

# Laytonville High School

**2019-2020**

Dear Students, Parents/Guardians,

Welcome to a new school year at Laytonville High School. Our staff is working hard to create the best possible educational experience for our students. In order to make the most of this year, we ask for all students to maintain a positive respectful attitude, be responsible students, and safe citizens.

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

## 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**

**Calvin Harwood, President  
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**LAYTONVILLE HIGH SCHOOL FACULTY**

Sue Carberry	Public Safety
Jeshua Holt	Art
Michael DeMartini	Spanish I, II, III, IV, Pre-Algebra
Lindsay Hansen	Culinary Arts I,,II & III / Community Classroom/ Work Experience
Elise Harrelson	RSP/ Study Skills/ Workability
Josh Firks	P.E./Health/Athletic Director/ Public Safety/Freshman Foundation

Edward Keelan	English 12/ World History/ US History/Govt./Econ/ Rock Band
Erin Lehman	English 9,10, 11, AP Lit/Lang/Mock Trial
Tammy Lyons	CTE- 9 <sup>th</sup> grade Computers/ Advanced Computers/ Book Arts
Amy McHenry	Academic Counseling
Natalia Moody	Credit Recovery/ Independent Study Options Program/ Continuation
Elizabeth Roripaugh	Bio/Physics/Chemistry/Earth Science/Ag
Jason Walczak	Algebra 1/Algebra 2 /Geometry /Trigonometry /Math Support
Noel Woodhouse	Building Trades

**SCHOOL SUPPORT STAFF**

Marco Archundia	Custodian
Emily Baize	Career Technical Education
Jenet Bookout	Accounts Payable/ Payroll
	Clerk/Admin. Assistant
Janice Downes	Library Technician
Cecelia Gillespie	Mendocino Youth
	Project
Tim Malone	Tapestry Family Services
Judy Hansen	School Psychologist
Debbie Harlan	Food Service
Leah Berglund	Health Technician
Libbe Madsen	Counseling
Anna Salmeron	Clerk/Registrar/Admin.
	Assistant
Pedro Salmeron	Maintenance/Grounds
Jayma Spence	Healthy Start Coordinator
Sue Carberry	Transportation Director
Nikki Walden	Healthy Start
Hiedi Wilson	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 per 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 a week between 8:00 a.m. and 12:00 noon.

## Laytonville High School Rules and Expectations: Guidelines for Success

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
<b>The Commons</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Walk your wheels</li> <li>• Walk and run in appropriate areas</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Be kind to others</li> <li>• Dress according to the dress code</li> <li>• Follow directions the first time</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Remind others to follow the rules</li> <li>• Respect property</li> <li>• Properly dispose of and recycle waste</li> <li>• Report problems to adults</li> </ul>
<b>Baseline Classroom</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Use supplies and equipment appropriately</li> <li>• Be aware and careful of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use positive appropriate language</li> <li>• Use voice and volume that fits the place</li> <li>• Follow directions the first time</li> <li>• Treat others and property with respect</li> <li>• Use appropriate PDA's</li> </ul>	<ul style="list-style-type: none"> <li>• Properly dispose of and recycle waste</li> <li>• Electronic Devices powered down and put away unless authorized by teacher</li> <li>• Be on time and prepared</li> <li>• Bring supplies and a positive attitude</li> <li>• Report problems to adults</li> <li>• Keep food and drink away from all school equipment</li> <li>• Leave excuses at home</li> </ul>
<b>Extracurricular Activities</b>	<ul style="list-style-type: none"> <li>• Underage children attending an event must stay in the facility of the event</li> <li>• Enter and exit the event in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Underage children must be supervised by adults</li> <li>• Use appropriate and positive language</li> <li>• Show good sportsmanship</li> <li>• Clean up after yourself</li> <li>• Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Report inappropriate behavior or unsafe conditions to a staff member</li> <li>• Remind others to follow rules.</li> </ul>
<b>Assemblies and Guest Speaker</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Give attention to the speaker</li> <li>• Applaud appropriately</li> <li>• Stay seated in the bleachers</li> <li>• Use bathroom facilities during breaks only</li> <li>• <b>Electronic Devices powered down and put away</b></li> <li>• Use appropriate and positive language</li> <li>• Wait to be dismissed</li> <li>• No side conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Remind others of the rules</li> <li>• Clean up your own messes</li> </ul>
<b>Classrooms</b>	<p style="text-align: center;"><i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i></p>		

## **Laytonville High School Attendance Policy**

### **You have to be here!**

Regular attendance at school is closely tied to student success and is required by state law.

1. **ABSENCE LIMIT** Students, who accumulate **more than 9 absences** in a semester in one or more classes, not counting those for school activities, will receive an “NC” or No Credit grade for that class(es). An “NC” grade shall be considered an “F” grade for purposes of athletic/activities eligibility.
2. **APPEAL PROCESS** Appeals will be comprised by administrative staff. Staff will meet to review all information available in an effort to consider appeals from students who have accumulated more than 9 absences and who feel that extenuating circumstances merit a waiver of the established absence limit.
3. **COMMUNICATION**
  - a. Students will be reminded of attendance rules and **consequences when they have accumulated 3 or more absences** in any class.
  - b. The office staff or an automated message machine will call the student’s home each day if a student is marked absent during any class.
  - c. **When students have accumulated five (5) absences** in any class, a letter will be sent to the student’s parents/guardians. Parents and guardians are encouraged to monitor attendance by calling the registrar 984-6108 at any time to check their student’s attendance and tardiness record, and/or arrange a call from, or a meeting with, the Principal 984-6108.
  - d. **When students have accumulated 9 absences** a staff member will try to contact parents/guardians by phone, mail, or home visit, to inform them of their student’s attendance and to arrange a meeting with the Principal or the school counselor to help resolve the issue.
  - e. After a student is absent from school, parents are asked to call or send a note within 3 days to explain any absence. Failure to explain an absence within 3 days will result in an absence being classified an unexcused truancy absence (i.e. cut).



### **Verified Absences**

*The following are verifiable excused absences:*

1. Illness of the student
2. Doctor or dentist appointments (with a 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

### **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 three (3) 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 an admit slip. The first unverified tardy each quarter is forgiven. Any unverified tardies thereafter will result in detention. Unserved detentions will result in suspension of uptown lunch privileges after 5 days. 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 will be ready to 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.

## **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 student 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 is to 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 School.

#### **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.

### **Cheating and Plagiarism**

Students who are determined to be cheating on class assignments, quizzes, tests, or who plagiarize any assignment from another source will receive a disciplinary referral. Teachers may choose to give a zero on that assignment. Students will receive an hour detention and a writing assignment of the first offense during high school and one day of in-house suspension for a second offence during high school.

### **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/Van 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/van and conduct themselves in a safe manner while waiting.
3. Bus/Van 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/van driver is in full charge of the bus/van and riders at all times.
5. While on the bus/van, riders must keep their hands and head inside the vehicle at all times.
6. Riders should assist in keeping the bus/van 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/Van riders should never tamper with the bus/van or any of its equipment. Any damage to the bus/van 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/van windows.
12. Riders are not permitted to leave their seats while the bus/van is in motion.
13. Horse play is not permitted on or around the school bus/van.
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/van while on a field trip, they shall be the responsibility of the teacher or chaperones.
19. Bus/van drivers will attempt to be proactive in managing student behavior.

20. Bus/van 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/van 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

### **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 during school hours. 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 during school hours.

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

### **Electronics Policy**

- Student cell phones/electronic devices, ear buds, and air pods are to be turned off and stored appropriately during class time. Appropriate storage may include a cell phone caddy, container located within a class room, or out of sight and mind.
- 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 for educational purposes. Teachers may permit students to use their cell phones in the event of an emergency within the immediate proximity of the assigned classroom.
- 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.
  - Third violation / Habitual violation: Student will not be allowed to possess any personal electronic devices on campus. Doing so will result in school suspension.

### **Grading Policy**

1. Homework not turned in may result in referral to 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 30 school days. For students who are engaged in competitive activities, this will include the five days of suspension, followed by 15 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. (See AR 6145)
- 6) The student will lose all off-campus privileges for a period of 30 school days.
- 7) The student will be referred to AOD counseling through the Principal to a third party counselor.
- 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 disrupts school activities, will be restricted from extracurricular privileges as follows:

**Grades 9 – 12:** Restriction for a period of 30 days, including the five days of suspension, followed by 15 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. A full day means attending each class and no tardies exceeding 30 minutes.
- 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. Principal pre-approved DMV appointments (not driving school appointments).
6. School-sanctioned/sponsored educational trips

#### **Tardies**

1. Any student who has a 30 minute or more unverified tardy to school or class will be ineligible to participate in practice or an event on that day.
2. Any student athlete who accrues detention due to any tardy must serve their detention before participating in practice or competition.

**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 meeting will be called to discuss their termination 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 in which they were involved

**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 are 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.

### **Dance Regulations**

It is a privilege to attend a dance sponsored by Laytonville High School. All school rules and policies are in effect at any dance or prom (inclusive of smoking, drugs and alcohol policies). Students should not owe detentions or be serving a suspension. Proper dress is required. Students are encouraged to dress neatly and appropriately. No one will be allowed to leave and return to the dance. Guests may be invited to some dances. This will be announced in advance. Guests must be registered and approved 3 days before the dance, with the front office. Students are limited to one guest. The administration at Laytonville High School may require a Breathalyzer test as a condition of admission for all students attending proms, dances or other similar events in order to foster a safe and comfortable environment for all staff and students. In addition, students may be subject to search.

## **ASSESSMENTS**

### **State Mandated Norm Referenced Tests**

Each spring state mandated norm referenced tests are given to 11th 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 their 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.

## **EXTRACURRICULAR OPPORTUNITIES**

### **Interscholastic Sports**

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

**Fall**

**Football, Volleyball, Soccer**

**Winter**

**Basketball**

**Spring**

**Softball, Baseball, Track**

### **Student Government**

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

### **Peer Counselors**

Open to interested and qualified 10-12 graders. Matches a high school student with an elementary/middle school student. Provides support to younger students. This program is under the direction of Healthy Start.

### **Native American Club**

Native American Club members meet regularly to participate in Native American activities, help put on cultural education events, and plan for participating in educational events like Native American Conferences.

### **Mock Trial**

Mock Trial engages students in a realistic court case where students take on different legal positions and learn to prosecute or defend a case. The mock trial team competes at the county level against other mock trial teams.

### **College Club**

College club allows students interested in attending college the opportunity to explore and tour different colleges around the state.

**Robotics Club** The Robotics Club is involved in designing, building, and operating robots for use in competitions and exploration.

### **Environmental Action Club**

The Environmental Action Club seeks members to participate in actions to help educate our school and community about the importance of our water, air, soil, and the health of our web of life.



<b>STUDENT ACTIVITIES – ASB</b>
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**CLUBS AND ORGANIZATIONS**  
**Class & Club Sponsors 2019-2020**

<b>Freshmen Class Club</b>	Michael DeMartini, Elise Harrelson
<b>Sophomore Class Club</b>	Natalia Moody, Elizabeth Roripaugh, Erin Lehman
<b>Junior Class Club</b>	Tammy Lyons, Edward Keelan, Josh Firks
<b>Senior Class Club</b>	Jeshua Holt, Jason Walczak, Lindsay Hanson
<b>College Club</b>	Erin Lehman
<b>CSF/LSF</b>	Amy McHenry
<b>Student Commission/Activities Director</b>	Elise Harrelson
<b>Mock Trial</b>	Erin Lehman
<b>Native American Club</b>	Jose Reyes
<b>Robotics</b>	Tammy Lyons
<b>Peer Counselors</b>	Cecelia Gillespie
<b>Environmental Action Club</b>	Tim Henry

### **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
- Fundraising events to prepare for prom expenses (junior year) and senior trip.
- Student body elections

#### **Sophomore**

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses (junior year) and senior trip.
- Student body elections

#### **Junior**

- Homecoming Float/Spirit Week in October and March
- Four fundraising events to prepare for prom expenses and senior trip.
- Student body elections
- Prom in April/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	9 <sup>th</sup>	10 <sup>th</sup>	ENTRANCE	11 <sup>th</sup>	12 <sup>th</sup>	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 \$2. The cards are available in the front office. Proceeds from the sale of ASB cards go to support student activities

### **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 Academic Excellence Award and the CTE completer award are also presented and recognized on a perpetual plaque. 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 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 princes and 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 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.

**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 in advance to take a class trip with their advisors.