

2021-2022 Bella Vista Course Registration Process

- Students will input course requests online through Q, we are not collecting course registration sheets
- Use the course registration sheet as a guide for entering courses through Q
 - Students will use the course codes from the course registration sheet
- View the instructional video on how to put course requests into Q
 - <https://screencast-o-matic.com/watch/crnZb8WbWs>
- After students have completed putting in course requests in Q, students/parents MUST fill out the BV Course Registration Google form online (1 per individual BV student)
 - BV Course Registration Google form: <https://forms.gle/auQNLKrNv9q66zoe9>
- REVIEW COURSES IN Q WITH YOUR PARENT(S)/GUARDIAN(S)!
 - It is the student's job to make sure parents/guardians have approved courses!

Bella Vista Junior Course Request Sheet 2021/2022

Student schedules are based on course availability

Name:

Last

First

Student ID#:

Case Manager:

Juniors must take 6 classes: English, US History, and 4 other courses. Teachers will need to recommend for next level of a course. Students need to add alternate courses. See additional information for "0" period policy

English			Life Science			Visual/Performing Arts			General Electives		
English 3	315813	P	Biology	350105	P	Beg Drawing/Painting	360511	P\$	Lifetime Sports (Weights)	345850	
English 3 ("0" Period)	315813F	P	Biology ("0" Period)	350105F	P	Adv Drawing/Painting 1	360521	P\$	Pep Arts	345219	
AP Language & Composition	315719	PW+	AP Biology	350108	PW	Adv Drawing/Painting 2	360522	P\$	Adv Comput 310402/Web Page	310400	
Social Studies			Physiology	350705	P	AP Studio Art	360625	PW\$	Foods/Nutrition	325301	\$
US History	355437	P	Honors Physiology	350707	PW	Art Workshop (Glass Art)	360228	P\$	AVID 3	315703	P
US History ("0" Period)	355437F	P	Honors Physiology ("0" Period)	350707F	PW	Beg Ceramics	360005	P\$	AVID Tutor	315700	
AP US History	355439	PW+	World Language			AP 3D Ceramics	360720	PW\$	Tutor (Must Attach App)	315740	
Math			American Sign Language 1	320900	P	Beg Photo	360405	P\$	TA (Must Attach App)	300000	
Financial Math	335478	P	American Sign Language 2	320901	P	Adv Photo 1	360411	P\$	Student Government	355905	
Integrated Math 1	335483	P	American Sign Language 3	320902	P	Adv Photo 2	360412	P\$	Yearbook	315204	P
Integrated Math 2	335484	P	French 1	320001	P	Beg Drama	315006	P	Study Skills	300018	
Integrated Math 2 ("0" Period)	335484F	P	French 2	320002	P	Adv Drama	315005	P	Principles of Engineering	390925	P
Integrated Math 3	335486	P	French 3	320003	P	Concert Choir	340221	P\$	Computer Integrated Mfg	390926	P
Integrated Math 3 ("0" Period)	335486F	P	French 4	320004	P	Madrigals ("0" Period)	140208	P\$	AP Computer Science Principles	390522	PW
Integrated Math 3+	335487	PW	AP French	320008	PW+	Concert Band	340011	P\$	AP Computer Science A	390415	PW
Integrated Math 3+ ("0" Period)	335487F	PW	Spanish 1	320601	P	Adv Concert Band	340012	P\$	Health		
Pre Calculus	335459	P	Spanish 1 ("0" Period)	320601F	P	Jazz Ensemble ("0" Period)	140016	P\$	Health (1 semester)	365211	
Pre Calculus ("0" Period)	335459F	P	Spanish 2	320602	P	Intro to Media Arts	390087	P	Special Education		
AP Statistics	335476	PW	Spanish 3	320603	P	Guitar	340006	\$	English 3	515813	
AP Calculus A/B	335460	PW	Spanish 4	320604	P	CTE- 399999			Adaptive PE	345816	
AP Calculus A/B ("0" Period)	335460F	PW	AP Spanish	320608	PW+	Broadcast & Video Production (SJHS)			Study Skills 3	565813	
AP Calculus B/C	335463	PW	Spanish for Heritage Learners 2	320617	P	Construction Technology (SJHS)			US History	555437	
Physical Science			Spanish for Heritage Learners 3	320618	P	Culinary Arts & Baking (SJHS)			ELL		
Chemistry	350205	P	Japanese 1	320201	P	Dental Careers (EHS)			English III (Transition)	315883	
Chemistry ("0" Period)	350205F	P	Japanese 2	320202	P	Medical Assistant (MLHS)			Open Periods		
Honors Chemistry	350206	PW	Japanese 3	320203	P	Medical Assistant (RAHS)			Open 6th Period	365906	
AP Chemistry	350207	PW	Japanese 4	320204	P	Public Safety (MVHS)			Alternate For Elective Choices:		
Physics	350507	P	AP Japanese	320800	PW+	Automotive (CRHS)			1		
Honors Physics	350504	PW	Physical Education			Automotive (SJHS)					
AP Physics 1	350510	PW	PE 2	345802		Dual Enrollment			2		
AP Physics 2	350511	PW	PE 2 ("0" Period)	345802F		College Success	365630				
			PE 2 (Weights)	345802A					3		

P=UC/CSU Approved

W=Weighted Grade Courses

\$=Donation Requested for Materials

+ =Summer Assignment

ONLINE COURSE REGISTRATION STEPS

1. Log into your SanJuan Portal (<https://portal.sanjuan.edu/LoginPolicy.jsp>)
2. Click on "Q Student Connections."
3. Log in with your Username and Password.
4. Click on the line with 2021-2022 School Year.
5. Click on the "+" next to "Requests" *on the left side menu* to maximize it.
6. Now the "+" is a "-." Click on "Add/Edit Requests" *on the right side of the Requests section*.
7. Click on "Course Code" to list classes in numerical order.
8. Scroll down and click on the class you want to add. Pay close attention to the Course Code number.
9. Click on "Add Selected Class."
10. Repeat Steps 8 and 9 to add all 6 classes for a total of 60 credits. Do not add any alternates.
11. When finished, click on "Submit" to review a summary of your course selection. You should have **60 credits!**

PASOS DE INSCRIPCIÓN AL CURSO EN LÍNEA

1. Inicie sesión en su Portal de SanJuan (<https://portal.sanjuan.edu/LoginPolicy.jsp>).
2. Haga clic en "Q Student Connections".
3. Inicie sesión con su nombre de usuario y contraseña.
4. Haga clic en la línea con el año escolar 2021-2022.
5. Haga clic en el "+" junto a "Requests" (Solicitudes) en el menú del lado izquierdo para maximizarlo.
6. Ahora el "+" es un "-". Haga clic en "Add/Edit Requests" (Agregar/editar solicitudes) en el lado derecho de la sección Solicitudes.
7. Haga clic en "Course Code" (Código del curso) para enumerar las clases en orden numérico.
8. Desplácese hacia abajo y haga clic en la clase que desea agregar. Preste mucha atención al número de código del curso.
9. Haga clic en "Add Selected Class" (Agregar clase seleccionada).
10. Repita los pasos 8 y 9 para agregar las 6 clases para un total de 60 créditos. No agregue alternativas.
11. Cuando termine, haga clic en "Submit" (Enviar) para revisar un resumen de su selección de cursos. ¡Deberías tener 60 créditos!

Zero Period Policy

Zero period classes are a privilege, not a right. Poor attendance and excessive tardiness are problems particularly identified with zero period classes. Students with excessive absences or tardies in the current semester are not eligible to enroll in a zero period for next year. If attendance falls below the above standard, the zero period class will be dropped and rescheduled during the regular school day. **Students must leave campus at the end of their school day and return after 6th period for extra-curricular activities.**

Also, zero period is a request and cannot be guaranteed. Schedules are created based on availability in classes.

If you are interested in the following classes:

Yearbook

- Students must fill out the Google Form here: <https://forms.gle/eyp7jQD7re1mo3Ao7>
- Reach out to Ms. Wright with any questions at erin.wright@sanjuan.edu

Student Government

- Applications will be coming out online after Spring Break
- Reach out to Ms. Sargent with any questions at jsargent@sanjuan.edu

Teacher/Office Assistant/Tutor

- You must read the TA/Tutor application
- You must agree to the TA/Tutor policies on the BV Course Registration Google Form
- You need to find a teacher, email them asking to be their TA, then send the confirmation email to your counselor

CTE Course Offsite

- Enroll in the course CTE- Offsite 399999 on Q
- Fill out the SJUSD CTE Enrollment Application and email it to your counselor

Dual Enrollment Course through ARC

- Enroll in the course College Success 365630 on Q
- Fill out the BV Course Registration Google Form and indicate which class you want to take

SJUSD Dual Enrollment

SJUSD has partnered with American River College (ARC) to offer Dual Enrollment courses. Students have the unique opportunity to take a college course and receive college units while also fulfilling high school graduation requirements. Students in Dual Enrollment courses generate an American River College transcript and a separate grade from their high school. ARC timelines, such as course withdrawal, must be honored and that withdrawal or failing grades that could occur will become **permanent** on the student's college transcript. Dual enrollment courses are offered at no cost to students.

Courses offered in the 2021-2022 school year:

ENGWR 300- College Composition 3 units/10 HS credits

This course emphasizes writing and includes reading, research, and critical thinking skills essential for successful completion of a college degree.

Note: HS transcript evaluations required to verify minimum cumulative GPA of 2.60 and 12th grade status.

CSU/UC Transferable (HS English Credit)

PSYC 300- General Principles 3 units/10 HS credits (Fall only)

This course provides a broad overview of general principles of psychology. Topics include the scientific method, statistics, biological determinants, as well as general processes of behavior.

CSU/UC Transferable (HS Social Studies Elective)

SOC 300- Introductory Sociology 3 units/10 HS credits (Spring only)

This course examines principles and basic concepts in sociology and includes the study of institutions, culture, social organizations, group interaction, social stratification, economy politics, social movements and urbanization.

CSU/UC Transferable (HS Social Studies Elective)

Deaf 310- 4 units/10 HS credits (Fall 2021)

This is the first course in a series of five courses in American Sign Language (ASL). The instructional activities are based on an immersion approach, in which the learners develop language competency in source and target language.

CSU/UC Transferable (Elective Transfer Units ONLY) (HS World Language)

Deaf 312- 4 units/10 HS credits (Spring 2022)

This is the second in a series of five courses in American Sign Language (ASL). The emphasis is on nonverbal communication. Prerequisite of Deaf 310 with a grade of "C" or better.

CSU/UC Transferable (Elective Transfer Units ONLY) (HS World Language)

HCD 310- College Success 3 units/ 10 HS credits

This course covers the skills and knowledge necessary for college success, as well as personal issues commonly encountered by many college students. Topics include motivation, self-discipline, learning styles, memory development, time management, communication skills, goal setting, career planning, study skills and techniques, and critical thinking skills.

CSU/UC Transferable (HS Elective)

San Juan Unified School District

CTE Classes Open to All

(Traditional)

What is CTE? Career Technical Education is an opportunity for students to take classes that combines academics, industry knowledge, and hands-on learning that prepares them with 21st century skills for college readiness and the workforce.

Why take CTE classes? Students gain experience in specific industry sector courses while earning high school credit. Many classes align with CSU/UC A-G requirements, offer professional certifications, and on-the-job learning opportunities.

Who can take these CTE classes? Enrollment is on a first-come, first-serve basis with seniors having priority over juniors regardless of race, gender, sex, color, ancestry, religion, marital or parental status, gender or disability. **Students in the pathway at the home site will have first priority.**

Subject to availability.

Is there an internship requirement? After an initial training phase, students will be placed in the community at a training site (i.e., a local business) in a paid position or internship. Students will be expected to work 10-15 hours during the school week and attend required class time.



Arts, Media, and Entertainment

Broadcast & Video Production @ San Juan High School

G

20 Credits

Periods: 2 Periods/Day, Year-long Teacher: Tom Sullivan Room: E-3

Students will develop behind the scenes skills in camera operation, framing, composition, editing, graphic creation, and color choice and correction. Students will also experience video production through the use of drones, live-streaming and live television broadcast. **No internship requirement.**



Building Trades & Construction

Construction Technology @ San Juan High School

G

20 Credits

Periods: 2 Periods/Day, Year-long Teacher: Fred Larsh Room: H-8

Construction Technology students will learn carpentry technology, blueprint reading, land preparation, basic plumbing, electrical installations and roofing as well as safety and first-aid procedures. Students focus on building codes, estimating, sustainable building process and techniques, project management and advanced carpentry techniques.



Hospitality & Tourism

Culinary Arts and Baking @ San Juan High School

20 Credits

Periods: 2 Periods/Day, Year-long Teacher: TBD Room: J-4

Students will learn food safety and sanitation, industry equipment, advanced food preparation, table service and customer relations. Students will also learn about menu planning, purchasing and inventory, cost and profitability, and marketing in the industry. In addition, students will learn to bake many types of desserts and patisserie items.

* Class times vary on Thursdays, minimum days, special schedules, etc.



Health Science & Medical Technology

Dental Careers @ Encina High School

30 Credits

Periods: 4, 5 & 6 Teacher: Darren Law Room: E-2

Dental Assisting students will be working hands on with a licensed dentist and their clinical staff performing sterilization, disinfection, restorative charting, taking and recording patient vital signs, pouring impressions, trimming models, fabricating bleach trays and assisting chairside with patient treatment. Treatment will include new patient exams, amalgam & composite fillings, fixed prosthesis, removable prosthesis, orthodontics, periodontics & oral surgery.

Medical Assistant @ El Camino High School

G 30 Credits

Periods: 4, 5 & 6 Teacher: TBD Room: TBD

Medical Assistant @ Mira Loma High School

Periods: 4, 5 & 6 Teacher: TBD Room: E-14

Medical Assistant @ Rio Americano High School

Periods: 4, 5 & 6 Teacher: London Mackey Room: J-2

Medical Assisting is for students who are interested in fields such as medical assistants, EMT, nursing, physician assistants, physicians, x-ray tech, athletic training, physical therapist assistant, physical therapy, kinesiology, nutrition, and other medical related fields. Students will have hands-on-training, such as taking blood pressure, rooming patients, assisting with minor surgery, and/or front office duties.



Public Service

Public Safety @ Mesa Verde High School

G 30 Credits

Periods: 4, 5 & 6 Teacher: Jay Powell Room: D-24

Students who complete the pathway will participate in physical training, arrest control, defensive tactics, report writing, CSI and collection of evidence, courtroom testimony, uses of force and many more hands on topics related to the legal system.

Fire Technology @ Del Campo High School

G 30 Credits

Periods: 4, 5 & 6 Teacher: Scott Schneider Room: D-24

Also earns college credit at ARC

Students who complete the pathway will participate in physical training, arrest control, defensive tactics, report writing, CSI and collection of evidence, courtroom testimony, uses of force and many more hands on topics related to the legal system.



Transportation

Automotive @ Casa Roble High School

G 30 Credits

Periods: 4, 5 & 6 Teacher: Mitch Crowden Room: D-2

Automotive @ San Juan High School

Periods: 4, 5 & 6 Teacher: Dave Burkhard Room: H-1

Also earns college credit at ARC

Students will have instruction in automobile service and repair, shop safety, engine repair, automatic transmissions and transaxles, manual drivetrain and axles, suspension and steering, brakes, electrical and electronic systems, heating and air conditioning, and engine performance. Paid work and internships are part of the program offering students valuable experience and an entry into the profession.

* Class times vary on Thursdays, minimum days, special schedules, etc.





San Juan Unified School District

CTE/ROP ENROLLMENT APPLICATION

FORM #1A

For Students enrolled in high school
All information is kept confidential

Class will be taught in: ☐ Summer ☐ Fall ☐ Spring ☐ Year-Round Year: _____

CTE COURSE INFORMATION

Official Course Title (from CTE schedule) _____ Section Code # _____
Teacher _____ Class Location _____ Start Date _____ Start Time _____

STUDENT INFORMATION

Last Name _____ First Name _____ Middle Initial _____ Date of Birth _____
Street Address _____ City _____ Zip _____ Home Phone _____
For CTE Office Use Only _____ Student ID # _____ Name of your own school _____
Student Email Address _____

You MUST fill in the requested information or check one box in each section

Gender

Enter your AGE at the time you will start this class

Enter your GRADE at the time you will start this class

Check ALL of the items that apply to you (all information is confidential)

- ☐ Limited English ☐ Migrant ☐ Family receives public assistance ☐ Foster Youth
☐ Have active IEP ☐ Have active 504 plan ☐ Family eligible for free/reduced lunch ☐ None Apply

Please mark the ETHNICITY with which the student most closely identifies:

- ☐ Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.)
☐ Not Hispanic or Latino

The above question is about ETHNICITY, not race. No matter what you selected above, check up to five races that best describe you:

- ☐ Caucasian or White ☐ African American or Black ☐ Asian ☐ Asian Indian
☐ Native Hawaiian or other Pacific Islander ☐ American Indian or Alaskan Native ☐ Other _____

EMERGENCY INFORMATION:

Emergency Contact Name _____ Relationship _____ () _____
Emergency Phone _____

SIGNATURES:

Student _____ Parent or Guardian _____ Date _____ School Counselor _____ Date _____
(Only required if student leaves campus) (Required) (Required)

San Juan Unified School District • P.O. Box 477 • Carmichael, CA 95609-0477 • (916) 971-7163

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator: Linda C. T. Simlick, General Counsel, 3738 Walnut Avenue, Carmichael, CA 95608, (916) 971-7110, LegalServices@sanjuan.edu

COPY AND DISTRIBUTE EACH TO: ROP Attendance, Teacher, School District, Student (Rev. 7/2020)





**PART II OF APPLICATION
(REQUIRED FOR ALL HIGH SCHOOL STUDENTS)**

FORM #2

**SAN JUAN UNIFIED SCHOOL DISTRICT
Career and Technical Education
Conditions of Enrollment/Sign-off Required**

Student's Name: _____ Home School: _____

Instructor: _____ Course Name: _____ Course Location: _____

Dear Student and Parent(s)/Guardian(s):

Your enrollment in CTE is designed to provide you with an opportunity to gain specific employment skills in a chosen career path. Along with CTE goes the added responsibility of leaving your home high school and, in most cases, driving to another campus and/or training location. There are also a number of expectations. You will need to have an off-campus pass and have made the appropriate changes in your schedule to attend CTE. If you have a paid job you must also provide your instructor with a copy of your work permit. The following rules/requirements apply:

- ☞ CTE is a "traditional" semester program 18 weeks in duration. Students must be enrolled for the entire 18 weeks to earn credit. Enrollment is on a first-come, first-served basis with seniors having priority over juniors regardless of race, color, age, marital or parental status, ancestry, religion, gender or disability

☞ **Provide your own transportation - lack of transportation is not a valid excuse for non-attendance.**

Initials _____

- ☞ You will be placed on a training site as soon as orientation is complete and a training site is available. This time frame varies by class.

Initials _____

☞ **While every effort is made to secure a paid job site, there is no guarantee that a student will receive a paid job site. If you refuse an unpaid job site, you may fail the class.**

- ☞ If you are in paid/non-paid employment you must remain in the same employment for the entire semester/term to insure receiving full credit for the class. Students who quit their job will be in jeopardy of failing the class.

- ☞ If you lose your paid job, through no fault of your own, you will be placed in a non-paid job for the remainder of the semester/term in order to insure receiving full credit for the class.

- ☞ You should be prepared to show your CTE pass when entering or exiting a campus.

- ☞ You must follow the school rules of the campus where your CTE class is located. Remember - you are a guest on the CTE campus. You may be removed from CTE by the local administrator for failure to follow their campus rules. San Juan has a districtwide dress code which all students must follow. Schools may have additional requirements.

- ☞ You should be at the CTE site only during class time. Do not loiter on any campus before or after scheduled class times, as this creates a supervision problem for the high school.

- ☞ In case of absence, students **MUST CALL** their instructor and training site supervisor prior to their class/job start time. High school students must also bring a note to their instructor from their parent(s) or guardian(s) on the following classroom instruction day.

- ☞ Students who enroll after 10 days for a block school and 20 days for a traditional school will not receive full credit - credit will be awarded on a prorated basis.

Initials _____

☞ **A student who drops prior to the end of the semester/term will not be given partial credit. A drop "F", zero credit will be issued. The district policy requires a student to be enrolled in, and passing, five classes in order to participate in their graduation ceremony.**

Initials _____

☞ **Instructors maintain a workplace environment. Students must conduct themselves in a manner appropriate to the workplace.**

☞ **Creating a safety hazard, being involved in a theft, forgery, or in other inappropriate behavior may result in removal from the class and a drop "F" with zero credit.**

- ☞ San Juan Unified School District CTE programs will be participating in the district teacher inservice days and students will not be required to attend class, however, students are required to attend CTE on minimum days.

- ☞ **It is the San Juan Unified School District CTE policy that students not work for their parents and earn credit.**

Initials _____

☞ **Students must be working a minimum of three school days (Monday-Friday) and a total of 12 hours per week in order to qualify for CTE CVE (paid training).**

If you have any questions, please contact your CTE instructor or Technician. Enjoy your CTE experience; it could be the start of a very rewarding career. I have read the rules and responsibilities required and I agree to abide by them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Representative or CTE Tech/Teacher Signature: _____ Date: _____

Distribution:
White - District Office
Yellow - Teacher
Pink - Student/Parent

**Please return this signed form to the CTE Teacher or School Counselor
at your home high school.**

BELLA VISTA HIGH SCHOOL

☐

Teacher Assistant Contract

☐

Tutor Contract

NAME _____ STUDENT # _____

GRADE _____ DATE _____ PERIOD _____ SEMESTER/YEAR _____

(PLEASE PRINT TEACHER NAME)

Teacher Signature

GUIDELINES FOR TEACHER ASSISTANT or TUTOR –

****Being a TA/Tutor is a privilege as well as a job. Students should adhere to the following rules:**

1. TA's are **NOT** allowed in the B2 staff room.
2. Only TA's who have been trained may use the copy machines.
3. TA's/Tutors are expected to be punctual and have good attendance. Students are to be in the classroom doing their job; otherwise, they will be marked absent. The student's commitment extends from the first day of the semester to the last (including finals). TA's/Tutors who are absent or tardy will, like all students, receive consequences according to school attendance policy.
4. Name tags must be used during the TA/Tutor period if you leave the classroom.
5. A student must be a junior or senior.
6. A student may take only one TA period per semester and may earn a maximum of 20 TA credits.
7. TA's/Tutors who need to go into classrooms to carry out duties must be courteous. All business should be conducted with the teacher, not individual students in the classroom.
8. TA's/Tutors should not visit with other students during class time.
9. **Abusing the TA/Tutor privilege (i.e. cheating, forgery, stealing, dishonesty, disrespect, etc.) will result in removal from the program, a drop F, and loss of credit.**
10. All TA's/Tutors must have a contract on file.

GUIDELINES FOR STAFF-

1. Counseling will assign no more than three (3) TA's to one teacher. An exception to this must be approved by the vice principal.
2. Teachers should keep the TA/Tutor in the classroom the entire period and should plan adequate work to keep him/her productively occupied. Do not send TA's from class to take care of their personal business.

Student Signature

Counselor Signature

Parent Signature

*** Completed form must be returned to your Counselor for their signature.***

BELLA VISTA HIGH SCHOOL

☐ Office Assistant Contract

NAME _____ STUDENT # _____

GRADE _____ DATE _____ PERIOD _____ SEMESTER/YEAR _____

(PRINT SUPERVISOR NAME)

SUPERVISOR SIGNATURE

Office Assistants represent the school and must conduct themselves accordingly. Dress, personal appearance, and making eye contact are very important because in many cases the office is the first contact the public has with the school.

Students are reminded of the following responsibilities:

1. All matters are *confidential* and should not be repeated.
2. *Telephones*: Need to be answered promptly and messages recorded clearly. Always identify yourself as a student and initial your messages.
3. *Counter*: Take care of counter needs. If you are not able to answer a question, refer it to the secretary, counselor or vice principal. Do not spend time socializing or visiting with students sent for by a counselor or administrator.
4. *Filing*: There is always filing to do. Ask the secretary what there is to be done.
5. *Passes*: Please deliver passes promptly without lingering on the way. When you cannot deliver a pass, write on the back of pass whether the student is absent, not in that class, etc., and return it to the person who asked you to take it out.
6. *Records*: Students are not allowed into CUM folders. Do not give out student phone numbers or addresses. Also, do not give out student schedules to other students.
7. **Falsification or forgery on any admits, student notes or passes, etc., will result in immediate dismissal with a drop F as well as appropriate disciplinary action.**
8. *Grades*: Academic and citizenship grading will be based on the following criteria:
 - a. Regular attendance and punctuality
 - b. Productivity
 - c. Cooperation and dependability
 - d. Business-like behavior

Students receive the same credit as for any class. Therefore, students wishing to earn an "A" must expect to work for it.

I hereby agree to the terms of this contract and I have read and accept the criteria.

Required Signatures

Student Signature

Counselor

Parent/Guardian's Signature

*** Completed form must be returned to your Counselor for their signature. ***

Bella Vista High School Advanced Placement Program

Expectation Agreement

Bella Vista is proud to offer the challenge and rigor of 21 Advanced Placement courses. AP courses are high school classes taught at a college level. This allows students to develop content mastery and critical thinking skills that are expected in college. Taking AP courses is looked upon favorably by colleges when making student admission decisions. Students will receive a weighted grade for AP courses. Students may also receive college credits for receiving a passing grade on AP tests.

AP Course Expectations:

- Adequate prerequisite content knowledge, as recommended by College Board
- Desire to Learn at an Advanced Level
- Willing/ ability to read at college level
- Critical thinking and reasoning skills
- Willingness to put in extra time and effort as needed
- Independent learners who assume responsibility for their own learning by studying material in much greater detail than most high school classes expect
- Take initiative to see the instructor to receive help, find tutoring, or other resources
- Entertain an energetic, involved, and motivated attitude
- Utilize College Board to familiarize yourself with the sample AP tests and resources

Homework Expectations:

- Consistent homework completion
- Daily homework ranging from 30 – 90 minutes per course
- Willing to read outside of class daily

Study expectations:

- Study outside of class; spend increased time studying as AP tests approach
- Form study groups to connect with peers to organize, talk about, process, problem solve, and internalize information learned in class.
- Make time to attend study sessions and test prep sessions outside of class

Summer Homework:

- Many AP courses require summer homework: AP Language & Composition, AP Literature & Composition, AP Psychology, AP US History, AP European History, AP World History, AP Spanish, AP French, AP Japanese
- If the course does not require summer homework; there may be summer review that is recommended for success

Dropping AP Courses:

When students sign up for an AP course, they are committing to stay in the course for the school year. If a student requests to drop an AP course, I understand that this is a request and may not be approved. Students will work with their counselor, teacher, and Vice Principal to discuss dropping a course.

AP Exam Registration:

Taking the official AP exams in May is an important component of all AP courses. Though not required, students are encouraged to register for the corresponding AP exams for the AP courses they are enrolled in. All registrations for AP exams must be completed online. Signups and payments cannot be completed in person at Bella Vista High School. AP exams cost approximately \$100 per test, but vary yearly. Financial assistance is available to students that qualify.

AP Exam Registration must be completed online at:
www.TotalRegistration.net/AP/050912

Bella Vista High School
Policies, Rules, Procedures and General Information
2021-2022 School Year

This is a condensed version of BV's rules and policies. More complete explanations can be found in the *Student Planner* which is available for purchase. It is also available online @ www.sanjuan.edu/BellaVista.cfm, where you can also find links to the "Parent Portal" (online daily grades, attendance, report cards and transcripts) and "BVNewsFlash" (weekly school newsletter).

STUDENT ACTIVITIES

STUDENT IDENTIFICATION CARD

Every student receives a picture identification (ID) card free of charge. **ID cards are mandatory** and must be carried when at school and at school activities. They must be presented when checking out textbooks and library books, purchasing dance tickets and for admission to school dances.

STUDENT BODY CARD

To support the BV student body, students are encouraged to purchase a student body (SB) card for \$30. Students with an SB card will have free entrance to home sporting events (except playoff games) and reduced prices for dances, class t shirts, etc. Replacement cards may be purchased in the finance office: \$5.00 for ID card and \$30.00 for SB Card.

SCHOOL DANCES

BV dances are well-attended, fun, school-sponsored activities. Tickets are sold during lunch and after school at the Student Sales Center. **No tickets are sold at the door.** Each student may **buy only 1 ticket**. Students cannot buy a ticket for other students. Students must present their **current BV ID or SB card** to buy a ticket. Students who want to bring a non-BV guest must turn in a completed guest pass application to the vice principals secretary for approval *before* buying a ticket. A student may invite only one guest. Guests must show picture identification to enter the dance. **All BV students must present a ticket, receipt, and their current BV Student ID card or SB Card for admittance to the dance. In addition, students are issued wristbands with their tickets to be worn during dances as part of a warning system for inappropriate dancing.** All school rules apply to dances and will be strictly enforced.

ATHLETIC CLEARANCES

Before students can participate in athletics, they must be cleared by the athletics office. Complete your registration online at www.sanjuan.edu/domain/193.

The Athletic Director will notify the coach when students are cleared. **Students may not try out or begin practice without completing this process.**

ATHLETIC ELIGIBILITY REQUIREMENTS

The District Governing Board of the California Interscholastic Federation (CIF) will have general control of and be responsible for all aspects of interscholastic athletics. They will ensure that all interscholastic policies, programs and activities are in compliance with state and federal law. Students must meet all eligibility requirements.

ACADEMIC ELIGIBILITY REQUIREMENTS

To be eligible for athletic participation, the student:

1. Must have earned an overall minimum 2.0 grade point average on a 4.0 grading scale during the preceding grading period; and
2. Must have passed five of six classes during the preceding grading period. Students taking only the minimum number of classes must pass all of their classes to be eligible.

A grading period will constitute an eligibility period. The grade issued at the end of each grading period will be used to determine eligibility. For more information, please visit our website at: www.sanjuan.edu/Page/712.

COMPUTERS

BV students and parents are required to sign a Computer Use Consent Agreement Form for students to use school computers. To use the library computers, students must give their ID or SBC to the librarian. When the student is finished, the librarian returns the cards.

EMERGENCY PROCEDURES

All possible steps will be taken to ensure the safety of students. The following are the emergency procedures:

Parents may hear emergency information, e.g., school closures, from KFBK Radio 1530 AM and local television stations. Emergency information will also be initiated by the school and communicated to the entire school community in minutes through School Messenger emails, telephone calls and/or texts.

HEALTH NEEDS

- **All students:** There is no nurse or health assistant on BV's campus. If a student needs to leave school due to illness, he/she must report to the Attendance Office to arrange to go home. The attendance secretary will contact the parent/guardian to request the student be issued an early dismissal and taken home. There are no facilities on campus for sick students.
- **Prescription medication and "over the counter" medicines:** Authorization for Medication Administration form must be on file with the principal's secretary, **even for aspirin**.
- In case of a **life-threatening emergency**, the principal's secretary will call 911 before notifying parents.

HOMEWORK REQUESTS

Students are responsible for making arrangements with teachers to make up work missed because of absences. Students or parents may request homework through the front office if the absence is for 3 or more days. Homework will be available for pickup after school on the day following the request. For short-term absences, students should contact classmates or check with the teachers when returning to school. No make-up work is allowed for work missed because of truancy.

INDEPENDENT STUDY

Independent study is a voluntary program for students who will be absent for 5 or more consecutive school days for unavoidable personal family business, family funeral, family illness or family emergency. A school-approved Independent Study contract is an educational alternative and is not recorded as an absence. Students must obtain the Independent Study forms from school at least 5 days prior to the first day of absence. Completed forms must be returned to the school before departure. For attendance purposes, the student must turn in the completed assigned work to the front desk on the day of return to school. Late work is not accepted.

PE LOCKERS

PE lockers are assigned at the beginning of the school year. Students must provide locks for their lockers; high quality, heavy duty combination locks are best. Students choosing to store personal articles and school property in these lockers assume liability for their security. Locker rooms are locked and not accessible during class time. Students who are found in the locker room unsupervised will be subject to disciplinary action.

SCHOOL SAFETY AND SECURITY HOTLINE

We need your help to keep our students, staff, schools, and community safe. If you ever see or hear something that could be a safety issue it's important that you tell someone. The School Safety and Security Hotline number is (916) 979-TIPS (8477). This Hotline number is a simple way for students, parents, and community members to report school safety or security concerns. You can text reports of bullying or other safety issues anonymously to the following number (916)243-5522.

TEXTBOOKS

Students must have a current BV ID or SB card for textbook checkout. Primary textbooks are checked out and returned in the library. Students are responsible for their books, no matter where they store them. If damaged, lost or stolen the student must pay for the books before another textbook is issued. Transcripts are withheld pending the return or payment of textbooks. Students should report to the vice principals' office theft or vandalism of texts. However, the school is not responsible for book thefts.

WORK PERMITS

Any student under 18 years of age is required to have a work permit before employment. Students must demonstrate that they are meeting all school responsibilities before a work permit is granted. To receive/keep/renew a work permit, students must 1) Have positive attendance (students receiving a 2nd truancy/excessive excused letter from the district will have their permit revoked), 2) Have a 2.0 GPA with no Fs in any class on the semester grade report or current progress report. Applications are available from the Vice Principal's Secretary and must be renewed annually during the first week of school.

GRADUATION INFORMATION

PARTICIPATION POLICY

Graduation recognizes seniors who have successfully completed the required course of study through attendance and completion of 220 units. SJUSD board policy states, "Seniors enrolled but not attending five classes will be denied participation in graduation ceremonies even though all other graduation requirements have been met. A senior placed on social probation anytime during the last 30 days of school may not participate in any school-related activity including the commencement ceremony."

SENIORS AND CUTS

Seniors with too many periods of truancy "cuts" will not be allowed to participate in the commencement ceremony. The number of classes in which a student is enrolled *not counting ROP* multiplied by six is the number of cuts that disqualify a senior from participation in commencement. For example, 6 classes = 36 cuts; 5 classes = 30 cuts, 4 classes = 24 cuts.

ATTENDANCE

ABSENCES

Parents will be notified by the auto dialer when a student is reported absent from one or more classes. All absences must be cleared by a parent/guardian within 5 days via phone message (916-971-5002) or email (bellavistaabsence@sanjuan.edu). If parents are unaware of the absence, they should call the Attendance Office at 916-971-5040 between 7:30 a.m. and 4:00 p.m. Absences not cleared within 5 school days are automatically recorded as "rolled cuts". If the parent receives subsequent calls, it means the student has accrued additional un-cleared absences. Parents can view attendance online in the Q Parent Portal. Students must clear single period absences by picking up a correction form in the Attendance Office and having their teacher verify the error.

CHANGE OF ADDRESS: Change of address can only be updated through San Juan Central with two proofs of residency. Visit San Juan Central at 3700 Garfield Ave. in Carmichael.

EMERGENCY CONTACTS:

Phone numbers, emergency contacts, emergency care, and health information MUST be updated online at sis.sanjuan.edu/parentportal.

EARLY DISMISSALS

To leave campus anytime during the day, a student must have an Early Dismissal (ED). A student must bring a parent/guardian note to the Attendance Office before leaving campus. **Please do not send an email or leave a voicemail for an ED.** A student with an ED returning to school the same day must report to the Attendance Office upon return. Early Dismissals will not be given during class time. "After the fact" parent permission is not legally permissible. **A student who leaves school without an ED is truant, in violation of the closed campus policy, and will be disciplined. Calls or notes brought in after leaving campus will not be accepted.**

OPEN PERIODS

At the beginning of **each** semester students who have open periods must get an **Open Period Sticker** from the Vice Principals' Office. Students must carry their ID's with the open period sticker with them at all times. Students with Open periods must leave the campus immediately after their last class.

SCHOOL / DISTRICT RULES

BICYCLES/SKATEBOARDS

Students who use a bicycle or skateboard for transportation must stop riding it when reaching the edge of campus, and lock it in the bike racks next to E-6.

CAMPUS VISITORS

Only adult visitors are allowed on campus. All visitors must sign in at the front Office and wear a visitor's pass while on campus. Please contact your student's teacher 24 hours in advance to obtain approval to visit their class.

DRESS CODE

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or distracting from the learning environment are not permitted.

Specific clothing restrictions:

- No excessively revealing clothing: e.g., bare midriffs or tops that are strapless, see through, off the shoulder, backless, or having plunging necklines/cleavage.
- Skirts must be longer than fingertip length. Shorts must have a 5" or longer inseam. Shorts without an inseam are considered to be bikinis and cannot be worn.
- No clothing or accessories that:
 - advertise gang affiliation (e.g., bandanas, doo rags, 916, etc),
 - contain messages that are sexually suggestive or promote violence or intolerance,
 - are considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item, OR
 - advertise alcohol, tobacco, drugs, etc.
- No chains or spikes
- No pajamas, sleep wear or slippers
- Shoes must be worn at all times
- Sagging is not permitted: underwear must be covered

DRUGS-ALCOHOL-CONTROLLED SUBSTANCE PARAPHERNALIA: Schools are tobacco and drug-free zones.

BVHS will enforce the law and school district policies concerning drugs, alcohol, and drug paraphernalia to the fullest extent. Any student who sells, furnishes, or is in possession for sale of any controlled substance, an alcoholic beverage, or an intoxicant of any kind will be suspended and may be recommended for expulsion and subject to arrest. Any student who is in possession of, has consumed or used alcohol or a controlled substance, before or during a school function, will be suspended and placed on social probation. Any student with the odor of alcohol on his/her breath, the odor of a controlled substance on clothing, and/or appearing to be under the influence of alcohol or a controlled substance may be subject to search, suspension and referral to law enforcement.

ELECTRONIC DEVICES

Students may use electronic devices during the morning break, passing periods, and lunch time only. Students in violation of this policy will be referred to administration for disciplinary action. Emergency communication for an early dismissal must go through the attendance office at 916-971-5040.

FIGHTING

A fight is physically striking another person. The following consequences will be imposed for fighting:

- **First fight:** In order to prevent subsequent fights, students engaging in their first fight will receive home suspension, social probation, a warning letter from the principal, and parent conference.
- **Second fight:** Any student who gets into a second fight in any two year period will face home suspension and possible involuntary transfer to another school.
- **Promoting a fight** is a disruption of school activities and will result in home suspension.

GAMBLING

Gambling (playing cards, dice, coin pitching or flipping for money) is illegal and not allowed on campus or at any school activity.

GRAFFITI / VANDALISM

Damaging, defacing or destroying school property is against the law. Students guilty of such acts will receive consequences to the full extent that the California Education Code, the Penal Code and San Juan district policies allow, including suspension, social probation and possible recommended expulsion. There may be a referral to law enforcement. Parents are responsible and financially liable for acts of vandalism by their student. In addition, the district may withhold a student's grades, diploma and transcript until restitution for damages is made.

HALL PASSES

Students are not permitted out of class or in the office without a pass. TAs and student government members must wear their identification. Students may only travel to the destination on the pass. Students without a pass or abusing the use of a pass will be referred to the vice principal for discipline.

INAPPROPRIATE DISPLAYS OF AFFECTION

In a public place such as at school or at school-sponsored activities, excessive displays of affection are inappropriate.

LITTERING

Students have the responsibility for keeping the campus litter free while at school, especially during break and lunch. Students must put their trash in a garbage container. It is not the job of the custodian to pick up after students. Abuse will result in disciplinary action.

LOITERING

All students are required to be in class during school hours. Students may not loiter on or about the campus at any time. Students coming to or leaving the campus may not linger or gather at homes on the streets next to the campus. Students observed doing this will be subject to disciplinary action and possible referral to law enforcement. Private citizens have the option of calling law enforcement if students habitually loiter at their property.

OUT OF BOUNDS AREAS

Students will receive disciplinary consequences if found in the following areas during the school day. Repeated violations will result in suspension.

- Parking lots and fields east of the parking lots
- Front of school
- Behind any of the school buildings, including the fields
- Basketball courts.
- Driveway on the west side of school

PERSONAL PROPERTY

The San Juan Unified School District is **not responsible** for the loss, through acts of vandalism or theft, of students' personal property. This includes property stored in lockers or vehicles, left at school, or confiscated from students. If students bring personal property to school, they do so at their own risk.

PROFANITY OR SLURS

Students must not use profane language. Profanity directed at individuals or in loud excessive displays and/or slurs (racial, ethnic, sexual, religious, handicapped, etc.) are prohibited at all times. The use of such language will result in suspension.

QUESTIONING BY OUTSIDE AGENCY

A law enforcement agent upon request and with appropriate identification has the authority/right to question students while at school.

SALES / EXCHANGES / BARTERING

Selling, exchanging or bartering is prohibited except as fundraisers authorized by the administration and/or student government.

SEARCHES

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law. P.E. lockers, backpacks, and student vehicles may be searched at any time. In addition, district Safe Schools Officers (Sheriff's deputies) may use trained dogs to indicate the presence of drugs in lockers, vehicles, backpacks, and other locations. BP5145.12 (Search & Seizure)

SEXUAL HARASSMENT

The district has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. The Governing Board prohibits unlawful sexual harassment of or by anyone in or from the district. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment 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 sexual harassment may be subject to disciplinary action up to and including dismissal. Any student, staff member or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator. Copies of the Uniform Complaint Form may be obtained from the school office or district Title IX Coordinator.

UNIFORM COMPLAINT PROCEDURE

Use this form, available from the principal's secretary and online, to make a formal complaint alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs and special education programs. Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain as confidential as appropriate.

WILLIAMS UNIVERSAL COMPLAINT PROCEDURE

Use this form, available from the principal's secretary and online, to make a formal complaint alleging insufficient textbooks or instructional materials, teacher vacancy or mis-assignment, or threatening facility conditions.

TARDIES

Students are expected to be in the classroom and ready for instruction when the final bell rings. A student is tardy when arriving up to 30 minutes late. Students need to sign the classroom's tardy log to confirm their presence. Students who are more than 30 minutes late will be marked absent and must go to the attendance office and receive an admit to class. Teachers may assign consequences after the first tardy that may include the following:

- Lower the student's citizenship grade
- Assign after-school detention
- Telephone the parents/guardians.

On the 6th and subsequent tardies, teachers will refer the student to the vice principal for discipline. Students who continue to be tardy will receive more severe disciplinary consequences. Completing the assigned discipline does not erase tardies. The tardy policy is in effect on a semester basis.

TOBACCO USE OR POSSESSION

The possession or use of tobacco, or any products containing tobacco or nicotine is prohibited. This includes vape pens with nicotine cartridges. This applies on campus and at any school related activities, in front of the school, and streets and/or properties next to the school property. All San Juan Unified School District property is a tobacco and drug free zone for students and adults.

TRUANCY and TRUANCY LETTERS

Truancy is defined as a day with at least one unexcused absence of 31 minutes or more. A student tardy more than 30 minutes is considered truant and must be cleared through the Attendance Office. The district mails a letter to parents/guardians informing them when students have 3, 5, and 6 days of truancy. Students receive disciplinary consequences starting with the first truancy. When there are 6 truant days, students will be referred to SARB (school Attendance Review Board), put on social probation, and may be referred to an alternative program.

VEHICLES, STUDENT PARKING AND DRIVING REGULATIONS

Vehicles on campus are subject to the rules of the California Vehicle Code. Student parking and driving on campus are privileges and violations will result in disciplinary action and possible loss of on-campus parking. Student parking is only allowed in the east parking lot - not park in front of the school, in the fire lane or at the west end of the campus. Students may not go to the parking lot once the school day has begun. **NOTE: Parking is on a first-come, first-serve basis. If there is no legal parking available, students must find legal parking off campus.** The school and district are not responsible for theft or damage to a student's vehicle or theft of the contents inside the vehicle. CHP, Sheriff and Fire Department personnel may issue citations with fines to parked vehicles violating safety, handicapped and fire access codes.

WEAPONS

Students who bring guns, knives (or replicas/imitations) or other dangerous objects to school or school activities will receive a 5-day suspension, recommendation for expulsion and referral to law enforcement. State law mandates expulsion for students who possess a firearm.

INTERVENTIONS

AFTER-SCHOOL DETENTION

After-school detention is a 30 to 60-minute study period used as a disciplinary tool for tardies and minor classroom offenses. Students must report to detention at the end of their school day and bring schoolwork to complete during the assigned time. Failure to serve detention will result in additional discipline.

SATURDAY SCHOOL

Saturday School is an alternative to home suspension and assigned by an administrator. Saturday School is held in a designated classroom, beginning promptly at 8:00 a.m. and ending at 11:30 a.m. No student is admitted after 8:00. Students assigned to Saturday School must bring homework or a book to read. Newspapers, tapes, CDs or disc players, radios, headphones, electronic toys/games, cell phones, pagers, magazines, food, etc., are not allowed. Students who fail to serve Saturday School will receive additional disciplinary consequences.

SUSPENSION

Students may be suspended from school for violation of school or district rules or if they present a danger to the health or safety of others or a threat to disrupt school programs. Before being suspended, students have the opportunity to give their version of the incident to school authorities. A suspension lasts from 1 to 5 days. **During suspension, a student may not participate in classes or activities, including graduation.** Homework will be provided by the teachers while the student is on suspension. A suspended student or his or her parent/guardian has the right to appeal a suspension by contacting the school principal. Students who accumulate 15 days of suspension may be referred to an alternative school placement.

SOCIAL PROBATION

A student is placed on social probation when s/he gets in a fight, possesses and/or is under the influence of any controlled substance, alcoholic beverage, dangerous substance or intoxicant, commits vandalism to school property, has excessive truancies or for any discipline issues. **A student on social probation is prohibited from participating in or attending any non-mandatory school function, activity or event at any location.** Non-mandatory school functions, activities or events include, but are not limited to dances, athletic events, drama and musical productions, student club activities, and activities related to graduation including the graduation ceremony, and athletic teams including practices. Social probation is for 4-6 calendar weeks depending on the severity and recurrence of the infraction. Violations of social probation will result in extension of the duration of the probation (4 weeks to 6 weeks, 6 weeks to rest of year) and home suspension.

EXPULSION

Expulsion means a student may not attend **any** San Juan Unified School District school or school activity. The principal recommends expulsions for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, sale of a controlled substance, robbery, extortion, sexual assault or battery. If a student violates any of these policies, s/he is suspended for 5 days and is recommended for expulsion. The Board of Education makes the final decision to expel a student.



Bella Vista High School 2021-2022 Parent Volunteer Form

IMPORTANT: Opportunities will be dependent on Sacramento County health official guidelines. You will be contacted directly for activities you indicate of interest.

Please return this form to bellavistafrontdesk@sanjuan.edu or by mail: 8301 Madison Ave. Fair Oaks CA 95628

Student's Name: _____ Grade: _____

Parent/Guardian's (#1) Name: _____

Phone: _____

Email: _____

Parent/Guardian's (#2) Name: _____

Phone: _____

Email: _____

PTSA assistance (please check all areas where you may be available to help):

- _____ Campus Beautification/Plant Care
- _____ College and Career Center
- _____ Craft Fair (Saturday, October 2nd)
- _____ Grad Nite (planning, fundraising)
- _____ Office Help (e.g., stuff envelopes, telephone calls)
- _____ Staff Appreciation Snacks

Other:

- _____ Chaperone for dances
- _____ English Learner Advisory Committee Member
- _____ Class Information Event
- _____ Picture Day (TBD – many shifts available)
- _____ Site Council Member
- _____ Ticket Sales (lunchtime, after school)
- _____ Other: _____