must transfer their data to a personal Gmail account.

EMAIL, APPS AND EXTENSIONS While utilizing email or any other electronic communications, everyone must always use appropriate and proper language. Do not transmit language or material that may be considered profane, obscene, abusive, and/or offensive to others. Mass emails, chain letters, or spam are prohibited. Email, Apps, and communications sent/received should be related to educational needs. Email, Apps, and communications are actively monitored, and are subject to inspection by the school administration or designees at any time.

DIGITAL CITIZENSHIP Before being allowed individualized Chromebook use, each student must complete the required digital citizenship curriculum as directed by staff. This support will educate students regarding the challenges, dangers, pitfalls, and opportunities of life online.

CHROMEBOOK EXPECTATIONS All Chromebooks are labeled with a barcoded school asset tag. Chromebooks are the responsibility of the student using them. Chromebooks are for student use throughout the duration of their time at Tevis JHS. Take good care of them. Students are required to use their @pbvUSD.k12.ca.us GAFE domain user ID and password to protect their accounts and are required to keep that password confidential. Passwords must not be shared with other students.

STORING CHROMEBOOKS When students are not using Chromebooks during class, they should leave them in a secure location and out of the walking path of others. Nothing should ever be placed on top of any Chromebook when it is being stored. At the conclusion of their use, students are required to charge Chromebooks used by them, so they are ready for use by the next student.

CHROMEBOOKS MUST NOT BE LEFT IN UNSUPERVISED AREAS Under no circumstances should Chromebooks be left in any unsupervised area during periods of non-use. Unsupervised areas include, but are not limited to: vehicles, school grounds, cafeteria, library, gymnasium, locker rooms, unlocked classrooms, restrooms, and/or hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving any Chromebook in an unsupervised location. Exceptions may be staff-directed.

STUDENT USE OF OTHERS' CHROMEBOOKS IS NOT ALLOWED Students are not allowed to touch, use or manipulate another student's Chromebook for ANY reason or purpose. If a student causes damage to another's Chromebook, said student will be held liable for any damage incurred. Students will only be able to login using an email with their @pbvUSD.k12.ca.us account. Any attempt to alter data, the configuration of a Chromebook, or the files of another user without the consent of the individual, school administrator, or district technology administrator, will be considered an act of vandalism and subject to corrective action in accordance with the student handbook and other applicable school policies.

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a school wide approach to maintaining positive academic relationships and a process for creating a safer and more rewarding learning experience. PBIS is a systems approach to enhance the capacity of our school to educate all children by developing research-based, school-wide, and classroom expectations. The process focuses on improving our school's ability to teach and support positive behavior for all students to learn. Instructional time is more effectively used for learning and the overall school environment encourages safety, respect, and responsibility.



The Ranger Way:

- ★ Be Safe
- ★ Be Respectful
- ★ Be Responsible

Consistently Behaving Safely, Respectfully, and Responsibly

Tevis Junior High School's Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates a thriving educational environment where all Rangers succeed by ensuring that they are explicitly taught behavior expectations by all school staff who uniformly reinforce, correct, and incentivize "The Ranger Way", which is to "Be Safe, Be Responsible, and Be Respectful." Expectations for each area of campus have been identified through our schoolwide matrix. Each classroom will post the matrix to reference with students. Signage listing expectations will also be posted throughout campus. Tevis utilizes our School-Wide Information System to engage in data analysis and discourse yielded from SWIS.

"The Ranger Way" training sessions are conducted throughout the entire school year (August, November, January, March, and May) through assemblies conducted during Physical Education classes to educate students on detailed expectations, interventions, supports, and training all of our Rangers about how to meet expectations, respond to intervention, and access resources for supporting them.

Positive behavior is reinforced in many ways. The Ranger Way celebrations will be facilitated at the end of each quarter during which students who have met or exceeded school wide expectations may participate. Rangers listed on Tevis Junior High School's Honor Roll and Principal's List are rewarded each quarter. End of the Year Awards Ceremonies are conducted to recognize special achievements throughout the school year.

Tevis collaboratively identifies consistent interventions and supports to correct problem behaviors.

Every school day, Tevis focuses on Social-Emotional Learning (SEL) skills specifically during their classes before 8th Grade Lunch and after 7th Grade Lunch as we all work to provide our Rangers with structured discipline in an atmosphere that provides an inclusive, safe, positive, culturally relevant, and nondiscriminatory educational environment for everyone within a safe, respectful, and responsible learning environment for students, staff, and visitors on our campus.

Ranger Rewards encourage the use of restrooms before school begins, during passing periods, at lunchtime, in P.E. Locker Rooms, and after dismissal rather than during class time. Ranger Rewards help keep students engaged in their learning and reduces the time that they lose by being out of their classrooms. Each Ranger receives a newly printed punch card at the start of each quarter, printed on a unique color of paper. Our Ranger Restroom Pass serves as a hall pass, which facilitates 10(ten) restroom visits during class time per quarter. Cards with 10 (ten) unused punches at the end of the quarter may be converted into Ranger Rewards. Replacement Cards and Behavioral Notices, if needed, will be issued in a different color and will have pre-punched holes prorated with one hole punched for each week of school that has already passed, meaning they cannot be redeemed for any Ranger Rewards and that student may be assigned disciplinary action for irresponsible behavior. Each teacher provides lanyards and plastic sleeves for the Ranger Restroom Pass punch cards. Rangers wear the lanyards with their Ranger Restroom Pass punch card displayed within their attached clear plastic sleeves while they are out of their classrooms. School Aides will punch the card at the restroom and may be dispatched from the office to issue a Behavioral Notice and/or serve as escorts for students who have lost their Ranger Restroom Pass. Rangers sign in to their Homeroom Google Classroom, which takes place during 5th and 6th periods. The data collected helps us monitor which Rangers are missing instructional time due to using the restroom during class time. If a Ranger does not have a Restroom Pass punch card, then teachers call the office for an aide to be dispatched from the office to issue a Behavioral Notice and

serve as an escort for students who do not have their Ranger Restroom Pass. A replacement card and Behavioral Notice will both be issued in a different color and will have pre-punched holes prorated with one hole punched for each week of school that has already passed, meaning they cannot be redeemed for any Ranger Rewards and that student may be assigned disciplinary action for irresponsible behavior. Our ultimate goal is to keep students in the classroom, where they learn best.

PBIS means students will know exactly what is expected of them in all school settings. Rangers will receive on-going instruction from staff on the school-wide expectations in all areas of the school.

Students who consistently behave **The Ranger Way** will be recognized, acknowledged, and rewarded in a variety of ways for their Safe, Respectful, and Responsible behaviors.

Rangers will learn and understand the potential consequences that may occur when they choose not to meet school-wide expectations about which they have been instructed.

Our PBIS program is used in conjunction with the Panama-Buena Vista student code of conduct that ensures a safe, productive, and positive learning environment.

The PBVUSD Parent Handbook and this publication are essential resources for understanding school rules, regulations, and expectations for student conduct, as well as the appropriate consequences that may occur for students not meeting district-wide behavioral expectations.

CAFETERIA (FREE BREAKFAST & LUNCH) and STUDENT STORE

Our school cafeteria provides free nutritional meals at breakfast & lunch. Additional milk is 50 cents.

Healthy snack items may be purchased from our Student Store. Each item is priced \$5 or less.

WE STRONGLY DISCOURAGE STUDENTS WALKING HOME FOR LUNCH.

Parents who want their students to walk home for lunch on a regular basis must meet with the principal and go over the procedures.

Students may be signed out for **lunch off campus** only by a **parent/guardian or other person listed on their emergency card** when students are picked up for lunches that will take place off-campus. **Photo ID is required.** There are **NO** exceptions.

It is the student's responsibility to bring lunch or acquire a lunch from the school.

Students are expected to bring or acquire individual lunches for themselves only. Food brought in for groups is disruptive to the normal lunchtime procedures. Therefore, parents/guardians are asked to supply food and/or drinks for their child only.

Please do not have take-out food (i.e., pizza, salads, hamburgers, french fries, sub-sandwiches, etc.) ordered and/or delivered to school.

The daily office routine does not allow the time needed to contact students for food delivery, but efforts will be made to contact individual students in an emergency situation during their lunch.

CAFETERIA RULES

All students are held accountable for knowing and following all of these cafeteria rules:

1. All students will walk, not run, to the lunch line and must go to the back of the lunch line.
2. Crowding in line or saving another student's place in line is not permitted.
3. Once inside the cafeteria and seated, students may not leave their seats until dismissed.
4. Hats must be removed while seated at a table.
5. Students are responsible for cleaning up their table.
6. All items must be separated properly and placed in the appropriate recycling receptacles.
7. When students leave the cafeteria, they are to go immediately to the field or basketball courts and stay there until the bell rings at the end of the period.
8. The amphitheater, lockers and halls are off limits for students during lunch.
9. Authorized Masticatory Substances (AMS) are foods that are eaten inside the school cafeteria/office/gym lobby during breakfast or lunch, and/or Student Store items consumed outside in specially designated areas during lunchtime, which are to be chewed and enjoyed in these locations at those times. However, none of these AMS, nor their packaging should be possessed after the Ranger's grade level has completed their breakfast/lunch/Student Store snack. Rangers are encouraged to put litter in its place, which is a garbage receptacle.
10. General Unauthorized Masticatory (GUM) Chewing is not allowed at Tevis Junior High School. A masticatory is any substance that is chewed. Chewing nothing at Tevis Junior High School is instructive and conscientious. Responsible Rangers, who chew nothing during the school day, sustain, safeguard, and support the excellence of our campus landscapes, walkways, and structures. Once spit out on a surface, a GUM is a chewed substance that is essentially impossible to get out, and creates an eyesore, which then becomes a breeding ground for germs and pests. Therefore, chewing nothing in our academic setting is insisted upon because it abundantly improves our campus life. Just a few instances of irresponsibility can cause great damage. Cleaning or replacing objects that have been soiled by a GUM is costly. In addition, the time spent by our hard-working custodial staff to skillfully clean these extraneous messes undermines the overall cleanliness of our school. These unnecessary costs and misspent time can be avoided by chewing nothing at school. Chewing nothing also prevents distractions in classrooms because it eliminates problems within the learning environment because teachers and our Rangers are drawn to learning, rather than what is being chewed. Chewing nothing in the classroom encourages Rangers because it helps them focus upon the information that they are learning. Chewing nothing on our campus is renowned. Rangers spend time dedicated to learning, rather than chewing irresponsibly.
11. PBIS lunchtime expectations maintain the structured and supportive environment we have worked so hard to establish The Ranger Way: Be Safe! Be Respectful! Be Responsible!
12. Rangers should line up outside the cafeteria after their 4th or 5th period class based on their selected menu item that they indicated to their 1st-period teacher in the morning Lunch Count.
13. Line #1 forms near the cafeteria serving line next to the double doors of the MPR.
14. Line #2 forms at the door to the salad bar lunch line, nearest to the basketball courts and P.E.
15. Rangers must walk carefully and stay in their designated lines, with their right foot or shoulder touching the wall, to ensure safety and order.
16. Rangers should not pass others or engage in running, nor crowd on the way to the lunch lines.
17. Rangers should not gather nor sit in the quad area, but should proceed directly to lunch lines, the cafeteria, or designated eating areas (MPR, forest area, or basketball courts).
18. Sack Lunch Rangers go directly into the cafeteria after showing their lunch bag at the door.
19. Non-eaters should go directly to the basketball court areas or the forest.
20. Rangers must find a seat upon entering the cafeteria with their lunch and remain seated.
21. All personal belongings, including hats, should be placed under the bench while eating.
22. After finishing, Rangers should raise their hand to be excused by an adult, who will verify that they have properly separated their lunch waste.

SCHOOL RULES

Students are expected to read these rules very carefully and will be held accountable for knowing and following all of them daily:

1. Students are not to be at school prior to 7:30AM and should be on their way home by 3:45PM each and every school day except Wednesdays. Students should be on their way home by 2:15PM each and every Wednesday.
2. Students have 4(four) minutes between classes to attend to all personal needs.
3. Students are expected to arrive at their next class on-time and in their assigned seats ready to work, with all required materials before the tardy bell rings.
4. Students are not to bring any items to school that are not necessary for their classes. Such items include, but are not limited to audio/visual equipment, toys, sharpies, etc. Any prohibited items (contraband) brought to school will be confiscated and may result in disciplinary action. Although cell phones are allowed on campus, they are not allowed to be turned on (powered up) or visible. There is never a situation that arises that a student must use a cell phone during school hours. Should a need arise, such as an emergency or illness, the student should report directly to the office for care and/or treatment. At that time, a parent/guardian will be contacted from a school telephone. The district is not responsible for retrieval, replacement, nor any charges incurred as a result of lost, stolen or damaged electronic communication devices.
5. Students may not carry or possess felt tipped markers or any other ink marking instrument beyond standard pencils. If special ink marking instruments are required for class projects, they will be provided by the school for in-class use only.
6. GUM/Candy/Snacks/Drinks are not to be possessed anywhere or anytime at school.
7. Consuming GUM, candy, snacks, or drinks other than water in between classes in the hallways is not permitted. However, if a teacher gives a Ranger candy or a snack, then it must be consumed in that classroom or left in its sealed package for the cafeteria at lunch. Items purchased from the Student Store during lunch may be eaten during the lunch period in designated areas only. These items may not be eaten at any other time, nor any other place on campus. Students may not bring glass bottles, nor any other type of glass containers to school.
8. Students are expected to not touch any other students at school, on the way to school, nor on their way home from school. Running, pushing, play fighting, and horseplay are never permitted. This type of behavior is dangerous to those involved as well as any students who may be nearby, and often causes injuries and leads to fighting. Hand holding and other public displays of affection (i.e. hugging/kissing) are never permitted at school.
9. Tevis is a closed campus. Once the student comes on the school grounds they may not leave the premises without expressed permission from an adult authority figure.
This includes the following:
 - a. Going home when ill.
 - b. Going home for lunch. *A parent conference with the principal and proper paperwork is required to be on file in the school office to gain permission to go home for lunch.*
 - c. Leaving school with a parent/guardian for any reason, including going to lunch, without being signed out in the office by an authorized parent/guardian.
 - d. A student may not leave with someone else's parent/guardian unless someone else's parent/guardian is listed on a student's emergency card.

10. The bike rack area is locked and off limits during the school day. Only students who ride their bikes to school that day are allowed inside the bike rack area to lock them up in the morning or pick them up after school. E-bikes must be equipped with fully operable pedals and a motor of less than 750 watts, which cannot assist after 20mph.
11. Riding a school bus is a privilege, not a right. This privilege can be forfeited. Read all of the bus rules carefully, know, and follow all of them. Bus ticket suspensions will be enforced. If a student is suspended from riding the bus, then that student is responsible for acquiring other transportation to and from school.
12. Behavior in a class that disrupts the teacher's ability to teach or interferes with other students' ability to learn is unacceptable, unfair, and will never be permitted at school.
13. Students are expected to dress in a manner appropriate for school. Please read the Panama-Buena Vista Union School District dress code very carefully. Students who do not follow the dress code will be required to call their parents for other clothes, or they may be required to wear borrowed P.E. clothes for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action at the discretion of the school administration. Students may wear their own P.E. clothes.
14. Articles of dress that are in the nature of a costume, which detracts from the educational environment are not to be worn, which is in accordance with dress code.
15. Toys, stickers, stuffed animals, pillows, and/or blankets are never allowed on campus.
16. Students are not permitted to sell anything at school including fund-raising items.
17. Students may not bring any items to school, either worn or carried, which can be used to cause injury to others. This includes items such as wallet chains, pocket knives, any sort of a paddle or club, or any other such items which present a danger to other students, which is in accordance with the Tevis Junior High Contraband List.
18. Do not have food, gifts, flowers, balloons, etc. delivered to school. Students may not take these items to class. They will be held in the office for parents to pick up.
19. Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to the school or personal property of others.
20. A child's parent, legal guardian, or foster parent may visit the child's classroom during the instructional day provided it doesn't disrupt valuable instruction. For observations, please schedule a time and date convenient for both the parent and the teacher. Observations are limited to two visits per month per student and should not exceed one hour per visit per District Board Policy 1250. (A copy of this policy is at the back of this handbook.) Arrangements can be made for additional classroom time and visits at the teacher's discretion, which should be scheduled through the principal.

MAINTAINING A SAFE SCHOOL ENVIRONMENT

In order to maintain a safe school environment, all Rangers are reminded to always remember their ABCs = **Anti-Bullying Communication:**

ALONE = If you don't like someone, or if someone doesn't like you, then **LEAVE THEM ALONE**. (Do not look at them, talk about them, text about them, post on social media, etc.)

BENEVOLENT = Be well-meaning and kindly to others. Rangers should always treat others the way they want to be treated with a desire to do good (**ALWAYS BE BENEVOLENT**).

CHOICES = Do not touch other Rangers on the way to or from school, at school, nor make fun of them in any way (Appearance, Body Shaming, Cell Phones, Friends, Race, Family Members, Clothes, Shoes, etc.) Anti-Bullying is always making **CONSISTENTLY GOOD CHOICES**.

In order to maintain a safe school environment, all Rangers have been warned that not only is fighting not allowed on our campus, on the way to school, nor on the way home from school, but Rangers are not even allowed to talk about fighting with other students in person, nor in writing by means of an electronic act or otherwise. Rangers have also been informed numerous times that they must make a good-faith effort to stop fighting by immediately seeking assistance from the nearest authority figure, or their parents/guardians, and clearly indicating to others that they are trying to do so, as soon as they hear about someone wanting to fight. **SEE SOMETHING/SAY SOMETHING** is a phrase that is used to promote good academic citizenship from each and every Ranger on our campus. Rangers have also been repeatedly instructed that self-defense means that they must honestly and reasonably believe that they are in imminent danger of being injured, that immediate force is necessary to prevent that danger, and must use no more force than is necessary to defend against that danger. Once that danger has been successfully defended against, students are instructed to get themselves to the nearest authority figure for assistance to avoid further fighting. All Rangers have been advised that deciding to stand toe-to-toe with another person, and choosing to trade punches back and forth is never deemed self-defense, but is rather categorized as a Mutual Combat Fight, which is a suspendable violation of the California State Education Code for both mutual combatants. Expulsion is recommended, if appropriate, when a mutual combatant causes serious physical injury to the other mutual combatant. A Mutual Combat Fight is not Self Defense. A Ranger who engages in a Mutual Combat Fight only has a right to use Self Defense, if they stop fighting, indicate that they want to stop fighting, and give the other combatant a chance to stop fighting. Mutual Combat is where a fight begins because of mutual consent or agreement whether implied or expressed. Examples of Self Defense indicators: During a fight, a Ranger calls out their desire to stop any further fighting. After fighting subsides, a Ranger seeks a truce to stop any further fighting. A Ranger who engages in Mutual Combat or who starts a fight has a right to Self Defense only where: They actually and in good faith try to stop fighting; They indicate, by words or conduct, to the other combatant in a way that a reasonable person would understand that they want to stop fighting; They give the other combatant a chance to stop fighting. Tattling is done mainly to get someone in trouble, while reporting is done solely to make the acts of bullying stop to keep people safe and secure to learn. "Snitch" is a criminal term that criminals use to protect other criminals, so a Ranger should never call another Ranger a "snitch" when they report things.

Tevis' Ultimate Recipe For Success (TURFS) includes 3(three) interdependent ingredients:

1. Be respectful to authority figures. 2. Listen to instructions. 3. Follow directions.

SUSPENSION

In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for the commission of serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as removal of the student from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances, the period of expulsion may cover one calendar year. Students considered for expulsion are brought before the District's Administrative Hearing Panel where the facts of the case are presented. The District's Board of Trustees reviews the panel's finding and determines whether or not to issue an expulsion order.

In accordance with Education Code 48900, school districts are granted the authority to suspend, and **MAY** recommend proceedings for expelling, students who have committed any of the following acts:

- (a) Physical injury, using force, or violence
- (b) Weapon or dangerous object
- (c) Possession or use of drugs or alcohol
- (d) Sale of drugs or alcohol
- (e) Robbery or extortion
- (f) Property damage
- (g) Theft
- (h) Possession of nicotine products
- (i) Obscene acts, habitual profanity, or vulgarity, including, but not limited to Body Shaming
- (j) Drug paraphernalia
- (l) Receiving stolen property
- (m) Imitation firearm
- (n) Sexual assault or sexual battery
- (o) Witness intimidation
- (p) Offering prescription drug
- (q) Hazing
- (r) Bullying, including, but not limited to Body Shaming
- (t) Aiding or abetting physical injury
- (u) Sexual harassment, including, but not limited to Body Shaming
- (v) Hate Violence
- (w) Harassment, threats, or intimidation, including, but not limited to Body Shaming
- (x) Terroristic threats against school officials and/or school property

Students **shall** be recommended for expulsion proceedings for any of the following acts as per Ed Code 48915(a)(c):

1. Causing serious physical injury to another person.
2. Possession of any knife or other dangerous object of no reasonable use.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery, upon any school employee.
6. Possessing, selling, or otherwise furnishing a firearm.
7. Brandishing a knife or any dangerous object at another person.
8. Unlawfully selling a controlled substance.
9. Committing or attempting to commit a sexual assault or sexual battery.
10. Possession of an explosive.

The junior high student **is considered responsible for his/her behavior and actions.**

The school rules are simple and apply to all students equally.

The student is considered responsible for knowing what these rules are as well as those that each teacher may establish for their classroom.

Failure to comply will result in various disciplinary consequences.

Behaving in an acceptable and responsible manner will make the student's life at school more productive and enjoyable.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

The Ranger Way Expectations are presented at least 4(four) times during the year, which are presented by an administrator during Rangers' P.E. periods to begin each quarter. The Ranger Way Reflection Writing, Teacher Assigned Noon Study, IMPACT, Tier II Lunch Lessons/Reflective Oasis Of Mindfulness, Wednesday Campus Beautification, and/or Friday After School Training may be assigned as intervention & support for Rangers to help promote positive behavior & improve learning at Tevis Junior High School. Parent/guardian contact will be made prior to any student being assigned IMPACT, Wednesday Campus Beautification, and/or Friday After School Training. IMPACT offers customized SEL content specifically tailored to the needs of junior high school students, focusing on the unique social and emotional challenges they face during this transitional period. Lessons are designed to be interactive and engaging, using real-life scenarios that resonate with our Rangers due to their innovative strategies that are designed to address various behavioral and social-emotional challenges, fostering a more supportive and effective learning environment with integrated mindfulness techniques, such as breathing exercises, meditation, and reflection periods, in their daily routine. These practices help Rangers manage stress, increase self-awareness, and enhance focus, leading to a calmer and more centered school experience. IMPACT's restorative practices are a way for our Rangers to reflect on their actions, share their thoughts in a safe space, and work on resolving conflicts through open dialogue. This approach emphasizes accountability and the importance of repairing relationships. Through activities and discussions, Rangers learn how to build and maintain respectful relationships. They practice effective communication, boundary-setting, and trust-building, which are essential for healthy interactions with peers and adults. While participating in Tevis' IMPACT Class, Rangers feel understood, supported, engaged in learning without the fear of judgment because the challenges that they face in regular classrooms are addressed with care and patience. IMPACT offers them clear expectations and consistent routines, which helps them develop skills that extend beyond academics. Each day of the week is dedicated to different aspects of their development—whether it's learning to communicate responsibly, setting personal goals, or understanding the impact of their actions on others. IMPACT is a proactive and compassionate approach to education, where Rangers are given the tools and guidance to overcome obstacles. While participating in IMPACT, Rangers are seen as more than just a student with challenges, but as a young individual with the potential to grow and succeed. IMPACT provides reassurance that Rangers are in an environment where educators are committed to their overall well-being, offering a blend of academic instruction and social-emotional learning that is tailored to their needs. Families can expect regular communication, involvement in their child's progress, and the opportunity to partner with the school in fostering positive changes. The IMPACT teacher provides crucial support to students struggling with disruptive behaviors, helping them become more engaged and less disruptive. Tevis Junior High School's IMPACT teacher is a supportive, caring adult who improves the accessibility of teaching and the comprehensibility of lesson content with social, emotional, and instructional support. Tevis' IMPACT teacher helps students with a history of disruptive behavior who want to learn, but find learning in their everyday classrooms difficult. IMPACT is a beacon of hope, a place where Rangers are not only held accountable, but are also empowered to make meaningful changes in their lives, with the full support of their school and families. TIILL ROOM intervention is provided during students' lunches. Once TIILL ROOM intervention has been provided, parents/guardians are notified regarding their Rangers' responses to the interventions. Signed parent/guardian notification should be returned to school the day following TIILL ROOM intervention. Additional intervention may be required if a signed notification is not received.

SPECIAL EDUCATION

Panama-Buena Vista Union School District operates Intensive Intervention Center Classes and Special Day Class Programs on the Tevis campus. Students who have learning disabilities as diagnosed from tests administered by the district psychologists are placed in IIC Classes for Reading, English Language Arts, and/or Mathematics and/or in a Special Day Class. These students receive instruction through an individual learning program based upon the student's Individual Education Plan (IEP). If your child has a current IEP, or you believe that your child needs to be evaluated, then please inform the office as soon as possible.

STUDENT STORE

The Student Store at Tevis is typically open daily for the last few minutes of the period after lunch is served. Ranger Rewards, assorted snack items & drinks are available to acquire. There will be times throughout the year when the student store will not be open. Therefore, students are encouraged not to use it as a primary source for lunch. The store is run by the Student Council. The profit is used to benefit the whole school as determined by PBIS & the Student Council. Students interested in volunteering to work in the student store may email pcalley@pbvusd.k12.ca.us to apply and participate in the interview process.

OFFICE TELEPHONE USE

A telephone is provided in the office for student use for **emergencies and illnesses only**. When it is necessary to do so, authorization to use the telephone from an adult is required.

TESTING Various tests are administered throughout the school year either for placement, to assess student progress and achievement, or by state law to assess the school program. The California Assessment of Student Performance and Progress (CAASPP) is a computer-based annual assessment given to all students in the spring. Results indicate a student's progress from year to year in the areas of Math, Written Expression, and Reading. The Next Generation Science Standards (NGSS) are assessed by the California Department of Education with the California Science Test (CAST), which is taken by students in 8th Grade. Results can be compared to a national sampling of students in the same grade level and will be available to parents usually during the summer following the end of the school year. Various school site and districtwide assessments are taken quarterly throughout the academic year at Tevis Junior High School. We have high expectations for our Rangers academic success and are here to help them every step of the way.

TITLE IX COORDINATOR The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator. Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant. The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy. The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment, body shaming, and Title IX.

TRANSPORTATION Whether a student rides the bus to and from school or only on a field trip, the rules of good conduct must be followed. The use of a school bus is a **privilege**, not a right. Special arrangements for use of transportation services require a written request from the parent/guardian and pre-approval by the administration. The California Administrative Code states: "Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway." The school district governing board of trustees has adopted rules and regulations to enforce this provision. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. District rules require students to be lined up at the bus stop at least five minutes before the scheduled bus stop. The following list of student actions constitutes violations of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) while in or loading or unloading a bus.
2. Using profane language, obscene gestures, and/or body shaming in any form.
3. Putting any part of the body out of a bus window at any time.
4. Any movement out of seats while the bus is in motion.
5. Creating excessive noise that distracts the driver.
6. Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits, and/or windows.
7. Any type of damage or defacing of the bus.
8. Lighting of matches, cigarettes, or smoking on the bus.
9. Throwing any objects in, out of, or at the bus.
10. Transporting live animals, reptiles, or insects on the bus. Science specimens are to be encased in safe containers.
11. Eating, drinking, or chewing gum.
12. Disrespect or failure to obey the bus driver.
13. Using other than the student's regularly scheduled bus stop.
14. Riding the bus after receiving a bus suspension.
15. Any improper bus stop procedures, (not lining up, rock throwing, playing in streets, damaging property at a bus stop).
16. Giving improper identification when requested by the driver.
17. Tampering with the bus radio or controls.
18. Transporting of glass containers.
19. Crossing behind or in front of the bus without escort.
20. Must be at the bus stop **before** the scheduled pick up time.

Minimum Consequences for any of these aforementioned infractions are:

1st Ticket Warning or possible bus riding suspension. Parent notice will be sent home.

2nd Ticket Three (3) day suspension of bus transportation to and from school.

3rd Ticket Five (5) day suspension of bus transportation to and from school.

4th Ticket Ten (10) day suspension of bus transportation to and from school.

5th Ticket Suspension of bus riding privilege for the remainder of the school year.

Calls will be made to parents/guardians, and letters will be sent notifying them of the suspension of bus transportation for tickets #2 through #5.

Parents/Guardians can request a conference at any time.

BICYCLES

Bicycles may be ridden to and from school provided that they are maintained and operated in a safe manner in accordance with current bicycle laws. E-bikes must be equipped with fully operable pedals and an electric motor of less than 750 watts, which cannot assist after 20mph. Bicycles are never to be ridden on the school grounds, in the parent drop-off/pick-up lane, nor any of the school parking lots. Upon reaching the sidewalk in front of the school, riders are required to walk their bicycles to the bike rack area (please see the school map for locations). At dismissal, all students should walk their bicycles until they reach the bike lane on Pin Oak Park Boulevard. All bicycles must be parked inside the fence at the bike racks. Even though the bike rack area is locked during the day, students should provide a lock for their bicycle. Students are not allowed to stay in the bike rack area except when parking or picking up their own bicycle. **The school is not responsible for lost or damaged bicycles.** State law requires, and the school encourages students to wear a bicycle helmet for their safety traveling to and from school. Students who are found to be riding their bicycle unsafely may be required to wear a helmet or have their bicycle confiscated. Bicycles ridden to school without a helmet may be confiscated until a helmet is worn or it is picked up by someone listed on the student's emergency card.

SKATEBOARDS

Skateboards, skates, scooters, and roller blades may **NOT** be at school at any time. Possession of any of these wheeled items is always prohibited on the school grounds.

BODY SHAMING

Body shaming in any form is strictly prohibited. Body Shaming refers to the unsolicited act of mocking, stigmatizing, or commenting on a person's body or appearance in a manner that is perceived as negative, regardless of the offender's intent and/or whether it is online self-deprecating humor. This includes verbal comments, nonverbal cues, exclusionary behavior, digital content (e.g. graphics, memes, social media posts, or text messages), self-directed comments on body image expressed publicly (e.g. openly negative self-talk). Comments perceived as compliments that reinforce harmful norms (e.g. backhanded compliments, coded language, equating food choices with morality or self-worth, and policing food choices or eating habits). Body shaming may occur as a one-time event or as part of repeated behaviors and may intersect with bullying, sexual harassment, or other forms of discrimination. If Body Shaming occurs, Tevis addresses it as follows: Bullying & harassment are taken seriously/addressed immediately at Tevis as soon as it is reported. Tevis continuously encourages everyone to report Body Shaming immediately, promptly investigates reports, takes appropriate corrective action, and counsels victims. Tevis involves parents/guardians by notifying them after thoroughly investigating reports and then collaborates with families to provide appropriate support services for both victims and offenders. These best practices foster a culture of body positivity and acceptance for all.

YEARBOOK

The Tevis Yearbook class publishes a comprehensive record of our 7th & 8th Grade experiences by documenting the crucial events, milestones, and, most importantly, all of the Rangers who make our school unique. It also serves as a compilation of the teachers and staff members who helped make our junior high school years memorable by highlighting the many activities and events that took place. It is a top quality hard-covered publication that makes an excellent record of your time here at Tevis Junior High School. The Tevis Yearbook is sold in the fall and distributed during the last week of school. Students must order a yearbook in the fall in order to be assured of getting a yearbook at the end of the school year. Students should keep yearbook receipts as proof of their purchases.



Tevis Bell Schedule
 2025 - 2026
Regular Day
 (Monday, Tuesday, Thursday, Friday.)



7 th Grade			8 th Grade		
Period Passing Time	Start Time	End Time	Period Passing Time	Start Time	End Time
0	7:35 AM	8:24 AM	0	7:35 AM	8:24 AM
1 st	8:28 AM	9:17 AM	1 st	8:28 AM	9:17 AM
2 nd	9:21 AM	10:10 AM	2 nd	9:21 AM	10:10 AM
3 rd	10:14 AM	11:03 AM	3 rd	10:14 AM	11:03 AM
4 th	11:07 AM	11:56 AM	4 th	11:07 AM	11:56 AM
Lunch	11:56 AM	12:45 PM	*5 th	12:00 NOON	12:49 PM
			5 th (SEL)	12:49 PM	1:05 PM
*6 th (SEL)	12:49 PM	1:05 PM			
6 th	1:05 PM	1:54 PM	Lunch	1:05 PM	1:54 PM
7 th	1:58 PM	2:47 PM	7 th	1:58 PM	2:47 PM
8 th	2:51 PM	3:40 PM	8 th	2:51 PM	3:40 PM

Breakfast 8:00 AM - 8:15 AM
7th Grade Lunch 11:56 AM - 12:45 PM
8th Grade Lunch 1:05 PM - 1:54 PM
**Home Room (SEL)*
Dismissal 3:40 PM

Wednesdays

7 th & 8 th Grade		
Period Passing Time	Start Time	End Time
0	7:35 AM	8:24 AM
1 st	8:28 AM	9:09 AM
2 nd	9:13 AM	9:52 AM
3 rd	9:56 AM	10:35 AM
4 th	10:39 AM	11:18 PM
*5 th	11:22 PM	12:01 PM
*6 th	12:05 PM	12:44 PM
7 th	12:48 PM	1:27 PM
8 th	1:31 PM	2:10 PM

Breakfast 8:00 AM - 8:15 AM
***7th Grade Lunch** 11:22 AM - 12:01 PM
***8th Grade Lunch** 12:05 PM - 12:44 PM
Dismissal 2:10 PM

UNIFORM COMPLAINT PROCEDURES

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements.

The Governing Board designates Assistant Superintendent/Educational Services, to receive and investigate complaints and ensure district compliance with law. Please return the completed complaint form to the Assistant Superintendent at 4200 Ashe Road, Bakersfield, California 93313. The contact telephone number is (661) 833-8331, ext. 132.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of an alleged noncompliance by the district. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. Should the complainant be unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprized the complainant of his/her right to file a complaint in accordance with Title 5, Section 4622.

Tevis Junior High School Staff List 2025-2026

English Language Arts

Ashlynn Dooley	7th Grade
Catherine Rodriguez	7th Grade
Erin Wells (Wheeler)	7th Grade
Luke Wright	7th Grade
Julie Ashley	7th & 8th Grade
Kellie Shuford	8th Grade
Laurie Magaña	8th Grade
Kristin Dandy	8th Grade
Valerie Merino	8th Grade
Cynthia Evans (ELD)	7th & 8th Grade

Mathematics

Leslie Hartnett	7th Grade
James Lopez	7th Grade
Veronica Ayala	7th & 8th Grades
Deanna Amos	8th Grade
Joseph Lackey	8th Grade

History

Cheri Eyraud	7th Grade
Barbara Buchholz	7th Grade
Valeria Garcia-Otero	7th & 8th Grades
Angela Maddox	8th Grade
Judy Webb	8th Grade

Science

Robert Cornford	7th Grade
Lori Lucas	7th Grade
Vincent Clerou	7th & 8th Grades
Alyssa Medina	8th Grade
Alison Hamm	8th Grade

Courses of Interest and Music

Lauren Holbrook	Art
Oswaldo Holguin	Career Pathways
Melissa Lonsinger	Theater
Jesus Reyes	Shop
Edgar (Josh Gonzalez) Escobar	Spanish
Jessica Ardray	Chorus
Mary Cervantes	Orchestra
Kelly Willey	Band

Physical Education

John Dignan	PE (Zero Period)
Carmen Enriquez	PE
Juan Gonzalez	PE
Cassandra Oni	PE (Zero Period)

Special Education

Shaniece Banuelos (IIC)	7th & 8th
Ashley Hembree (IIC)	7th & 8th
Aaron Hemingway (SDC SH)	7th & 8th
Yesmin Ochoa (IIC)	7th & 8th
Andrew Pulido (IIC)	7th & 8th

Special Education District Support

Sheree Cay Wilkins	Tele Speech Pathologist
Lara Hall	Psychologist
Michaelann McCambridge	Nurse
Rochelle Moore	Nurse
Vanessa Armendariz	Mental Health Clinician
Kimberly Andresen	Social Worker

Office Administration & Support

Julie Graves	Principal
Patrick Calley	Vice-Principal
Kelli Riebesell	Counselor
Janet Tadros	Intervention Counselor
Halee Clarke	Academic Coach
Alma Looney	School Secretary
Veronica Romero	Attendance Clerk
Stacey Robles	Registrar Clerk
Jennifer (Jennie) Phillips	Library Media Clerk
Michael Davis	Campus Security
Teddy Patterson	Campus Security
Evelyn Ibrahim	IMPACT Teacher
William (Jude/Coach) Herron	B.I.A.
(Behavior Intervention Assistant)	

Cafeteria Staff

Kim Stayton	Manager
Daisy Edwards	Cook Baker
Sabrina Esqueda Medina	General Helper (6)
Socorro Cazares Enriquez	General Helper (5)
OPEN	General Helper (5)

Custodial Staff

Daniel Avila (6-3)	Head Custodian
Edward Jackson (11-8)	Custodian
Idania Valdez Rosales (11-3/6-10)	Custodian
Rocio Gomez (1-10)	Custodian
Claudia Cervantes (1-10)	Custodian
OPEN (6 - 10)	Custodian

Paraeducators & Paraprofessionals

Lindsay Duran	Paraeducator I (P-2)
OPEN	Paraeducator I (P-3)
Tiffany Moss	Paraeducator I (P-6)
Vincent Solarzano	Paraeducator I (P-6)
Gloria Diaz	Paraprofessional III (P-9)
Olivia Garcia	Paraprofessional III (P-9)
Danilo Zapata Melendez	Paraprofessional III (P-9)

Supervision Staff

Maira Villarreal	5.25 Hour Yard Aide
Denise Soria	School Aide (5)
Sao Canty	School Aide (5)
Hilde Miller	School Aide (5)
Marisela Miyamoto Hernandez	School Aide (5)
Davin Wilson	School Aide (5)

(Revised 7-28-2025)

PBVUSD 2025-2026 Annual School Calendar

JULY 2025							AUGUST 2025							SEPTEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	2	3	4	5	6		
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
JANUARY 2026							FEBRUARY 2026							MARCH 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
APRIL 2026							MAY 2026							JUNE 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

	Instruction Resumes	Back to School Night/ Open House	Holiday	Not in Session	Last Day of Instruction
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First Day of Instruction	August 13, 2025
Back to School Night JHS	August 27, 2025
Back to School Night Elementary	September 3, 2025
Elementary Conference Week	October 27 – 31, 2025
Non-Student Day (School not in Session)	November 10, 2025
Autumn Recess (School not in Session)	November 24 – 28, 2025
Instruction Resumes	December 1, 2025
Winter Recess (School not in Session)	December 22, 2025 – January 2, 2026
Instruction Resumes	January 5, 2026
Spring Recess (School not in Session)	March 30-April 6 2026
Instruction Resumes	April 7, 2026
Open House/Family-Community Engagement– Elementary Schools Only	May 14, 2026
Last Day of Instruction	May 29, 2026
HOLIDAYS	
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Autumn Recess Holiday	November 27 & 28, 2025
Winter Recess Holiday	December 24 & 25, December 31 & January 1
Dr. Martin Luther King, Jr. Day	January 19, 2026
Lincoln's Day & President's Day	February 9 & 16, 2026
Spring Recess Holiday (Observed)	April 6, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
PROGRESS & REPORTING	
End of First Quarter	Oct. 17, 2025 (47 Instructional Days)
End of Second Quarter	Jan. 9, 2026 (43 Instructional Days)
End of Third Quarter	Mar. 20, 2026 (47 Instructional Days)
End of Fourth Quarter	May 29, 2026 (43 Instructional Days)
SBAC Testing Window	TBD
Minimum Day Schedule	
Wednesday (All)	90 Minutes Early Out
November 21, 2025	2 Hour Minimum Day
December 19, 2025	2 Hour Minimum Day
March 27, 2026	2 Hour Minimum Day
Back to School Night (BTSN)	90 Minutes Minimum Day
Elementary Conference Week	90 Minutes Minimum Day

PARENTAL ACKNOWLEDGMENT

E.C section 48982 requires parents to sign and return this acknowledgment.

By signing below I am neither giving nor withholding my consent for my student(s) to participate in any program. I am merely indicating I have received and read the parent handbook regarding my rights relating to activities which might affect my student(s).

Date: _____

Signature of Parent _____

Printed Name of Student _____

Printed Name of Parent _____

Printed Name of Student _____

Panama-Buena Vista Union School District
CLASSROOM VISITATION PROCEDURES
(Observation of Instructional Program by Parents)
From Adopted District Administrative Procedures

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher.

Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling of the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantially as follows: "Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

"Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed.

"While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor's presence typically causes.

"Copies of the school's classroom observation procedures are available upon request."

REFERENCES:

Education Code Sections 32212, 35160, 49091.10, 51101
PBVUSD Board Policy 1250

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