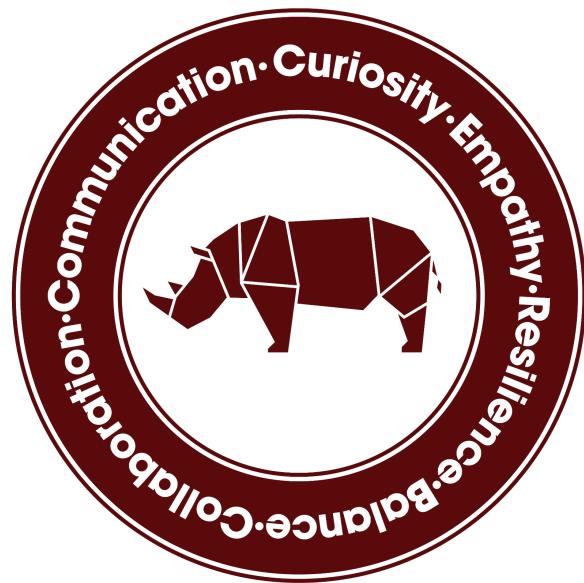


LAGUNA HIGH SCHOOL



7050 COVEY ROAD, FORESTVILLE, CA 95436

MAIN OFFICE: (707) 824-6485

STUDENT HANDBOOK

2025-2026

Welcome to Laguna High School

Laguna High School is a valuable alternative to a traditional high school. Students from Analy High School and others who move into the WSCUHSD attendance area, are credit deficient, and/or wish for a smaller, more personalized educational setting, are welcome to apply.

Students attending LHS are a diverse group of 10th, 11th, and 12th-grade students with mixed ability levels and unique academic histories. All are encouraged to take advantage of the opportunity to make up missed credits, create positive work habits, learn to make appropriate decisions, and plan for future careers and/or education.

Self-motivation and preparedness to follow strict behavioral expectations and attendance requirements are traits that all LHS students must possess. Students' academic success is directly related to their daily commitment and effort.

This is your chance, and we are here to support you!

Greg Alexander

Principal

Mission Statement

Laguna High School strives to cultivate a strong sense of community, ignite curiosity through exploration, and empower each student to shape their future with confidence and purpose.

Vision Statement

Laguna High School provides a framework for commitments and strategic planning and is guided by the following questions:

- Does this decision strengthen connection, collaboration, and care for others?
- Does this decision create opportunities for students to discover, question, and grow?
- Does this decision give students greater ownership, agency, or access to opportunity?

Portrait of the Graduate

Our goals for all WSCUHSD graduates:

Curiosity

- Evaluate sources and evidence critically to guide decision-making
- Seek information and awareness to become better engaged in a diverse world
- Ask questions to gain deeper insights and challenge personal assumptions
- Explore creative, innovative solutions to problems and challenges

Empathy

- Appreciate their own and others' cultural heritage and world views
- Take action to contribute positively to the local, national, and global community
- Understand, recognize, and respect differing values, opinions, skills, strengths and lifestyles
- Display emotional sensitivity and compassion when learning about others' experiences
- Behave with integrity and take responsibility for actions
- Advocate for the respectful treatment of diverse groups of people

Resilience

- Use obstacles and setbacks as opportunities to learn, reflect, and improve
- Express independence, self-sufficiency, and adaptability
- Embrace challenges and seize opportunities with a growth mindset
- Know how to seek help and advice in difficult situations
- Set and monitor goals for continuous growth

Balance

- Manage time effectively
- Understand and practice self-reflection, self-regulation, and self-care
- Display a sense of humor to promote emotional well-being and optimism
- Identify and make time for individual pursuits that provide enjoyment and pleasure

Collaboration

- Cooperate positively towards the success of a group or team
- Take ownership for personal responsibility within a group or team
- Practice interpersonal and social skills in order to build positive relationships with peers and adults
- Respect the time and knowledge of others
- Build consensus while making decisions

Communication

- Listen actively and respond appropriately to check for understanding
- Display awareness of how thoughts, feelings, and ideas are conveyed and perceived in writing, speech, and body language
- Use appropriate supporting evidence and language to express thoughts and ideas clearly in writing and speech
- Apply appropriate technologies to the process of learning
- Cultivate a positive presence on social media



Portrait of a
GRADUATE

LHS Contacts

Administration:

Greg Alexander, *Principal* 707-824-6488

galexander@wscuhsd.org

Dawn Drew, *Office Manager* 707-824-6485

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Student Support and Wellness

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Chris Van Stone, *Outreach Therapist* 707-824-6485

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Wellness Center, *Various Services* 707-824-6512

eelo@wscuhsd.org

Teachers

Jamie Malone 707-824-6475

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Lana McNamara 707-824-6475

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2025-26 School Calendar

WEST SONOMA COUNTY HIGH SCHOOL DISTRICT							2025-2026 School Calendar							WSCUHSD Board Approved: 03/05/2025 WSCTA Ratified: 02/14/2025								
July 2025							Legal/Local Holidays							January 2026								
S	M	T	W	T	F	S	July 4	4th of July		S	M	T	W	T	F	S	1	2	3			
							Sept. 1	Labor Day		4	5	6	7	8	9	10						
6	7	8	9	10	11	12	Nov. 11	Observe Veterans Day		11	12	13	14	15	16	17						
13	14	15	16	17	18	19	Nov. 26, 27, 28	Thanksgiving Holiday		18	19	20	21	22	23	24						
20	21	22	23	24	25	26	Dec. 24 & 25	Christmas Eve and Day		25	26	27	28	29	30	31						
27	28	29	30	31			Dec. 26	Nonwork Day (12-Mo. Classified)														
August 2025							Dec. 31 & Jan. 1	New Years Eve and Day		February 2026												
S	M	T	W	T	F	S	Jan. 19	Martin Luther King Day		S	M	T	W	T	F	S	1	2	3	4		
							Feb. 9	Lincoln's Birthday		8	9	10	11	12	13	14						
3	4	5	6	7	8	9	Feb. 16	Presidents Day		15	16	17	18	19	20	21						
10	11	12	13	14	15	16	May 25	Memorial Day		22	23	24	25	26	27	28						
17	18	19	20	21	22	23	June 19	Juneteenth														
24	25	26	27	28	29	30	31	Breaks														
September 2025							Nov. 24-28	Thanksgiving Break		March 2026							S	M	T	W		
S	M	T	W	T	F	S	Dec. 22 - Jan. 5	Winter Break		1	2	3	4	5	6	7	8	9	10	11		
							March 16-20	Spring Break		15	16	17	18	19	20	21	22	23	24	25		
	1	2	3	4	5	6	Work/Staff/Professional Develop.							29	30	31						
7	8	9	10	11	12	13	Aug. 11	Site Day (Cert. & Class)														
14	15	16	17	18	19	20	Aug. 12 & Jan. 5	Teacher Workday (Cert. Only)														
21	22	23	24	25	26	27	Sept. 15	Dist. Inservice Day (Cert. & Class.)														
28	29	30					Nov 10	Profess. Develop. (Cert. & Class.)														
October 2025							Jan. 26	Profess. Develop. (Cert. Only)		April 2026							1	2	3	4		
S	M	T	W	T	F	S	Beginning/End of Quarters/Semesters							5	6	7	8	9	10	11		
							Aug. 13	First Day of School for students		12	13	14	15	16	17	18						
5	6	7	8	9	10	11	Oct. 17	End of 1st Quarter		19	20	21	22	23	24	25						
12	13	14	15	16	17	18	Dec. 19	End of 1st Semester		26	27	28	29	30								
19	20	21	22	23	24	25	Jan. 6	First Day of 2nd Semester														
26	27	28	29	30			March 13	End of 3rd Quarter														
November 2025							Jun. 4	Last Day of School/Graduation		May 2026							1	2	3	4		
S	M	T	W	T	F	S	Emergency Closure Days April 8 & 29, 2026							3	4	5	6	7	8	9		
							Number of Instructional Days Workdays for Certificated and Classified							10	11	12	13	14	15	16		
2	3	4	5	6	7	8	9	Months		17	18	19	20	21	22	23	24	25	26	27		
16	17	18	19	20	21	22	23	July	Inst.	0	0	22	0									
30	24	25	26	27	28	29		August	Cert.	13	15	21	14									
December 2025							September	Class	12 mo.	Sc. Yr.	31	June 2026							S	M	T	W
S	M	T	W	T	F	S	October				1	2	3	4	5	6	7	8	9	10	11	
							November				14	15	16	17	18	19	20	21	22	23	24	
1	2	3	4	5	6	7	December				21	22	23	24	25	26	27	28	29	30		
7	8	9	10	11	12	13	January				28	29	30									
14	15	16	17	18	19	20	February															
21	22	23	24	25	26	27	March															
28	29	30	31				April															
84 Student Instruction Days in 1st Semester							May															
							June															
96 Student Instruction Days in 2nd Semester																						

2025-26 Grading Periods

Grading Period 1:

August 13 - September 24 - 29 Student Days

Grading Period 2:

September 25 - November 5 - 30 Student Days

Grading Period 3:

November 6 - December 19 - 25 Student Days

Grading Period 4:

January 6 - February 25 - 33 Student Days

Grading Period 5:

February 26 - April 22 - 34 Student Days

Grading Period 6:

April 23 - June 4 - 29 Student Days

The last day of school is June 4th.

Graduation Information

LAGUNA HIGH SCHOOL GRADUATION REQUIREMENTS			
Subject	220 Track	190 Track	180 Track
Social Science:	World History - 10 Credits US History - 10 Credits American Government - 5 Credits Economics - 5 Credits	World History - 10 Credits US History - 10 Credits American Government - 5 Credits Economics - 5 Credits	World History - 10 Credits US History - 10 Credits American Government - 5 Credits Economics - 5 Credits
English:	40 Credits	30 Credits	30 Credits
Mathematics:	20 Credits	20 Credits	20 Credits
Science:	Physical Science - 10 Credits Biology - 10 Credits	Physical Science - 10 Credits Biology - 10 Credits	Physical Science - 10 Credits Biology - 10 Credits
Fine Arts:	10 Credits	10 Credits	10 Credits
Practical Arts:	10 Credits	10 Credits	10 Credits
Electives:	70 Credits	50 Credits	40 Credits
Physical Education:	20 Credits	20 Credits	20 Credits
Total:	220 Credits	190 Credits	180 Credits

Early Graduation

Students will be placed on a 220-credit track until the last grading period of their senior year. Students who wish to graduate early on a 190/180 track will be required to complete an early graduation interview with the Principal, Counselor, Student, and Student Family.

The purpose of this interview process is to ensure the student is leaving the school with a sound footing and a sound plan, and to see how the school may assist in the student's future moving forward, should any assistance be needed. Ideally, this student will have completed the actions on the senior checklist for early graduates.

Work Permits

Work Permits & Student Employment

The WSCUHSD Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full-time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

Behavior Agreements

Students have the right to learn...Teachers have the right to teach.

BEHAVIOR

Students are accountable for their conduct from the time they leave home for school until they return home after school. This includes the times before and after school hours.

Student Conduct Expectations and Agreements

The WSCUHSD Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

WSCUHSD Board Policy 5131 - Student Conduct states that Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment.
4. Willful defiance of the staff's authority.
5. Damage to or theft of property belonging to students, staff, or the district
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language.

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27).

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with a camera, video, or voice recording function shall not be used in any manner that infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5).

10. Plagiarism or dishonesty on school work or tests.

11. Inappropriate attire.

12. Tardiness or unexcused absence from school.

13. Failure to remain on school premises in accordance with school rules.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Defiance/Insubordination

School staff at Laguna High School are invested in creating a positive learning environment for the students. When a student is having trouble focusing and staying on task, the teacher will work with the student to implement strategies that may help the student to re-focus. If the student continues to be off task and disruptive the student may have a conference with the administrator and advisor to determine options. These options may include:

- Restorative Conference
- Parent Conference
- Student/Teacher Contract

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

Sexual Harassment and Title IX Complaint Policy

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The WSCUHSD Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3

Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Complaint Process and Disciplinary Action

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291.

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator.

Because the complainant has a right to pursue a complaint under BP/AR 1312.3 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for BP/AR 1312.3 are concurrently met while implementing the Title IX procedure.

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 5145.7 - Sexual Harassment or to any other available school employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Gang Activity

Gangs that initiate or advocate an activity that threatens the safety and well being of persons or property on school campuses are dangerous and will not be tolerated. For the purpose of this policy, a gang is two or more people who form an allegiance for a common purpose to engage in acts that are threatening or criminal, and that includes such behavior as intimidation, threats or violence. The LHS administration works with local law enforcement agencies regarding gang activity.

Any student wearing, carrying, or displaying gang paraphernalia, or making gestures that symbolize gang membership, or causing an incident affecting the school program of other students shall be subject to appropriate disciplinary action. Symbols, gestures, or possession of paraphernalia that is associated with gangs or gang-like activity is prohibited. Repeated occurrences will result in suspension and may result in expulsion.

Suspension and Expulsion

Suspension means the exclusion of a pupil from regular classroom instruction for adjustment purposes. A pupil may be suspended for any of the reasons enumerated below, upon a first offense, if the Principal or his/her designee determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process. Students who are suspended off campus must remain away from any school grounds and any school activities and be under the direct supervision of a parent/guardian for the duration of the suspension. Expulsion means the removal from all West Sonoma County Union High Schools for up to one calendar year. As required by law, the Superintendent or principal shall recommend expulsion, and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item

from a certificated school employee, with the principal or designee's concurrence

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

GROUNDS FOR SUSPENSION OR EXPULSION

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q) inclusive: Ed Code 48900

- a. Caused, attempted to cause, or threatened to cause physical injury; or willfully used force upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (including electronic cigarettes)
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm so substantially similar in physical properties as to lead a reasonable person to

conclude that the replica is a firearm.

- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying by 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 as defined in Education Code sections 48900.2, 48900.3, 48900.4 directed at one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) placing a reasonable pupil or pupils in fear of harm to the pupil or pupils or his/her/their property; (B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) causing a reasonable pupil to experience substantial interferences with his or her academic performance; (D) or 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.

Ed Code 48900.2 Committed sexual harassment as defined in Section 212.5, providing that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or persuasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Ed Code 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5.

Ed Code 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Ed Code 48900.7 Made terroristic threats against school officials or school property or both.

No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, **but not limited to**, any of the following:

- 1. While on school grounds.
- 2. While going to or coming from school.
- 3. During the brunch period, whether on or off the campus.
- 4. During, or while going to or coming from, a school sponsored activity.

In addition, students may be suspended for breaking any other school rule, or for good and sufficient reasons not specifically listed above, which in the judgment of a school administrator requires suspension.

ATTENDANCE

Attendance Philosophy & Expectations

The Alternative Education program believes that we are responsible for providing our students with the best education possible. We are proud of our educational program and feel that it is sufficiently diverse and challenging to provide our graduates with the background necessary to pursue a career in any vocation or profession they may choose. Students must attend to benefit.

Regular attendance in each class by every student is expected, unless illness or an emergency exists. We record and report the daily attendance of each student enrolled. When a student is absent, the school will try to notify the parents by phone and/or by mail.

Students are required to attend classes in accordance with compulsory full-time education laws (Ed. Code 48200).

Attendance Reporting & Responsibility

In order for an absence to be excused, it is the responsibility of the parent and student to make contact, either by phone or written notification, and must be accompanied with a reason that is in accordance with state law or the absence may be regarded as unexcused. Contact should be made prior to, or on the morning of, return to school. Contact must be made no later than the day following the student's return to school or the absence will be regarded as unexcused and treated as a truancy. If there are extenuating circumstances for the failure of the parent to make contact, the principal may, at their discretion, make an exception.

Attendance data for absences, unexcused absences, and tardies is collected by the classroom teacher. Attendance questions regarding dates, absences, or accuracy of reporting, parents are requested to please contact the Main Office at (707) 824-6485.

Absences - Excused

Ed. Code 48205 - Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- Due to his or her illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of their 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.
- For the purpose of jury duty in the manner provided for by law.
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- 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, or attendance at an employment conference, when the pupil's absence has been 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.

- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- 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. The teacher of any class from which a pupil is absent shall determine the 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 semester.
- Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Departure and Arrival on Campus/Permission to Leave Prior to Dismissal

Students are not allowed to leave campus after arrival unless prearranged or checked out by parent/guardian. Any student needing to leave must report to the office. A student who needs to leave school early must report to the office, contact the parent and sign out.

Students who leave campus without permission may be regarded as truant.

Illness While at School

If a student becomes ill during school time, the teacher should be told and he/she will give the student a pass to go to the office. Only emergencies will be treated without a pass. Unexcused tardies or unexcused absences will be the consequence if the student fails to follow the procedure.

Tardy Students

A tardy occurs when a student is not in class by the time posted. It is extremely important to show respect to others by being on time to class.

Truancy & School Attendance Review Board (SARB)

Truancy letters are issued based on the number of accumulated unexcused period absences: First Letter: 9 period cuts (equivalent to 3 full days). Review attendance records and make corrections immediately. Attend all classes. Second Letter: 12 period cuts. Parents and

student(s) are legally mandated to attend a School Attendance Review Team (SART) meeting with an administrator and counselor. Third Letter: 15 period cuts. Parents and student(s) are legally mandated to attend a School Attendance Review Board (SARB) meeting with administrators, community members, mental health staff, and possibly law enforcement. This Board decides under what conditions you may attend school and what school you are able to attend. At this level of truancy, the District Attorney's office may be notified and require the family's presence at a court hearing. Consequences of continued truancy could result in: fines; required parental school attendance with student; placement in juvenile hall; suspension, restriction, or delay of student driving privileges; revoked or denied work permit. (EC 48293, EC 48264.5, EC49164)

Closed Campus

Students are not allowed to leave campus during the school day unless they obtain permission from the Office Staff or Administration. Failure to follow the check out procedure could result in disciplinary action.

CAMPUS SAFETY

Students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. WSCUHSD is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. The District is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The District also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

Cars and Motorcycles

Students may use cars/motorcycles as transportation to and from school. A parking lot is provided for the students who drive. The school is not responsible for damage, vandalism, theft of autos /motorcycles or contents within autos. All California Department of Motor Vehicles regulations are in effect any time a student's vehicle is parked on campus.

All students who operate a motor vehicle must have a valid California Driver's License. Vehicles must be legally registered and insured. Evidence of coverage may be requested. Do not park in visitors, handicapped or reserved spaces or unauthorized areas without proper license tag or plaque displayed. Obey all laws related to motor vehicle use.

Report all accidents on school property as required by law and to Analy High School.

Vehicles, (this includes motorcycles), may be searched upon reasonable suspicion of a policy, rule or procedure violation.

Violations of any of these rules after warning will result in vehicle use privileges being Withdrawn.

Scooters, Skateboards & Roller blades

Use of scooters, skateboards, or roller blades or other similar recreational equipment is not allowed while on school grounds or in school buildings. Any such item must be locked or secured at a bicycle rack or locker, or hand-carried or placed inside a backpack while the student is on school grounds.

Non-Student Visitors

To increase the security and safety of our students, visitors must check in at the office. Non-students are not allowed on campus at any time unless they report to the main office and have school related business.

Parents are welcome to visit classrooms. We would appreciate 24 hours' notice. Parents please check in with the office upon arrival.

Off-Limit Areas

The following areas are off-limits to students during the school day:

- Behind any building where students cannot be easily observed
- All private property surrounding the school campus
- Grounds and sidewalks on both sides of all roads leading to Laguna High School

Student Interactions with Law Enforcement

The WSCUHSD Board of Trustees believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified by law, law enforcement officers may interview and question students on school premises and may remove them when appropriate. (WSCUHSD Board Policy 5145.11)

STUDENT RESPONSIBILITIES

Dress Code Policy

The WSCUHSD Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Alcohol & Other Drugs

The WSCUHSD Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences.

The district's alcohol and drug prevention and intervention programs shall be coordinated with other school and community-based services and programs and shall promote the involvement of parents/guardians.

Prevention and intervention programs and activities may include, but are not limited to: (20 USC 7118)

1. Evidence-based drug and violence prevention activities and programs that educate students against the use of alcohol, tobacco, cannabis, smokeless tobacco products, and electronic cigarettes
2. Professional development and training for school staff, specialized instructional support personnel, and interested community members on drug prevention, education, early identification, intervention mentoring, recovery support services, and, where appropriate, rehabilitation referral
3. School-based mental health services, including early identification of drug use and referrals to counseling services, and/or partnerships with public or private health care entities that have qualified mental and behavioral health professionals
4. Programs and activities that provide mentoring and school counseling to all students, including students who are at risk of drug use and abuse

Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is prohibited. Instruction shall not include any message on responsible use of drugs or alcohol when such use is illegal. (Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

Intervention, Referral, and Student Assistance Programs

Student(s) who are using alcohol or drugs are strongly encouraged to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

Any student found by the Board to be selling a controlled substance listed in Health and Safety Code 11053-11058 shall be expelled in accordance with BP/AR 5144.1 - Suspension and Expulsion/Due Process. A student found to have committed another drug or alcohol offense, including possession or intoxication, shall be referred to appropriate behavioral interventions or student assistance programs, and may be subject to discipline on a case-by-case basis.

Weapons and Dangerous Instruments

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The WSCUHSD Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds, when using district provided transportation, at school-related or school-sponsored activities away from school, or while going to or coming from school.

If a student is in possession of a prohibited weapon, imitation firearm, or dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or other school official who is alerted to or observes such threat shall immediately report the threat to law enforcement.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7961)

Unless a student has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

All staff shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

Advance Permission for Possession of a Weapon for Educational Purposes

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall submit a written request to the principal, at least five school days in advance of the planned possession which explains the planned use of the weapon and the duration, together with a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when it is determined that possession of a firearm, imitation firearm, or other prohibited weapon on school grounds is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, the student and staff person shall be provided with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, all necessary precautions shall be taken to ensure the safety of all persons on school grounds and the safekeeping of the weapon, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any permitted weapon shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

Any student granted permission to possess a weapon may be suspended and/or expelled if the weapon is possessed or used inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The WSCUHSD Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

Electronic Device Policy

Students are asked to use cell phones, smart watches, or other mobile communication devices in accordance with teacher directives and instructions during instructional time. Students who use devices in an unauthorized manner will be in violation of district policy.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, the device may be confiscated. The employee shall turn the device over to the principal or designee, where the device will be securely stored until it is returned to the student and/or parent.

Internet Use

Access to the Internet is a privilege and not a right. The use of computers brings the availability of material that may be objectionable. Students must sign a user's agreement that details guidelines. The use of the Internet will be limited to education and research consistent with District goals. Inappropriate use of the Internet will cause access to be denied.

NON-DISCRIMINATION INFORMATION

Title II: Section 504 of the Rehabilitation Act

This law provides that, "No otherwise qualified individual with a disability in the United States...shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Laguna High School does not discriminate against qualified individuals with disabilities in its educational programs, admissions policies, activities, or employment opportunities and policies. The school's designated 504 Coordinator is Academic Counselor Shannon Lawee.

Students complaining of any type of discrimination or harassment outlined above are encouraged to bring them to the attention of the school:

- 504 Coordinator:
Shannon Lawee: Main Office 707-824-6483 or slawee@wscuhsd.org.

Other resources include:

- The Diversity Equity and Inclusion Coordinator:
Anita Sandwina: asandwina@wscuhsd.org

Title VI: Civil Rights Act of 1964

This law provides that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Laguna High School does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of race, color, or national origin. Students complaining of any type of discrimination or harassment outlined above are encouraged to bring them to the attention of the West Sonoma County Union School District via the following resource(s):

- The Diversity Equity and Inclusion Coordinator:
Anita Sandwina: asandwina@wscuhsd.org

Title IX: The Education Amendments Act of 1972

This law provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...." This includes protection from sexual harassment, sexual violence, domestic violence, dating violence, and stalking, as

well as discrimination and harassment based on an individual's status as pregnant or parenting. In accordance with Title IX, Laguna High School does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of gender. West Sonoma County Union High School District Title IX coordinator monitors compliance with this law and coordinates response to complaints of discrimination based on sex, including assisting Reporting Parties in receiving any medical, mental health or other services and facilitating any interim protective measures that may be warranted. Inquiries concerning the application of Title IX and Laguna High School's Title IX policies may be referred to the West Sonoma County Union High School District's Title IX Coordinator:

- West Sonoma County Union High School District Compliance Officer.
Dan Blake, 707-824-6403. 462 Johnson Street, Sebastopol, CA 95472.
- The Diversity Equity and Inclusion Coordinator:
Anita Sandwina asandwina@wscuhsd.org

Or

Office of Civil Rights, San Francisco Office

U.S. Department of Education, 50 United Nations Plaza, Mailbox 1200, Room 1545, San Francisco, CA 94102.

415-486-5555, OCR.sanfrancisco@ed.gov

For further information, copies of the West Sonoma County Union High School District's Non-Discrimination/Harassment Policy and Uniform Complaint Procedures (UCP) are posted in the school office and are available below:

- [Uniform Complaint Procedures - Board Policy 1312.3](#)
- [Uniform Complaint Procedures - Administrative Regulation 1312.3](#)
- [Nondiscrimination/Harassment - Board Policy 5145.3](#)
- [Nondiscrimination/Harassment Administrative Regulation 5145.3](#)