

**Potter Valley Junior High School
&
Potter Valley High School
Parent/Student Handbook
2023-2024**



“A family rather than a factory approach to education”

Revised:08/2023

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POTTER VALLEY COMMUNITY UNIFIED SCHOOL DISTRICT
"A family rather than a factory approach to education"

2023-2024 School Year

Mission Statement

The Potter Valley Community Unified School District provides a safe, sound, comprehensive educational environment with the participation of a supportive community.

The district empowers all students with a common core of knowledge and skills which allows them to recognize their potential to become successful and active participants in our democratic society.

Schoolwide Learning Goals

As a graduate from Potter Valley Junior/Senior High School, you will be able to:

1. Demonstrate your command of essential academic knowledge and skills
2. Assume responsibility for self, education, and future.
3. Develop interpersonal skills
4. Demonstrate civic and social responsibility

POTTER VALLEY Jr./Sr. HIGH SCHOOL HAS:

- A RELENTLESS FOCUS ON LEARNING FOR ALL STUDENTS
- A COLLABORATIVE CULTURE AND COLLECTIVE EFFORT TO SUPPORT STUDENT AND ADULT LEARNING
- A RESULT ORIENTATION TO IMPROVE PRACTICE AND DRIVE CONTINUOUS IMPROVEMENT

MEMBERS OF THE POTTER VALLEY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Elaine Lindelef
 Erin Kile
 Katie Delbar
 Karen Riordan

POTTER VALLEY UNIFIED SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Rick Kale, Superintendent
 Krista Looney, Business Manager
 Olivia Andrade, District Secretary
 Jennifer Meyer, District Bookkeeper

POTTER VALLEY JR./SR. HIGH SCHOOL ADMINISTRATION

Rick Kale, Principal
 Joleen Logan, Counselor
 Mikaila Pauli, Teacher on Special Assignment - Positive Behavior Systems
 Katie Meyer, Administrative Assistant

ENROLLMENT REGULATIONS

1. All enrolling students must fill out a complete enrollment packet and return it to the office along with all required documents (immunization records, proof of residency documents, previous school transcripts, etc) prior to starting classes at Potter Valley Junior-Senior High School.
2. 9th - 10th grade students must take 5 classes a day. Work experience may count for one period.
3. 12th grade students must take at least 3 classes.

EMERGENCY INFORMATION

1. For your safety, an emergency locator card is kept on file in the office. Please report any change of address or telephone number to the office.
2. Your parents are requested to keep the emergency information current by notifying the office any time that an address, telephone number, or name of parent/guardian has been changed.
3. If there are any parental or legal custodial changes, please notify the office immediately.

DIRECTORY INFORMATION


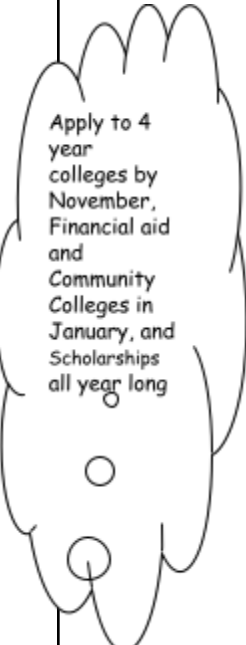

Student directory information (student names and addresses) will be sent to such groups as PTSA, parent groups, school photographer, military services representatives, colleges/universities, and vocational schools unless parents of students who are under 18, or students who are 18 years old or older, request that such information not be sent.

POTTER VALLEY HIGH SCHOOL GRADUATION REQUIREMENTS

- English - 40 credits
- Mathematics - 30 credits
- Social Studies - 30 credits
- World History - 10 credits
- US History 10 credits
- Civics- 5 credits
- Economics - 5 credits
- Science - 20 credits
- Fine Arts or Performing Arts - 10 credits
- Physical Education - 20 credits
- Vocational Education - 20 credits
- Health/ Careers - 10 credits
- Electives - 80 credits
- Minimum total credits required for graduation - 260
- All students must complete 20 hours of Community Service and a Senior Project

UC/CSU College Entrance Requirements

A-G Completion- 15 Course-Requirement

Requirement	Freshman Year	Sophomore Year	Junior Year	Senior Year
A History/Soc. Sci 2 years			 <p>Take the PSAT in October and the SAT/ACT in the spring</p>	 <p>Apply to 4 year colleges by November, Financial aid and Community Colleges in January, and Scholarships all year long</p>
B English 4 years	 <p>Take the PSAT</p>			
C Math 3 years/4 Rec.				
D Lab Science 2 years				
E Foreign Lang. 2 years/3 req.				
F Visual/Perf. Art 1 year				
G College Prep Elec 1 year				



Learning and achievement occur best when students develop habits of punctuality and maintain regular attendance in their classes. Regular attendance also has a financial impact on our school. **The state provides no funding for any day a student is absent, whether or not it is excused.** In the interest of helping students develop habits of punctuality and maintaining the viability of our programs, students with any absences, excused or unexcused, are encouraged to make them up by attending Saturday School from 8AM to 12PM when Saturday School is offered on a monthly basis.

Absences and Excuses

Please make every effort to notify the office by 8:30am if your student will not be attending school that day. As a safety measure, we will call home to verify absences. Students and parents have three school days to verify absences following the student's return to school. Absences are recorded as unexcused pending verification.

Excused Absences (Verification within Three Days)

A student's absence shall be excused for the following reasons:

1. Personal illness (Ed Code 48205)
2. Quarantine under the direction of a county/city health official (Ed Code 48205)
3. Medical, dental, optometric, or chiropractic appointment (Ed Code 48205)
4. Attendance of funeral services for a member of the immediate family (Ed Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Ed Code 48205)
 - b. "Immediate Family" shall be defined as mother, father, grandmother, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Ed Code 45194, 48205)
5. Jury duty in the manner provided by law (Ed Code 48205)
6. An illness or medical appointment during school hours of a child to whom the student is the custodial parent. (Ed Code 48205)
7. Service as a member of a precinct board for an election pursuant to Elections Code 12302. (Ed Code 48205)
8. Participation in religious instruction or exercises in accordance with district policy: (Ed Code 46014)
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than four days per school month.

Preplanned Absences are for a period of fewer than five days. These days are excused or unexcused, dependent on the reason for the request. Modified Independent Study is for a period of 5-15 school days. Modified Independent Study days are excused **only** when the student turns in the work assigned

and completes the contract. For students who are isolated/quarantined due to COVID-19 requirements, Independent Study can be used for a period of 3 or more days. School Activities are not counted as absences (sanctioned field trips, athletic contests, etc.)

UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to the following:

1. Oversleeping, car trouble, missing a ride, etc...
2. Cutting class
3. Any absence not cleared within three school days following the student's return to school
4. Detainment in juvenile hall
5. Extended weekends or family vacations (may qualify for independent study for absences of a minimum of five days)

SUSPENSION

State law dictates that suspensions are unexcused absences, and **may not be made up** by Saturday School. Students may make up classwork for suspensions, however, students must ask the teacher for work. It is important students do not commit infractions resulting in suspension.

Method of Verification

When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence **within three school days**. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if age 18 or older. (Ed Code 46021)
2. Conversation in person or by telephone, between the verifying school employee and the student's parent/guardian or parent representative.
3. Visit to the student's home by the verifying school employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments, but may contact a medical office to confirm the time of the appointment.

When a student has had 10 absences in the school year for illness or medical appointment verified by methods listed in #1-3 above, the school administrator will **require** that any further absences for illness be verified by a physician or the school nurse.

Parents/guardians are expected to plan family trips and vacations outside the academic year. Work assigned as Independent Study must be **completed** and turned in upon the date of return, or days of absence will be unexcused.

CLEARING ABSENCES & RETURNING TO SCHOOL

1. Any absence NOT verified by a parent/guardian within 3 days will be noted as unexcused.
2. The school may check absentees by calling parents at home or at work.
3. You cannot be sent home without a parent/guardian checking you out in the office. We must have a parent signature in order to release a student from school, phone calls from a parent saying their student can leave, will not suffice. Students must be signed out. Only students with cars parked at school can be excused by phone.
4. Students 18 years or older may write their own notes to obtain a pass from the office for medical reasons. ***The office staff, principal, or assistant principal may verify medical appointments.***
5. Students 18 or older wishing to write their own notes for other than a medical reason, must see an administrator to obtain a pass.

The Office is open between 7:30 A.M. and 4:00 P.M. The phones will be answered between the hours of 7:45 A.M. and 4:00 P.M.

TRUANCY

After three unexcused absences, parents will be sent a truancy letter from the district. The second truancy letter will schedule an attendance improvement conference with the principal. The final step in the truancy process is a district school attendance review meeting.

ONLINE CLASSES PROTOCOL

1. Dress in school appropriate clothes
2. Have a school appropriate background
3. Participate actively in the entire session
4. Log-in on time. After five minutes of the start time, you will be marked tardy
5. Have a pencil or pen and paper with you for note taking
6. Have the appropriate textbooks and materials with you at the start of class
7. Mute yourself and manage background noises
8. Stay engaged and logged on until the teacher dismisses you
9. Do not use cell phones or outside chat features during the class time

MAKE-UP WORK/HOMEWORK REQUESTS

You receive no credit when you are absent, regardless of the reason. In order to receive credit, you must request and complete the make-up work. Teachers may require make-up for both class time and homework. However, absences do not change the due dates for long-term assignments, unless arranged with the teacher prior to the absence. Teachers are not required to allow make-up work for any truant absence. Suspended students may make up work but must request the work from their teachers. Parents may request Homework packets for an absence. Homework requests that are not picked up will be noted and may affect the ability to request homework in the future. Teachers may choose to not complete a homework request for unexcused absences, but will be required to do so for excused absences.

TARDIES

1. You must be in your classroom, ready to work, when the tardy bell rings.
2. Students who are tardy for any class, must come to the office for a tardy slip.
3. After three tardies for one class in a single trimester, detentions will be assigned to make up the missed time.

SHORT-TERM INDEPENDENT STUDY

Independent Study is available for five to 15 days. Independent Study is provided to meet the needs of students who must be absent from school for other than medical reasons for a short period of time. Short-term Independent Study places an extra burden on teachers, administrators, and office staff, therefore it will be granted on a limited basis at the discretion of the school administration. Please make every effort to avoid scheduling trips during school time. The following are guidelines developed by faculty, students and administration.

1. Contact the office, in writing, at least 5 days prior to leaving to complete a short-term Independent Study Contract (parent, student, Independent Study Teacher, and Administration must sign contract prior to student going on short-term independent study). A ten day notification is required for Independent Study longer than 5 days.
2. The Independent Study Supervisor will gather the work from the teachers.
3. All work must be completed and turned in to the office the day of return. Exceptions to this are make-up labs or exams, which shall be made up as arranged with teachers. It is the student's responsibility to meet with teachers to schedule such make-up work. If the work is not completed, the absences will be considered unexcused for the corresponding days of the contract.

For students who are isolated/quarantined due to COVID-19, Independent Study may be provided for absences of 3 or more days. All other procedures will be followed as above.

Drug Free Campus / Safe Schools Policies

The Potter Valley Unified School District authorizes Mendocino County Sheriff's Office to conduct canine searches of our campus and parking areas in accordance with adopted school policy 5145.12 and Administrative Regulation 5145.12. Use of specially trained canine units for searches will be limited to search of parking areas and school campuses, including lockers and student backpacks. Canines will not search students.

DRESS CODE

The California Administrative Code, Section 302, states: "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering."

Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the principal/program administrator or designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary.

1. Good taste, safety and health will determine our policy on school dress.
2. Bare feet, beach wear, or clothing bearing words or pictures that are obscene, sexually suggestive or inappropriate for school wear will not be allowed on campus.

Potter Valley High School Dress Code

Students are to be well groomed and dressed in a manner which does not disrupt learning and is not hazardous to the health and safety of others. State Law requires that shoes be worn at all times. Our school requires that shirts be worn at all times.

Any apparel, including emblems, buttons, or other ornamentation, which is provocative, suggestive or profane, including gang clothing, tobacco, or drug related attire is not acceptable. Language must be school appropriate. No clothing can promote or advertise violence of any sort.

Shirts/Tops

1. No strapless tops.
2. All tops must have a solid front and back.
3. All shirts and tops must cover the body. No midriff or navel showing.
4. Men's sleeveless undershirts are considered underwear and are not permitted.

Shorts/Dresses

1. All shorts and dresses must be the appropriate length.
2. All shorts/pants must cover any underwear. Sagging pants are not allowed. No boxer shorts may be in evidence.

The following articles of clothing have been generally identified by schools as being unsafe or disruptive and therefore not allowed while at school or school sponsored activities.

- Any apparel, including emblems, buttons, or other ornamentation, which is provocative, suggestive, or profane is not acceptable.

- Gang related clothing (determination at the discretion of administration)
- No clothing will promote or advertise violence of any sort.
- Clothing, jewelry, and personal items shall be free of writing, pictures or other insignia, which are crude, vulgar, or advocate racial, ethnic, or religious prejudice.
- Shirts and tops must not be "low cut". No excessive cleavage.
- Clothing shall be sufficient to conceal undergarments at all times. Women's bra straps are permitted to be seen when accompanied by another shirt/tank top strap over the shoulder.
- Under garments may not be worn as outer-wear (no wife-beaters).
- Pajamas are not allowed (unless part of a planned event & must then be appropriate for wearing at school).

Consequences: Students will be asked to change into acceptable clothing or sent home to change. Argument or refusal to comply will be treated as defiance under the school discipline policy.

ALCOHOL, HALLUCINOGEN, NARCOTIC, OR PARAPHERNALIA

In an effort to make Potter Valley High a drug-free campus, any student found to be under the influence or to be in possession of alcohol, marijuana, or any other controlled substance while at school, while riding a school bus, or while attending any school function will be subject to:

- Arrest by the appropriate law enforcement office,
- Placement on Potter Valley High School Behavior Contract,
- One to Three days, suspension
- And, possible recommendation for expulsion.

Students may be considered for suspended expulsion under certain circumstances, but such action will require student attendance of a school approved substance abuse counseling program. Such a program will be at the student's expense.

BEYOND CONTROL (HABITUAL MISCONDUCT)

1. Habitual violation of school rules will result in a parent/student/administrator conference, a written contract of behavior, and possible referral to community agencies for counseling.
2. If actions such as detentions, in-school suspension, suspension, and counseling do not change behavior (such as cutting, tardies, disruptiveness, defiance, etc.) you may be transferred to an alternative educational program or recommended for expulsion.

BULLYING WILL NOT BE TOLERATED

You have a major say in your school environment. Report all incidents of safety, bullying or suspicious activity to your teacher, counselor or administration. Help keep Potter Valley a safe place. All information will be held in confidence whenever possible.

CHEATING/PLAGIARISM

Any form of cheating/plagiarism identified by classroom teachers will be dealt with by the instructor for the first offense. Repeated offenses will be referred to the office and be addressed as defiance.

BUS INFRACTIONS

Walking to the bus stop, while waiting at the bus stop, or riding on the bus to or from school, all school rules are in effect and you are expected to:

- Be cooperative with the bus driver.
- Remain seated when the bus is in motion (at all times).
- Keep all parts of the body IN the bus.
- Avoid loud or unnecessary noises.
- Have NO food or drink or ice on the bus.
- Use no profanity.
- Use no tobacco (smoking or chewing).
- Refrain from boisterous conduct.
- Cross the street in front of the bus.
- Not loiter or trespass on neighboring property.
- Conduct yourself in a courteous and orderly manner.
- Realize that infractions will result in suspension of bus riding and school privileges.

TOBACCO

Possession and/or use of any form of tobacco or nicotine products (smoking, chewing, vaping) is not allowed at school, within two blocks of school, on a bus, or at any school activity (includes having CHEW GRAINS in teeth and nicotine substances).

*Students under 18 years of age may be cited for possession by law enforcement

VANDALISM

Vandalism includes defacing, damaging, or otherwise destroying school or personal property. This includes all school property, such as buildings, walls, windows, restroom fixtures, books, desks, lockers, lights, buses, computers, equipment, tables, etc., and/or property belonging to other persons. Students vandalizing school property will be held financially responsible for labor and materials expenses related to restoring vandalized property to appropriate condition.

WEAPONS

State law forbids anyone except a police officer to bring any type of weapon or explosive onto a public school campus.

Included under the prohibition are fireworks (including firecrackers), **knives (knives include buck knives, penknives, and pocket knives)**, handguns, rifles, or any dangerous objects.

Students found in possession of weapons will be referred to law enforcement.

SEXUAL HARASSMENT

SEXUAL HARASSMENT OF OR BY ANY EMPLOYEE OR STUDENT WILL NOT BE TOLERATED IN THE POTTER VALLEY UNIFIED SCHOOL DISTRICT.

As defined by California Education Code, Section 212.5:

"Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting."

If you feel you are being harassed, you are encouraged to immediately report such incident(s) to your counselor or to principal or the Assistant Principal without fear of reprisal. If you are a student, you or your parent/guardian are encouraged to report any such incident immediately to the school administration or to the District Office - 743-2101.

ELECTRONIC DEVICES

1. Electronic devices are not to be used during class time without teacher permission.
2. For the first offense, confiscated electronic devices will be returned to the student at the end of the class period. Second offense, confiscated items will be returned after school. Third offense, a parent is contacted and the student is assigned a detention.
3. If a student is needing to make a phone call during school hours, a phone for student use is available in the office.

AUTOMOBILE SEARCH

Vehicles are subject to search. By entering any Potter Valley High School parking area, the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day. CVC 21113 (A)

VISITORS ON CAMPUS

Student visitors are not allowed on campus unless PRIOR written permission has been obtained from/by the teacher and Administration for the student to be on campus for educational purposes only. Approved visitors are required to check in with the office secretary.

NOTE: Non-students found on campus without permission from the Administration Office will be asked to leave campus. Refusal to depart immediately when instructed to do so may result in arrest for trespassing.

DANCE / SCHOOL EVENT POLICY

Potter Valley Student Body sponsors a number of dances and other events that we believe you will enjoy. All dances except prom are held on campus. When you attend a dance you will be expected to **follow all school rules** including but not limited to:

1. Obtaining a guest pass if you wish to bring a guest. Involuntary transfer students or students who have been expelled may not be guests at school-sponsored activities.
2. Once you enter the dance you will not be allowed to leave and return to the dance.

3. The doors will remain open for one hour after the beginning of the dance. Students are NOT to loiter about the campus after the door is CLOSED.
4. Students are NOT allowed to dance in a manner deemed by school staff to be sexually suggestive or overly amorous in nature.
5. Students must comply with the directions and requests of all chaperones.

NOTE: Breathalyzers will be used for all students entering a dance. If you are found to be under the influence of alcohol or other drugs while at a dance or other school-sponsored event, your parents and the Mendocino County Sheriff's Department will be contacted. Students under the influence or in possession of controlled substances will be banned from all dances for the remainder of the school year (no exceptions).

CLOSED CAMPUS

1. The Potter Valley High School campus is closed.
2. Being in the out of bounds areas will result in a referral.
3. Students with a current and valid off-campus contract on file may depart campus at lunch only. This off-campus lunch pass does not constitute permission to leave campus at any other time without proper permission.

COMPUTER FRAUD/VANDALISM, HARASSMENT, THREATS

Students shall not use school computers for any illegal or fraudulent purposes, such as changing data stored in the computer, destroying any data in the computer, or duplicating, faking or stealing any school records, discs, or forms.

All school computers are subject to monitoring by school staff. Web traffic is recorded and may be monitored. Students are forbidden from the use of proxy servers to get around school internet filtering. Consequences for using such proxy servers will include suspension from school and possible expulsion.

No cyber bullying will be tolerated. Students caught using school computers to send messages of an inappropriate, bullying, or harassing nature will be subject to disciplinary action and possible referral to law enforcement.

EXPRESSION OF AFFECTION

Students shall not engage in excessive displays of affection.

LITTERING ON CAMPUS

You are expected to assist in keeping our campus clean. Place all refuse in trash cans and recyclables in their recycle containers. Please help clean up the table where you are sitting when you leave. Students may be subject to disciplinary action for littering.

LOCKERS

Lockers are the property of the Potter Valley Unified School District and are issued to students as a privilege for the storage of school texts and materials. Students may be denied use of lockers for violation of school rules. As property of the district, lockers are subject to random inspection at any time. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.

It is recommended that students:

1. Report all locker problems to the office.
2. Do not give locker combination to anyone!
3. Do not ask school personnel to open another student's locker.
4. Do not store valuables or money in lockers.
5. Do not leave food or perishable items in lockers.
6. REPORT ANY THEFTS FROM YOUR LOCKER TO THE OFFICE.

NOTE: Annual locker clean out takes place the second to last day of school in June.

PARKING LOTS AND PARKING

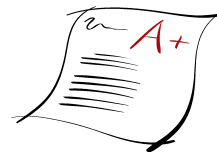
1. Parking in school lots or on the street bordering the school makes student vehicles subject to school authority. Cars illegally parked are subject to parking tickets from the California Highway Patrol. You must always park in designated parking areas, and students are not allowed to park in the staff parking in front of the high school office, computer lab, and library. Additionally, students are not allowed to park in the paved lot in front of the Gym and elementary school.
 2. Seniors are eligible to park in the senior section just west of the Library. No underclassmen are allowed to park in the senior parking lot.
 3. Bicycles are to be parked and locked in the bicycle rack located near the office. Bicycles are NOT to be ridden on the campus between the hours of 7 A.M. & 4 P.M.
- NOTE:** Reckless driving/speeding will result in disciplinary action and/or citation by California Highway Patrol. Disciplinary action may include loss of lunch pass.

RESTROOMS

1. Restrooms are open and available for student use during the school day. Students need to plan their time as much as possible in order to use these facilities during passing periods or at scheduled morning break and at lunch break. Teachers will permit limited bathroom visits during class time, but this should be the exception rather than the rule. Each teacher will inform you of their specific bathroom policy, and you will be expected to abide by this rule. If you have a valid medical reason to request more frequent bathroom trips during class time, please bring a doctor's notification of your condition to the office, and we will notify teachers.
2. Students who are sent to the restrooms during class time are expected to go directly to the restrooms and return directly to class without being disruptive or loud. Students are not allowed to use cell phones while they are out of class for the purpose of using the restroom
3. Gymnasium restrooms and locker rooms are for use by Physical Education students and athletes preparing for athletic contests only. **NO OTHER STUDENTS** may use the restrooms in the gym or in the locker rooms unless their class is in session at that location.

GRADUATION CEREMONY

The purpose of the ceremony is to honor and to issue diplomas to those students who have completed all of the requirements for graduation. No other students may participate. Participation in graduation is considered a privilege and may be revoked due to poor citizenship at the discretion of school administration.



HOMEWORK POLICY

1. Each teacher has a specific homework policy.
2. Each teacher will discuss the homework policy with the students at the beginning of the course.
3. Students should expect to be assigned up to 2 hours of homework per week for each academic class; more may be required for college-prep courses.

GRADING POLICY

1. Class grades are determined by the individual teacher according to the grading criteria, which will be explained at the beginning of the course.
2. Report cards are distributed approximately 5 days after the close of each grading period. Transcripts of grades are maintained on the school's student information system and can be requested through the office. Official transcripts for college applications must be requested at least one week in advance of the date you need it sent.

3. For High School students, trimester grades are recorded on the student's permanent transcript and for Junior High School Students the trimester grades are recorded on the students' permanent record.
4. Parents will be notified at the midpoint of a grading period if a student is in danger of failing a class at that time (progress reports).

TEXTBOOKS

1. TEXTBOOKS ARE TO BE TREATED WITH CARE AT ALL TIMES. STUDENTS WILL BE CHARGED FOR BOOKS THAT ARE DAMAGED OR DEFACED.
2. If a textbook is lost, notify the teacher immediately so that a new text, along with the bill for the lost text, may be issued.
3. All students will have access to textbooks required in their courses. If there is homework assigned that requires use of the textbook, students will be able to check out a book to take home for that purpose.

COUNSELING APPOINTMENTS

Individual counseling appointments are highly recommended to all parents and students. They are an opportunity to review course offerings, graduation requirements, testing dates, all college entrance requirements, and establish academic plans. Our counselor, Joleen Logan, can be reached at (707) 743-1142.

MENDOCINO COLLEGE OPTIONS

Community College Credit: Potter Valley High School students may concurrently enroll at a Community College. Coursework taken at the college **may** be used to meet graduation requirements, but must be pre-approved for such credit by the counseling department and administration in order to receive credit.

Students in 9th grade are encouraged to take courses through Potter Valley High. Students must take at least three classes per trimester through the regularly scheduled courses at PVHS.

Permission to substitute a college course for a Potter Valley High School course and student responsibility form must be obtained from the student's Counselor. It is the student's responsibility to furnish the high school with an official college transcript at the end of the course. No credits will be issued until Potter Valley School receives an official transcript from the college.

Courses approved for credit at Mendocino College will be transcribed as three high school credits for every college credit earned. All approved college courses at the 200 level are considered "Honors" courses and receive honors credit on the student's transcript when calculating GPA:

A = 5.0; B = 4.0; C = 3.0, D's will not be issued Honors Credit and F's will not constitute a passing grade

REPEATED COURSES

Some courses may be repeated on teacher recommendation; however, students must improve grades by one full letter grade in repeated courses to earn credit. A course may be repeated only once for credit.

SCHEDULE CHANGES

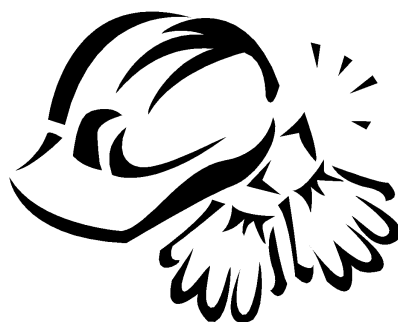
All student initiated schedule changes must be made within the first week of a trimester.

SCHOLARSHIP INFORMATION

Numerous scholarships are available to students at Potter Valley High School; they are posted on the bulletin board near the front of the office. Copies of each scholarship are available in the Scholarship Box and are available for students to take. Scholarships are always filed by the Month they are due. You should consult with your counselor for specific information on applying for these scholarships.

WORK PERMITS

Work permits are required of all students who are under 18 years of age and who are gainfully employed. If a student and parent believes they have extenuating circumstances, they must schedule a meeting with the school administration to discuss the possible issuance of a probationary work permit. Work permits will be revoked if students have unsatisfactory grades and attendance.



ATHLETIC AND/OR EXTRACURRICULAR ACTIVITIES

The Code of Conduct rules and regulations *MUST* be read, understood, agreed upon, and signed by both you and your parents/guardian before you are allowed to participate in athletics and/or extracurricular activities. Misconduct or violation of this agreement will result in possible removal from the team/sport/activity or other disciplinary action. Students may obtain the Code of Conduct from the school office.

ATHLETIC EVENTS – PURSUING VICTORY WITH HONOR

At Potter Valley Athletic contests we strive to continue a strong tradition of sportsmanship and build a reputation for our hospitality toward visiting teams and their fans. Student athletes, student spectators, and adult spectators are expected to refrain from disrespectful conduct, and demonstrate good sportsmanship. We expect all of our fans to treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

It is our expectation that all of our fans will urge our teams on with positive cheers and live up to high ideals of ethics and sportsmanship. Because Potter Valley High School takes pride in its

reputation of good sportsmanship, the following behavior is unacceptable at all CIF high school contests:

- Berating a school or mascot
- Berating opposing players
- Obscene cheers or gestures
- Negative signs
- Noise makers
- Complaining about officials' calls (verbal or gestures)

SPORTS P.E./INDEPENDENT STUDY PHYSICAL EDUCATION

Physical Education is required for all 9th graders. 10th grade students in coached non-school dance or athletic programs such as competitive dance teams, high school rodeo, and competitive trap shooting may be eligible for Independent Study P.E.

Sports P.E. credit will be given automatically up to 7.5 credits per year for sports participation only students start and complete the season and get letters or certificates. Credits are issued at a rate of 2.5 credits per sport completed. No more than 10 credits shall be issued for sports participation over the course of the student's high school career.

SPORTS TRANSPORTATION

1. All members of the team must ride in district arranged transportation.
2. All parents volunteering to drive for sporting events must have a current DMV clearance on file at the district office.

STUDENT CLUBS / ASSOCIATED STUDENT BODY (ASB)

All high school students who are academically eligible and maintain positive citizenship are eligible to run for ASB office. ASB President must be a Senior. You must be a junior or senior to run for the offices of Vice President and Treasurer. Secretary, and activities director are open to all high school students.

CAFETERIA SERVICES

Breakfast is available from 7:40 am-7:55 am and lunch is available at your lunch break time. All students are eligible for free lunch for the 2022-23 school year. Students are expected to behave courteously and obey directions given by cafeteria staff.

OFF CAMPUS LUNCH PASSES

High School students must have an off campus pass signed by a parent or guardian on file with the office to leave campus at lunch time. The lunch pass enables students to go home or to a restaurant or store that sells food. Students cannot go to other students' homes during lunch. Lunch passes can be revoked by the school at any time for excessive discipline infractions and/or failing grades.

LOST AND FOUND

The lost and found is located in the school office. Please turn in found items to the office. About twice a year, all lost and found items are placed in the quad for student pick-up before they are donated to a local organization.

HEALTH SERVICES

1. The school nurse is available one day a week. The school nurse has the primary duty of performing various mandated health screenings and managing school related health issues. On those days when the school nurse is not available, students must report to the Office if they are experiencing a health issue (feeling sick / injured).
2. In case of an accident, no matter how minor, please report the accident to the teacher immediately. In case of a severe accident or an acute illness, emergency care will be given and your parents will be notified.
3. You cannot be sent home without parent/guardian approval. You must obtain a pass from the office prior to going home, even if you are ill.
4. The Health office does not maintain a pharmacy of nonprescription medications such as Tylenol, Advil, etc. If you need medication during the school day, the medication must be taken to the office secretary to be secured. It is the parent/guardian's responsibility to fill out a Medication Administration Decision/Parent Request instruction form, which requires a doctor's signature prior to any medication being administered. All prescription medication requires the prescription label to be on the medication container. The prescription label should match the instruction form. When changes are made with respect to dosage or time, a prescription note from the doctor is required.
5. All nonprescription medication (pain relievers, allergy medicine, etc) should be clearly labeled with the student's name, name of medication, dosage, reason for giving, and how often. Preferably, bring in the original container or unit dose packets of nonprescription medication.
6. When you return to school after recovering from a communicable disease, you must be re-admitted through the school office. Communicable diseases include German measles, measles, chicken pox, scarlet fever, conjunctivitis (pink eye) or mononucleosis. Doctor's release may be required prior to re-admittance. Call the office if you have questions.

INSURANCE

THE SCHOOL DOES NOT CARRY INSURANCE ON STUDENTS. This is the responsibility of the parent/guardian

1. Low-cost Insurance is available to Potter Valley School students through an outside Insurance Company. Forms may be obtained in the office.
2. The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bills incurred as a result of accidents to a pupil while at school. The parent/guardian is responsible for payment of all such bills.