

VENTURA HIGH SCHOOL

TWO NORTH CATALINA ST. | VENTURA, CA | 93001 | (805)641-5116

2021-2022 STUDENT HANDBOOK



**Whatever you can do, or dream you can do, begin it.
Boldness has genius, power, and magic in it. Begin it now."** -John Anster

To maintain a safe & secure campus:

Your VHS ID must be carried at all times

- Present to any school staff member upon request.
- For all ASB purchases, off-campus passes, textbook checkout, school activities, etc.

This Handbook Belongs to:

Student's Name: _____

Student ID#: _____

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, actual or perceived sexual orientation, color, race, national origin, and physical or mental disability. The district shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.



Welcome to Ventura High School!

PLATINUM SERVICE

At Ventura High School we strive to provide a platinum level of professional service by being:



courteous and respectful,
 considerate and compassionate,
 cordial and welcoming,
 conscientious and helpful
 problem solvers, supportive,
 good listeners and communicators,
 clear when giving direction,
 open minded and respectful,
 resourceful and productive,
 dependable and trustworthy,
 encouraging and enthusiastic,
 cooperative and team players.

ADMINISTRATORS

- Ms. Marissa Cervantes – Principal**
- Ms. Mera Clobes - Assistant Principal of Curriculum and Instruction**
- Mr. Desmond Webster – Assistant Principal of Student Services (A –L)**
- Ms. Elizabeth Botello-Lopez – Assistant Principal of Student Services (M-Z)**

COUNSELORS

- Mr. Francisco Castillo
- Ms. Teri Dath
- Ms. Ena De La Cruz
- Mr. Thomas Favero
- Mr. Josh Francis
- Ms. Sonja Frias
- Ms. Kate Raney
- Ms. Bobbie Richards
- Ms. Patricia Roberts

VHS, in accordance with the Governing Board, shall ensure equal opportunities for all students in admission and access to facilities in the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.



We are enthusiastically building an engaging and relevant site to meet your needs. If there is something that you couldn't find on the website or its associated links please send us an email so we can add it.

Ventura High School ASSISTANCE DIRECTORY Extensions for (805) 641-5116:

DEPARTMENT	EXTENSION #
Address change	1019
Attendance A-L	1023
M-Z	1018
Athletics	1017
Career Center	2307, 2375
College Information	2375
Counselors	1019
Custodial Service	1550
Driving and Parking	1049
Facilities	1024
General School Information	1000
Graduation Information	1010
I. D. Cards	1017
Locker Information	1024
Lost & Found	2431
Lunch Program	1019
Master School Events Calendar	1024
<u>Obligations</u>	
ASB Store	2431
Library	2446, 2445, 2453
Off-Campus Permits	1017
Office Manager	1010
P.E. Clothes , Locks, School Supplies	2431
Scholarships	2307
Student Assistance Program	1019
Student/Parent Connect Information	1051
Student Insurance	1017
Student Parking	1024
Student Store	2431
Teacher Concerns	1013
Textbooks: Library	2446, 2445, 2453
Transcripts: Records	1021
Vandalism/Theft	1024
Visitor Permits	1017
Work Permits	2307
Work Experience Program	2375

VHS ON-LINE RESOURCES

Do you need to find out what great event is happening on campus? Do you need to get in touch with your teacher, get class information or find out what your grade is? Do you need to get some information on academic counseling? If you have any of these or other questions after school hours then please visit our school website at <http://www.venturausd.org/ventura/home>.

The **Ventura High School Library** webpage has links for research, database access to magazines and academic journals, current events, writing style guides, and the VHS library catalog. You can access these services directly from school and home and all are accessible under one address at <http://www.venturausd.org/ventura> (**Library Tab**)



VHS VISION STATEMENT

Ventura High School's vision is to prepare all students for full participation in and contribution to the global society by delivery of high-quality programs and instruction to all students in a caring atmosphere.



VHS MISSION STATEMENT

The mission of Ventura High School is to develop highly educated, well-rounded students who are excited about learning by:

- ★ **providing** all students with quality educational opportunities
- ★ **engaging** the aspirations and abilities of all students
- ★ **nurturing** innovation, creativity, and collaboration
- ★ **creating** productive community members
- ★ **developing** lifelong learners



VHS ALMA MATER

*Stalwart by the Golden sands,
 Neath the time worn hills she stands,
 Loyal rooters Shout and cheer,
 Ventura we hail and revere.
 Time can't change the memories
 Or the marks left by our deeds
 Let us fly our banner bold
 All hail to the Black and Gold!*

OUR GOAL AT VENTURA HIGH SCHOOL IS TO PROTECT EVERYONE'S RIGHT TO TEACH AND TO LEARN!

Responsible and courteous conduct by Ventura High Students is necessary for a safe, secure, peaceful campus. While on campus or when engaged in extra-curricular activities, students are expected to behave in a mature and respectful manner. The following school-wide conduct guidelines are provided to assist you in meeting these expectations.

1. BE PUNCTUAL AND READY TO LEARN

- a. *Be ready to work when the bell rings.*
- b. *Bring the appropriate materials to class.*
- c. *Be attentive during class time, participate in discussion, and work diligently.*
- d. *Be responsible to seek out work from absences on your own time.*

2. TREAT OTHERS WITH RESPECT AND COURTESY

- a. *Profanity, written or spoken, is not to be used.*
- b. *Hats and other head coverings are not allowed indoors.*
- c. *Affirm the dignity and value of each individual.*
- d. *Zero tolerance for discriminatory remarks, symbols, gestures, or behavior.*

3. PROTECT THE LEARNING ENVIRONMENT

- a. *Follow Dress Code.*
- b. *Riding Skateboards or Bicycles on campus is not allowed.*
- c. *All electronic devices (including but not limited to iPods, cell phones, MP3 players, etc.) are not to be used or displayed during instructional time anywhere on campus.*
- d. *Gum, candy, food and drink are not allowed in the classroom (water is ok).*
- e. *Throw recycling and trash in the proper containers.*
- f. *Know and follow your teacher's policy on homework.*
- g. *Cheating and plagiarism are not acceptable.*
- h. *Value and protect school property.*

Be the CEO* of Your Own Education!

*COUGAR EDUCATIONAL OUTCOMES

1. Students will be effective and ethical communicators.

They will:

- use technology to communicate appropriately.
- write logically structured and articulate documents that show an understanding of appropriate audiences, purposes, and contexts.
- speak with confidence and poise, a command of language, and a clear organization of ideas to various audiences, purposes, and contexts.

2. Students will be critical thinkers.

They will:

- read and listen in order to acquire and analyze information from a variety of sources.
- ask critical questions, generate hypotheses, examine situations from multiple perspectives and seek answers through research, experimentation, and evaluation.
- demonstrate creative thinking.

3. Students will be active and collaborative community members.

They will:

- participate in campus-wide activities.
- participate in civic processes.
- resolve conflict peacefully and provide support for others.
- understand and appreciate diversity.
- apply the lessons of school to our community.

4. Students will be reflective and self-aware decision makers.

They will:

- self-evaluate, be thoughtful and demonstrate integrity.
- set, pursue, and accomplish realistic and challenging goals.
- develop post-secondary education and/or career plans.
- live healthfully and actively.

Watch your Thoughts - Your thoughts become your words.

Watch your Words - Your words become your actions.

Watch your Actions - Your actions become your character.

Watch your Character - Your character becomes your destiny.

Lee Bussard

SKILLS FOR SUCCESS

Successful people don't become successful by luck. Their success is the result of setting goals and working to achieve those goals, in other words, successful people plan to succeed. You, too, can plan to succeed, **start planning for success today!**

ORGANIZATION - Getting organized is the first step to success. Know what you need to do and what materials you will need to get it done.

TIME MANAGEMENT - Managing time wisely will help you ensure that you have the opportunity to do both the things you need to do and the things you want to do.

SET PRIORITIES - If you have lots to do, it is important to set priorities. Make a list and rank each task in 1,2,3 order. Start with #1-the most important task- and continue on down the list. Check off finished tasks.

SET GOALS - Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Be specific; set time limits, set realistic goals, draw up a step-by-step plan; write your goals down; share your goals with others; keep at it; reward yourself! -Setting short term goals and/or long term goals will result in better grades and higher self-esteem. **Best of all, setting goals will make you feel in control of your life!**

SKILLS FOR IMPROVING YOUR MEMORY

1. **Keep** notes, lists, and journals to jog your memory.
2. **Decide** what is most important to remember by looking for main ideas.
3. **Classify** information into categories such as time, place, similarities, differences, wholes to parts, scientific groups, etc.
4. **Look** for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
5. **Associate** new things you learn with what you already know.
6. **Use** rhythm or make up a rhyme.
7. **Visualize** the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself in to the picture.
 - e. Imagine an action taking place.
8. **Link** the information together to give it meaning. **Use** the information whenever you can. Practice with Flashcards.
9. **Repeat** the information - Repetition is the key to memory.



SKILLS WHEN TAKING A QUIZ OR TEST

1. **Concentrate.** Do not talk or distract others.
2. **Listen carefully to the directions.** Ask questions if they are not clear.
3. **Face yourself.** Keep your eye on the time, but do not worry too much about not finishing.
4. **Work through all of the questions in order.** If you do not think you know an answer to problem, skip it and come back to it when you have finished the test.
5. **Read all of the possible answers** for each question before choosing an answer.
6. **Eliminate any answers that are clearly wrong,** and choose from the others. Words like *always* and *never* often signal that an answer is false.
7. **If you're required to write a short essay,** quickly jot down an outline to make sure you include all the key points in your answer.
8. **When you finish the test, go back through and check your answers for careless mistakes.** Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
9. **Do not be afraid to guess at a question.** If you have a hunch you know the answer, you probably do!
10. **Use all of the time allotted** to check and recheck your test.

SKILLS FOR LISTENING

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material. To help develop listening skills:

- **Approach the classroom ready to learn:** leave personal problems outside the classroom. Try to avoid distractions.
- **Focus your attention directly on the teacher,** even if you do not sit close to him/her.
- **Pay attention** to the teacher' style and how the lesson is organized.
- **Participate;** ask for clarification when you do not understand.
- **Take notes.**
- **Listen** for key words, names, events and dates.
- **Connect** what you hear with what you already know.

SKILLS WHEN DOING HOMEWORK

- Keep track of your daily assignments so you will always know what you have to do.
- Prioritize your homework so that you begin with the most important assignments first: study for a test, then do the daily assignment, etc.
- Have a place to study that works for you - one that is free from distractions. Be honest with yourself about using the TV or listening to music during study time. Make sure you have everything you need before you begin work. Make a study kit consisting of a ruler, pens, pencils, paper, erasers, paper clips, note cards, a dictionary, a calculator, and highlighters. You will spend more time studying and less time searching for supplies.
- Develop a schedule that you can follow. Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.
- Homework is an essential part of learning. Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.

SKILLS WHEN TAKING NOTES

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good note taking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your instructors say. Some teachers will use the chalkboard, an overhead projector, a PowerPoint, or Smart Board as a presentation to outline these key ideas. Others will simply stress them in their discussion.
- As soon after class as possible, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to say out loud the answers to the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick review and saying the answers out loud will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of abbreviating words.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form. Try using acronyms, drawings, or symbols that you can understand.
- Keep class lecture notes and study notes together.



VENTURA UNIFIED SCHOOL DISTRICT GRADUATION REQUIREMENTS

Credit toward graduation is given for all subjects taken in the 9th, 10th, 11th, and 12th grade except those courses repeated to raise the academic grade. Math 1, Geometry, and World Language may be taken in middle school to satisfy the college entrance requirement, but is not counted in the credits toward graduation. Students will earn five units of credit for each semester course completed with the grade of "A", "B", "C", or "D." No credit is earned if the student receives a grade of "F" or a "W". Credit may also be earned through participation in Career Pathway courses, Regional Occupational Program (ROP) courses, Work Experience, College Courses, and Adult Education, and approved on-line courses. Any course taken before the completion of 8th grade does not count towards High School Graduation.

REQUIRED COURSES FOR HIGH SCHOOL GRADUATION

SUBJECT	UNITS	
SOCIAL SCIENCE	10 - World History/Cult/Geo	(grade 10)
	10 - US History/Geo	(grade 11)
	5 - American Democracy	(grade 12)
	5 - Economics	(grade 12)
	TOTAL 30 UNITS	
ENGLISH	10 - English 9	10 - English 11
	10 - English 10	10 - English 12
	TOTAL 40 UNITS	
	MATH 3 courses including one year of Math 1 TOTAL 30 UNITS	
SCIENCE	10 - Physical Science – select from Earth Science, Chemistry, Food & Nutrition Science, Physics	
	10 - Life Science – select from Biology, Physiology, Environmental, Ag Biology	
TOTAL 20 UNITS		
HEALTH	One-semester course	TOTAL 5 UNITS
PHYSICAL ED	Two courses of P.E. and/or Athletics	TOTAL 20 UNITS
FINE ARTS	select from Art, Music, Journalism, Drama, Yearbook, Foreign Language, Visual Communication, Stage Craft	TOTAL 10 UNITS
APPLIED ARTS	select from Agriculture, Journalism, Yearbook, Technology, Business, Visual Communication, ROP, Work Experience, Culinary, ASB	TOTAL 10 UNITS
ELECTIVES/ Non-departmental courses		
One-semester required course (College and Career Seminar) and Six year-long courses or a combination of year-long and semester courses		
		TOTAL 65 UNITS
TOTAL NEEDED TO GRADUATE		230 UNITS

MINIMUM COMPETENCY REQUIREMENTS

All students must pass Math 1 in order to be able to graduate. All students must pass 230 credits to graduate from VHS.

Physical Fitness Tests: All 9th graders must take the Physical Fitness Test (PFT), which has 6 portions. Students must pass 5 of the 6 portions to be eligible to be excused from Physical Education the following year. Students who do not pass 5 of the 6 PFTs must take P.E. every year until s/he passes the PFT. Students can still graduate without passing the PFT. All students need at least 20 units of Physical Education or Athletics to graduate.

PROGRAM CHANGE POLICY

A student's schedule is developed based upon his/her course requests. Students are not allowed to select their teachers nor periods for courses. A student's program will remain as it is given unless it is determined that a change is necessary and teacher, counselor and administrator have been consulted. Details of the program change policy can be found on page 4 of the VUSD course catalog.

The administration may, due to increased/decreased enrollment and staff changes, balance course sections by transferring students from one class and/or teacher to another. Every effort will be made to ensure a smooth transition.

COLLEGE ADMISSIONS REQUIREMENTS

It is expected that graduates of the Ventura Unified School District who have prepared themselves to attend college will be successful in that endeavor. University admission requirements vary. For more information access the UC or CSU websites.

The University of California requires students to complete the “a-g” courses below with grades of C or higher to be eligible:

a) HISTORY/ SOCIAL SCIENCE - 2 years required. One year of World History and 1 year of US History or 1/2 year of US History and 1/2 year of American Government, and

b) ENGLISH - 4 years required. Four years of college preparatory or Honors/AP English which includes frequent and regular writing, and reading of classic and modern literature, poetry and drama.

c) MATHEMATICS - 3 years required, 4 recommended. To include two years of Algebra and one of Geometry.

d) LABORATORY SCIENCE - 2 years required, 3 recommended. One year of lab science such as Biology, Agriculture Biology, Chemistry, or Physics taken in tenth grade or later.

e) FOREIGN LANGUAGE - 2 years of the same foreign language required, 3 recommended.

f) VISUAL AND PERFORMING ARTS – 1 year required. Must be in the areas of Dance, Music, theater or the visual arts. See your counselor for more details.

g) COLLEGE PREPARATORY ELECTIVES - 1 year required. In addition to those listed in a-f (above), chosen from the following areas: History, English, Advanced Mathematics, Laboratory Science, Foreign Language, Social Science, and Visual and Performing Arts.

COLLEGE ADMISSIONS: EXTRA-CURRICULARS THAT COLLEGES NOTICE



- **Student Government** – Plus for students who are engaged in formulating and executing policies and procedures at their school.
- **Debate Team, Mock Trial** – Students develop critical thinking and analytical skills. Debate fosters an ability to think on one’s feet and to formulate a well-supported argument for issues.
- **Academic Teams:** Mock Trial, Robotics, Academic Decathlon. Shows a passion for academics—A genuine academic interest that transcends the classroom.
- **The Arts:** Music, Theatre, Visual Arts – Colleges value creativity. The arts help brain development and lend vibrancy to campuses.
- **Internships, Research Opportunities** – A student’s commitment to their field and gives colleges the confidence that you understand higher level research protocols.
- **Diversity Club** – One of the hottest topics on college campuses today is multicultural identity. Colleges want students who will be leaders in community building.
- **Community Service** – Community service on a student resume is a MUST. It is recommended that students think about what they love to do, and then find a volunteer activity that matches.
- **School Newspaper, Literary Magazine** – Writing is one of the most critical factors for success in college. Being published is a powerful asset on a portfolio.
- **Job** – Some students must work to help support their families. Colleges rarely penalize a student who can’t participate in extra-curriculars because of family circumstances. Holding down a job shows responsibility and commitment.
- **Sports** – Many students today are athletes. Colleges see SO many athletes, that unless you are recruitable, it doesn’t stand out at many institutions. It’s a tough call, but balance is the key. Students should have a range of activities – not just sports.

RECOGNIZING STUDENT ACHIEVEMENT THROUGHOUT THE SCHOOL YEAR

ACADEMIC AWARDS/ FALL and SPRING

Students are encouraged to strive for academic excellence and will be recognized for their efforts in the Fall and the Spring of each school year. Recognized students should use this in their college applications under honors and awards. Also, recognized students will be provided a certificate and be invited to participate in a recognition luncheon or activity.

Students will be recognized in the following manner and categories:

- by having a .5 increase in their GPA,
- Outstanding Scholastic Achievement: 3.0-3.49
- Honor Roll: 3.50 -3.99 GPA
- Principal’s Honor Roll: 4.00 GPA and above

ASSEMBLIES AND RALLIES

Assemblies and pep rallies are held for various purposes: to teach, entertain, recognize, honor, display school spirit, and celebrate.

In all assemblies and rallies all students are expected to:

- Follow the directions as given you by any student, teacher or administrator in charge.
- Honor and respect not only the dignity of the program, but also the time and effort which went into putting the program together.
- Avoid inappropriate talking, yelling, or signs of approval or disapproval when such behavior is not appropriate.
- Ventura High students are expected to behave in a respectful manner.

COUGAR OF THE MONTH (monthly)

Students are selected by teachers for their positive contributions in class each period (period 1 in August, period 2 in September, etc.) Recognized students receive a certificate of Special Recognition from the California Legislature at a small reception with the principal and ASB representative.

SENIOR AWARDS

Senior awards is the recognition of four years of hard work and commitment at VHS. It is a very exciting evening in which academic honors, awards, and scholarships are bestowed upon members of the graduating class. Depending on the quantity of awards to be presented in a given year, information will be sent out to families to inform them if a shorter day time ceremony will also be organized to complement the evening event.

SPECIAL PROGRAMS AND SERVICES

ADULT PRIDE CARD

Friends of Ventura High School athletics – Admit one to all home VHS Athletic events with the exception of CIF and tournaments. Cost is \$55.00. (Ms. Ceja, ext. 2431)

ADVANCED PLACEMENT/HONORS PROGRAM

In an effort to maintain the stability of the master schedule, placement in Honors/AP courses requires a semester commitment from students. Ventura High offers advanced placement courses in Art, Spanish, Environmental Science, Biology, Chemistry, American Government, Economics, English, U.S. History, Psychology, European History, Calculus, Statistics, Computer Science, Physics; and honors courses in English, World History, Math 2, Math 3, Trig/Pre-Calculus, Physiology and Chemistry. Juniors and Seniors enrolled in AP courses are expected to take the Advanced Placement tests which are given in early May. Students who score three or higher on these tests may earn college credit at all UC and State colleges, as well as most private colleges. (AP of Instruction & Curriculum, ext. 1013)

ASB CARDS

With the purchase of this card, all home athletic games are FREE, including football, Boys' and Girls' Basketball, Boys' and Girls' Volleyball, and Wrestling. CIF playoff games are NOT FREE! Discounts also apply to **some dances and "away" games**. All for \$40.00! (Ms. Ceja, ext. 2431)

ASSETS PROGRAM- After School Safety and Enrichment for Teens Program:

Welcomes all VHS students who would benefit from safe and engaging programs from 7:30-8:30am or 2:30-5:30pm every afternoon Monday thru Friday. The ASSETS Program provides extended Library hours on Thursdays until 5:30pm.

ALL VHS STUDENTS ARE WELCOME IN ASSETS AFTER SCHOOL PROGRAMS

Here are just some of the ASSETS programs that will be available.

ACADEMIC ASSISTANCE: Tutoring services; Homework assistance; College/Career preparation; Extended Library hours; Credit Recovery programs; English Language Learners.

ENRICHMENT ACTIVITIES: Career/Technical Education; Expanded high school club activities; Recreation classes; Earn community service credit.

ATHLETICS

Ventura High School is proud of its wide range of athletic teams. Anyone with questions regarding athletics should feel free to contact the head coach of the particular sport or our Athletic Director, Mr. Hess, at ext. 2371.

V = Varsity – The very best athletes- can be any grade

JV = 2nd highest level

So = Sophomores – can have some Freshmen

F/S = Made up of Freshmen & Sophomores

Fr = Freshmen only

<u>FALL SPORTS -</u> <u>(September-November)</u>	<u>WINTER SPORTS -</u> <u>(November-February)</u>	<u>SPRING SPORTS</u> <u>- (February - May)</u>
V/So/Fr. Football (coed)	V/JV/So/Fr. Basketball (boys)	V/JV/Fr. Baseball
V/JV/FS Volleyball (girls)	V/JV/FS Basketball (girls)	V/JV Softball (girls)
V/JV Tennis (girls)	V/JV Wrestling (coed)	V/JV Track (boys)
V/JV Golf (girls)	V/JV/FS Soccer (boys)	V/JV Golf (boys)
V/JV Cross Country (boys)	V/JV/FS Soccer (girls)	V/JV Tennis (boys)
V/JV Cross Country (girls)	V/JV/FS Water Polo (girls)	V/JV/FS Volleyball (boys)
V/JV/FS Water Polo (boys)		V/JV Swimming (boys)
		V/JV Swimming (girls)

ATHLETIC ELIGIBILITY:

In order to participate on an athletic team, students are required to be academically eligible and abide to the discipline policy related to athletes and extra-curricular activities. Students must also have a physical examination, have personal insurance coverage or purchase coverage at school, turn in a "Parent Consent/Medical Release Form" and, sign a Cougar Activities/Athletic Code agreement. **Read the "Academic Eligibility Policy for Extra-Curricular Activities" under the School Policy section of this handbook for more information.**

ATHLETIC INSURANCE is available at low cost for those without family coverage. Call Ms. Sandoval at ext. 1017

CALIFORNIA SCHOLARSHIP FEDERATION

The California Scholarship Federation (CSF) is a statewide, nationally recognized organization for students with outstanding grades in university recognized subjects. To be a member of CSF a student must first qualify, then make application within a brief enrollment period at the beginning of each semester. Bulletin announcements are made each semester regarding this. The CSF advisor is Ms. Sovich (ext. 2506).

COLLEGE and CAREER CENTER

The Career Center provides students the opportunity to obtain information about careers, part-time jobs, armed services, work experience programs, and colleges and universities. Ms. Roberts ext. 2375)

The Career center also provides information and applications for the various scholarships that are offered to graduating seniors. It is located in room 106/107. (Ms. Dilley and Ms. Smyle, ext. 2307).

CLUBS/ ORGANIZATIONS/ FEATURED ELECTIVES



There are many ways to become involved here at Ventura High school. The following is a list of just some of the many electives, clubs, organizations and electives on our campus that you can join. For a more detailed explanation attend a meeting or talk to a member or advisor.

<u>CLUB/ ORGANIZATION/ FEATURED ELECTIVES</u>	<u>ADVISOR</u>
ASB (Associated Student Body)	Ms. Larson
Asian and Pacific Islander Cultural Appreciation	Mrs. Miyata
ASSETS Leadership	Mr. Francis
AVID (Advancement Via Individual Determination)	Ms. Bergfeld Ms. Withers-Sch.
Banner Bold	Mr. Raney
Biking Club	Mr. Tolkmitt
Black Student Union	Mrs. Richards
CEC (Career Education Center) formerly ROP Auto Culinary Arts Floral Design Landscaping Design	Mr. Hays Ms. Hernandez Ms. Lewandoski Ms. Lewandoski
CSF (California Scholarship Federation)	Ms. Sovich
Chess Club	Mr. Biller
Drama Club	Ms. Rossiter
Fellowship of Christian Athletes	Mr. Anderson
FFA (Future Farmers of America)	Ms. Lewandoski
FHA-HERO (Future Homemakers of American- Home Economics Careers Technology club)	Ms. Hernandez
Film Club	Mr. Saltzman
GSA	Dr. Mainz
G.W.A.T. (Greener World Action Team)	Mr. McEntyre
Heal the Beach	Mr. Maxwell
Interact Club	Mrs. Roberts
Journalism	Ms. Sellers
Key Club	Ms. Bergfeld Mrs. Miyata
Latinex Rights Club	Ms. Botello Ms. Cervantes
Mobile Filmmaking Club	Mr. Cougard
Mock Trial	Ms. Arichea
Model United Nation Club	Dr. Mainz
Music: Wind, Jazz, String, Concert	Mr. Hunt
NAHS (National Art Honor Society)	Ms. Minadeo
NHS (National Honor Society)	Ms. Johnson
Philosophy Club	Mr. Chamaa
Rock Climbing Club	Mr. Miller
Robotics Team 3925	Mr. Murphy
Sports Debate Club	Mrs. Larson
Student Runners for Public Lands	Mr. Cruz
Studio Jazz Ensemble	Mr. Hunt
Teen Voice	Ms. Frias
Tri-Activism Club	Mr. Maxwell
Tri-M (National Music Honor Society)	Mr. Hunt
Ventura Alumni Network	Mr. Cherrie
Yearbook	Ms. Ulvang

DEN PROGRAM

Our 9th grade Den Program is an incredible opportunity for both the mentor and the mentee as it reinforces all of the positive qualities within the mentor and accelerates the growth of the mentee – a win-win formula that impacts everyone. It helps connect 9th grade students with VHS culture upon arrival, increasing confidence and success for the 9th grader. Juniors or Seniors that serve as Den Mentors are selected by either a teacher, counselor or administrator. Students that are chosen to mentor exhibit leadership qualities. Mentors are responsible for

providing event, club, school and grade level information to their 9th grade mentee via text message, phone call, e-mail, or on campus meetings. Check the website or contact Ms. Botello for more information.

HEALTH SERVICES

Ventura High School has a comprehensive Health Services Program. There is a Health Technician trained in first aid and CPR at the school daily. The Health Technician is supervised by a registered nurse. The credentialed School Nurse provides direct services, health education, and consultation with parents, health care providers, and school personnel, works with students with special health problems, and assists in providing a healthful school environment. She is available by cell phone at all times.

Students wishing to go home from school due to illness must have a pass from their teacher and check out through the Health Office. District policy requires that every student have a parent signed Emergency Card on file. This card must be renewed each year. Only those adults listed on the Emergency Card may authorize the student to leave campus.

A doctor's prescription, a parent note, and a properly labeled medication bottle are required for students to be able to take medication at school. Students can carry medication with a doctor's note and parent note, unless it is a controlled substance. Students using inhalers need to demonstrate competency to the nurse to be permitted to carry inhalers. Please check with the Health Office for the complete policy.

Students are to bring parent notes for excuse from Physical Education to the PE Teacher. Doctors' requests for excuse from PE must be taken to the Health Office. Students with crutches, braces, casts, wheelchairs, or other special devices need to get a form from the Health Office so proper help and safety can be maintained.

California State Law requires that an up-to-date Immunization Record be on file with the Health Office. Students without completed Immunization Records may not attend class.

The nurse is available for private and confidential health counseling (ext. 1028). *No-cost and low cost medical, dental and vision care coverage programs are available. For more information call Medical for Families at 1-888-747-1222.*

LIBRARY

Library hours are from 7:00am – 4:00pm Monday thru Friday. It is also open until 5:30pm on Thursday.

LUNCH PROGRAM

Child Nutrition Services provides VHS students complete or a la carte healthy breakfast, nutrition, and lunch services during school days. You can pick up a lunch form application with Ms. Danielle Mijares in the Counseling office if you believe you qualify for either free or reduced lunch prices.

MIGRANT EDUCATION

The migrant education program offers counseling, tutoring, and extra classes to students who are eligible. Students in the migrant education program may participate in special field trips. Migrant Education students are monitored carefully by the Special Programs Counselor. (Ms. Raney, ext. 1026)

STUDENT ASSISTANCE PROGRAM

The primary purpose of a Student Assistance Program is to enhance student's ability to function most effectively in the educational environment. The school's goal is not only to offer an exceptional academic program, but also to provide a safe and caring climate so that all students can do their best and be their best.

A major component of a Student Assistance Program is to give students an opportunity to participate in a school support group. In this small group setting, students are provided a secure and supportive environment in which to address peer/family relationships, physical and emotional health, school attendance, alcohol, tobacco, and other drug concerns, and academic difficulties. In addition, these support groups provide an opportunity to learn about strategies in coping with death and dying, harassment, cultural differences, anger, conflict, and violence.

See your teacher, administrator, school counselor, school nurse, or school psychologist for more information. Students need not face the challenges of adolescence alone. (ext. 1019)

SAP (STUDENT ASSISTANCE PROGRAM)

"Support Groups" are being offered at VHS, please sign up in the SAP Office, room 41. Groups offered include:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Art with Heart (Anxiety) 11/15 - 3 rd per	Self-Compassion (Circle) 11/16 - 5 th per	Stress Management (Tapping) 11/17 - 2 nd per	Grief 11/18 - 6 th per
11/22 - 4 th per	11/23 - 2 nd per	No School	Thanksgiving
11/29 - 5 th per	11/30 - 4 th per	12/1 - 3 rd per	12/2 - 3 rd per
12/6 - 3 rd per	12/7 - 5 th per	12/8 - 2 nd per	12/9 - 6 th per
12/13 - 5 th per	12/14 - 4 th per	12/15 - 3 rd per	12/16 - 3 rd per

SCHOOL SITE COUNCIL

The School Site Council (SSC) is the body that oversees the disbursement of the school improvement funds (SLIBG) and the implementation and evaluation of the Single School Plan. The SSC is composed of five parents, five students, and ten VHS staff members. Parents are elected by other parents at Back to School Night and serve a two year term on the SSC. Students are elected ASB officers. The SSC meets six times throughout the year.

TUTORING

There is significant research that shows that students who spend the most time learning and studying show the most growth. To help you learn and grow, every teacher offers tutoring in their classrooms. You may go to any teacher for tutoring. The list of available subjects and times is posted on the school website.

Please take advantage of these opportunities! The staff at VHS wants to see you succeed, and we'll help you work hard to do it!

YEARBOOK

About the yearbook: VHS has a proud tradition of great yearbooks going back decades. Here's what you need to know:

1. Having your picture included is a privilege, not a right.
2. The content of the yearbook is 100% controlled by VHS and VUSD.
3. Trying to get profanity into the yearbook (flipping off the camera, etc.) is considered vandalism, and can lead to all of the following:
 - a. Conduct/ behavior referrals.
 - b. Charges for the delays in production time - \$500 or more.
 - c. Charges for replacing/reshooting the photos- \$500 or more.
 - d. Removal of the student's pictures in the yearbook.



**Profanity in the yearbook is not tolerated –
This is serious: Don't do it!**

4. The yearbook staff does its best to get all names, attributions, and facts correct. However, as with all student publications, accidents may happen. We regret any errors.
5. There is no implied delivery date for the yearbook. We haven't missed a deadline yet, but there may be actions or events beyond our control.
6. Yearbooks are purchased at the student store; support your yearbook!

ATTENDANCE POLICY

Research shows that consistent attendance is a key factor for student success. Students, parents and staff members all share in the responsibility of ensuring regular school attendance. If you are not here you cannot participate in the learning activities of the day which inevitably will affect and disrupt the continuity of your learning process. There is also a financial impact of students being absent. Each day a student is not in attendance, a school loses money, regardless of the reason or purpose of the absence. Money is vital to keeping our programs such as academic support, or elective programs and athletics strong.

All absences are considered unexcused until it is properly reported by the student's parent/guardian of the reason for the absence. When a reason for an absence is properly reported **within three school days**, an absence may be excused. The following defines reasons for which an absence will be excused or remain unexcused (per the California Education Code):



EXCUSED ABSENCE:

- Personal illness.
- Medical, dental, therapy, or chiropractic services.
Students are strongly urged to make appointments during non-school hours.
- Attendance at funeral services of an immediate family member, limited to one day if the funeral is in California and three days if it is outside of California.
- For students who are the custodial parent of a child who is ill or has a medical appointment during school hours.
- Court Appointments.
- Religious Holidays.

*Teachers are to allow students to make up work missed during excused absences, to the degree that it is possible for such work to be completed. Students may be asked to submit written verification of their illness or injury from a health care professional if they are absent for more than 3 consecutive days. Failure to submit such verification may result in the absence being recorded as unexcused.



UNEXCUSED ABSENCE:

- Oversleeping.
- Car trouble or other transportation problems.
- VACATIONS.
- Babysitting.
- Family business.
- Truancy: defined as an unexcused absence from class, absence from class without school and/or parent guardian knowledge or permission. Leaving class without permission before the class is officially over.
- Suspension.
- An absence not cleared within three days after a student returns to school.

PROCEDURES FOR REPORTING AN ABSENCE:

It is the parent's/guardian's or 18 year old student's responsibility to notify Ventura High School when and why the student is absent from school. Whenever a student is absent, we require from the parent/guardian, or 18 year-old students do one of the following to report the absence:

1. **By telephone:** Call 641-5116 extension 1023 for students with last name beginning with A-L and extension 1018 for students with last name beginning with M-Z.

When calling please:

- Speak clearly.
- Give student's name/grade level.
- Give days/periods and dates of absence.
- State reason for absence.
- Identify yourself and give phone number.

2. **With a note** (written in ink and with parent or guardian signature) with the above information:

*An absence must be cleared within three (3) days upon the student returning to school. After the third day the absence will be recorded permanently as "unexcused".

*Attendance Office windows are open before school (7:30am), during break and lunch, to receive notes excusing absences.

*Clearing an absence at the attendance office is not an excuse for being late to class. Students who arrive late to class will be marked tardy by their teacher.

*Parents can access attendance information online through Parent Connect. Please contact the System Specialist, Tish Velasquez at ext. 1051 for information.

PROCEDURES FOR EXCUSING A STUDENT FOR EARLY DISMISSAL:

Whenever possible, it is highly encouraged that appointments be scheduled before or after school hours, he/she may be excused by following the procedure defined below:

1. Parents call the Attendance Office, or student brings a note to the Attendance Office prior to departure stating the time and reason for dismissal.
2. Student arrives to the Attendance Office at the time of the Early Dismissal and is signed out while getting an Early Dismissal pass.
3. If the student returns to school on the same day, the student must return the Early dismissal Pass to the Attendance Office.

*If a student leaves campus without an off-campus pass, even if picked up by a parent, the absence will be considered unexcused. Telephone calls or notes to the Attendance Office or Nurse's Office after the student leaves campus without permission will remain unexcused.

Students who become ill during the school day must report to the Health Office prior to leaving campus. The Attendance Office will issue an Early Dismissal Pass if the student needs to go home.

HOMEWORK REQUESTS

It is the student's responsibility to write down and remember homework assignments. Students have as much time to make up homework from absences as the number of days of the absence. For example, if a student is out sick for one day then s/he will have one day to make up the work. If a student misses several days of school, s/he may contact Ms. Lowe (ext. 1019) to gather homework from all teachers and pick it up from her in the Guidance Office.

HALL PASS POLICY:

Students may not be out of class without a hall pass. All students should take care of personal needs during lunch and passing periods. Passes should not be issued during the first or last 10 minutes of class/period. Students truant from class (i.e.

absent more than 30 minutes) or out of class without a hall pass may be assigned to Saturday School. Students going to their locker during class may receive a detention.

TARDY POLICY:

1. Tardies may not be excused to your first period class, except for documented medical appointments.
2. Students arriving late to any period will be issued a detention on their fifth tardy of the school year. Thereafter, the student will be issued a detention for being tardy to every period for the rest of the school year.
3. All tardy detentions should be served during a designated detention time. Detentions must be served the same day or the following school day. The length of a tardy detention will be thirty minutes.
4. Students with unserved detentions and Saturday schools will not be allowed to participate in any extra-curricular activities or events, which include all other school privileges.

ARRIVING LATE TO CLASS:

Students more than 30 minutes late to a class are considered truant that period and need to stop by the Attendance Office before entering that class.

Please be advised that notes, phone calls or visits from parents/guardians to excuse tardies will not be accepted. Only a verified medical excuse (doctor's note) will be accepted.

LEAVING SCHOOL WITHOUT PERMISSION:

A student who leaves school without permission is treated as a truancy and will be issued a Saturday School. **Notes or phone calls from the parent after the fact are invalid and will not be honored.**

OFF CAMPUS STICKER PASSES FOR JUNIORS/ SENIORS DURING LUNCHTIME ONLY

Off Campus Stickers are only valid for one semester and are issued in the Attendance Office each semester for Juniors and Seniors that qualify for the privilege to go off campus during lunchtime. Juniors and Seniors are required to reapply each semester for an Off Campus Sticker.

Requirements: Students need to have the following requirements, and must follow policies and procedures below for OFF CAMPUS STICKER PASSES:

1. The student must be a junior or senior.
2. Must have a student I.D. (all VHS students are required to carry I.D. at all times).
3. Have a signed parent permission slip on file in the Attendance Office.
4. Maintain an academic performance of at least 2.0 G.P.A. and have all obligations and detentions cleared.
5. Bring in student ID to Attendance Office for a new stamp each semester, if applicable.

The off-campus privilege will be revoked for failure to maintain these policies.

Students need to follow policies and procedures below:

1. May **NOT** leave campus at break, ever!
2. **MUST show I.D. card** with the proper sticker before leaving campus.
3. May **NOT** loiter or be in residential area or alleys.

4. Students leaving campus without permission will be issued a Saturday school and/or be cited by the Ventura Police Department for truancy.

REFERRAL TO THE STUDENT ATTENDANCE REVIEW BOARD (SARB):

Pursuant to the Ed Code, a student is considered truant "who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any thirty minute period during the school day without a valid excuse on any three occasions in one school year, or any combination thereof."

The SARB process is as follows:

- **SARB 1** – students with three or more unexcused period absences can receive a 1st letter notifying the parent/guardian.
- **SARB 2** - students with five or more unexcused period absences can receive a 2nd letter notifying the parent/guardian.
- **SARB 3** – students with 8 or more unexcused period absences can receive a 3rd letter notifying the parent/guardian. The school will then make a referral to a SARB hearing where the student will be placed on an attendance contract. For sever truancy problems that have not been corrected, the student and/or parent can be cited by the Ventura Police Department and scheduled a Court date.

WITHDRAWAL PROCEDURE:

Parent/Guardian must notify the office as soon as moving plans are known. On the last day of attendance, student must pick up withdrawal slip from the Attendance office and present the slip to each teacher, textbook office, and library for clearance signature. Students are responsible for any and all obligations prior to signing out/withdrawing for Ventura High. Release of Records must be completed and signed by parents in order to send student records to new school.

CHANGE IN PARENT/GUARDIAN CONTACT INFORMATION:

Please keep the Attendance Office informed of any change in home, work, and cell phone numbers. This will assist the school if we should need to contact you in the event of an emergency.

SCHOOL POLICIES

ACADEMIC HONESTY

Honesty is one of the most basic character traits necessary for a meaningful life. When cheating occurs, all students suffer. Therefore, students who cheat, lie, plagiarize, or act dishonestly in regard to their academic endeavors will be dealt with promptly and effectively to eliminate cheating. Infractions will be disciplined following Board Policy 5131.9. Actions may include a score of 0 on the assignment, entry into their student file, parent conference, suspension, removal from class/ extra-curricular, failure of the class, and alternate placement.

ALCOHOL, TOBACCO, AND OTHER DRUGS

Alcohol, tobacco, and other drug use or possession, is prohibited by California State law and Ventura Unified School District Board Policy. School Board Policies 3513.3, 5131.6 and 5131.62 prohibit possession, use, or the selling of alcohol, tobacco and other drugs by students, staff, or visitors on or around school campus, at school sponsored events, or while under the supervision of district employees. School Board Policy 5131.63 further prohibits the use of anabolic steroids or any other performance-enhancing substance.

VHS students are surveyed under the TUPE grant regarding tobacco use as well as provided resources, information on the impact of tobacco use and training on cessation using the TND-Towards No Drug Abuse program.

ALCOHOL, TOBACCO, AND OTHER DRUG USE- STUDENT CONSEQUENCES

One or more of the following actions will be taken depending on the student's age, severity, and frequency of an incident/offense:

- *Conference with student/administrator/parent or Guardian.*
- *Referral to available and applicable school intervention educational support program.*
- *Referral to available & applicable community intervention resources.*
- *Citation by School Resource Officer.*
- *Saturday School.*
- *In-school suspension.*
- *Suspension (formal or informal).*
- *Alternate Placement.*

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

To be eligible for participation in co-curricular activities and athletics, a student must maintain at least 20 units with a minimum GPA of 2.0 during the grading quarter immediately preceding the activity. The 2.0 grade point average must be established for each grading period. All graded classes shall count into the determination of the student's grade point average. In determining a grade point average, "incomplete" grades will be averaged as "F"s. However, as the "incomplete" grade is changed to an academic grade, eligibility will again be determined. Each student is allowed one quarter of probation during which the student may participate even though the student doesn't meet the Academic requirements.

Drugs, alcohol and tobacco negatively affect a student's physical well-being and performance. District Policy prohibits the use of smoking or smokeless tobacco products. Students who use, possess, or are under the influence of a controlled substance, as defined in section 11007 of the Health and Safety Code; to include alcoholic beverages, or intoxicants of any kind at any time; including evenings, weekends and holidays; on or off school grounds are in violation of this policy and will be disciplined. Students should fully understand that he/she may be suspended or dismissed from the team or group club for the remainder of the season for any violation. Students may reapply to participate in the following season.

DISCIPLINE POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Participating in extra-curricular activities is a privilege and not a right! All student athletes, club members, and/or participants in extra-curricular activities are constantly in the public eye and should not find it necessary to gain attention through unacceptable behavior. Your behavior reflects on your school and your program. Others are looking to you as an example; therefore, student athletes, club members, and/or participants in extra-curricular activities are held to a higher standard and must adhere to acceptable conduct at all times.

Any student participating in extra-curricular activities who is found to have violated rules of acceptable conduct, may receive a warning, a suspension from participation in athletics, club, and/or extra-curricular activities, or removal from the team, as well as appropriate disciplinary action.

When a student is suspended from school, he/she shall not be allowed to participate in any practice, meeting, performance, or contest during the period of suspension.

ATTENDANCE POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Ventura High School places a high emphasis on academics. Consequently, a student shall be in attendance in every class during the day of an event, contest, and/or practice session, except as excused by the School Administration, Athletic Director, or designee. For Saturday events, this rule will apply to the Friday immediately preceding the event. Violation of this rule may result in the student not participating in the future scheduled events.

The intent of this policy is to reinforce the idea that activities are to complement the academics and never to supplant them.

Students affected by this policy include:

1. Interscholastic athletes.
2. All band members.
3. Cheerleaders and Dance Team members.
4. ASB students.
5. Class and Club officers.
6. Den Mentors.
7. Drama and Choral performers.
8. Students in competitive academic programs, such as Academic Decathlon, Mock Trial, Knowledge Bowl, etc.
9. Newspaper and Yearbook participants.

All students, regardless of their participation in special instructional programs, shall be held responsible for this eligibility policy. Students who transfer into school during the school year will also be held to this eligibility policy.

Ineligible students may "rehearse" or "practice" with the co-curricular group or athletic team during the regular school day, but may not participate in the "performance" or "contest." The duration of ineligibility will be through the entire quarter.

BIKES AND SKATEBOARDS ON CAMPUS

Students are expected to walk their bike or skateboard while on campus. All bikes and skateboards are to be locked at the designated areas located at the Tuttle Gym and the Main Street Gym. Those parked anywhere on campus other than these two areas will be subject to removal by the school. VHS will not be held responsible for cut chains and locks. Students may check out a lock if needed, in the office.

BULLYING

There are all types of bullying, but the most prominent are:

- Physical bullying – This involves harming another person's body or property. Examples would be tripping, threatening physical harm, pushing/ shoving and stealing. Physical bullying can be the same as assault.
- Emotional bullying- This is causing harm to someone's self-worth. This is making insulting remarks to someone, name-calling, teasing about clothes, or possessions and defacing schoolwork.
- Social bullying – This is causing harm to someone's group acceptance. This is gossiping, starting rumors, excluding people from a group, playing mean tricks and insulting their race or religion.
- Cyberbullying – Messages sent through email, IM, social media, such as Facebook, cell phones, etc. that are intimidating and/or threatening. These hurtful messages and images can be transferred out to the public at the speed of light.

Ventura High and Ventura Unified School District will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

The board recognizes that some acts of bullying may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that require a response either at the classroom, school site, or district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion.

Students are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person.

Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measure up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible. (Board Policy 5131.2)

CELL PHONES/ ELECTRONIC DEVICES

Students may have a cell phone/electronic device on campus. However, **students must have their cell phones/electronic devices turned off during instructional time. The student may only use his/her cell phone/electronic device with a staff member's direct permission.** If a student is found using his/her cell phone/electronic device without permission or the cell phone/electronic device disrupts school activities in any way, the phone/electronic device will be confiscated and returned to the student at the end of the school day. After the first offense a parent/guardian will be required to come to the school to pick it up. If the student continues to violate this policy, the parent/guardian will be required to come to the school and pick up the phone/electronic device and the student will also be assigned detention(s). The only exception to this rule will be in the event of a natural disaster or dire emergency. **The school will not be responsible for lost or stolen cell phones/electronic devices.**

The use of camera phones or electronic devices with the ability to take pictures or record sounds is strictly forbidden in private areas such as classrooms, locker rooms, restrooms, and dressing areas at any time. Such use may also be in violation of criminal code.

COMPLAINT POLICY

The Ventura Unified School District has a uniform complaint process that is followed when parents/guardians, students or staff, have complaints against an employee, the district, programs, materials, facilities, special education programs, or any program or policy. A copy of the complaint policy is available at each school site, as well as the Superintendent's office. When possible/appropriate regarding academic concerns, students should first try to resolve the issue with their teacher. If that does not work then they should ask their parent to request a parent/teacher conference before going to a counselor and finally the assistant principal of Curriculum and Instruction before going to the principal or district.

COMPUTER USE POLICY

Internet Acceptable Use Policy - VHS students can use the Internet as a powerful resource. Student use of the District's internet system is a privilege granted to students by the District, not a legal right. Since it is a privilege, those students violating District policy will be denied future internet access and other disciplinary measures may be taken. (Board Policy 6163.4, Admin. Code 6163.4)

All students at VHS are supplied with a Chromebook. Chromebooks must be brought to school each day, ready for use in class. Students are responsible for preventing damage to their Chromebook and can be held financially responsible for damaged outside of normal wear.

DANCE CODE

The following VUSD School Dance guidelines were developed by students, parents, teachers, disc jockeys, and administrators:

(a) **Tickets** are available for sale both prior to the dance (pre-sale) and at the dance. It is highly encouraged that students purchase their dance tickets prior to the actual dance in order to avoid long lines and save money! Students must have a school picture identification card to be admitted to a dance.

(b) The established **Dress Code** for students will be in effect during school sponsored dances. Students who are dressed inappropriately will be asked to change into appropriate clothing. If any student refuses to change into appropriate clothing they will be asked to leave the dance and their parents/guardians will be contacted and arrangements will be made for them to go home.

(c) Each individual school will work with the DJ to ensure that the **Lighting** at all dances is appropriate.

(d) Each individual school will coordinate with the DJ regarding the **Music Selection**. If a DJ is playing music that is inappropriate according to the school's administration and/or activities director the DJ will be asked to change the music selection.

(e) There will be increased school **Staff Supervision** at all dances to provide a safe and healthy environment for students.

(f) **Dancing Styles** that involve touching of the breasts, buttocks or genitals, grinding, straddling each other's legs, or that simulate sexual activity are not permitted. When dancing back to front, all dancers must remain upright – no sexual bending is allowed, no hands on knees and no hands on the dance floor with your buttocks touching your dance partner.

(g) When students purchase a ticket to a dance, they will be given a wristband that they will be required to wear at the dance. If a staff member determines that a student is dancing inappropriately, they will give the student one warning and remove their wristband. If the same student is dancing inappropriately a second time (this student would not be wearing a wristband) s/he would be asked to leave the dance and their parents/guardians will be contacted.

DRESS CODE

The following guidelines shall apply to all regular school activities, including dances:

1. Shoes must be worn at all times.

2. Clothing, accessories and personal items (including backpacks and binders) shall be free of inappropriate writing, pictures or any other insignia that makes references to drugs, sex, alcohol, tobacco products, violence, weapons, vulgarity, nudity, racial supremacy or other anti-social behavior.
3. Hats, caps and other head coverings, including scarves and headbands, should not be worn inside the classroom per teachers' directives. Faith based or health related head coverings are exempted. Also, gloves are not to be worn.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.

E-cigarettes/vaping devices are growing in use among students at a national level. These devices are battery powered and allow the user to inhale vapor without fire, smoke, ash, or carbon monoxide. Instead of producing smoke, these cigarettes emit vapor that is absorbed through the lungs. E-cigarette "juice" can come in a variety of flavors, which makes them especially attractive to young people. While these devices are only legal for adults over the age of 21, we have unfortunately found them to be easily accessible to our students.

The hazards associated with e-cigarettes and vaping devices are significant. According to the Surgeon General, "The aerosol from e-cigarettes is not harmless. It can contain harmful and potentially harmful chemicals, including nicotine; ultrafine particles that can be inhaled deep into the lungs; flavorants such as diacetyl, a chemical linked to a serious lung disease; volatile organic compounds such as benzene, which is found in car exhaust; and heavy metals, such as nickel, tin, and lead." These devices can also be used to deliver nicotine, alcohol and marijuana in substantial concentrations. Besides the mentioned health risks, explosion of e-cigarettes have also led to severe burns and disfigurement.

Given the uncertainty of what substances are contained in these odorless electronic smoking devices, the inability of school officials to verify the contents of such devices through a visual or olfactory inspection, and the documented prevalence of using electronic smoking devices to vape dangerous concentrations of marijuana and other illicit substances, possessing or using electronic cigarettes/vapes at Ventura High or at a school-sponsored event is a direct violation of school rules which will result in disciplinary action and mandatory referral to drug and alcohol counseling.

EXCESSIVE DISPLAYS OF AFFECTION

Individuals, as well as couples, must understand that it is their responsibility to conduct themselves in a manner that is appropriate for a school campus. Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. "Excessive" refers to kissing, inappropriate touching, necking, and other physical demonstrations considered to be inappropriate when conducted in public. No one may have any physical contact with another person over that person's objections, discomfort, or embarrassment. See Sexual Harassment Policy.

GANG AFFILIATIONS

Gang related behavior or intimidation on campus will not be tolerated at Ventura High School. Graffiti and/or vandalism on school property or the property of theirs is unacceptable. Clothing as well as backpacks, book covers, notebooks, etc., that display or depict logos, pictures or names of racist groups or gangs, as defined by the Ventura Police department are prohibited. Writing or etching implements used for graffiti vandalism that may include paint pens, spray paint, markers, etc. are prohibited on campus. Penalties may range from referral to recommendations to the Governing Board for expulsion. Parents will be contacted and items will be confiscated. Contact will be made with Law Enforcement with the possibility of arrest if the student is in violation of any city ordinance or Health and Safety or Penal Code or if gang activity or association is suspected verbal/physical confrontation while "claiming" affiliation or wearing or displaying gang paraphernalia, shall be referred to the principal or designee for appropriate disciplinary action. Students will be subject to disciplinary consequences which may result in suspension, and may be alternately placed or expelled.

6. Hair shall be clean and neatly groomed. Hair may not be sprayed with any coloring that would drip when wet.
7. NO sagging pants or underwear showing. Pants will be worn at waist.

E-CIGARETTES AND VAPING

LEAVING LUNCHES, CLOTHING, PAPERS AT ATTENDANCE OFFICE

The attendance office will accept these items but **will not interrupt classes** to deliver them. If you leave home without these items and they are brought to campus, check the attendance office during break and lunch only.

LOCKER INFORMATION

Students must have emergency cards turned in and all obligations cleared to obtain a locker!!

DO NOT LEAVE VALUABLES OR TEXTBOOKS IN LOCKERS OVERNIGHT OR ON THE WEEKENDS

- All lockers are the property of Ventura High School and are provided for the convenience of the students.
- Lockers are subject to inspection by authorized school personnel.
- **Each student will be solely responsible for all textbooks and personal belongings kept in the locker.** *The Ventura Unified School District does not assume any responsibility for items lost or stolen from lockers. Use lockers at your own risk!*
- **Do not put a lock on a locker that is not officially assigned to you.** There is a \$5.00 charge to retrieve student belongings if found in a locker not assigned by the office.
- **Do not share your combination with other students!**
- Removable padlocks on student lockers must be returned at the end of the school year. Locks not turned in at the end of the school year will cause you to have an obligation.

MESSAGES OVER THE INTERCOM

At the start of 2nd period, the intercom will be used for patriotic observance, sharing of significant items for the bulletin, and info for the day. **Only** emergency messages will be allowed to interrupt instruction during normal instructional time.

MEDIA GUIDELINES



The wide variety of social networking available can provide students with easy access to important news and events. While tools such as Facebook, Twitter, Instagram, Snapchat, Texting, and Tumblr can have many benefits in today's world, using them in an inappropriate manner can have negative consequences and possible legal action when used for the wrong reasons. VHS supports a student's right to freedom of speech and the right to use social media. Students are representatives of VHS and are therefore expected to conduct themselves in a positive and safe manner at all times. Any online postings done by students must be consistent with federal and state laws, as well as school and district policies.

Ventura High School has the authority to discipline student online behavior under the following circumstances:

1. Behavior that occurs while on the school premises and/or at school sponsored event/activity (even if the conduct was done on the student's personal device.)
2. Behavior that occurs at any time while on a VHS issued electronic device (i.e. chrome book).
3. Behavior that occurs outside of the school but creates a substantial disruption on campus.

The following guidelines should be reviewed carefully as any violations may result in a disciplinary action. Specifically prohibited behaviors for students include but are not limited to:

- Any posting of sexually explicit, profane, lewd, indecent, or defamatory language.
- Derogatory language regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Nude, sexually oriented or indecent photos, images, or altered pictures. This included links to pornographic websites or inappropriate materials.
- Posting personal attacks or racially motivated comments in regards to students, coaches or school personnel.
- Photos, videos, comments or postings showing the personal use of alcohol, drugs, and tobacco e.g. holding cups, cans, shot glasses or tobacco products.
- Postings that encourage or depict or advocate unacceptable, violent or illegal activities such as hazing, sexual harassment, assault, fighting, vandalism, academic dishonesty, underage drinking or illegal drug use.

NON-DISCRIMINATION/ HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, actual or perceived sexual orientation, color, race, national origin, and physical or mental disability. The district shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. If you feel you are being harassed immediately contact the Assistant Principal or the Principal at your school. (Board Policy 5145.3)

SEARCH

All students have the right of a school environment that is safe and secure. To assure that our campus provides a safe educational setting, student privacy interests must be balanced with the school interests. Therefore, when there is reasonable suspicion that a student has violated or is violating either the law or a school rule, the principal or designees may search an individual, his or her personal property, cellphone and/or electronic device, locker, and vehicle. (Board Policy 5145.12)

In our ongoing efforts to keep students and staff safe in a drug-free environment, Ventura High School will be conducting K-9 searches (using a drug-detection dog) randomly throughout the school year. Searches will be conducted in student lockers, student parking lots, and other public areas on campus. If something is found that is illegal or is unsafe or prohibited on campus, school officials will follow up with an appropriate administrative procedure that may involve discipline.

SEXUAL HARASSMENT

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when: (Education Code 231.5; 5 CCR 4916)

1. *Submission to the conduct is explicitly or implicitly made as term or condition of a student's academic status or progress.*
2. *Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.*

3. *The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.*
4. *Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.*

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- *Unwelcome leering, sexual flirtations or propositions.*
Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- *Graphic verbal comments about an individual's body, OR overly personal conversation.*
- *Sexual jokes, notes, stories, drawings, pictures or gestures.*
- *Spreading sexual rumors.*
- *Teasing or sexual remarks about students enrolled in a predominantly single-gender class.*
- *Massaging, grabbing, fondling, stroking or brushing the body.*
- *Touching an individual's body or clothes in a sexual way.*
- *Purposefully cornering or blocking normal movements.*
- *Displaying sexually suggestive objects.*

Notification regarding Ventura Unified School District's policy is include in the *Annual Notice*, posted in the main administration building, *Comprehensive School Safety Plan* presented at student orientation and School Site Council meetings, and provided to employees.

Complaint Process - If you feel you are a victim of harassment at school or a school related activity, immediately report the harassment to the Assistant Principal or the Principal at your school. Harassment complaints may also be made to the Ventura Unified S.D. by telephoning 641-5000. If you report harassment you will be protected from retaliation.

Investigation of Complaints at School shall be promptly investigated by the principal or designee. Enforcement of the policy may include the following actions:

1. *Removing vulgar or offending graffiti.*
2. *Providing staff in-service and student instruction or counseling.*
3. *Notifying parents/guardians of the actions taken.*
4. *Notifying child protective services.*
5. *Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew was not true.*

SEXUAL HARASSMENT DISCIPLINARY ACTIONS -

A student who engages in sexual harassment of anyone at school or at a school related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account. (Board Policy 5145.7 & E.C. 48980)

STUDENT PARKING

Each student who chooses to park a vehicle in the student parking lot during normal school day hours must obtain a parking permit issued by VHS. Parking applications and decals will be issued by the office upon the student providing documentation of a California driver license and automobile insurance. Parking regulations will be fully enforced at the beginning of the third week of school. **Students and parents are reminded that the school and district assume no responsibility for liability due to damage or theft.**

TEXTBOOKS

Textbooks are loaned to students for free while they are enrolled in the class. Students are issued **ONE** textbook to use in class and at home. **STUDENTS SHOULD NOT LEAVE THEIR TEXTBOOK IN A CLASSROOM.** We cannot check out additional textbooks to students who forget to bring their book to class. There are textbooks always available for students to use while in the library.

ALL TESTBOOKS ARE TO BE RETURNED TO THE LIBRARY ON OR BEFORE THE LAST DAY OF CLASS.

It is the students' responsibility to return their own books to the library and make sure they have been checked in. Turning in another student's book does not clear the student's library account. Students with unreturned textbooks after the class ends will be placed on the obligation list for "lost" books.

At the end of the semester, students with textbooks that have been lost, unreturned, or damaged beyond repair will be placed on the obligation list and charged for a replacement book. The obligation stays on the student's record until the book is returned, the fine is paid, or an identical replacement book is provided (instructions for buying a replacement textbook online are on the library website <http://vhslibrary.weebly.com>).

Our textbook policy is consistent with the California Education Code and the Ventura Unified Board of Education Policies:

"If the property has been willfully cut, defaced or otherwise damaged, or if the student refuses to return it at the request of a district employee, the district shall afford the student his/her due process rights and subsequently may withhold the student's grades, diploma and transcripts until the student or parent/guardian has paid all damages. As provided by law, the parent/guardian of a minor shall be liable for all damages caused by the minor's misconduct." (Education Code 48904/Ventura Unified School Board Policy 6161.2.)

VHS I.D. CARDS

Each student must have an I.D. card in his/her possession while on campus and while attending school functions. I.D. cards are provided free of charge and are issued in the fall. It is each student's responsibility to make sure to have the I.D. picture taken. An I.D. card is for the purpose of identification. On occasion, students may be asked to show their I.D. card to a staff member. **Failure of a student to identify himself/herself properly is a violation of school policy and will result in appropriate disciplinary action being taken.** Any new

student to Ventura High School should see Mrs. Sandoval in the Attendance Office to obtain an I.D. card. Duplicate cards will be issued at a cost of \$5.00. A School I.D. is required for ALL ASB transactions. **Students who have not served assigned detentions or Saturday schools will not be able to make any purchases from the Student Store until cleared.**

VISITORS ON CAMPUS

All visitors requesting to visit VHS during school hours must be approved by school administration. They must also be prepared to show and temporarily surrender a valid photo I.D. when requesting permission to be on campus. All approved visitors will be given a temporary visitor I.D. on a lanyard that must be visibly worn at all times. All visitors are required to return to the office prior to leaving VHS. The visitor's I.D. will then be returned in exchange for the VHS visitor's pass that was issued.

WORK PERMITS

Students must maintain a 2.0 GPA and regular attendance in order to obtain a valid work permit. Work permit eligibility pertains to work permits issued for the months of September through May. Work permits for the months of June, July, and August will be issued upon request. Work permits may be cancelled for failure to comply

with attendance regulations or classroom/academic standards. Applications are available in the Career Center.



VHS STUDENT DISCIPLINE CODE

To ensure a positive and safe learning environment, the Board of Education has developed a comprehensive discipline code. The discipline code is in effect to or from school, during the school day and during any school activity.

MANDATORY RECOMMENDATION FOR EXPULSION

The following behaviors will result in a 5-day suspension, and notification to law enforcement.

E.C. 48915(c) requires mandatory suspension and a recommendation for Expulsion for the following acts committed by your child:

- C1. Possessing, selling or otherwise furnishing a firearm.
- C2. Brandishing a knife at another person.
- C3. Unlawfully selling a controlled substance.
- C4. Committing or attempting to commit a sexual assault.
- C5. Possession of an explosive.

E.C. 48915 (a)(1) Requires a recommendation for expulsion for the following act committed by your child unless it is determined that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct;

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife, or other dangerous object of no reasonable use to pupil.
- (C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (D) Robbery or extortion.
- (E) Assault or battery upon any school employee.

SUSPENDABLE OFFENSES

The following behaviors may result in 1-5 day suspension and/or expulsion. Punishment will be progressive for recurring activity. Repeated offenses may result in placement in an alternative continuation program.

Reason for Suspension * E.C. 48900

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- (c) Possessed, used, sold, furnished, or under the influence of any controlled substance, alcohol or intoxicant of any kind.
- (d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stole or attempted to steal school or private property.
- (h) Possessed or used tobacco, or tobacco products.
- (i) Committed an obscene act or engaged in habitually profanity or vulgarity.
- (j) Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or willfully defied valid authority.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil.

(t) Aided or abetted the infliction or attempted infliction of physical injury. (E.C. 48900.7) Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4-12 (E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

(E.C. 48900.4) Engaged in harassment, threats or intimidation against school district personnel or pupils.

*** Per E.C. 48900(s), a pupil may be suspended or expelled for acts that are enumerated in this form and related to school activity or attendance that occur at any time.**