

2025 - 2026

WILLITS HIGH SCHOOL STUDENT HANDBOOK

WILLITS UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

Willits Unified School District staff and students in partnership with parents and community members, provide a challenging, caring and safe educational environment, which prepares students to be positive members of the community, effective communicators, problem solvers, and lifelong learners.

MOTTO

“Today Determines Tomorrow”

SCHOOL HISTORY

Willits High School began in September of 1904. The students met on the second floor of the Maize Mercantile Building on the corner of Main and Commercial Streets. Three years later a new high school was built on Pine and Maple Streets. The School burned down in November, 1928. A year later, the new school was built in the present location. The school was remodeled in 1958, 1988 and then again in 2012. The 2012 renovations were made possible by a school bond and the Ventura Perez Funds. The following classes were renovated: the automotive shop was gutted and made into a Wood Shop and Welding/FFA shop; the Media Center was moved to the old Woodshop-AG Mechanics building and renovated into a large facility with meeting and computer labs, and a staff parking lot was designated behind the Media Center. The old library building was retrofitted to become the Ventura Perez Fitness Center for students, staff and community members. Mr. Ventura Perez donated much of his estate to the school to renovate the track, football field, gym floor and other athletic related areas along with numerous from our community. Willits High School was recognized as a Distinguished School by the California Department of Education in 1990.

WHS FIGHT SONG

Hail to Green and Gold
Our colors lifted up to the sky
We will never fail
To keep our banner waving high
Glory to our team
Our fighting spirits ever prevail
We will fight for Willits High
And march on to gain our victory tonight!

STAFF

Administration

Shane Topolinski, Principal Kenneth Mansfield, Assistant Principal Arianna King, Principal’s Secretary & Registrar Kristine Kellar, Athletic Director	Karen Thiel, Attendance Secretary Kristein Kellar, Accounts Clerk Matt Moratti, Athletic Director Blanca Carrillo, Family Liaison
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Instructional Staff and Assistants

Becky Bowlds, CTE Ag Mechanics/ FFA Kelley Case Brackett, CTE Agriculture/FFA Lilyann Arreguin, Farm Manager Scott Lamon, Special Education Jeff Ivy, Special Education Alexander Kramer, Special Education Sue James, Adult Special Education Trish Silva-Brown, History Dina Haigounian, History Brandon Ludwig, History Andrew Simpson, Music & Performing Arts	Shawna Byrns, Mathematics Matthew Alaniz, Mathematics Kenny Smith, Math & Academic Decathlon Katrina Hall, English Tim Fischer, English & Performing Arts Amanda Hult, English Juliana Aguilar, English Brian Bowles, CTE Woodworking & Construction Trades Ken Pedersen, CTE Construction & Trades
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<p>Carolyn Bakewell, Visual Arts Jill Dorman, Librarian Tracey Lewis, CTE Web Development & IT Amanda Laskovics, Science Thomas Fardig, Science Will Dunaway, Science & PE Matt Moratti, Physical Education Sheri Dockins, Instructional Assistant Emily Barbitta, Instructional Assistant</p>	<p>Jennifer Barrett, CTE Health and Scrubs Lauriann McLernon, Spanish Jillian Anderson Rano, CEC/Special Education Charlyn Keyser, Paraprofessional Kari Rowles, Paraprofessional Stephanie Fisher, Instructional Assistant Jodi Phillips, Instructional Assistant Alondra Luna, Instructional Assistant Lizabeth Goforth, Instructional Assistant</p>
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Counseling Services

<p>Nicole Burke, Counselor 9th & 11th Grades Lucy Kyne, Counselor 10th & 12th Grades Holly Sanbeck, College & Career</p>	<p>Devon Krepela, Psychologist Christina Lawrence, College & Career</p>
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Technical Staff

<p>Dakota Grossman, Network Specialist Jennifer Maples, Technology Director</p>	<p>Justin Walker, IT Tech Sebastian Beauseau, IT Tech</p>
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Workability

<p>Dana Eads</p>	<p>Katie Gray</p>
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Food Center Staff

<p>Rosaura Valencia Lopez Matthew Danforth</p>	<p>Julie Vassar Christy Wisdom, Director</p>
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Maintenance and Custodial Staff

Rick Scaramella, Maintenance Director Krystal Duncan, DMOT Admin.Assist. Clifton Pearson, Night Custodian	Josh Potter, Maintenance Edwina Longcrier, Day Custodian Miguel Nunez, Night Custodian
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TRADITIONS

Art Under 20 ASB, Class Officers, and Senior Yearbook Editors and Business Manager wear white at Graduation Class Fundraising CSF (Lifetime) Achievements El Día De Los Muertos FFA State Degree Cords at Graduation Homecoming Night Rally Honoring Senior Sports Players Hot Winter's Night	Link Crew/Freshman Orientation Peace Day Chalk Art Senior Chant Senior Farewell Senior Gift Senior Scholars Senior Trip Senior Walk Seniors Athletes Give Parents Roses Yearbook Dedication Yearbook Distribution Celebration
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SPORTS, CLUBS AND ORGANIZATIONS

Baseball Basketball-Boys Basketball-Girls Cheerleading Cross Country Football Golf Soccer-Boys Soccer-Girls Softball Swimming and Diving Tennis Track and Field Volleyball Wrestling Academic Decathlon Art Under 20 Volunteers	Art & Travel Club AVID California Scholarship Federation Drama National FFA Organization Interact Club Native American Club Latino Club Peaceworks Science Environmental Club GSA School Site Council/Parent Spirit Crew Student Council/Leadership Willits High School Boosters Club Yearbook
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ASSOCIATED STUDENT BODY

The purpose of ASB is to direct all high school activities. Membership of the Council shall consist of the President, Vice-President, Secretary, and Treasurer of the Student Body, the Class Officers, and all Class Representatives. Eligibility for selection to Student Council is through student elections. ASB students must meet the same academic requirements as athletes. The elected class and school officers are required to enroll in the ASB leadership class. The class trains student leaders who organize class, school and community activities.

CALIFORNIA SCHOLARSHIP FEDERATION

Membership is one of the highest academic honors a student obtains at Willits High School. The purpose is: "scholarship through service." The eligibility for membership is higher than general eligibility standards described elsewhere because this is an academic honor society.

BAND/PIANO/GUITAR/CHORUS

The band performs at games, concerts, and community events. The fall term emphasizes and prepares for the Holiday Concert. In the spring term, the band turns to concert work of classical and semi-classical music. Individuals and group members have been asked to perform at weddings and community events. Chorus in conjunction with the Drama Club are preparing for a fall/winter play and a spring musical.

CAMPUS

Willits High School is a closed campus for brunch and an open campus for lunch. Leaving campus is not a right but a privilege that can be lost. The administration reserves the right to restrict students leaving campus who have disciplinary, attendance and or other types of concerns.

VISITORS

Parents and visitors to the campus **must** be cleared through the high school office. Visitors, other than parents, must have a specific reason for coming on campus. **All visitors are required to check in at the office, be issued a visitors pass and display the pass at all times while on campus.** Parents are always welcome; however, they must check in with the office upon arrival and before departing the campus. In case of emergency, please notify the office. **STUDENT**

VISITORS ARE NOT PERMITTED AT SCHOOL, except for campus tours for new transfer students.

ACADEMICS

WILLITS HIGH SCHOOL GRADUATION REQUIREMENTS

Each student is required to complete 260 credits to obtain a diploma.

Courses and Requirements	Credits (5 = 1 term)
English	40
Math (including Algebra I)	25
World History, US History, Economics & Civics	30
Science - 1 year biological & 1.5 years physical	25
Visual Art, Performing Art, Foreign Language or American Sign Language, Career Technical Education (CTE)	10
Physical Education	20
Computer Literacy	5
Health	5
Senior Seminar	5
Electives	95
Successful Completion of Senior Portfolio & Exit Interview	
Total Credits for Graduation***	260

The list above represents the requirements needed for a diploma from Willits High School. Universities, state colleges, and trade school requirements may be much more stringent and students should be prepared to take the courses required by those institutions.

Legal Reference

<i>(cf 6142.7 – Physical Education)</i> <i>(cf 5118 – Transfers)</i>	<i>(cf 6011 – Academic Standards)</i> <i>(cf 6143– Course of Study)</i>
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(cf 5125 – Student Records)

(cf 6146.3– Reciprocity of Academic Credit)

The prescribed course of study may not accommodate the needs of some students. The Board shall provide alternative means for the completion of prescribed courses in accordance with the law.

(cf 6146.11 – Alternative Credits toward Graduation)

(cf 6146.2 – Certificate of Proficiency /High School Equivalency)

COLLEGE CREDITS

Students are eligible to take college coursework as a capstone to their high school coursework. When students have exceeded the high level of content, the guidance staff will work with the student to find appropriate college coursework. College courses may be taken during the school day to replace a high school course with approval from Counselors and Administration. Students may take any type of college course in the summer to enhance their academic status. Students who take summer coursework need to meet with their guidance counselor to get prior approval for courses to be added to their high school transcript.

BELL SCHEDULES

	Regular Day	Schedule M-W-TH-F	
1st Period	8:00	9:13	(73 Minutes)
Brunch	9:13	9:23	(10 Minutes)
2nd Period	9:28	10:41	(73 Minutes)
3rd Period	10:46	11:59	(73 Minutes)
Lunch	11:59	12:29	(30 Minutes)
4th Period	12:34	1:47	(73 Minutes)
5th Period	1:52	3:05	(73 Minutes)

Early Release Schedule

1st Period	8:00	8:59	(59 Minutes)
Brunch	8:59	9:09	(10 Minutes)
2nd Period	9:14	10:13	(59 Minutes)
3rd Period	10:18	11:17	(59 Minutes)
Lunch	11:17	11:47	(30 Minutes)
4th Period	11:52	12:51	(59 Minutes)
5th Period	12:56	1:55	(59 Minutes)

2 Hour Delay Schedule (incl. Tuesday)

1st Period	10:00	10:50	(50 Minutes)
2nd Period	10:55	11:45	(50 Minutes)
Lunch	11:45	12:15	(30 Minutes)
3rd Period	12:20	1:10	(50 Minutes)
4th Period	1:15	2:05	(50 Minutes)
5th Period	2:10	3:00	(50 Minutes)

Rally/Meeting Period Schedule

1st Period	8:00	9:04	(64 Minutes)
Brunch	9:04	9:14	(10 Minutes)
2nd Period	9:19	10:23	(64 Minutes)
Rally/Meeting	10:28	11:08	(40 Minutes)
3rd Period	11:13	12:17	(64 Minutes)
Lunch	12:17	12:47	(30 Minutes)
4th Period	12:52	1:56	(64 Minutes)
5th Period	2:01	3:05	(64 Minutes)

Final exams are scheduled during the last two days of each term.

Final Exams Schedule

Day 1			Day 2		
Period 1	8:00-9:30	90 Min. Exam	Period 4	8:00-9:30	90 Min. Exam
Brunch	9:30-9:40		Brunch	9:30-9:40	
Period 2	9:45-11:15	90 Min. Exam	Period 5	9:45-11:15	90 Min. Exam
Lunch	11:15-11:50				
Period 3	11:55-1:25	90 Min. Exam			

ACADEMIC HONESTY POLICY

Academics are our top priority at Willits High School. We offer numerous opportunities for students to be recognized for their academic success. That being said, we understand that the pressure to get good grades can sometimes create the incentive to cheat. We at Willits High School believe that cheating denies the value of education, damages the character of the individual student, and undermines the integrity of our school. We hold our students to the highest expectations, encouraging respect for themselves and their peers, and we expect them to behave with honesty and integrity. The following includes, but is not limited to, examples that are in violation of our Academic Honesty Policy:

TYPES of VIOLATION

Cheating/Copying: Using or attempting to use unauthorized materials including, other students work, information, study aids, or use of outside assistance including technology without the authorization of the teacher.

Facilitation: Helping or attempting to help another student violate the Academic Honesty Policy.

Plagiarism: Misrepresentation of published work without the use of quotation marks and adequate citation. Students are expected to complete new, original work for every assignment.

Theft: Use of a teacher's instructional or assessment material without permission. Breaking into a teacher's electronic gradebook or paper gradebook and changing grades is considered theft. This type of behavior will not be tolerated. You will be prosecuted to the fullest extent, which

includes loss of credit in the classes affected, suspension from school, and referral to the Willits Board of Trustees for expulsion.

CONSEQUENCES

Violations may include (but are not limited to): Due to mitigating or aggravating circumstances, progressive discipline may be increased or lessened based on extenuating factors as determined by the administration.

1. Discipline initially determined and managed by teacher
2. Administrator notified
3. Parent contact by teacher and or administrator
4. Code of Conduct warning or violation (student suspended from the activity for seven days and required to sign a performance contract)
5. Incident reported on the Student Information System
6. Parent/student conference with teacher and administration
7. Removal from Advanced Placement or Honors course(s)
8. After school detention and Saturday School will be used for minor infractions prior to suspension
9. In-house suspension will be used as another level of progressive discipline
10. Suspension from school 1-5 days
11. Subsequent violations may include (but are not limited to) any of those above as well as the following:
 - a. Student suspended from class
 - b. Code of Conduct violation-student removed from team for remainder of season or activity
 - c. Removal from class and given a failing grade
 - d. Recommendation to Board of Trustees for expulsion from school

INFRACTIONS OF THIS POLICY MAY ALSO INCLUDE THE FOLLOWING CONSEQUENCES:

Consequences for any of these infractions can range from a loss of privileges to a lower grade dependent upon the circumstances involved. Loss of privileges could include prohibition of attendance at dances, graduation, and other school activities for students who have been found to have committed these types of acts.

ANY STUDENT WORKING TOWARDS SCHOLAR WITH DISTINCTION, HIGH HONORS, OR HONORS THAT IS FOUND TO BE IN VIOLATION OF THE ACADEMIC HONESTY POLICY AT ANY POINT DURING THEIR CAREER AT WHS MAY BE INELIGIBLE FOR THE ACADEMIC RECOGNITION.

GRADING SYSTEM

High school students are graded on trimester marking periods. A student must receive a grade of “D-” or better in order to receive credit toward graduation.

Scholarship is evaluated in terms of letter grades:

A+/A/A- Work of outstanding quality - excellent

B+/B/B- Good work - well above average

C+/C/C- Ordinary work - average

D+/D/D- Poor work - below average

F Failure - no credit

*INC Incomplete

**CR Credit

**NC No Credit

It is the responsibility of the student to arrange with the teacher for makeup or late work. This is at the discretion of the teacher as defined in their syllabus.

**Courses taken on credit/no credit basis must be approved by the principal before commencement of the course. All sports will be on a credit/no credit basis and not used in GPA calculations.

*Incomplete: A student that has been given an incomplete grade at the end of a term, has two weeks to successfully change the incomplete to a grade or credit, which is to be agreed upon by the teacher and student. After two weeks the grade reverts to an F.

Final Summative Assessments will be weighted at **20% of the total final grade** in all classes at all grade levels.

Grading Percentage

Ltr Gr	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Range	100-98.00	97.90-92.00	91.90-90.00	89.90-88.00	87.90-82.00	81.90-80.00	79.90-78.00	77.90-72.00	71.90-70.00	69.90-68.00	67.90-62.00	61.90-60.00	59.90-0.00
Pt Scl	4.0	4.0	3.75	3.5	3.0	2.75	2.5	2.0	1.75	1.5	1.0	.5	0

GUIDELINES FOR DETERMINING VALEDICTORIAN

Class Valedictorian honors will be awarded to the student with the highest point total using the Senior Scholars formula calculating the scores based upon final GPA at the end of the third term.

In cases of more than one student holding these (this) position(s) the following criteria will be used in descending order to determine Valedictorian and/or Salutatorian.

1. The person having taken the most number of Principal's List and University of California "A-G" courses with the highest grade point average in those courses.
2. Enrollment in the most number of college prep academic classes during the senior year.*
3. Enrollment in the most number of college prep academic classes during the last term of the senior year.*
4. The person having enrolled in the most number of academic classes combined with the most number of student activities.

Honors and Advanced Placement (AP) courses will earn an extra grade point for grades "A, B, C" (i.e.) A = 5 pts., B = 4 pts., C = 3 pts., D grade does not earn extra grade points.

*Students will be recognized for taking academic courses through Mendocino College or other accredited colleges, but their college course grade will not be figured into their high school GPA for the purpose of determining Valedictorian and Salutatorian.

COMMENCEMENT CEREMONY

Participation in high school commencement ceremonies is only for seniors who:

- Have fulfilled all graduation requirements or who have completed the requirements for a "Certificate of Completion."
- Are properly attired (cap and gown), or other approved cultural attire.
- Have cleared all financial obligations.
- Are not on suspension or pending expulsion at the time of the commencement ceremony.
- Have attended commencement practice.
- This includes Sanhedrin and other types of graduates from WUSD.

SENIOR ACTIVITIES

Seniors who are suspended from school for violation of school rules at graduation rehearsals or other senior activities may forfeit their privilege of participating in the graduation ceremonies

with their class. Seniors may also be removed from the graduation ceremonies and senior activities for repeated discipline violations throughout the year.

HONOR ROLL

1. The student must have a grade point average of at least 3.00 in those classes in which they are receiving grades and credits.
2. Only one grade of C may be averaged into the grade point average of 3.00.
3. A grade of D, F, NC or Incomplete automatically excludes the student from consideration.

HOMEWORK

Homework is expected to be turned in on a daily basis when assigned. As a general rule, late homework will be given half credit until the assessment it is associated with is given. After the assessment is given, the homework associated with the test will no longer be accepted. Due to the nature and sequence of some classes, there will be exceptions to the rule as outlined in the teachers syllabus. Most students should have an hour to an hour and a half of homework from their daily schedule. Students taking multiple AP classes would have a higher amount of homework.

END OF TERM ABSENCES AND MAKE-UP WORK

1. Students with excused absences at the end of a term that are not school-related or pre-approved have two days for every day absent, up to 5 days, in which to turn in the work that was missed. An exception is a student who is absent only on the day of a test. A teacher may use their discretion as to whether to grant the two days in which to make up the test.
2. Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or immediately upon return to class. It will be the student's responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs.
3. All valid makeup coursework (as a result from end of term absences) approved by the teacher, must be completed within five (5) days of the end of a term for work to be counted toward the final grade.

RETAKEING A CLASS

Students may retake a class for credit at Willits High School if the original grade in the class taken was less than a B-. A student who passes the first attempt but retakes the class will receive credit for both with the higher grade listed and the lower grade recorded as a "CR" or "P". If a

student retakes a class that was failed, the passing grade will be used for credit and grade and the failed class will be recorded as “NC” (No Credit).

SCHEDULE CHANGES

Although the Counselors do their best to place students into their first choice elective classes, it is not always possible due to space restrictions, class prerequisites, or conflicts with core courses required for graduation. If a student ends up in their first or alternate choice elective, schedule change requests **will not** be accommodated. If a student chooses a yearlong class, they will be expected to complete the class regardless of their first term grades. All students are expected to maintain a full 5-period class schedule for the entire school year.

Schedule change requests can be made within the first 5 days of each term. **Not all requests can or will be accommodated.** Upperclassmen receive priority when processing requests. This means freshmen and sophomores who make a request on day 1 may not be seen until day 4 or 5 of the schedule change process. Please be patient.

After the first 10 days of a term, an F or NC will be placed on a student’s transcript if allowed to drop a course for any reason approved by school administration. If a student adds a course after 10 days, they may not receive credit for the course regardless of their final grade.

Schedule changes will be considered for valid educational reasons only. The following are considered valid reasons to request a schedule change:

- Missing a required class necessary to graduate; English, math, science, and/or history
- Placed in a class without having completed the necessary prerequisite(s)
- Placed in the wrong level; Advanced Placement (AP), Honors, or special education
- Signed up for a class already taken and passed with a C- or higher
- An incomplete schedule or missing a class period (periods 1-5 required)
- Student has two of the same class on their schedule in 1 term (i.e., two periods of PE)
- Missing Band, Choir, or yearlong FFA class
- The student plays a sport and would like to request taking a core class earlier in the school day to avoid excessive absences
- Junior or senior seeking a Teacher’s Assistant position
- Senior who is on track to graduate and would like to have a minimum day
- To balance class sizes so that overcrowding does not occur or is reduced

Schedules will not be changed for the following reasons:

- The student changed their mind
- The class is not what was expected
- The class is too difficult or too easy
- The teacher gives too much or not enough work
- The student doesn’t have any friends in the class
- The student prefers a different teacher
- The student is failing the class
- The student did not realize the class is a yearlong class and does not want to continue

- The student would prefer to take an elective class in place of a class required to graduate
- The student has a problem with someone in the class (please contact administration for further discussion on this matter)
- The student or parent does not like the teacher or the student feels the teacher does not like them (please contact administration for further discussion on this matter)

INTERVENTION CLASSES: MATH, ENGLISH, ETC.

Students may be assigned to Intervention classes in English Language Arts, Math or Science based on a variety of measurements. Not all measurements will be applied. Upon entry to Intervention Class, students will be diagnosed for standards gaps. Instruction will be tied to deficiencies. Students may be placed in sections based on availability at any time during a term. A student's grade will be determined by the teacher involved and the administrator at the time of the move.

1. Declining scores on Benchmark Assessments, below 40%
2. Reading comprehension levels below 6th grade
3. Critical level scores on the Algebra and Geometry Readiness Tests
4. Students will be given multiple opportunities to exit the Intervention Class when mastery has been achieved in targeted areas
5. Students may be assessed at the benchmark for mastery of targeted skills and possible exit from Intervention.
6. Students who challenge Blueprint CAASPP and score proficient may be exited.
7. Teachers will have the discretion to assess students any time they deem appropriate for exit from Intervention Class based on mastery of targeted skills.
8. Students will not be able to remain in these courses if they do not use their time productively and behavior warrants them staying in the remediation class.

UNIQUE SENIOR CLASSES

Work Study is a credit opportunity for seniors who are employed outside of school. A senior may be released either first or last period to help assist their work schedule. Students are required to turn in pay stubs or time sheets detailing the hours worked and dates.

Teacher Assistant is a course that seniors may take in order to assist classroom teachers with work. TA's are responsible to the teacher and serve at their discretion. The students are expected to be in attendance in the room they are assisting.

Minimum Day release is given to a senior who is in good standing and has completed or is completing all the necessary credits for graduation. This class can only be assigned to the 1st or last period of the day.

All of the above courses are considered privileges for students to have. Work Study & Teacher Assistant are worth 5 credits per term. If a student has a failing grade, poor attendance or discipline issues, these courses can be removed. A student may not have more than two of the above courses in any term. Seniors are required to have at least 4 classes per term.

DRESS FOR PHYSICAL EDUCATION CLASSES

Students can bring in any type of grey t-shirt and dark shorts to wear during class. The same colors apply to sweatshirts and sweatpants. If students cannot provide their own, they will be provided the green PE shorts and a white PE shirt. The loaner clothes system will be provided for students who, at times, forget their clothes at home. The goal of the class is participation. Being dressed to participate is a critical part of their success in the class.

ATHLETIC PROGRAM

SCHOOL COLORS: Green and Gold SCHOOL MASCOT: Wolverine

Willits High School has a rich athletic history, and this heritage continues. At Willits High School, students may compete in football, volleyball, soccer, basketball, softball, baseball, golf, tennis, wrestling, cross country, cheerleading, swimming, diving, and track & field.

ACADEMIC LETTER

Students with a 3.5 GPA for three consecutive terms or four total terms will be awarded this letter.

ATHLETIC CODE OF CONDUCT

All athletes, Leadership and Yearbook students must have a signed Athletic Code of Conduct on file for the season/year. Signing the Code of Conduct means you agree to follow the guidelines. Not adhering to the Code of Conduct will affect participation in the organization or events. The coach of the team may have additional requirements and has sole discretion for playing time.

SPORTSMANSHIP

The lessons learned from sports, by participants or spectators, benefit our country greatly. In order for athletics to serve a purpose in the school system students must obtain positive educational benefits from athletics such as sportsmanship. Positive actions that support our team are expected. Negative actions and poor sportsmanship will not be tolerated. Remember that at

all times one is either a guest or a host and should act accordingly. The Principal and Athletic Director will determine appropriate consequences for any violations. The head coach will determine playing time, the Principal or Athletic Director will determine eligibility.

ATTENDANCE

Regular attendance in classes enhances student learning. Parents and guardians are in control of their children and are under obligation by law to ensure that their children attend school pursuant to Ed. Code sections 48200, 48400, and 48450 between the ages of 6 and 18. An accumulation of absences, EVEN EXCUSED absences, leads to incomplete knowledge and understanding, non-proficient skill levels, and a poorly prepared graduate. On a student's 10th absence (within a term) in any class period they will be required to pass the final exam with a minimum score of 70% to have their grade calculated. This does not mean the student will pass the course but will be the required factor in determining if the student will receive credit.

Students who accumulate ten (10) or more absences in a term (absolute maximum of excused or a combination of excused/unexcused) may lose credit for those classes. Students will not be withdrawn from those classes unless there are resultant behavior problems. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific dates that the student could not be in school. Details may be obtained from the student's counselor or the assistant principal/principal.

Absences not calculated in the ten (10) absence procedure include:

- A. Suspensions imposed by a school administrator.
- B. School-related absences.
- C. Absences due to a death in the immediate family.

ABSENCE PROCEDURES

Absence verification is a note, phone call or parent visit explaining any and all reasons for an absence and must accompany a student upon his or her return to school. When a student returns to school from an absence with verification from his or her parent or guardian explaining the reason for that absence, it will be determined at that time whether the absence was EXCUSED or UNEXCUSED. If a student returns from an absence without verification, the absence(s) will automatically become an UNEXCUSED/UNVERIFIED absence and recorded in this manner in Aeries. **Parents will have five (5) school days to clear the absence.** You may call the office at 707-459-7700 to report or clear an absence. Students lose valuable instructional time and credits when not in class.

EXCUSED ABSENCES

Absences that a parent or guardian excuses which are due to the following reasons will be considered EXCUSED on the student's official attendance records of both the school and the teachers. Education Code 48205 specifies the reasons for which a student may be legally and justifiably absent from school: Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to student illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child or whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. Other reasons that are within the discretion of school administrators and based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to the tests and assignments that the pupil missed during the absence. For purposes of this section, attendance at religious retreats shall not exceed four hours per term. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of a pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil.

UNEXCUSED

All other parent excused absences will be considered UNEXCUSED on the student's official attendance records of both the school and the teachers.

UNVERIFIED and TRUANCY ABSENCES

Unverified absences MUST be verified with a note, phone call or office visit from a parent or guardian within five (5) school days. Truancy will be considered a discipline problem and may receive disciplinary consequences.

A student is truant for the following reasons:

1. Student is absent from school without a valid excuse three full days in one school year;
2. Student is absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year;
3. Any combination thereof.

TARDIES

Students who arrive to class after the bell are considered tardy. Students, who arrive to school after the bell rings, with a valid excuse must come into the office for a tardy slip. Only official documentation (doctor's note, court hearing, etc.) will excuse a tardy. On a student's third and fourth tardy in a class the student may receive a detention from the teacher, on the 5th tardy the student will be referred to the principal or assistant principal. If a student arrives after 10 minutes from the start of class then they are considered absent.

PROPER PROCEDURES FOR LEAVING CAMPUS

A student who wishes to leave campus for any reason must check out through the office. Students returning to campus during the same day are required to check in through the office. Due to the school's legal responsibility for students, parents must sign students out of school. Office personnel are not permitted to sign students out. Students may bring a signed note from parents/guardians pre-arranging an off-campus pass. Office personnel will not accept phone calls for permission to leave campus. Students breaking this rule will be considered truant.

STUDENT RELEASE FOR SCHOOL ACTIVITIES

Staff and students will be notified of release times for activities or sports in the bulletin for the day. School related absences will not be counted in a student's 10 absence limit.

ATTENDANCE INCENTIVE—THIRD TERM SENIORS ONLY

Seniors with a minimum grade of B- and four (4) or less absences for the spring term will not be required to take the final exam. School-related absence, long term medical absences granted by the principal and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Suspension days will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better their grade. The final exam will not be averaged if it does not help the grade. The attendance office will make the determination on the number of absences on any student in question.

SEARCH AND SEIZURE

Search of a student and their possessions, including, purses, wallets, knapsacks, book bags, lunch boxes, cell phone, and vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

If a search produces evidence that the student has violated or is violating either the law or the school or district policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. The district, as part of our Zero Tolerance Policy, conducts canine sniff searches. In the high school: lockers, hallways, classrooms without students, and/or parking lots will be searched.

CARE OF SCHOOL, BUILDINGS AND GROUNDS

A school takes on the character of its students. The appearance of our school and grounds should express a positive message to everyone who visits our campus. We feel it is a matter of personal pride that every student does everything they can to care for our school. Trash belongs in the trash cans, food should be eaten in designated areas only, and graffiti has no place at our school. Students and staff have made great efforts to enhance the appearance of our school through the "Beautification Project". Help the school community to continue the project.

USE OF THE MEDIA CENTER (Library)

Students are expected to consider the Media Center (library) as a classroom and conduct themselves in that manner. All common set of classroom expectations apply to this area as well. The doors will generally be locked and admittance is at the discretion of the librarian. Teachers may send a student to the library with a pass for academic reasons only. Students assigned to the library for classes, such as online coursework or to access reference material, will follow the attendance and tardy expectations of all the other classrooms. The library will have guidelines in place for the use of all the educational materials available. The library will also be the location where technology is checked out and returned to.

CONDUCT

Expected Behaviors: Each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background (Tolerance).
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

ASSEMBLIES RULES OF CONDUCT

Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, or to display school spirit. There is a specific type of behavior depending on the purpose of the assembly. First, and always, the members of the audience should respect the rights of the performer, speaker, or whoever is presenting the program. There is an obligation of courtesy that each student accepts when they attend an assembly.

DANCE /ACTIVITY POLICY

1. Students under a current expulsion order from the Willits USD are not allowed to attend.
2. Students will not be allowed to attend a dance or school activity if fees for lost books, etc. are owed to the school or previous schools of attendance.
3. Students will not be allowed to attend a dance or school activity if one of the following disciplinary actions falls within a term with that dance or activity:
 - a. Suspension

- b. Excessive referrals (more than 5)
 - c. Saturday Schools (more than 3)
 - d. Each term students start with a clean slate for dances/activities only.
4. Once students leave the dance, including exiting to the parking lot, they will not be permitted back into the dance.
 5. Only one guest per student is allowed.
 6. A guest must be in the **ninth grade or higher**.
 7. No guest may be **over the age of 19** on the day of the event.
 8. All guests must have a completed/administrator approved guest contract. Guest contracts are available in the office and must be submitted 72 hours prior to a dance.
 9. The principal has the sole discretion on any appeals to these guidelines.

DELIVERIES

Deliveries for students, such as balloons, stuffed animals, flowers, etc., will be held in the office until lunch or after school.

DRESS CODE

Dress standards for Willits High School address three general areas: clothing offering messages deemed inappropriate; excessively revealing clothing; and gang related clothing.

Inappropriate clothing included in WUSD Board Policy 5132

- *Clothing advertising or supporting the use of alcohol, tobacco or controlled substances*
- *Clothing displaying vulgar or offensive writing or symbols with sexual references*
- *Clothing that is excessively soiled, revealing or worn*
- *Clothing that is not safe to the wearer or others*
- *Clothing that is identified as gang-related*

The primary responsibility for a student's attire resides with the student and the parents or guardians. The school is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. All students should be able to dress comfortable for school without fear of or actual unnecessary discipline or body shaming. WHS student dress code supports equitable educational access.

Consequences:

1st Offense Call/email home – correct attire – Log Entry in AERIES

2nd Offense Call/email home – correct attire – parent meeting – Detention - Log Entry in AERIES

3rd Offense Call/email home – correct attire – parent meeting – Detention - Log Entry in AERIES

4th Offense Call/email home – correct attire – parent meeting – Suspension - Log Entry in AERIES

Students who are representing Willits High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups. Students attending any school functions as a spectator, the dress code applies at all times.

Gang Related Apparel and Markings

The following specific items have been identified as “gang related clothing” and thus unsafe or disruptive and therefore not allowed while at school or school sponsored activities (Recommended to school administration by the WHS Site Council, revised October 15, 2012).

1. *Red or blue colored bandanas or bandana belts*
2. *The hanging of red or blue cotton braided belts*
3. *Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits any of the following:*
 - “N”, “S”, “13”, “14”, “XIII”, “XIV”, “X3”, “X4”, “Sureno” or any variation, “Norteno” or any variations, “WSK”, “PAK”*
 - a. *Swastikas or any Nazi symbols and variations of those symbols, “SS” and related lightning bolts, “420”, “KKK” or any symbol related to the Ku Klux Klan. Any symbol related to an organized hate group.*
 - b. *Athletic wear with “N”, “S”, “13”, “14” (excepting WHS athletic wear issued for school related activities).*
4. *As stated in WUSD Board Policy 5132, “‘gang-related apparel’ shall be defined as any apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294.1).”*
5. *Gang – related tattoos (must be covered by clothing, Band-Aids).*
6. *A student may be forbidden from wearing any color associated with a gang if the student is found to be in the possession of gang related material or responsible for marking or verbally promoting any gang symbol or activity on a school campus or during a school activity. The school administration will meet with the parents and student if a restriction of this nature is deemed necessary.*
7. *Any clothing or other items that are unhealthy, disruptive, interferes with the educational process, or is inappropriate to a school setting is prohibited.*

This policy will be posted in school attendance and counseling offices, the hallway of the school outside these offices and distributed to all teachers. The list shall be reviewed and revised at least once each year by the school administration. Revisions will be reported to the school site council and in the parent newsletter.

Students dressed inappropriately will be offered clothing by the office, if available, or must call home. Repeated violation will result in disciplinary actions.

CARE OF SCHOOL GROUNDS & PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

HALL PASSES

Students may not be out of class unless they have a pass from their teacher or a signed pass from the office. Being out of the classroom without a pass may result in detention.

LOCKERS

School lockers are the property of the school and are subject to search. Students should lock their locker at all times.

OFFICE PHONES/MESSAGES

Office phones are to be used by students only in the event of an emergency to be determined by the office personnel. Messages for students will be taken and delivered only for emergencies. All other messages will be held in the office until brunch, lunch, or after school.

PERSONAL ELECTRONIC EQUIPMENT

Use of personal electronic equipment (i.e. cell phones, iPods, tablets, laptops, etc.) in class, is at the discretion of the instructor for **instructional purposes only**. **NO videotaping or photos are allowed in the classroom without written consent of the teacher and the students involved.** These items will be confiscated and students subject to disciplinary action. Cell phones are not to be used or visible in the classroom and only used when directed by the teacher for instructional purposes. Students are provided a place to store their cell phones during class.

TEXTS AND LIBRARY BOOKS

Students will be charged the cost of the book if they lose their library books. Library books are checked out for two-week intervals. A late fee of \$.10 (ten cents) per day will apply if books are NOT TURNED IN ON TIME. Books can be renewed at any time and kept as long as needed.

Students will be charged the cost of the book if they lose their textbook. Textbooks must be kept in good condition. The books are to be covered within the first two weeks of school. Students have one week to check their books for any marks, writing or damage they find and report it. A fine of \$1.00 will be charged if the scan number has to be replaced. Fines will be charged if books are damaged. Prices depend on damage. If your book is coming apart, bring it to the library and it will be fixed. If you lose your book, you will be charged.

SKATEBOARDS/BICYCLES/ROLLER BLADES

Students are not to ride bikes, skateboards, or rollerblades on campus at any time. Students may ride bikes to school but must walk them on the grounds. Skateboards may be safely stored in the skateboard rack located in the attendance office.

STUDENT VEHICLES AND PARKING

The privilege of parking on campus can be taken away at any time. No student is permitted to go to the parking lot to move or remove their vehicle during school hours without permission of the administration. No vehicle may be parked in such a way as to interfere with the normal flow of traffic or create a safety hazard. Students are not allowed to park in staff parking area. The local authorities will ticket vehicles blocking access to a fire hydrant.

Regulations regarding the use of cars in parking lots and on the streets in the vicinity of the school include:

1. The speed limit is five (5) miles per hour on campus.
2. Cars driven to school by students must be parked in designated spaces in the school parking lot.
3. Students operating motor vehicles on school property must have driver and vehicle licenses, plus insurance coverage.
4. Students parking on campus must display a parking permit in their car to park in the school parking lot. Parking permits can be obtained in the office by presenting a valid license, registration and proof of insurance.
5. Students will be issued a specific parking space that corresponds to their parking permit. Students are to park only in the designated parking space.
6. Students may not sit in parked cars or remain in the parking lot after arriving at school.
7. The privilege that a student has to drive to school and to park on campus may be revoked at any time by the administration.
8. NO WHEELED VEHICLES OF ANY KIND ARE PERMITTED TO BE USED ON THE WALKWAYS OF ANY SCHOOL CAMPUS BECAUSE OF THE DANGER TO PEDESTRIANS AND STATE LAW. This applies to skateboards, scooters, motorcycles, bicycles, etc.

9. Any automobile entering the school premises is subject to search with or without cause by school officials or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers locked or unlocked in or upon the vehicle.
10. Students may not park beyond the Band room in the STAFF PARKING areas. All students parking cars in STAFF areas are subject to having their vehicles towed. All expenses incurred are the responsibility of the student and their parents.

If students violate the regulations for parking and vehicle use on campus, the following progressive disciplinary model may be followed. Administrators may skip steps if the violation is extreme in nature or puts other students and staff at risk.

- First Offense: Students will receive a warning and may receive detention. Parents will be contacted and the situation will be logged in Aeries.
- Second Offense: Students will receive a warning and a conference with parents, student and Administrator may be arranged. The incident will be logged in Aeries.
- Third Offense: Students will have campus parking privileges revoked for a 2 week period.
- Fourth Offense: Students will have campus parking privileges revoked for at least a 1 month period, at the discretion of Administration.

WORK PERMITS

The State of California requires EVERY MINOR UNDER THE AGE OF 18 TO HAVE A WORK PERMIT for most types of jobs, EVEN DURING THE SUMMER. Every work permit at Willits High School expires 5 days after the start of new school year. Students may apply for work permits through the high school office. Failure to have a work permit on file with one's employer may cause the employer to be fined \$500 or more. Work permits are free and apply only to one employer at a time.

Work permits may be revoked due to truancies, suspensions, poor attendance, failing classes or misbehavior.

LEGAL NOTICE FOR PUPILS AND PARENTS/GUARDIANS BULLYING, CYBERBULLYING AND HARASSMENT

Willits High School prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, non-conformity and expression predicated on sex-stereotyping, nationality, race or ethnicity, religion, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

Bullying is defined as any *severe or pervasive* physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities. The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put their complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the student who filed the complaint and the accused individual. The report shall include their findings, decision, and reason for the decision. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the Mendocino County Office of Education located at 2240 Old River Rd. Ukiah, CA 95482.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, private or public chat, websites, burn pages, telephone, wireless or wired communication of any type including pagers. It includes all current and future technologies used to create or perpetrate the bullying. It can be sounds, text, messages, video or images. All bullying acts are covered under Education Code 48900-Engaged in an act of bullying. However, Cyberbullying has extended coverage to include acts performed on campus and off-campus, and 24-hours of the day. The administration has the right to take action on any cyberbullying brought to their attention. Cyberbullying has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear or harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying can happen 24 hours a day, 7 days a week, and reach a student even when he or she is alone. Messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source. Deleting the

inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent. A reasonable assumption is that once it is posted, it is permanent because others can repost or copy the messages/images.

REPORT IT

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school or online on the district's webpage.

TITLE IX

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, including on the basis of gender identity, non-conformity, or expression based on sex-stereotyping, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the District. Title IX protects all participants in the District's educational programs and activities, including students, parents, employees, and job applicants. The District does not discriminate on the basis of sex, including on the basis of gender identity, non-conformity, or expression based on sex-stereotyping. Discrimination on the basis of sex can include sexual harassment and sexual violence.

The District has a Title IX Coordinator who oversees the District's compliance with Title IX requirements and promotes sex equity in the District's programs. Contact the District's Title IX Coordinator:

John Baker, Title IX Coordinator/Superintendent
Willits Unified School District
1277 Blosser Lane
Willits, California 95490
Telephone: (707) 459-5314
Email: markbeebe@willitsunified.com

If you have a report or complaint of discrimination, including harassment, on the basis of sex, including on the basis of gender identity, non-conformity, or expression based on sex-stereotyping, please contact the Title IX Coordinator. The Title IX Coordinator will investigate the report or complaint under the District's Uniform Complaint Procedure, BP and AR 1312.3. You may access this policy and regulation at <http://www.gamutonline.net/district/willitsusd/>.

INVESTIGATION TRANSFER REQUEST

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Department of Student Services located at 851 South Mt. Vernon Ave., San Bernardino, CA 92410.

AVOID CYBERBULLYING

1. Keep your computer in an open area of the house. It is easier to monitor what your child/student is viewing.
2. Install filtering software on the computer your child/student uses or use child-friendly search engines.
3. Never give out personal information online to someone you do not know. People are not always who they say they are. Even small amounts of information like hobbies or a child's favorite hangout provide too much detail to be shared on the Internet.
4. Parents should familiarize themselves with the websites their child visits. Ask your child to explain the sites they visit and how they work.
5. Never meet in person with someone you first met online. No matter how long you have been communicating online. It is virtually impossible to know if your new "friend" is who they say they are.
6. Do NOT respond to offensive or dangerous emails. Follow these three simple steps: Stop, Block, and Tell.
 - A. **Stop** the correspondence immediately, responding can make the situation worse.
 - B. **Block** the user from sending additional emails.
 - C. **Tell** a parent, or trusted adult about the situation.
7. Be a responsible cybercitizen. Use good manners, be respectful of others, and be safe. Remember that future employers will be seeing your posts and make decisions about hiring you from the content you post. This includes words said in anger to friends online or about your current boss/employer.
8. Report inappropriate sites, posts or images to your parent, administrator or Internet Service Provider and law enforcement.

DETENTION

Detention is assigned as a consequence for minor disciplinary infractions. Detention is served for up to 45 minutes on the day of or day after the assignment is given during the time frame the teacher or administrator designates. This allows the student 24 hours to notify their parents that a detention has been assigned if needed. Duty to inform a parent that *detention has been assigned*

is always the student's responsibility. Failure on the student's part to let his or her parents know they have detention is not an excuse for missing and will result in additional time being assigned. If there is a valid excuse for not being able to serve detention, the parent must notify the office before detention is to begin. Failure to serve detention can result in additional detention or Saturday school and possible suspension for defiance of authority. Detention may be served during lunch or after school..

SUSPENSION

Students who are suspended at home are in complete custody of the parent/guardian during the period of suspension. The student may not enter any campus for any reason, nor attend any school activity during the period of their suspension. The student is not allowed to use district transportation during this time. Homework and make up work during this type of suspension will be at the discretion of each teacher.

IN SCHOOL SUSPENSION

In School Suspension (ISS) will be used as a disciplinary plan when it is determined by the administration to be the option that fits the violation. The length of the suspension is determined using the school discipline plan. Students will be required to serve quiet study time during their stay in ISS time. Students will stay in the room except to use the bathroom with permission from the ISS room supervisor. Lunch and brunch time restrictions will apply to those students in ISS. Students in ISS will be held accountable to complete make up work and homework for their classes during the time of ISS. Students assigned to ISS or Saturday School will not be released for any school, athletic, or class activities that are scheduled for the day or days that they are assigned to ISS or Saturday School. The High School Principal will be the only appeal and it must be done prior to the event.

DISCIPLINE POLICY

THE SITE ADMINISTRATOR OR DESIGNEE WILL DETERMINE WHETHER THE CONSEQUENCES FOR INFRACTIONS SHOULD INCLUDE, BUT NOT BE LIMITED TO: DETENTION, SATURDAY SCHOOL, IN-SCHOOL SUSPENSION (ISS), OR HOME SUSPENSION. The administration also reserves the right to determine if a behavior is unacceptable and requires consequences if not listed in this section of the handbook.

Restorative Practices - also referred to as restorative discipline or restorative justice - is an increasingly common strategy in managing student discipline throughout the country. Like good parenting, this practice rests on students taking responsibility for their actions and working to repair damages and relationships that result when rules and trust are broken.

A critical piece of the process is a restorative conference. This may include conflict resolution, peer mediation processes, teacher/parent conferences, or Student Success Team meetings. These

types of meetings allow offenders, victims, and impacted parties to come together for a restorative dialogue to better understand impacts and to create a plan for making amends. An administrator, counselor, or dean facilitates these conferences. The result may involve a restoration plan unique to the situation, alternatives to suspension, or a behavior contract.

Alternatives to Suspension - Our goal is to keep students in school

After non-compliance to classroom interventions, further discipline alternatives may include one or more of the following:

- Loss of Privilege
- Counseling/conflict resolution
- Progress Reports
- After School Tutoring
- Community Service
- In-House Suspension
- Campus Beautification
- Lunch Detention
- After School Detention
- Saturday School
- Attendance or behavior contracts
- Focused Classes or Groups
- Request Parent/Guardian attendance with student for a day

CALIFORNIA GRADUATION REQUIREMENTS

FOR FOSTER YOUTHS

California Foster Youth Education Law (AB 167) exempts pupils in foster care from school district graduation requirements that exceed state graduation requirements if the pupil transfers to the district, or transfers from one high school to another within a district in the 11th or 12th grade if the pupil would not be reasonably able to complete the additional district requirements.

California sets minimum high school graduation standards for the state's school districts. A foster child in high school forced to relocate to another school district in his or her junior or senior year may be faced with additional graduation requirements at his or her new school with little time to complete those courses in order to graduate with the rest of his or her class. However, school districts have flexibility with regard to additional coursework pupils are required to complete to graduate from high school. If the school district determines that the pupil is reasonably able to complete the additional requirements in time to graduate from high school while he or she remains eligible for foster care benefits pursuant to state law, the foster youth must complete these additional requirements in order to graduate. (E.C. 51225.3(c)).

California requires pupils to complete all of the following one-year courses, unless otherwise specified, while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school. (E.C. 51225.3(a))

1. Three courses in English (WHS requires 4 courses)
2. Two courses in Mathematics (Including one year of Algebra I unless previously completed, E.C.51224.5)
3. Two courses in science, including biological and physical sciences.
4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-term course in American government and civics; and a one-term course in economics.
5. One course in visual or performing arts or foreign language. For the purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.
6. Two courses in physical education, unless the pupil has been exempted.

Students may be exempted from physical education for a number of reasons. For example, if a student is ill or injured and a proper modification program cannot be provided for them or if a student is on a modified, half day schedule, they can apply for a temporary exemption. Additionally, students may be exempted from physical education for two years if they have met five of the six standards of California's physical performance test given in ninth grade. (E.C.51241 (b)(1))

Permanent exemptions are granted if the student is 16 or older and has been in the tenth grade for at least one academic year, is a postgraduate pupil, or is enrolled in a juvenile home, ranch, camp, or forestry camp school where physical recreation and exercise is provided pursuant to California requirements. (E.C.51241 (c)(1)(2)(3))

7. Foster youth exempted from local graduation requirements by AB 167 must satisfy the above to receive a diploma of graduation. (E.C.51225.3(c))