

2017-2018

WILLITS HIGH SCHOOL STUDENT HANDBOOK

WILLITS UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

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

MOTTO

“Today Determines Tomorrow”

SCHOOL HISTORY

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

WHS FIGHT SONG

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

STAFF

Administration

Michael Colvig, Principal	Cari Stiles, Campus Supervisor
Marian Lohne, Assistant Principal/Ath. Director	Karen Thiel, Attendance Secretary
Rose Mehtlan, Principal’s Secretary and Registrar	Julie Orr, Accounts Clerk

Instructional Staff and Assistants

Becky Bowlds, CTE Agriculture, FFA, and Welding/ELD	Robert Parmenter, Independent Study
Kelley Case Brackett, CTE Agriculture, FFA, and Leadership	Jane Applebee, Independent Study, Yearbook
Shawna Jeavons, Special Education	Brian Bowles, CTE
Alexander Kramer, Special Education	Woodworking/Construction
Jessie Rees, Special Education	Susana Ramirez, Mathematics
Sue James, Adult Special Education	Shawna Byrns, Mathematics
Priscilla Dodge, Special Education	Matthew Alaniz, Mathematics
Trish Silva-Brown, History/Economics/Civics	Jill Walton, English
Mary Colvig, History/Academic Decathlon	Otto Coelho, English
David Lilker, History	Amanda Hult, English
Diana McNally-McCall, Band/Music/Choir	Jennifer Barrett, CTE Health and Scrubs
	Lauriann McLernon, Foreign Language
	Adrienne Schafer, Paraprofessional

Carolyn Bakewell, Visual Art Jill Dorman, Librarian Suzanne Kidwell, CTE Business & Technology Amanda Samana, Science Liz Roripaugh, Science Chris Bickford, Social Studies Tim Conrad, Physical Education	Shirley Grimes, Paraprofessional Juanita Amador, Paraprofessional Jackie Cannon, Paraprofessional Jesus Alvarez, Paraprofessional Jessica Silveria, Paraprofessional Rose Mann, Paraprofessional Joe Karp, Paraprofessional
--	---

Counseling Services

Nicole Burke, Counselor H-Z Lucy Kyne, Counselor A-G and AVID Iliana Mora, Counseling Intern	Alicia Cardenas, Migrant Education Andrew Tuttle, Psychologist
--	---

Technical Staff

Dakota Grossman, Network Specialist Jennifer Maples, Technology Director	Cesar Nieto, IT Tech Richard Smith, IT Tech
---	--

Workability

Dana Eads	Larissa Sproul
-----------	----------------

Food Center Staff

Tina Cresswell Lisa Reed	Julie Vassar Christy Wisdom
-----------------------------	--------------------------------

Maintenance and Custodial Staff

Donna Frost, Day Custodian Dan Green, Maintenance Terry McEntee, Maintenance Director	Melody Lutge, Day Custodian Ruben Nieto, Night Custodian Miguel Nunez, Night Custodian
---	--

Mattie Owen, Maintenance and Operations	
---	--

TRADITIONS

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

SPORTS, CLUBS AND ORGANIZATIONS

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

ASSOCIATED STUDENT BODY

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

CALIFORNIA SCHOLARSHIP FEDERATION

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

BAND/GLEE/MUSICAL THEATER

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

CAMPUS

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

VISITORS

Parents and visitors to the campus **must** be cleared through the high school office. Visitors, other than parents, must have a specific reason for coming on campus. **PARENTS ARE ALWAYS WELCOME; however, he/she must check in with the office upon arrival and before departing the campus.** In case of emergency, please notify the office. **STUDENT VISITORS ARE NOT PERMITTED AT SCHOOL**, except for campus tours for new transfer students.

ACADEMICS

WILLITS HIGH SCHOOL GRADUATION REQUIREMENTS

Each student is required to complete 230 credits to obtain a diploma.

Courses and Requirements	Credits (5 = 1 term)
English 9, 10, 11, and 12 or AP	40
Math (including Algebra I)	20
World History, US History, Economics & Civics	30
Science - 1 year biological & 1 year physical	20
Visual Art, Performing Art, Foreign Language or American Sign Language, Career Technical Education (CTE)	10
Physical Education	20
Computer Literacy	5
Health	5
Electives	80
Successful Completion of Senior Portfolio & Exit Interview	
Total Credits for Graduation	230

***** Graduation requirements for the class of 2018 will be 235 units of 255, class of 2019 will be 245 units of 270, class of 2020 will be 260 units of 285 and finally the class of 2021 will be 275 units of 300.**

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

Legal Reference

<p><i>(cf 6142.7 – Physical Education)</i> <i>(cf 5118 – Transfers)</i> <i>(cf 5125 – Student Records)</i></p>	<p><i>(cf 6011 – Academic Standards)</i> <i>(cf 6143– Course of Study)</i> <i>(cf 6146.3– Reciprocity of Academic Credit)</i></p>
--	---

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

(cf 6146.11 – Alternative Credits toward Graduation)

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

COLLEGE CREDITS

Students are eligible to take college coursework as a capstone to their high school coursework. When students have exceeded the high level of content, the guidance staff will work with the student to find appropriate college coursework. College courses will not be used to replace high school requirements during the school year. Students may take any type of college course in the summer to enhance their academic status. Students who take summer coursework need to meet with their guidance counselor to get prior approval for courses to be added to their high school transcript.

BELL SCHEDULES

	Regular Day	Schedule	
		M-W-TH-F	
1st Period	8:00	9:12	(72 Minutes)
Brunch	9:12	9:22	(10 Minutes)
2nd Period	9:27	10:39	(72 Minutes)
3rd Period	10:44	11:56	(72 Minutes)
Lunch	11:56	12:26	(30 Minutes)
4th Period	12:31	1:43	(72 Minutes)
5th Period	1:48	3:00	(72 Minutes)

Early Release Tuesday Schedule

1st Period	8:00	9:00	(60 Minutes)
Brunch	9:00	9:10	(10 Minutes)
2nd Period	9:15	10:15	(60 Minutes)
3rd Period	10:20	11:20	(60 Minutes)
Lunch	11:20	11:50	(30 Minutes)
4th Period	11:55	12:55	(60 Minutes)
5th Period	1:00	2:00	(60 Minutes)

2 Hour Delay Schedule (incl. Tuesday)

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

Rally/Meeting Period Schedule

1st Period	8:00	9:03	(63 Minutes)
Brunch	9:03	9:13	(10 Minutes)
2nd Period	9:18	10:21	(63 Minutes)
3rd Period	10:26	11:29	(63 Minutes)
Lunch	11:29	11:59	(30 Minutes)
4th Period	12:04	1:07	(63 Minutes)
5th Period	1:12	2:15	(63 Minutes)
Meeting/Rally	2:20	3:00	(40 Minutes)

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

Final Exams Schedule

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

ACADEMIC HONESTY POLICY

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

TYPES of VIOLATIONS

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

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

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

Theft: Use of a teacher's instructional or assessment material without permission. Breaking into a teacher's electronic gradebook or paper gradebook and changing grades is considered theft. This type of behavior will not be tolerated. You will be prosecuted to the fullest extent, which includes loss of credit in the classes affected, suspension from school, and referral to the Willits Board of Trustees for expulsion.

CONSEQUENCES

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

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

INFRACTIONS OF THIS POLICY MAY ALSO INCLUDE THE FOLLOWING CONSEQUENCES:

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

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

GRADING SYSTEM

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

Scholarship is evaluated in terms of letter grades:

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

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

C+/C/C- Ordinary work - average

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

F Failure - no credit

*INC Incomplete

**CR Credit

**NC No Credit

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

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

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

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

Ltr Gr	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Range	100-98	97-94	93-90	89-87	86-84	83-80	79-77	76-74	73-70	69-67	66-63	62-60	<60
Pt Sel	4.0	4.0	3.75	3.5	3.0	2.75	2.5	2.0	1.75	1.5	1.0	.5	0

GUIDELINES FOR DETERMINING VALEDICTORIAN

Class Valedictorian honors will be awarded to the student with the highest overall grade point average in eight (8) terms of coursework, excluding athletics, who has maintained Principal’s List standing and has completed the requirements for entrance to the University of California. Salutatorian honors will be awarded to the student with the second highest overall grade point

average in eight (8) terms of coursework, excluding athletics, who has maintained Principal's List standing and has completed the requirements for entrance to the University of California.

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

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

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

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

COMMENCEMENT CEREMONY

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

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

SENIOR ACTIVITIES

Seniors who are suspended from school for violation of school rules at graduation rehearsals or other senior activities may forfeit their privilege of participating in the graduation ceremonies with their class. Seniors may also be removed from the graduation ceremonies and senior activities for repeated discipline violations throughout the year.

HONOR ROLL

1. The student must have a grade point average of at least 3.00 in those classes in which they are receiving grades in addition to credit.
2. Only one grade of C may be averaged into the grade point average of 3.00.

3. A grade of D or F, or Incomplete automatically excludes the student from consideration.

PROGRESSIVE HONOR ROLL

Any student who has a term GPA that is at least .5 higher than their cumulative GPA will be recognized.

HOMEWORK

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

END OF TERM ABSENCES AND MAKE-UP WORK

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

SENIOR SCHOLARS

Willits High School honors and values high academic achievement at its graduation ceremony. At the end of the second term of their senior year, students will have their cumulative GPA and ACT/SAT scores calculated, there will be no rounding of GPA or points. These students will be individually honored at the graduation ceremony with a medallion for their work ($GPA \times 250 = 1000 + ACT \times 27.78 = 2000$ potential points) or ($GPA \times 250 = 1000 + SAT \text{ score} \times .625 = 2000$ potential points). Students who earn 1550 points will be recognized as senior scholars.

RETAKEING A CLASS

Students may retake a class for credit at Willits High School if the original grade in the class taken grade was less than a B-. A student who passes the first attempt but retakes the class will receive credit for both with the higher grade listed and the lower grade recorded as a “CR” or “P”. If a student retakes a class that was failed, the passing grade will be used for credit and grade and the failed class will be recorded as “NC” (No Credit).

SCHEDULE CHANGES

Timeline for schedule changes:

1. 1st 5 Days of the term – a student may drop a class and move into another class without penalty on the transcript.
2. Band, AP and dual enrollment college courses will require parental permission prior to being changed.
3. Any changes beyond one week must be arranged by the guidance counselor with principal approval.

INTERVENTION CLASSES: ESL, MATH, ENGLISH, ETC.

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

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

UNIQUE SENIOR CLASSES

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

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

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

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

DRESS FOR PHYSICAL EDUCATION CLASSES

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

ATHLETIC PROGRAM

SCHOOL COLORS: Green and Gold *SCHOOL MASCOT:* Wolverine

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

ACADEMIC ELIGIBILITY- CIF/CMC RULES

To participate in any activity as an official representative of the school, students must maintain a C (2.0) grade point average and have acceptable citizenship. **CMC rules insist on NO Fs in the current term in which the student is playing. (Board Policy 6145) The Superintendent or designee may grant ineligible students a probationary period not to exceed one term. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code**

35160.5) The principal or designee will work with the student, teachers, and parent to evaluate participation on a weekly basis until the failing grade is resolved.

The California Interscholastic Federation (CIF), as the governing body of high school athletics, affirms that athletic competition is an important part of the high school experience and that participation in interscholastic athletics is a privilege. The privilege of participation in interscholastic athletics is available to students in public or private schools who meet the democratically established standards of qualification as set forth by the CIF Federated Council.

Please review these rules carefully. Questions can be directed to your principal or athletic director.

ACCURATE INFORMATION

The CIF requires that all information provided in regard to any aspect of the eligibility of a student must be true, correct, accurate and complete.

AGE REQUIREMENT

No student, whose 19th birthday is attained prior to June 15, shall participate or practice on any team in the following school year. A student, whose 19th birthday is on or before June 14, is ineligible.

EIGHT CONSECUTIVE term RULE

A student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight consecutive terms following the initial enrollment in the ninth grade of any school, and said eligibility must be used during the student's first eight consecutive terms of enrollment at that school or any other school.

SCHOLASTIC ELIGIBILITY

In order to be eligible, any student entering from the eighth grade or a junior high into a CIF/CMC four-year high school must have achieved a 2.0 grade-point average on a 4.0 scale in enrolled courses and NO Fs at the conclusion of the previous grading period. The governing board of each school district, private school, or parochial school may adopt, as part of its policy, provisions that would allow a student who does not achieve the above requirement in the previous grading period to remain eligible to participate in interscholastic athletics during a probationary period. (Refer to the beginning paragraph of this section.)

MINIMUM REQUIREMENTS

A student is scholastically eligible if:

1. The student is currently enrolled in at least 20 term credits of work;
2. The student is passing in the equivalent of at least 20 term credits of work at the completion of the most recent grading period;

3. The student is maintaining minimum progress, as determined by the principal, toward meeting the governing board's prescribed high school graduation requirements.

In the North Coast Section, minimum progress toward graduation is defined as:

1. The student has earned credits at a rate of no less than the equivalent of 20 term credits of work behind normal progress at any time prior to graduation, AND
2. The student is no more than two courses behind normal progress in successfully completing specific courses required for HS graduation as prescribed by the governing board.
3. The student has maintained during the previous grading period a minimum 2.0 grade-point average, on a 4.0 scale, in all enrolled courses (or the probationary status as described above).

TRANSFER STUDENTS

A student has residential eligibility upon initial enrollment in the ninth grade.

A student in grades 9 through 12 who participates in an interscholastic athletic contest or is enrolled in and/or attends a school for 15 school days or more shall be considered to have been "enrolled" in that school and shall be classified as a transfer student if the student changes/enrolls in another school. There are several classifications of transfer students (CIF Bylaw 207).

Valid change of residence (complete CIF 206/510 Form) – When a student and the entire family changes residence, the student may be granted unlimited eligibility allowing him/her to play all sports at any level at the new school. Other rules do apply; consult your principal or athletic director.

Transfer without a valid change of residence (complete CIF 207/209/510 Form) – A 9th grade student who is transferring for the 2nd time or any 10th, 11th or 12th grade student who transfers without a valid change of residence may or may not be granted "Limited Eligibility." Students granted "Limited Eligibility" are limited for one year (from the date of transfer) to non-varsity competition in CIF sports they participated in during the previous 12 calendar months but may participate in the varsity competition in all other CIF sports (CIF Bylaw 207).

One transfer before 10th grade – Students are allowed to transfer one time without a valid change of residence and retain varsity eligibility. This transfer must occur BEFORE the first day of the student's third consecutive term (typically the first day of the 10th grade). Other rules do apply; consult with your principal or athletic director.

Who qualifies? Any first time 9th grade student, who has not attended more than two consecutive terms since first enrolling in the 9th grade, may change schools and maintain varsity eligibility before the first day of the student's third consecutive term (typically the first day of 10th grade). All other CIF rules apply.

What may keep me from qualifying? If you transfer to a new school whose coach worked with your club program, or follow a coach from your former school, or transfer to a new school where

a booster, parent, friend or staff member encouraged you to attend, you may not be granted transfer eligibility.

How do I request a transfer? First, you must be enrolled in your new school in accordance with its policies. You cannot use false or fraudulent information to get enrolled; if you do, you may be ineligible for up to 24 months. Once you are enrolled, the school will help you fill out the proper State CIF Transfer Form and the State CIF Undue Influence Statement to be sent to the NCS Office.

Can I transfer to/from a private school? There is no difference between transferring to a private or public school, so long as it is the first and only transfer prior to the first day of your 3rd consecutive term. You may be eligible.

HARDSHIP WAIVERS

The California Interscholastic Federation recognizes that, in certain circumstances, students may transfer from one school to another due to a compelling need or situation beyond a student's control. In such cases the Section may waive the transfer limitation imposed on a student when the case meets the definition of a hardship. Consideration of any hardship request under this bylaw requires documented proof of the hardship circumstance, and all facts to be considered must be submitted at the time of application. Consideration will be given to those situations in which there is no evidence of athletic motivation, undue influence, pending disciplinary action or falsification of information

(See also Bylaw 202).

- A hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event that causes the imposition of a severe and non-athletic burden upon the student or his/her family. Sections may only waive the transfer limitation if the conditions of hardship are met, and there is sufficient documentation to support the hardship claim. Sections may not waive the applicable rule if the conditions of hardship are not met.

QUESTIONS

It is always best to discuss transfer questions with the principal or athletic director at your current school prior to transferring. If you need to talk with the new school, you should only talk with the principal. Talking with a coach at the new school may be considered undue influence or recruiting and prevent you from becoming eligible at a new school.

ACADEMIC LETTER

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

ATHLETIC CODE OF CONDUCT

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

SPORTSMANSHIP

The lessons learned from sports, by participants or spectators, benefit our country greatly. In order for athletics to serve a purpose in the school system students must obtain positive educational benefits from athletics such as sportsmanship. Positive actions that support our team are expected. Negative actions and poor sportsmanship will not be tolerated. Remember that at all times one is either a guest or a host and should act accordingly. The Principal and Athletic Director will determine appropriate consequences for any violations. The head coach will determine playing time, the Principal or Athletic Director will determine eligibility.

ATTENDANCE

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

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

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

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

ABSENCE PROCEDURES

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

EXCUSED ABSENCES

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

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

10. Other reasons that are within the discretion of school administrators and based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

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

UNEXCUSED

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

UNVERIFIED and TRUANCY ABSENCES

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

A student is truant for the following reasons:

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

TARDIES

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

PROPER PROCEDURES FOR LEAVING CAMPUS

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

STUDENT RELEASE FOR SCHOOL ACTIVITIES

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

ATTENDANCE INCENTIVE—THIRD TERM SENIORS ONLY

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

SEARCH AND SEIZURE

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

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

If a search produces evidence that the student has violated or is violating either the law or the school or district policies or rules, evidence may be seized and impounded by school authorities,

and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. The district, as part of our Zero Tolerance Policy, conducts canine sniff searches. In the high school: lockers, hallways, classrooms without students, and/or parking lots will be searched.

CARE OF SCHOOL, BUILDINGS AND GROUNDS

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

USE OF THE MEDIA CENTER (Library)

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

CONDUCT

Expected Behaviors

Each student shall be expected to:

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

ASSEMBLIES RULES OF CONDUCT

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

DANCE /ACTIVITY POLICY

1. Students under a current expulsion order from the Willits USD are not allowed to attend.
2. Students will not be allowed to attend a dance or school activity if fees for lost books, etc. are owed to the school or previous schools of attendance.
3. Students will not be allowed to attend a dance or school activity if one of the following disciplinary actions falls within a term with that dance or activity:
 - a. Suspension
 - b. Excessive referrals (more than 5)
 - c. Saturday Schools (more than 3)
 - d. Each term students start with a clean slate for dances/activities only.
4. Once students leave the dance, including exiting to the parking lot, they will not be permitted back into the dance.
5. Only one guest per student is allowed.
6. A guest must be in the **ninth grade or higher**.
7. No guest may be **over the age of 20** on the day of the event.
8. All guests must have a completed/administrator approved guest contract. Guest contracts are available in the office and must be submitted 72 hours prior to a dance.
9. Sanhedrin students can attend WHS dances.
10. The principal has the sole discretion on any appeals to these guidelines.

DELIVERIES

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

DRESS CODE

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

Inappropriate clothing included in WUSD Board Policy 5132

- *Clothing advertising or supporting use of alcohol, tobacco or controlled substances*
- *Clothing displaying vulgar or offensive writing or symbols with sexual references*

- *Clothing that is excessively soiled, revealing or worn*
- *Clothing that is not safe to the wearer or others*
- *Clothing that is identified as gang-related*

Good grooming is a matter of personal pride in appearance. One's manner of dress influences the learning environment. The world of work requires a standard of dress. Schools require a standard as well. Any fashion (dress, grooming, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Unacceptable attire includes:

1. Footwear is required at all times.
2. Tops are to meet the top of pants in both front and back with no midriff or back being exposed. Halter, tube, see-through and string tops are not permitted. Underwear should not be visible, including bra straps. Shoulder straps must be a minimum of 1" or student's finger width. Cut out sides or slits of tee shirts/tanks are not permitted.
3. Although shorts & skirts are allowed, they must be arm's length.
4. Sunglasses are not to be worn in the classroom unless prescribed by a physician.
5. Clothing with obscene or suggestive slogans and designs and/or questionable language is not acceptable.
6. Blankets are not worn during the school day unless authorized by school personnel.
7. No clothing or jewelry, which symbolizes sex, drug, alcohol, tobacco, gang, racism, or satanic cult material is allowed.
8. Clothing with tears or holes above the fingertip length is not allowed.
9. Chains, not viewed as jewelry, will not be worn.
10. No pants are to be worn below the normal waistline. Underwear must not be visible.
11. Inappropriate tattoos must be covered by clothing.
12. Other dress related decisions are at the discretion of the principal. Students who fail to comply with dress code regulations will be asked to change into appropriate attire before being allowed to continue attending classes. Students who miss class as a result of inappropriate attire will be considered unexcused.

Consequences:

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

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

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

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

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

Gang Related Apparel and Markings

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

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

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

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

CARE OF SCHOOL GROUNDS & PROPERTY

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

HALL PASSES

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

LOCKERS

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

OFFICE PHONES/MESSAGES

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

PERSONAL ELECTRONIC EQUIPMENT

Use of personal electronic equipment (i.e. cell phones, iPods, tablets, laptops, etc.) in class is at the discretion of the instructor for instructional purposes only. **NO videotaping or photos are allowed in the classroom without written consent of the teacher and the students involved.** These items will be confiscated and students subject to disciplinary action. Cell phones are not to be used or visible during instructional time and are at the discretion of the classroom teacher. **The school district is not responsible for a student's lost, missing, confiscated or damaged electronic equipment. Please keep all valuables at home.**

TEXTS AND LIBRARY BOOKS

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

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

books are damaged. Prices depend on damage. If your book is coming apart, bring it to the library and it will be fixed. If you lose your book, you will be charged.

SKATEBOARDS/BICYCLES/ROLLER BLADES

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

STUDENT VEHICLES AND PARKING

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

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

1. The speed limit is five (5) miles per hour on campus.
2. Cars driven to school by students must be parked in the school parking lot.
3. Students operating motor vehicles on school property must have driver and vehicle licenses, plus insurance coverage.
4. Students may not sit in parked cars or remain in the parking lot after arriving at school.
5. The privilege that a student has to drive to school and to park on campus may be revoked at any time by the administration.
6. NO WHEELED VEHICLES OF ANY KIND ARE PERMITTED TO BE USED ON THE WALKWAYS OF ANY SCHOOL CAMPUS BECAUSE OF THE DANGER TO PEDESTRIANS AND STATE LAW. This applies to skateboards, scooters, motorcycles, bicycles, etc.
7. Any automobile entering the school premises is subject to search with or without cause by school officials or police officers. Search may include the passenger compartment, engine compartment, trunk, and all containers locked or unlocked in or upon the vehicle.
8. Students may not park beyond the Band room in the STAFF PARKING areas. All students parking cars in STAFF areas are subject to having their vehicles towed. All expenses incurred are the responsibility of the student and their parents.

WORK PERMITS

The State of California requires EVERY MINOR UNDER THE AGE OF 18 TO HAVE A WORK PERMIT for most types of jobs, EVEN DURING THE SUMMER. Every work permit at Willits High School expires 5 days after the start of new school year. Students may apply for

work permits through the high school office. Failure to have a work permit on file with one's employer may cause the employer to be fined \$500 or more. Work permits are free and apply only to one employer at a time.

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

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

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

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

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

1. Placing a reasonable pupil or pupils in fear or harm to that pupil's or those pupils' person or property.

2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying can happen 24 hours a day, 7 days a week, and reach a student even when he or she is alone. Messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source. Deleting the inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent. A reasonable assumption is that once it is posted, it is permanent because others can repost or copy the messages/images.

REPORT IT

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

INVESTIGATION TRANSFER REQUEST

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

AVOID CYBERBULLYING

1. Keep your computer in an open area of the house. It is easier to monitor what your child/student is viewing.
2. Install filtering software on the computer your child/student uses or use child-friendly search engines.
3. Never give out personal information online to someone you do not know. People are not always who they say they are. Even small amounts of information like hobbies or a child's favorite hang out provide too much detail to be shared on the Internet.
4. Parents should familiarize themselves with the websites their child visits. Ask your child to explain the sites they visit and how they work.

5. Never meet in person with someone you first met online. No matter how long you have been communicating online. It is virtually impossible to know if your new “friend” is who they say they are.
6. Do NOT respond to offensive or dangerous emails. Follow these three simple steps: Stop, Block, and Tell.
 - A. **Stop** the correspondence immediately, responding can make the situation worse.
 - B. **Block** the user from sending additional emails.
 - C. **Tell** a parent, or trusted adult about the situation.
7. Be a responsible cybercitizen. Use good manners, be respectful of others, and be safe. Remember that future employers will be seeing your posts and make decisions about hiring you from the content you post. This includes words said in anger to friends online or about your current boss/employer.
8. Report inappropriate sites, posts or images to your parent, administrator or Internet Service Provider and law enforcement.

DETENTION

Detention is assigned as a consequence for minor disciplinary infractions. Detention is served for up to 45 minutes on the day of or day after the assignment is given during the time frame the teacher or administrator designates. This allows the student 24 hours to notify his/her parents that a detention has been assigned if needed. Duty to inform a parent that *detention has been assigned is always the student's responsibility. Failure on the student's part to let his or her parents know they have detention is not an excuse for missing and will result in additional time being assigned. If there is a valid excuse for not being able to serve detention, the parent must notify the office before detention is to begin. Failure to serve detention can result in additional detention or Saturday school and possible suspension for defiance of authority. Detention may be served after school.*

RULES FOR DETENTION:

1. Students are not permitted to arrive late or in a disorderly manner.
2. Students are to sit quietly following any directions the detention staff might give.
3. Any violations of rules for the detention program will result in a written behavioral referral and loss of credit for any time served.
4. Students are permitted and encouraged to bring work with them while assigned teacher or office detention.
5. The detention room supervisor will establish the rules for the detention and will determine if a student is allowed to stay or be sent out for any violation.

SUSPENSION

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

IN SCHOOL SUSPENSION

In School Suspension (ISS) will be used as a disciplinary plan when it is determined by the administration to be the option that fits the violation. The length of the suspension is determined using the school discipline plan. Students will be required to serve quiet study time during their stay in ISS time. Students will stay in the room except to use the bathroom with permission from the ISS room supervisor. Lunch and brunch time restrictions will apply to those students in ISS. Students in ISS will be held accountable to complete make up work and homework for their classes during the time of ISS.

SATURDAY SCHOOL

1. Saturday School will not be used to make up for absences.
2. Students must bring schoolwork with them. There is no drawing unless assigned by a teacher and the assignment is on a syllabus. There is no magazine reading allowed unless assigned by a teacher, etc.
3. If you are not in your seat by 9 a.m., you will be marked absent. Students are to sign in at SATURDAY SCHOOL.
4. There will be no communication with other students (talking, gestures, notes, etc.)
5. Desks must be left clean, including the area around your desk.
6. Do not write on anything that is not yours (desks, walls, floor, books, etc.). Penalty is one additional day of SATURDAY SCHOOL, plus clean up mess.
7. There is no gum, candy, sunflower seeds, food, drinks, etc. allowed.
8. Sleeping is not allowed. Days will be added for failure to comply.
9. Students will not be released for any school/class activities that are scheduled for the day or days that SATURDAY SCHOOL has been assigned. There are no early releases from SATURDAY SCHOOL unless prior permission has been granted.
10. There will be no passes from SATURDAY SCHOOL. Restroom breaks will be at regular scheduled times.
11. Students must follow all school rules. Keep your hands, feet, etc., to yourself. Do not touch other students. Penalty is immediate removal from SATURDAY SCHOOL and referral.
12. The SATURDAY SCHOOL monitor, through the administrator, may assign extra days or hours if the rules are violated.

13. Students given a referral in SATURDAY SCHOOL may be suspended from school. You will return to SATURDAY SCHOOL after your suspension to complete your time in SATURDAY SCHOOL. Teacher is to write referrals on any student kicked out.
14. Students accumulating a total of 6 days of SATURDAY SCHOOL or more per term will be referred for an Administrative Hearing.
15. Only SATURDAY SCHOOL students are allowed in the room.
16. Parents are responsible for transportation to and from Saturday School and should pick up their child by 12 p.m.

Students assigned to ISS or Saturday School will not be released for any school, athletic, or class activities that are scheduled for the day or days that they are assigned to ISS or Saturday School. The High School Principal will be the only appeal and it must be done prior to the event.

DISCIPLINE POLICY

THE SITE ADMINISTRATOR OR DESIGNEE WILL DETERMINE WHETHER THE CONSEQUENCES FOR THE FOLLOWING INFRACTIONS SHOULD INCLUDE, BUT NOT BE LIMITED TO: DETENTION, SATURDAY SCHOOL, IN-SCHOOL SUSPENSION (ISS), OR HOME SUSPENSION. The administration also reserves the right to determine if a behavior is unacceptable and requires consequences if not listed in this section of the handbook. There are a prescribed set of school violations that are mandatory expulsion incidents that will be referred to the superintendent for discipline and the student(s) will be suspended pending investigation. This following is not an inclusive list and the administration reserves the right to determine if behavior warrants disciplinary action. Law enforcement agencies may be notified at the discretion of the administration.

WILLITS HIGH SCHOOL DISCIPLINE PLAN

Class	Violation	First Offense	Second Offense	Third Offense	Fourth Offense
	Weapons/ Explosives/ Bomb/Sales	1-5 Day Suspension EH	2-5 Day Suspension EH	3-5 Day Suspension EH	4-5 Day Suspension EH
	Furnishing Illegal Substances	Expulsion Hearing	Expulsion Hearing	Expulsion Hearing	Expulsion Hearing

1A	Fighting/ Assault	1-5 Day Suspension/ P.D.	2-5 Day Suspension/ P.D./EH	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
1B	Robbery/ Extortion	1-5 Day Suspension/ P.D.	2-5 Day Suspension/ P.D./EH	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
1C	Alcohol/Drugs/ Drug Paraphernalia	1-5 Day Suspension/ P.D.	2-5 Day Suspension/ P.D./EH	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
1D	Tobacco/ Tobacco Paraphernalia	1-5 Day Suspension	2-5 Day Suspension	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
1E	Arson/Fire Alarm/Bomb Threat	5 Day Suspension/ P.D./EH	5 Day Suspension/ P.D./EH	5 Day Suspension/ P.D./EH	5 Day Suspension/ P.D./EH
2A	Vandalism/ Property Damage/ Graffiti	I.S.S. Referral/P.D./ Rest	1-5 Day Suspension/ P.D./EH	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
2 B/C	Stealing/ School Theft	1-5 Day Suspension	2-5 Day Suspension	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
2D	Sexual Harassment	1-5 Day Suspension/ P.D./EH	2-5 Day Suspension/ P.D./EH	3-5 Day Suspension/ P.D./EH	4-5 Day Suspension/ P.D./EH
2E	Obscene Acts/Gestures	I.S.S. Referral	I.S.S. Referral	1-5 Day Suspension/ P.D./EH	1-5 Day Suspension/ P.D./EH
2F	Profanity/ Vandalism/ Property Damage Directed at Teacher or Staff	1-5 Day Suspension/EH	2-5 Day Suspension/EH	3-5 Day Suspension/EH	4-5 Day Suspension/EH

2G	Threatening/ Intimidation/ Bullying, Cyberbullying	1-5 Day Suspension	2-5 Day Suspension	3-5 Day Suspension/EH	4-5 Day Suspension/EH
2H	Excessive Roughhousing	I.S.S. Referral	I.S.S. Referral	1-5 days Suspension	1-5 days Suspension
2I	Willful Defiance – See Definition	I.S.S. Referral	I.S.S. Referral	1-5 day Suspension	1-5 day Suspension
2J	Truancy	I.S.S. Referral/S.S.	I.S.S. Referral/S.S.	1-5 Day Suspension S.S./SARB	1-5 Day Suspension S.S./SARB
2J	Off Campus Without Permission	In School Suspension/ Detention	In School Suspension/ Detention	In School Suspension 2-days	In School Suspension 3-days
2K	Failure to Serve ISS/SS/ Detention	I.S.S. Referral/S.S.	I.S.S. Referral/S.S.	1-5 day suspension	1-5 Day Suspension
2L	Forgery, Altering Documents	I.S.S. Referral	I.S.S. Referral	1-5 Day Suspension	1-5 Day Suspension
3A	Profanity	I.S.S. Referral/ Detention	I.S.S. Referral/ Detention	1-5 Day Suspension	1-5 Day Suspension
3B	Vehicle Violation	I.S.S. Referral	I.S.S. Referral	Loss of privileges for term	Loss of privileges for year
3C	Bike Violation (Wheels)	No bike at school week	No bike at school month	No bike at school until next term	No of privileges for year
3D	Non-cooperation with/Staff and Sub	I.S.S. Referral/ Detention	I.S.S. Referral/ Detention	1-5 day Suspension	1-5 day Suspension
3E	Classroom Disruption	I.S.S. Referral/ Detention	I.S.S. Referral/ Detention	1-5 day Suspension	1-5 day Suspension

3F	Being Rude or Discourteous	I.S.S. Referral/ Detention	I.S.S. Referral/ Detention	1-5 day Suspension	1-5 day Suspension
4A	Failure to Show Teacher Detention	I.S.S. Referral/ S.S.	I.S.S. Referral/ S.S.	I.S.S. Referral/ S.S.	1-5 day Suspension
4B	Failure to Show School Detention	I.S.S. Referral/ S.S.	I.S.S. Referral/ S.S.	I.S.S. Referral/ S.S.	1-5 day Suspension
4C	School Rules Procedures	I.S.S. Referral/ Detention	I.S.S. Referral/ Detention	I.S.S. Referral/ S.S.	1-5 day Suspension
4D	Dress Code	Change/ Warning	Change/ Detention	Change/ Detention	1-5 day Suspension
4E	Cell Phone Electronic Equipment	Loss until end of day/ Detention	Loss until parent pick up/ Detention	Loss 3 days/ Detention	Loss 7 days/ I.S.S. Referral/ Detention
4F	Tardiness	Verbal Warning	Detention	Detention	Detention/ I.S.S. Referral
	Bus Violation	Off Bus 3 Days	Off Bus 5 days	Off Bus 7 days	Off Bus 10 days
	SUS = Suspension	EH = Expulsion Hearing	Rest = Restitution	S.S. Saturday School	SEM = term
	P.D. = Police Department	ISS=In School Suspension	SARB= Student Attendance	Review Board	

- In all above incidents above teacher or principal will contact home.
- Law Enforcement will be notified for all class 1 violations
- I.S.S. Referrals will be made by Principal, Assistant Principal, Principal Designee, and/or Counselor.
- All infractions could affect code of conduct.

1. **CLASSROOM DISRUPTION** - Any disrupting behaviors which are not extinguished by teacher interventions in the classroom; exceeding the teacher's assertive discipline plan.
2. **DRESS CODE VIOLATION**
3. **ELECTRONIC EQUIPMENT/CELL PHONE** – Unauthorized use of cell phones or other personal electronic equipment.
4. **FAILURE TO SERVE** - Teacher detention, school detention, or in-school suspension or Saturday school.
5. **NON-COOPERATION WITH STAFF OR SUB** - Failure to cooperate with staff member, teacher, or substitute teacher/aide.
6. **PROFANITY** - Using profane and vulgar language or gestures; spontaneous expletives (swearing) as well as profanity intentionally directed at another; this is not to be construed as to limit the discussion in literature classes of the profanity which a character uses in a work that is being studied.
7. **RUDE AND/OR DISCOURTEOUS TO ANOTHER INDIVIDUAL** - To include lewd, verbal, written, or drawn character attacks on another person, making racial, ethnic, or gender degrading insults.
8. **SCHOOL RULES** - Failing to follow school policies which include the following rules:
 - a. Displaying affection inappropriately (hand-holding is permitted).
 - b. Littering with food or food containers/packaging, throwing food, water balloons or other soft objects unlikely to injure; taking "cuts" in the cafeteria and bus lines; making a mess and leaving or attempting to leave without cleaning it up.
 - c. Continuing to bring items to school such as large hats, radios, iPods, or other items inappropriate and unnecessary for school.
 - d. Roughhousing, horseplay, rock throwing, intentional tripping, nudging with elbows, etc.
 - e. Cheating.
 - f. Class disturbance: yelling in hallways or outside of classrooms, opening and slamming doors, hitting windows or doors, interrupting a class.
 - g. Off limits area: on another school campus without permission, in the gully behind the shop areas; being out of the P.E./shop area during class.
 - h. Ignoring health/safety.
 - i. Dishonesty; lying to school personnel; pass-abuse (taking too long or going elsewhere than the specified location); failing to report to the office when suspended from class.
 - j. Posting posters that have not been approved by the administration.
9. **TARDINESS TO SCHOOL/CLASS**
10. **TRUANCY**
11. **VEHICLE VIOLATIONS**

THE CALIFORNIA EDUCATION CODE 48900 PROVIDES AUTHORIZATION FOR SUSPENSION, INVOLUNTARY TRANSFER TO CONTINUATION SCHOOL OR EXPULSION FOR THE FOLLOWING:

A1, A2 - CAUSED, ATTEMPTED, OR THREATENED TO CAUSE PHYSICAL INJURY OR WILLFULLY USED FORCE OR VIOLENCE UPON ANOTHER PERSON, EXCEPT IN SELF-DEFENSE. An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense. Note: An incident will be considered a mutual fight when two students engage in a physical altercation, regardless of who initiated the conflict. A student who allows him or herself to be provoked into fighting will be considered as guilty as the one who starts the fight. It is the responsibility of the administrator to conduct an investigation to determine if one of the parties was acting in self-defense.

B – POSSESSED, SOLD, OR OTHERWISE FURNISHED A FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

C – UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF, A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR INTOXICANT OF ANY KIND.

Adm. Reg. 5131.6(c) Any student, who uses, possesses or sells alcohol or illegal drugs will be restricted from extra-curricular activities/athletics for remainder of term.

D – UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR INTOXICANT OF ANY KIND, OR REPRESENTATION OF ITEMS.

E – COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION.

F – CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL OR PRIVATE PROPERTY - Cutting, vandalizing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) **Note:** Parent/ guardian will be held responsible for damage to school district property up to the State established limit. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage up to the State established limit (E.C.48904).

G - STOLE OR ATTEMPTED TO STEAL SCHOOL OR PRIVATE PROPERTY.

H – POSSESSED OR USED TOBACCO, OR PRODUCTS CONTAINING TOBACCO OR NICOTINE PRODUCTS. Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Confiscated materials will not be returned to students. **Note:** No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of

the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees. (E.C. 48901)

I – COMMITTED AN OBSCENE ACT OR ENGAGED IN HABITUAL PROFANITY OR VULGARITY either verbally or in writing.

J – UNLAWFULLY OFFERED, POSSESSED, 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 VALID AUTHORITY**. Any willful act of a minor but annoying nature, verbal or nonverbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district. A willful act, verbal or nonverbal, that demonstrates deliberate resistance or refusal to object a reasonable request or directive issued by a school district employee.

BREAKING SUSPENSION (coming onto campus during school hours; one hour prior to classes until one hour after classes end without an appointment).

VIDEOING OF STUDENT FIGHTS - Any student caught videotaping a student fight on campus with any type of filming device shall be cited. This also includes any student distributing the video to other students by allowing students to view it, or by sending it to another's phone or computer while on campus. These acts are to be considered promoting or encouraging a fight and are a violation of PC 415 which allows for a Clean Sweep ticket to be issued.

FORGERY/ALTERING SCHOOL DOCUMENTS - Including but not limited to forging parent and/or staff signatures; forging or altering school documents such as assignments, grades, call slips, attendance sheets, admit slips or any other school form or record; submitting false documents.

PLAGIARISM - Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own, regardless of intent. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. Consequences for plagiarism can range from a lower grade to suspension/expulsion depending on the circumstances.

ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING. (Penal Code Sec. 447 and 455, 148.4) Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire-setting is never considered to be a prank. The burning of trash cans can lead to immediate and serious consequences.

CHEATING see Academic Honesty Policy

GAMBLING AND WAGERING or habitually being present where gambling and wagering is taking place.

LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose. (Penal Code 653G and 627)

CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION: Any willful major act of insubordination, verbal or nonverbal, that causes a major campus disruption or severely distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the District. (Penal code Sec. 148.1)

L – KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY.

M – **POSSESSED AN IMITATION FIREARM.** Note: Look-a-like (imitation) toy guns refers to a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

N – COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY.

O – **HARASSED, THREATENED OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING** for the purpose of 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 E.C. 48900, "hazing" means a method of initiation or preinitiation into a pupil organization or body whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil; "hazing" does not include athletic events or school-sanctioned events.

R – ENGAGED IN AN ACT OF BULLYING, INCLUDING BUT NOT LIMITED TO BULLYING BY MEANS OF AN ELECTRONIC ACT AS DEFINED IN E.C. 48900(r).

T – AID OR ABET THE INFLICTION OF OR ATTEMPTED INFLICTION OF PHYSICAL INJURY.

E.C. 48900.2 - COMMITTED SEXUAL HARASSMENT.

E.C. 48900.3 - CAUSED, THREATENED TO CAUSE OR PARTICIPATED IN AN ACT OF HATE VIOLENCE.

E.C. 48900.4 - CREATED AN INTIMIDATING OR HOSTILE EDUCATION ENVIRONMENT.

E.C. 48900.7 - TERRORIST THREATS AGAINST SCHOOL OFFICIALS OR SCHOOL PROPERTY, including, but not limited to, a bomb threat. This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out. **Note:** The elements of a Terrorist Threat include the intent that the statement be taken as a serious threat, the gravity and immediacy of the threat is unequivocal, unconditional, immediate and specific, and causes sustained fear in the person/people threatened.

EDUCATION CODE 48915a: THESE VIOLATIONS REQUIRE SUSPENSION AND A RECOMMENDATION FOR EXPULSION, UNLESS THE PRINCIPAL OR SUPERINTENDENT FINDS THAT EXPULSION IS INAPPROPRIATE, DUE TO THE PARTICULAR CIRCUMSTANCE:

1. CAUSING SERIOUS PHYSICAL INJURY TO ANOTHER PERSON, EXCEPT IN SELF-DEFENSE. “Serious bodily injury” means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (P.C. 243 (f) (4)).

2. POSSESSION OF ANY KNIFE OR DANGEROUS OBJECT OF NO REASONABLE USE TO THE PUPIL. A knife includes, but is not limited to, a dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. **Note:** Possession of tear gas/tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Sec. 12401, 12402) (E.C. 49330)

3. UNLAWFUL POSSESSION OF ANY CONTROLLED SUBSTANCE as listed in Chapter 2 (commencing with Section 11053) of the Health and Safety Code, except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis.

4. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION.

5. COMMITTED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE, as defined in Sections 240 and 242 of the Penal Code.

EDUCATION CODE 48915c: THESE VIOLATIONS REQUIRE SUSPENSION AND A RECOMMENDATION FOR EXPULSION:

1. POSSESSED, SOLD, OR OTHERWISE FURNISHED A FIREARM, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal and Superintendent.

2. BRANDISHING A KNIFE AT ANOTHER PERSON. **Note:** Brandishing means to display or wield in a threatening manner.

3. UNLAWFULLY SELLING A CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

4. COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY as defined in Sections 243.4, 261, 266c, 286, 288, 288a, or 289 of the Penal Code.

5. POSSESSION OF AN EXPLOSIVE.

The Willits High School Handbook was approved by the WUSD Board of Trustees.

CALIFORNIA GRADUATION REQUIREMENTS FOR FOSTER YOUTHS

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

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

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

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

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

Permanent exemptions are granted if the student is 16 or older and has been in the tenth grade for at least one academic year, is a postgraduate pupil, or is enrolled in a juvenile

home, ranch, camp, or forestry camp school where physical recreation and exercise is provided pursuant to California requirements. (E.C.51241 (c)(1)(2)(3))

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

2017-18 Willits High School Student Enrollment Contract

Student's Full Name: _____ **Date:** _____

The primary requirements for attending Willits High School is the sincere desire to be a productive student. Therefore, the student body is made up of only those students who wish to be here. In order to make the expectations clear, it is necessary that all students read and sign the following contract.

- A. I agree to come to school every day on time and attend class each period on time.
- B. I agree to the following principles and rules of behavior.

Principles of Behavior (Initial each statement)

_____ I understand and agree that I will not use cell phones during instructional time unless the teacher/administration has given permission to do so.

_____ Tardiness and Cuts are not acceptable.

_____ I understand using the school student parking area is a privilege not a right and it can be revoked at any time for misuse or not following the parking and/or discipline rules. Students may not park in the Staff parking areas. Students are required to acquire and display the student parking pass in the front dash. Motorcycles must be registered in the office in advance.

_____ I understand and agree that I will wear clothing that will reflect good taste. Any slogans referring to and/or implying: pictures of weapons, violence, obscenities, profanity, vulgarity, drugs, gang signs/colors, or alcohol will not be permitted at any time on campus.

_____ I understand and agree that I am joining the school community of Willits High School. I will participate in all school activities that are part of the school day.

_____ I will follow the directions of the teachers and staff.

_____ I will be in class ready to work on time. Bathroom breaks are between classes, not during.

_____ I will abide by all the school rules as outlined in the handbook.

I have read and agree to abide by the above contract.

Printed Name	Student's Signature	Date

Printed Name	Parent's Signature	Date