



**CLAYTON
VALLEY
CHARTER
HIGH
SCHOOL**

**STUDENT HANDBOOK
2026-2027**

TABLE OF CONTENTS

INTRODUCTION	3
Welcome	3
Charter Mission	4
Profile of an Eagle	4
ACADEMIC PROGRAMS	5
Graduation Requirements & Grading Scale	5
Advanced Placement and Honors	7
Interventions	7
STUDENT SERVICES	8
Attendance Procedures	8
Counseling and Health Services	10
SST/504/IEP	11
Student Conduct	12
Code of Conduct	17
Student Services Procedures	18
EXTRA-CURRICULAR ACTIVITIES	27
Athletics	27
ASB (Leadership)	28
Student Activities	28
Clubs	29
Dances	29
COMMUNITY RESOURCES	31
FORMS, CONTRACTS, AND ANNUAL NOTICES	34
Senior Contract	34
School Locker Contract	34
Media Release	34
Responsible Use Policy (RUP)	35
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”)	39
STUDENT HANDBOOK ACKNOWLEDGEMENT	42

INTRODUCTION

Welcome

Dear Families and Students,

We are excited to welcome our new and returning students and their families to the 2026-27 School Year at Clayton Valley Charter High School (CVCHS).

The Ugly Eagles are anticipating another exciting and promising school year. Our mission is to provide a positive, student-centered environment in which all students will be challenged academically and develop the skills and mindsets to graduate as successful, lifelong learners and productive, responsible citizens in a diverse society.

CVCHS welcomes your involvement and encourages you to be an active member of our school community. To support your student's success, please review the Clayton Valley Charter High School Student Handbook with your student and keep it as a reference for any questions you may have. This Handbook has been updated to reflect new policies and procedures focused on ensuring a safe, supportive, engaging, and challenging learning environment for all students. In addition, please visit our website at www.claytonvalley.org for more information.

On behalf of our administrators, teachers, counselors, coaches, and staff, CVCHS is grateful for the trust our families have placed in each of us to educate and nurture their children. Together, we look forward to a successful and productive year in 2026-27.

Let's go, Uglies!



Bill Morones
Interim Executive Director

20256 Registration Walk-Thru Dates and Times

9th grade	TBD	9:00 AM - 11:30 AM
12th grade	TBD	1:00 PM - 3:30 PM
11th grade	TBD	9:00 AM - 11:30 AM
10th grade	TBD	1:00 AM - 3:30 PM
Make-Up: All grades	TBD	7:00 AM - 8:30 AM

Charter Mission

Clayton Valley Charter High School (CVCHS) will provide a positive, student-centered environment in which all students will be challenged academically and develop the skills and mindsets to graduate as successful, lifelong learners and productive, responsible citizens in a diverse society.

Profile of an Eagle

CVCHS has clearly outlined measures of success for all students that reflect the Charter School’s high expectations. This has manifested itself in what most schools and districts refer to as a graduate profile. At CVCHS, this is referred to as the Profile of an Eagle.

<p>CVCHS Graduate Profile - The Profile of an Eagle: In order to manifest the CVCHS mission, (shared above) as an individual student, CVCHS graduates will have achieved the following upon graduating from CVCHS:</p>
<ul style="list-style-type: none">● be eligible to attend a four-year public university in California● read at a college level*● write at a college level*● demonstrate college-level quantitative reasoning*● be deemed “Prepared” on California’s College/Career Indicator - have attempted completion of college credit● completed a sequence of elective courses
<ul style="list-style-type: none">● engaged in work-based learning● participated in at least two college visits● completed community service● participated in at least two extra-curricular activities● created a plan for post-high school education and life
<ul style="list-style-type: none">● demonstrated exemplary attendance● demonstrated college-level communication skills● demonstrated digital citizenship● demonstrated personal fitness

* *These three elements of the Profile of an Eagle represent raw academic achievement and can be measured in multiple ways. In addition to standard achievement levels (e.g. meet or exceed the standards on CAASPP), CVCHS will also look for sufficient growth in achievement over a student’s time at CVCHS to determine if they have met these criteria.*

ACADEMIC PROGRAMS

Graduation Requirements & Grading Scale

GRADING SCALE

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
69% and below	F

Graduation Requirements

All courses must be passed with a "C" grade (70%) or higher to earn credits.

Subject	Required Credits Coursework requirements
History	30 credits - Required courses include: World History or AP European History, US History or AP US History, and Economics/Government or AP Economics/AP Government.
English	40 credits - Required courses include: English 1, English 2, English 3 or AP English Language, and ERWC or AP English Literature.
Math	30 credits - Students must pass three years of math courses that would make them eligible to meet the "C" requirement in the A-G requirements. In addition, all students must be enrolled in a quantitative reasoning course each year they attend CVCHS.*
Science	30 credits Students must take Biology and either Chemistry or Physics.
World Languages	20 credits - Students must complete two years of the same language at CVCHS.
Visual & Performing Arts	10 credits
College Prep Electives	10 credits - This elective course must meet the "G" requirement as an A-G approved course, or must meet one of the "A-F" requirements.
Electives**	40 credits
Physical Education	20 credits
Community Service	All students must complete a minimum of 40 hours of approved community service as a condition for graduation. Students are expected to fulfill this requirement during their four years of high school, beginning the summer before their 9th-grade year. Full policy and guidelines can be found HERE .

- * *Current courses that meet this requirement include, but are not limited to, Algebra I, Geometry, and Algebra II. Quantitative reasoning courses will be defined in the CVCHS Course Catalog and the Student and Parent Handbook. Since this requirement is not currently in effect, this information will be added. Quantitative reasoning courses include courses such as mathematics, physical science, computer science, and other courses that require learning and or practicing mathematical reasoning.*
- ** *Elective courses will be in the following areas: Physical Education; A-G courses; Career Technical Education (“CTE”) courses; seminar/advisory (in development as of the writing of this petition); support and study skills courses; or courses that are required as described in a student’s IEP.*
- *** *CVCHS serves a diverse student body in regards to educational ability and need. For students whose IEPs state that the A-G course requirements and/ or the completion of the SAT or ACT is not educationally appropriate, they will be on a pathway that has been determined to meet their unique needs. This altered path will be articulated in their IEP and lead them to either earn a high school diploma (non A-G) or a certificate of high school completion, while still focusing on completing other elements of the Profile of an Eagle.*

Advanced Placement

Advanced Placement (AP) courses are college-level courses students can take while still in high school. These rigorous year-long courses taught at the high school level are equivalent to one semester-long college-level course. The curriculum culminates with an examination in May which, if passed, may grant a student college credit or earn “advanced placement”--bypassing college prerequisites. We currently offer anywhere from 22 to 24 AP courses yearly, depending on student interest/registration.

Competitive colleges will look for students who took the most rigorous classes offered at their high school. Both our Advanced Placement program and our Honors courses are ways to boost student knowledge and skills while maintaining the rigor level that many colleges are looking for during their admission process.

Interventions

CVCHS has a wide variety of interventions that span a range of student needs, from onboarding incoming freshmen to remediating failed grades. Please see our list of interventions below:

- Summer Bridge to Success Program (incoming 9th-grade students)
- 9th Grade Summer Transition program
- Academic Counselors
- Teacher Office Hours
- Targeted Case Management (“TCM”)
- Academic Mentoring (Homework Help - After School)
- Online Learning Platforms
- Intersession
- Edgenuity - Credit Recovery - Mastery 10% bump

- Edgenuity - Credit Recovery - Full Course

Edgenuity Protocol

There are two types of Edgenuity courses: Mastery and Full Course. Mastery classes are a 10% bump to the existing course that allows students who finished a course with a final grade of 60-69% to pass their class with a C. The historical grade will reflect 70%. If the grade is below 60%, Full courses are used for students to retake the entire course over. Full courses will be available to seniors in the 24-25 school year. After the 24-25 school year full courses will not be available to CV students except in summer and on a case by case basis. Edgenuity courses may be taken only once per subject course at CV. If a student fails the course or to complete the course in the assigned timeline, the student will have to find outside accredited courses at family expense to make up for the missing credits.

For a more detailed explanation of our various Interventions, please speak to your school counselor.

STUDENT SERVICES

Attendance Procedures

We firmly believe student achievement - both academic and personal - happens through direct teacher instruction and guidance, support from non-instructional staff, and peer interaction and collaboration. Our policies reflect this belief and have been created to increase daily student attendance and reduce student truancy. Please refer to the website to review all attendance expectations and interventions.

Tiered Supports for Attendance

The Attendance Team at CVCHS works hard to make sure every student feels safe, welcomed, and supported during their high school experience. Part of that is making sure students are attending school regularly and do not end up chronically absent. Chronic absenteeism is missing 10% or more of school and has been proven to result in low academic achievement and be a risk to a student graduating high school.

The Attendance team works with the tiered interventions below if your student is starting to miss school:

- Tier 1: All students are aware of the attendance policy in the handbook, recognize good and improved attendance, and absence letters sent home. Attendance Recovery options available.
- Tier 2: Targeted interventions including but not limited to attendance contract, SST referral, family meeting, other interventions the administration deems fit, etc.
- Tier 3: School Attendance Review Board referrals, a probationary period of being unable to attend school activities or events until attendance improves, and including but not limited to attendance weekly report turn in.

How to Excuse an Absence

Excuse an absence on either our 24-Hour Attendance Recorder Number: **(925) 682-7474 ext. 3110** or

e-mail attendance@claytonvalley.org.

For phone calls using the 24-hour attendance recorder at (925) 682-7474 ext. 3110, please leave the following information on the attendance recorder:

1. First, please state if you are clearing an absence or tardy
2. Give your child's name (please spell the last name)
3. Give your child's grade
4. State your name and your relationship to student
5. State the date(s) of absence or time the permit is needed
6. Give a specific reason for the absence
7. Name of the person picking up your child if it's a request for a permit to leave campus (the student may also deliver a written note, signed by a parent/guardian, to the Attendance Secretary).

Monitoring Student Attendance

CVCHS uses an automated calling system to inform parents of their child's absence. These phone calls are made at approximately 1:30 PM. The calling system informs the parents if their child has missed one or more classes that day. Tardy reporting calls are made at approximately 5 PM. Parents may check on attendance by the following:

- **Phone:** Parents may call the Attendance Secretary between the hours of 7:30 AM and 4:00 PM at (925) 682-7474 ext. 3110
- **Mail:** Parents may submit a self-addressed stamped envelope to the Attendance Secretary, who will then mail an attendance printout
- **Email:** Parents can email the Attendance Secretary at attendance@claytonvalley.org
- **Student:** Students may request an attendance printout in the attendance office
- **Power School:** Parents and students may log on to their account and click attendance

Excused Absences

Valid reasons for excusing a student absence include:

- Illness or injury of the student, or medical condition including the pupil's behavioral health which necessitates the absence of the student
- Student attendance at a medical, dental, optometry, behavioral health, or chiropractic appointment
- Student attendance at a funeral service of an immediate family member
- A quarantine imposed by a city or county health official
- Student service on a jury
- Up to five (5) days to obtain required immunizations
- Exclusion from school for reasons of public health, lack of immunizations, and/or physical examination

- Court appearance
- Observance of a holiday and/or ceremony of his/her religion
- Employment interview or conference

Note: *Personal trips or vacations 5 school days or longer, require the student to visit with the Attendance office to complete a contract and be placed on short-term Independent Study. Students with planned medical procedures that will require 5 or more days for recovery should meet with their Counselor to discuss short-term Independent Study options. This must be arranged before the personal trip or vacation and cannot be implemented retroactively.*

Absences must be excused within 48 hours of the student being absent from school. Excused absences are not intended to be used excessively throughout the school year. Once a student has 10 excused full-day absences they will be placed on Medical Verification, and a meeting will be scheduled with the parent/guardian, counselor, and school nurse to determine if the student has medical needs that contribute to frequent absences. Without medical verification or valid documentation, future student absences will be recorded as unexcused.

Detention (including lunch and after-school assignments)

Detention can be assigned to students by teachers and administrators. Lunch detention can be assigned and issued on the same day, whereas after-school detentions require parent notice of 24 hours. Students choosing not to attend a detention assignment will receive a referral and disciplinary action. Students may reschedule their detention assignment however, this must take place in advance of the detention assignment and must be arranged only with a Discipline Office staff member. Students are expected to complete school work during detention and **are not allowed access to their personal cell phones.**

Teachers can opt that students serve detention in their classroom with them after school or during lunch as a restorative response and approach to resetting relationships and classroom norms.

Saturday School

Saturday School is assigned to students by the Discipline Office. Students and families will receive notification of a Saturday School assignment at least 48 hours in advance of the issued assignment. Students choosing not to attend a Saturday School assignment will receive a referral and disciplinary action. Students may reschedule their Saturday School assignment however, this must take place in advance of the Saturday School assignment and must be arranged with the Discipline Office. Students are expected to complete school work during Saturday School and will not be allowed access to their personal cell phones.

Counseling and Health Services

School Counseling

The CVCHS School Counseling Department is committed to supporting the holistic development and well-being of every student in our school. Aligned with the American School Counseling Association (ASCA) model and standards, the department plays a vital role in fostering a positive and inclusive school environment that promotes academic achievement, college and career readiness, and social-emotional wellness.

The counseling team consists of qualified and compassionate professionals who bring diverse experiences and expertise to the role, ensuring effectiveness in addressing the unique needs of our students. Following the ASCA model, CV strives to empower students to reach their full potential by providing them with the necessary tools, guidance, and support to navigate academic, personal, and social challenges effectively.

Services We Provide:

1. **Academic Counseling:** we assist students in exploring their academic interests, setting educational goals, and developing effective study skills. We collaborate with teachers and parents/guardians to identify strategies for academic success and meet with students individually and in the classroom to provide academic guidance.
2. **College and Career Guidance:** we support students in exploring post-secondary education and career pathways utilizing Naviance, a college and career planning platform, to help students identify their interests and research college options. We also support students in navigating the college application process and financial aid.
3. **Personal and Social-Emotional Counseling:** we offer a safe and confidential space for students to discuss personal concerns, develop self-awareness, and enhance their emotional well-being. We provide guidance on managing stress, building resilience, fostering healthy relationships, and utilizing appropriate coping strategies when students experience distress.
4. **Crisis Intervention:** Following CVCHS protocols, our department is prepared to respond to crises and provide immediate support to students facing emergencies, traumatic events, or other critical situations. We work closely with other school personnel, families, and community resources to ensure the safety and well-being of our students.

Confidentiality: Respecting student confidentiality is a fundamental aspect of our work, guided by the ASCA ethical standards and legal guidelines. CV maintains the privacy and trust of our students; however, in situations where a student's safety or the safety of others is at risk, we may need to share information with appropriate individuals or authorities.

For non-crisis support, students may drop-in to visit their school counselor during non-instructional time: before/after school or brunch/lunch. Students are also welcome to email their counselor. For further information and resources from the School Counseling department, please visit our website.

Students are assigned a school counselor according to their last name.

School Nurse - Medication Administration

To administer any medications (prescription or over-the-counter) to students during school hours, an "AUTHORIZATION OF STUDENT MEDICATION" form must be completed and signed before medication can be administered. This authorization must be updated annually and as needed when there is a change in a doctor's orders for a student's medication. This form is available in the Front Office or from the

School Nurse.

Service Animals

Under Title II and Title III of the ADA, a service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Students with a disability may use and interact with working animals for a variety of reasons. But only dogs or miniature horses that have received specialized training to perform a specific task or tasks for an individual with a disability are considered service animals. This is the key difference between a service animal and all other types of working animals, including therapy, comfort animals, and emotional support animals. CVCHS allows Service Animals onsite with students when required through an IEP or 504.

SST/504/IEP

CVCHS is committed to supporting student needs and we have a variety of systems to identify and support students to access their education.

Student Success Team

SST meetings are for intervention planning for general education students that are not making satisfactory educational progress. SSTs are school-based problem-solving teams utilized to review lack of academic progress, behavioral concerns, attendance/truancy issues, parent and/or teacher concerns, and to recommend alternative strategies/interventions to be implemented in the regular classroom. The purpose of the SST is to problem solve and to find adaptations in the general education setting which allow a student to be successful in that setting.

A student may be referred to the SST for:

- lack of academic progress.
- increasing behavioral concerns.
- consideration for retention.
- attendance/truancy issues.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a Federal civil rights law that prohibits discrimination against individuals with disabilities:

The intent of Section 504 is to provide students with disabilities equal access to educational programs, services, and activities. Students with disabilities may not be denied participation in school programs and activities solely based on disability. (Section 504 defines disability on a broader basis than does IDEA.)

Section 504 is a civil rights law that protects a broad range of students with disabilities from discrimination based on their handicapping conditions. No federal funding is provided to districts to implement Section 504. It is the responsibility of the general education program to ensure compliance and funding.

Section 504 requires an evaluation that draws information from a variety of sources. Eligibility for protection under Section 504 depends on if the child has a physical or mental impairment which must substantially limit at least one major life activity. Major life activities include those functions such as

caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Having a record of such an impairment is regarded as having such an impairment.

Physical and mental impairment is defined as: "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin or endocrine; or any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities".

Substantially Limited: The individual is "unable to perform a major life activity that the average person in the general population can perform." [29 CFR 1630.3 (j)(1)(i)] or is "significantly restricted as to the condition, manner or duration under which the average person in the general population can perform the same major life activity." [29 CFR 1630.3 (j)(1)(ii)].

Special Education

Special Education is a program designed to meet the unique educational needs of children with disabilities who meet eligibility criteria under the law.

Clayton Valley Charter High School (CVCHS) is the home to many successful special education programs that are supported by incredible and dedicated staff members.

CVCHS works to provide a continuum of support and services for our students.

CVCHS offers programming for students from grade 9 to age 22. These include our adult transition program (SOAR). The SOAR program, which stands for Skills and Opportunities for Adult Readiness is available to students aged 18 to 22 years who have completed high school through a certificate of completion and have unique learning needs and abilities. CVCHS's SOAR program emphasizes the strengths and interests of the individual student. Students are provided with opportunities to develop functional life and work skills within their community. The program is structured to empower and involve students with weekly paid and volunteer work experiences within the community as well as providing functional academic, independent living and social and leisure skills. Community based instruction has been extremely successful for our students and for inclusive community experiences that community partners continue to encourage.

CVCHS also offers services for Extensive Academic Needs students and Special Day Class programming for students with that level of academic need.

CVCHS offers high school graduation classes within a small learning environment in the four core subjects of math, English, science and history so students who have unique learning differences can have access to grade level curriculum and standards while addressing and supporting their different learning styles. All these courses are taught by educational specialists.

CVCHS also offers a successful co-teaching model that supports students in the least-restrictive environment. These classes focus on Math and English and are taught collaboratively by a credential subject matter teacher and an education specialist. All these courses are not only general education courses but A-G approved so students will have access to four year college opportunities.

The CVCHS Department of Special Education's mission is to provide support to special education students so that they can realize their academic and human potential by meeting the school's standards.

Our goal is to improve special education service delivery and student support in CVCHS while promoting student independence. The department continually assesses strengths and areas that need to be strengthened. Following assessment, plans are implemented to address areas in need of improvement.

The Department of Special Education at CVCHS is committed to identifying and supporting diverse learners and developing their skills to access their education, as well as fostering their independence toward their post-secondary transition. CVCHS complies with all laws and requirements for an LEA and services all students as outlined in their IEP. CVCHS follows both procedural and substantive compliance to ensure a Free and Appropriate Education in the Least Restrictive Environment for students to receive educational benefits.

Student Conduct

The purpose of the Discipline Office is to ensure the physical and emotional safety of all students, staff, and families through enforcement of the CVCHS Code of Conduct and California Education Code. The focus of the Discipline team is prevention; helping students develop respectful relationships with their peers and CVCHS staff, while also developing a sense of responsibility and pride in their school community.

In the cases when disciplinary action has been issued our stance is one of restoration - how can the student repair the harm caused to another or to the school community?

CVCHS takes a restorative approach to resolving discipline because it is a more cooperative and constructive way to reach solutions.

Our Restorative Practice

Results in improved communication between students and teachers in a respectful manner and leads to students taking responsibility and them being actively involved in deciding how to repair potential harms caused. This leads to agreements made in consensus with everyone affected by the actions.

Situations involving conflict are viewed as opportunities to learn and grow through collaborative problem solving which is a lifelong skill.

When disciplinary action is taken, a form of restorative practices may be used. Depending on the circumstances, these can be through:

1. A restorative conference or community circle that addresses patterns of disruptive behaviors negatively impacting the classroom learning environment and relationships.
2. A structured formal conference that involves students, parents, and staff. Students who violate the rules are held accountable for their actions, those harmed are given a voice, and agreements are made to address needs, repair harms and prevent future mistakes.
3. Or a re-entry intentional effort to reintegrate students back into the school and classroom after an office referral or suspension to re-establish connection with the community.

Ideally, students exit a disciplinary process understanding and accepting the impact of their actions and they have made an effort for all parties impacted to move forward in a direction that brings everyone together and there is a significant reduction in recidivism and escalation of disciplinary actions.

Reminders Regarding Disciplinary Action

- Site administrators will determine the appropriate consequences depending on the nature of the infraction and any extenuating circumstances. Consequences may include but are not limited to, parent contact, parent meeting, detention, Saturday School, removal from school-sanctioned activities, community service, in-school suspension, off-site suspension, or a recommendation for expulsion.
- Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.
- Law enforcement agencies may be notified at the discretion of the administration, however, in alignment with California State Education Code, some infractions require CVCHS staff to make a mandatory law enforcement notification.
- If the nature of the offense makes an alternative education placement or expulsion recommendation appropriate, the student will be suspended for five days for the infraction. Students may be suspended on the first offense of infraction if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (e.c. 48900.5)
- Confiscated materials will not be returned to students but may, if appropriate to return, be picked up by parents or guardians from the appropriate administrator.

Academic Integrity

The CVCHS staff believes students should act honestly and responsibly toward other students, teachers, staff, and school administrators. Examples of cheating, a violation of the CVCHS Academic Integrity Policy, include, *but are not limited to*, the following examples:

- Providing any previously-scored assessments and/or assignments to another student without specific teacher approval.
- Representing your own work, in whole or part, work completed by other student(s) (e.g. "copying").
- Changing a teacher's grade on an assignment/test/quiz/project.
- Using electronic devices to cheat by pre-recording unauthorized formulas, answers, or processes.
- Communicating unauthorized information during a test/assessment to another student by electronic, written, or other means.
- Using unauthorized "cheat sheets" during a test/quiz/assessment.
- Falsifying data for assignment/project/class activities and representing false data as accurate and true.
- Plagiarism

First Violation

- Failure of assignment/test/quiz/project/activity as designated by the teacher
- Documented parent/guardian contact by the teacher regarding the violation
- Referral to administration and logged on DeansList.

Second Violation

- Failure of assignment/test/quiz/project/activity as designated by the teacher

- Documented parent/guardian contact by the teacher regarding the violation
- Referral to administration and logged on DeansList.
- Parent/Guardian/Teacher/Administrator/Student Conference

Third Violation

- Failure of assignment/test/quiz/project/activity as designated by the teacher
- Documented parent/guardian contact by the teacher regarding the violation
- Referral to administration and logged on DeansList.
- Parent/Guardian/Teacher/Administrator/Student Conference
- Removal from course per recommendation of Director of Guidance.

Tobacco, Alcohol and Other Drugs

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. CVCHS provides instructional programs designed to discourage students from using tobacco products. The CVCHS Governing Board (“Board”) recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with the goals of all CVCHS to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Board therefore prohibits the use of tobacco products at all times on CVCHS property and in CVCHS vehicles. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from CVCHS.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (*Education Code 48900, 48901*)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (*Business and Professions Code 22950.5; Education Code 48901*)

Tobacco products include: (*Business and Professions Code 22950.5; Education Code 48901*)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (*Education Code 48900*)

Students shall not unlawfully possess, use, sell, or otherwise furnish, or be under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. (d) Unlawfully offer, arrange, or negotiate to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sell, deliver, or otherwise furnish a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

Students found to be under the influence of or in possession of any of the above mentioned substances are subject to preliminary intervention and additional consequences. Appropriate school officials will monitor CVCHS property and facilities for compliance with the Board Policy. The Executive Director shall develop and maintain procedures to resolve grievances that may result from alleged non-compliance.

Dress Code

Students in violation of the Dress Code Policy are subject to disciplinary action according to CVCHS discipline policies. Staff reserves the right to deem other apparel not mentioned below as inappropriate. We seek to work in collaboration with families regarding all disciplinary matters, and we ask for your support in enforcing the Dress Code Policy when shopping for your student.

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) with at least a minimum of 3 inch inseam and shoes.
2. Hats and other head coverings are to be worn outside only. Exception prescribed by the student's physician as an expression of religious beliefs.
3. Clothing must cover the chest, torso, and privates (including buttocks).
4. Clothing must cover undergarments.
5. Clothing must not be see-through.
6. School Sports, Clubs and Activities attire not meeting the above dress code are not to be worn unless pre approved by the Director of Discipline.
7. Clothing must be suitable for all scheduled classroom activities, including physical education (PE), science labs, etc.
8. Specialized attire or safety gear may be required for shop classes and other activities where unique hazards are present.
9. Clothing must not depict illicit materials such as weapons, drugs, or alcohol or reference these through specific brands.
10. The Discipline and/or administrative staff maintain discretion on allowing or prohibiting additional garments not listed here.

If a student is NOT appropriately dressed, they will face the following consequences:

1. The student will be required to change clothes at school and leave the inappropriate clothing in the Discipline Office until the end of the school day. The student's parents will be notified. Students will be allowed to change into P.E. clothes or loaner clothes if necessary.

2. Students with multiple offenses will have additional consequences for violating the dress code, including but not limited to detention, Saturday school, and/or campus beautification assignment, as deemed appropriate by the director over discipline. Consequences extending beyond the school day will include parent notification.

All staff are expected to enforce the school dress code. Dress code violations should be referred to the Discipline Office. If you need assistance identifying a dress code violation please contact the Discipline Office.

DETENTION AND SATURDAY SCHOOL ASSIGNMENTS

Detention of Students

Detention (before or after school, or at lunch), **lasting up to 60 minutes**, may be assigned by individual teachers and administrators as a consequence for inappropriate behavior in an individual classroom. Twenty-four hours' notice will be given to the student's parent/guardian for before or after school detention, and these detentions are served under a staff member's supervision. The Education Code allows for school detention regardless of a student's transportation constraints.

After-School Detention (ASD) may be assigned by an administrator or teacher in certain instances. Failure to serve ASD will result in additional and progressive consequences. Failure to serve detentions will result in administrator and parent contact and include additional consequences including, but not limited to additional detentions, Saturday School, Athletic and Activities non-participation list.

Saturday School

Saturday School is assigned by administrators. Saturday School may be rescheduled **only once** and must be arranged **before** the originally scheduled Saturday School assignment. Students must work with their assigning administrator to actively communicate regarding extenuating circumstances that will prevent them from attending Saturday School.

Failure to show up for Saturday School will result in the student meeting with an administrator, parent/guardian contact, and assignment of up to two Saturday Schools or other consequences as deemed appropriate.

Athletics/Extracurricular Activities and After-School Detention

- Students may not participate in after-school athletic or extracurricular activities before the completion of an assigned After School Detention, or Saturday School.

Non- Participation List

- Students with excessive attendance issues (e.g. attendance lower than 90%) will be added to Non-Participation Lists
- Credit deficiency and grades - counselors will add students to the Non-Participation list if students are credit deficient or failing any class(es)
- Administrators reserve the right to include students on Non-Participation for reasons not outlined in this handbook

Communication

Parents/Guardians will receive a weekly email report outlining student grades and attendance. The administration encourages parents to carefully review this communication and encourages parent communication with the administration, teachers, and any other appropriate staff member.

Suspension Behavior Expectations and Consequences

Consequences are determined by the number of violations and the severity of the incident in regards to the safety and security of all at CVCHS.

- During Suspension: Suspended students shall not report to school during the period of suspension, except in the case of In-School Suspension, unless coming to the office on official business by prior arrangement with a school administrator.
- Suspended students are not to attend any school event, including athletic contests and practices, on any school campus during the off-site suspension.
- The responsibility of obtaining and doing class work lies with the student. Students are entitled to all work, quizzes, and/or exams missed while under suspension. Since suspensions are treated the same as excused absences for attendance purposes, please consult the syllabus for each of your teachers regarding credit received for work while suspended.

A pupil may be suspended or expelled for acts that are enumerated in the CVCHS Suspension and Expulsion Policy and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- a. While on school grounds
- b. While going to or coming from school
- c. During lunch or open periods whether on or off campus
- d. During, or while going to, or coming from, a school-sponsored activity

(E.C. 48904 sub-section a 4) Parental liability for willful misconduct of a minor that results in injury or death to a pupil or school employee or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or personal property of any school employee shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed the state-established limit. The parent or guardian shall also be liable for the amount of any reward not exceeding the state-established limit.

Vehicles, Lockers, Backpacks, Clothing, and Electronic Devices are subject to search on school property. By entering school property, the student is deemed to consent to a complete search of their vehicle, locker, backpacks (and all its compartments and contents), and electronic devices by school officials or law enforcement personnel when deemed reasonable. This notice also applies to all vehicles of any type and is enforced 24 hours a day. California Vehicle Code Section 21113 (A).

Code of Conduct

The CVCHS Code of Conduct has been created in direct alignment with the California Education Code and progresses in the level of consequence to the severity or reoccurrence of a behavior or action that attempts to or actually comprises physical and/or emotional safety for any member of our school community. Consequences are organized in this document into three areas according to the severity of possible disciplinary action. Behaviors/actions and consequences listed in "Level 3" require mandatory referral for expulsion in alignment with California Education Code.

The majority of CVCHS students receive less severe consequences or disciplinary actions (in comparison with suspension or referral for expulsion) which include: parent notification (via email or phone), request for parent meeting, detention or Saturday School assignment, community service (on campus), confiscation, removal of privileges including participation in school-sanctioned events or athletic

participation, creation of behavior contract, or class suspension (issued by teacher). The Discipline Office thoroughly investigates all infractions of the CVCHS Code of Conduct to ensure all perspectives are heard and the appropriate disciplinary action is issued with the intent the student does not continue to engage in behaviors/actions in violation of the CVCHS Code of Conduct.

LEVEL 1 Actions can result in disciplinary consequences up to and including suspension. Depending on the seriousness of the act the student may be recommended for additional suspension days or expulsion on the first or succeeding offenses.

LEVEL 2 Actions that will result in suspension and the recommendation for expulsion unless the Executive Director finds that expulsion is inappropriate, due to the particular circumstance.

LEVEL 3 - Actions that will result in the Recommendation for Expulsion as Mandated by Law.

1. **Possessing, selling, or otherwise furnishing a firearm,** unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Executive Director or the designee of the Executive Director. (E.C. 48915, subdivision (c) (1))
2. **Brandishing a knife at another person.**
NOTE: Brandishing means to display or wield in a threatening manner.
3. **Unlawfully selling, offering, arranging, or negotiating to sell any controlled substance** listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. **Committed or attempted to commit a sexual assault** as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
5. **Possession of an explosive.**

Three-Step Classroom Discipline Procedure

The Three-Step Classroom Discipline Procedure is applied when student behavior disrupts the learning environment. Disruptive and defiant student behavior is defined as “any behavior which actively disrupts the learning environment for other students and/or challenges, refuses to obey, or respect the directive, authority or position of the classroom teacher.”

These steps are restorative in nature, consistent with the mission of building a solid relationship with the student, and do not result in a power struggle.

Note: In the case of serious classroom disruption or defiance of authority, the teacher may proceed directly to Step Three and submit a disciplinary referral to the Discipline Office. Contact the Discipline Office immediately and an administrator will be sent directly to the classroom.

Step One	<p>If expectations are already set, warn the student of their behavior and offer them the opportunity to self-correct:</p> <p>4 questions:</p> <ol style="list-style-type: none"> 1. What are you doing? 2. What are you supposed to be doing?
-----------------	--

	<p>3. Why aren't you doing it?</p> <p>4. What are you going to do about it?</p>
Step Two	Teacher initiates a conversation away from other students (if possible) about classroom expectations and/or briefly checks in and determines if another avenue of approach is necessary to turn it around.
Step Three	Teacher initiates a consequence and documents the incident and consequence via Dean's List referral. Students may be removed from class for the remainder of the period. The teacher makes parent/guardian contact via phone or email.

Note: Teachers may expand on this procedure and are not limited to just three steps. These steps are supplemental to any other classroom management to assist in strengthening classroom culture. Classroom discipline systems need to be consistent, progressive, and work from the least invasive level possible given the correction needed.

Student Services Procedures

Visitor Passes

As a matter of security, CVCHS requires all campus visitors to sign in at the Front Office and are required to provide a valid Driver's License or other government-issued identification to obtain a Visitor's Pass. All visitors are also required to wear a visitor badge at all times while on campus. School staff members are directed to question any visitor they do not recognize who is not displaying a proper pass. School-aged visitors are refused permission to visit campus during school or after-school. Students are not allowed to bring "guests" to school during regular school hours. Parents/guardians of CVCHS students are welcome on campus as visitors and must follow the aforementioned check-in procedure when visiting CVCHS.

School Safety Plan

CVCHS has prepared safety plans addressing violence prevention, emergency preparedness, traffic safety, and crisis intervention. A copy of the CVCHS's Safety Plan is available upon request in the Front Office. CVCHS is committed to ensuring employee-student relationships are positive, professional, and non-exploitive.

Bicycles, Skateboards, Rollerblades, Etc.: Storage and Use

Students may park their bicycles in the designated available spaces, located in the middle parking by the cafeteria. Bikes should be secured with a strong lock when unattended. Students park their bikes on campus at their risk and CVCHS assumes no liability for damage to or loss of student bicycles. **Bicycles must be walked through campus at all times.** Contact the Concord Police Department at (925) 671-3232 in cases of theft or damage.

Skateboards, rollerblades, shoes with wheels, and scooters with handles (i.e. "razors") are not to be ridden on campus at any time. Skateboards and scooters are to be stored at the designated towers, located in the middle parking lot by the cafeteria. You must provide your own strong lock. CVCHS assumes no liability for damage to or loss of student skateboards or scooters. Please walk your mode of transportation through school. Contact the Concord Police Department at (925) 671-3232 in case of theft

or damage.

Use of these items can seriously damage school facilities and present a danger to pedestrians on campus. Failure to observe this regulation will result in confiscation of the item until a parent/guardian comes to retrieve it from an administrator. Repeated violations will result in further disciplinary action.

Leaving and Returning to School During the School Day

CVCHS is a closed campus. Students leaving campus during the school day must have a school-approved permit before they leave campus. This includes brunch, lunch, and Homeroom class. Leaving campus for any reason without a permit will be considered an unexcused absence and cannot be excused.

All personal appointments should be made after regular school hours or on non-school days. To minimize classroom interruptions, if a parent/guardian wishes a student to be excused during school, (e.g., medical, dental, court appointments), the student is to bring a note from the parent to the Attendance Office by 8:20 AM on the day of the scheduled appointment. The student is to provide a written note, and the note must include the student's name and grade, the reason for leaving campus, and the date and time the student will leave and return. It is the student's responsibility to return to the Attendance Office to pick up their Permit to Leave Campus at brunch, lunch, or between class periods. Permits to Leave Campus are not delivered to the class during instructional time.

In case of an unavoidable situation, such as an urgent medical appointment, death in the family, or other unforeseen circumstances, students must obtain a valid Permit to Leave School from the Attendance Office.

All students are to sign in and out of the Attendance Office upon departure and arrival noting the date, time and reason.

Arriving Late or Returning to School

Upon returning to school, or if arriving late, students must first report to the Attendance Office before going to class or to any other school day activity, including brunch and lunch.

Food and Beverage

For the 2026-27 School Year, Brunch and Lunch are free to any student who would like to participate. There are additional items for sale, however, funds have to be put on their account either online or at our Fiscal Office as no cash is accepted in the Cafeteria. Parents are still asked to fill out a Free and Reduced application if they would like to still receive those benefits.

Food and beverages in the classroom are potentially damaging to the facility and the learning environment. **No food or beverages (other than water) are allowed in the classroom during instructional time without Administrative approval.**

CVCHS is not responsible for any food or drink deliveries from outside sources. Deliveries will not be made to classrooms and **students are not allowed to be excused from class to pick up food** from the office. *All deliveries must be made to the front office only. Food is ONLY to be retrieved and eaten during BRUNCH and LUNCH! If food is delivered late, students can pick it up after school.*

Cell Phone & Personal Electronic Device Policy

CVCHS is a 1-to-1 device school. Personal cell phones and other electronic devices are **not required for classroom instruction** and are **not permitted for use during instructional time**. Students who choose

to bring personal devices (including cell phones) to school **must follow all CVCHS policies regarding their use.** Please be aware that:

CVCHS is not responsible for lost, stolen, or damaged cell phones or personal electronic devices brought to campus.

Cell Phone Procedures:

- All student phones **must be stored in the classroom's designated phone pouch** at the beginning of each class period.
- Phones may **not be accessed at any time during class**, including during restroom breaks or transitions, unless explicit permission is given by the teacher.
- Teachers are responsible for managing the storage and return of phones during their class period.
- Students may **only retrieve phones from pouches under staff supervision or direction.**

Cell phones can significantly disrupt the learning environment. The administrative team will actively support staff in consistently enforcing this policy. **Failure to follow these expectations will result in disciplinary consequences in accordance with school policy.** We appreciate your cooperation in helping maintain a focused, respectful, and distraction-free classroom environment.

Technology Use

CVCHS has invested heavily in hardware and applications to support students and enhance their ability to learn, as well as to provide them with the technological skills necessary to succeed in life beyond CVCHS.

One of the technology goals of CVCHS is to ensure that each student's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through CVCHS-owned devices inside or outside of our school that degrades or defames other students, staff, or members of our community is unacceptable. CVCHS also recognizes that students have widespread access to both technology and the internet; therefore use of personal devices and internet access is considered to be included in the **Responsible Use Policy (RUP)**.

Access to CVCHS's computers, computer network, and internet connection is a privilege, not a right. The use of technology, whether owned by CVCHS or devices supplied by students, entails personal responsibility. It is expected that students will comply with CVCHS expectations, act responsibly, and honor the terms and conditions set by the classroom teacher and CVCHS. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased use of free online educational applications, digital storage areas, containing less sensitive student information, may or may not be located on the property of the school or county. In some cases, data will not be stored on local servers. Therefore, students should not expect that files and communication are private. CVCHS reserves the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Students should have no expectation of privacy regarding their use of CVCHS property, Network, and/or internet access or files, including school email and an email sent on school devices.

CVCHS has a private and secure system for sensitive school records, which is managed by CVCHS

Information Technology and Administrative staff. Please review the complete [Responsible Use Policy](#).

CVCHS Computer Lab and Cart Guidelines

In order to ensure that CVCHS's computers are maintained in optimal working order for all students, each student is required to observe the following guidelines while using school-owned computers, whether on campus or at home:

No food or drink is permitted in the computer labs, library or any classrooms using computers at any time.

- Students must use only the computer station or device assigned by the supervising teacher.
- Students must leave their work area clean at the end of the period.
- Installation or execution of unauthorized software on the device is prohibited.
- Unauthorized modification(s) of the operating system or other software is prohibited.
- Copying any software, other than personal data files, from the hard drive is prohibited.
- Students shall not gain access to computers using elevated or administrator privileges.
- Students shall not attempt to acquire another person's account password and are not allowed to share their password with others.
- Students shall not access/alter files or folders of another person without the explicit permission of that person or an instructor.
- Opening computer cases or in any way removing or modifying computer components is prohibited.
- Handle all computer hardware (e.g., keyboard, mouse, disk drive, display) with care.

Abuse or misuse of computer lab/cart equipment will not be tolerated. Students may be liable for repair costs.

Hall Passes

Students are not allowed outside of class during regular class times unless they have a hall pass from their teacher or other approved location. When asking for a hall pass, students will leave their cell phones and/or electronic devices and accessories (e.g. headphones) in their classroom with the teacher who excused them.

Regulations regarding hall passes are:

1. Classrooms will be issued 2 lanyard hall passes each semester with the classroom number on them. These are to be used for short-duration trips, such as to the restroom. All other written hall passes for extended stay trips such as to the Library, etc. must clearly state the date and time the student leaves class.
2. Students may **not** leave class for any reason (family or medical emergencies excepted) during the first and last **10 minutes** of class.
3. Teachers will carefully review each student's request for a hall pass and limit issuance of a pass to emergency and/or urgent situations only.
4. Teachers and staff will maintain and enforce an active "No Pass" list for students who abuse hall pass privileges. Students on this list will not receive passes to leave the classroom during class

time for the remainder of the school year or may require an escort if leaving the class is necessary.

5. A student who is out of class without a valid hall pass will be escorted back to 25 his/her class by a campus supervisor or other staff member. Repeated violations of the hall pass policy will result in disciplinary action.
6. A student who is out of class with a valid hall pass but in possession of their cell phone may have their cell phone confiscated and brought to the Discipline Office. Students who repeatedly have their phone confiscated may be subject to disciplinary action.
7. Teaching Assistants (TA) must wear a designated TA identification necklace/lanyard/pass at all times when out of class. Failure to observe this policy may result in the loss of a TA position and placement in another class.
8. The school staff will encourage students to plan their time effectively and to take care of personal business between classes, not during class time.

ID Cards

Students will be issued CVCHS Photo Identification cards. Students must have their ID cards in their possession at all times. Students can download the 5-Star Student App on their cell phone and access a Digital ID that can be used in place of the ID Card. Students who do not have their ID cards in their possession will face disciplinary consequences. Student ID's are required for entrance to all school sanctioned events. Students are responsible for replacing lost ID cards. Replacement ID cards can be purchased in the Fiscal Office for \$5.00.

Lockers

All student lockers are under the jurisdiction of CVCHS. Consequently, student lockers are public property and subject to periodic and/or emergency inspection at any time, in or out of the presence of the student to which it is assigned. All students assigned a locker are to read and sign a *School Locker Contract*.

CVCHS assumes no responsibility for valuable personal items and/or money stored or left in student lockers. Valuables should be left at home, as they can become a target for theft.

Students may **not** store any materials in their locker which is a violation of CVCHS policies, California, and/or federal law or regulations. The student to whom the locker is assigned is responsible for the items stored in the locker.

Students are issued a locker that includes an installed combination lock by CVCHS. Students are only to use the locker assigned to them and will not give the locker combination to anyone. Failure to follow these guidelines may result in loss of locker privileges. **Lockers are available on a first come first serve availability.** Students provide their own locks for PE lockers that can be purchased from their PE teachers.

Parking

Students are not allowed in the school parking lots during school hours. Should a student wish to go to their vehicle in the school parking lot during school hours, they must first get written authorization from the Discipline Office - in the form of a hall pass. Students are not to leave items needed during the school day in their cars. School lockers are available for storage. Unauthorized students in the parking lot during school hours may lose their parking privileges at CVCHS. Vehicles are subject to search if deemed reasonable by CVCHS staff. Students with open periods are not permitted to sit in their vehicles on campus when school is in session.

There are two student parking lots. One student parking lot is located adjacent to the school on Alberta Drive, near the Gym, and the other is in the rear of the school off of Academy Road. Students are to park in designated spaces and are **not to park** in the staff/visitor lot near the Front Office or the staff lot located near S Wing.

There are not enough parking spaces on campus for all of our students to have an assigned parking space. Priority is granted to Seniors when applying for a parking space. Juniors will be placed in a lottery for any remaining spaces. Students will be assigned a numbered parking spot and parking tag for the year. This is the **only** spot where your student may park. The numbering system has been created to ensure the safety of all of our students. Please remember that parking at CVCHS is a privilege, not a right.

Parking applications are submitted online during May of the current school year for the upcoming school year. The cost is \$50.00. Applications received after the advertised deadline will be placed on a waitlist. There will be only one parking permit issued per family and students must use their parking space on 80% of school days or the permit could be revoked; spaces will be monitored. Once you have been notified your student received a spot, payment will be made at the Fiscal Office . Your student will receive a CVCHS parking permit to hang from the rearview mirror **and an assigned, numbered parking space**. Students must park **only** in their assigned parking space at all times. Student vehicles parked on school property **without** a student parking permit may be cited by the Concord Police Department and subject to disciplinary actions. Students are reminded that simply purchasing a parking permit is not sufficient to avoid a parking citation. Student parking permits must be properly displayed at all times while the vehicle is parked on **CVCHS** property. In addition, student parking permits may **not** be transferred or shared between or among students. CVCHS has a limited number of parking spaces available to students and must prevent the use of these spaces by non-permitted students.

The following regulations **apply** to all students who park vehicles on CVCHS property:

One permit per family.

- Students must use their space 80% of school days or the permit could be revoked; spaces will be monitored.
- If a student is absent more than 15 times in any class, the student parking permit could be revoked.
- Permits are not transferable between students.
- Students are not to park in any space marked or intended for faculty or visitors. **Students may not park in any of the faculty lots.**
- Do not exceed the **5 MPH speed limit** in the on-campus parking lots.
- Park, lock, and leave your car promptly. Do not loiter in parking areas.

- Do not return to the parking lot during school hours without a pass from the discipline office.
- Do not allow anyone to violate any school rules in your car.
- Replacement Permits cost an additional \$5.00 each.
- A Parking Permit is required for all students who park on campus, but they are limited. Any car parked on campus during school hours without a permit is subject to a citation and may be towed. **Please park in your assigned spot.** Violators parked in a spot **not assigned to them**, parked illegally in faculty areas, auto-shop area, handicapped areas, emergency zones (marked in red), blocking hallways, blocking other vehicles, or in any NO PARKING areas, will be subject to the consequences listed below and may have their vehicle towed (at owners' expense) and/or pay school and city fines. Tickets are issued by **Concord Police Department**.
- While parked, you must have your parking permit tag hanging on your rearview mirror at **all** times and a current registration sticker, and valid automobile insurance in the car or in your possession. **If the permit is not displayed, the student is subject to discipline up to and including fines and towing of the vehicle.** Parking Permits are non-refundable and CVCHS has the right to revoke a parking permit without issuing a refund..
- Consequences for not following the regulations for parking permits are:
 - First Offense – Detention Referral
 - Second Offense – Saturday School
 - Third Offense – \$40.00 parking ticket and possible loss of parking permit
 - Fourth Offense - Towed car

The student accepts all liability for loss or damage to vehicles while parked or driving on CVCHS property. Any casualty, loss or damage should be reported immediately to the student's insurance company and the Concord Police Department. Any incidents should also be reported to the CVCHS office.

Fines and Charges

Students who owe money to the school for lost or damaged books, overdue library materials, athletic uniforms, or other school property will **not** receive grade transcripts, admission to major school events (such as dances), or diplomas until the charges are paid in full through the CVCHS Fiscal Office. In addition, other privileges, such as walking the stage at graduation, will be withheld from the student until all money owed is paid to CVCHS.

Parents and/or students who submit personal checks which are later returned due to insufficient funds (NSF) will be charged an additional processing fee of \$15.00, with the requirement that all future financial transactions with CVCHS be paid by cash, money order, or Visa/MasterCard only. By the end of the school year, all bills must be cleared either by paying cash, money order, or Visa/MasterCard; no checks will be accepted. Upon payment, a receipt will be issued immediately.

Library

What is available in the CVCHS Library:

- A book collection that supports the CVCHS curriculum and students' recreational reading interests.

- Computers and chromebooks with internet access.
- Access to black/white and color printing. (First 5 pages of the day are free, then .10 per page thereafter.)
- Commonly used textbooks and past CVCHS yearbooks.
- Scissors, colored pencils, and other supplies. (in-library use only)

Using the Library:

- Use your CVCHS Student ID card to check out library materials.
- Books may be checked out for 3 weeks and renewed if still needed.
- Students borrowing materials (books or chromebooks) are responsible for returning them on time and in the same condition as when borrowed.
- Computer use follows all the rules set down in this handbook under CVCHS Computer Use Guidelines.
- Students may not remove chromebooks from the Library.
- For the benefit of all students, we encourage the prompt return of all books. If a student loses or damages a library book, the student must pay its full value.
- The Librarian is there to assist you, do not hesitate to ask for help.

Student Library Use During Class Time

- Individual students and small groups (2-4 students) may use the library with a pass from their teacher.
- It is the students' responsibility to stay on task, keep track of time, and to leave when they are supposed to as required by their teacher. Students may be sent back to class if there is a lack of space, or computers, or if they are disruptive at any time. All students will be required to sign in upon entry to the Library.
- All student(s) coming to the Library without a pass (i.e. students with open periods) will be required to sign in upon entry and will be permitted into the library at the discretion of the staff.

Student Conduct in the Library

Use of the Library is a privilege. Students are expected to follow the Student Conduct, Behavior, and Discipline expectations defined in the Student Handbook to maintain their good standing and continued use of their library privileges. Students in violation of expectations listed in the Student Handbook – including disruption and defiance – will be referred to the Discipline Office.

Guidelines and Expectations

- Students are expected to behave in a civil manner that does not interfere with other people using the Library. Excessive displays of affection, wrestling, and similar physical contact activities are considered a disturbance.
- Students are encouraged to use the facility for individual and group work, but students who participate in groups that become disruptive through excessive noise or other behaviors will be held accountable, individually and collectively, for the group's actions.
- The following actions are considered disruptive and not allowed:

- Making and taking cell phone calls.
- Playing music from smartphones, tablets, and similar devices without headphones OR if the volume is excessive and can be heard by others when headphones are in use.
- Loud and/or vulgar conversations.
- Students are expected to leave the furniture, equipment, and facilities in good condition for the next person's use. Please clean up after yourselves.
- Food and drink are NOT permitted in the Library.
- Students are expected to follow directions or instructions of the Library and CVCHS staff and be respectful at all times.
- Students who violate these guidelines may lose their library privileges and/or will be referred to the Discipline Office.

Textbooks

Every student is assigned an individual copy of most textbooks. You are responsible for handling your books with care and are not allowed to write in them with a pencil, pen, or marker aside from writing your name in the designated area. You will be charged for damage that happens to books in your care, including water damage. If books are lost, or not returned to the Library for proper check-in, you will be charged for the full cost of the book, which could be as much as \$185.

Twice a year, you will receive a notice via email that will show what books you have checked out, any overdue books, as well as any Library fines you may have. All these items must be cleared by the last day of school, or else you will not receive your class schedule in August, or your diploma will be held if you are a senior. You can check the status of your book accounts by stopping in the Library and checking with the Librarian.

EXTRA-CURRICULAR ACTIVITIES

Athletics

Students interested in participating in any sport should listen to the daily announcements and/or ask the Athletic Director, or a coach, about tryout information. There will also be an information email sent out a couple weeks before tryouts. See the Athletic Director for specific requirements and expectations for athletes.

The following is a list of sports for the Fall, Winter, and Spring Seasons (if there is no coach listed and you have questions please email the Athletic Director, eric.bamberger@claytonvalley.org):

Fall Sports

Sport (*Club Sport)	Head Varsity Coach	Contact
Cheer, Sideline *	Nichole Schuman	cheer@claytonvalleycheer.com
Cross Country	Keisha Lowe	keishalowe2000@yahoo.com

Football	Nick Tisa	nick.tisa@claytonvalley.org
Flag Football, Girls	Dave Cooney	dave.cooney@claytonvalley.org
Golf, Girls	Jon Hosler	cvchs.golf@gmail.com
Skeet/Trap Shooting *	Josh Graham	jgraham437@gmail.com
Tennis, Girls	Shane Velez	shanevelez5@yahoo.com
Volleyball, Girls	Mireya M'Del Rio-Salamasidis	mireyadelrio@yahoo.com
Water Polo, Boys	Gabe Martin	gmartin7575@gmail.com
Water Polo, Girls	Marisa Moreno	mrs4vr@gmail.com

Winter Sports

Sport (*Club Sport)	Head Varsity Coach	Contact
Basketball, Boys	Frank Allocco, Jr.	frank@norcalelite.org
Basketball, Girls	Damian Young	dcyoung15@gmail.com
Dance Team *	Sarah Brinkman	dance@claytonvalleydance.com
Soccer, Boys	Guillermo Jara	guillermo.jara@claytonvalley.org
Soccer, Girls	Mani Salimpour	striker41012@gmail.com
Wrestling, Girls	Chris Gonzalez (Girls)	coachgonzocvchs@gmail.com
Wrestling Boys	Michael Clemmensen	michael.clemmensen@claytonvalley.org

Spring Sports

Sport (*Club Sport)	Head Varsity Coach	Contact
Badminton	Nick Hansen Anoop Mannan	Nick.Hansen@claytonvalley.org Anoop.Mannan@claytonvalley.org
Baseball	Casey Coakley	casey.coakley@claytonvalley.org
Beach Volleyball, Women's	Richard Prizznick	richard.prizznick@claytonvalley.org
Cheer, Stunt	Nichole Schuman	claytonvalleystunt@gmail.com
E-Sports *	Anthony Anderson	anthony.anderson@claytonvalley.org
Golf, Men's	Fred Leach	f.leach@comcast.net

Lacrosse, Men's	Tony Morse	tony.morse@claytonvalley.org
Lacrosse, Women's	TBD	TBD
Mountain Biking *	Eric Skow	eric.skow@inshape.com
Softball	Dave Cooney	cvchssoftball@gmail.com
Swim and Dive	Heidi McMillan	Heidi.mcmillan@gmail.com
Track and Field	Keisha Lowe	Keishalowe2000@yahoo.com
Trap Shooting *	Josh Graham	jgraham437@gmail.com
Tennis, Men's	Sayed Anwar	sayed.anwar@claytonvalley.org
Volleyball, Men's	Mireya M'Del Rio-Salamasidis	mireyadelrio@yahoo.com

ASB (Leadership)

ASB Leadership is the Student Body Government for CVCHS. This organization plans and executes Student Activities. Elections for ASB Leadership officers, class officers, and class representatives begin in February. Listen to the announcements for information. For further information regarding ASB Leadership, see the ASB Leadership teacher - Jenna Ebert. Eligibility includes maintaining a 2.5 minimum GPA and exemplary citizenship and leadership.

Student Activities

There are a wide variety of student classes and activities available to students at CVCHS including Drama, Instrumental Music, Band, Women's Ensemble, Show Choir, Concert Choir, and Yearbook. Each organization requires specific eligibility requirements and/or auditions. Please see the individual coaches and teachers for additional information.

Clubs

CVCHS has many active clubs on campus. Campus Clubs often change from year to year depending on student interests. **Clubs are formed and/or renewed at the beginning of each school year by the Associated Study Body class.** Club application forms are available in the ASB Classroom – F2. Students are encouraged to form clubs that bring students of like interests together for positive interactions. All clubs must be approved by ASB and meet the requirements as outlined by ASB. Most club meetings are held at lunch, but club activities are sometimes held after school hours. Parents and students can obtain a complete list of clubs from the ASB Leadership teacher or Club Commissioner. This list of clubs is subject to change throughout the year, and from year to year.

Dances

CVCHS dances are intended for students of the school. They are not intended to serve as community dances. Therefore, only currently enrolled CVCHS students may attend CVCHS dances, provided they meet eligibility requirements (below). CVCHS students may bring select guests to some semi-formal and formal dances. Dance ticket sales are FINAL.

Refunds will not be issued to students who do not use purchased tickets. Tickets are sold to specific individuals and are not transferable. Students and guests are dismissed from CVCHS dances 30 minutes prior to the end of a dance.

Requirements for CVCHS Students to Attend School Dances

1. Attendance at dances is a privilege. (Students must not be on the Non Participation List. Students must be in good standing including grades, credits, behavior, and **have an attendance rate of 90% or higher**).
2. Only currently enrolled CVCHS students may attend (exceptions noted below),
3. A completed CVCHS dance permission form, including the requisite parent/guardian signature and telephone numbers, must be turned in to the CVCHS Fiscal Office prior to each dance.
4. Students desiring non-CVCHS student guests to accompany them to the dance must request a guest pass application. The application must be completed by both the CVCHS student and the guest and submitted, by the posted deadline. The administration will process and accept guest applications based on the criteria on the form.
5. Admission must be paid prior to the event.
6. NO "in-and-out" privileges are permitted. Once a student leaves a dance, they will not be readmitted. Students are not allowed to leave prior to 30 minutes prior to the end of a dance.
7. Students are expected to follow all school regulations while attending CVCHS-sponsored events/functions.
8. No backpacks, large purses, duffel bags, etc. are allowed inside the dance. Any person, and their belongings, attending a CVCHS dance are subject to search at any time.
9. If a student violates any school regulation while attending a CVCHS dance, they may be removed from the dance area and will be released to the parent/guardian listed on the dance permission form, depending on the severity of the violation.

Requirements of Guests for Attending CVCHS Dances

Some dances are open to outside guests of a CVCHS student. However, CVCHS reserves the right to exclude outside guests from school functions at any time.

Students who do not attend CVCHS may attend Senior Ball and Junior Prom **only** if the following conditions are satisfied:

1. One guest per CVCHS student.
2. The guest must be 20 years of age or younger.
3. The CVCHS student must submit a completed Dance Guest Pass Application form, with all required signatures, *and* secure administrative approval by the stated deadline.
4. If the guest attends another high school, they must be in good standing with their school in attendance, behavior, and grades. Having a school administrator sign the CVCHS Dance Guest Pass Application, acknowledges the student is in good standing with their school.

5. If the guest is not enrolled at any school, then a *Dance Guest Pass Application Form* must still be completed with a government photocopy ID attached prior to the event and submitted to the appropriate administrator for approval.
6. If the guest is a CVCHS student (e.g. a lowerclassman invited to prom), they must be a student in good standing including, but not limited to, academics, attendance, and discipline.
7. Guests to CVCHS dances must enter and exit the dance with their sponsoring student.

Dance Behavior Expectations

1. No dance admission tickets are sold at the door.
2. Must have a PHOTO ID and ticket to be able to enter the dance.
- 3. No entry 30 minutes after the dance starts.**
4. No possession of tobacco, alcohol or drugs or being under the influence of these substances.
5. No drug paraphernalia, including “glow in the dark” mouthpieces or pacifiers.
6. Outside guests must have an approved Guest Pass on file and enter and exit the dance with their sponsoring CVCHS student.
6. Dresses must be appropriate (i.e.: dresses must be kept at least mid-thigh, no shorts, no jeans, all shirts must be kept on the entire dance)
7. Students must dance appropriately (i.e.: NO FREAKING, MOSHING, OR GRINDING ALLOWED AT ANY TIME)
8. Staff will determine appropriate dress, dancing, and overall student behavior
9. School rules are in effect and students may be subject to disciplinary action.
10. No refunds for unused tickets, leaving early, or being dismissed from a dance by the administration.
11. Students and guests are dismissed from CVCHS dances 30 minutes prior to the end of a dance.

COMMUNITY RESOURCES

Emergency & First Responders	Concord Police Department - (925) 671-3333 Clayton Police Department - (925) 673-7350 Reporting Suspected Child Abuse - (877) 881-1116 Contra Costa Fire Department - (925) 941-3300
---	---

Social & Emotional

Eating Disorders	Casa Serena Treatment Facility (925) 682-8252 1868 Clayton Road #123, Concord
	Dr. Anna Shorenstein (925) 241- 5529 39 Quail Court #205, Walnut Creek

	<p>Dr. Gertrudes Aquino Hernandez (510) 550-5856 1600 South Main Street, Walnut Creek</p>
Parent/Teen Issues	<p>Debie Bauer, LMFT (925) 437-2203 2205 Morello Avenue, Suite 103, Pleasant Hill</p>
	<p>Dr. Karyn Goldberg-Bertz (925) 788-7888 2930 Camino Diablo #305, Walnut Creek</p>
	<p>John F. Kennedy Counseling Center (925) 798-9240 380 Civic Drive, Suite 200, Pleasant Hill</p>
	<p>Megan Brubaker, LMFT (925)304-4222 280 Buchanan Field Road, #2 A Concord</p>
Substance Abuse Treatment	<p>Thunder Road Adolescent Treatment Center (510) 653-5040 390 40th Street, Oakland</p>
	<p>Weyland Consultation Services (925) 945-7816 ext. 41 2930 Camino Diablo #110, Walnut Creek</p>
	<p>John Muir Behavioral Health (925) 825-8523 2740 Grant Street, Concord</p>
	<p>California Smokers' Helpline (800) 662-8887 (English) (800) 456-6386 (Spanish) www.nobutts.org</p>
	<p>Chewing Tobacco (800) 844-2439</p>
	<p>Smokefree TXT Support Text QUIT to 47848 for Teens</p>
Pregnancy/Women's Health	<p>La Clinica Monument (925) 363-2000 2000 Sierra Road, Concord</p>
	<p>Concord Health Center (877) 905-4545</p>

	3052 Willow Pass Road, Concord
	Planned Parenthood (925) 676-0300 2185 Pacheco Street, Concord
Anxiety/ Depression	Dr. Jadu M. Jagel (415) 658-9239 925 Ygnacio Valley Road #1038, Walnut Creek
	John Muir Behavioral Health (925) 825-8523 2740 Grant Street, Concord
	John F. Kennedy Counseling Center (925) 798-9240 380 Civic Drive, Ste. 200, Pleasant Hill
	La Clinica Monument (925) 363-2000 2000 Sierra Road Concord
ADHD/Executive Functioning	Laura Wittenberg, LMFT BCPC (925) 241-5148 3704 Mt. Diablo Blvd, Lafayette
	Betty Blaney, MA EdS (925) 392-0884 33 Quail Court, Walnut Creek
	Dr. Lara Honos-Webb (925) 695-7919 3000 Citrus Circle, Walnut Creek
Suicide/Crisis Prevention	Contra Costa Crisis Center 211, (800) 833-2900 or text HOPE to 20121 307 Lennon Lane, Walnut Creek
Human Trafficking	Contra Costa Human Trafficking Coalition 211 or (888) 373-7888

Health

Dental/Vision	La Clinica Monument (925) 363-2000 2000 Sierra Road, Concord
Dental	Diablo Valley College Dental Clinic (925) 685-1230 x2534 321 Golf Club Road, Pleasant Hill

Dental	Smile Care Family Dentistry (925) 827-2798 1851 Sutter Street, Concord
Vision	Lions Club Sight Savers (510) 466-5927 Oakland
Alternative	Loma Vista Adult Education (925) 685-7340 1266 San Carlos Avenue, Concord
Education Options	Olympic High School (925) 687-0363 2370 Salvio Street, Concord

KAISER - California

1 Santa Barbara Road, Pleasant Hill
 1-800-464-4000 (toll-free)
 1-800-777-1370 (toll-free TTY for the hearing/speech impaired)
 1-800-788-0616 (Spanish)
 1-800-757-7585 (Chinese dialects)

Medicare Members

1-800-443-0815 (toll-free)
 1-800-777-1370 (toll-free TTY for the hearing/speech impaired)

FORMS, CONTRACTS, AND ANNUAL NOTICES

Senior Contract

Seniors (12th-grade students) complete contracts at the beginning of the year to ensure they are aware of all expectations - academic, attendance, and behavior - related to their participation in senior-specific events. Participation in any senior-specific event, including graduation, may be revoked depending on the student's ability to adhere to these expectations.

School Locker Contract

(Locker assignments are not guaranteed, they will be assigned as available)

As a student of CVCHS, if I am assigned a locker, I agree to the following concerning school locker usage:

1. I will only use the locker assigned to me. I will not give my locker combination to anyone. I will not use a padlock on my locker.
2. I understand that school lockers are school property. As such, any damage to the locker which I am assigned will be my responsibility. Overloading lockers will cause them not to open. I further understand that lockers are subject to reasonable search by an administrator at any time.

3. I will not alter the appearance of my assigned locker in any way (stickers, mirrors, wallpaper, etc.)
4. I will be charged for any repairs to and/or replacement of the locker for which I have been found responsible. Such costs will not exceed \$150.00.
5. It is my responsibility to notify Student Services immediately if I have any problems with my locker.
6. Lockers must be emptied on the last day of school, every school year.

Media Release

CVCHS is proud of our students and the work that they do in the classroom, around campus, on the sports field, and in the community. We capture images and information at these important events and we want to share them to promote the positive energy and change that is taking place at our school.

We are legally obligated to obtain parental consent to publish this information. Please review and complete the handbook acknowledgment form. If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the CVCHS Executive Director and such rescission will take effect immediately upon receipt by the school, allowing appropriate time for receiving and processing the request.

I hereby give my consent to all photographs, audio/video recordings, and other academic work, taken of my child by school staff, students or others to be used on our school's website, other school-initiated publications, newspapers, and television. I understand that any such photographs, audio/video recordings, and other academic work becomes the property of the school and may be used by the school or others for educational, instructional, or promotional purposes in various formats now existing or in the future created.

Responsible Use Policy (RUP)

For the use of computers, email, mobile devices, the internet, and internet applications.

Definitions

"User" includes anyone, including employees, students, and guests, using CVCHS technology, including, but not limited to, computers, networks, internet, email, chat rooms, and other forms of technology services and products.

"Network" is a wired and wireless technology network including school networks, cellular networks, commercial, community, or home-based wireless networks accessible to students.

"Mobile Devices" are cell phones, 'Blackberry' [smartphone] type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets, and netbooks, as well as portable storage devices.

Background

Technology provides students with unique and powerful ways to enhance their learning. CVCHS supports the use of technology to enhance and support learning and is pleased to offer Users access to the Network so that they can access school-supplied technology to enhance learning.

It is one of the technology goals of CVCHS to ensure that each User's interactions with technology

contribute positively to the learning environment both at school and in the community. Negative use of technology through CVCHS-owned devices inside or outside of our schools that degrades or defames other Users or members of our community is unacceptable. CVCHS also recognizes that Users have widespread access to both technology and the internet; therefore, the use of personal devices and connectivity is considered to be included in the Responsible Use Policy (RUP).

Access to CVCHS's Network is a privilege, not a right. The use of technology whether owned by CVCHS or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with CVCHS rules, act responsibly, and will honor the terms and conditions set by the classroom teacher and CVCHS. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the internet, digital storage areas, containing less sensitive User information, may or may not be located on the property of the school or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. CVCHS reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of CVCHS property, Network, and/or internet access or files, including email.

CVCHS has a private and secure system for sensitive school records, which will be managed by CVCHS Information Technology Staff.

Best Practices for Use

These are examples of inappropriate activity on the CVCHS Network, but CVCHS reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the CVCHS Network, Users, schools, or computer resources; 2) that expend CVCHS resources on content it determines lacks legitimate educational content/purpose, or; 3) other activities as determined by CVCHS as inappropriate.

Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials

1. Criminal activities that can be punished under the law
2. Selling or purchasing illegal items or substances
3. Obtaining and/or using anonymous email sites, spamming, spreading viruses
4. Causing harm to others or damage to their property
5. Using profane or abusive language; threatening, harassing, or making damaging or false statements about others; accessing, transmitting, or downloading offensive, harassing, or disparaging materials
6. Sharing and/or sending confidential information such as, but not limited to, testing materials
7. Deleting, copying, modifying, or forging other Users' names, emails, files, or data, disguising one's identity, impersonating other Users; sending anonymous emails
8. Damaging computer equipment, files, data, or the Network in any way, including intentionally

accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance

9. Using any CVCHS computer/Mobile Devices to pursue "hacking", internal or external to CVCHS, or attempting to access information protected by privacy laws.
10. Accessing, transmitting, or downloading large files maliciously including "chain letters" or any type of "pyramid schemes"
11. Using websites, email, Network, or other technology for political uses or personal gain
12. Intentionally accessing, creating, storing, or transmitting material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults, or attacks others
13. Advertising, promoting non-CVCHS sites or commercial efforts and events
14. Using the Network for non-academic related bandwidth-intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities

Cybersafety and Cyberbullying

Staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

All Users

Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the Network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the Network and make every effort to avoid such content. Every User must report security or Network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the Network and internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

Users should never give out private or confidential information about themselves or others on the internet.

Active Restriction Measures

CVCHS will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene; (2) pornographic, or; (3) harmful to minors. Attempts to circumvent or "get around" the content filter are strictly prohibited and will be considered a violation of this policy. CVCHS will also monitor the online activities of Users through direct observation and/or other technological means.

Online Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of, and information posted on these sites if it detrimentally affects the welfare of individual Users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public", the teacher and CVCHS are not in control of it; therefore, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions in this RUP also apply to User-owned devices utilizing the CVCHS Network.

Student Use of Online Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Docs, classroom blogs, student email, podcast projects, email chat features, or other online tools follow all established internet safety guidelines including:

- Students using online tools such as, but not limited to, Google Docs, blogs, podcasts are considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other online tools. This includes, but is not limited to, profane, racist, sexist, or discriminatory remarks.
- Students using Google Docs, blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the internet.
- Any personal blog a student creates in class is directly linked to the class blog, which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should NEVER link to websites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Supervision and Security

CVCHS provides content filtering controls for student access to the internet using the CVCHS Network as well as reasonable adult supervision. But, at times, inappropriate, objectionable, and/or offensive material may circumvent the filter, as well as staff supervision, and be viewed by students. Students are to report the occurrence to their teacher or the nearest staff member. Students will be held accountable

for any deliberate attempt to circumvent CVCHS technology security and supervision.

Students may not record or videotape within the classroom or on campus without first receiving permission from their teacher or administration.

Students using mobile and cellular devices while at school and during school-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (“FERPA”)

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights concerning the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Clayton Valley Charter High School (CVCHS) receives an access request. Please note that the California Education Code permits access within 5 days of the request.

Parents or eligible students should submit to the CVCHS Executive Director a written request that identifies the record(s) they wish to inspect. The Executive Director will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected. A student's education records will be available for review during the regular business hours of the school day.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask CVCHS to amend a record should write to the CVCHS Executive Director, clearly identify the part of the record they want to be changed, and specify why it should be changed. If CVCHS decides not to amend the record as requested by the parent or eligible student, CVCHS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before CVCHS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the CVCHS Governing Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which CVCHS would otherwise use its own employees and who is under the direct control of CVCHS concerning the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, CVCHS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CVCHS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520**

5. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA

regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from a student's education records without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, before adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) • To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information CVCHS has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, per State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

NOTICE FOR DIRECTORY INFORMATION

FERPA requires that CVCHS, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from your child's education records. However, CVCHS may disclose appropriately designated "directory information" without written consent, unless you have advised CVCHS to the contrary following CVCHS's procedures. The primary purpose of directory information is to allow CVCHS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies ("LEAs") receiving assistance under the Elementary and Secondary Education Act of 1965 ("ESEA") to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CVCHS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify CVCHS in writing by October 1, 2025. CVCHS has designated the following information as directory information:

- Student's name;
- Address;
- Telephone listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- The most recent educational agency or institution attended;
- Student ID number, User ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; and
- A Student ID number or other unique personal identifier that is displayed on a Student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

