

Bear River High School



STUDENT HANDBOOK 2020-2021

TABLE OF CONTENTS

Mission Statement.....	2
Vision Statement.....	2
Bruin Core Values.....	2
AA Pass.....	3
Academic Honesty/Plagiarism.....	4
All-Access Pass.....	4
Athletic Eligibility.....	4
Attendance.....	5
Bruin Time.....	6
Bullying.....	6
Bus Transportation.....	7
Clean Campus.....	7
Closed Campus.....	7
Clubs and Organizations.....	7
Computer Use Policy.....	7
Counseling and Guidance.....	14
Dances.....	15

Deliveries.....	15
Discipline Policy: Zero Tolerance/Expulsion.....	15
Dress Code.....	15
Electronic Device Policy.....	16
Field Trips.....	16
Fines/Vandalism.....	17
Grades.....	17
Graduation Requirements.....	17
Hall Passes.....	17
Hall Lockers/Gym Lockers.....	17
Health Services.....	17
ID Cards.....	18
Insurance.....	18
Library/Media Center.....	18
Library Policy.....	18
Literature Handouts/Postings.....	19
Lost and Found.....	19
Open Periods.....	19
Parking/Driving.....	19
P.E. Dress Requirements.....	19
Perfect Attendance.....	20
Phone Calls/Student Messages.....	20
Random Drug Testing of Athletes.....	20
Rights and Responsibilities.....	20
Saturday School.....	20
School Authority.....	20
Search and Seizure.....	20
Senior Projects.....	20
Sexual Harassment/Nondiscrimination Policy.....	21
Skateboards/Bicycles/Scooters.....	21
Sportsmanship.....	21
Student Store.....	22
Supervision on Campus.....	22
Suspension, On-Campus Educational Intervention/Off-Campus.....	22
Testing.....	22
Textbooks.....	22
Theft.....	23
Tobacco Prohibited.....	23
Video Surveillance.....	23
Visitors.....	23
Work Permits.....	24
Yearbooks and Other Purchases.....	24

Welcome to Bear River High School! The faculty, staff and administration support the philosophy that students have the right to learn in the best possible atmosphere. School should be an orderly and safe place, one where young adults will want to be because they believe that their rights and feelings will be respected by others. The school personnel believe it is reasonable to expect students to arrive at school with the good citizenship necessary for the orderly conduct required on campus and in the classroom. We look forward to another stellar year at Bear River with our outstanding student body.

MISSION STATEMENT

Bear River High School's mission is to provide students with a positive learning environment that provides a variety of opportunities to develop a solid educational background, one offering the tools to enable them to become productive and adaptable members of an evolving society.

VISION STATEMENT

Bear River is the school no one ever wants to leave... a supportive, rigorous, adaptive environment where all stakeholders strive to be lifelong learners who are productive, contributing members of the larger community.

BRUIN CORE VALUES

Our core values reflect what it means to be a Bruin... each staff member, student, and family and community partner strives to embody these ideals, both at Bear River and beyond it, in the larger community.

GRIT

A Bruin with grit...

- sticks with things, even (and especially) when they get hard -- never giving up
- demonstrates guts, initiative, resilience, and tenacity
- is goal-oriented and able to plan and meet deadlines, resisting procrastination
- asks for help
- turns things around -- working harder to improve
- takes on challenges in rigorous coursework and other opportunities to grow and learn
- communicates with staff and peers about needs and challenges

EMPATHY

A Bruin with empathy...

- seeks cultural awareness
- values diversity
- actively collaborates to support all individuals
- is vulnerable and approachable
- listens without judgment
- is inclusive, patient, and understanding
- works to make sure others feel heard, valued, and understood

INTEGRITY

A Bruin with integrity...

- takes personal responsibility for his/her own behavior, academics, and relationships
- competes and performs with sportsmanship, originality, and self-control

- is honest and trustworthy, avoiding the temptation to cheat, lie, or blame others
- takes ownership of his/her mistakes
- doesn't make excuses
- leads by example and is a positive role model and influence on others
- does the right thing, even (and especially) when no one is looking

INTELLECTUAL & CREATIVE CURIOSITY

A Bruin with intellectual and creative curiosity...

- learns for the sake of learning
- is willing to take risks
- engages in civil civic discourse and accepts others' viewpoints
- comes to school with an open mind and asks deeper-level questions
- recognizes different ways to demonstrate and measure intelligence and learning
- learns from failure
- creates and innovates, making his/her school and community better and richer

COMMUNITY

A Bruin with ownership in our community...

- takes pride in maintaining a clean and vibrant campus
- mentors and supports other Bruins through everyday interactions
- understands that "tradition never graduates" and is unrestricted by time and space
- demonstrates community-mindedness through service, involvement, volunteerism, stewardship, and activism
- leaves his/her school and community better than he/she found it
- represents Bear River, the community, state, and nation with pride and ownership

AA PASS

To reward good attendance, Bear River students can earn an "AA" pass, with teacher's permission.

Requirements:

- Students cannot miss more than 3 excused days or 18 excused periods in a semester with the exception of medically documented absences (doctor's notes need to be submitted within 3 days of the absence)
- May not have more than 6 tardies per semester
- May not have any trancies
- No behavior referrals
- Must be a full-time BR student

How it works:

- Students may be allowed to waive a final exam in a class where they are receiving an "A" grade.
- The California University system does not allow the skipping of honors or AP finals.
- Students may not use an AA pass for the same class two consecutive semesters.

** This program will be suspended the first semester of the 2020-2021 school year, but may resume the second semester.

ACADEMIC HONESTY/PLAGIARISM

Bear River High School is dedicated to providing students with an environment that encourages academic honesty and integrity. Academic honesty requires that students produce work that is their own. Students are to be aware that cheating, plagiarism or other acts of academic dishonesty will not be tolerated. Students who participate in acts of academic dishonesty will be subject to appropriate disciplinary action.

Academic dishonesty/plagiarism can take many forms, including:

- Electronically sharing one's work with other students
- Submitting another student's electronic document as your own
- Multiple students submitting the same work on an individual assignment (as opposed to a group assignment or project)
- Copying and pasting any portion of another person's work into your own document, particularly without properly citing the source
- Modifying or paraphrasing content from another source without citing the source
- Showing your answers to other students or looking at another student's answers/responses
- Including words or images found on the internet in one's work without properly citing the source

Please visit this University of Oxford resource for additional information about plagiarism and its many forms: <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>.

Bear River High School uses a program called Turnitin.com, an electronic service to help monitor plagiarism. This online tool compares student papers to a database both of papers submitted by other students and to sources on the internet, and plagiarism software/resources. Papers that students submit will become part to the "Turnitin.com" plagiarism detection database.

Consequences:

Students who cheat, plagiarize, or are involved in academic dishonesty will experience the following consequences (cumulative for the duration of enrollment at Bear River):

- 1st Offense: Grade of zero on the assignment without opportunity to make up the assignment, parent contact, and educational intervention.
- 2nd Offense: Parent meeting, possible withdrawal/fail in course, behavioral agreement, and possible 1-5 days of suspension.

ALL ACCESS PASS

An All Access Pass may be purchased in the Student Store at a cost of \$65. With an All Access Pass, students receive the school year's themed t-shirt, a class t-shirt, free admission to all home athletic events (CIF play-off games/events not included), and free admission to the Fall Homecoming Dance, Winter Homecoming Dance, and Last Chance Dance.

**The All Access Pass program will be suspended for the 2020-2021 due to Distance Education

ATHLETIC ELIGIBILITY

A student athlete must meet both the NJUHSD and CIF academic eligibility standards. Each student must have recorded a minimum of a 2.0 GPA during the quarter grading period prior to athletic participation, and be enrolled in at least 20 semester periods of work. A 2.0 GPA must be earned at each quarter grading period throughout the athlete's sport season. In addition, an athlete who has two grades

of “F” in the last quarter grading period is ineligible to participate (practice or play) in athletics even though he/she may have maintained a 2.0 GPA and earned twenty (20) credits. Any athlete who becomes scholastically ineligible when administration receives grade reports will be immediately dropped from the team and will not be eligible to receive a letter, an award or physical education credit. All incomplete grades are to be computed as “F” grades until they are officially changed by the teacher of record and duly recorded in the school’s records office. A grade change must occur within two weeks of the grading period. Please refer all questions about athletic eligibility to our Athletic Director, Scott Savoie: ssavoie@njuhsd.com

ATTENDANCE

Whenever a student is absent with parental consent for all or part of a school day, the parent is required to explain the absence in person, by telephone, by email, or in writing. Parents may verify an absence by phoning the Attendance Office from 7:30 a.m. to 4:00 p.m. Emails should be sent to Lorita Riedel at riedel@njuhsd.com. Students who present a written excuse to the Attendance Office must be in class before the tardy bell. Notes must be in ink and must include: a) the student’s name and ID number; b) grade level; c) date(s) of absence; d) reason for absence; and e) signature of parent or legal guardian with date note was written. All routine medical and dental appointments should be scheduled before or after school whenever possible. **Absences not cleared within three days will turn into cuts and Saturday School will be assigned.** In order to participate in co-curricular or extracurricular activities, the student must be present in school all day on the day of the activity. If the activity occurs on the weekend, the student must be in attendance on that Friday before. Athletic exceptions must be verified in advance by site administration. It is important that students assume responsibility for missing classes.

Early Dismissal – Students who need to leave school during the school day are required to bring a note and present it to their attendance tech or have a parent call stating the reason and the time the student is to be dismissed. An early dismissal will be issued for the student to present to their teacher. **Students must have an early dismissal form in hand prior to leaving campus.**

Homework – May be requested by students and/or parents on the 2nd day of an extended absence for illness. Requests should be directed to the attendance tech. Homework will be ready by 3:45 pm on the following day.

Excessive Absences – Parents can excuse up to 5 absences with a note or phone call. After the 5th absence in a semester, a doctor’s note is required. Students are expected to make up excessive absences through Saturday School attendance (one Saturday School session equals a school day missed). Students who establish a pattern of unexcused absences or who have excessive absences, or patterns of missed periods, will be referred to a Student Study Team and/or the Student Attendance Mediation (SAM) process will be initiated. The assistant principal will counsel the student, notify parents and administer disciplinary action as necessary. Absences for school sponsored field trips, athletics, other school activities, or doctor/dentist appointments **with notes from the doctor/dentist**, will not apply to this policy.

“Ditch Days” are **not** authorized by the school. Senior “cut” days will result in loss of senior activities including Senior Prom, Commencement Exercises and the like.

Tardiness – Punctuality is an important life skill. It is important to be on time to class and prepared to work when the bell rings. Students are considered tardy when they enter a classroom during or after the tardy bell. Excessive tardiness and the disruptions that they cause will not be accepted. Tardies will be handled in the following manner per semester:

*Tardy # 1-2: Warning

*Tardy # 3-5: Meeting with Assistant Principal, parent contact, and one hour detention each tardy to be served within a week.

*Tardy # 6-7: Meeting with Assistant Principal, parent contact, and educational intervention as assigned.

*Tardy # 8: Meeting with parent and student with possible additional educational intervention, Saturday School, and/or behavioral agreement.

*Tardy # 9-10: Referral to Student Attendance Mediation (SAM) and additional Saturday School.

Truancies – Any absence without parental permission or without permission of a school authority for thirty minutes or more from any class constitutes truancy. *Any unexcused absences* will be referred to the assistant principal for assignment of educational intervention, detention, and/or Saturday School.

P.E. Excuses – A note from the parent or doctor should be given directly to the instructor. A parent may excuse up to five days; a doctor’s note is needed for a longer period of time. The doctor’s note should specify the prohibited and permitted activities as this may increase the potential for student participation and academic success. Notes that indicate “No PE” are discouraged as there may be some level of activity in which a student may engage. If there is a chronic illness or injury, the student’s counselor should be contacted to discuss possible solutions.

BRUIN TIME

Bruin Time is scheduled on Monday, Tuesday, Wednesday, and Thursday as the last period of the school day for all 9th and 10th grade students as well as 11th and 12th grade students in need of academic support or who choose to sign up for a study hall or enrichment Bruin Time. One of the major goals of BRHS is for students to be self-directed learners. Students are expected to use this time to enhance their education. This is not “free time”; it is educational time. Bruin Time is designed to provide students time in study hall to work on their class assignments, to receive additional assistance from teachers and tutors, and to participate in enrichment activities. Please remember that Bruin Time minutes count as instructional minutes for all students who are scheduled into Bruin Time. **Students should not be checked out of school for Bruin Time, as attendance is expected, like any other class period. ***Bruin Time will start once students start in-person learning.*****

BULLYING

Bullying is unacceptable at Bear River. We expect teachers, staff and students to immediately report any type of bullying for administrative action.

The four types of bullying behavior:

- **Physical Bullying:** harm to another’s body or property
- **Emotional Bullying:** harm to another’s self worth
- **Social Bullying:** harm to another’s group acceptance
- **Cyber-bullying:** threats made over the internet, including texting and all social media

Bullying may include:

- Calling names or making fun of someone
- Pinching, pushing or shoving
- Taking things away from someone

- Damaging someone's belongings
- Spreading rumors
- Saying or writing nasty things about someone
- Making someone feel uncomfortable or small

If you see or know of someone being bullied, **PLEASE** tell an adult about your concerns.

BUS TRANSPORTATION

Students who take advantage of bus transportation must follow these guidelines:

- Students **must** show their student ID card to the bus driver upon boarding the bus. Failure to do so will result in disciplinary actions including detention, Saturday school and/or loss of bus privileges.
- Students must obey all bus rules.
- All school rules apply. Disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason for a student to be denied bus privileges.

CLEAN CAMPUS

Students are expected to pick up their own trash and are encouraged to help keep the campus clean. Food and drinks (water is allowed) are not allowed in classrooms at any time. The following behavior is prohibited on campus:

- Throwing food
- Stealing from cafeteria or from others
- Pushing/shoving
- Cutting in line
- Students must also place trash and excess food in trash containers. Failure to do so will result in detention, after school or on Saturday, or community service.

CLOSED CAMPUS

Bear River High School is a closed campus, including during lunch time. Once students arrive on campus for the school day, they are required to stay on campus until their school day has concluded. No student is allowed to leave during the school day without an Early Dismissal Slip from the office. Non-Bear River students are not allowed to come on campus without checking in at the Main Office **and** receiving prior permission from an administrator to visit.

CLUBS AND ORGANIZATIONS

Students are strongly encouraged to take advantage of the many opportunities to participate in clubs, athletic teams, performing or competitive groups and student government. Please visit the Student Store for more information.

COMPUTER USE POLICY

The Student Instructional Technology Acceptable Use & Internet Safety Agreement (Terms & Conditions), which is posted on The Bear River High School web page, must be read by both parent/guardian and student before signing the Mandatory Signature Page. You will find the agreement by logging on the Bear River High School website (<http://bearriver.njuhsd.com>), clicking on the Information tab, followed by clicking on Enrollment, and then clicking on Annual Parent Notifications. Parent(s) or legal guardian(s) understand that some material on the Internet may be objectionable, but accept responsibility for the

guidance of Internet use and conveyance of standards for the student to follow when selecting, sharing or exploring information and media.

Internet Policy

In exchange for the use of Bear River High School computers, including access to the Internet, the student agrees to the following:

- Network access is a privilege which may be revoked at any time for inappropriate or abusive conduct. This includes, but is not limited to, altering network or workstation files or configurations, the placing of disruptive or unlawful information on or through the computer system, and the use or retrieval of obscene, abusive or otherwise objectionable language or images in either public or private files or messages.
- Students will not use their access to obtain, view, download or otherwise gain access to such materials. Bear River reserves the right to review any material stored in files to which all users have access, and will edit or remove materials which may be unlawful, obscene, pornographic, abusive or otherwise objectionable.
- Violation of the above conditions will result in one or more of the following consequences: immediate loss of privileges, suspension, and recommendation for an expulsion hearing and/or criminal prosecution.

NEVADA JOINT UNION HIGH SCHOOL DISTRICT

9-12 Student Instructional Technology Acceptable Use and Internet Safety Policy

Technology provides a wealth of educational opportunities for staff and students. Access to these vast resources requires responsible use by each individual. It is important that you understand your rights and privileges when using the Nevada Joint Union High School District (NJUHSD) resources in this environment. This document describes the computer, network, and Internet resources made available by the school and your responsibilities and obligations in the use of these resources.

Introduction

NJUHSD is pleased to offer students access to district computers, communications systems, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for their use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about appropriate digital citizenship and to establish expectations when using technology.

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furthering their education. This focus does not allow the use of the network system for commercial, political, or personal entertainment purposes. Students may not offer, provide, or purchase products or services through the NJUHSD network system. The NJUHSD network system has not been established as a public access service or a public forum. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with school standards and honor this agreement to be permitted the

use of technology. Disciplinary action may be taken against students for misuse of computer, network, and information resources.

1(Communication systems include e-mail, web sites, blogging, podcasting, forums, wikis, and/or other emerging technologies).

Use of NJUHSD Network

Each student, along with a respective parent/guardian, must sign an Acceptable Use Policy (AUP) Agreement to be granted an account on the NJUHSD network system.

Students will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. Use or possession of “hacking” tools are prohibited.

The use of the Internet, school computers, and personally owned devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.

Students will use their personal server storage to store only files that are educational in nature and related to course work.

Students are expected to maintain their instructional files and media in a responsible manner, which includes backing up files at regular intervals to a memory device and deleting files at the end of the school year.

Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person except to a school administrator or parent.

Students will not attempt to log on or connect to the NJUHSD network under any identity other than their own username.

Students will not attempt to gain unauthorized access (including hacking) to the NJUHSD network system or to any other computer system through the NJUHSD network system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are inappropriate, even if only for the purposes of "browsing" and may result in disciplinary action.

Students will immediately notify a teacher if they have identified a possible security problem.

Students will use school resources (e.g. printers, cameras, etc.) only for educational purposes.

Students are not permitted to connect any personal devices (e.g. laptops, smart phones, etc.) to any part of the NJUHSD network system (wireless or directly plugged) without first gaining approval from the Technology Department.

Students will not download or upload programs or files that can be run or launched.

Use of NJUHSD computers, network, and Internet services does not create any expectation of privacy.

Students should expect routine monitoring of computer usage and Internet browsing while logged on to the NJUHSD network.

Parents have the right to request to see the contents of student files.

Internet Access

All students will have access to the Internet and World Wide Web information resources through computers connected to the network.

NJUHSD actively uses filtering software to meet the Children’s Internet Protection Act (CIPA) requirement and to prevent students from accessing graphics that are (1) obscene, (2) pornographic, or (3) harmful to minors. NJUHSD retains the right to block unacceptable web sites. Filtering software is not a perfect science and it may be possible for users to access inappropriate sites.

NJUHSD does not guarantee network functionality or accuracy of information.

Students will not use the NJUHSD network system to access inappropriate material including sites that display profane or obscene (pornography) material, advocates illegal acts, encourages the use of drugs, alcohol or tobacco, school cheating, weapons, material that advocates violence, participation in hate groups, or discrimination towards other people, or other inappropriate activities considered harmful to minors.

If students mistakenly access inappropriate information, they should immediately minimize their screen and tell their teacher. This will protect the student against a claim that they have intentionally violated this Policy.

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Only the Internet gateway provided by the school may be accessed while on campus. Connection to third party access points or the establishment of ad-hoc network access via Internet Connection devices (hot-spots, air cards) is not permitted. Please note that students using their device to gain access to the Internet via their cellular (3G/4G) data plan is not filtered.

Use of Messaging Services

A filtered E-mail account may be provided to students for educational purposes and not as a public or student forum.

Students will promptly disclose to their teacher or other school employee any message or information they receive that is inappropriate or makes them feel uncomfortable while on the web, using e-mail, chat rooms, forums or other forms of messaging services.

E-mail, if provided, may not be used for unlawful activities, political or commercial purposes, any form of harassment or threats, sending of spam messages or chain letters to more than five people or any use that interferes with the school computing services or its employees.

Students may not send messages with a false identity or alter forwarded mail out of context.

Students will abide by rules of Network etiquette by not using defamatory, inaccurate, abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or prejudicial language in public or private communication.

Students will not post personal contact information about themselves or other people without parental approval. Personal contact information includes but not limited to names, home, school, parent work addresses, telephone numbers, personal photos or videos.

Students will not repost a message that was sent to them privately without permission of the person who sent them the message.

Students will not post or share information that could cause damage or a danger of disruption to NJUHSD schools or any other organization or person.

Students are prohibited from accessing or attempting to access instant messages, chat rooms, forums, e-mail, social networking sites, or other messaging services during the instructional day unless authorized by a teacher or administrator for instructional purposes.

2 (e-mail, chat, forums, blogs, social networking, instant message, SMS and other forms of messaging services)

Web Applications

Students' use of digital media and environments to communicate and work collaboratively to support individual learning and contribute to the learning of others is a key performance indicator of 21st Century Skills. Students may interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. In a digital environment, students will follow all established Internet safety guidelines including the following conditions:

The use of digital media is considered an extension of your classroom. Any speech that is considered inappropriate in the classroom is also inappropriate in all digital environments. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.

Students using digital media are expected to act safely by keeping ALL personal information out of their posts.

A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

Never link to web sites from your digital environment without reading the entire article to ensure it is appropriate for a school setting.

Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat digital spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate online.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse according to the school discipline policy. 3 (e-mail, chat, forums, blogs, social networking, instant message, wikis, and other forms of collaborative software)

Teacher Responsibilities

Teachers will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. Classroom use of networked resources will be in support of educational goals. Teachers will provide alternate activities for students who do not have permission to use the Internet.

Cyberbullying

NJUHS D expressly forbids cyberbullying. For the purposes of this policy, “cyber bullying” shall mean using messaging services and/or other digital communication devices to bully others by:

Sending or posting cruel messages or images

Threatening others

Excluding or attempting to exclude others from activities or organizations

Starting or passing on rumors about others or the school system

Harassing or intimidating others

Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group

Sending or posting harmful, untrue or cruel statements about a person to others

Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger

Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images

Engaging in tricks to solicit embarrassing information that is then made public

Using camera and/or video enabled devices to bully another person or to invade another person’s privacy

Privacy, Plagiarism, Piracy and Copyright Infringement

An image taken by any camera or video enabled device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that

image who had a reasonable expectation of privacy at the time the image was recorded or the person who owns the copyright in the material appearing in that image.

Camera and/or video enabled devices may not be used in any classroom without a teacher's written permission.

Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Plagiarism could result in the loss of a grade for the assignment in addition to other consequences.

Students will not download or install pirated software, music, video or files that infringe on copyright laws onto computers. Possession of unlicensed or pirated software is illegal.

Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements.

If one is unsure whether or not a work can be used permission should be requested from the copyright owner. Copyright law can be very confusing. If you have questions, ask your teacher.

Use of School Hardware

School hardware should not be left unattended.

In the event of any damage to school hardware at any time while it is in the student's possession, the student agrees to inform the appropriate NJUHSD Technology Service Center so that repairs can be performed.

If the District reasonably determines that the student has willfully damaged any school hardware, the District reserves the right to apply the liability provisions of Education Code section 48904.

4(Hardware systems include laptops, digital camera/video equipment and/or other technologies).

Use of Personally Owned Devices

Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects. Beyond specific academic use, electronic devices are prohibited from being used in the classroom setting. Parents should refrain from texting or calling students on their cell phones during the school day. In the event of an emergency, parents can call the office and information can be delivered to the student very quickly. We appreciate the support of our families in regard to maintaining the academic focus of our classroom environments.

Responsibility to keep the device secure rests with the individual owner. The Nevada Joint Union High School District is not liable for any device lost, stolen or damaged, including lost or corrupted data on a device. To use a personal device within the school, students must register it by connecting it to our "Public Wi-Fi". Students must obtain teacher permission before using a personal device in class, and put it away when requested by the teacher. The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.

Consequences

In the event there is a claim that a student has violated this policy in the use of the NJUHSD network system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

If a student is found to have violated this Policy, the consequences will be, but not limited to, warnings, usage restrictions being placed on their network account, or disciplinary action at the discretion of the site administration.

A violation of Federal, State or local laws or ordinances may result in legal proceedings.

NJUHSD Bring Your Own Device Procedures

Nevada Joint Union High School District provides technology that is appropriate and adequate to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop or other electronic device while at school, it is a privilege. When abused, privileges will be taken away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students and parents/guardians participating in BYOD must adhere to the Bring Your Own Device Usage Agreement, as well as all Board policies, particularly Student Use of Technology Policy (6143.4) and Student Acceptable Use Policy.

Definition of “Device”

For purposes of BYOD, “device” means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Appropriate devices include a laptop, tablet (iPad, Xoom), ereader (Kindle, Nook), or netbook. Please note that cell phones, smart phones, mp3 players (iPods), and other gaming devices (Nintendo DS) are permissible however appropriate classroom management is recommended to make sure students are properly behaving on their electronic devices.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Connection to third party access points or the establishment of ad-hoc network access via Internet connection devices (hot-spots, air cards) is not permitted. Please note that students using their own device to gain access to the Internet via their own cellular (3G/4G) data plan is not filtered.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Nevada Joint Union High School District is not liable for any device lost, stolen or damaged, including lost or corrupted data on a device. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage. Also, if the device has a locator feature, enable it. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Safety

An important component of BYOD will be education about appropriate online behaviors. Teachers will review cyber-safety rules with students throughout the course of the school year,

and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Consequences for Inappropriate Use

Inappropriate use or violation of Technology Usage or Safety Policy on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device please refer to your electronic device policy in the student handbook.

Students and Parents acknowledge that:

To use a personal device within the school, students must register it by connecting it to our “Public Wi-Fi”. Students must obtain teacher permission before using a personal device in class, and put it away when requested by the teacher.

Devices may only be used to access applications, files or Internet sites which are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal voice calls, text/instant messaging, play non-educational games, viewing non-educational videos, or to cheat on assignments or tests.

Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.

The district does not guarantee connectivity or quality of connection with personal devices, but will provide directions on how to connect.

The school's network filters will be applied to personal devices connected to the school's Internet gateway. Attempts to bypass the filter will result in disciplinary action.

Printing from personal devices will not be possible at school.

Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

The district is not responsible for the maintenance or repair of any personal technology.

The district is not responsible for any costs incurred due to the use of personal technology.

Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.

Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.

The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.

COUNSELING AND GUIDANCE

Bear River High School counselors help students understand their abilities, interests, talents and personality so that the student can develop realistic academic and career options. Counselors advise on college majors, admission requirements, entrance exams, and financial aid. Counselors also advise on trade, technical school and apprenticeship programs. Additionally, counselors support students with their social and emotional needs and challenges throughout high school and connect students to services that may be needed.

Students are assigned to counselors, as follows:

Student's last name (A-L): Cindy Henry-Grimm (chenrygrimm@njuhsd.com)

Student's last name (M-Z): Mary Buhr (mbuhr@njuhsd.com)

Add/Drop Policy

Any academic changes to a student's schedule must take place within the first week of the semester. Teachers may recommend class changes; however, student requests for schedule changes will only be honored based on errors with the schedule, including being placed in the wrong class, having an incomplete schedule or duplicate classes, not meeting a prerequisite for a course, or the schedule not matching the student's four-year plan (especially for seniors). If a schedule needs to be fixed, the student must submit the "Schedule Fix Form" to the Counseling Department by the end of the first week of the semester.

Withdrawal/Fail

At the end of six weeks, if a student requests to drop a class, or if a teacher recommends that a student drop a class, it is with the following understanding:

- The teacher will conference with the parent/guardian and counselor.
- The student will be assigned to a study period with the same teacher and period.
- The student's transcript will indicate a W/F (Withdrawal/Failure) for the course for the appropriate semester.
- If a student becomes a discipline problem, appropriate measures will be taken.

DANCES

All Bear River students are required to have their student ID card to enter dances. In order to bring a guest to a Bear River dance, BR students must arrange for the guest pass, which is available at the Student Store and must be submitted by the advertised deadline for approval by the assistant principal prior to the dance. Guests must have a current guest pass and a photo ID. Guests 21 years and older will not be allowed to attend. The school dress code is enforced (with the exception of spaghetti straps/strapless dresses/formals for Proms) at the dance. Once students leave the dance, they will not be readmitted.

DELIVERIES

Flowers and balloons are not allowed in the classrooms and will not be delivered.

DISCIPLINE POLICY ~ ZERO TOLERANCE/EXPULSION

The Nevada Joint Union High School District has adopted a position of ZERO TOLERANCE on the possession of loaded or unloaded firearms, knives, explosive devices, or any other dangerous weapons, the possession, sale of a controlled substance or alcohol, commits or attempts to commit robbery or extortion, or when a student causes, attempts to cause or threatens to cause serious physical injury to another person. In the event that these or other expellable offenses are committed, the student/parent or guardian will participate in a Principal's Review Meeting. If that meeting results in a recommendation for expulsion, the student/parent or guardian will have the opportunity to participate in an expulsion hearing with district personnel. For information on expellable offenses, please visit the California Department of Education's website: <https://www.cde.ca.gov/ls/ss/se/expulsionrecomm.asp>.

DRESS CODE

Our dress code is designed to ensure student safety and reflect what is appropriate for an educational setting. The following guidelines apply to all students in regard to their apparel at school:

- Clothing and/or jewelry with anti-ethnic, sexist, gang affiliation or hate/violence or neo-Nazi designs or slogans or full-dress military fatigues are not allowed. Printing or pictures depicting drugs, alcohol, or tobacco, or which display profane statements are not acceptable. Wearing such clothing may result in suspension, depending on the severity.

- Clothing that exposes the midsection is not allowed. (Midsection is defined as the area in the middle of the front, sides, and back of the torso.)
- Shorts, skorts, skirts, and dresses must reach mid-thigh.
- Cut-offs should not have holes or be torn and must follow appropriate length guidelines.
- Tank tops with large armholes that extend past the armpit area, spandex-type pants, pajamas, excessively torn clothing, boxer shorts and sleeveless undershirts worn as primary clothing, strapless tops, backless tops, spaghetti straps, halter tops, or transparent clothing are not permissible.
- Shoulder straps must be one inch minimum in width.
- Pants must be worn no lower than the hips.
- Shoes must be worn on the school grounds at all times.
- No spikes shall be worn on hats, clothing, or as jewelry except as a necklace with spikes no longer than 1/4 of an inch.
- Dark glasses are outdoor attire and may not be worn in any classroom. Dark glasses may be worn before school, passing time, lunch, and after school.
- Nevada Joint Union High School District prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute that represents affiliation in gangs, or which advocates drug use, violence, or disruptive behavior.

The dress code is not a punishment, but rather a tool to ensure that education can take place. Please note the dress code is enforced at all school functions including dances, games, and other events.

ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices are brought at a student's own risk and must be kept in a student's backpack, purse, or pocket at all times during class and are to be turned off during class time unless teacher has directed otherwise. Inappropriate use of cell phones/cameras (recording/viewing fights or inappropriate behavior, inappropriate or threatening text messages etc.,) may result in disciplinary action up to and including suspension from school. Students are not permitted to audio or video record staff members without prior permission from that staff member.

1st Occurrence: The teacher sends device to Assistant Principal, AP documents violation, student is issued a warning and is allowed to pick up the item in the office after school.

2nd Occurrence: The teacher sends device to Assistant Principal, AP documents violation, student is assigned one hour detention and is allowed to pick up the item in the office after school.

3rd Occurrence: The teacher sends device to Assistant Principal, AP documents violation, student is issued two hours detention and parent needs to pick up the item in the AP's office.

4th Occurrence: One day of educational intervention is assigned and parent needs to pick up the item in the AP's office after completion of suspension.

FIELD TRIPS

Students who go on a school sanctioned field trip must travel on the school arranged transportation. They may not drive or ride in personal autos without prior approval from an administrator in writing.

FINES/VANDALISM

Any student who defaces school or personal property may have their grades, diploma and/or transcripts held until the pupil or their parent or guardian has paid for the damages.

GRADES

Grades received for the first and third quarters are progress reports and are not part of the permanent record, though they are used to determine Athletic Eligibility. Semester grades (December and June) are permanent grades, which will appear on the student's transcript.

Incompletes

It is the student's responsibility to complete the work to make up an incomplete. If a grade of Incomplete needs to be issued, a written agreement will be made between the teacher, student, and parent through the student's counselor. After six weeks, incompletes become "F's". Athletes, extracurricular participants and students with work permits who receive "I's" have only two weeks to complete work or they become ineligible until the next grading period. Seniors have only the first two weeks of the second semester to make up incompletes for the first semester.

Grade requirements for extracurricular activities

Grades are the top priority and come before extracurricular activities such as drama, sports and work. Therefore, in order to participate, students must maintain a 2.0 GPA. If a student earns two "F's" in a single grading period, they become ineligible to participate in extracurricular activities.

GRADUATION REQUIREMENTS

California state law requires that every person attend school until he/she is 18 years old, completes high school, or passes the California High School Proficiency Examination.

All Bear River graduates must attend BRHS the entire senior school year and complete a senior project. Valedictorians and Salutatorians are determined by the 7th semester weighted GPA. Valedictorians are all students with a 4.0 or above with no distinction in ranking. Seniors with excessive behavior problems or major infractions may not participate in the graduation ceremony at the discretion of the school administration. All seniors must attend graduation rehearsal in order to participate in the ceremony.

HALL PASSES

Students are not permitted to be outside class during an instructional period without a valid teacher or administrative hall pass.

HALL LOCKERS/GYM LOCKERS

Students may be assigned a hall locker as a convenience for school day use. It is strongly recommended that students do not leave valuables in their lockers overnight, over weekends, holidays or vacations. The school is not responsible for items taken from lockers. When dressing down for P.E., students are responsible for locking their lockers to protect their belongings. Students should not share combinations.

HEALTH SERVICES

All students are required to have a current Emergency Information Card completed by a parent on file in the health office. Students who become ill at school should request a pass from their teacher to report to the Health Office. The Health Clerk will make any necessary arrangement for the student to go home.

Medications: All medication brought to school must be in the original prescription bottle and placed in the health office. This includes aspirin and Tylenol. All permission forms from physicians and parents must be renewed at the beginning of each school year. All medications that are to be kept at school for either a daily dosage or emergency use only must have a statement from a physician and a parent giving permission. The school does not accept responsibility for transportation to a medical facility. In case of potential serious physical injury, 911 will be called and the parent will be financially responsible.

ID CARDS

All Bear River students must carry their ID cards at all times. The ID card must be presented when requested by any adult on campus and when riding the bus. Failure to do so could result in educational intervention and parent contact. If a student loses his or her ID card, a replacement card can be obtained in the Student Store for \$5. ** TBA for the 2020-2021 school year.

INSURANCE

Nevada Joint Union High School District does not carry accident or injury insurance on any student; the responsibility for this protection lies with the parents/guardians. Low cost insurance is available and is recommended. *Students participating in interscholastic sports are required by state law to have medical insurance.*

LIBRARY/MEDIA CENTER

The Bear River Library is currently not open to students. If a student needs assistance in selecting independent reading material or textbooks, research help, or support from the library staff they can call or email to schedule an appointment. We will offer curbside pickup Monday, Wednesday, and Friday (or by appointment) from 12-3.

The Library operates as a County Public Library Monday, Wednesday and Friday from 11-4 with curbside pickup from 12-3.

Library Contact:

- Josie Andrews, Teacher-Librarian: jandrews@njuhsd.com, 530.268.3700 x4820
- Jessica Dax, Library Assistant: jdax@njuhsd.com, 530.268.3700 x4818
- County Public Library, Bear River Branch, cindy.pawlowski@co.nevada.ca.us, 530.271.4147

LIBRARY POLICY

Students are responsible for returning borrowed items by the due date indicated. They are to be returned in the condition in which they were checked out. Textbooks must be returned on the last day of the semester or the school year for which they were issued. Fines will be assessed for lost and/or damaged items. Please see library staff to set up a payment plan, if needed. If lost items are returned in good condition, associated fees will be removed from the student's account.

Fines for damaged or lost materials will be assessed according to the following:

TYPE OF DAMAGE

Damaged beyond repair
Torn/missing pages
Major water damage/mold
Lost book

FINE

Current replacement cost of the book
Current replacement cost of the book
Current replacement cost of the book
Current replacement cost of the book

LITERATURE HANDOUTS/POSTINGS

All handouts and/or literature to be posted or distributed on campus must have prior administrative approval. Any unauthorized publications that result in the disruption of the educational process may result in those students responsible being suspended and disciplinary action taken.

LOST AND FOUND

Lost and found articles will be located in the MPR and may be claimed there, other than electronics, which can be claimed in the Main Office. Items in the Lost and Found will be donated to charity on a monthly basis (at the end of each month). Textbooks and library books found will be turned in to the library.

OPEN PERIODS

Seniors on track for graduation and with good attendance, behavior, and academic standing, may receive an open period (1st or 6th period) during the senior year. The expectation of students with open periods is that they are not on campus during these periods. Students with open 6th periods who need to return to school for extracurricular activities should return after the class period has concluded. Students interested in an open period should speak with the counselor and complete the necessary request form, including parent signature.

PARKING/DRIVING

Parking on campus is a privilege. All vehicles must be issued a parking permit, which may be obtained in the main office. Any vehicle without a permit is subject to being towed and student is subject to discipline. Please park in student designated areas only. Students are not to park in staff and visitor parking. Any parking violation may result in the loss of your campus parking privileges.

Students are not allowed in the parking lot for any reason during the school day, including lunch time. No exceptions!

Driving violations:

- No riders in back of pickups. Violation will result in loss of parking privileges.
- Burning tires, speeding/reckless driving, running stop signs, etc.
 - 1st violation – 3 weeks of no parking on campus.
 - 2nd violation – 6 weeks of no parking on campus.
 - 3rd violation – 1 semester of no parking on campus.

Off-campus violations reported by members of the community on the way to or from school or during class will result in parent being called and possible loss of parking privileges.

P.E. DRESS REQUIREMENTS

P.E. students are required to wear a white t-shirt and black shorts. P.E. clothing is available for purchase in the Student Store or students may provide their own. If students are unable to provide their own P.E. clothes, they can see the assistant principal to acquire P.E. clothing. Students are directed to lock all of their personal possessions in the gym lockers while participating in P.E. class. The school is not responsible for lost or stolen items.

PERFECT ATTENDANCE

To receive an award for Perfect Attendance, a student may not be absent or tardy, or be dismissed before the end of the instructional day. ** This program will be suspended during Distance Education.

PHONE CALLS/STUDENT MESSAGES

Messages for students will not be delivered to classes unless they pertain to an emergency, as these deliveries disrupt the educational environment.

RANDOM DRUG TESTING OF ATHLETES

Student athletes shall be subject to random testing for the presence of illegal drugs during each sport season. Student athletes shall first provide their parent/guardian written consent for urinalysis testing. Students who are presently taking prescription medication should present a copy of the prescription or a physician's written verification of this fact. If a student's initial drug test is positive, a second test shall be administered to the initial sample collected to confirm the results. Parents/guardians shall be notified after the test results are confirmed. Please refer to the Athletic Code for disciplinary action.

RIGHTS AND RESPONSIBILITIES

- Students may exercise their constitutionally protected rights of free speech, expression, and assembly as long as they do not interfere with the operation of the regular school program.
- Students have the right to fair, consistent and respectful treatment by staff members and by other students.
- Students have the right to due process. When a student is referred for disciplinary action, the student has the opportunity to offer his/her explanation of the incident to authorities.
- Students wishing to see their records may make an appointment with their counselor.
- Students have the right to present complaints or grievances to school authorities and to receive replies within a reasonable time frame.

SATURDAY SCHOOL

Students assigned to Saturday School will report at 8:00 a.m and should come prepared to read and study. Class is over at 12:00 p.m.

SCHOOL AUTHORITY

Students are required to comply with requests from any school staff member. Failure to comply with any request by school personnel is a serious offense that may result in disciplinary action.

SEARCH AND SEIZURE

A search shall be conducted when there is a reasonable suspicion involving a controlled substance, drug paraphernalia, weapons or other objects which are prohibited or which constitute a threat to the health, safety or welfare of the occupants of the school. BRHS reserves the right to bring dogs trained to search for drugs on campus. Backpacks, lockers and cars may be subject to search at any time there is reasonable suspicion.

SENIOR PROJECTS

The satisfactory completion of a Senior Project is a graduation requirement. This project is designed to demonstrate students' abilities to research topics, be involved in projects related to their areas of research, and make a presentation about their experiences to a panel composed of school staff and community

members. Parents and community members are welcome to assist students with their projects as mentors and to participate as presentation judges.

SEXUAL HARASSMENT/NONDISCRIMINATION POLICY

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religious creed, national origin, ancestry, age, marital or parental status, pregnancy, physical or mental disability, medical condition, actual or perceived sexual orientation, or any other unlawful consideration. The Board shall promote programs which ensure that discrimination practices are eliminated in all district activities.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student, staff member or parent who feels that discrimination has occurred should immediately contact the teacher, principal, or district Title IX coordinator. Copies of the Uniform Complaint Form may be obtained from the school office or Title IX Coordinator.

Sexual Harassment:

- Unwelcome sexual flirtation or propositions
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Limiting a student's access to educational tools
- Purposeful cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment

SKATEBOARDS/BICYCLES/SCOOTERS

The use of transportation methods other than automobiles (including skateboards, bicycles, skates, and scooters) is not allowed on the campus at any time. Violators will be subject to disciplinary action and may be cited by law enforcement.

SPORTSMANSHIP

Bear River High School is proud of its excellent activities, athletics and educational programs. Our sports programs are an important part of the educational process and the gymnasiums and playing fields are extensions of the classrooms.

We request that all fans observe the sportsmanship guidelines established by C.I.F. and supported by Bear River High School.

- Show respect for the opponents at all times as they are our guests. Cheers and signs should be positive, not derogatory toward the opponent.
- Show respect for the officials. No abusive remarks will be tolerated.
- Maintain self control at all times. Spectators are to remain on their own side and are not to be in opponents' cheering area, not to stand on the court sidelines, and not to throw objects of any size or type. They are not to taunt the opponents.

Fans violating these guidelines will be asked to leave. Failure to heed warnings from staff supervision may result in further disciplinary action, including suspension or banning from subsequent contests.

STUDENT STORE

The Student Store carries PE clothes, sweatshirts, caps, T-shirts, baby/toddler Bruin swag and more! All profits go directly to the Associated Student Body.

SUPERVISION ON CAMPUS

Bear River has one campus supervisor on staff as well as a School Resource Officer from the Sheriff's Office to ensure a safe and secure environment conducive to learning.

SUSPENSION, ON-CAMPUS EDUCATIONAL INTERVENTION/OFF-CAMPUS

On-Campus Educational Intervention: Administrators may assign on-campus educational intervention during one or more school days which may include the following: curriculum that addresses the disciplinary offense, self-reflection and counseling related to decision-making, choices, and consequences, and other academic and behavioral support.

Off-Campus Suspension: During an off campus suspension, the student must remain at home during school hours for the period of suspension and is not to attend or participate in school activities or be in the community during school hours without his/her parent. Student should not be on any school campus during suspension time. Work provided by teachers may be picked up by a family member in the Main Office.

TESTING

Students are encouraged to come prepared for testing done at BRHS. Tests such as the California Assessment of Student Performance and Progress (CAASPP), Advanced Placement testing, ASVAB and others can provide the students and their teachers with valuable information regarding achievement, as well as provide opportunities for scholarships and/or college acceptance. Students are encouraged to get a full night's sleep and come prepared to do their best.

TEXTBOOKS

Textbooks are an important part of the education process. New textbooks can cost \$100+ each so it is important for students and their families to understand the textbook process to help avoid having to pay high fines for replacements.

As soon as you check out a textbook:

- Write your name on the inside cover, don't mark or write in or on them anywhere else
- Cover it (tutorial video on the library website on "Our Favorite Online Tools" tab or [here](#))
- Keep it away from food and drink; keep it dry and clean
- Keep it in a safe, secure place when you are not using it

When a student checks out a textbook or class set novel, they are responsible for that item until it is returned to the Library staff. Ed code 48904(b) Once the book becomes the student's responsibility, it is a difficult truth that regardless of what happens to the books and materials, the student and parent or guardian are responsible for replacement costs. The collected funds are returned to the specific department to allow that department to purchase replacement books and materials.

When returning a textbook:

- Remove any papers, post its, clips, covers, etc.
- Unfold any folded or dog-eared pages
- Erase any pencil marks in/on book
- Return books on or before their due date

At the end of the semester or school year (depending on class), students are expected to return all of their textbooks to the Library. A common end-of-the-year issue is we find that often students who share lockers or have textbooks sitting out in the classroom settings sometimes, unintentionally, switch their books. Books left in classrooms, on school grounds, and in lockers may not make it back to the Library and will need to be replaced if they become lost or damaged.

Some common reasons for textbook fees:

- Item is returned with heavy water damage
- Item is returned with any amount of mold
- Item is returned with unrepairable damage to cover
- Item is returned missing pages
- Item in not returned

The library staff are part of a proactive partnership with each student to help make their textbook use a satisfying educational experience. We have an “open door” policy to work with students who may have problems with their books, so “Come on in; let’s figure it out”!

THEFT

Students are directed to report all incidents of theft to the School Resource Officer and complete a *Theft/Vandalism Report Form* as quickly as possible after the theft has been discovered. If the reported property is recovered, all reasonable efforts will be made to return the item(s) to the rightful owner.

TOBACCO PROHIBITED

Nevada Joint Union High School District policy prohibits the use of tobacco products or possession of paraphernalia (such as e-cigarettes, vape pens, or vaping liquid) at all times on district property or at any district/school sponsored activity. This prohibition applies to all students, employees, visitors and other persons visiting a school, the district office or an activity. Any student violation of the tobacco policy will result in enrollment in a tobacco cessation program, educational intervention, and assignment to Saturday School.

VIDEO SURVEILLANCE

The District has installed video cameras to monitor buildings, interior areas, exterior areas, including, but not limited to: parking lots, perimeters, recreation areas, play fields, hallways, and entrances and exit doors and on schools buses operated by the contracted carrier. These cameras are intended to enhance the safety of students, staff and visitors by deterring disruptive, inappropriate, or illegal conduct. Individuals, particularly students, should therefore be aware that they may be recorded while on school property. Video recordings shall be reviewed only by authorized persons and retained only when necessary for safety, disciplinary or otherwise legal purposes.

VISITORS

School policy is to welcome only those visitors who have legitimate business at the school. All visitors must report to the Main Office for authorization before proceeding to their destination on campus.

Visitors from other schools must obtain advance authorization from a Bear River administrator. Students are not allowed to bring siblings or friends to classes.

WORK PERMITS

All students who work must have a valid work permit. Permits must be renewed each semester, or when a student changes jobs. A minimum 2.0 grade point average must be maintained while working. During the school year, 14 and 15 year olds may work up to 18 hours per week, 16 and 17 year olds may work 20 hours per week. During school breaks and vacations, students may work 40 hours per week. Excessive absences for tardies can result in the revocation of a work permit.

YEARBOOKS and OTHER PURCHASES

Bear River's 20-21 Yearbook is available for sale online at TreeRing.com! (Bear River's school passcode is: 1014909342951998.) The theme this year is "Behind the Scenes" and will be presented in the form of a red carpet/movie premiere. The yearbook must be ordered online before March 30, 2021. Yearbooks are not available for purchase in the student store. This year's book costs \$56.61, and if you order by Sept. 30th, you will get an extra 10% off.

Also, why not recognize your senior with a Senior Recognition Ad! Senior ads feature any pictures you choose and a special congratulations message. Due to this crazy year, we are gifting every family of a senior with a FREE 1/8 page ad! If you'd like a bigger ad, you may pay for an upgrade.

Please remember that both senior quotes AND the senior portrait are due to the Yearbook staff no later than Christmas Break. LifeTouch is the official photographer of Bear River but will not be on campus for senior sessions. Instead, they ask that you make individual appointments at their studios in Citrus Heights, Elk Grove, Chico, or Reno. If you have any yearbook questions at all, please contact cLevinson@njuhsd.com.

Caps, gowns, and graduation announcements for seniors and class rings for any student can be ordered through www.premiergradproducts.com. If you are interested in a Letterman jacket or sweater, please visit www.buildyourjacket.com or The Neff website.

Thank you for all you do as the community of Bear River High School, to make this the school no one ever wants to leave -- a place where students feel safe, happy, challenged, engaged, and inspired. We can't do what we do without all of you. GO, BRUINS!