

Laytonville High School

2014-2015

Dear Students, Parent, and Guardians,

Welcome to a new school year at Laytonville High School. Our staff is working hard to create a great educational experience for this school year. In order to make the best of this year we ask for all students to maintain a positive respectful attitude, and strive for self improvement.

Please familiarize yourself with the student handbook in order to understand the rules and expectations that will help your school year go smoothly. Keep this handbook as a reference to help find answers when questions arrive. I'm looking forward to a productive and enjoyable year with you.

Tim Henry, Principal

LAYTONVILLE HIGH SCHOOL VALUES

Everyone has the right to learn. Learning and instruction will occur only in an atmosphere of mutual respect and trust. Attendance and active participation in class are absolutely necessary for learning. Staff, students and parents share responsibility for harmony on campus. Behavior that interferes with learning will not be tolerated.

LAYTONVILLE HIGH SCHOOL STUDENT EXPECTATIONS:

- ❖ Attend school regularly and punctually.
- ❖ Be respectful to all.
- ❖ Conform to the regulations of the school.
- ❖ Obey promptly all directions of teachers and all others in authority.
- ❖ Come prepared
- ❖ Stay focused

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR'S)

Our goal is to both nurture and challenge individuals to participate in a life-long process of learning and thereby foster their ability to live satisfying and productive lives. Our curriculum will be based on meeting the needs of ALL students in our community. We want students to become:

1. **SELF DIRECTED LEARNERS** who have high expectations for success, set and evaluate goals and have a vision for the future, assume responsibility for their actions, acquire the skills and attitudes that promote lifelong physical fitness and mental health.
2. **EFFECTIVE COMMUNICATORS** who are able to exchange ideas and information using reading, writing, listening, and speaking skills.
3. **COMMUNITY CONTRIBUTORS** who exhibit caring for self and others in their local and global community through collaborative efforts to improve the quality of life.
4. **CONSTRUCTIVE THINKERS** who identify, access, integrate, and use available resources and information to reason, make decisions and solve problems.
5. **QUALITY PRODUCERS** who create intellectual, artistic, practical and physical products, which reflect originality, high standards and the use of advanced technologies.

Laytonville Unified School District Board of Trustees

**Shannon Ford
Calvin Harwood, President
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Superintendent

Joan Viada Potter

Principal

Tim Henry

Faculty/Staff:

LAYTONVILLE HIGH SCHOOL FACULTY

Margaret Agnew	RSP, Study Skills, Workability, ELA Support
Sue Carberry Director	P.E./Health/Drivers Ed./Athletic
Carolyn Carpenter	Art
Michael DeMartini	Spanish I, II, III, V, AP/ESL Total Health
Kathy Harper Program	Independent Study Options
Edward Keelan	English 10/ World History US History/Govt./Econ
Daniel Pecheur	English 9,11,12/ AP Lit/ ELA Support

Jason Walczak	Algebra 1/Algebra2/ Geometry/ Math Support
Dennis Hogan	Math/Rock Band
Amy McHenry	Counseling
Bruce Potter	Bio/Physics/Chemistry/Fine Wood/Instruments
Tammy Lyons	ROP Computer/ Computers 11/ Book Arts
Emidio Cantalupo	Building Trades/Woodshop

SCHOOL SUPPORT STAFF

Ron Arkin	Healthy Start Counseling
Jenet Bookout Clerk/Admin	Accounts Payable/Payroll Assistant
Anna Salmeron	Clerk/Typist/Registrar
Cindy Gunter	Food Service
Janice Downes	Library Technician
Sue Carberry	Transportation
Cindy Gunter	Food Service
Sparky Hagen	Maintenance/Grounds
Carl Mahurin	Custodian
Libbe Madsen	Healthy Start Counseling
Gloria Matheson	Custodian
Cheryl Gatson	Health Technician
Jayma Spence	Healthy Start Coordinator

Nikki Walden	Healthy Start
Lindsay Hansen	Healthy Start STOP-ACT coordinator
Roland Spence	Healthy Start DFC project assistant
Alyssa Grams	Healthy Start AmeriCorps Worker
Nancy Wheeler	Special Ed. Assistant

Educational Options

Laytonville High School

Laytonville High School provides instruction for students in grades 9-12 five days a week between 8:10 a.m. and 3:30 p.m. Fully credentialed teachers teach all courses.

Students must complete 250 units to graduate from Laytonville High School. (See LHS Course Planning Guide for more information about graduation requirements.)

Independent Study Options Program

This program is provided for students/families that need an alternative to the regular high school program. Students meet with the instructor for 1 hour/week to review completed assignments. For more information see the principal or counselor.

Laytonville Continuation High School

Laytonville Continuation School is another alternative program, which serves students primarily in grades 10 and up who need a more individualized program. Classes meet 5 days/week between 8:00 a.m. and 12:00 noon.

Community Day School

Laytonville Community Day School is located off campus and provides instruction for students needing an individualized program and/or students who have been placed there for disciplinary reasons.

LAYTONVILLE HIGH SCHOOL ATTENDANCE POLICY

Regular and prompt attendance is required by law and is essential to academic success. It is the responsibility of the parents/guardians and students to maintain attendance; it is the responsibility of the school to record and monitor attendance and to inform parents or guardians of attendance problems concerning their children.

Absences

The following are verifiable absences:

1. Illness of the student
2. Doctor or dentist appointments
3. Attendance at funeral services for a member of the student's immediate family
4. Absence due to quarantine by a county health officer
5. Jury duty
6. School-sanctioned/sponsored educational trips

Please note: *California laws require parents to comply with attendance regulations. A student with an unverified absence (or who fails to clear up an absence within two (2) days is subject to detention after school. When a student accrues three (3)-unverified absences the parents will be notified that the student has developed a potential truancy problem. When that student accrues three (3) additional unverified absences, the parents/student and school official will confer. If the student accrues three (3) additional unverified absences, the student will be declared a habitual truant and referred to the County authorities in the Student Attendance Review Board (SARB) process.*

Verification of Absences

Absences must be verified by the student's parent/guardian in writing, in person, or by telephone to the school office or appropriate school personnel upon the student's return. The school office should be notified in advance of an anticipated absence. Students and parents/guardians are responsible for verifying absences. Absences not accounted for within two (2) days of the date of absence will be counted as unverified absences. Students and

parents/guardians will be notified of this policy at the time of enrollment or at the beginning of each school year.

Tardiness

When a student is late to school, he/she must first report to the front office to sign in and get a re-admit slip. The first unverified tardy each quarter is free. Any unverified tardies thereafter will result in detention. Three tardies in one week will result in suspension of uptown lunch privileges for a period of 5 days. Repeated offenses will result in students being referred to the Student Attendance Review Board. The teachers, registrar and/or principal will monitor tardies between classes and detention will be assigned. Students will not be allowed to participate in extracurricular activities until detentions have been cleared.

Absence for 5 days or More

If you know that your child is going to be out of town for 5 or more days you must get a contract from the office five days prior to leaving. The parent, student, teacher and principal must sign this contract. The student must coordinate with the registrar who takes assignment sheets to each of the teachers before the absence. Work may be picked up the day before the absence. Upon return to school the student must turn his/ her work into the office, along with the assignment sheet, these will be delivered to the appropriate teacher. This must be completed within two days of the date of return. Failure to turn in work by this time will result in no credit for the student's absence and the inability to have the opportunity to go out for an extended time with credit for the remainder of the school year.

Making Up Work

Teachers must provide opportunity for a student to make up work missed during an excused absence. It is the student's responsibility to request instructions for making up work. Whenever possible, arrangements for making up work should be made in advance.

Legal Reference: Education Code 35330: Excursions and Field Trips; 46010 et seq. Absences

48260 et seq. Truants California Administrative Code:
5:303: Explanation of Absence

Homework

1. A district-wide homework policy has been developed for each school in the district.
2. Each teacher will discuss the homework policy with the students at the beginning of the course.
3. Students should expect to be assigned up to two and one half-hours of homework per week for academic classes; more may be required for college prep students. SEE COURSE DESCRIPTIONS IN PLANNING GUIDE.
4. Students who do not turn in their homework on the date due may be assigned to after school tutoring. Students not attending tutoring may receive detention.

Class Changes

Student or Parent Initiated Changes

Students or parents may pick up a class change form from either the office or Mrs. McHenry if they wish to change classes. This must be completed during the first two weeks of the fall semester and the first week of the spring semester.

Teacher Initiated Changes

If a teacher feels that it is to the benefit of the child to be transferred out of a class he/she will call the parent and meet with the student and parent to discuss the change and ensure agreement of the plan. If the student will be moved into a class of the same discipline (e.g. AP English to 11/12 English) this may take place at any time. If however, the student is to be moved in to another discipline (e.g. AP English to Science) this change will be made at the end of a quarter.

DISCIPLINE PHILOSOPHY

The staff at Laytonville High is here to help you get the finest education possible. When problems occur, every reasonable effort will be made to rectify them to the satisfaction of all concerned, however, persons who behave irresponsibly must expect to account for their behavior! Persons who repeatedly or seriously violate the rules or rights of others will not be allowed to remain at Laytonville High.

The staff at Laytonville High School believes that:

1. The ultimate responsibility for your behavior rests with you and your parents.
2. You are to respect constituted authority, which includes obedience to school rules, regulations and procedures.
3. Parent concern and cooperation in dealing with any behavioral problems that may arise are critical for the successful resolution of the problems.
4. You will be treated with courtesy and respect by members of the staff and by fellow students.
5. You are expected to know and to obey the rules and regulations of Laytonville High.

Use of Prescription and Over-the-Counter Drugs During School

Parents/Guardians of students on a medication regimen (prescription or over-the-counter) must inform the principal of the medication being taken, the current dosage and, when applicable, the name of the supervising physician. The school shall not be responsible for dispensing any medication unless there is a written request from the parent.

SCHOOL BUS/VAN RULES

1. Bus riders should be on time at designated stops in order to keep the bus on schedule. Riders should be ready for the bus at least five (5) minutes early.
2. Students should stay off the road at all times while waiting for the bus and conduct themselves in a safe manner while waiting.
3. Bus riders are not permitted to move toward the bus at any loading zone until the bus has completely stopped and the door is opened.
4. The bus driver is in full charge of the bus and riders at all times.
5. While on the bus, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus in a safe and sanitary condition.
7. Riders should remember that loud talking/laughter or unnecessary confusion diverts the driver's attention and may cause an accident.

8. Bus riders should never tamper with the bus or any of its equipment. Any damage to the bus should be reported to the driver as soon as it happens.
9. The aisles must be kept clear except when passengers are being loaded or unloaded.
10. Riders are requested to help look after the safety and comfort of smaller children.
11. Riders must not throw anything out of the bus windows.
12. Riders are not permitted to leave their seats while the bus is in motion.
13. Horse play is not permitted on or around the school bus.
14. Absolute quiet is required at railroad stops.
15. In case of an emergency, riders will remain in their seats until they are instructed what to do.
16. The driver will not discharge riders at places other than designated school bus stops. Students riding to a stop other than their own must have a bus pass from the school office.
17. On school bus RED LIGHT stops, the driver shall escort both elementary and secondary students across the street.
18. The above rules shall also apply when students are on field trips. When students are off the bus while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus drivers will attempt to be proactive in managing student behavior.
20. Bus drivers will notify the transportation coordinator ASAP of all citations and potential problems.
21. A student who has lost their home to school riding privileges is not eligible to ride or participate in non-academic field trips.
22. No offensive spraying of perfumes or other containerized products.
23. Students will be required to wear seat belts at all times in a bus that is equipped with a passenger restraint system.

DISCIPLINE ON BUSES

Consequences for breaking the above rules:

A. **FIRST OFFENSE:** A conduct notice will be given to the student which must be signed by a parent and returned to the bus driver. The student's bus riding privileges will be suspended for one day.

B. SECOND OFFENSE: The student's bus riding privileges may be suspended for up to three days at the discretion of the bus driver, transportation coordinator and the site administrator.

C. THIRD OFFENSE: The student's bus riding privileges may be suspended for up to one (1) month. This penalty will be at the discretion of the transportation coordinator and site administrator.

Revised 8/13/12

Electronics Policy

- Student cell phones/electronic devices are to be turned off and stored appropriately during class time. Appropriate storage may include a cell phone caddy or container located within a class room. A teacher may waive this rule for his/her classroom for academic purposes or emergencies.
- Students are not to use cell phones/electronic devices during class time whether they are inside or outside of the classrooms except when permitted to do so by a teacher/school employee. Teachers may permit students to use their cell phones in the event of an emergency within the immediate proximity of the assigned classroom.
- Use of all other electronic devices (i-Pods, mp3 players, CD players, cameras, personal computers, etc.) is at the discretion of the teacher.
- Violation of the above cell phone and electronics rules will result in the following
 - First violation: Referral to office, office confiscation of device, student may retrieve from office at the end of the day.
 - Second violation: Referral to office. Parent must meet with an administrator to retrieve device.
 - Habitual violation: Student will not be allowed to possess device on campus. Doing so will result in school suspension.

Dress Code

All students will present themselves in an orderly manner conducive to the advancement of education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- a) Creates a safety hazard for the student or for other students at the school and/or
- b) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

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

Revealing clothing includes displaying of any under garments including boxers, white sleeveless undershirts, cami's, bras, "thongs" and any other clothing item designed to be worn under clothes; cleavage and the torso of body must be entirely covered, this includes no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap top of pants or the crotch of tights and thin yoga pants. Excessively short skirts are not allowed. Shorts must have a 3 inch inseam. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or "do rags", hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc) constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. When dress is found

to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be taken or sent home to modify unacceptable dress. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Visitors

All visitors and parents must check in through the office before going on campus. Student visitors are not allowed on campus unless PRIOR written permission has been obtained from teachers and principal. (Obtain proper forms from H.S. office.) All student visitors must present this form upon request while on the high school campus. Pre-high school age children will not be allowed to visit our campus.

NOTE: *Non-students found on campus without permission from the office will be subject to arrest for trespassing.*

Grading Policy

1. Homework not turned in may result in 1/2 hour or more of after school tutoring.
2. Class grades are determined by the individual teacher according to the grading criteria, which will be explained at the beginning of the course.
3. Report cards are distributed approximately 10 days after the close of each quarter.
4. In most cases only semester grades (not quarter grades) are recorded on the student's permanent transcript.
5. Parents will be notified ("cinch notices", mid-term progress reports) if a student is in danger of failing a class

Promotion/Retention Grades 9-12

The progress of students in grades 9 through 12 is based on credits earned toward completion of graduation requirements. Laytonville High School students must earn 250 credits to graduate, with 70 credits per year the normal class load. Students who fail core requirements must re-take the classes to make up the credits. Summer School is an option for many of those who need to catch up in credits for required subjects. We do not "retain" students in a certain grade level, as do elementary schools, but we monitor and guide pupils' progress toward graduation. The net result is that

those who successfully pass courses each year have more elective classes as they near graduation, while those who are making up credits for failed courses have more required courses in their schedules. Student Study Teams meet to discuss options for students who are struggling academically. Examples of the kinds of interventions possible for students who need extra help are: referral to the Learning Lab, tutorial classes, referral to special education, tutorial assistance, personal counseling, etc.

Drug and Alcohol Policy

Enforcement/Discipline

These procedures implement the policy of the Governing Board of the Laytonville Unified School District. They are intended to eliminate the possession, use and sale of illegal drugs.

Rules and Regulations Relating to Students:

For possessing or use of illegal drugs (including alcohol):

- 1) Parents/guardians are notified immediately, if possible.
- 2) Police are notified immediately.
- 3) The student is suspended for five (5) days.
- 4) A conference between parents/guardians and school administrators is arranged upon student's return.
- 5) Students in grades 9 – 12 will be restricted from participation in all extra and co curricular activities for a period of 45 school days. For students who are engaged in competitive activities, this will include the five days of suspension, followed by 30 days of activity exclusion and then 10 days of reintegration during which time the student will be eligible to practice, rehearse and travel with the team, but will not be able to compete. Students in grades six, seven and eight will be restricted from participation for a total of 30 days: five days suspension, 15 days of activity exclusion and 10 days of reintegration. Students who return to their activity are subject to the coach or advisor's discretion for their assignment. (See AR 6145)
- 6) The student will lose all off-campus privileges for a period of 45 school days.

- 7) The student will be referred to counseling through the Principal and Healthy Start program.
- 8) In the case of a second offense in this category, parents/guardians and police are notified. The student is removed from the school to an alternative school and is subject to expulsion.

For sale of illegal drugs:

- 1) Parents/guardians and police are notified.
- 2) The student is removed from school to an alternative school and is subject to expulsion.

School officials may search a student, locker or desk whenever there are reasonable grounds to believe the student may have violated the law or school rules, or placed the health and safety of students or school employees in jeopardy, or that the student is in possession of a controlled substance or dangerous object.

In all such cases of search, the search must be within the school personnel's regular scope of duties and any property seized must be reported to the student immediately.

The above procedures apply when the offense occurs while a student is on school grounds, going to or coming from school, during the lunch period whether on campus or off campus and during or while going to or coming from a school-sponsored activity. These procedures also apply during the hours of the regular school day if a student has cut class and is off campus.

Rules and Regulations Governing the Relationship of the School to Law Enforcement Agencies:

- 1) School officials will notify and work with the local sheriff in all cases of possession, use or sale of illegal drugs.
- 2) School officials will inform law enforcement personnel of suspected drug activities to develop information about the sources of drugs. The purpose of this is the direct apprehension of offenders and the elimination of drug activities in the schools.

Extracurricular Policy

Participation in extra or co-curricular activities as defined in Board Policy 6145 requires satisfactory academic progress and good citizenship.

Academic Progress

Satisfactory academic progress means:

- 1) Maintaining progress toward meeting all high school graduation requirements
- 2) Earning a minimum 2.0 GPA on a 4.0 scale and passing all classes during the previous and current grading period
- 3) Receiving a satisfactory progress report prior to an event or competition

High school graduation requirements refer to the credits required for graduation, examinations and attendance. A grading period is one quarter and the previous grading period refers to the quarter prior to the activity. If a student was absent during the previous quarter due to serious illness or injury, or approved travel or work, the quarter immediately prior to that one shall serve as the eligibility period.

Students may request and may be granted an academic probationary waiver once during middle school and once during high school.

Good Citizenship

Good citizenship means demonstrating a positive attitude, having respect for oneself, for others and for the community. The school will restrict or revoke a student's extracurricular eligibility if the student violates expected standards of behavior. In addition, students who violate Education Code 48900 (c) which deals with controlled substances such as alcohol and other drugs, or who violate other provisions of Education Code Section 48900 and receive a school suspension of five days, or who habitually disrupt school activities, will be restricted from extracurricular privileges as follows:

Grades 9 – 12: Restriction for a period of 45 days, including the five days of suspension, followed by 30 days of restriction from all activities and then a 10 day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.

Students will not participate in an extra or co curricular event if the following occur:

- 1) Student did not attend a full day of school on the day of the event (or the preceding day if the event is on a non-school day) unless the excused absence was for a doctor's appointment or funeral or the absence had received prior approval from the principal
- 2) Suspended from school during the day of the event
- 3) Assigned detentions or in-house suspensions are not completed prior to the event
- 4) Weekly progress reports from teachers are marked unsatisfactory prior to the event

Other Training Rules and Behavioral Expectations

The principals, in collaboration with coaches, advisors and the Athletic and Activity Directors will develop procedures that provide consistent training and behavioral expectations for all activity participants. The procedures will address the issues of respect, teamwork, practices, rehearsals, attendance, behavior, progress reports, detentions and suspensions.

LAYTONVILLE HIGH SCHOOL SPORTS ATTENDANCE POLICY

Regular and prompt attendance to practice and competitions promote success. It is the responsibility of the parents/guardians and students to maintain attendance. It is the responsibility of the student athletes to communicate with their coaches and school administration about attendance issues.

Absences

The following are verifiable absences:

1. Illness of the student with a signed parent note
2. Doctor or dentist appointments with an official note
3. Attendance at funeral services for a member of the student's immediate family
4. Absence due to quarantine by a county health officer
5. Jury duty
6. School-sanctioned/sponsored educational trips

Please note: *When a student accrues two (2)-unverified absences the student athlete and their parents will be notified by the coach or Athletic Director that the student is in jeopardy of losing their position on the team. When that student accrues one (1) additional unverified absence they will be terminated from the team.*

PARTICIPATION DEADLINES

Student Athletes must start practice within five (5) school days of the start of a teams practice, or within ten (10) school days from the completion of the previous sports season they were involved in.

Please note: If a student is ineligible for sports for any reason, and becomes eligible during the season they may join a team upon the approval of the Principal and Athletic Director. Students who newly enrolled in school may join a sports team as soon as they are cleared by league eligibility rules.

QUITTING AND RESIGNING

If a student quits or resigns from a team, a meeting will be held with the player, coach, AD, and principal. During the meeting the player will either confirm their status off the team for the rest of the season or make amends and return to the team immediately. This process may only be used once a season by a player. If they quit a second time there will be no recourse.

Closed Campus Policy

The Governing Board establishes a closed campus at all district schools, except at Laytonville High School where a modified closed campus policy is in effect. Juniors and Seniors have access to uptown privileges if they are in good discipline, academic and attendance standing. The Board views this program as a privilege and a way to improve and reward student academic achievement, appropriate attendance and good citizenship.

In addition, the principal, with signed permission from parents, is authorized to issue lunch passes to individual freshmen and sophomores as a reward for outstanding attendance, academic achievement or citizenship; this privilege may only be granted on a daily basis. The principal of the middle school may grant a similar privilege, with signed permission from parents, to seventh and eighth grade students; but in their case, they may only go off campus for lunch when chaperoned by school teaching staff as part of the middle school incentive and reward program.

Students shall not leave the school grounds at any other time during the school day without written permission of the parents or guardians and school authorities. **Students who leave school or fail to return following the lunch hour without authorization shall be classified truant and subject to disciplinary action. Students returning tardy from off campus lunch shall receive a five day suspension of the off campus privilege.**

Students who lose their extracurricular eligibility for a specified period of time for violation of school rules, board policy or the Education Code, will lose the off campus privilege for the same period.

Students are responsible for their conduct and subject to school rules from the time they leave their home in the morning until they return at the end of the day.

The District, its employees and officers are not liable for the safety and conduct of students who leave school grounds under this policy.

ASSESSMENTS

State Mandated Norm Referenced Tests

Each spring state mandated norm referenced tests are given to 9, 10, 11 grade students. This testing is required and our accountability is based on having all students participate in this program.

PSAT

Preliminary Scholastic Aptitude Test: Given once a year in October. Open to college bound sophomores and juniors. Recommended to all juniors planning to go on to college. This is the qualifying exam for the National Merit Scholarship Program and must be taken the junior year for students to be considered for the program. There is a small fee for the exam. The exam gives students an idea of what to expect on the SAT and how well they might score.

SAT, ACT

The registration materials for the Scholastic Aptitude Test (SAT), and the ACT assessment are available in the counseling office. Specific test dates are posted every year. Tests are given on Saturday mornings. See Ms. McHenry for further information. There is a fee for each exam. College bound students will generally need to take either the SAT for the ACT. It is recommended that you test towards the latter half of your junior year or the beginning of the senior year.

Advanced Placement Exams

Students taking Advanced Placement classes are encouraged to take the corresponding Advanced Placement Exam. A fee is required and the test is in May.

Career/Vocational

All students will be given various interest assessments to help determine vocational/educational needs.

High School Exit Exam

All tenth grade students must take the California High School Exit Examination (CAHSEE). The State Superintendent of Public Instruction designates testing dates for the CAHSEE each year. Students will have many opportunities to retake that part of the exam not passed. Beginning in 2006, students must pass both parts of the CAHSEE to receive their graduation diploma.

EXTRACURRICULAR OPPORTUNITIES

Interscholastic Sports

We encourage all students to participate in our program. We offer the following opportunities:

Fall

Football, Volleyball, Co-ed Soccer

Winter

Basketball

Spring

Softball, Baseball,

Drama Club

All students have the opportunity to join the drama club. Activities include a spring performance for the community as well as other activities, such as field trips to the Shakespeare Festival in Ashland that focus on the dramatic arts.

Student Government

Student Government consists of a Student Commission, which is made up of ASB officers and representatives chosen from each class club.

Peer Helpers

Open to interested and qualified students. Peer Helpers provide training to help other students in times of need. Peer Helpers are expected to contribute some time each week to service assignments.

Big Brothers/Big Sisters

Open to interested and qualified students. Matches a high school student with an elementary/middle school student. Provides support to younger students.

Landscape Club

Students are involved in a variety of school landscaping projects throughout the school year.

Ski/Snowboard Club

Fundraising activities are held throughout the school year for a trip to Tahoe in March of each school year. Open to all interested and qualified students.

Be the Change

As a follow up to “Challenge Day”, students are involved with school wide activities that promote tolerance and awareness on a local and global level.

STUDENT ACTIVITIES – ASB

CLUBS AND ORGANIZATIONS

Class & Club Sponsors 2014-2015

Freshmen Class Club	Kandice Golightly, Bruce Potter, Daniel Pechuer
Sophomore Class Club	Kathy Harper, Tammy Lyons, Edward Keelan
Junior Class Club	Carolyn Carpenter, Jason Walczak, Sue Carberry
Senior Class Club	Dennis Hogan, Michael DeMartini, Amy McHenry, Margaret Agnew
College Club	Kandice Golightly
CSF/LSF	Amy McHenry
Drama Club	TBA
Landscape Club	Bruce Potter, Tim Henry
Peer Helper/Big Brother/Big Sister	Jayma Spence
Ski Club	Sue Carberry/Bruce Potter
Student Commission/Activities Director	Michael DeMartini
Multi-Cultural Club	Michael DeMartini

Odyssey of the Mind or Mock Trial	Bruce Potter
Fashion Club	Michael DeMartini
Native American Club	Tina West
Be The Change	Lindsay Hansen

Class Club Responsibilities (Grades 9-12)

If you are a member of the class, you are automatically a member of the class club. Each class sponsors at least two student events each year. The following outlines some of the major activities each class is involved with:

Freshman

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for Winter Ball expenses (sophomore year) and prom expenses (junior year) and senior trip- dinner in fall and spring
- Student body elections

Sophomore

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses and senior trip- dinner in fall and spring
- Winter Ball
- Student body elections

Junior

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses and senior trip- dinner in fall and spring
- Student body elections
- Prom third week in May

Senior

- Homecoming Float/Spirit Week in October and March
- Fundraising for senior trip and graduation –school gift, decorations, class sweatshirts
- Gather Bonfire Wood for homecoming
- Student body elections
- Graduation Preparation-caps and gowns, decorations, ceremony plan, etc.

MISCELLANEOUS FACTS AND TRADITIONS

Assembly Seating and Conduct

Assembly programs will be held at various times during the school year. Traditionally, the senior class has exclusive rights to the east section of the bleachers. Other classes are to be seated as shown below:

WEST 9th 10 th	ENTRANCE	11th 12 th	EAST
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Conduct during assemblies should reflect the general good reputation maintained by our student body. Whistling, booing or other undesirable acts will not be tolerated. Close attention should be given to the program in progress. Students who create disturbances will be barred from future assemblies and placed on the ineligible list for student activities. DO NOT walk on the basketball court while wearing street shoes. CELL PHONES, head phones or any other audio equipment is NOT to be used or visible during assemblies.

Associated Student Body Card

An Associated Student Body Card for the current year is \$7.50 This card entitles the student to over \$90.00 in discounts at all school-related functions including dances, home games, and yearbooks. A student identification card for the current year is \$3.00, but does not include any discounts. Both cards are available in the front office. Proceeds from the sale of ASB cards go to support student activities. If a student loses their ASB card, a replacement can be obtained from the front office for \$2.00.

Awards Assembly

Traditionally, on the last day of school, the achievements of the students of Laytonville High School in academic and non-academic classes are recognized. Medallions and certificates are given for individual achievements. The faculty and the principal select the students who receive these awards. Quarterly assemblies are held to acknowledge good attendance, academic and behavioral achievement.

Winter and Spring Concerts

The high school music department gives these concerts annually.

Fund-raisers

The Student Commission must approve all fund-raisers connected with the school. The Boosters normally run the food concession stand at football games and basketball games. It is, however, available for use by any

officially recognized high school group. To obtain a date, the group must work through the Activities Director.

Spirit Week

The week before the homecoming game is set-aside for Spirit Week. There are a variety of activities planned by the L.S.A. and Student Commission. The class with the most points at the end of the week is awarded the Spirit Trophy.

Homecoming

A highlight of the fall is the annual homecoming. The festivities begin with the election of the class princesses and the homecoming queen and king. The queen, king and their court are presented to the alumni and the student body during the homecoming football game. Other events of homecoming include a homecoming parade and pep rally and the lighting of the bonfire on the night before the homecoming game.

Student Teacher Day

The Student Commission sets Student Teacher Day. On this day the students take the responsibility of running the school. The faculty picks the student teachers. The executive council assumes the jobs of secretary, assistant principal, counselor and principal.

Prom

The prom is given as a farewell dance for the seniors. It is the responsibility of the junior class to plan and present this dance. The seniors are admitted to the dance free.

Graduation/Commencement Exercises

All seniors who plan to participate in the graduation/commencement exercises must have all deficiencies (contract work, incompletes, and all outstanding charges) completed or paid before graduation.

Senior Class Project

The senior class project is a class-sponsored community service event or project. It can be anything from a gift to the school to a service provided for any non-profit community based group. It is a chance for seniors to give something back to their community. The possibilities are endless!

Senior Class Trip

The senior class trip is often a high point of the student's senior year. Class leaders must plan and fundraise to take a class trip with their advisors.