

Student/Parent Handbook



Tevis Junior High School

Panama-Buena Vista Union School District

2026-2027



TEVIS JUNIOR HIGH SCHOOL

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

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

Julie Graves
Principal

Dr. Katie Russell
Superintendent

Office Hours: 7:30 A.M. - 4:00 P.M.
Phone: (661) 664-7211

Mascot: Ranger
Colors: Burgundy & Gray

Welcome to the 2026–2027 school year!

As we begin our 38th year of excellence, we are proud to continue the traditions that have made Tevis Junior High a special place for students to learn, grow, and succeed. At Tevis, we believe every Ranger has unique talents, strengths, and potential, and we are committed to providing a safe, supportive, and engaging environment where all students can thrive.

Throughout our history, Tevis has been recognized as a California Distinguished School in 1996, 2003, 2007, and most recently in 2024. These honors reflect the dedication and partnership of our students, staff, families, and community, all working together to support student success.

For nearly four decades, Tevis Rangers have built a proud tradition of excellence in academics, athletics, music, leadership, public speaking, and service to others. The accomplishments of our students can be seen throughout our campus and serve as a reminder of what can be achieved through hard work, perseverance, and a commitment to doing one's best.

We encourage all Rangers to become actively involved in their learning, participate in school activities, and contribute positively to our campus community by being Safe, Respectful, and Responsible every day.

At Tevis, we know that student success is strongest when schools and families work together. Our Tevis Family is committed to supporting every Ranger as they learn, grow, and reach their goals. Together, we will continue to inspire hope, celebrate growth, and create opportunities for success for all students.

I am honored to serve as your principal and look forward to another outstanding year. On behalf of the entire Tevis Family, welcome to Tevis Junior High. We are excited to have you as part of our Ranger community and cannot wait to see all that you will accomplish this year.

Sincerely,

Julie Graves

Principal

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

DISTRICT OFFICE PERSONNEL

Dr. Katie Russell
Superintendent

Trina Lovio
Assistant Superintendent of Instructional Services
Dr. Lynn Pasley
Assistant Superintendent of Educational Services
Darryl Johnson
Assistant Superintendent of Human Resources
Katie Gonzales
Assistant Superintendent of Business Services
Dr. Denita Maughan
Assistant Superintendent of Special Services

BOARD OF TRUSTEES

Chad Blain
Bryan Easter
Linda Garcia
Paula Van Auken
Keith Wolaridge

TEVIS JUNIOR HIGH SCHOOL OFFICE PERSONNEL

Julie Graves
Principal

Brandi Hamilton
Assistant Principal

Byron Mejia
Assistant Principal

Kelli Riebesell
Counselor

Janet Tadros
Intervention Counselor

PARENT INVOLVEMENT

We invite you to participate and get involved in our Tevis Ranger community by helping your children at home with their schoolwork, providing a caring environment, and attending conferences, programs, athletic and academic events. Opportunities for involvement at Tevis includes the Parent Club, School Site Council, and Parent Advisory Council. Parents may contact the school for more information.

TEVIS PARENT CLUB

Welcome Parents! Your Tevis Parent Club provides a vital link between you and your child's school. All activities of the Parent Club benefit all the students and support the educational environment.

Over the years, your Parent Club has provided support to Tevis with the purchase of benches, trees, library books, sports equipment/uniforms, picnic tables, a PA system, and display cases. The funds we raise from the Membership Drive and other fundraisers keep Tevis Junior High the outstanding school that we can all be proud to be a part of.

The success of your Parent Club depends on the involvement of YOU! Throughout the school year, there is a need for volunteers. Being active in your child's school will provide you with the opportunity to get to know the teachers and staff that are educating your children during the next two years. At "Back to School Night," you will have the opportunity to join the Parent Club and **"STRONGER FAMILIES. STRONGER RANGERS."** Volunteer forms will be provided.

EMERGENCY CARDS

Each student must have emergency information on file in the school office. These cards are to contact parents, or some other party specified by parents, in the case of an emergency. This information also tells us who to contact if parents are unavailable. **Most importantly, we cannot release a student from school except to a person with proper I.D. listed on this card.** Current addresses, phone numbers, and emergency contacts are very important. **Therefore, please inform the school of any changes in a phone number, address, etc., during the year.** We cannot add a contact to your student's card over the phone. You must make changes yourself after showing proper I.D.

PARENTVUE

ParentVUE is a web-based app designed to help parents monitor their student's education by providing real-time academic information and communication tools. ParentVUE is available in the App Store and Android Market. Please contact the school for the activation code needed to use ParentVUE.

STEPS TO SUCCESS

To be successful, students must CHOOSE TO:

- Attend every day. Be prompt (be in your seat and ready to learn).
- Do class work and homework every day.
- Study for tests and ask for help.
- Take responsibility for the choices you make.
- Participate in activities.
- Treat everyone, including yourself, with dignity and respect.

PARENT RIGHTS

Parents/guardians have the right to be informed of and participate in decisions regarding their child's education, including access to records, instructional materials, and school programs, as provided under California Education

Code §§ 48980, 49063–49079 (pupil records/FERPA alignment).

OBSERVATION OF INSTRUCTIONAL PROGRAM BY PARENTS

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

ATTENDANCE PROCEDURES

IMPORTANT: Instruction takes place from 8:28 A. M. to 3:40 P.M. Note below other important times:

7:25 am - Gate Open for Zero Period only.

8:00 am - MPR Open for breakfast (*served daily from 8:00 am to 8:28 am*)

8:15 am - Front school gate opens.

8:28 am - 1st-period instruction begins

3:40 pm - Student Dismissal

Zero-period PE students should arrive no earlier than 7:25 A.M. Other supervised school activities times will be set by staff. After-school supervision ends at 3:50 P.M. (Wednesday 2:20). Therefore, students should be off campus by this time.

ABSENT FROM SCHOOL

Regular attendance is one of the most important factors affecting a student's academic and social success in school. Frequent absences are harmful to the academic progress of any student. If it is necessary to be absent from school, the absence must be cleared through the school attendance office by the parent or legal guardian – ONLY. This can be done by phone on the day of absence (preferred way), or by a signed note on the day of return, or by leaving a message after hours at (661) 664-7211 ext. 0. All absences not cleared within 48 hours of occurrence will become unexcused and will count towards truancy. If a student returns to school the same day after a partial day absence, he/she should go to the office and pick up their pass to class.

Unexcused absences, including family trips for pleasure/recreation & business purposes or failing to provide proper verification for an absence for more than 10 consecutive days can result in the student being dropped.

ATTENDANCE LAW

California law requires that all students attend school regularly. Absences must be verified and fall within allowable categories defined in Education Code § 48205. Compulsory attendance is governed by §§ 48200–48293. Excessive absenteeism (excused or unexcused), and/or tardiness to school can result in both the student and the student's parent attending a **School Attendance Review Board (SARB)** hearing.

TRUANCY

If a student has three unexcused absences, he/she is truant. Anytime a student is tardy for more than thirty minutes three times without a valid excuse, he/she is truant. It is also important that parents/guardians and school officials remember the state legislature has established truancy and attendance laws.

According to the California Education Code, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for three full days in one school year or tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

LATE TO SCHOOL

The law requires students to be in class when the bell rings at 8:28 a.m. However,

1. If there is a legitimate reason for a tardy, such as a dental appointment, the parent may either call the school before the student arrives or send him/her with a signed note stating the reason for the tardy.
2. The student gate will close at 8:28 a.m.
3. If the student arrives after 8:28 a.m., he/she reports to the office to clear the tardy.

Additionally, at the discretion of the site principal, students with excessive absences ***may be denied the privilege of taking part in graduation ceremonies and/or merit activities under P-BVUSD Board Policy 5127(a).

SIGNING STUDENTS OUT

Students who need to leave school during the school day must be signed out by a parent or other person listed on their emergency card. There are no exceptions. A picture I.D. is required. This same procedure will be followed when students are picked up for lunch off-campus.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school, a parent should inform the office as to the last day of attendance. A check-out sheet, picked up in the office on the final day, must be completed to allow the student to enroll in his/her new school.

MAKE-UP WORK WHILE ABSENT

Requesting make-up work is the student's responsibility. Students should check with their teachers for missing assignments. Students will be given the opportunity to make up for missed work. The work should be turned in according to a reasonable make-up schedule. Generally, students will be allowed one day after they return for each day missed to make up work.

Parents are encouraged to call and request **independent study** if the absence exceeds 3 days. Generally, work will be available to be picked up after 3:40 p.m. in the office on the day following your request. In some cases, work may be available the same day as your request, but a confirming phone call is suggested prior to coming to the school. More work will not be issued until the

previous work has been returned. Once the student and work are returned to the school, the student's absence will be updated and the student will receive credit for attendance on those days.

OFFICE PHONE USE

A telephone is provided in the office for student use for **emergencies and illnesses only**. When an emergency arises, a note to use the telephone from a teacher is required. An "**emergency**" does not include forgotten gym clothes, reporting something to parents first, or permission for after-school activities.

CELL PHONES OR OTHER ELECTRONIC DEVICES

Electronic devices MUST be turned off (not silent or do not disturb) and stored in a backpack at all times during the official school day and at any other time directed by a district employee.

Electronic communication devices may be used **off campus** before and after the official instructional day before stepping onto school property. It is the student's responsibility to inform parents of confiscated devices. It is the student's responsibility to ensure that his/her electronic signaling devices are turned off and secure in their backpack at all times. Students who violate the rules and regulations are subject to having the device confiscated and subject to disciplinary action. (Board Policy 5131). The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen, or damaged electronic communication devices.

PHOTOGRAPHY

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with the student's name, may be published on district or school websites/social media. unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent.

GRADUATION REQUIREMENTS AND ACTIVITIES

It should be considered that the graduation exercise is a privilege and not a right and students must earn the privilege to take part.



During each year of junior high school, in order to be promoted from seventh to eighth grade, the student must achieve at least two passing quarter grades each year for reading, English, and mathematics. In order to graduate from eighth grade a student must:

1. Achieve at least two passing quarter grades each year for English, and Mathematics.
2. Pass 14 quarters of core curriculum classes (English, Reading, Mathematics, Social Science & Science).
3. Pass 6 quarters of elective and physical education classes.

4. Excessive absences (20 days or more, excused or unexcused) can exclude a student from participating in the graduation ceremony.
5. Suspensions, poor behavior and misconduct may result in the loss of activities and/or graduation ceremony.

*For students not enrolled in a District junior high school for an entire year, the requirements would be prorated, and previous school records will apply.

Eighth grade students who have satisfactorily completed proficiency examinations and courses of study prescribed by the Governing Board shall be eligible for a diploma of promotion and may participate in promotion ceremonies.

Only school-sponsored awards are acknowledged during graduation exercises. Other awards may be given during separate awards programs.

Extracurricular activities are a privilege and not a right. Students are subject to restriction from any event based on grades, attendance, or discipline.

CURRICULUM REQUIREMENTS

STUDENT SCHEDULES

In 7th and 8th grade all students at Tevis are required to take a yearlong course in Mathematics, History, Science, and Physical Education, in addition to two English Language Arts courses in both the 7th and 8th grade. Students are also enrolled in an additional course of interest or class due to academic needs.

COURSES OF INTEREST/ELECTIVES

Art	Sports Officiating	Chorus	Career Pathways Preparation	Science Enrichment
Office/Teacher/Library Assistant	Exploring Technology	Band	Orchestra	Jazz Band
Yearbook	Exploring & Intro to Spanish	Theatre/Drama Leadership (Developing Leaders)		
Literature Enrichment		Study Skills		

8th grade instrumental music students may take zero period PE to take an additional course of interest (or need). Zero period PE is offered from 7:35 to 8:23 A.M. each day before the regular school day begins. Transportation to school for zero-period PE students must be provided by the parents.

COLORGUARD

Color guard is a marching group that accompanies the Tevis Ranger Marching Band at all parades, including the Veteran's Day Parade and the Christmas Parade, marching competitions, and the Disneyland trip in the spring. Color guard is selected by auditions held in September and all students are eligible. Color guard will have scheduled meetings and practices both before and after school. The schedule will be set by the Color guard advisor. The school will provide the Color guard uniform. However, there is a fee for shoes and other accessories. Attendance at all performances (parades, sports events, and rallies) is mandatory.

ACADEMIC PLACEMENT

Students will be scheduled into Reading/English and Math classes according to their ability/achievement level. These are defined below:

ENGLISH LANGUAGE ARTS (ELA)

HONORS ELA: (1 period course and will be paired with an academic elective).

Above grade-level course for those meeting specific district-defined criteria in both ability and achievement. This level is determined by GPA, standardized test scores, & teacher recommendation.

ENRICHMENT:

Course content is focused on the study of diverse literary genres and exposing students to a variety of literature. Students intensively study-specific literary works with careful instruction given to the close reading of texts and to identify the universal significance of each work. Analytical reading, critical thinking, writing, and oral communication skills are emphasized.

ELA CORE:

Course for students near or slightly below grade level. Admittance to this level is determined by GPA, standardized test scores, & teacher recommendation **(2-period course) - This class matches up with ELA CORE SUPPORT.**

ELA CORE SUPPORT:

This course is designed to support the CORE ELA class.

MATH

HONORS MATH: An advanced level of math for those meeting specific district-defined criteria in both ability and achievement. Algebra coursework is included in the curriculum. Placement in this level is determined by GPA, standardized test scores, & teacher recommendations. It's a 2-year course.

CORE MATH: All students that do not meet the Honors Math Criteria. Placement in this level is determined by GPA, standardized test scores, & teacher recommendations.

Information for placement is obtained from previous STAR achievement test results and classroom performance.

STUDY HINTS FOR STUDENTS

1. Understand the assignment before leaving class.
 - a. Ask the teacher for specific details if the assignment is unclear.
2. Have a regular time and **QUIET** place for study.
 - a. Study early in the evening for the best results.
 - b. Do not watch TV or listen to music while studying.
 - c. Set aside enough time to complete all your homework.
 - d. Before you begin your study time, assemble all the materials you will need, such as books, pencils, paper, calculator, ruler, eraser, etc.
 - e. Choose a place where you can sit down and spread out your materials.

3. Use a definite study plan.
 - a. Learn to use special parts of each book (index, appendix, maps, charts, footnotes, etc.)
 - b. Keep your binder organized and up to date using dividers to separate subjects.
 - c. Keep an up-to-date assignment sheet to write down the subject, assignment, date assigned, and due.
 - d. Read through the assigned material once to get the main idea, then select the main thought of each paragraph and make a list or outline of these topics.
 - e. Use the dictionary to look up words you do not know.
 - f. Make a note of questions/problems you need to ask the teacher when you return to class.
 - g. Test yourself to see how well you recall what you have studied. Example: Discuss what you have studied with your parents/guardians and/or friends.

BOOKS AND SUPPLIES

Books are issued to the students at the beginning of the school year, and it is expected that the books will be returned in good condition at the end of the school year. It is the student's responsibility to care for the books respectfully and diligently. If a book is lost or stolen, or the student is unable to return the book **for any reason**, it must be paid for before another book is issued. If the book is later found, reimbursement will be made. All books must be either turned in or paid for before graduation. Outstanding payments for books may result in the student being precluded from graduation activities.

Students are responsible for having pencils and paper. It is required that students carry their binder with dividers and a pencil pouch with at least three pencils, to keep paper, assignments, and other materials in good order.

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

Each student's binder should have the following characteristics:

1. It should have dividers to separate subject areas(English Language Arts, Math, History, Science, COI)
2. The papers in the binder should be current and filed in the proper subject area. (Remove outdated).
3. A generous supply of blank college-ruled binder paper should be stored in the back of the last divider.
4. There should be a storage pouch to store pencils, erasers, rulers, calculator, colored pencils, etc.

SPECIAL SUPPLIES OR CHARGES

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

P.E. CLOTHES

Required Items:

- * Shorts
- * T-shirt
- * Athletic shoes
- * In cold weather warm-up sweats are OK (shorts and shirt under).

All students are required to dress out for Physical Education classes. Failure to dress in appropriate clothing can possibly restrict participation (depending on the activity). The restriction of participation will result in a lowering of the grade. Students will be provided with a P.E. locker. All information concerning appropriate PE clothing will be sent home by the P.E. teachers on the first day of school. Only locks provided by the P.E. department will be allowed on P.E. lockers.

REPORT CARDS

Report cards are mailed to parents/guardians within two weeks of the closing of each grading period. Grading periods end approximately:

1 st Quarter:	October 16 th
2 nd Quarter:	January 8 th
3 rd Quarter:	March 19 th
4 th Quarter:	May 26 th



Following the time frame above, if you do not receive your student's report card, please call the school office at 661-664-7211.

HONOR ROLL

The Honor Roll is calculated at the end of each quarter. A 3.0 or "B" average in all subjects, including Physical Education and elective classes, is required. The Principal's List gives special recognition to students who attain a straight "A" or 4.0 grade point average. A student is disqualified from the Honor Roll if he/she receives any grade below a "C" in any subject or receives a comment code #19 indicating behavior problems on the report card. Students who make the Honor Roll in six out of eight grading periods will qualify for a gold seal on their diploma and special recognition at the graduation ceremony.

CHROMEBOOKS

CHROMEBOOK PURPOSE

Tevis Junior High School supplies all students with a Chromebook device in class. This device is property of the Panama-Buena Vista Union School District. The Chromebook allows student access to Google Apps for Education, educational web-based tools, and many other useful sites. The chromebook is an educational tool that is not intended for gaming, social networking or high-end computing.

Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be used by the student. All Chromebooks must be returned at the end of each class period/day following the guidelines discussed within.

PROPER CARE FOR YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. In the event that a Chromebook is broken or fails to work properly, it must be taken to the Library as soon as possible to be assessed and repaired.

General Precautions:

1. No food or drink is allowed next to your Chromebook.
2. Cords and cables must be inserted carefully into the Chromebook.
3. Never transport your Chromebook with the power cord plugged in.
4. Student-Chromebooks must remain free of any writing, drawing or stickers.
5. Vents should not be covered.
6. Chromebooks must have all barcodes and original tags on them at all times and tags must not be removed or altered in any way.

CARRYING CHROMEBOOKS:

1. Transport Chromebooks with care.
2. Chromebook lids should always be closed and tightly secured when moving around.
3. Never carry or move a Chromebook with the screen open or by lifting from the screen.
Always support a Chromebook from its bottom with the lid closed.

SCREEN CARE:

1. Do not slam a Chromebook shut as it can permanently damage the screen.
2. Do not lean or put pressure on the top of the Chromebook when it is closed.
3. Do not store the Chromebook with the screen in the open position.
4. Do not place anything near the Chromebook that could put pressure on the screen.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paperwork).
7. Clean the screen with a soft, dry microfiber cloth. NEVER use any cleaning solvents.

TECHNOLOGY USE

Students must comply with the District Acceptable Use Policy when using technology resources, consistent with Education Code §§ 48900 (student conduct) and 51870–51874 (technology use). Misuse may result in disciplinary action and/or loss of privileges.

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible with their Chromebooks in each of their classes. Chromebooks will not be carried from class to class or taken home.

Students will have an assigned Chromebook in each class. Teachers will monitor the use of the Chromebooks in class. Students must notify the teacher if there is a problem with their Chromebook right away. Failure to do so may result in fines or fees.

Inappropriate media may not be used as a screensaver or background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary measures and possible loss of personalized Chromebook access for a period of time. Take care to protect your passwords and never share your passwords. Unless otherwise informed by your teacher, the sound must be muted at all times. Headphones may be used at the discretion of the teacher. It is a good idea for students to carry wired headphones with their Chromebook as bluetooth headphones are not allowed on campus.

REPAIRS AND MAINTENANCE

The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. In the event a Chromebook is damaged or broken, whether through student carelessness, accident, or intentional, the costs of the repair will be the responsibility of the student and his/her parent/guardian.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Positive Behavior Intervention and Supports (PBIS) is a school wide approach to promote appropriate behaviors and a process for creating safer, more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom management systems.

The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

Tevis Rangers are always Safe, Respectful, and Responsible

Be Safe ...at all times by taking ownership of your actions.

Be Respectful ...toward yourself and others.

Be Responsible ...by following the rules and doing your best

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

Students who consistently behave safely, respectfully and responsibly will be recognized and rewarded in a variety of ways. Students will also know the consequences that will result when they choose not to meet the school-wide expectations as staff will follow our progression of discipline.

The PBIS program is used in conjunction with the Panama-Buena Vista student code of conduct which ensures a safe, productive, and positive learning environment. The PBVUSD Parent Handbook and this publication are essential resources for understanding school rules and regulations; expectations for student conduct; and possible consequences for violating the rules.

SCHOOL EXPECTATIONS

PLEASE READ EACH OF THESE IMPORTANT EXPECTATIONS CAREFULLY

- Students are expected to be in class, ready to work, when the bell rings. This includes having all materials necessary: books, paper, pencil, and P.E. clothes.
- Tevis is a pencil only school. No pens, markers, sharpies, paint pens, etc. on campus.
- Behavior in the classroom that interferes with another student's education or your own will not be tolerated.
- Bringing items to school (such as radios, toys, etc.) that interfere with education is also prohibited.
- Keep your hands/feet/body to yourself at all times. No horseplay, wrestling, shadow boxing, etc., holding hands, or other forms of public displays of affection.
- We ask all Tevis Rangers to be respectful of our campus, therefore **gum and/or candy is not allowed on campus**.
- Tevis is a closed campus, students will not be allowed to leave campus unless picked up by a parent.
- Students must check out through the office with his/her parents. When any student returns from being off campus during the day, he/she must check back in at the office.
- With the exception of lunch, no other food or drink (except water) is allowed on campus. If lunch is brought for the student, they will eat in the office.
- The bike rack is off limits during the school day. Be sure to lock your bike - then leave the area. Students are not permitted in the bike rack area unless they have a bike and are going home. **NEVER** leave your bike at school overnight. **NEVER** double lock your bike with another student's bike.
- If you ride a school bus to and from school, remember the fact that riding a bus is a privilege, not a right. Read the bus rules carefully and follow them.
- In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for committing a serious offense.
 - Suspension is defined as exclusion from school and all school activities for a period of one to five days.
 - Expulsion is defined as removal of the student from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances, the

period of expulsion may cover one school year and a semester. Students considered for expulsion are brought before the District's Administrative Hearing Panel where the facts of the case are presented. The District's Board of Trustees review the Panel's findings and determine whether or not to issue an expulsion order.

****Behavior expectations are reviewed with all students at least once per quarter.**

STUDENT DISCIPLINE

Student behavior is governed by California Education Code §§ 48900–48927. Schools emphasize positive behavioral interventions; however, violations may result in disciplinary action including suspension or expulsion consistent with due process requirements.

Uniform Complaint Procedures (UCP)

The District follows Uniform Complaint Procedures pursuant to 5 CCR §§ 4600–4670 to address complaints related to programs, discrimination, harassment, intimidation, and other legally protected areas.

SUSPENSIONS & EXPULSIONS

In accordance with Education Code 48900, school districts are granted the authority to suspend or expel students who have committed any of the following acts:

● Fighting/Assault ● Possession of weapon ● Drugs - possessed, sold, furnished ● Drugs - possession, use or sale, including alcohol ● Attempted or committed robbery ● Damage of school or private property ● Theft ● Promotion of gang activity	● Habitual profanity or vulgarity or obscene act ● Possession or sale of drug paraphernalia ● Defiance of school authority ● Received stolen property ● Possession of imitation firearm ● Sexual harassment ● Harassment, threats, or intimidation ● Tobacco - possession or use of
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The acts in this section are related to school activity or attendance that occurs at any time, including, but not limited to any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During or while going to or coming from a school sponsored activity.

The Panama-Buena Vista Union School District maintains that any knife, regardless of length, or any weapon is strictly prohibited at school or at any school sponsored activity. Students found to be in possession of a knife, weapon or weapon replica will be subject to expulsion. State and Federal law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school.

We ask that all parents take time to review this important policy with their students so that we can work together to maintain safe and orderly school campuses.

- Students are prohibited from selling any edible or non-edible items at school for personal gain or for any outside organization. These items will be confiscated.
- Students may not carry or possess felt tipped permanent markers, paint, or any other marking instrument beyond standard pencils. If special marking instruments are required for class projects, they will be provided by the school for in-class use only.

Students may not bring any items to school, either worn or carried, which can be used to cause injury to others. This includes items such as wallet chains, pins, pocket knives, hair picks, any sort of a paddle or club, or any other such item which presents a danger.

Title IX / Nondiscrimination

The District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived protected characteristics, including sex, gender, gender identity, and sexual orientation, in accordance with Title IX (20 U.S.C. § 1681) and Education Code §§ 200–262.4.

DRRESS CODE

PURPOSE

Pupils attending the Panama-Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn; and it is the responsibility of the students and their parents/guardians to help create and maintain this atmosphere.

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

HAT POLICY

- Hats are allowed but must be worn appropriately with the bill facing forward.
- Hoodies and beanies may be worn outside but **MUST** be taken off and remain off upon entering any building or classroom.

CONDITIONS OF DRESS AND APPEARANCE

- **We Dress Respectfully**

- We wear clothes that fit appropriately
 - We do not wear clothing that is excessively large
 - We do not wear clothing that is too small, too tight, or too revealing
- We NEVER show our undergarments
 - Tank tops need to be at least 2 finger widths wide
 - No sagging pants
 - No muscle shirts or open clothing revealing undergarments
- We do NOT wear clothing that is too revealing
 - Pants, shorts, or skirts with holes, shredding, or fraying that **reveal skin** above the knee are NOT acceptable.
 - All shorts or skirts must be at least as long as the middle finger with arms at the side.
 - No bare midriffs
 - No bodysuits
 - No spandex shorts (unless under a dress, skirt, or pants/shorts)
 - Spandex pants or leggings **MUST** have a shirt which **COVERS** the front and back end
 - No clothing which is transparent or revealing of undergarments
 - No tube tops
 - No tops cut low at armpits or neckline
 - No backless or halter tops
 - Clothing must be appropriate for school, no personalized clothing is accepted. In addition we do NOT write on backpacks, binders or self.

- **We Dress Responsibly**

- We wear clothing with appropriate content
 - We do not wear any clothing or accessories that are obscene or depict illegal activity
 - We do not wear any clothing or accessories that depict tobacco, drugs, alcohol, sexually suggestive activities, gang activities, or other which is deemed disruptive to the learning environment.
 - Shoes must be worn at all times.
Students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made. Modifications will be at the discretion of the site principal or designee.
 - Wearing pajama bottoms or clothing that resembles pajamas at school is not allowed..
 - A blanket worn in place of a sweater, jacket, coat, etc. is not permissible.
 - Cosmetics to the face or hair that distract from the educational process are unacceptable.
 - Any “spiked” or dangerous earrings/piercings are not allowed.

LUNCH/CAFETERIA

CAFETERIA

The Tevis cafeteria offers a hot lunch with a main dish and a salad bar with a main dish. Students may choose which line they prefer during 1st period. School breakfast and lunch are free to students, but they must enter in their student ID number.

Students eat in the MPR. The following rules apply:

- Find a seat and remain seated until finished.
- Do not trade food or money with friends.
- Separate your trash and compost with another student.
- Raise your hand when finished and wait to be dismissed by an adult.
- Remove all personal trash and leave your area clean.
- Take trash or compost to a receptacle and place trays and silverware in the designated area.
- No food of any kind may be consumed on the yard or the field.



Fast Food delivered by parents to the school for students must be eaten in the office.

Please do not purchase food for other students or food intended to share. Student welfare, safety, and health remain second to none at Tevis Junior High School. Dropping off lunches for children other than your own and allowing the sharing of food overlooks possible food allergies and other dietary concerns, and therefore, is not permitted. ***Lunch delivered by DoorDash or any other delivery service is also not permitted. Parents must personally visit our school office and drop off their own child's lunch.***

EXTRACURRICULAR ACTIVITIES

There are many positive and exciting extracurricular activities at Tevis in which a student may elect to participate. These include both athletics and academics. Examples include

Student Council
Science Fair
Color Guard
Henry Greve
STEAM Olympiad

Oral Language Festival
Honor Chorus
Honor Orchestra
Battle of the Books

Honor Band
MathCounts
History Day
Knowledge Bowl

Students are encouraged to participate in any or all of these activities. Athletic contests and academic competitions are generally open to the public.

ELIGIBILITY

Eligibility for participation in extracurricular activities requires a minimum 2.0-grade point average, with no "F" grades, and no more than one #19 comment code, in the most recently completed quarter. These grade criteria apply to the previous quarter's grading period. Participation in all extracurricular activities will be decided as per District Board Policy 6145.

Any student new to the Panama-Buena Vista Union School District is eligible for the remainder of the quarter in which he/she enrolls. All new seventh graders are automatically eligible for the first quarter of their 7th grade school year. Students transferring within the Panama-Buena Vista Union School District junior high schools take their eligibility status with them.

Also, students engaged in all extra-curricular activities shall display good citizenship and respect. A student shall be ineligible for participation if he/she receives two or more unsatisfactory marks on his/her quarterly report card. An unsatisfactory mark shall consist of #10 on the computer report card. The final determination of acceptable citizenship shall be made by the principal.

ATHLETICS

Intramurals and After School Sports information will be given by coaches at the beginning of each season. Uniforms are generally provided, but some items such as socks and shoes are the responsibility of the student. Games may be played in the afternoon or evening, on weekdays or Saturdays, and frequently at other schools. Transportation to these "away" games is the responsibility of the student. If intramural sports are offered, they will be played daily during the lunch periods and will be open to all students.

SCHOOL LETTER AND PINS

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

STUDENT COUNCIL

The Tevis Student Council is made up of students who are elected from a designated class. The Student Council officers are elected by the student body at large in September. Any eligible student may petition to run for an office. These petitioners are then reviewed by the Student Council and several are selected to run for each office. Student Council officers are:

1. President - must be an 8th grader.
2. Vice President - must be a 7th grader.
3. Secretary - may be either a 7th or an 8th grader.
4. Treasurer - may be either a 7th or an 8th grader.



The Student Council and its officers are the student leaders of the school. They represent the student body, run the student store, plan social activities, and determine the expenditure of student body funds. For a student to be eligible to run and hold a student body office he/she must have and maintain a 3.0 GPA (grade point average). For a student to be a class representative *and* serve on student council he/she must have and maintain a 2.0 GPA. Any student who has an “F” grade will be in jeopardy of losing their office or position on student council. A student council member may also be dropped for poor discipline.

FIELD TRIPS

From time to time, educational field trips are taken by various groups or classes. District transportation is provided when this occurs during the school day and for some after-school or weekend trips. It is necessary to have parent-signed consent forms for these trips. Student and parent cooperation in getting these forms completed, signed, and returned to the proper teacher is appreciated. Students are not allowed to go on these trips without this consent form. **The District requires that the designated form be used;** therefore, handwritten notes and phone calls will not be acceptable in fulfilling this requirement.

YEARBOOKS

The Tevis Yearbook will be produced by the yearbook class. The yearbook is sold online only in the fall and distributed during the last week of school. Students must order a yearbook in the fall to be assured of getting a yearbook at the end of school. Students should keep their yearbook receipts as proof of purchase. The price of the yearbook is determined by the journalism teacher and the school administration each year. The resulting yearbook is an attractive hardbound book that is an excellent reminder of the junior high school years.

LIBRARY

Students are permitted to check out up to two books at a time. The library is open between the hours of 8:00 a.m. and 3:40 p.m. and during lunch most days for student use. Students are also scheduled to come to the library with their reading class. Students are responsible for any books checked out and will be charged for lost or damaged books. Outstanding payments for books may result in the student being precluded from graduation activities.

TRANSPORTATION

Tevis

Bus Schedule: Whether a student rides the bus to and from school or only on a field trip, the rules of good conduct must be followed. The use of a school bus is a **privilege**, not a right. Special arrangement for use of transportation services requires a written request from the parent and pre-approval by the office.

The California Administrative Code states: "Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway." The school district governing board of trustees has adopted rules and regulations to enforce this provision. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. District rules require students to be lined up at the bus stop at least five minutes before the scheduled bus stop.

The following list of student actions constitutes violations of the established rules and regulations:

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

Minimum penalties for these infractions are:

<u>1st Ticket</u>	Warning or possible bus riding suspension. Notice will be sent to the parent.
<u>2nd Ticket</u>	Three (3) day suspension of bus transportation to and from school.
<u>3rd Ticket</u>	Five (5) day suspension of bus transportation to and from school.
<u>4th Ticket</u>	Ten (10) day suspension of bus transportation to and from school.
<u>5th Ticket</u>	Suspension of bus riding privilege for the remainder of the school year.

****A call will be made to the parents and a letter will be sent notifying them of the suspension of bus transportation for tickets #2-5. A parent can request a conference at any time.**

BICYCLES

Bicycles may be ridden to and from school provided they are maintained and operated safely under current bicycle laws. Bicycles are not to be ridden on the school grounds or parking lots. Upon reaching the sidewalk in front of the school riders are required to walk their bicycles to the bike rack area (please see the school map for location). In the afternoon the students should walk their bicycles until they are off school grounds. All bicycles must be parked inside the fence at the bike racks. Even though the bike rack area is locked during the day, students should provide a lock for their bicycles. Students are not allowed to stay in the bike rack area except when parking or picking up their bicycles. **The school is not responsible for lost or damaged bicycles.** State law requires, and the school encourages students to wear a bicycle helmet for their safety traveling to and from school.

SKATEBOARDS

Skateboards, skates, scooters, and rollerblades may **not** be ridden to school. There is insufficient space on campus to store them. District regulations prohibit the use of skateboards, skates, or roller blades on the school grounds at any time.

SPECIAL SERVICES

HEALTH SERVICES

Students should be sent to school every morning healthy, rested, suitably dressed, adequately nourished, and ready to learn.

MEDICATION

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

1. Students requiring medication during school hours (**either prescription or non-prescription**) must have a completed and signed **Pupil Medication to be Administered at School #709030** on file at the school site.
2. Students must have the original container **brought to the school office by the parent.** It will be kept in a safe and secure place and given to the child as indicated on the **Pupil Medication to be Administered at School #709030.**
3. Prescription medication to be administered at school must be in the original container with the pharmacist's dosage, how often it should be taken, and the prescribing doctor's name (C.E.C. 49423, 49480). You may request that your physician ask the pharmacist to prepare a separate container for the school to use.
4. Over-the-counter medication also requires a **Pupil Medication Form.**

5. Under no circumstances are school personnel to provide aspirin or any other patent medicine or nostrum to students.
6. **Students are not to be in possession of any type of patent medicine or nostrum (including aspirin and other over-the-counter pain relievers without the written consent of school administration).**

COUNSELING AND GUIDANCE SERVICES

The School Counselor, Kelli Riebesell, and Intervention Counselor, Janet Tadros, help all students achieve their highest potential, both personally and academically. They also work closely with the School Social Worker and School Psychologist to meet the needs of our students in order for them to be successful in learning and in life. Students may make counseling appointments with the counselors before school, at lunch, or after school. Parents may contact the counselors by calling the school office at (661) 664-7211.

HEARING SCREENING

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

EMERGENCY PROCEDURES

FIRE DRILLS, LOCK-DOWN, AND EARTHQUAKE PROCEDURES

State law requires that these drills be held periodically. Teachers will inform students in each of their classes about specific rules to follow and routes to take. When the fire alarm sounds, rooms are evacuated in an orderly manner. Classes stay together, move quietly, and proceed by designated routes to the athletic field. In the event of an earthquake, students are to immediately get under their desks or tables and cover their face and head. When the fire alarm goes off, the building is evacuated in the same manner as with a fire drill. In the event that parents need to pick up their student following an emergency, a sign out station will be established at the athletic field on the north side of the campus. Students must be signed out and will be released only to those persons you have listed on our emergency cards with proper identification.