Buena Vista High School
2014-2015

INFORMATIONAL HANDBOOK AND POLICY GUIDE

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Mrs. Janice Martin
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Mr. Darrin Blankenbeckler - Vice President
Ms. Jan Ommen - Secretary
Mrs. Leslie Quilico - Treasurer
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<td>98-100%</td>
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<tr>
<td>A</td>
<td>94-97%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
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<tr>
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<tr>
<td>C+</td>
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<tr>
<td>D-</td>
<td>65%</td>
</tr>
<tr>
<td>F</td>
<td>0-64%</td>
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</tbody>
</table>

No credit is earned on semester F’s or W/F’s.

Grade point averages and class rank at BVHS are determined by the following scale:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

Certain classes are considered weighted. Consult the guidance office or the course catalog for a list of weighted courses and for an explanation of how the grade percentages are translated in regards to the overall grade point average. Grade point averages and class rank for these classes are computed by the following scale:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

GRADUATION REQUIREMENTS

1. 55 Credits: Full Graduation requirements are outlined in the "Course Catalog." Students are responsible for checking with the Guidance Office often to make sure they are on track to graduate. All students must be registered for 8 classes to be considered full time students.
2. Seniors taking correspondence/online courses must have those completed no later than May 10th to ensure that grades are received by the last required day of attendance for seniors (usually the second to last Friday before the Saturday graduation ceremony).
3. Seniors must be passing courses required for graduation on the last required day of attendance for seniors in order to walk in the graduation ceremony. Any senior not passing required courses at that time will not participate in the graduation ceremony.
4. For the purpose of earning a diploma only: Any seniors not passing classes on the last required day of attendance for seniors can attend the following week to complete required course work or raise their grade to a passing level for the purpose of earning a diploma. The student does not earn the right to walk in the ceremony.
5. Transfer students coming their senior year must spend at least the last full semester at BVHS and meet all our graduation requirements in order to receive a BVHS diploma.

ACADEMIC (SCHOLASTIC) LETTERS

Scholastic letters are awarded to students demonstrating exceptional performance in academic courses, including:
1. A minimum grade point average of 3.8 for the semester;
2. No D or F grade for the semester in any class;
3. Enrollment in a minimum of five (5) academic courses from this list:
   - **Freshmen:** Language Arts I, World Geography, Physical Science, Algebra I or higher math, Spanish, French, Computers, Drafting I.
   - **Sophomores:** Language Arts II, Biology, World History, Algebra I or higher math, Spanish, French, Computer Operations I or II, Drafting I or II.
   - **Seniors:** Pre-Calculus, Calculus, Probability and Statistics, CMC English Composition, Masterpieces of Literature, British Literature, Creative Writing, Senior English, Algebra I or higher math, Chemistry, Physics, Anatomy, Ecology, Earth and Space, American Government, Contemporary Issues, CMC Western Civilization, Psychology, Spanish, French, Computers, Introduction to Business, Drafting I or II, CAD, or a CMC core/transfer course.
4. Attending BVHS for the entire semester that the award is given. Qualifications are reviewed and awards given at the end of each semester. Recipients receive a lamp of knowledge tackle twill patch the first time and star pins for repeat lettering. (Criteria revised May 26, 1999.)

Academic letter recipients are invited to an awards ceremony in their honor where they are given a letter on the first award and a gold star for every award thereafter. Award ceremonies are in the fall and spring.
GRADE LEVEL IN HIGH SCHOOL
There are minimum requirements for students to move to the next grade level:
13 credits to become a sophomore, 26 credits to become a junior, 39 credits to become a senior and 55 credits to graduate. Don’t get caught short!! If student does not meet the minimum number of required credits, they may not move on to the next grade level.

NATIONAL HONOR SOCIETY
During the spring of each school year, any junior or senior who has attended BVHS for at least one semester and also has a cumulative GPA of 3.5 or better will receive a letter of invitation to apply to the BVHS Arvel Williams Chapter of the National Honor Society. Students who drop below a 3.5 GPA during their membership will be on NHS probation. Interested students should complete an informational packet as their application. The applications will be reviewed and interviews conducted by a faculty council of teachers. Students will be evaluated on the basis of service, leadership, and character. Election of officers for the upcoming school year occurs in the preceding spring. Students who have violated the “scholastic honesty” policy will not be inducted into NHS.

SCHEDULE CHANGES
Students may make changes to their schedule during the first two weeks of the semester only. If a course is dropped after the 2-week deadline because of unforeseen circumstances, the course will be considered a withdraw/fail (W/F) and listed as such on the student’s transcript.

VALEDICTORIAN AND SALUTATORIAN
The students who are ranked number one and two in their class at the time the GPA is checked near the conclusion of their senior year will be selected as valedictorian and salutatorian. To qualify, a student must have attended all of their senior year at BVHS. This award is given at Senior Awards and recognized at the graduation ceremony.

WITHDRAW/FAIL
Students who are given a withdraw/fail or earn an F have the opportunity to retake the class. By taking the exact same class, the new grade earned will replace the W/F or F grade on student’s permanent transcript. If the class is taken on-line, or in a different format, the original W/F or F remains on the transcript and the credit recovery class is printed as “on-line” or other “course name” with the earned grade corresponding.

ACTIVITY OFFERINGS
National Art Honor Society
National Honor Society
Student Council
Interact Club
Mountain Bike Club

ATHLETICS/PERMIT TO PLAY AND EVENTS PASS
Student athletes need to have a physical, complete all forms from the athletic packet, and pay an athletic fee (see below) before participating in the first day of practice. BVHS follows Colorado High School Athletic Association eligibility rules for transfers and grades. Eligibility is calculated weekly. See the athletic policy from the athletic office for specific information. Athletic lettering is fully explained within the athletic policy packet. A $100 athletic fee is assessed at the beginning of each sports season ($200.00, family maximum for more than one student). Fees are subject to free and reduced lunch qualifications. For questions or to set up a payment plan contact the athletic office at 395-7102. Middle School and High School Student Event passes may be purchased for the low cost of $20.00. Passes are valid for all home athletic events except for play-off games.

SPORTS BY SEASON:
Fall - Cheerleading, Cross Country, Football, Golf, Gymnastics, Volleyball
Winter - Basketball, Cheerleading, Wrestling
Spring - Baseball, Girls Soccer, Track

ATTENDANCE: CREDIT OR NO CREDIT?
Prompt, regular attendance is one of the most important elements in educational success. If you miss class, you miss a special opportunity to learn. If you are late to class, you disrupt the learning of students who are ready to start. No single factor interferes with student’s chances for success more than frequent tardiness or absences. For this reason, we monitor tardies and absences carefully, adhere to state law and board policy, and follow consequences for unacceptable attendance patterns.

The attendance procedures at BVHS have been developed to assist you in successfully fulfilling your graduation requirements and maturing into a responsible citizen. Regular class attendance is important for the student, parents, classroom teacher, counselor, and the administration. It is important that you, the student, make every effort to be in class on time every day and keep your absences to a minimum.

Perfect Attendance
Students who attend school every day are awarded with 1% added to their final semester percentage in each of their classes.

Absences
An absence is determined by missing a single period. Any absence must be accompanied by a phone call from the parent/guardian on the day of the absence or by a note from the parent/guardian within 48 hours of the student’s return. If no call or note accompanies the absence, the
absence will be considered truancy. Absences **will not** be excused after 48 hours. School related absences such as field trips and sports activities are not considered absences from school. (Please see "truancy" below)

When a student accumulates five (5) absences in any one single class during a semester, *either excused or unexcused*, a conference will be called and/or a letter sent home in order to clearly communicate the concern regarding attendance and determine any extenuating circumstances.

Juniors and Seniors are allowed two college visits per year which do not count as absences. Students must provide to the attendance office a dated, college visit/campus tour registration form from the prospective college to receive this excused absence.

**When a student accumulates 8 absences (excused or unexcused) in any one class, that student will receive a no-credit for that class...KEEP READING** If this happens—why should I continue to go to class? You need to continue to attend, turn your work in and do your best because next semester, you can have that credit awarded for good attendance under an attendance contract.

That's right, if you do all your work and would have earned an A but received a N/C for poor attendance, you get the grade replaced the following semester when you have good attendance! Seniors, beware—there is no following semester in order to earn back credit. Watch your absences and tardies. Please don't put your graduation in jeopardy!

School related absences for sports, band, pre-approved college days (jr.'s and sr's only, 2 days per semester) or other academic activities will not be counted towards the 8 absences.

**Once again:** No single factor interferes with student's chances for success more than frequent tardiness or absences.

**Tardy**

Being tardy, or late to your class, disrupts other students who are ready to learn and will not be tolerated. Students have 5 minutes between classes. Any students not in their classrooms when the bell signals the start of class will be considered "unexcused tardy." Teachers count and report tardies for all classes for the length of the semester. If you are tardy, you must secure a pass from the attendance office prior to being admitted back to class. Students arriving 10 or more minutes late to class cease to be tardy and are considered "truant" (see below). After a student accumulates 7 tardies, every 3 tardies thereafter will be considered an absence. In an attempt to encourage prompt, regular attendance, tardies in excess of 7 will result in additional consequences such as Saturday school, lunch detention, in school suspension, or out of school suspension.

**Unexcused Absence/Truancy**

Colorado state law does not differentiate between unexcused absence and truancy. For the purpose of this policy, the terms will be interchangeable (C.S. 22-33-107). If an absence is not excused in the allotted time as indicated (48 hours), the absence will be considered truant, and the following procedures apply:

**Students Under Age 17**

Students under the age of 17 fall under the Compulsory Attendance Law. Based on this statute, a student under age 17 having 4 truant absences in one month or 10 truant absences in one school year shall be called "habitually truant." Besides following the steps described below, notice may also be filed with the court.

Step A - For each of the first 6 truant periods, the student will be assigned Saturday School, or lunch-detentions, or after school detentions of equal time.

Step B - The next truant absence will result in a one-day in-school suspension. Step C - The next truant absence will result in the student being labeled "habitually truant" and s/he will meet with the superintendent and/or the school board to determine further action.

**Students Ages 17+ follow the above step procedures.**

**Forged Notes**

- First offense - Three hours of Saturday School.
- Second offense - One-day out-of-school suspension.
- Third offense - Student appears before the superintendent and/or the school board for further action.

* A student athlete may have to make up their truant hours during practice which may affect their play time.

**BACKPACKS**

Most teachers do not allow backpacks in their classrooms for safety reasons. Backpacks must be left in your locker during classes. Backpacks found in the hallways will be confiscated and taken to the Principal's office.

**BELL SCHEDULE**

7:55 - 9:23 - PERIOD 1/4
9:28 - 10:56 - PERIOD 2/3
11:01 - 11:36 - PREP
11:36 -12:14 - LUNCH (38 minutes)
12:14 - 1:42 - PERIOD 3/2
1:47 - 3:15 - PERIOD 4/1
CELL PHONES/PAGERS/I-PODS/MP3 PLAYERS/
Cell phones, MP3 players, I-pods and pagers are to be used appropriately. If you are caught using any of these devices inappropriately in class, it may be taken away and returned to you at the end of the day. Cell phones are permitted in the hallways during passing periods for personal use. Chronic infractions are considered a classroom disruption and may lead to a parental meeting and further consequences.

CLUBS & ORGANIZATIONS
Debate - Mr. Lee Robinson
Interact Club - Mr. Bill Fabian
National Art Honor Society - Ms. Averi Hall
National Honor Society - Ms. Linda Limoncelli
Student Council - Mr. Kohls
Link Crew - Ms. Jeanne Shane, Mrs. Emily Lee, and Mr. Jared Todd
Mountain Bike Club- Ms. Kathy McMurry

CMC COURSES
Students may enroll in CMC course offerings as juniors and seniors. Freshmen and sophomores may take college classes as electives too. There are some restrictions on the types of courses students may take to receive dual high school and college credit. If approved by the school counselor, the school reimburses the tuition cost for up to two (2) courses per semester provided these courses are guaranteed core transferable and passed with a "C" or better grade. The student pays all fees and book costs. Students are required to place a deposit for all classes at the beginning of the semester. Upon successful completion (C or better), the school district will reimburse the deposit costs. Students may be reimbursed for a total of two courses per semester. It is important to remember that these are college level courses with attendance being critical and the work challenging. Depending on their ACT score, students must take the reading, writing or math Accuplacer placement exams with CMC prior to the start of classes.

COMPUTERS
- All students with a signed Network Agreement will begin the school year with network privileges, unless privileges have been revoked, in which case the student's access is determined by the network administrator. Parental permission is required for use of the network beyond the school's directory, for example use of the Internet and e-mail in special classes. After permission is secured, students are assigned a password by the network administrator. Computers at BVHS are for educational purposes. Tablets and personal devices will fall under a separate agreement.
- Never drink or eat while using a school computer.
- Never share your password with anyone. You assume responsibility for the cost to repair any damage to your assigned computer, as well as complete responsibility for the appropriateness of the information you access.

CREDIT RECOVERY/ONLINE COURSEWORK
We encourage all students to retake any failed coursework at BVHS the following year. We believe the potential for learning is greater retaking a class with our own teachers. However, many credits can be recovered during the summer, online. Since we no longer have a Buena Vista On-line program, class choice can be made from a variety of options. Approval for credit recovery coursework must be approved by the guidance office. During the school year, on-line course work is offered only for classes of interest we do not offer at our school, and must be approved by the counselor. All on-line course work must begin during the first two weeks of the semester.

COUNSELING
The counselor is your advocate, working with you, your parents, your teachers and the administration to help you get the most out of high school. Items discussed in the counselor's office remain confidential unless disclosures are of a dangerous nature to the student or others. Stop by the Guidance Office and talk with Ms. Shane anytime. Students are encouraged to visit with the counselor for help with:
- Planning your schedule of classes
- Career and college planning
- Registration and preparation for college entrance exams
- Choosing a college, vocational school or military training program
- Applying for college and vocational scholarships
- Solving problems that you might encounter in high school
- Personal, health or social concerns

DANCES
- BVHS dances are for BVHS students.
  o Alumni are welcome at the Homecoming Dance. All other dances are for current BVHS students and their dates only. Guests of BVHS students must be approved prior to the dance by the BVHS principal. See main office for approval forms.
- No middle school, dropout, persons 21 or over, or expelled students are allowed even with a BVHS date.
• All BVHS school handbook rules and consequences apply at the dance.
  o Dances are closed. If a student leaves, she or he will not be readmitted to the dance. Students leaving the dance must leave the school grounds completely.
  o Students who have not paid to come to the dance will not be allowed on school grounds, for example, in the parking lots, the commons area, or the school lobby.
• Juniors and seniors attending prom need to pick up tickets by 3:30 the Friday before the dance.

**DISTRIBUTION OF NON-CURRICULAR PRINTED ITEMS ON SCHOOL PROPERTY**
Students wishing to dispense non-curricular printed materials on school property must first check with the principal so that details may be worked out regarding time, place and manner of distribution. There are regulations which must be followed in accordance with school policy JICEC-R. Please check with Mr. Yates for specific guidelines and advise on policy adherence.

**DRESS CODE**
Students should dress and groom themselves for school attendance in a way that reflects personal pride and self-esteem. This might be described as neat, clean, attractive, tasteful, moderate, modest dress. The administration retains the right to judge student dress. Some examples of unacceptable dress include:
- Shorts must have at least a two inch inseem.
- Visible underwear
- Baring midriff or cleavage
- Wearing spaghetti straps or tank tops
- Wearing clothing with holes
- Clothing with sexual, alcohol, drug, or tobacco connotations.
Please all leave headwear in your locker as they are not allowed in the classroom or hallways. Students sent out of class to comply with the dress code will be reported tardy or absent at their teacher's discretion.

**DRUGS: ALCOHOL AND ILLEGAL DRUGS**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Policy</th>
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<th>JICH</th>
<th>and</th>
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<tr>
<td>Buena Vista School District R-31</td>
<td>Policy Code JICH-R</td>
<td>Name</td>
<td>Student Use, Possession and Abuse of Drugs and Alcohol</td>
<td>Adoption</td>
<td>September 2005</td>
<td>Revised</td>
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In accordance with Administrative Policy JICH, the following procedures are established for disciplining students for alcohol and drug-related misconduct.

A. **Student Use and Students Under the Influence of Drugs or Alcohol**: A student who uses or is under the influence of illegal drugs or alcohol in violation of Administrative Policy JICH will be disciplined in the following manner:

1. When a student is suspected of using or being under the influence of illegal drugs or alcohol as defined in Administrative Policy JICH, the person having the suspicion shall notify the principal or principal's designee. Notification must include reasons for such suspicion (e.g., observed use, unusual behavior, reported off-campus use prior to attending school, etc.). The principal or principal's designee will conduct a check of the suspected student and collect data. This action must comply with the Administrative Policy on interrogations and searches (See Administrative Policy JIH—Student Interrogations and Searches).

   a. The principal or principal's designee may conclude that the student has used or is under the influence of illegal drugs or alcohol based upon the student's admission to such conduct, upon direct evidence (e.g. observation of student consumption of illegal drugs or alcohol, positive breathalyzer test, or drug screening administered by law enforcement, etc.), or upon reasonable indirect evidence (e.g., statements by other students or third parties).

   b. If information and evidence received does not indicate that the student violated Administrative Policy JICH, the principal or principal's designee may have a personal conference with the student expressing concern about the allegations and may offer available education and resources regarding abuse prevention to the student.

   c. If information and evidence received indicates that the student violated Administrative Policy JICH, the student's parent/guardian shall be notified and asked to attend a conference at the school. The conference shall include a discussion of the factual basis for the allegations,
an explanation of the disciplinary and other consequences of involvement with drugs/alcohol, developing a deferred expulsion agreement (first offense) or other plan of action, and offering the parent or guardian general information and resources related to substance abuse. The student shall receive disciplinary consequences for use or being under the influence as provided in Section C of this District regulation.

2. When necessary, emergency health and safety care will be provided and procedural or disciplinary issues postponed until the student’s immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will remain under supervised observation.

3. The principal or principal’s designee will call appropriate law enforcement officials promptly in each instance of a student using or being under the influence of illegal drugs or alcohol. The principal or the principal designee will complete an incident report in each matter.

B. Possession of Illegal Drugs, Alcohol and/or Drug Paraphernalia

A student who possesses illegal drugs, alcohol and/or drug paraphernalia in violation of Administrative Policy JICH will be disciplined in the following manner:

1. If a staff member comes in contact with evidence or receives a credible verbal or written report(s) concerning student possession of illegal drugs, alcohol, and/or drug paraphernalia, the staff member shall notify the principal or principal’s designee immediately.

2. If a staff member has reasonable suspicion that a student possesses illegal drugs, alcohol, and/or drug paraphernalia in violation of Administrative Policy JICH, the staff member shall request that the student accompany him to the principal or principal’s designee. If the student refuses, the staff member shall notify the principal or principal’s designee immediately.

3. The principal or principal’s designee shall attempt to obtain evidence by requesting it directly from the student or in accordance with the search procedures outlined in Administrative Policy JIH—Student Interrogations and Searches. If information and evidence received does not indicate that the student violated Administrative Policy JICH, the principal or principal’s designee may have a personal conference with the student expressing concern about the allegations and offering abuse prevention information and other educational resources to the student.

4. The principal or the principal’s designee may conclude that the student has possessed illegal drugs, alcohol, or drug paraphernalia based upon the student’s admission to such conduct, upon direct evidence (e.g., observation of student possession of illegal drugs, alcohol or drug paraphernalia), or upon reasonable evidence (e.g., statements by other students or third parties).

5. The principal or her/his designee will place evidence obtained in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or her/his designee. The properly marked evidence then will be placed in the school safe or a secured area.

6. The principal or her/his designee shall call appropriate law enforcement officials promptly in each instance of possession of illegal drugs, alcohol and/or drug paraphernalia by a student and a decision will be made as to retention of the contraband by the school or testing by the authorities. The principal or the principal designee will complete an incident report in each matter.

7. If information and evidence received indicates that the student violated District Policy JICH, the parent/guardian shall be asked to attend a conference at the school. The conference may include: sharing the data collected; explaining disciplinary and other consequences of involvement with drugs/alcohol, including suspension and/or expulsion; developing a deferred expulsion agreement (first offense) or other plan of action; and offering the parent or guardian general information and resources related to alcohol and/or drug abuse. The student shall receive disciplinary consequences for possession as provided in Section C of this Administrative Regulation.

C. Penalties for Possession, Use, and/or Being Under the Influence of Illegal Drugs or Alcohol, and/or Possession of Drug Paraphernalia

First Offense

1. The student shall receive a minimum ten-day out-of-school suspension and may be recommended for expulsion for up to one calendar year. In each instance, the principal or principal's designee shall notify law enforcement. Students suspended from school will not be allowed on district property or permitted to participate in any district-sanctioned curricular and/or extracurricular events or activities for the duration of the student's suspension, or for such longer period of time as provided by guidelines established and adopted by the school district athletic/activities director.

In lieu of serving the full period of expulsion, the student will be readmitted to school after service of the suspension provided that the student and parent have executed a written deferred expulsion agreement in which the student agrees to complete such acts deemed appropriate by the principal in her/his discretion, including but not limited to the following:

- completion of an appropriate counseling program;
- drug-free assurance monitoring, which may include random drug and/or alcohol testing at parent/guardian expense;
- conferences with school officials; or other conditions identified in the agreement.
The student shall not participate in any school-sponsored or extracurricular events or activities during the period of suspension, or for such longer period of time as provided by rules or discipline guidelines established and adopted via the school district athletic/activities director.

The principal may deny a student the opportunity to enter a deferred expulsion agreement in her/his discretion based upon: the quantity or nature of illegal drugs or alcohol used or possessed; the severity of the student's impairment and/or the disruption to the educational environment or activities; the student's participation in previous incidents of disruptive conduct during the calendar year; or such other factors which would warrant a harsher punishment under the circumstances as determined by the principal. In the event the principal denies the student a deferred expulsion agreement and recommends instead suspension for a period greater than 10 days or expulsion, the principal shall follow the procedure set forth in Section 3 below.

2. In the event the student fails to complete the counseling, drug testing, conference attendance, or other obligations identified and agreed to in the deferred expulsion agreement, the student shall serve the remaining term of the expulsion set forth in the deferred expulsion agreement. Students who engage in new misconduct that would provide the basis for suspension or expulsion pursuant to Administrative policy or procedure during the term of the deferred expulsion agreement, including but not limited to new violations of Administrative policy and procedure concerning prohibited substances, shall be recommended for expulsion for up to one full calendar year from the date of the new incident of misconduct.

3. If the student has declined to enter into a deferred expulsion agreement, then:

a. Within five (5) school days following receipt of the building administration's expulsion recommendation, the superintendent will notify the parent/guardian and student of the expulsion recommendation and the protocols, time, and place of the expulsion hearing. The superintendent shall provide the student with at least five (5) days prior written notice concerning the details of the expulsion hearing unless the student and parent agree to less prior notice.

b. The hearing will be conducted by the superintendent or her/his designee. For the purposes of the hearing, the superintendent or her/his designee shall be known as the hearing officer.

c. The hearing officer will hear the case and notify the parents and guardians within five school days after the hearing as to her/his findings and decision.

d. The parent/guardian may appeal the hearing officer’s decision by submitting a written appeal to the Board of Education. Such written notice must be made within five (5) days following the parent/guardian’s receipt of the hearing officer’s findings and decision.

e. The Board of Education will hear the expulsion appeal at its next regularly-scheduled meeting following receipt of the written notice of appeal. The hearing officer’s findings of fact shall be binding upon the Board of Education.

f. If the student and/or her/his parent (guardian) fails to notify the principal of her/his intentions in the matter of a deferred expulsion agreement before the seventh day of her/his 10-day, out-of-school suspension, then the superintendent will extend the out-of-school suspension for an additional 5-days to accommodate the hearing process.

Second Offense

1. For purposes of Administrative Policy JICH and this procedure, a "second offense" shall be defined as a student's second violation of Policy JICH and its regulations within a period of four calendar years dating from the student’s first offense.

2. As a general rule, the student will be suspended from school for ten days and the building principal will recommend to the superintendent that the student be expelled for a period of up to one calendar year. Students suspended from school will not be allowed on district property or permitted to participate in any district-sanctioned curricular and/or extracurricular events or activities for the duration of the student’s suspension, or for such longer period of time as provided by guidelines established and adopted by the school district athletic/activities director.

3. Law enforcement shall be notified.

4. Within the student’s ten-day suspension period, the superintendent will notify the parent/guardian and student of the expulsion recommendation and the protocols, time, and place of the expulsion hearing. The superintendent shall provide the student with at least five (5) days prior written notice concerning the details of the expulsion hearing unless the student and parent agree to less prior notice.

5. The hearing will be conducted by the superintendent or her/his designee. For the purposes of the hearing, the superintendent or her/his designee will be known as the hearing officer.
6. The hearing officer will hear the case and notify the parents and guardians within five school days from the time of the hearing as to her/his findings and decision.

7. The parent/guardian may appeal the hearing officer’s decision by submitting a written appeal to the Board of Education within five (5) days following the parent/guardian’s receipt of the hearing officer’s findings and decision.

8. The Board of Education will hear the expulsion appeal at its next regularly-scheduled meeting following receipt of the written notice of appeal. The hearing officer’s findings of fact shall be binding upon the Board of Education

D. Distribution of Illegal Drugs, Alcohol and/or Drug Paraphernalia

Students who sell, distribute, trade, give, or exchange (hereafter collectively referred to as “distributing”) illegal drugs or alcohol in violation of Board policy will be handled in the following manner:

1. If a staff member comes in contact with evidence or receives credible verbal or written report(s) concerning a student’s distribution of illegal drugs, alcohol, and/or drug paraphernalia, the staff member shall notify the principal or principal’s designee immediately.

2. If a staff member has reasonable suspicion that a student is distributing or has distributed illegal drugs, alcohol, or drug paraphernalia, the staff member shall attempt to detain the student and request that the student accompany him to the principal or principal’s designee immediately. If the student refuses, the staff member will notify the principal or her/his designee immediately.

3. The principal or her/his designee shall attempt to obtain evidence by requesting it directly from the student or in accordance with the search procedures outlined in Administrative Policy JIH—Student Interrogations and Searches. If information and evidence received does not indicate that the student violated Administrative Policy JICH, the principal or principal’s designee may have a personal conference with the student expressing concern about the allegations and offering abuse prevention information and other educational resources to the student.

4. The principal or the principal’s designee may conclude that a student has distributed illegal drugs, alcohol, and/or drug paraphernalia based upon a student’s admission to such conduct, upon direct evidence (e.g., observation of student distribution of illegal drugs, alcohol, and/or drug paraphernalia, etc.), or upon other reasonable evidence (e.g., statements by other students or third parties).

5. The principal or principal’s designee shall place evidence obtained in an envelope or alternative container as necessary, which will be sealed, dated, and initialed by the individual who originally obtained the materials and by the principal or principal’s designee. The evidence then will be placed in the school safe or other secured area.

6. The principal or principal’s designee shall contact appropriate law enforcement officials promptly in each instance of distribution of illegal drugs, alcohol, or drug paraphernalia by a student, and a decision will be made as to retention of the contraband by the authorities.

7. If information and evidence received indicates that the student violated District Policy JICH, the parent/guardian shall be asked to attend a conference at the school. The conference may include: sharing the data collected; explaining disciplinary and other consequences of involvement with drugs/alcohol, including suspension and/or expulsion; developing a deferred expulsion agreement (first offense) or other plan of action; and offering the parent or guardian general information and resources related to alcohol and/or drug abuse. The student shall receive disciplinary consequences for possession as provided in Section C of this Administrative Regulation.

8. Any student who distributes illegal drugs or alcohol shall be recommended for expulsion for one calendar year and be given the appropriate due process (see Second Offense for Use and/or Possession * Steps 1-8), except that a student who has distributed no more than one recommended individual dose of acetaminophen, ibuprofen, aspirin or the daily dose of a non-prescription vitamin to another student in the same building shall receive the disciplinary consequences described in Administrative Policy JICH - Section C.1, provided that the student has not violated any provision of Administrative Policy JICH during the previous four calendar years. An incident report will be filed by the principal or the principal’s designee.

These Administrative procedures will supplement and complement authority conferred elsewhere by Administrative policy and procedures and will not be deemed to limit or suspend other authority. The Administration’s failure to develop a procedure to avoid subsequent violations after an initial violation, its failure to monitor a student’s follow up on such a plan, and/or its failure to perform any duty or obligation under such a plan shall not preclude its authority to impose maximum consequences upon the student for any subsequent violation(s).

END OF DAY DEPARTURE

Students should leave the school building after school hours. Groups using the building after school hours must have a sponsor present and contain their activity to the portions of the building where assigned. After school hours, the custodial and maintenance staffs have authority to enforce rules.
EARLY DEPARTURE
Only freshmen, sophomores, and juniors may leave before the end of the school year if written parental permission is received at least one week in advance of the departure date. The following conditions exist:
1. If a student must leave up to 2 weeks before the last scheduled day of required student attendance, she or he may receive full credit providing she or he completes all work for the semester prior to their departure. This includes a final exam. However, there is no guarantee the teacher can provide a student a final if the student decides to leave before the last day of school. If a student leaves more than 2 weeks before the last schedule student attendance day, she or he will receive no credit. It will be necessary for the student to transfer to another school if he or she desires credit from that school, or for the last semester. The student will receive a "W" on the grade sheet, which carries no credit. Requests to take a final early must be submitted at least one week prior to the scheduled final date. Early exams may be approved only if the conflict is unavoidable.
2. Seniors leaving before their last scheduled day will not receive credit for their final semester.

EARLY GRADUATION
Students may elect to graduate after first semester of their senior year. If a student wishes to qualify for this early graduation, the student must first meet with the guidance counselor in the spring of their junior year to begin the process. The student is responsible for doubling up on senior English courses and other classwork which may be necessary to meet our graduation requirements. The student does not receive their diploma until the spring ceremony and can elect to walk in graduation with their classmates.

EXPECTATIONS, STUDENT
One of the major objectives of formal education is teaching citizenship and responsibility for one's actions. We believe this to be of primary importance in today's society. It has been the custom for students at Buena Vista High School to recognize and choose the appropriate conduct for a given situation. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to our school.

FEE SCHEDULE

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1, 2</td>
<td>$20/year</td>
</tr>
<tr>
<td>Art 2/3, Ceramics</td>
<td>$20/year</td>
</tr>
<tr>
<td>Computer Art</td>
<td>$25/semester</td>
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<tr>
<td>Photography</td>
<td>$45/semester</td>
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<tr>
<td>Food Preparation/Nutrition</td>
<td>$20/semester</td>
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<tr>
<td>Advanced Foods</td>
<td>$35/year</td>
</tr>
<tr>
<td>Sewing 1</td>
<td>$15+Students provide project</td>
</tr>
<tr>
<td>Advanced Sewing</td>
<td>Students to provide project</td>
</tr>
<tr>
<td>Advanced Woods</td>
<td>$50 minimum, Students pay as they go</td>
</tr>
<tr>
<td>General Shops</td>
<td>$50</td>
</tr>
<tr>
<td>Adv. Metals</td>
<td>$50 minimum, Students pay as they go</td>
</tr>
<tr>
<td>Home Design</td>
<td>$15</td>
</tr>
<tr>
<td>Anatomy</td>
<td>$15</td>
</tr>
</tbody>
</table>

FINES
BVHS reserves the right to withhold report cards, transcripts of grades, and/or diplomas of students who have not paid class or athletic fees, fines, or bills or have not returned library books or athletic uniforms to the school. Report cards, transcripts, or diplomas will be released when all fees, fines, bills, books or uniforms owed to the school are paid or returned.

FOOD & BEVERAGES
Open containers of pop, candy, or any other type of food or beverage are NOT allowed in the hallways. NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB. Food and/or beverages may be brought into classrooms according to each individual teacher's approval, or for special occasions. Some classrooms have red wastebaskets for collecting and recycling aluminum cans. Please clean up all wrappers and waste and discard them in the appropriate receptacles. Students may purchase food from the cafeteria before school, and during lunch.
**GENERAL INFORMATION:**

**COMMONLY ASKED QUESTIONS AND GUIDELINES**

- All students (including seniors), must be registered for eight classes.
- Seniors may take up to four periods of work experience/office aide/student aide combined if they are on track to graduate. Work Experience must be approved by the Work Experience supervisor, employer, parent and counselor. Juniors may only take two work experience/aide hours.
- **Athletes** must be taking five full credit classes (may not include work experience in the 5) in order to participate in any sport per CHSAA guidelines.
- **Math** instructors must approve a student's math classes for the next year.
- **Course changes** during the year must be completed the first two weeks of school unless injuries or special circumstances exist.
- All students are responsible for their **attendance.** A student cannot learn if they are not present. As such, we have a strict policy governing attendance. If a student misses 8 class periods within a single class, they will not earn credit for that class. They must continue to attend and turn in their work for that class. If their attendance improves the following semester, they may earn that credit/grade back for the previous semester. Please see the attendance policy for further details.
- Any student **dropping a class** any time after the SECOND week of the semester will receive a "withdraw fail". This stays on the student’s transcript and counts as an F for eligibility and G.P.A. purposes. A student is not guaranteed the opportunity to take a replacement class. If a replacement class is found, the student would need to make-up work from the beginning of the semester.
- **Credit recovery** on-line must be approved for credit by the guidance office. Time to complete on-line course-work will not be given during the school day as one of the student’s eight classes. It is encouraged that the student re-takes the class at BVHS. On-line course work (including A.P. classes) during the school day are offered only for classes of interest we do not offer at our school, must be approved by the counselor, and must begin during the first two weeks of the semester.
- Students removed from classes for disciplinary or attendance reasons will receive a "withdraw fail" for the semester and may be required to be off campus and released to parents during that period.
- **Taking CMC Courses:**
  Students may enroll in CMC course offerings as juniors and seniors. Freshmen and sophomores too may take college classes as electives. There are some restrictions on the types of courses students may take and receive dual high school and college credit. If approved by the school counselor, the school reimburses the tuition cost for up to two (2) courses provided these courses are locked/core transferable and passed with a "C" or better grade. The student pays all fees and book costs. Students are required make a deposit equal to tuition costs for all CMC classes at the beginning of the semester. Upon successful completion (C or better), the school district will reimburse the deposit costs. It is important to remember that these are college level courses with attendance being critical and the work challenging. Depending on their ACT score, students must take the reading, writing or math Accuplacer placement exams with CMC prior to the start of classes.

**HABITUALLY DISRUPTIVE STUDENTS – MANDATORY EXPULSION**

Expulsion shall be mandatory for students designated by the superintendent or designee as a "habitually disruptive student". A "habitually disruptive" student is one who meets all the following criteria:

1. Has initiated behavior which has been willful and overt.
2. Thereby causing, in the determination of the building principal or designee, a disruption in the classroom; on school grounds; in a vehicle owned, leased or otherwise used by the district or school; or at school activities;
3. Cited more than two (2) times during the school year.
4. And for whom the district has developed a Remedial Discipline plan, which, after a reasonable period of time as determined by the superintendent or designee, has failed to prevent additional disruption because of behavior, which is initiated, willful and overt.
5. Challenge of a designation as a "habitually disruptive student" may be raised as part of an appeal of expulsion.

**HABITUALLY HAPPY STUDENTS—MANDATORY GOOD TIMES**

All the staff here at B.V.H.S. encourages you to become involved in your high school experience. Students that are connected with a team, club, or group of some sort have better grades, adjust to life situations better, and are generally happier people. We want you to make the most out of your four short years here (yes, they go very fast). Be happy, do good work, be involved, try your best. Believe it or not, these days here can determine the life course you take. Do your best so you can go anywhere!!
LEAVING DURING SCHOOL DAY  Students must sign out and/or obtain permission to leave the school grounds from the Attendance Office except during the lunch period, work experience hours, CMC college classes, or to designated club meeting areas.

LINK CREW
Each year a group of 11th and 12th grade students with good leadership skills are chosen by their teachers to "Link" with incoming freshmen at orientation and throughout the year. These Links serve as peer mentors throughout the year. If you would like to be considered for Link Crew, show your leadership qualities to a teacher or staff member. Applications are reviewed in the spring and Link Leaders for the following year are chosen before school is dismissed for the summer.

LOCKERS
Lockers assignments for coats and books will be assigned during Prep Period. Remain in your assigned locker throughout the entire school year so the office can locate materials for you in the event of an unexpected absence. School lockers are the property of the school district, and are subject to search at any time, without prior notice and without the student’s consent. Lockers are not private, and student should not place items prohibited by school policy or personal items of a sensitive nature inside of them (See Policy JIHB – Student Interrogations and Searches). The school is not liable for losses incurred from lockers. We strongly encourage you use a lock on your locker and provide the office with a second key or the combination to the lock.

LOST & FOUND
The school maintains a box of lost and found items outside the Attendance Office. Textbooks are returned to teachers. Unclaimed clothing is donated to a clothing bank after school is out.

LUNCH
Lunch is open campus for 10th, 11th, and 12th graders. Campus is closed for freshmen lunch, and freshmen are expected to eat in the cafeteria with their peers. Freshmen may check out for lunch with their parent or an adult family member. Upperclassmen are cautioned to be sure they are back from lunch in time for afternoon classes. A healthy, well planned meal is served daily in the cafeteria. Menus are posted in the lunchroom, the main office, and published in the local newspaper. Students may apply for our free and reduced lunch program in the main office.

MISSION
THE MISSION OF THE BUENA VISTA SCHOOL DISTRICT IS TO ENSURE EVERY STUDENT REACHES THE PEAK OF SUCCESS.

We believe:
- In powerful teachers: Every child deserves teachers who are passionate, competent, and a good role model.
- In critical thinking: Students who are critical thinkers are able to make decisions, solve problems, and apply skills to future tasks.
- In emotional intelligence: Students exhibit strong character through qualities such as responsibility, empathy, integrity and leadership.
- In challenging every student: All students can and will learn. We meet every student where they are and push them to reach their full potential.
- Education requires the entire community to be successful: Education is the responsibility of the student, parent, home, school, and community.
- Educated citizens are essential for a democratic society.

PARKING
Students are to park in the area south of the high school, entering along Marquette Street. Students are not allowed to park around the shop areas. Students may also park in the front lot near the school sign.

The speed limit on school grounds is 5 miles per hour. Violators will be referred to the proper authorities and may lose the privilege of driving and parking on school grounds.

Access to the student parking lot is a privilege, not a right, extended to district students. Students who park in the parking lot agree that their vehicle shall be free of alcohol and controlled substances, agree that their vehicle may be reviewed by dogs trained to detect controlled and/or illegal substances, and that their vehicle may be searched for such substances in the event that the dog’s reaction suggests that contraband is present in the vehicle, or if reasonable suspicion otherwise exists that controlled substances are present in the vehicle. (See Policy JIHB – Parking Lot Searches).

PREP
Students will stay in their own PREP classrooms during PREP. PREP is a required time for students to study, complete homework, get tutoring, or read quietly. Make-up work or extra help that requires meeting with a teacher other than the student’s PREP teacher must be pre-scheduled.

Wednesdays are designated “Club” days. Students will report to their regular PREP class and then be dismissed for club meetings. Monitoring Mondays are for the students and their PREP advisor to review grades, attendance, and develop plans for the academic benefit of the student. This is not an optional class. CMC courses or work experience off campus during a period either side of lunch may cause a student to be eligible for the principal’s list. In addition, student must be passing all classes.
PUBLISH DISPLAY OF AFECTION
Students will refrain from outward demonstrations of affection while on school property. Anything beyond holding hands is inappropriate.

SATURDAY SCHOOL/LUNCH-DETENTION
Saturday School and Lunch-detention have been established to deal with situations considered by the administration and teachers to be severe enough to warrant disciplinary action. Saturday School and Lunch-detention will be supervised by a certified staff member. Transportation is the responsibility of the student and/or parent. Procedure:
1. Student reports to Saturday School or Lunch-detention supervisor at announced arrival time.
2. Individuals reporting after start time will not be admitted and will be considered a no show. Consequences for "no shows" are: First offense - double time assigned; Second offense - one day out of school suspension; Third offense - student will meet with the principal.
3. No visitors.
4. Students violating school handbook policy during Saturday School or Lunch-detention will be dismissed and a discipline referral will be written.

SENIOR INTERVIEWS
Senior students and parents are encouraged to set up an appointment for a senior interview with the Guidance Counselor in the fall of their senior year. At this time, post high school plans will be discussed and a timeline given. Financial aid, education options, and career brainstorming are just some of the things covered in a senior interview. This is a valuable time to help the senior and parents ease anxiety and get on track for graduation.

STUDENT HONOR CODE/PLAGIARISM
The student honor code has been developed by your fellow students and teachers in order to clarify academic dishonesty. Academic dishonesty is defined as anything that represents the work of one person as the works of another. This includes, cheating, copying and plagiarism. The policy will be sent home for parent review and all students will have a chance to read and sign the policy attesting to their having read and found agreement with said policy. As a school, we feel that academic integrity is important, and the penalties assessed for academic dishonesty will be outlined in the full policy given to students and parents at the beginning of every school year. Plagiarism can be defined as a writer taking credit for ideas or words that are not her or his own. Writers must be diligent to give credit to sources of uncommon knowledge and to give credit to ideas or wording that are not their own. If a student is guilty of plagiarism or other academic dishonesty, the consequences listed in the honor code will be strictly enforced. The consequences may include some or all of following: receiving a failing grade for the plagiarized work, the lowering of the student's over-all grade within that class, receiving a failing grade in the class, a disciplinary hearing and parental involvement. Any student disciplined for plagiarism and/or any type of academic dishonesty will not be admitted into NHS. If the student is a member of NHS, they may be asked to leave. See web page- BVHS Academics.

SCHOOL VEHICLES
Acceptable behavior of students in all school vehicles is required. All bus and school rules will be followed. A copy of these rules may be picked up at the office or from the bus driver.

SEXUAL HARASSMENT
The district recognizes sexual harassment as a form of sexual discrimination and is a violation of laws that prohibit sexual discrimination. Everyone at BVHS will maintain a learning and working environment that is free from sexual harassment. It is a violation of school board policy for any member of the high school staff to harass another staff member or student or for students to harass other students through conduct or communication of a sexual nature.
• Sexual harassment as defined above may include but is no limited to:
• Sex-oriented verbal kidding, abuse or harassment.
• Pressure for sexual activity.
• Remarks to a person with sexual or demeaning implications.
• Unwelcome touching such as patting, pinching, or brushing against another's body.
• Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns. Students or staff members who believe that they have been subject to sexual harassment will report the incident to the district grievance officer, Jeanne Shane. The Sexual Harassment Grievance Procedure will be followed after a grievance has been filed. Filing a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments, or grades.

SPORTS ELIGIBILITY
Sports eligibility is governed by CHSAA (Colorado High School Activities Association) and local rules. Grade eligibility is done weekly and by the semester. For semester eligibility, a student may not fail more than one class. For weekly eligibility, a student may not participate when they have an "F". All freshmen are automatically eligible at the beginning of the year. All new students that start school at BVHS at the beginning of the year because of a family move may be eligible. Students that transfer without a family move will be on restricted eligibility. All athletes must be taking FIVE full credit courses (may not include work experience class). Once beginning high school, a student has eight semesters of
eligible play. A student athlete must be under the age of 19 on August 1st. A student must have turned in their "Permit to Play" card, which is received once the student turns in all completed forms from the athletic packet and has paid their athletic fee before the first day of practice. For more detailed transfer rules and eligibility requirements please check with Mr. Reavis in the Athletic Office.

**STUDENT CODE OF CONDUCT ( Adopted 2003-04)**

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

- Caus ing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Caus ing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Caus ing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
- Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of district policy or building regulations.
- Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing using or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law.
- Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
- Violation of the district's smoking and use of tobacco policy.
- Violation of the district's policy on sexual harassment.
- Throwing objects unless part of a supervised school activity that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
-Engaging in bullying, i.e., verbal abuse, name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty, which includes but is not limited to, cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance or proper authority.
- Behavior on or off school property which is detrimental to the welfare, safety or morals of other students or school personnel.
- Repeated interference with the school's ability to provide educational opportunities to other students.

**STUDENT DUE PROCESS**

Students and parent or legal guardians shall be notified through student handbooks or similar information bulle tins of board policies and administrative procedures concerning rights and responsibilities, rules of student conduct and due process. Matters of common knowledge or practice shall be considered as notice of existing standards of conduct for students. (Policy JIC - Student Conduct)

**Grounds for Exclusion from School**

The grounds for suspension, expulsion or denial or admission shall be as established by law. Specifically as examples, but without limiting or excluding any other acts or conduct that may fall within the statutory ground for suspension, expulsion or denial of admission, it is determined that the following acts or conduct fall within the statutory grounds for suspension, expulsion or denial of admission:

A. Repeated conduct or pattern of behavior, which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school's ability to provide educational opportunities to other students.

B. Theft, willful or grossly negligent damage, vandalism or destruction of school proper and/or private property on school grounds; in a vehicle owned, leased or otherwise used by the district or school; or at a school activity.

C. Assault on school personnel when on school grounds, in a vehicle owned; leased or otherwise used by the district or school; at a school activity; or any behavior on or off school property which is detrimental to the welfare or safety of school personnel.

D. Physical or verbal abuse, or any form of intimidation, of a student or other person when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; under circumstances having a substantial effect on school programs or activities.

E. Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel including behavior which creates a threat of physical harm to the student or to other students.

F. Designation of a student as "habitually truant" (Reference: Policy File JED - Student Absences and Excuses).

G. Use of obscene language or involvement in obscene conduct or possessing or distributing slanderous or libelous or libelous material when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities.

H. Carrying, bringing, using or possessing weapons, firearms, dangerous instruments or other dangerous substances or objects including, but not limited to explosives or incendiary devices or parts; or use of substance or objects so as to render them dangerous to the user or other,
without the authorization of the school or district, when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities. Cross Ref JICI

I. Carrying, bringing, using or possessing a facsimile of a weapon which a reasonable person would believe is a weapon, without the authorization of the school or when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities. Cross Ref JICI

J. Activities or actions reasonably considered to be gang related which occur in the school, on the school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity or events wherever held.

K. Reference Policy File JICH and JICH - R Behavior which is detrimental to the welfare, safety, or morals of self or other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. Students shall not possess, use, sell, distribute, or procure drug paraphernalia. The unlawful possession, use, and distribution of alcohol or controlled substances poses the risk of harm to students and in most cases is contrary to the requirements of state and/or federal law.

(See Drugs: Alcohol and Illegal Drugs within this pamphlet.)

"Controlled substances" include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, inhalants, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescriptive or non-prescriptive drug (including over-the-counter pain relievers such as ibuprofen and acetaminophen, medicine, vitamin or other chemical substances not taken in accordance with the district policy and procedures (See File: JLCD - Administering Medicines to Students) and regulations (File: JLCD - R and JLCD - E) on administering medicines to students. This policy also includes substances that are represented by or to the student to be any such prohibited substance or what the student believes to be any such substance. The term "prohibited substances" shall include substances and alcohol, including but not limited to beer, wine, spirits, liquor, and mixed drinks, regardless of the amount of alcohol contained in such beverages or items.

This district policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, taking part in any school-sponsored or sanctioned activity, or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees. A student shall be deemed to be "under the influence" of prohibited substances if the student has used or consumed any amount of the substance contrary to law and thereafter enters school property, attends school, or participates in any school-sponsored or sanctioned activity on the same day as the use or consumption, or if the student's physical appearance or conduct at such times is impaired by such substance(s). For the purpose of this district policy, a student shall be deemed to have used a controlled substance contrary to law if he or she uses any prescription medication which has not been prescribed specifically for the student or if the dosage taken exceeds the physician's prescribed dose for the student.

Students violating this district policy shall be subject to disciplinary sanctions which will include suspension and/or may include expulsion from school, suspension and possible exclusion from participation in any school-sponsored or extracurricular events or activities, and referral for prosecution. Expulsion shall be mandatory for sale or distribution of drugs or other prohibited substances.

Repeated use of tobacco products in violation of district policy. Cross Ref JFJC- R

Fighting, rioting or illegal disruptive demonstrations when on school grounds; in a vehicle owned, leased or otherwise used by the district or school; at a school activity; or under circumstances having a substantial effect on school programs or activities.

Having been expelled from any school district during the preceding twelve (12) months.

Behavior in another school district during the preceding twelve (12) months that is detrimental to the welfare or safety of other pupils or of school personnel.

CLASSES OF OFFENSES

Class One Violations - Expulsion for first offense - Class one violations are those which, if supported by a preponderance of the evidence, may result in expulsion for the first offense, or as indicated below, shall result in expulsion for the first offense.

A. Offenses within paragraph (H) of this procedure. Such offense shall result in mandatory expulsion for the first offense to the extent that they involve use or possession of a deadly weapon as defined in Section 18-1-901, Colorado Revised Statutes in a school building, school bus, or in or on school property.

B. Sale, transfer or distribution of a drug or controlled substance, as defined in section 12-22-303, Colorado Revised Statutes. The sale of a drug or controlled substance in a school building, school bus, or in or on school property shall result in mandatory expulsion for the first offense. Cross Ref JICH-JICH-R.

C. Commission of an act by a student at least fourteen (14) years of age which, had it been committed by an adult, would be robbery, as defined by section 18-4-301, Colorado Revised Statutes. When charges have been filed and are supported by a preponderance of the evidence, the commission of such act in a school building, school bus, or in or on school property shall result in mandatory expulsion for the first offense.

D. Commission of an act by a student at least fourteen (14) years of age which, had it been committed by an adult, would amount to knowingly or recklessly causing bodily injury to another person. When charges have been filed in connection with an assault in a school building, school bus, or in or on school property, and are supported by a preponderance of the evidence, the commission of such an act shall result in mandatory expulsion for the first offense.

E. Offenses causing a major disruption of the school day including but not limited to, false reporting of fire alarms, bomb threats or 911 emergency calls.

Class Two Violations - Disruptive Acts - Class two violations are those, which, if supported by a preponderance of the evidence, shall be determined by the principal or designee of a school to be a disruptive act. When a student commits three (3) disruptive acts within a school year, in spite of development of a Remedial Discipline Plan, the superintendent/designee must declare such student to be habitually disruptive student, as described in paragraph A (page 6) herein. A student will be subject to discipline up to and including expulsion for a serious disruptive act or acts.

A. Fighting offenses, regardless of infliction of bodily injury, when: (1) a person acts with the intent of making physical contact with another person (or acts with the knowledge that such contact would probably result); (2) physical contact with another person does result; and (3) the contact is offensive to the other person. A fight may also include a case where a person acted with the intent of making harmful or offensive contact with another person but failed to make such contact. Cross Ref: See Policy JG-R-1, 2, 3.

Student responsibilities: if conflict appears to be likely or occurs, the student is, if at all possible under the circumstances, expected to make all possible efforts to avoid the conflict, including leaving the scene or seeking the help of a school employee.
B. Encouraging fighting or assault, including use of insults, taunts, or challenges to another in a manner where such words or behavior is likely to incite a fight. If a conflict appears to be imminent, students should contact a school employee at once.

C. Vandalism - the defacing or destruction of school property (including books, supplies and furniture), or the property of school employees or students, which is initiated, willful or overt and which requires the attention of school personnel.

D. Drug and Alcohol Offenses - See Policy JICH and JICH - R.

E. Intentional harassment or intimidation, including, by way of example only, and not intended as a limitation:
1. Repeated touching or other physical contact which is intended to harass, annoy or alarm another person.
2. Repeated following a person;
3. Threatening another person with physical harm; and,
4. Hazing, bullying, or initiations which are demeaning or threatening.
5. Sexual harassment, verbal abuse, including repeated use of lewd or obscene comments; ethnic or racial slurs; or derogatory statements addressed publicly to others that precipitate disruption to the school program; or any intimidation on the basis of race, disability, religion, national origin, gender or sexual preference.

F. Repeated or substantial disrespect to or defiance of authority; defiance of authority which occurs after statement of a lawful district/school policy, rule, regulation or directive.

H. Profanity - directing profanity, vulgar language or obscene gestures towards others including, students, school personnel or school visitors.

Class Three Offenses - Discipline is discretionary with building administrator based upon circumstance;

A. Stealing or borrowing without authorization any item of property from another student, a school employee or the school.

B. Academic dishonesty, including cheating on tests, copying papers, forging the signatures of teachers and/or parents on any document, or illegally changing a grade.

C. Failure to attend Saturday School.

D. Indecent or improper dress, a determined by reference to school policy or procedure.

E. Single violations of any district policy, except as otherwise addressed herein.

F. Any behavior which interferes with or disrupts the educational process, except as otherwise addressed herein.

Class Four Offenses - Off-Campus Activities - Misconduct which does not take place in school; on school grounds; in a vehicle owned, leased or otherwise used by the district or school; or at a school activity may result in discipline when such misconduct is likely to be detrimental to the welfare or safety or other pupils or of school personnel.

In determining whether such off-campus misconduct is or is likely to be detrimental, the extent to which other district students were involved in or present at or during the off-campus misconduct; the proximity to school and the school day; and the likelihood of a negative effect on the school environment.

STUDENT NEEDS

Freshmen are ready to take on the world. It may be challenging to balance schoolwork, activities, athletics, social time and part time work. Priorities will need to be established. Structured homework times are very important, as they will have more homework than in middle school. It is important for freshmen to remember that they must earn their credits before they can become sophomores, juniors and finally seniors. Few are ready to handle the freedoms and responsibilities that seniors are given. Parent involvement in all areas of high school is very important.

Sophomores may see more homework, especially as they move into different electives. They will need to focus on getting work in on time. This year is typically easier socially as maturity and experience makes social structures and peer groups more defined.

Juniors will find their school year academically challenging. Students become more serious about preparing for post high school programs. The ACT test is given April or may be taken earlier at the national level. The scores are very important and will be used in your college application process. Students should begin looking at post high school programs this year. Parents are invited and encouraged to be actively involved in this process.

Seniors are likely to feel a great deal of pressure as it becomes clear that they are about ready to move to the next stage of their lives. Post-secondary plans become of primary importance as the seniors become serious about looking for the right preparation program. Seniors are busy with scholarships, financial aid and school applications. They need help and support from parents and the guidance office to keep up with the academic load and plans for the future. Please make sure and schedule a senior interview with the guidance office. This interview will help prepare students and parents for the important, post high school planning ahead.

TECHNOLOGY

District Technology is considered on loan to students and should be used/treated with utmost care. Students are responsible for the care of the technology they are using. Students may use their own technology on our network, however tech-support may not be available.

TELEPHONES

Office and classroom phones are for school business and emergency use only. Students must have a teacher’s pass when using the attendance office phone during class times.

TESTING PROGRAMS AT BVHS

There are several state mandated tests that students at BVHS take. Freshmen and sophomores take the TCAP in March of each year. All Juniors take the state ACT test in the spring (there is no charge for this mandatory test and students need not register).
In addition, sophomores are given the PLAN in October of each year. The PLAN is the "practice" ACT test. We find this is a valuable tool for students and parents to evaluate where they are academically, and begin planning for the last two years of high school. Juniors have the opportunity to take the PSAT, the practice test for the SAT and the qualifying test for the National Merit Scholarship. The cost of this test is the student’s responsibility. All juniors are given the Armed Services Vocational Aptitude Battery (ASVAB) in November. This is an aptitude test and provides students another way to look at their strengths. The results are used in the Personal Finance and Careers class as students look at good career fits. Test results are not released to the military unless specifically allowed by the individual testing. National ACT tests may also be taken during the junior year. Tests are at BVHS in September, December and in April. Salida High School offers a national ACT test in October and February. June tests are done on a college campus. Students must register at actstudent.org and pay online. SATs may also be taken during the junior year. These are given exclusively at Salida High School four times during the year. Students are responsible signing up for the National ACT or SAT tests online. The Guidance Office has further details. We recommend that seniors have at least one ACT or SAT score before leaving high school. That way, if plans change in a few years, they have a score to apply to programs with and don’t have to take the test later when they have been away from education for a while. Many seniors will retake the ACT or SAT to improve test scores for scholarship purposes.

TEXTBOOKS
The student will be charged the full replacement price for any library books, textbooks, calculators, computers, tablets, science lab ware, or any other instructional aids that are lost or damaged to the extent that they must be replaced. Fee schedules for repair or replacement of books and technology are available upon request.

TOBACCO
The use of any tobacco product is strictly forbidden in school, on school grounds, in a vehicle owned or leased or otherwise used by the district or school, or at any school event, including field trips and other activities. Consequences per district policy.

TRANSFER STUDENTS
Students transferring into BVHS from another high school at any time after the second week of the semester will be placed in the most similar classes offered here. This may mean that a new transfer student will not have a full schedule. Students may lose credits by transferring mid-year so it is discouraged. The Guidance Office calls the prior schools administration to check behavior, academic, and attendance history on each transfer student.

VISITORS
All visitors must report to, sign in, and obtain a visitor’s badge at the main office. Student visitors must obtain prior approval from the main office and from teachers before entering classrooms.

WHAT TO DO AFTER HIGH SCHOOL?
This is the toughest question that you will answer as you prepare to leave high school. There are many types of programs available to you after high school. Your task is to prepare for whatever you might choose. Know that there are a variety of ways to prepare for careers and you need to find a program that fits you. You will need to ask such questions as: And… be prepared to visit schools and programs to best decide for yourself!
• How long do I want to go to school or training?
• What size program is best for me?
• Where can I go to prepare for my career?
• How far from home do I want to go?
• How much can I afford to pay for college or training?
• What is the career outlook for the field of my choice?

Post high school programs have certain requirements that students must meet in order to be admitted. A student needs to review the various requirements before junior year. Students need to be very aware of the increasing need for math and science courses in most career fields. Selecting courses to be sure you have a strong basis is a must in the changing world of careers and the job market. Algebra II completion and competency is required for most colleges as well as four years of science and two years of foreign language.

ACT’s and SAT’s are entrance tests taken during the junior and senior year. Students need scores from one of these tests to be considered for admissions to colleges, universities and technical schools. English and math are the two areas most focused on for these entrance exams. Remember, a good grade point average is the number one indicator for post-secondary student success! Colleges and universities will give merit based aid for high ACT scores as well as high GPA’s.

COLLEGE ATHLETICS
Students should research college G.P.A./ACT admission requirements in the Guidance Office.
College and university sports programs are governed by the NCAA Clearinghouse and mandate requirements for participation eligibility. Students must have a certain number of approved core courses, a defined grade point average and specified ACT or SAT scores to play intercollegiate sports. Requirements vary within division levels but are tightly adhered to for participation. Know the rules! Sports programs have become more competitive and selective. Athletes need to be sure and have an ACT or SAT score and register with the Clearinghouse at the end of their junior year. Make sure you check in with the guidance office to review these guidelines and make sure you are on track!

TYPES OF POST HIGH SCHOOL PROGRAMS

APPRENTICESHIPS
These are programs that are sponsored by certified or licensed trade professions. Many times they are part of a labor union program. The person training receives on the job training while being paid. The sponsoring group then helps the trainee prepare for and take tests that help them gain their certification or license. Generally, these are multi-year programs designed to build a very specific skill or skill group. Background and preparation is very field-oriented. Apprenticeships are available for several trade areas. Listings may be found in the Guidance Office, at local employment offices, or in libraries. Labor unions also publish listings monthly.

BUSINESS PROGRAMS
Business programs may be in a traditional college setting where you work toward a 2-year Associates Degree or a 4-year Bachelor’s Degree. You can also find skill specific programs within community colleges, junior colleges or business schools. The caution to exercise with a business school is to check on the financial soundness of the school and check the accreditation to be sure their degrees are worth pursuing. There are very good specialty programs that a student may enter and complete in two years.

COMMUNITY COLLEGES & JUNIOR COLLEGES
These are generally two-year programs. Often, it is not required for the student to live on-campus at these institutions. Each school has different requirements for housing. Both have programs that can move on into four-year degree programs. The basic advantage of these programs is that they are less expensive than beginning in the four-year college program immediately. Many students attend a junior or community college for two years to save money, and then transfer for two more years to a four-year college or university to complete their Bachelor’s Degree. Currently, Colorado junior or community colleges are developing some great programs in conjunction with businesses and corporations in the state. They are meeting some of the technology training needs of our changing markets.

COLLEGES & UNIVERSITIES
Colleges are generally smaller in size than universities. Their programs may not be as extensive in scope as the university. Both offer two-year Associates Degree programs as well as the four-year Bachelor’s Degree and many, the five or six year Master’s Degree. Both offer campus housing. The first two years cover general educational type courses with the next two to three years being course work in the main field of interest.

TECHNICAL & VOCATIONAL PROGRAMS
There are very skill specific kinds of programs that range from one to two years in duration. Their purpose is to prepare you for specific skilled job positions. These fall under the shift to a skilled labor force. Many of these programs are working closely with business, corporations and industries to provide needed skilled workers. These programs are generally a bit less expensive but the cost is tied to the nature of the skill. Often the cost involves tools of the trade.

SPECIALTY PROGRAMS
These are the one to two year programs of intense training usually tied to the arts. Cost is very similar to college type programs.

MILITARY & ROTC
Military covers the Army, Navy, Air Force, Marines, National Guard and Coast Guard. Each branch has their own entrance criteria and types of programs. At this time, all require a high school diploma unless you are 19 years of age and have a specified ASVAB and GED score. Each branch carries benefits that include money for college or training programs. Students look at this option as a way to get training while earning money for additional training and education. This is also a good option for those not sure of what they might want to do. They can begin training while looking at options.

The Air Force has a community college program where classes can be taken at no cost. They offer a wide variety of choices.

ROTC is a reserves program that allows students to attend a college first and serve later. All college fund benefits are working while they are in college. ROTC programs are typically looking for very good students who aspire to be an officer in the military. The recruiters have detailed information about this program.

ACADEMIES are also part of the military option. Paperwork must be started in the spring of the junior year with October 1st being the deadline for information to be submitted to the congressmen and the academy. These programs are highly competitive. Top grades and excellent ACT scores are a must!

The Coast Guard also offers a program students may apply for at the end of their junior year. AIM is a summer program to acquaint students with their academy. Representatives from all branches of the military visit the school on a monthly basis. Juniors, seniors, and parents are invited to meet with recruiters or pick up more information in the Guidance Office.
BUENA VISTA HIGH SCHOOL
GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>8 semesters of credit</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
<td>6 semesters of credit</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>6 semesters of credit</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>6 semesters of credit</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>2 semesters of credit</td>
</tr>
<tr>
<td>COMPUTERS</td>
<td>2 semesters of credit</td>
</tr>
<tr>
<td>APPLIED/FINE ARTS</td>
<td>2 semesters of credit</td>
</tr>
<tr>
<td>SCHOOL TO CAREERS</td>
<td>1 semester of credit</td>
</tr>
<tr>
<td>HEALTH</td>
<td>1 semester of credit</td>
</tr>
</tbody>
</table>

Required course work: 34 semesters of credit
Elective course work: 21 semesters of credit

Minimum requirements: 55 semesters of credit

!!Be advised!! Most four year colleges and universities are requiring enrolling freshmen to have completed 4 years of mathematics**, 4 years of English, 4 years of natural and physical sciences, 2 years of foreign language, and 4 years of social studies. !!Be prepared!! **College bound math must include Algebra I, Geometry, and Algebra II and higher.

REQUIRED COURSE OF STUDY

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts 1</td>
<td>Language Arts 2</td>
</tr>
<tr>
<td>Global Studies</td>
<td>U.S. History</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Biology</td>
</tr>
<tr>
<td>Math (appropriate level)</td>
<td>Math (appropriate level)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Computers (If student was unable to complete</td>
</tr>
<tr>
<td>Computers</td>
<td>computer coursework freshmen year)</td>
</tr>
<tr>
<td>2 Electives of student’s choice</td>
<td>Electives of student’s choice</td>
</tr>
</tbody>
</table>

| Grade 11:                      | Grade 12:                     |
|------                          |                               |
| Language Arts 3               | English (year)                |
| Economics/Civics              | Seniors must be registered for 8 classes |
| Finance and Careers/Health    | Electives of student’s choice |
| Math (appropriate level)      | See “be prepared” information below |
| Science (Ecology/Anatomy/Physics/Chemistry/Geology/Astronomy) | |

Be prepared — take rigorous coursework. If you are planning on entering a four year college, take at least four core classes every year.

A meaningful high school program of studies cannot be overemphasized. Post high school programs are requiring more of students for admissions. Every student needs to give serious consideration to his or her selection of high school courses. Course information is presented by the Guidance Office in our course catalog as an aid to the student, parent, and teacher in planning a course of study which is adapted to the student’s ability, interests and goals. The goal of high school should be to provide a sound educational and social foundation for the future.