



SVHS STUDENT EXPECTATIONS HANDBOOK

Dear Parent/Guardian and Student:

As SVHS Falcons, students enjoy the rights under the laws of the U.S. and California and the policies of SVUSD to a free and appropriate public education. The policies, procedures, and expectations outlined in this handbook act as a tool to ensure a student understands their rights and responsibilities as a Scotts Valley High School Falcon.

If you have any questions about the SVHS Handbook, please contact the SVHS Administrative Office.

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SVHS Mission Statement

Our Mission...

Scotts Valley High School's mission is to provide an exemplary education that will prepare our students to thrive in a modern world. Through our challenging and diverse curriculum, extracurricular programs, and strong partnerships with the community, students are prepared to be skilled and literate members of both local and global societies. SVHS programs enable students to realize their full potential in intellectual, social, physical, and ethical development.

Schoolwide Learner Outcomes (SLOs)

The Falcons of SVHS are dedicated to achieving excellence in **ACADEMICS** and **ACTION**. In each of these endeavors, we strive to act with... **Respect, Integrity, and Compassion**.

We are at our best when we...

1. Show up on time and are prepared
2. Express ourselves in a mature and professional way
3. Maintain a clean and orderly environment



4. Work with others in an inclusive and supportive manner
5. Follow through with our commitments and take responsibility for our actions
6. Treat ourselves and others with respect

RIC and PBIS (Positive Behavior Intervention and Supports)

Meet RIC the falcon.

His name comes from the virtues we believe in and try to develop in ourselves.



Respect, Integrity, Compassion

Students who demonstrate and promote RIC in the classroom and around campus are selected by teachers to receive RIC prizes, get recognition, and attend a special lunch celebration in their honor.

Read SVHS [PBIS Program Guide](#)

PBIS

PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information go to www.pbis.org). PBIS establishes the social culture and individual behavior support needed for students to achieve both social and academic success while preventing



problem behaviors. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Overview of Tiers

PBIS prevention and intervention practices are divided up into three tiers.

- Tier 1: Universal practices are experienced by all students and educators across all settings to establish a predictable, consistent, positive, and safe climate.
- Tier 2: Targeted practices are designed for groups of students who need more structure, feedback, instruction, and support than Tier 1 alone.
- Tier 3: Indicated practices are more intense and individualized to meet the challenges of students who need more than Tiers 1 and 2 alone.

Diversity, Equity, Inclusion, and Belonging (DEIB) in SVUSD

Scotts Valley Unified School District is a diverse community. In collaboration with SVUSD, our goal at SVHS is to inspire our students, staff, and families to appreciate our differences. Our diversity should be celebrated as it inspires creativity, drives innovation, and encourages every member of our community to become a global citizen.

General SVHS Rules/Policies

Progressive Discipline

Scotts Valley High School practices progressive discipline, which is a behavior system that is preventive, multi-tiered, and culturally responsive. Progressive discipline is expected and proportional to the severity of the behavior, previous discipline history, and other relevant factors. Repeated behaviors will result in additional administrative consequences. All students will receive due process procedures as required by state and federal law.

The following rules shall serve as a baseline for describing acceptable and unacceptable student behavior on campus. The consequences described for violating these rules are guidelines and may be modified at the discretion of the administration depending on the particular circumstances of an incident, per SVUSD's progressive discipline policy.

Progressive discipline will be applied to offenses of SVHS's General Rules/Policies and Attendance. Consequences will be set in accordance with CA Educational Code and within the framework of restorative practices..



Disciplinary steps also include restorative interventions such as targeted work with a counselor, creating a Behavior Support Plan (BSP) and potential other resources, and/or learning opportunities that repair and rebuild relationships. Our goal is to support students in positive decision making and provide multiple strategies for students that allow them to improve their behavior and membership in our school community. However, consequences for violations of the below policies and those outlined in SVHS Student Handbook follow SVUSD's progressive discipline policy.

Read the [SVUSD Progress Discipline](#)

Suspension and Expulsion Policies

The staff and administration of SVHS makes every effort to encourage and model appropriate behavior and social norms, and anticipates the best behavior from each and every student. If, however, a student acts in such a manner that the safety of others is jeopardized or causes serious disruption to school activities, corrective action must be taken.

A primary responsibility of the school administration is to provide for a safe and orderly environment for all students. As a California public school, SVHS upholds the regulations in the Educational Code of the State of California and SVHS policies adhere to guidelines stipulated in section 48900 of the CA Ed. Code.

Closed Campus & Parking Lot

It is the priority of SVHS's administration and staff to ensure that the persons on campus during the school day are students, parents, and school personnel. The purpose of a closed campus and maintaining off limits areas throughout on campus is to ensure the safety of all students.

SVHS is a closed campus, per SVUSD Board policy. Students in all grades are expected to follow this policy. Students may not leave campus during their school day without following SVHS attendance procedures.

The parking lot is not a place for loitering. The parking lot is not a place to socialize or hang out before school, during brunch, lunch, class time or passing periods.

- The **school day** follows the SVHS bell schedule (8:30 am - 3:30 pm) and includes break, lunch, and times during the day in which they do not have classes.
- All parking lots are considered off limits during the school day. Students are not permitted to go to their cars during these hours.
- The sports fields are considered off limits during the school day (regardless of students' class schedule) including break and lunch unless part of supervised school activities.



- To leave campus during the school day, students must check-out at the attendance office and require parent permission in writing (note or email) or via phone.
- Students should be prepared to provide their schedule to school staff to be able to leave campus after their school day is complete.

Off Limits Areas:

The following areas are off limits to students between 8:30 am - 3:30 pm:

- Senior Parking Lot
- Lower Student Parking Lot
- Fire roads
- Unpaved Areas

Parking Permit & Parking Lot Rules:

Students who wish to park in the Student and/or Senior Parking Lots must apply for a parking permit and display this parking permit in a visible location every day. Applications are available in the main office and can be dropped off any time. Vehicles parked in the Student and/or Senior Parking Lots without a parking permit may be ticketed and towed at owner's expense.

Students are not allowed to park in an unauthorized area, including, but not limited to: 1. Designated Staff/Visitor Parking Areas, 2. Fire Lanes, 3. Unpaved Areas, 4. Handicap and Red Zones.

- All cars must be properly permitted; this is for both physical and economic safety.
- To get a permit the school requires proof of insurance, car registration, and driver's license. To apply for a permit, go to the office front desk.
- Non-compliance will result in vehicles being ticketed.
- Cars must be parked in locations clearly indicated for vehicles. The area adjacent to the staff parking lot toward the fire road is not permitted for student parking.
- The fire road past the senior lot is off limits.
- The senior lot includes the farthest three rows of the parking lot in front of the Administration Office.
- The lower lot, below the main field, is available to all students for parking.

Loss of Parking Privileges

A student's parking permit may be revoked for any of the following reasons:

- Lending a parking permit to another student. (Both the user of the permit and the owner will lose the privilege of parking on campus.)



- Using the parking permit on a vehicle not registered with the school by the parking permit owner. (The car could be towed!)
- Violation of California Vehicle Code Sections including, but not limited to, reckless driving, exhibition of speed, and other moving violations.
- Any drug or alcohol offense.

The speed limit on campus for all vehicles is ten miles per hour (10 mph).

Drivers must follow the SVHS parking lot rules and proper traffic lanes, follow all posted traffic signs, and abide by all traffic laws pertaining to the operation of a vehicle.

Vehicles driven on campus may be subject to search by school officials or law enforcement personnel (CVC 21113A).

Cell Phones and Other Electronic Devices

Students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. At SVHS, cell phones may not be used in class or during class time unless expressly permitted by a staff member for educational purposes. Student use of cell phones, earbuds or other electronic devices during the school day is a privilege. Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic integrity policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to progressive discipline.

The respectful, non-disruptive use of cell phones is permitted during break and lunch period. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, and all Physical Education Areas.

Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.



Abuse of this privilege will result in consequences beginning with confiscation of device, detention, parent conference, suspension or loss of other privileges, and progressive discipline will be applied for repeated offenses.

If there is an emergency, parents/guardians must contact the office and we will reach your student. If a student's cell phone is heard or seen during the school day it will be confiscated and sent to the office.

NOTE: The school is not responsible for any loss, theft, or damage to any cell phone, smart phone, iPod, iPad, tablet device, and/or any handheld electronic device, laptop computer, or any other personal electronic device that students may bring to school. It is the responsibility of students to keep electronic devices secure during the school day or when they are on campus.

Technology Use Policy

Students at SVHS are encouraged to be inquisitive and responsible learners both in classrooms and virtual applications. Students are expected to demonstrate responsible behaviors when using technology and the internet. Unacceptable internet use will consist of but not be limited to the following:

- Transmitting, accessing, printing, downloading or uploading any material, which might be deemed: pornographic, obscene, sexually explicit, indecent or vulgar; abusive, hateful, degrading, demeaning, derogatory or defamatory.
- Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, files, data or materials.
- Vandalizing, damaging, disabling or gaining unauthorized access to district or site-owned computer systems, files, data or programs.
- Accessing, printing, downloading or uploading personal web pages.
- Engaging in any commercial or business activity.
- On-line game playing.
- Printing, downloading or uploading information from a personal desk without permission.
- Chat-rooms

The school will check out a Chromebook to any student who makes the request. Chromebooks can be checked out at the Library after the Technology Use Agreement form has been signed by student & parent.



Dress & Appearance

The following *Dress and Appearance* guidelines are to help promote a learning environment that inspires students to learn and do their best. A student's dress and appearance must align with SVUSD's Dress and Appearance policy in the classroom and at all school activities. Styles of dress that present a health or wellness concern to the student or other students or staff are not allowed. Students shall *not* be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

The responsibility for the dress and appearance of a student rests primarily with the student and his/her/their parents.

- Attire that, in any manner, displays or alludes to profanity, alcohol, tobacco, or other drugs will not be permitted.
- Attire that features offensive and/or vulgar words, pictures, gestures, or drawings that name, advertise, or promote sexually related products or activities is not permitted.
- Attire that promotes or depicts any form of violence will not be permitted.
- Attire that includes words, phrases, or pictures that are derogatory to a person's ethnic background, national origin, religious beliefs, gender, sexual orientation, disability, or any other protected group is not permitted.
- Attire that expresses hurtful, disregarding, hate speech and actions or promotes subtle acts of exclusion is not permitted.
- Footwear must be worn on campus at all times.
- Hoods should not be worn in the classroom. Hats worn in the classroom based on teacher discretion.
- Shirts, pants/shorts, and/or skirts/dresses are to be worn at all times. Attire should cover private areas.

Progressive discipline will be used to enforce the Dress and Appearance policy.

Bikes, Skateboards, Rollerskates, Rollerblades, and Scooters

No riding of (including but not limited to) bicycles, skateboards, roller skates, rollerblades, and scooters on campus.

Controlled Substances: Alcohol, Tobacco, Drugs, and Narcotics

While on the school grounds, or when under the authorization or direct supervision of school personnel at school events off campus, or while going to or coming from school or school activities, the use, consumption, sale, possession, arranging or negotiating to sell, or being under



the influence of alcoholic beverages, drugs or narcotics is strictly prohibited and punishable by suspension, recommendation for transfer, notification of law enforcement or expulsion.

Disobedience, Defiance, and Disrespect

Students are expected to respect and obey the authority of school personnel. Showing defiance of school personnel by either word or act is a disruption to a safe and productive learning environment and is unacceptable student conduct.

Examples include:

- Any act of defiance or disobedience against school personnel.
- Failure to identify oneself.
- Being in a parking lot or out-of-bounds.
- Interfering with the peaceful conduct of the campus or classroom.
- Willful defiance or disruption of school activities.
- Threatening school personnel.

Physical Contact & Fighting

All forms of fighting, including aggressive physical contact of any kind, or conspiracies to engage in fighting are prohibited. This includes fights initiated at school but taking place elsewhere. Students involved in a fight will receive a suspension, and information regarding this suspension will be included in the student's permanent file. Additionally, law enforcement may be notified and a citation issued.

Examples include but are not limited to:

- Attempting, or threatening to cause physical injury.
- Causing serious physical injury to another person, except in self-defense.
- Instigating a fight, whether or not it occurred.

Profane, Vulgar, or Obscene Acts

Committing an obscene act or engaging in habitual profanity or vulgarity, including racial/ethnic slurs, verbal or written.

Dangerous Objects

Possessing any object(s) which could be considered a dangerous object(s) or a school administrator identifies as disruptive is not permitted.

Terroristic Threat



Committing a terroristic threat, including but not limited to a bomb threat.

Vandalism, Theft, and Extortion

Committing acts of vandalism, theft, and extortion against school property, school personnel / students, or any person on the SVHS campus.

Examples include:

- Causing or attempting to cause damage to property
- Stealing or attempting to steal school property or private property.
- Knowingly receiving stolen school property or private property.
- Violating the computer and network Electronic Information Policy.
- Tampering with the property of the school district and/or other person.
- Committing or attempting to commit robbery or extortion.

Arson

Fire-setting or attempted fire-setting.

Bullying & Harassment

Bullying and harassment are not tolerated at Scotts Valley High School. Teachers, staff, and students are expected to immediately report any type of bullying or harassment for administrative action. Such bullying and/or harassment behaviors include, but are not limited to, hurtful, disregarding, hate speech and actions and subtle acts of exclusion.

Bullying & Harassment Behaviors

Bullying, as defined by California Ed. Code 48900.R, is an aggressive act or threat that involves an imbalance of power between individuals with the intent to cause emotional or physical harm and may involve a single severe act or repetition of less severe acts.

Examples of bullying include, but are not limited to:

1. **Physical:** hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. **Verbal:** teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. **Social/relational:** purposefully influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public



4. **Cyberbullying:** sending demeaning or hateful text messages, posting or sharing embarrassing photos, videos, web site, or fake profiles

Harassment is defined as “conduct based on protected status that is severe or pervasive, which unreasonably disrupts an individual’s educational or work environment or that creates a hostile educational or work environment.” The protections cover any program or activity in a school, including extracurricular activities and student clubs through the Equal Access Act.

Bullying and harassment violations may include, but are not limited to, the following:

- Calling names or making fun of a person.
- Pinching, pushing, or shoving a person.
- Taking things away from a person without consent.
- Damaging a person’s belongings.
- Stealing from a person.
- Spreading rumors about a person.
- Saying or writing things about a person.
- Making a person feel uncomfortable or small.
- Excluding a person from activities.
- Making a person feel targeted or excluded.
- Using social media to share photographs without consent or engage in any of the above named behaviors.

California Safe Schools

California law explicitly provides that public schools and non-religious private schools that receive state funding, have a legal duty to protect students from discrimination and harassment on the basis of actual and perceived gender identity. **California Education Code §§ 200-220.**

SVUSD Board Policy

The Board of Trustees desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.



To report bullying or harassment please see the Assistant Principal directly or submit an [Anonymous Report](#).

Sexual Harassment

Each student in this school has a right to be free from any form of harassment. Sexual harassment of students at school or at school-sponsored or school related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex.

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school related activity is in violation of this policy and shall be subject to disciplinary action (BP 5145.7). In imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

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

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, drawings, pictures, or obscene gestures, of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Impeding movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion



Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee.

Hate Acts / Violence

Causing, attempting to cause, threatening to cause, or participation in an act of hate violence.

Fire & Security Drills

Regularly scheduled fire drills are held throughout the school year. Teachers review fire drill procedures in the first week of school. The teacher leads the class to areas of safety after ensuring that the classroom has been secured. All windows and doors will be closed and the lights are out. An alarm will be used to signal fire drills.

In the event of the threat of a natural or other kind of disaster, an alarm signal will sound. Students should leave the classroom under the direction of the teacher and proceed to an area designated for such emergency evacuations. When an all-clear signal has been given students and their teachers will return to their classrooms.

Additional emergency procedures will be provided as needed.

Third Party Deliveries

SVHS does not permit delivery services of any kind during school hours. This includes, but is not limited to, GrubHub, DoorDash, UberEats, flower deliveries, etc., because SVHS is a closed campus. Students who use delivery services to acquire food or other products during school hours are subject to progressive discipline.

Attendance

Regular school attendance is important for a consistent and continuous educational program. A student who is absent from class misses a significant portion of academic discussion and personal interaction with other students and the teacher. The State of California expects students to be in school every day unless they are ill or contagious. Students and schools are sanctioned in the following ways for lack of attendance: For the student, three unexcused absences in a year, three unexcused tardies of 30 minutes or more, or a combination of the above constitutes truancy. We are required by law to notify you if your child becomes truant, and we will notify you of excessive absences and/or tardies (under 30 minutes). For the school, we receive funding only for the actual days the students are in school.



We no longer receive funding when students are out ill. Independent Study Contracts are available to students needing to be out of school for 5-10 consecutive days. SVHS will adhere to the SVUSD short term Independent Study policy when reviewing requests for such a contract. Schools do receive funding for completed contracts. State law requires us to track all absences and keep a record of the cause for each absence. Students must complete the terms of the Independent Study Contract in order for those absences to be excused.

Attendance and Extra Curricular Participation

Students must be in attendance for a minimum of four periods of school to participate in extracurricular activities that day. This includes but is not limited to sporting events and school dances.

Absences - Excused & Unexcused

Student absences can be **excused** per CA Ed for the following reasons *only*:

- Illness, doctor / dental appointment, religious observances, death within the family
- All other absences will be recorded as **unexcused** unless a student has an Independent Study contract.
- Students who have excessive excused or unexcused absences may be asked to appear before SARB (Student Attendance Review Board) to determine whether or not Scotts Valley High School is the appropriate learning environment for them.
- Family vacations and trips out of town **are not** excused absences. Teachers are not required to give work to students before they leave for vacation, nor are they expected to meet with students who have missed school for vacation to re-teach the material.

Tardies - Excused and Unexcused

If your student has an excused tardy, i.e., illness, or medical appointment, parents must contact Kelly to inform us of the situation. This can be done through a parent signed note that the student brings in or the parent can call or email Kelly directly. Students must sign-in when they arrive and receive a “re-admit slip” to present to their teacher.

Please be aware that according to the State of California, the only situations which are excused include: illness, medical, dental, and court appointments. Consequences for repeated tardies and attendance issues will follow the SVUSD Progressive Discipline policy.

Unexcused Tardies



1. Unexcused tardies will be noted.
 - a. If a student is late and the tardy is unexcused the student should report directly to class.
 - b. If a student is late and the tardy is excused the student should report to the attendance office to sign in.
2. Teachers will track unexcused tardies to their classes and reserve the right to prescribe additional classroom accountability as described in their course syllabi. A teacher may refer a student to the office for consequences after receiving 3 or more tardies in a class.
3. Unverified absences that are unexcused become ‘Cuts’ and will result in after school detentions or other restorative practices.
4. Repeated referrals or failure to attend scheduled detention times will result in additional detention assignments or a loss of student privileges.
5. SARB (School Attendance Review Board) Process begins for students with excessive absences and/or tardies.

The SVHS progressive discipline policy describes the consequences for reaching specified tardy counts. If you have any questions regarding any of these policies please contact Assistant Principal Christie Danner at cdanner@scottsvalleysd.org or 831-439-9555 x102.

Tardy Count	Consequences
3-5	Teacher holds one on one conversation with the student and teacher will call/email home to parent. Teacher leads discussion and implementation of attendance intervention strategies.
6-10	Teachers may assign after school detention or an “accountability project” to make up for lost time. At 10 tardies, the teacher will refer the student to the Assistant Principal for after school detention (one hour).
11	Parent/Student/Admin conference. Signed tardy contract.
12-14	Loss of student privileges to participate in extracurricular activities, dances, sports, theater, band, field trips, etc.
15+	Student referral to the School Attendance Review Board (SARB) interactive process w/ County Office.

Reporting an Absence

Ensure that all excused absences have been reported to the school within 72 hours so that non-attendance will not result in a “cut” for your student.



When your child is absent, please call the school office at 439-9555, option #1 before 7:30 a.m. Leave a message stating your name, the date of the absence, and the reason for the absence. If you do not call in the absence the office will attempt to notify you. If the office is unable to notify you within three days the absence will be changed to unexcused with no reason given.

Attendance Secretary: [Kelly Cox](#) Direct Line: 439-9555 ext. 103
Automated 24/7 Attendance System: (831) 439-9526 (voice message only)

Messages & Items to Students

The office **does not** deliver messages to students unless it is an absolute emergency. If your student **forgot their lunch or homework** you may bring it to school and leave it in the office. When the lunch bell rings we will page your student to come to the office. This is for homework or lunches only ~ NOT personal messages.

Health & Wellness

District Nurse

Kristen Hoogstra, BSN, RN, PHN, CSN khoogstra@scottsvalleyusd.org 831-438-1820

Read SVUSD [Nursing & Health Service at SVUSD](#)

Medication on Campus

By law, no one but a physician may prescribe or give any medication. Any medication, which is to be taken while in school, must be taken to the school office and left with the school attendance secretary, who will dispense it to students as needed. A physician's medication form must be on file with the office before any medication can be dispensed. If a student becomes ill at school, he/she needs to come to the main office. When appropriate, parents will be notified.

Anonymous Tip Line and Reporting Concerns

Students, and parents can report incidents of bullying to the counselors, teachers, and administration directly, email or the submit an [Anonymous Report](#). Students will be interviewed and asked to write a statement on a Complainant Form.

Academics



Graduation Requirements

To qualify for graduation and receive a diploma from Scotts Valley High School, a student must successfully complete 220 credits in required academic subjects and perform 40 hours of community service.

Read SVHS [Academics Overview](#)

Read SVHS [Graduation Requirements](#)

Read SVHS [Course Catalog](#)

SVHS Homework Policy

At SVHS the purpose of homework is to provide meaningful practice that contributes to the building of a student's skills and a growing understanding of the subject matter. The following describes the school wide policy:

Excused Absences

A student with an excused absence will be given at least a one class meeting day per day of absence to turn in missed assignments. Additional time may be granted by the teacher. It is the student's responsibility to initiate the request. With an excused absence a student will receive full credit if completed fully and within the timeline.

Late Work

Acceptance of late work is determined by teachers of course-alike subjects and/or by department. Each year teachers will communicate their policy through the syllabus. Late work will be accepted for reduced credit per department policy. An exception to this may be with work due in IB courses where IB timelines or expectations will not allow late work for credit.

Percentage Of Homework Applied To Whole Grade

There will be an agreed upon percentage of homework applied toward the whole grade by teachers of course-alike subjects and/or by department. There is an understanding that the IB vs non-IB courses will be determined differently.

Frequency And Quantity Of Homework

The amount and how often homework is assigned will be agreed upon in course-alike subjects and/or by department. There is an understanding that the IB vs non-IB courses will be determined differently. The teacher will communicate the expectations through the syllabus and their Google Classroom.

Google Classroom



Google Classroom is the platform to be used by all teachers to post and describe all assignments.

Synergy

Synergy is our student information system, which will be used to post points earned and how they apply to final grades.

Major School Breaks

No assignments will be assigned over major breaks, nor will these assignments have a due date upon the day of return from the breaks. Major breaks include Thanksgiving Week, Winter Break, Spring Break and Summer Break.

Teachers Will Contact Parents When A Student Is In Danger Of Failing Due To Missing Work

In danger of failing is defined by a letter/percentage grade below a C-/70%. The teacher will use Synergy to post grades. The teacher will communicate (via the syllabus and/or Google Classroom) when and how often the grades will be posted (for example-every one or two weeks, after a unit's test, etc.).

A plan will be communicated and implemented to assist a student in improving the grade and what will happen if the work is not made up within a determined timeline.

Academic Integrity

Scotts Valley High School expects integrity and integrity from students. The SVHS cheating, plagiarism and falsification policy will be strictly enforced. Cheating is the giving or receiving of any unauthorized aid or assistance on any form of any academic work. Plagiarism, using someone else's idea or expressions without acknowledging the source, is also a form of cheating.

Examples of cheating include:

- Copying homework
- Allowing someone to copy your homework
- Exchanging tests, reports, or papers
- Looking at someone's paper or giving answers during an exam
- Giving out exam or quiz questions
- Obtaining and/or using tests, questions, and keys

Examples of plagiarism include:



- Submitting work that has been written – in part or in whole – by another person
- Taking ideas from a book, movie, speech, magazine, documentary, lecture, or the Internet representing them as your original thought
- Using a translator for IB Language B projects and homework assignments
- Using information from an outside source (as listed above) without citing it

Deliberate deception, forgery, or falsification including but not limited to the following:

- Tampering with, falsifying, or forging school documents.
- Forging signatures on any school documents.
- Making deliberately deceptive phone calls to the attendance office/school officials.
- Tampering with or changing attendance rosters.

The consequences for cheating / plagiarism within a single class may include, but are not limited to, the following:

First Offense:

1. A “zero” on the test/assignment (assignment may not be made up)
2. Parent meeting

Second Offense:

1. A “zero” on the test/assignment (assignment may not be made up).
2. Parent contact.
3. Referral sent to the Assistant Principal and (if applicable) the IB Coordinator.
4. A formal conference to include student, parent, teacher, and (if applicable) the IB Coordinator.

Repeated Offenses:

1. Referral sent to the Assistant Principal and (if applicable) the IB Coordinator.
2. Removal from the class with a Withdraw/F.
3. Progress discipline will be applied.

Students with two or more referrals for cheating / plagiarism will be disqualified for SVHS academic honors and progressive discipline will be applied.

Community Service Requirement

Community Service is a graduation requirement for all SVHS students.



The minimum commitment is 40 hours over four years for an average of 10 hours per year. Students who have not been at SVHS for the full four years need only to complete community service hours for the years they have attended SVHS. Community Service hours must be completed by May 1st of the senior year.

Service projects and activities are often a transforming element for the individual student as they have the potential to nurture and mold the global citizen. Service involves interaction such as the building of links with individuals or groups in the community. The community may be the school, the local district, or it may exist on national and international levels, such as undertaking projects of assistance in a developing country. Service activities should not only involve doing things for others but also doing things with others and developing a real commitment to them. The relationship should, therefore, show respect for the dignity and self-respect of others.

Community Service hours must be documented by completing the Community Service Agreement. The Agreement must be signed by the supervisor of the activity, and the Agreement Form must be on file in the Office of the Registrar.

Note: Some service programs require training prior to being able to enter into service. Training hours will not be applied to the Community Service graduation requirement.

Read SVHS [Community Service Policy, Agreement Form, and Posted Opportunities](#)

Career Exploration Program

Our goal is to assist our students in their career development and to help build the future workforce of Scotts Valley with local talent.

Students can earn up to 15 hours of community service through Career Exploration. They can choose to explore through career interviews, site visits/tours, job shadows, and internships.

Read SVHS [Career Exploration Program](#)

K Street Academy

The Mission of the K Street Academy is to provide students a non-traditional path to a Scotts Valley Unified School District diploma. The program delivers support in a small and flexible learning environment through a project-based approach.

What is K Street Academy?



The K Street Academy is an alternative to traditional comprehensive public school education. The design gives students an option to receive educational opportunities in a personally relevant and individually differentiated, small class setting. Graded work is completed within the classroom setting with minimal homework. K Street Academy students will earn a Scotts Valley High School diploma.

They will be prepared for:

- Community College (AA degree, or transfer to a CA Public CSU/UC four-year university)
- Vocational School
- Armed Services
- The Workforce

Program Components

- Small classroom setting; teachers rotate through one classroom
- Flexibility with curriculum options: online, direct instruction, project-based learning
- SVHS graduation requirements apply—220 credits within specific subject areas and 40 hours of community service
- Access to SVHS and CTE elective courses and extracurricular activities

How do students enroll in K Street?

- Students may be recommended by staff, parents, or seek participation on their own.
- Students will complete an application process, including an interview with the principal and/or counselor(s).
- Considerations for acceptance include application, staff recommendation, student history, and program fit.

Students accepted into K Street Academy are:

1. Motivated to earn a high school diploma
2. Engaged in designing their educational experience.
3. Interested in their personal development
4. Persons of integrity who treat others kindly and with respect
5. Willing to persevere
6. Able to ask for and receive help from others
7. Open-minded to different learning approaches
8. Expected to adhere to SVHS rules and procedures



K Street Participation Agreement

Students in the K Street Academy have an opportunity to learn and grow in a unique environment on the SVHS campus. For the program to be successful, all students must strive to be positive contributors to the learning environment and agree to the following expectations.

Read SVHS [K Street Participation Agreement](#)

Dual Enrollment (Cabrillo College)

What is Dual Enrollment?

Dual enrollment is when a high school student enrolls in both high school and college at the same time. As a high school student who resides in Santa Cruz County, you can take Cabrillo courses while you are in high school, with the permission of your parents and your high school. Dual enrollment allows you to take classes that aren't available at your high school, take Career Technical Education classes to explore and develop skills that will help you enter the workforce, or take courses that will fulfill college general education requirements. The most important thing to remember is that as a dual enrollment student, you are a Cabrillo College student!

Why Take Dual Enrollment Courses?

Dual Enrollment at Cabrillo is an opportunity for ALL Santa Cruz County High School students to take classes for FREE! These classes are held throughout the day and in the evening, so they fit into students' very full schedules. Classes are offered in person and online and both at the Aptos and Watsonville campuses. Dual enrollment is an opportunity to take challenging courses and accelerate your education.

When you successfully complete dual enrollment courses there are many benefits:

- Learning more about how college works
- Increasing your prospects for success and graduation from college and/or university
- Completing classes toward a degree or certificate at Cabrillo
- Gaining college credit at no cost: finish sooner and reduce the overall cost of college

However, there are some important facts to consider when choosing a dual enrollment class:

- Dual enrollment courses become a part of your permanent college transcript and failing grades could negatively affect eligibility for financial aid and admission to other colleges and universities.
- Community College courses are not designed to meet SVHS graduation requirements. However, there are exceptions to this rule: students who want to take a foreign language



other than Spanish will be awarded high school graduation credit using a college course. Also, juniors and seniors that need a fifth course can use a dual enrollment course to fill this spot and will be given elective credit towards their SVHS diploma. All students that take a dual Enrollment course, can put the courses on their 4 year college applications to show rigor and college experience.

What Courses Can I Take?

Enrolling as a dual enrollment student, you can choose to take any Cabrillo course numbered 1-199 (as long as you meet any prerequisites). A list of classes suggested for high school students is [here](#). Consider your course selections carefully. Students can register for up to 11 units each semester. It is important to choose carefully, particularly if you already have a full high school schedule. Your SVHS School Counselor can help you select courses based on your interests and high school schedule.

Academic Recognition Program

Students have the opportunity to be recognized for excellence and effort in a variety of areas during high school including academics, citizenship, and consistency of effort and improvement. These awards consist of department awards, RIC Awards, Valedictorian, and Salutatorian.

Counseling Department

As your student navigates through their high school career and the major developmental changes associated with adolescence, they may experience some challenges that require support. The SVHS Counseling Department is here to help. School counselors support students in their academic and social/emotional development. Our goal is to guide all students through these milestones in a healthy and positive way. We are advocates with a shared philosophy of providing equal access and opportunity to all of our students in a safe and rich learning environment at SVHS.

Read [SVHS Counseling](#)

SVHS School Counselors

Sarah Hershey (MA, PPS), A-K shershey@scottsvalleyusd.org

Grace Wahl (MA, PPS), L-Z gwahl@scottsvalleyusd.org

Hours: Monday-Friday 8 am - 3:30 pm

Duties include:



Academic Intervention: Plan SST and 504 meetings. Oversee school programs for students at-risk.

Academic Planning: 4 Year Plan, Scheduling, and Student/Parent Presentations

College and Career Readiness: Naviance and college planning guidance and support

Social/Emotional: Promote social competence, decision making, problem solving and conflict resolution. Assess and refer to appropriate intervention programs to support student's social/emotional or behavioral needs.

Mental Health Therapist

Please contact administration or school counselors for information or referrals.

Mike Leimbach, Licensed Therapist

mleimbach@scottsvalleysd.org

Thursdays and Fridays 8:30am to 2:30pm

The Companion Project: Pathways to Wellness

SVUSD has formed a partnership with the Companion Project. The Companion Project is a support program through the San Cruz County Office of Education that provides individual and group support, referrals and connections for behavioral health and substance use services to students enrolled in Santa Cruz County public schools. The Companion Project serves K-12 students within Santa Cruz County public schools who appear to have become disengaged from school due to emotional well being, behavioral health or substance use concerns. The Companion Project counselors help with individual case management and act as a liaison between student, school, family and providers. The Companion Project counselors will help strategize appropriate interventions, navigate students and families through school based and community support programs and resources, and coordinate communication between agencies.

SVHS School Counselors will identify students in need of this type of support and will complete an online referral form to connect the student with the program. The Companion Project counselors will also be working with SVHS School Counselors to identify students that may benefit from small group support throughout the school year to support their social/emotional health and wellness.

College and Career Center

Amy Paul, College and Career Center Advisor

Tuesday, Wednesday, and Thursday: 8am - 4pm

apaul@scottsvalleysd.org



Ms. Paul provides information about the following items: Scholarships, College Visits, Job and Community Service Board, Testing Coordinator, Career Day, and Special Events.

Academic Supports and Interventions

Free Academic Supports for Students

On Campus: Tutorial Period - Wednesday ([Bell Schedule](#))

Progress Reports

Progress report grades are used to measure the student's academic progress. Progress report grades are NOT recorded on the student's official transcript. The official transcript consists of only the end-of-semester grades for each class and these grades determine GPA and college admission. Progress Report grades can be an important predictor of how a student might end their semester. Progress report dates will be posted on the website at the beginning of each semester.

If you are concerned about your student's academic progress, SVHS strongly encourages students and parents to take advantage of the following:

- Talk to your student's teacher/s to create a plan to make up for missed work or raise the grade. Encourage your student to communicate regularly with their teachers and promote self-advocacy at home.
- Encourage your student to participate in the SVHS Peer Tutoring Program (some teachers offer extra credit), visit teachers during Tutorial.
- Log on to Synergy and Google Classroom regularly to check academic progress. Contact the Registrar if you do not have your log-on information.
- Schedule a meeting with your assigned School Counselors.

Tutorial

Tutorials were created out of students' need to find the time to make up tests and to get help from their teachers. It was also created to give students time to work on their schoolwork.

Tutorial time is academic and educational.

Students must be engaged in an academic activity. These can include homework, testing, silent reading, research, quiet reflection, etc. Classroom discipline rules apply. It is the teacher's



decision as to whether the tutorial climate should encourage collaborative work, which is often noisier than individual work.

Transferring to another room

- Students will have a Home Room where they will report for attendance. After they report in, students may transfer to another teacher's room provided they have a Transfer Pass properly signed by that teacher.
- Students may transfer to two rooms during a Tutorial period, once in the beginning and once at the midpoint of the period. These two rooms are their Home Room and the one teacher's classroom they are visiting during Tutorial.
- Students must request a Transfer Pass **before** the day of the Tutorial Period they wish to use it for.

Attendance in Tutorial

Tutorial is a part of our instructional program and attendance is expected. Campus security and administration will give after school detentions to students who do not have the correct pass and Saturday School will be the consequence for cutting Tutorial as it would be for any other class period.

Tutorial Do's for students

- Quiet study time
- Catch up on missing assignments
- Review before tests
- Complete homework
- Confer with teacher or counselor about progress and grades
- Make up tests or activities
- Research for ongoing projects
- Silent reading for class or personal enjoyment

Tutorial Don'ts for students

- Use electronic devices for non-academic purposes
- Hang out/social time
- Leave the tutorial you are in without a Transfer Pass
- Be outside without a Transfer Pass or Bathroom Pass



IB Program

The International Baccalaureate Organization's Diploma Program was created in 1968. It is a demanding pre-university course of study that leads to examinations and it is designed for highly motivated High School juniors and seniors. Scotts Valley High School began offering the IB Certificate programs for the first time to students in the class of 2003. The first full IB Diplomas were granted in 2004. The IB has become a signature program for SVHS, attracting students from throughout the Central Coast of California as well as from international locations such as Australia, Germany, Sweden, Thailand, and the United Kingdom.

The program has earned a reputation for rigorous assessment, giving IB diploma holders access to the world's leading universities. Scotts Valley High School's IB candidates have gone on to study at Stanford, Harvard, Yale, MIT, Cal Tech, the Universities of California, and our United States military academies along with many other prestigious universities.

The Diploma Program's grading system is criterion-referenced, which means that each student's performance is measured against well-defined levels of achievement. These are consistent from one examination session to the next and are applied equally to all schools.

Students at SVHS can choose a program for their last two years of High School that best serves their needs. Some students will want to try some two-year IB Certificate courses. Others may choose, based on their needs and abilities, to try the full IB Diploma. For further information and a more detailed description of the program, please utilize the web-links below:

Visit the IB's public web site here: www.ibo.org.

Read SVHS IB Program

Extra Curricular Activities & Eligibility

To participate in any extracurricular activities, SVHS students must be in good standing in terms of their academic progress and their behavior.

Important: The Student Code of Conduct form must be signed and completed by both the student and the parent and be on file in the Athletic Director's or the teacher's office before a student is permitted to participate in any sport or activity, so designated.

Read SVHS Code of Conduct (Athletics, Activities and other extracurricular events)



Athletics and Eligibility Requirements

SVHS Athletics and Falcon coaches emphasize the importance of teamwork, sportsmanship, and personal development. They teach responsibility to oneself and team, commitment, physical fitness, and the skills and strategies of each sport. You are encouraged to participate on an athletic team during high school.

All athletes must create an account with [FamilyID](#) and complete the registration process there, including a physical prior to participation. Please note that you only have to complete the online FamilyID registration once each school year. If your student does multiple sports, they only have to turn-in the forms once. However, each school year, all the forms must be re-submitted.

Eligibility refers specifically to academic progress based on grade checks at formal grading periods throughout the school year. Such eligibility impacts how students can participate in SVHS athletics and SVHS extracurricular school activities.

Athletic Director, Louie Walters lwalters@scottsvalleyusd.org

Read SVHS **[SVHS Code of Conduct \(Athletics, Activities and other extracurricular events\)](#)**

Read SVHS **[Extra-Curricular Activity Eligibility Policy](#)**

Seasonal Sports

Fall: Cross Country, Football, Girls Tennis, Girls Volleyball, Girls Golf, Cheer.

Winter: Basketball, Soccer, Wrestling, Cheer.

Spring: Baseball, Boys Golf, Lacrosse, Softball, Boys Tennis, Track & Field, Boys Volleyball, Cheer.

CCS/CIF Sportsmanship

SVHS is a member of the Santa Cruz Coast Athletic League (SCCAL) and the Central Coast Section of the California Interscholastic Federation (CCS/CIF). SVHS adopts and promotes the League and Section definitions of **sportsmanship**: A person who can take a loss or defeat without complaint, or victory without gloating, who treats their opponents with fairness, courtesy and respect. From the CCS: Coaches, players and spectators will respect the integrity and judgment of sports officials. The following behavior is unacceptable at all SCCAL CCS/CIF high school contests:

- Berating your opponent's school or mascot



- Berating opposing players
- Obscene cheers or gestures
- Negative signs
- Artificial noisemakers
- Complaining about officials' calls (verbally or with gestures)
- Face painting
- Body painting

Student Government & ASB Clubs

The Associated Student Body (ASB) provides leadership and strives to create a high school environment in which all students feel represented and unified. The elected Student Government class works together toward achieving a safe, positive, and spirited atmosphere that makes students proud to be Falcons. The purpose of Student Government is to support and serve all students and staff of the Scotts Valley High community.

Scotts Valley High School offers a wide range of clubs to give every student a chance to become involved in campus life and make new friends. There are many clubs that address different student interests. In the Fall, Student Government hosts a Club Day where current and new clubs table in the quad to promote their unique offerings. Students can sign up to join clubs on Club Day and will be contacted by the club leadership by email about meeting times.

Any student can start their own SVHS club! Prior to the Club Day event, students are required to attend an informational meeting (announced) at lunch and complete a Club Constitution form. The club list found at the link below is updated annually within the first month of the school year.

Activities Director, Dayna Fisher dfisher@scottsvalleysd.org

Read SVHS **[ASB Active Clubs](#)**

Read SVHS **[Club Constitution Template](#)**

Food & Food Services

Food and drinks are not allowed inside any school facility except the lunchroom area. Students are expected to keep the campus clean of garbage and debris. There is no gum allowed on campus.



Visit the SVUSD main website for information that includes menus, online forms and online payment options!

Director of Food Services, Jennifer Rasmussen jrasmussen@scottsvalleyusd.org

Read SVUSD [Food & Nutrition Services](#)

Library

The Library combines the library and audio-visual/technology facilities. The hours are posted on the SVHS website [Library Page](#). When in the library, students are expected to conduct themselves in a quiet and orderly manner. No food, drinks or gum are allowed in the Library. Students need to show their student ID cards in order to check out any materials. Overdue fines, and any lost or damaged materials fees must be paid. Students who do not clear their accounts will not be allowed to pick up yearbooks or attend the end of the year dance.

Personal Property

Use good common sense in protecting your own personal goods or equipment issued to you. Any school items that are lost must be paid for before new materials are reissued. These simple rules will assist you:

- Do not bring expensive items or large sums of money on campus. If necessary, check items in at the office.
 - Make sure your combination lock in P.E. is closed and locked before leaving the dressing room.
 - Do not share your P.E. locker with other individuals.
 - Do not store purses, jewelry, or expensive equipment in your gym lockers.
 - Schoolbooks should have your name inside the front cover and be protected by a book cover. (The cost of a set of books per student is approximately \$300.00)
 - Do not leave property unattended at any time.
 - Scotts Valley High School is not responsible for lost, vandalized, or stolen items.
-

Student Systems

Naviance



Naviance is an exciting online tool/website that supports students with career exploration and the college research process. Naviance is provided free to all SVHS students.

Naviance allows your student to:

- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- Research colleges – Find and compare colleges based on a comprehensive list of select criteria.
- Research careers – Research hundreds of careers and career clusters, and take interest and career assessments.
- Create plans for the future – Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.
- Access free ACT and SAT test preparations

Family Connection also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

Parents can also have accounts associated with their students. If you would like an account or want your student to get started now, contact Barbara Tansy at btansy@scottsvalleysd.org for your personal registration code.

We hope you and your student find this important resource useful and well worth your time. We welcome your feedback.

Synergy - ParentVue

ParentVue is the parent portal to SVHS's Synergy Student Information System that is available on the web or mobile device. With the Synergy ParentVUE web portal, parents can access near real-time information on grades, attendance, class schedules, report cards, course history, graduation status and more.

Easy access to communication tools throughout the various ParentVUE screens promotes the contact between home and school that is necessary for student success. Parents can elect to receive email alert notifications regarding timely issues, such as attendance and grade alerts.

Google Classroom



Many teachers utilize Google Classroom as a supplemental tool for coursework. The purpose of this online platform is to be a reference point for assignments, due dates and to track academic progress. SVHS is committed to functioning in an eco-friendly manner. While many resources are available on Google Classroom, this is not the primary way teachers deliver instruction.

Student Identification Cards

- Students take their ID photo at SOAR Day. They can pick up their ID card in the office when they are fully processed. If the student misses SOAR Day, there will be a picture make-up day within the first month of school.
 - All students must have an ID and must present it to any staff member who asks to see it. This is done to afford SVHS protection to students and to identify those who are not enrolled.
 - Students must present the ID card when checking out library materials. A bar code will be used for checkout.
 - The ID card will be required for admission to certain extracurricular activities such as dances and sporting events.
 - The first ID card is provided free of charge. The replacement fee for any additional ID cards is \$10.
-

Additional Resources

Below is a list of the SVHS and SVUSD policies and informational websites referenced throughout the Student Handbook:

- **[PBIS Program Guide](#)**
- **[SVUSD Progress Discipline](#)**.
- **[Nursing & Health Service at SVUSD](#)**
- **[Academics Overview](#)**
- **[Graduation Requirements](#)**
- **[Course Catalog](#)**
- **[Community Service Policy, Agreement Form, and Posted Opportunities](#)**
- **[Career Exploration Program](#)**
- **[K Street Participation Agreement](#)**
- **[IB Program](#)**



- **SVHS Code of Conduct (Athletics, Activities and other extracurricular events)**
- **Extra-Curricular Activity Eligibility Policy**
- **ASB Active Clubs for 2021-22**
- **Club Constitution Template**
- **Food & Nutrition Services**

updated 9/16/2022