

# 2009-2010 STUDENT HANDBOOK



## Nuvview Union Elementary School District Board of Trustees

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## PRINCIPAL'S MESSAGE



Dear High School Students and Families:

It is with great anticipation that I contemplate the 2009 – 2010 school year at Nuvview Bridge Early College High School. I have incredibly fond memories of my own high school experiences involving leadership, maturation, academic growth and fun. The staff and I look forward to providing these types of experiences for you and your student throughout this school year.

NBECHS has experienced tremendous academic success over the last four years culminating with our recognition as a 2009 California Distinguished School. We also graduated our largest senior class with many students having also earned an Associate's Degree from Riverside Community College. My belief is that these achievements are merely scratching the surface of our combined potential.

The NBECHS staff and I pledge to study many research-based strategies for creating a safer and even more personal learning community that empowers youth and involves all stakeholders in the decisions that affect them. It is my belief that we must prepare students socially to enter the world of adulthood with the same care and purposefulness that we are preparing them academically.

I encourage you to stay involved with the program at NBECHS. I am available should you have any questions or concerns. Contact me at 951-928-8498 (work) or 951-302-9199 (home) or via email at [jkoski@nuview.k12.ca.us](mailto:jkoski@nuview.k12.ca.us).

Sincerely,

Joe Koski  
Assistant Superintendent and Interim Principal

# **Nuview Bridge Early College High School**

## **Vision Statement**

Nuview Bridge Early College High School will be a leader in educational innovation through shared planning, decision making and through research into current educational pedagogy. We will continue to support students in rigorous high school classes, being prepared for high-stakes testing, and for college success through our school-wide AVID, and Early College programs. All Nuview Bridge Early College High School graduates will become successful, responsible, and productive citizens with a strong sense of community and self-worth. Challenged by a rigorous curriculum and supported by a small learning environment, our students will achieve academic excellence through individual initiative, critical thought and the support of their community, family, teachers, and peers. Armed with a passion for learning, an appreciation of diversity, and motivated to become a positive force in their communities, our students will be well suited for rich and fulfilling lives. NBECHS will become recognized as a leader in the Early College and small schools initiatives as well as an AVID demonstration school by 2010.

***TOGETHER: "SETTING THE STANDARD FOR EXCELLENCE"***

## **School Mission Statement**

Nuview Bridge Early College High School is a small learning community, which promotes a spirit of creativity, individuality, and innovation. In partnership with Riverside Community College, Moreno Valley, we incorporate AVID and college courses into a comprehensive curriculum preparing students for success in college, career, and citizenship. NBECHS addresses each student as a whole person, including her or his academic, physical, and personal-social needs. We provide a safe environment for motivated, educated, life-long learners.

## **School Philosophy**

The stakeholders of Nuview Bridge Early College High School believe all students regardless of their backgrounds or personal histories is capable of being successful in both high school and college curricula if given the necessary support and tools. We believe that a highly qualified innovative teachers and a caring support staff who treats students as individuals with their individual needs, personalities and learning styles as key to this success. We further believe that people learn and work best in a culture of caring, support, and mutual respect where people come first and are allowed opportunities for personal growth, self discovery, and reflection. Finally we believe that school success is a manifestation of community and family successes and that all students challenged by a rigorous program and supported by a caring environment can be successful in school, achieve their personal goals, and become a positive force in their communities.

## Expected School-wide Learning Results (ESLR)

Early College students are **innovative thinkers** who:

- Can apply high-order reasoning skills in diverse situations.
- Confidently explore and express their individual ideas.
- Competently apply and extend their knowledge to diverse situations.

Early College students are **involved citizens** who:

- Demonstrate responsibility for self, family, and community.
- Show commitment to social progress.
- Participate as contributing members of society.

Early College students are **engaged learners** who:

- Are self-motivated.
- Are committed to improving self and society.
- Master standards-based criteria on local, state, and national assessments.

Students will be evaluated in the measurable skills outlined above through school-wide class standards, school-wide writing prompts, common writing and critical thinking rubrics, community service logs, individualized education plans, and class grades.



Student Enrollment: 375

Mascot: Knight

Colors: Blue & Silver

### PHONE NUMBERS

Telephone ..... (951) 928-8498

FAX ..... (951) 928-0186

### SCHOOL HOURS

Regular Day: 7:50 A.M. – 2:55 P.M.

Minimum Day: 7:50 A.M. – 1:30 P.M.

Late Start Day: 10:00 A.M. – 2:55 P.M.

### OFFICE HOURS

7:00 A.M. – 4:00 P.M

### ABSENCE REPORTING

Parents must call the office within 24 hours for an absence to be excused.

**30401 Reservoir Ave**

**Nuevo, Ca 92567**

[www.nuviewbridge.org](http://www.nuviewbridge.org)

## Staff Information

**All staff can be reached by e-mail:**

**First initial last name@ nuview.k12.ca.us**

Example: rmashatt@nuview.k12.ca.us

Teachers will not answer their phones during instructional times so please leave a detailed voice message and they will return your call ASAP.

**(951) 928-8498 + EXT**

| <b>STAFF</b>                  | <b>EXT.</b> | <b>Assignment</b>                                  |
|-------------------------------|-------------|--|
| Acosta, Ayde                  | 2703        | Foreign Lang, ELD                                  |
| Alger, Sybel                  | 2704        | English 10, Yearbook, Newspaper                    |
| Asberry, Sherry               | 2711        | Geometry   |
| Blackwood, Brian              | 2707        | Algebra I & II, Health & PE II                     |
| Check, Michelle               | 2712        | ASB, US History                                    |
| Clarke, Daniel                | 2716        | AVID   |
| Cornett, Allan                | 2706        | English  |
| Echevarria, Cely              | 2705        | AVID & ELD   |
| Favaro, Gina                  | 2760        | Registrar  |
| Fowler, Jason                 | 2714        | Social Science, AVID                               |
| Fragoso-Rodriguez,<br>Barbara | 2707        | Chemistry, AVID                                    |
| Frey, Tina                    | 2756        | Counselor grades 9 and 11<br>RCC - College Liaison |
| Garcia, Hilitana              | 2752        | Office Manager                                     |
| Hansen, Sherilyn              | 2702        | English 9, AVID, Special Education                 |
| Jobe, Jonathan                | 2709        | Biology  |
| Koski, Joe                    | 2751        | Interim Principal                                  |
| McConnell, Lana               | 2710        | Media Tech, Cheer                                  |
| Pearcy, Eric                  | 2701        | Athletics  |
| Pickering, Janetta            | 2715        | Social Science, AVID                               |
| Tally, Maria                  | 2753        | Attendance/Health Clerk,                           |
| Thorpe, Zayna                 | 2708        | Comp. Tech. I                                      |
| Torres, Cynthia               | 2759        | Counselor grades 10 and 12                         |
| Shultz, Melody                | 2713        | Algebra I & II, Pre-Calculus                       |
| Wilson, Selena                | 2717        | Art, AVID  |



## NBECHS GRADUATION REQUIREMENTS

|  | <b>Credits</b> |
|--|----------------|
| <b>ENGLISH</b><br><ul style="list-style-type: none"> <li>English 9, 10, 11 and 12</li> </ul>   | <b>40</b>      |
| <b>MATHEMATICS</b><br><ul style="list-style-type: none"> <li>All students must complete a full year of Algebra 1 or Algebra A/B<br/> <i>Students will continue to enroll in a Math course until the CAHSEE requirement is met</i></li> </ul>   | <b>*30</b>     |
| <b>SOCIAL STUDIES</b><br><ul style="list-style-type: none"> <li>World History, U.S. History, and U.S. Government/Economics</li> </ul>  | <b>30</b>      |
| <b>LAB SCIENCE</b><br><ul style="list-style-type: none"> <li>10 – Life , 10 – Physical</li> </ul>  | <b>20</b>      |
| <b>PHYSICAL EDUCATION</b><br><ul style="list-style-type: none"> <li>All grade 9 and 10 students must be enrolled in Physical Education</li> </ul>  | <b>20</b>      |
| <b>COMPUTER EDUCATION</b>  | <b>5</b>       |
| <b>HEALTH EDUCATION</b>  | <b>5</b>       |
| <b>FINE ARTS</b><br><ul style="list-style-type: none"> <li>Art, or Foreign Language</li> </ul>   | <b>10</b>      |
| <b>ELECTIVES</b><br><ul style="list-style-type: none"> <li>10 AVID elective credits per year at NBECHS</li> </ul>  | <b>65</b>      |
| <b>TOTAL CREDITS</b>   | <b>225</b>     |
| <b>30 COMMUNITY SERVICE HOURS per year</b><br><ul style="list-style-type: none"> <li>Consists of clock hours.</li> <li>Cannot be completed for money, credit or for a member of your family</li> <li>Must be for a non-profit organization and can be done for more than one organization</li> </ul>   |                |
| <b>CAHSEE</b><br><ul style="list-style-type: none"> <li>CAHSEE – Mathematics and Language Arts</li> <li>Passing score is 350</li> </ul>  |                |
| <b>UC/CAL State A-G requirements</b><br><ul style="list-style-type: none"> <li>2 years of a foreign language required 3 recommended</li> <li>1 year visual or performing arts required</li> <li>Mathematics through Algebra II</li> </ul>  |                |
| <b>Early College High School Students may qualify for Riverside Community College Moreno Valley class that will articulate with NBECHS courses.</b><br><br><ul style="list-style-type: none"> <li>Only RCC-MV college classes will be accepted for credit at NBECHS.</li> <li><i>High School students will not be allowed to take ANY on-line college courses at RCC-MV</i></li> </ul> |                |

## ACADEMIC HONESTY

Academic honesty is an expectation for all students enrolled in college and high school courses at NB ECHS. It is the responsibility of all students to be informed of what constitutes academic honesty and to follow the high school and college policies. Students are expected to report any instances of academic dishonesty to an adult supervisor.

Parents are encouraged to keep in contact with teachers and counselors throughout their student's high school years. It is our goal at NBECHS to work as a team with parents and students for the success of all. Collaborative work is not academically dishonest when specifically permitted by a teacher.

## CHEATING

***These offenses, or offenses deemed to be similar, are considered examples of academic dishonesty:***

1. Copying another student's homework, test, lab report or data
2. Unauthorized use of textbooks, notes, computer programs, or written aids during a test or quiz
3. Writing formulas, codes, key words, or other forms of answers on your body, clothing, or other objects for use during an exam
4. Looking at another student's paper or talking during a test or quiz
5. Helping another student to cheat on any exam or assignment
6. Providing materials (answers or work) to be used by someone else as his/her own work, i.e., providing homework, answers or test answers to another student
7. Submitting all or part of someone else's assignment as your own
8. **PLAGIARISM: To plagiarize is to steal or present someone else's work as your own, to commit literary theft, or to present an idea or product taken from an existing source as new and original. Use of any material, including material from the internet, books, databases, encyclopedias, magazines, newspapers, or other sources without giving the author/artist name and/or source is considered plagiarism**
9. Changing a grade or score of an assignment or exam
10. Not following additional guidelines as provided by a teacher, class or department

## **First Offense at the High School**

- Teacher assigns a ZERO for the work
- Teacher contacts the parent.
- A notation of the violation will be made in the student's discipline file

*Examples of more serious offenses include but are not limited to:*

- Stealing, possessing, or using a stolen exam, or stolen exam answers.
- Plagiarizing a significant part of a term paper or major research paper or project.

## **Second Offense:**

- The administrator may suspend for 1-3 days.
- A notation of the second violation and discipline will be made in the student's discipline file.
- Continued offenses will result in more severe disciplinary action and may result in removal from the program.

## **Cheating at Riverside Community College:**

Cheating of any kind as reported to NBECHS by a college professor will result in immediate removal from the college program and possible dismissal from NBECHS. A notation will be made on the student's official college transcripts noting dismissal from the program due to academic dishonesty and may affect future college enrollment, academic honors and/or scholarships.

## **Forgery**

Forgery/Impersonation is the act of a student signing a parent's, guardian's, staff members, or any official signature, or the student or accomplice impersonating an adult on the telephone.

- Parent contact. Administration will consider actions similar to those considered in the academic dishonesty policy.

## **Athletics and Extra-Curricular Activity Eligibility**

Extra-curricular activities consist of student involvement in any school activity other than assigned classes, such as athletics, cheer, dances, clubs, field trips, and mentor programs. *Per CIF rules, ALL STUDENT ATHLETES MUST HAVE A COMPLETE SIGNED ATHLETIC PACKET ON FILE WITH THE ATHLETIC DIRECTOR PRIOR TO STEPPING FOOT ON ANY PLAYING FIELD.*

In order to be eligible for extra-curricular activities students must:

- Maintain a 2.0 grade point average
- Have no grades of "F" in either college or high school courses
- Not have any outstanding debts at either RCC or NBECHS
- File an eligibility card with the athletic or activities director
- Not be on academic probation

## **Academic Eligibility**

In order to remain at Nuview Bridge Early College High School, students **MUST** maintain a minimal grade point average of 2.0

**Eligibility is determined four times a year, mid-term and end term of each semester. College courses are averaged into the GPA at the end of each term to determine eligibility status.**

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

If a student falls below the 2.0 GPA at the midterm or end of term he/she will be placed on an academic probation contract.

Probationary contracts include:

- Weekly Friday reports will be required.
- Minimal tutorial time of 1 hour for every class below a C. . .
- Returning the Friday report and verified tutorial attendance sheets into the counseling center no later than 8:00 am Monday morning.
- *Failure to bring the GPA to a 2.0 within 2 grading periods and to fulfill the academic probation contract will result in discontinued enrollment at **NBECHS.***

## **College Classes**

***Failure or unauthorized withdrawal from, or non-completion due to nonattendance of college classes, will be grounds for loss of enrollment at Nuview Bridge Early College High School and/or denial for enrollment at Riverside Community College.***

## **Transportation to School Sponsored Events:**

Students may not drive personal vehicles to school sponsored events other than prom.

If a student drives to prom, he/she must have a completed prom parental permission form on file no later than two weeks prior to the prom date.

All students who purchase tickets must account for prom transportation, no later than two weeks prior to the event.

## **Absences and grades**

- The Governing Board believes that absences from class exceeding nine (9) days per term and (18) days per year is sufficient reason for a teacher to assign the student a failing grade, resulting in subsequent loss of credit. The school shall notify the parent when a student is in danger of receiving a failing grade. A student receiving a failing grade will remain in class for enrichment purposes, and/or be referred by the school's Attendance Review Committee for alternative placement and release to their home school of record.

### **Allowable Absences:**

- Illness absences other than extended illness or injury, which has been verified and/or excluded by the Attendance Review Committee as counting toward the maximum allowable
- Medical and Dental appointment absences
- Suspension absences
- Non-school activity absences
- Un-cleared absences and trancies
- Family vacation absences (Exception: When district Independent Study Program is appropriately applied)
- Serious family illnesses or a death in the family.

## **Exceptions**

- Excluded from this number will be absences resulting from school-sponsored or sanctioned activities where prior approval has been granted by administration. Students are expected to make up all class work missed due to such absences within a reasonable period of time prescribed by the teacher and communicated to the student.
- A student who has incurred an injury or a serious illness may be eligible for an independent study contract or home/hospital teaching if deemed appropriate by the administration.
- Students who are absent for religious instruction or participation in religious exercises away from school property. Absences for religious reasons may not exceed 4 days per year.

## **Truancy**

- A student is considered truant when he/she misses thirty (30) minutes or more of any class without a valid excuse. If a student leaves a class at any time without teacher permission, that student will be considered truant.

\*\*\*California Law states that any absence not cleared within 4 weeks is an automatic truancy and cannot be changed.

Valid excuses will include the following:

- All day absences cleared by the attendance office by note or phone call from the parent/guardian within 24 hours of the absence.
- School business/activity with prior approval of school officials. These absences are not counted in the allowable per term.
- Release during the school day with a verified note or phone call from parent/guardian.

## **Parent Notification**

- Truancies will be referred to the administration office. Habitual truants may be cited. Judicial and law enforcement agencies may be notified as needed.

## **Tardy/Truancy Consequences**

- Please refer to the Classroom Disruption/Tardy/Truancy Consequences chart for specific consequences for tardy/truancy violation.

|               | <b>Progressive Discipline</b>  | <b>Truancy/Out of Bounds</b>  |
|---------------|--|---|
| <b>Step 1</b> | Warning<br>Student/Teacher Conf.   | Parent Contact<br>notation in discipline record   |
| <b>Step 2</b> | Parent/Teacher contact<br>Office referral<br>Administrative discipline                           | 2nd Truancy<br>Office Referral<br>Parent/Teacher Contact  |
| <b>Step 3</b> | Parent/Teacher contact<br>Office referral<br>1-3 day class suspension<br>Discipline contract     | 3rd Truancy<br>Office Referral<br>Parent//student/admin meeting<br>Attendance Contract<br>1-3 days suspension |
| <b>Step 4</b> | Office referral<br>Parent/Admin/Stu/Counselor<br>Teacher Conference.<br>3-5 day class suspension | 4 Truancy<br>SARB Referral<br>Disciplinary Action as determined by admin.                                     |

**Students enrolled in college classes are expected to attend all scheduled class even if NBECHS is on holiday. It is the student's responsibility to obtain any missed college work. Missing more than two classes at RCC may cause a failing grade.**

**Misbehavior at RCC will result in disciplinary action at NBECHS.**

### **Classroom Disruption/Defiance/Insubordination/Disobedience**

Please refer to the Class Disruption/Tardies/Truancies Consequences for progressive discipline steps.

Defiance, insubordination, or severe misconduct (weapons, damage to school property, smoking, drugs, etc.) will be dealt with immediately by administration and/or law enforcement. If a second offense occurs before the preceding offense has been dealt with, the higher offense will be in effect.

### **Campus Release**

All students with campus release **must leave** campus immediately after their last class.

- \* 1<sup>st</sup> occurrence: Warning
- \* 2<sup>nd</sup> occurrence: Work permit may be revoked

## **NOTICE OF CONSEQUENCES**

The Governing Board and staff of Nuvview Union School District are committed to keeping our schools safe for all students. It is important that each student understands the consequences of becoming involved in the use and /or possession of a controlled substance (drugs or alcohol) and dangerous objects. Any of these offences will be reported to the proper legal authorities.

**EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES OR ALCOHOL (Ed. code 48900 B, C, & D): These REGULATIONS APPLY TO STUDENTS IN THE FOLLOWING SITUATIONS:**

- 1. On school property (this includes the parking lot, as well as vehicles inside school property).**
- 2. Going to or coming from school, college or school activity.**

### **Closed Campus Violations**

The campuses of the NUSD are “closed campuses” at all times including lunch. Students may not leave school without checking out through the attendance office. Failure to remain on campus may be considered truancy and defiance of authority.

### **Destruction Of Property/Vandalism/Graffiti**

Students may be required to spend all or a portion of their suspension time on campus performing campus beautification.

Graffiti/tagging paraphernalia includes, but is not limited to felt tip markers, “streakers” or any other type of paint sticks, spray paint cans and /or spray tips, etching tools or devices, stickers, etc. Students may not have any graffiti/tagging paraphernalia on campus. Consequences for any violation include:

- Notify parent as well as law enforcement/ suspension/restitution/recommend expulsion.

### **Display of Affection**

Excessive display of affection, including, but not limited to, close, extended hugging, kissing, touching, etc., is inappropriate. Consequences include:

- 1<sup>st</sup> violation: Warning/conference.
- Continued offences may result in suspension.

### **Dress Code**

Nuviev Bridge Early College High School believes that there is nothing inherently wrong with certain types of dress or color of dress, but when students' dress serves to intimidate or impede the rights of other students, it will be determined that such dress is in violation of the District's dress code policy. Students may not remain at school dressed in a manner that creates a safety hazard for either them or for others, constitutes a serious and unnecessary distraction to the learning process, and/or tends to disrupt the campus order.

**At all school or school-related activities inappropriate appearance and dress includes, but is not limited to:**

- Shoes must be appropriate for the school activity (tennis shoes for PE). Bedroom slippers are not to be worn to school. Steel toed boots/shoes are not allowed.
- Clothing, jewelry, accessories, or tattoos:
  - With violent, suggestive, or obscene statements or designs
  - With slogans or pictures promoting the use of or involvement with drugs, alcohol, tobacco or any controlled substance
  - That are dangerous and/or which may present a safety hazard to the wearer or others, including but not limited to spiked rings, earrings, necklaces or bracelets, sharp facial earrings, huge dangling earrings on either ears, nose or any other items determined as unsafe (backpack/belt/bracelet, spikes/protrusions etc.).
- Clothing which expresses racial, ethnic, sexual, or religious disrespect.
- Clothing which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in or affiliation with any gang that advocates drug use, violence, or disruptive behavior based upon finding by the District of 1) a gang presence at the school site and 2) actual or threatened disruption or material interference with school activities.
- Strapless/backless tops or dresses, including tube tops, halters and bare mid-drifts.
- Straps must cover undergarments - therefore no spaghetti straps (2 inch rule)
- Low-cut tops of any type that expose excessive cleavage
- Bathing suits, except when worn during swimming class or activity
- Hats are permitted outside while on campus. All hats and beanies must be removed when students are inside any building on campus. Hats or beanies, which are not in compliance with the general guidelines mentioned above, will be confiscated and returned to a parent/guardian only. Hats must be worn bill forward.
- Bandanas, hairnets, do-rags
- Sunglasses, except for prescription sunglasses must be removed inside any building or classroom
- Clothing that does not cover undergarments and/or trousers that fall substantially below the waist.
- Gloves are allowed to be worn outside only during very cold weather.
- Oversized shirts and sweatshirts that are more than one size beyond the student's normal size.
- Sleep attire - pajamas, blankets, slippers, or undergarments worn, as outer garments.
- Blankets used as jackets.

In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision as to compliance with the school dress code. Administration will also make the final determination whether clothing, jewelry, accessories, tattoos, and/or appearance meet acceptable standards. Consequences for violation of dress code are:

See Progressive Discipline Chart on page 11.

## **Loitering/Closed Campus**

All visitors to NBECHS must obtain a visitors pass prior to entering campus. Non-students on campus without a visitor's pass shall be deemed to be trespassing.

## **Profanity/Verbal Abuse**

NBECHS students and staff shall be treated with respect at all times. It is the goal of the school to maintain a campus environment in which student's feel safe and can learn. The use of profanity, verbal abuse, ethnic/racial slurs, intimidation, etc., is therefore not tolerated. The teacher shall handle classroom infractions per classroom discipline rules. A student who repeatedly swears at other students shall be referred to an administrator, which can result in suspension for habitual profanity/vulgarity. Severe vulgarity, crudeness, or profanity shall be immediately referred to administration.

Consequences for profanity directed towards an adult or staff member:

- 1<sup>st</sup> violation: Parent contact and 1 day suspension.
- 2<sup>nd</sup> violation: TBD by Administration.

## **Publications, Unauthorized**

No publication may be distributed on the NBECHS campus without the prior approval of the school administration. This includes magazines, newspapers, political materials, and flyers advertising community events.

- Consequences are confiscation of item(s)/conference/suspension.

## **Sexual Harassment**

Sexual harassment is prohibited and includes, but is not limited to, unwelcome sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when the conduct has the effect of having a negative impact on the individual's academic performance or creating an intimidating, hostile, or offensive educational environment. Consequences for sexual harassment include:

- Notify parent and/or law enforcement.
- Conference/suspension/recommend expulsion.

## **Racist Remarks, Threats, Intimidation, Hazing**

Any remarks of a prejudicial, threatening, or intimidating nature shall result in disciplinary action as determined by administration.

## ASB Cards

Each student enrolled in Nuvview Bridge Early College High School is a regular member of the Associated Student Body (A.S.B.) The purchase of an A.S.B. sticker makes her/him an active and participating member and provides the funds necessary to maintain student activities. Students can show their school spirit by purchasing an A.S.B. sticker during August when schedules are distributed. The A.S.B. card gives a student reduced admission to home and away games, after game dances, and other events, including selected merchant's discounts. **Students must purchase an ASB card if they wish to participate in extracurricular activities including: Athletics, Clubs, and Leadership.**

## Bicycles

Bicycles may not be parked or ridden on school property. The school assumes no responsibility for bicycles brought on campus. Skateboards and roller blades are not allowed on campus at any time.

## Cell Phones, Computers, iPod's (Electronic Signaling Devices)

*NBECHS and the NUSD assume no responsibility for the protection of, loss of, and/or damage to ANY electronic signaling device.*

Electronic signaling devices will not be permitted to disrupt instruction, instructional programs, and/or school related activities. Electronic signaling devices must be **COMPLETELY TURNED OFF DURING ALL INSTRUCTIONAL BLOCKS.**

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Verbal warning to turn off and put out of site.  |
| 2 <sup>nd</sup> Offense | Teacher confiscates device, written referral to administration accompanies phone/and student to office.<br>Student may retrieve phone at the end of the day. |
| 3 <sup>rd</sup> Offense | Phone is confiscated one day suspension for defiance<br>Phone will only be returned to a parent/guardian.  |
| Continued defiance      | May result in suspension and or expulsion for defiance.  |

## Dances

**A current NBECHS I.D. Card and dance ticket must be presented at the door** for admission. All regulations pertaining to student conduct while in school are in effect at dances and offenders will be subject to disciplinary action. Students will not be admitted after 8:00 p.m. and students who leave the dance will not be readmitted. NBECHS students who wish to bring a non-student guest must complete a guest pass and be approved by the administration team no later than 24 hours prior to the activity. Middle school students will not be permitted. Guest's aged 21 or older will not be admitted. **Tickets for school dances must be purchased 24 hours in advance. No tickets will be sold at the door. Students must be academically eligible to participate in ANY school activity.**

## **Debts**

**Debts refer to money owed for something (missing textbook, money collected from candy sales, uniforms, restitution, etc.). All student debts to the school must be paid prior to issuance of final records, official transcripts, athletics participation, and release of schedule for a new school year/term, and/or for the issuance of new terms books**

1. All debts are paid to the librarian if a book debt or to the office
2. Seniors must have all debts cleared prior to graduation practice day.
3. Students will not be allowed to check out books if they have outstanding debts

## **Early Release/Late Start**

All students enrolled at NBECHS are required to attend school a minimum of 240 minutes daily BOTH TERMS. Students enrolled in college classes must have a minimum of three(3) additional classes including AVID.

## **Eighteen-Year-Old Students**

All students at Nuvview Bridge Early College High School are subject to existing attendance policies regardless of age. If attendance or discipline becomes a problem for any eighteen-year-old student, he/she may be withdrawn to adult school. Students who are eighteen will not be allowed to sign in or sign out for themselves if they are living with their parents. Federal and State laws grant the "right of access" to a parent of an eighteen-year-old student who is claimed as a dependent for tax purposes. "Right of Access" means a parent has the right to all school records including grades, attendance, etc., which concern an eighteen-year-old student who is still a dependent.

## **Fire Drills**

Fire Drills are necessary for the safety of the students and faculty.  
General rules for fire drills:

- Students will follow designated exit instructions. Keep in single file, walk, do not run, refrain from talking and proceed a safe distance away from all buildings.
- When the "ALL CLEAR" bell is sounded, all students will return to their classrooms in the same orderly fashion.
- Fire drills are very important and a serious exercise which may save your life. Students are expected to act accordingly.

## **Health Services**

There is a health clerk on duty each day to assist with illness or injury. A registered nurse is on-call for emergencies.

## **Illness at School**

In case of illness, a student must obtain a pass from his/her teacher to go the health office. The health office must contact a parent or an individual listed on the emergency card in order for a student to leave campus due to illness. Failure to follow this procedure will result in a closed campus violation.

## **Injuries**

If you are injured on campus or during a school supervised event, report the injury to your teacher, coach, or supervisor immediately.

## **Lost and Found**

Please check in the career center or at the receptionist's desk if you lose an article or book.

## **Media Center**

Books are loaned for a period of two weeks and may be renewed twice. Your school I.D. card is required for book checkout. Fines are charged for overdue books. Materials not returned or paid for by the end of the year will be charged to the student's record and no additional materials can be obtained until the record is cleared. Media Center is closed to students during lunch.

## **Medical Emergency Cards**

The emergency card information is needed to contact parent/guardian in case of emergency. All information requested on the card must be provided and updated as changes occur.

## **Medication at School**

Under special circumstance, it may be necessary for a student to take medication during the school day. This is permissible by law only when specific procedures have been followed. Medication Authorization forms is available in the health office.

All medications, including over-the-counter products, (pain relief, cough medicine, etc.) must be dispensed by the health office

Asthma Inhalers may be in the possession of a student ONLY if the office has the proper paperwork on file in the student's medical record.

## **Restrooms**

Restrooms are to be used before school, during break or lunch, in P.E. or after school. Restroom passes will not be issued the first/last 10 minutes of all class periods. Restroom passes issued during instructional periods will be at the discretion of the teacher.

## Tardies

Tardies are viewed as a disruption to the learning environment. Students who are late to school for ANY reason will be considered tardy.

- a) Tardies to Class – A student is expected to be in their assigned workstation prepared to learn before the tardy bell rings.
- b) Verified medical appointments (accompanied by an excused note), major traffic accidents and Late Bus as announced by the administration are the only excused tardies.

## Textbooks

The California Education Code clearly states that students and parents will be responsible for the condition of the textbooks, which are loaned to them by this school district. It is each student's responsibility to take good care of his or her textbooks and follow the Textbook Rules. Parents/students will sign and return the Textbook Rules during the fall registration period. Students are encouraged to keep book covers on all books issued to them. **Grades will be withheld and all textbook charges must be cleared before any additional books can be obtained.**

***Students will only be cleared for the textbook issued to them according to the barcode assigned at the time of checkout.***

The student MUST purchase college textbooks that professors require students to write in.

## Transcripts

A transcript showing all grades and credits earned is kept in the school's office. A student may request a copy of his/her transcript by completing the appropriate form (available at the office). Former and current students may request transcripts for a fee of \$1.00 per copy. **No transcript will be issued if there are any outstanding debts.**

## Theft or Vandalism

If you are the victim of theft or vandalism, please file an "Incident Report" in the assistant principal's office. All reports should be filed immediately.

## VALEDICTORIAN/SALUTATORIAN

Only a student who has completed a minimum core of high school courses recommended for preparation for postsecondary education or a more rigorous program of vocational study shall be eligible for the honor of serving as the Valedictorian/Salutatorian of his/her graduating class. The Valedictorian of the graduating class is determined at the end of the first semester of the senior year. The honor will be determined by cumulative grade point

average, including weighted grades and college courses. In the event that two or more shall tie for the honor of Valedictorian, the honoree will be the student who successfully completed the greatest number of college courses. In the event there is still a tie after the above procedure is followed, a tie shall be declared and all students involved shall be honored as Valedictorian. Should this occur, there shall be NO designee for the Salutatorian for this class. In addition, both the Valedictorian and Salutatorian must have attended NBECHS for a minimum of six consecutive terms prior to selection. The Valedictorian and Salutatorian MUST give speeches at graduation. Speeches are to be written by the students and MUST be approved by the principal /counselor and or advisor.

### **Valedictory Circle**

ALL seniors who have a cumulative grade point average of 3.5 or better at the end of term 1 of their senior year will be recognized as honor graduates and be a part of the Valedictory Circle.

Seniors must be in good disciplinary standing having no record of suspensions or academic dishonesty during the last 5 semesters in high school.

|   |  |
|---|--|
| <p><b>National Honor Society</b></p> <p>Grade 10, 11 &amp; 12 only</p>  | <ul style="list-style-type: none"> <li>• By invitation only</li> <li>• 3.2 GPA</li> <li>• Plus community service hours must be completed and turned into counseling</li> <li>• Students complete application +4 teacher recommendations</li> <li>• Application process opens in the FALL</li> <li>• Needs majority approval from 5 member council (principal selected)</li> <li>• Once inducted member for life.</li> </ul>  |
| <p><b>California Scholastic Federation</b></p> <p>Second semester sophomores, juniors and seniors may apply</p> | <ul style="list-style-type: none"> <li>• Membership based upon grades earned each semester. Students must reapply each semester. After week 4 of new semester membership closed.</li> <li>• Must earn a total of 10 CSF points to qualify (A = 3; B = 2; C = 1) 7/10 of the points must be from a UC approved class that requires homework. Membership is not possible if any grade is a D or F or citizenship of unsatisfactory.</li> </ul>   |
| <p><b>Honor Roll</b></p> <p>All Students<br/>No grade lower than "C"<br/>Citizenship no lower than "S"</p>      | <ul style="list-style-type: none"> <li>• Final end of course grades (non weighted GPA calculation)</li> <li>• Honors = GPA between 3.5 – 3.74</li> <li>• High honors =GPA between 3.75 – 4.0</li> </ul>  |
| <p><b>Student of the Month</b></p> <p>Teacher Nomination</p>  | <ul style="list-style-type: none"> <li>• Open to all students – by teacher recommendations</li> <li>• One male/female student selected at random per month</li> </ul>  |
| <p><b>Student of the Year</b></p> <p>Senior Only</p>  | <ul style="list-style-type: none"> <li>• One male and female senior selected from the list of students chosen for Student of the Month during their Senior Year.</li> <li>• Final selection by staff vote.</li> </ul>  |
| <p><b>Valedictorian/Salutatorian</b></p> <p>Senior Only</p>   | <p>See criteria on prior page</p>  |
| <p><b>Athletic Letter</b></p> <p><b>Issued only one time</b></p>  | <p>1<sup>st</sup> year –NBECHS letter and Individual Sport Insert<br/>2<sup>nd</sup>-4<sup>th</sup> year Varsity – Letter insert will be awarded.<br/>MUST BE A MEMBER OF ASB and have NO outstanding debts.</p> <ul style="list-style-type: none"> <li>• Student must not be on the Debt list or have ANY referrals</li> <li>• Student must own an ASB card.</li> <li>• Letter is issued only if student needs one.</li> </ul> <p>Academic patch and certificate are given to all qualified</p>   |
| <p><b>Academic Letter</b></p> <p>Second semester Sophomores, Juniors and Seniors may apply.</p>                 | <p>Qualifying students are invited to apply for an academic letter and must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• 3.5 academic GPA for three consecutive semesters</li> <li>• Students must not have earned ANY D's, F's or U's</li> <li>• Student must not be on the Debt list or have ANY referrals</li> <li>• Student must own an ASB card.</li> <li>• Letter is issued only if student needs one.</li> <li>• Academic patch and certificate are given to all qualified</li> <li>• This is student initiated – not automatically given</li> </ul> |

## **Bus Regulations**

Nuvview Union School District has chosen to transport NBECHS students only to and from RCC-MV. **District transportation is a privilege, not a right.** Section 14263 State Board of Education Regulations governing pupil transportation states, "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road".

### **BUS SAFETY RULES are as follows:**

1. Face forward at all times and remain seated until the bus comes to a complete stop
2. Talk quietly, loud talking or yelling is not allowed
3. Physical or verbal abuse is not permitted
4. Damaging the bus is not allowed
5. Drugs, alcohol, or tobacco are not allowed. Food or drinks are not allowed (water permitted)
6. Weapons, glass objects/containers, animals, skateboards, or large articles are not allowed
7. Littering the bus is not allowed

(EC 48900 Title 5 CCR 14103 Board Policy 5131.1)

## **Bus Passes**

RCC Student ID cards must be shown upon boarding the bus both ways. Students **MUST CARRY THEIR STUDENT ID AT ALL TIMES.**

**NBECHS  
BELL SCHEDULES 2009-2010**

**DAILY BELL SCHEDULE**

| <b>Period</b>         | <b>Time</b> | <b>Inst Min.</b> |
|-----------------------|-------------|------------------|
| <b>0</b>              | 7:00-7:45   | 45               |
| <b>Passing</b>        | 7:45-7:50   | 5                |
| <b>1</b>              | 7:50-8:50   | 60               |
| <b>Passing</b>        | 8:50-8:55   | 5                |
| <b>2</b>              | 8:55-9:55   | 60               |
| <b>Nutrition/Pass</b> | 9:55-10:10  | 10 + 5           |
| <b>3</b>              | 10:10-11:10 | 60               |
| <b>Passing</b>        | 11:10-11:15 | 5                |
| <b>4</b>              | 11:15-12:15 | 60               |
| <b>Lunch/Pass</b>     | 12:15-12:50 | 30 + 5           |
| <b>5</b>              | 12:50-1:50  | 60               |
| <b>Passing</b>        | 1:50-1:55   | 5                |
| <b>6</b>              | 1:55-2:55   | 60               |

**FINALS BELL SCHEDULE '09-10**

|                               |                             |
|-------------------------------|-----------------------------|
| <b>December 16 and June 2</b> | <b>Finals: 1, 3 &amp; 5</b> |
| <b>December 17 and June 3</b> | <b>Finals: 2, 4 &amp; 6</b> |
| 7:50                          | Warning Bell                |
| 7:55-9:10                     | First Final of Day          |
| 9:10-9:25                     | Nutrition/Passing           |
| 9:25-10:40                    | Second Final of Day         |
| 10:40-11:15                   | Lunch Passing               |
| 11:15-12:30                   | Third Final of the day      |

**MINIMUM DAY /FRIDAY SCHEDULE**

| <b>Period</b>                   | <b>Time</b>        | <b>Inst Min.</b> |  |
|---------------------------------|--------------------|------------------|--|
| <b>1</b>                        | <b>7:50-8:35</b>   | <b>45</b>        | <p style="text-align: center;"><b>Every Friday is a<br/>Minimum Day</b></p> <p>Due to scheduled staff meetings, student's will not be supervised after 1:30. Students will be expected to leave campus at the end of their last scheduled class. Tutorials will be provided to students in the AVID room during this time.</p> |
| <b>Passing</b>                  | <b>8:35-8:40</b>   | <b>5</b>         |  |
| <b>2</b>                        | <b>8:40-9:25</b>   | <b>45</b>        |  |
| <b>Passing</b>                  | <b>9:25-9:30</b>   | <b>5</b>         |  |
| <b>3</b>                        | <b>9:30-10:15</b>  | <b>45</b>        |  |
| <b>Passing/nutrition</b>        | <b>10:15-10:30</b> | <b>10+5</b>      |  |
| <b>4</b>                        | <b>10:30-11:15</b> | <b>45</b>        |  |
| <b>Pass</b>                     | <b>11:15-11:20</b> | <b>5</b>         |  |
| <b>5</b>                        | <b>11:20-12:05</b> | <b>45</b>        |  |
| <b>Lunch/Pass</b>               | <b>12:05-12:45</b> | <b>35 + 5</b>    |  |
| <b>6</b>                        | <b>12:45-1:30</b>  | <b>45</b>        |  |
| <b>TOTAL INSTRUCTIONAL TIME</b> |                    | <b>295</b>       |  |

## NBECHS SIGNIFICANT DATES 2009/2010 SCHOOLYEAR

| DATE   | EVENT                        | SAT Dates  |
|--|------------------------------|--|
| August 5   | New Teacher Orientation      | October 10, 2009   |
| August 6 & 7   | Teacher Prep                 | November 7, 2009   |
| August 10  | First Day of School          | December 5, 2009   |
| August 20  | Back To School Night         | January 23, 2010   |
| August 21  | Late Start Day               | March 12, 2010   |
| August 31  | RCC Fall Term Begins         | May 7, 2010  |
| September 7  | Labor Day                    | June 4, 2010   |
| October 9  | NBECHS Mid Term Progress     |  |
| October 12   | No School/Admission Day      |  |
| November 11  | Veterans Day                 |  |
| November 23-28   | Thanksgiving Break           |  |
| December 14-17   | NBECHS & RCC FINALS          | PLAN Test –November  |
| December 18  | Teacher end of term work day | ASVAB – September  |
| December 21-<br>January 3  | Winter Holiday               |  |
| January 4  | Term 2 begins                |  |
| January 18   | MLK Day                      |  |
| February 12 & 15   | Presidents Weekend           | <b>TESTING DATES</b>   |
| March 12   | NBECHS Mid Term Progress     |  |
| April 5-16   | Spring Break - NBECHS        | <b>STAR</b>  |
| April 12-16  | Spring Break - RCC           | <b>April 27-May 9</b>  |
| May 31   | Memorial Day                 |  |
| June 1-4   | NBECHS FINALS                | <b>CAHSEE</b>  |
| June 4   | Graduation                   | <b>October 6&amp; 7 .... ..(Grade 11 &amp;12)</b>  |
| June 4-9   | RCC Finals                   | <b>December 5 &amp; 12.... ..(Grade 12 only)</b>   |
| June 10  | RCC Commencement             | <b>February 2 &amp; 3 .. (Census, Grade 10)</b>  |
| <i>Finals will be administered only on the days scheduled.</i>   |                              | <b>March 16 &amp; 17.....( Grade 10 make-up, grade 11 and 12 also)</b>   |
| <i>Student's who do not take the final on the calendared day, will receive a grade of zero for their final exam.</i> |                              | <b>The CAHSEE shall be administered as follows:</b>  |
| <i>Finals will not be administered early due to family vacations, holiday travel,</i>                                |                              | <i>1. Students shall take the exam once per year while in grade 10.</i>  |
| <i>Valid excuse due to hospitalization will be reviewed by school Administration</i>                                 |                              | <i>2. students in grade 11-12 who have not passed one or both sections of the exam shall have up to two opportunities per year to take the section(s) of the exam not passes, but shall not be tested in successive administrations within in a school year.</i> |