



***Student/Parent Handbook  
2015-2016***

# Hoopa Valley High School Student/Parent Handbook 2015-2016

Welcome to Hoopa Valley High School. We at HVHS are committed to helping make this a successful school year for everyone. It will take the cooperative effort of students, parents, teachers, staff, and administrators to make this happen. We encourage Students to take an active role in their education this year by participating fully in your classes, keeping up with assignments, seeking help when needed, becoming involved in extracurricular activities, and generally making a positive contribution to our school and community. Be prepared to take responsibility for your actions and take time to think before you do something that might not be in your best interests or in the best interest of the school. Seek guidance and support from teachers, counselors, or administrators if you are experiencing difficulties. Have a great year!

<b>TABLE OF CONTENTS</b>	<b>PAGE NUMBER</b>
1. Welcome to Hoopa Valley High	2
2. Table of Contents	2
3. School Bell Schedules	3
4. Personnel Information	4
5. Counseling and Guidance	5
6. KTJUSD and HVHS Educational Philosophy	6
7. Student Learning Outcomes (SLO's)	6
8. Student, Parent, Teacher, Administrator Responsibilities	7
9. General Information	8
10. Attendance	15
11. Definition of Absences	15
12. Academic and Grading information	17
13. Testing	18
14. Student Discipline and Conduct	20
15. Definition of Terms	21
16. Discipline Matrix	26
17. Student Agreement Contract	29
18. School Map	Inside Back Cover
19. District Calendar	Outside Back Cover

# HOOPA VALLEY HIGH SCHOOL BELL SCHEDULES 2015 - 2016

## REGULAR SCHEDULE FIRST BELL IS AT 8:35

1 <sup>st</sup>	8:40 – 9:33
2 <sup>nd</sup>	9:38 – 10:29
3 <sup>rd</sup>	10:34 – 11:25
4 <sup>th</sup>	11:30 – 12:21
LUNCH	12:21 – 12:51
5 <sup>th</sup>	12:56 – 1:47
6 <sup>th</sup>	1:52 – 2:43
7 <sup>th</sup>	2:48 – 3:39

## EARLY OUT SCHEDULE FIRST BELL IS AT 8:35

1 <sup>st</sup>	8:40 – 9:27
2 <sup>nd</sup>	9:32 – 10:14
3 <sup>rd</sup>	10:19 – 11:01
4 <sup>th</sup>	11:06 – 11:48
5 <sup>th</sup>	11:53 – 12:35
LUNCH	12:35 – 1:05
6 <sup>th</sup>	1:10 – 1:52
7 <sup>th</sup>	1:57 – 2:39

## SSM SCHEDULE FIRST BELL IS AT 8:35

1 <sup>st</sup>	8:40 - 9:27
2 <sup>nd</sup>	9:32 – 10:14
3 <sup>rd</sup>	10:19 – 11:01
4 <sup>th</sup>	11:06 – 11:48
5 <sup>th</sup>	11:53 – 12:35
LUNCH	12:35 – 1:05
SSM	1:57 – 2:50
7 <sup>th</sup>	2:55 – 3:39

## MINIMUM DAY SCHEDULE FIRST BELL IS AT 8:35

1 <sup>st</sup>	8:40 – 9:08
2 <sup>nd</sup>	9:13 – 9:40
3 <sup>rd</sup>	9:45 – 10:12
4 <sup>th</sup>	10:17 – 10:44
5 <sup>th</sup>	10:49 – 11:16
6 <sup>th</sup>	11:21 – 11:48
7 <sup>th</sup>	11:53 – 12:20

### Schedule for Finals

Finals are scheduled at the end of each semester. Students take two finals per day. The exact time for finals will be announced several weeks prior to the conclusion of each semester.

## **PERSONNEL INFORMATION**

Klamath-Trinity Joint Unified School District Board of Trustees

**Betty Eichelberger**  
Board Chair  
Willow Creek Area

**Lois Risling**  
Trustee  
Hoopa Area

**Annelia Hillman**  
Trustee  
Orleans Area

**Laura Lee George**  
Trustee  
Hoopa Area

**Darlene Magee**  
Trustee  
Jack Norton Area

**Kerry Watty**  
Clerk  
Salyer Area

**Rob Wild**  
Trustee  
Weitchpec Area

**Jon Ray**, Superintendent  
(530) 625-5600

### **Hoopa Valley High School**

**Rossman, Dustin:** Principal  
**Ammon, Danny:** Math, Hupa Language  
**Anderson, Robert:** Social Science  
**Batey, Danielle:** Physical Education Sophomore Seminar.  
**Bigham, Matt:** Physical Education  
**Bonar, Kathleen:** Instructional Assistant  
**Casey, Marcy:** Counselor Technician  
**Christiensen, Shane,** Resource Teacher  
**Cole, Peter:** Math, Economics, Freshman Seminar  
**Doiron, Dennis:** Music  
**Dougherty, Gabe:** Math  
**Elie, David:** IT Administration  
**Harvey, Sydney:** Academic Counselor  
**Hicks, Sherri:** Language Arts, Freshman Seminar  
**Hill, Tom:** Woodshop, Social Studies  
**Hopper, Brian:** Science  
**Hostler, Willie:** School Resource Officer (SRO)  
**Jarnaghan, Heidi:** Librarian Technician, Athletic Director  
**Johnson, Brad:** Auto, Welding, Woodshop  
**Johnson, Michelle:** Instructional Assistant  
**Kane, Tanee:** Attendance Secretary  
**Kirk, Mitchell:** Instructional Assistant  
**Kurtz, Vicki:** Language Arts, Freshman Seminar  
**Lewis, Carole:** Yurok Language  
**Locke, Lucy:** Resource, ASB  
**Matilton, Irma:** Outreach Coordinator  
**Marshall, Joe:** Weight Training, Social Science  
**McCarry, Peter:** Physical Education

**Moore, Melodie:** Language Arts, Hupa Language, Freshman Seminar  
**Olan, Bonnie:** Instructional Assistant  
**Ryles, Daniel:** Instructional Assistant  
**Scott, Natalie:** Life Skills/Intervention  
**Simms, Willie:** Instructional Assistant  
**Soho, Jerry:** Art, Yearbook, Ceramics, Digital Photo  
**Sokolow, Ramona:** Special Day, Resource  
**Tello, Rico:** IT Tech  
**Valentine, Nikki:** Principal's Secretary

## COUNSELING AND GUIDANCE

### **Where to Find Help**

Students who need help/guidance may contact any of the following school personnel and/or ask their teachers for assistance:

- **Activities, ASB:** Ms. Locke
- **Athletics, Sports:** Mrs. Jarnaghan, Miss Kurtz, & Mr. Rossman
- **Attendance, Lockers, Work Permits:** Mrs. Lemieux
- **Bulletin, School Information:** Mrs. Valentine
- **Discipline, Student Conflict:** Mr. Rossman
- **Drugs/Alcohol/Medical Issues, Personal Problems:** Mrs. Matilton
- **Grades, Registration, Scholarships, Senior Assessment:** Miss Harvey & Mrs. Casey
- **Independent Study (IS):** Mrs. Casey

### **Academic and Personal**

Your counselor is a person with whom you may freely discuss any concern or question which may arise. Information and advice, such as your course program, graduation, college entrance requirements, career exploration, decision-making, scholarships, financial aid and fields of study are available from your counselor. Your counselor will assist you in making the most appropriate decision and planning for alternatives relating to your educational future as well as personal and social goals in life. Personal counseling and crisis intervention services are also available from the school counselor.

### **Career**

The school offers you a chance to find out about the possibilities open to you after graduation and offers a number of service and programs to assist students with career planning. This includes interest and ability surveys, occupational, college, program, trade school, and scholarship information. Career activities are designed to help students better understand school subjects as they relate to the world of work. The Counselor can also help you find out what kind of school or career is best matched to your interest, personal values, and needs. The Counselor

can assist you in making wise decisions with regard to your future. You are invited to take full advantage of these valuable services.

**Peer Mediation** services are available for students wishing peer interventions. Peer discussion groups meet regularly throughout the school year.

**Human Services** will provide licensed counselors who can meet with individual students on a weekly basis. These counselors also lead peer discussion groups regularly throughout the school year.

## **KTJUSD AND HVHS EDUCATIONAL PHILOSOPHY**

### **Mission**

The Klamath-Trinity Joint Unified School District values quality education that nurtures student self-knowledge, fosters intellectual and emotional growth, promotes physical well-being, and cultivates lifelong learning.

### **Vision**

Healthy rivers connect healthy communities and bridges bring diverse communities together. We grow with an understanding of the past and educate for the future. Our communities are a unique part of the ever-changing world. We motivate and teach our students to prepare for the world, yet cherish our home.

### **Goals**

#### ***Literacy***

For students to gain the necessary literacy skills to be successful at their grade-level performance standards, students must be immersed in a text-rich environment at school and at home; each classroom must have a library of reading materials for each student's reading level; and teachers must have a menu of literacy training opportunities to improve their teaching repertoire in reading, spelling, and writing.

#### ***Technology***

For students to be successful in extending their education and entering the world of work, students must achieve their grade-level technology benchmarks; the school must offer students after-school tutoring and summer school computer camps; teachers must utilize the technology professional growth menu to become proficient in the use of technology; and schools must update their technology equipment for their students and teachers.

### **Beliefs**

- We are all teachers
- We are all lifelong learners
- All students will learn
- Local history is fortuitous
- Prior knowledge is the foundation for new knowledge
- Learning peer mediation techniques will prevent future conflicts
- Mutual respect is essential for a community to exist peacefully

- Protection of natural resources is the preservation of our prosperity
- Our children are our most important resource

## STUDENT LEARNING OUTCOMES (SLOs)

### **Hoop Valley High Graduates will:**

#### **Honor All People** by:

- Being active in our communities
- Representing their community in a positive way
- Embracing diversity
- Demonstrating common courtesy
- Participating in Native language classes and ceremonies
- Respecting themselves and other cultures

#### **Own Education** to:

- Responsibly use their time productively
- Be well-rounded in all subjects
- Have a diverse literary background
- Write effective, logical arguments
- Set goals for themselves
- Make good decisions
- Be prepared for university classes
- Be persistent to succeed in all aspects of their lives
- Become critical thinkers

#### **Opportunity to Learn** so they can:

- Understand the past as they prepare for the future
- Be technologically competent and responsible
- Get a job after high school
- Manage real-life situations
- Read, comprehend, and interpret information effectively

#### **Personalize Development** with a(n):

- Ambition to academic and extracurricular achievement
- Liberal and personal approach to education

- Solid foundation to prepare students for after high school
- Goal to lifelong learning

**Ambition to Excellence** with a(n):

- Desire to be part of something bigger than yourself
- Informed and educated mind about international issues
- Plan to utilize individual talents for productive causes
- Respect for the environment and to improve it in necessary ways

**STUDENT, PARENT/GUARDIAN, TEACHER, ADMINISTRATOR RESPONSIBILITIES**

Hoopa High is a committed team of students, parents, teachers, administrators, support staff, and the community working toward the common goal of providing a quality education. It truly takes a village to raise a child. Hoopa High’s team objective is to graduate confident, respectful, and successful students. Each of us has a team-role while at school:

**~Students~**

1. To treat all persons with dignity, respect, and courtesy.
2. To respect the property of others.
3. To obey all rules and regulations of the school and classroom.
4. To respect all school staff and recognize their authority.
5. To recognize and respect that teachers have a right to teach and students have a right to learn.
6. To attend school regularly and punctually.
7. To come prepared for class: bring books, pens, pencils and homework, etc.
8. To not disrupt the learning environment in the classroom.
9. To achieve to the best of their ability.
10. To attend school without being under the influence of alcohol and/or drugs.
11. To not wear hate clothing, buttons, jewelry or armbands with letters, pictures or insignias that are profane, gang related, vulgar, or advertising alcohol and/or drugs.
12. To develop pride in their school, students will maintain a clean campus.
13. To be honest with administrators, teachers, and one another.
14. To maintain integrity and good citizenship.
15. To use non-profane language in their daily communications.

**~Parents~**

1. To treat all persons with dignity, respect and courtesy.
2. To be responsible for the regular and punctual attendance of their children and to provide written or phone excuses for all absences.
3. To be responsible for the behavior of their children and to assure that their children be responsive to school rules and basic human rights.
4. To come to school for parent conferences regarding their child’s behavior, or in the event of a student suspension.
5. To take corrective action when requested by the teacher or administrator.
6. To send their children to school prepared for work with books, pencils, pens, homework, etc.
7. To see that their children complete all homework assignments.
8. To provide a home environment that encourages respect for the school and the learning process.
9. To provide a healthy home environment, adequate nutrition, rest.
10. To ensure that their children attend school in appropriate and safe clothing.

**~Teachers~**

1. To treat all persons with dignity, respect and courtesy.
2. To be in the classroom on time, ready to receive students with a well-prepared lesson.



3. To teach in clear, incremental objectives.
4. To teach towards maximum student success rate.
5. To create and maintain a positive learning environment.
6. To reinforce positive student and staff behavior.
7. To provide quick and corrective feedback to students and parents including a student's grade status.
8. To review with all students the course description.
9. To require students to follow these rules and regulations
10. To assume responsibility for all students of the school, not just those in their classroom.
11. To inform parents in a timely manner regarding their child's behavior, attendance, and grades.

1. To treat all persons with dignity, respect and courtesy.
2. To enforce Board adopted policies, rules, and regulations.
3. To formulate and enforce school rules and regulations.
4. To support staff in the enforcement of school rules and regulations.
5. To involve parents in student disciplinary problems when appropriate.
6. To recognize students and staff who demonstrate excellence.
7. To provide a positive and safe school climate.
8. To enhance the interpersonal communication between staff, students and the community.
9. To encourage the teaching staff to create a positive learning environment.
10. To support and encourage the professional growth of all staff.

~Administrators~

## GENERAL INFORMATION

- **Academic Block H Criteria**

Two consecutive semesters with a 3.75 or better grade point average in a full seven period schedule/and of the seven classes no more than two classes can be in Cross Age Tutoring, Teacher's Aid, or PE.

~OR~

Two consecutive semesters with a 3.00 or better grade point average in "academic classes," academic classes are classes that appear on list 1 or 2 of the California Scholastic Federation class roster. See the school counselor to see if you qualify.

- **Accidents/ Injury**

In case of an accident/injury, secure the aid of the nearest teacher and/or staff member as soon as possible. The Principal's office and school nurse should be immediately notified of every accident or injury.

- **Alternative Placements**

Alternative education programs are available for any interested students and will be considered as an option for students when it appears this placement could increase their academic, social, or behavioral success. Voluntary and involuntary transfers will be considered.

- **ASB / Student Government**

Your ASB/student government provides for student activities, serves as a governmental training experience for student leaders, promotes the common good and gives students a share in the management of the school. It develops high ideals of personal, conduct, acts as a clearinghouse for student activities, seeks to involve students in school leadership, and helps solve problems that may arise. Members of ASB are your representatives.

Class meetings are important for you and your officers reach decisions affecting class activities. All students must attend these meetings, as though they were in regular classes. See your class president to put items on the agenda. Students may be removed if they are disruptive to the proceedings. Advisors will assist in keeping order as part of their advisory responsibilities.

- **Athletic Eligibility**

Students must meet athletic eligibility requirements set forth by the North Coast Section (NCS) of the California Interscholastic Federation (CIF) before participating in any practice or game. Transfer students may not practice or participate before meeting transfer requirements.

- **Attendance Rewards**

Daily attendance is essential to success in high school. Students are rewarded for good attendance and being on time to class. Prizes/treats for 95% attendance will be awarded after each Hex grading period.

- **Announcements / Bulletin**

The daily bulletin will be read in first period class. Announcements for the bulletin must be in the office no later than 3:30 p.m. for the following day.

- **Automobile Parking / Parking Lot**

Driving a motor vehicle on campus is a privilege. All vehicles must be registered in the main office. The “closed campus” policy prohibits driving a car off-campus during the student’s school day, except during lunch period with the proper off-campus permit. All cars must be parked in the student parking lot unless otherwise authorized by a school official. Students parking in rear parking lot will lose campus parking privileges. Failure to drive in a reasonable, safe and lawful manner will result in a report to the California Highway Patrol, Sheriff, or Tribal Police.

- **Bus Passes**

You must have a bus pass if you wish to stay after school for a supervised activity or wish to get off at a bus stop other than your own. All bus passes are issued by the front office.

- **Bus Regulations**

Students who ride the bus to school should return home on the bus. Riding the bus is a privilege and improper conduct on the buses will result in riding privileges being denied.

- **Cafeteria**

“Our House Café” is open daily for breakfast and lunch. Students are responsible for keeping the “Our House Café” clean and orderly and to follow school rules of showing respect, cleanliness, and responsible behavior.

- **Care of School Property**

Any student who in any way defaces (graffiti), damages, destroys, or otherwise vandalizes any school property shall be considered for suspension, expulsion, or work program, according to the nature of the offense. Any expense incurred by the school district in replacing or repairing school property lost or destroyed by a student shall be paid restitution by the student and his/her parents or guardian.

- **Classroom Expectations**

1. Students are expected to be in class ready to work when the tardy bell rings. Failure to do so without appropriate excuse will result in a tardy.

2. Electronic devices must be put away unless they are to be used for educational purposes and/or when permitted by the instructor.
3. Profanity or rude behavior is not permitted (includes written, spoken or gestures).
4. Distracting items detrimental to the learning process, as determined by the instructor, are not permitted (squirt guns, water balloons, sunglasses, inappropriate clothing, etc.).
5. Students are expected to follow individual classroom rules and expectations that are suitable for the teacher's classroom setting.
6. Students are not permitted to leave class the first and last ten minutes of each period.

- **Clubs**

Hoopa Valley High School has many clubs and organizations on its campus. A list of clubs and meeting times, dates, and other information will be available at the beginning of each school year.

- **Common Core State Standards**

Common Core State Standards (CCSS) are state requirements that give teachers guidelines for good, sound teaching practices and recommendations for core curriculum. Hoopa High is implementing CCSS curriculum in the Integrated Math courses, in English classes, with other classes also incorporating writing, critical thinking, and group work to prepare students for college and career readiness.

- **Dance Information**

Dances are for Hoopa Valley High School students. An "Out of Dance" list will be posted for attendance and discipline infractions. Absolutely NO ELEMENTARY students (K-8) or adults over 20 years old will be admitted. Guest passes must be obtained from the office during the regular school day by 3:39 p.m. (or the last school day prior to a non-school day dance). Guest passes will not be issued at the dance. The guest must be accompanied by their sponsor when entering and attending the dance.

After game dances will start immediately after the game and end no later than 1:00 a.m. Student will be admitted for 30 minutes from the beginning. After this time no one will be admitted to the dance. Students who leave a school dance may **NOT** return to the dance. NO loitering outside the dance; students must either enter the dance or leave the school grounds. All dances will be supervised.

All HVHS rules regarding alcohol, drugs, and tobacco apply. All bags and purses will be searched prior to being allowed into the dance. Students and/or guests are to select appropriate music. Students may not leave then return to the dance; there are no in and out privileges.

- **Dress Code**

The following are guidelines for dress and grooming at Hoopa Valley High School and at all school activities:

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Students may not wear or display bandannas at school at any time.
3. Bare-midriff shirts, halter tops, spaghetti strap or strapless shirts/dresses etc., see through clothing, etc. short shorts, or short skirts/dresses are not acceptable dress.
4. Under garments should not be seen at any time.
5. Colored or dark glasses, unless prescribed by a physician or optometrist, are not acceptable.

Other clothing which is not acceptable includes: clothing advertising alcoholic beverages; controlled substances, and related activities; clothing having obscene or questionable logos or printing that suggests sexual connotations; and clothing that promotes bigotry, sexism, racism, etc.

- **Electronic Devices**

The use of electronic devices including, but not limited to, cell phones, iPods, etc., are restricted at HVHS. At the discretion of the classroom teacher and administrators, cell phones and iPods may be used for educational purposes. Cell phones may only be used during lunch and passing periods between classes. **Cell phones are not allowed in the hallway during class time.**

- **Emergency**

In case of emergency all student are to follow directions of school authorities. During building evacuation all students are to remain with their teacher/supervisor and class at all times.

- **Energy Drinks**

All energy drinks and supplements that contain 5 mg/ounce or 35 mg or greater per serving or other stimulants like taurine and guarana are not to be used or possessed on campus. (Examples include, but are not limited to: “5 Hour Energy,” “Monster,” “Rockstar”, “Red Bull”, and “Amp Energy”)

- **Excessive Absence**

The Governing Board believes that unexcused absence from class exceeding 15 days per semester is sufficient reason for a teacher to assign the student a failing grade for that class. The student or parent/guardian shall be given a reasonable opportunity to explain the absence.

- **Extracurricular Activity Policy (Eligibility)**

To be considered eligible for extracurricular activities and athletics, students in grades 9-12 must have earned a 2.0 or “C” grade point average (GPA) or higher with no more than one “F” grade during the preceding Hex grading period. All students will receive athletic consequences as stated in the Code of Conduct in the Athletic Policy Handbook. For more information, see Athletic Policy.

- **Field Trips**

All students must have a Field Trip Medical Authorization Form and Specific Trip Information Form signed by parent/guardian and returned to the school before departure. Students are to abide by bus rules and all school regulations.

- **Homework**

Homework will be assigned by individual teachers as necessary to further learning and to allow students to complete or make-up assignments. Students are required to complete all assignments including homework. Grades are dependent upon successful completion of assigned work.

- **Independent Study**

If a student needs to be absent from school five or more days, one must be on independent study. Please check with the counselor or talk to the independent study teacher.

- **Late Arrival/Leaving School**

Students arriving on campus after 8:45 a.m. during the school day are required to check in at the office and get an admit slip. HVHS, as most public high schools, has a closed campus. This means that once students arrive at school they are to remain on campus until the end of their regular schedule with the exception of lunch time as stated in the “Off Campus” section of this handbook. Students leaving campus must check out with the office and check in if they return later in the day.

- **Learning Center**

Learning Center is an after school tutoring program offered Monday through Thursday from 3:45 to 5:45p.m. by various teachers. Learning Center is designed to provide extra study time with tutoring help and is an opportunity for students to get caught up on homework or make-up attendance hours. Time in Learning Center may be used for students who need to “Buy Back” hours due to their lack of attendance.

- **Library**

Students are welcome to use the library between the hours of 8:15a.m. to 4:30p.m. Students may use computers while in the library; books and audio books may be checked out for a three-week period and renewed for additional time. Students are encouraged to use their student ID cards when checking out materials but it is not required. Students are responsible for all materials checked out, including textbooks. Only students with a pass or when accompanied by a teacher will be admitted to the library during class time. Students who misuse their library privileges will be asked to return to their classroom. No food or drinks will be allowed in the library media center unless approved by the principal.

- **Lockers**

Lockers will be issued to students as soon as they are installed. Students’ lockers should be kept clean and locked at all times. Students should not reveal their combination to anyone if they expect their property to be safe. The school is not responsible for lost or stolen items. Students are responsible for damage to their lockers. Students should not keep money, valuables, or illegal items in their lockers. School personnel have the legal right and obligation to search lockers at any time. Any illegal material will be seized, and students in possession of illegal material will be referred to the appropriate law enforcement authorities. Any locker malfunction should be report to the office for repair.

- **Lost and Found**

Articles found in and around the school should be turned in to the office where the owners may claim lost property by identifying the item.

- **Mandated Reporting**

Schools and staff are mandated to report to the appropriate authorities the following criminal acts:

1. Attacks or manses (physically threatens) employees
2. Child abuse
3. Possession or sales of narcotics or controlled substances
4. Possession of a weapon
5. Assault with a weapon

- **Prom** (\*See Extracurricular Activities Attendance Policy)

The Junior/Senior Prom is organized and paid for by the junior class. All seniors receive complementary tickets. If their guest is not a senior, the guest is expected to pay. Freshman and sophomores may attend only if they are guests of a junior or senior and have a 2.0 GPA. Parents of juniors and seniors are invited to be chaperones. Prom is considered a school event and all school policies will be followed by all participants. King and Queen Candidates are nominated during a senior class meeting; voting is done at the prom; crowning takes place at 11p.m.

- **Public Display of Affection**

Appropriate interaction between students who are dating is expected during school hours. Public display of affection (PDA) is to be limited to holding hands.

- **Restricted Areas**

The following areas are considered off-limits for students without supervision (see map on page 30):

- |   |   |  |
|---|---|--|
| a. The area behind the music building           | c. The islands between the elementary and high school | e. The staff workroom                    |
| b. The area around the side and back of the gym | d. Hoopa Elementary School                            | f. The football field and baseball field |
|   |   | g. Any area beyond the edge of a roadway |

- **Student Body Cards**

Purchase of a student body card supports many different activities sponsored by the student body. Student Body Card holders are admitted free to all home athletic contests and at a reduced rate to other ASB activities.

- **Student Information Meetings**

All students are expected to attend and participate in all student meetings such as ASB, assemblies, guest speakers, and rallies. Students' behavior should be courteous and appropriate at all times. An indication of the cultural level of the school is the conduct of the student body at student meetings. Whether guests are present or not, each student is personally responsible for the impression made as a whole. Staff will supervise students during all assemblies.

- **Student Rights**

Every student should be aware of his/her rights at school and as a citizen. The school district policy manuals in the library, section 5145.5, have specifics on grievance procedures, exploitation, questioning, apprehension, and invasion of privacy. An example of student rights and freedom of speech, etc., and power to be regulated or prohibited can be reproduced from the Education Code.

A student has the right to a hearing or conference concerning any process of events here at HVHS. Any decision may be appealed, but a student must request the appeal. The process is called a grievance procedure. Student Grievance Forms are available from the principal and should be completed and submitted to the school office.

Access to student records is limited to authorized persons. Information concerning access and confidentiality of records can be found in the Education Code 489069, 49073-49077. Additional information exists in the California Administrative Code, Section 433-438. Students who reach eighteen years of age may have access to their records as per procedure outlined in the education code. Students eighteen years of age and older must also abide by all the rules and procedures of the school.

In summary, a student has a right to due process and the school must inform students and parents that they must know the following:

1. Rules and regulations
2. Charges in discipline cases
3. Can see the record(s) and get a copy
4. Can confer with an administrator
5. Can challenge the evidence

- **Sunflower Seeds**

Due to their negative impact on custodians, sunflower seeds are not permitted inside buildings or on any concrete or paved surfaces. They will be confiscated and repeated offenses will result in disciplinary action.

- **Telephones**

Students will be permitted to use office telephones only in emergency situations. Teachers and office staff must grant permission for a student to use the telephone. Cell Phones may not be used during instructional hours without permission from the teacher for educational purposes, not to take personal calls. Cell phones may be used during passing periods or lunch to return calls or check their messages. (Please see the bell schedule on page 3.)

- **Textbooks**

All texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade and school are written on the book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

- **Theft**

Students should be aware that valuable items, particularly small easily concealed ones, should **not** be left in lockers or brought to school. Students are responsible for their belongings and should know how to be respectful of other people's property. Hoopa High is not responsible for items stolen while at school.

- **Visitors**

Visitations within the school require **advance arrangements and approval** by the teacher to visit a classroom and by the campus administration. Students' guests may not ride the school bus. Visitors and persons having business with the school should report to the office for proper clearance. Failure to comply with the above request may result in illegal trespassing as defined by Penal Code 627.8 and Ed. Code 32211.

- **Work Permits**

The state law requires students under the age of 18 years old to have a work permit to work outside of their homes. Permits will be issued upon request in the attendance office. Regular school attendance is mandatory to maintain a valid permit.

## **ATTENDANCE**

Students at Hoopa Valley High School are expected to be in school except in cases of emergency, or for reasons explained below. It is the RESPONSIBILITY of the student and parent/guardian to clear **ALL** absences. After 3 school days any absences not excused will be regarded as unexcused absences. Regular and punctual attendance is required for successful school participation.

**EACH SEMESTER, STUDENTS WHO HAVE 15 OR MORE UNEXCUSED ABSENCES IN A PERIOD MAY RECEIVE A FAILING GRADE FOR THAT CLASS.**

- **STEPS TO FOLLOW WHEN ABSENT**

1. Have parent/guardian phone the school (530-625-5600) and inform the office of your absence before 10:00 a.m. on the day of the absence, or have a parent or guardian write an excuse giving your name, days of absence, and his/her signature.
2. Present your note to the front office attendance secretary who will issue you a Student Admit Slip to be presented and signed by each of your teachers.
3. Ask all teachers for make-up assignments. Work must be made up within five days of the absence. Assignments that are not made up may affect your grade. (It is the student's responsibility for seeing that make-up work is completed and turned in.)

- **Checking In/Out**

Parent or guardian must sign students out when leaving campus during the school day and Student's must sign in/Check in upon return.

- **Extracurricular Activities Attendance Policy**

Students will not be allowed to attend any extracurricular events if they are absent the day of the event and/or the last school day prior to the event assuming the event is on a day school is not in session.

## **DEFINITION OF ABSENCES**

- **Excused Absence**

The following are the only legally excusable absences from school.

1. Personal illness-the school may require a doctor certification
2. Dental, Medical, or Counseling Appointment for student
3. Bereavement of an immediate family member (excusable up to 3 days)
4. Court appearances pertaining to student or upon summons

- **Justifiable Absence**

Per Ed. Code 48205 (7) the following are justifiable absences when requested in writing by a parent or guardian and approved by the principal:

1. An appearance in court
2. Attendance at a funeral service
3. Observance of a holiday or ceremony of his or her religion

Students can make up all work and tests if work is completed in a reasonable amount of time. (Refer to the teacher's class syllabus.)

- **Unexcused Absence**

The following are considered UNEXCUSED absences from school. Make-up of course work may be granted by teachers. Any unverified absences will be treated as truancy. Excessive absences will be referred to the SARB (Student Attendance Review Board) team.

1. Truancy (cutting class or classes)
2. Personal business
3. Suspension (Suspended student *may* be permitted to make up assignments.)
4. Trips without prior notice
5. Leaving school for any reason other than an excused or justifiable absence

- **Truancy**

Parents/guardians of students considered truant will receive letters regarding truancy as defined by the Student Attendance Review Board (SARB) and the California Education Code. Fifteen days of unexcused absences may result in a failing grade for that particular period as mandated by board policy BP5113 (b).

Parents will be contacted regarding absenteeism when there are three or more consecutive days of unexcused absences in one class period and will result in one of the following actions:

1. telephone calls made



2. email sent
3. letter/post card mailed
4. a home visit from the Outreach Coordinator and/or the School Resource Officer (SRO)

If all concerted efforts to contact the student, parent, or the listed emergency contact have been unsuccessful, the SRO will contact law enforcement to make a welfare check on the student.

A student who reaches 15 or more absences risks failing the class based on attendance. He or she may have the opportunity to attend the Learning Center to “Buy Back” time (see Learning Center p. 12).

- **Cut Policy**

A cut is any absence of more than 15 minutes from a class that is not an excused or justifiable absence.

- **Tardies**

Excessive tardiness may result in an after school detention or loss of activity privileges. Tardy is defined as a student who is not in the classroom or teaching station prepared and ready to begin work when the late bell rings. Students who are detained by a staff member will not be considered tardy and should not be marked late when the student submits a pass to their teacher. All other admit slips are to be signed by office personnel. Tardiness will also be covered in individual teachers’ syllabus and will affect a student’s grade in that class.

## **ACADEMIC AND GRADING INFORMATION**

- **Changing Class Schedules**

Students may change classes based on sound educational decisions. The students are expected to remain in their classes for the entire year and no changes will be made on the basis of like or dislike of a class. Schedule changes may be requested by teachers, the counselors, or parents/guardians during the first 2 weeks of the semester for the following reasons:

1. Inappropriate placement
2. Required class needed

Students needing schedule changes based on the above criteria need to make an appointment with the counselor. This request can only be made during non-class time. No schedule changes are made the first day of the school year.

- **Class Salutatorian and Class Valedictorian**

Graduating Class Valedictorian and Salutatorian must have completed the requirements for entrance to the University of California to have the top cumulative grade point averages of the class.

- **College Preparatory Electives**

Students should choose elective courses to improve their analytical abilities, promote artistic development and strengthen their oral and written skills.

- **Honor Role**

Students maintaining a 3.0 grade average or better are placed on the Honor Roll.

- **Principal’s Honor Roll**

Principal’s Honor Roll represents those students whose grade point average is 3.5 or better.

- **Regional Occupation Program**

Students interested in starting careers right after high school or students needing to learn marketable skills to work their way through college will find answers to those needs in the Humboldt Regional Occupational Program (HROP) at Hoopa Valley High School. This program offers a wide variety of vocational courses which gives students the opportunity to develop entry level job skills. Courses such as auto, welding, medical, and computer systems give the student a head start in gaining valuable experience which many employers are seeking from people entering part-time or full-time employment.

- **Report Cards and Grading System**

The HVHS school year is divided into two semesters with report cards issued at six week (HEX) intervals. The three week progress reports and the six week grade reports are defined as progress grades and are not posted on the student’s permanent record. Semester grades, issued in January and June, are grades indicated on permanent transcripts and used for determining college entrance requirement fulfillment and represent the quality of the overall work for the semester(s).

- **Graduation/ CSU/ UC Requirements**

Hoopa Valley High School students must complete a minimum of 260 credits in order to graduate. Students earn five (5) credits per class per semester. As of 2006, all students have needed to pass the California High School Exit Exam as a requirement for graduation; this may change in future years per state mandates. Those students wishing to enter a California State University or University of California school upon graduation from HVHS must have earned a grade point average of 3.00 or better, earning a C or better in all classes. Students must complete the following courses & credits:

<b>ACADEMIC AREA</b>	<b>HVHS Credits</b>	<b>CSU Credits</b>	<b>UC Credits</b>
<b>English</b> English I, English II (CSU/UC req.) American Literature, British Literature (CSU/UC req.) Composition, World Literature, Native Literature	<b>30</b>	<b>40</b>	<b>40</b>
<b>Math</b> Integrated I, II, III, Pre-Calculus, Calculus Math Applications (not CSU/UC)	<b>30</b>	<b>30</b>	<b>40</b>
<b>Science</b> Earth Science, Biology, Marine Biology, Natural Resources, Chemistry, Physics, Plant Biology (not CSU/UC)	<b>20</b>	<b>20</b>	<b>30</b>
<b>Social Science</b> World History, U.S. History, Civics/Economics	<b>30</b>	<b>30</b>	<b>30</b>
<b>World Language</b> Hupa, Spanish, Yurok		<b>20 (must be same language)</b>	<b>30</b>
<b>Visual and Performing Arts</b> Art, Ceramics, Photo, Yearbook, Band, Choir World Language (fulfills grad. req.)	<b>10</b>	<b>10</b>	<b>10</b>

## TESTING

- **California High School Exit Exam (CAHSEE)**

Beginning with the Class of 2006, students must pass the California High School Exit Exam (CAHSEE) in order to receive a diploma. The CAHSEE EXAM tests for proficiency in Mathematics and Language Arts. In Mathematics, students are expected to be competent up through topics in Algebra I. In Language Arts, testing is based upon grade content standards as well as the ability to communicate effectively through written composition. Students are required to take the CAHSEE in spring of tenth grade. If students pass either part of the test they are only required to take the other part during subsequent testing periods. Juniors may have two tries and seniors may have three tries to re-take the test, or the portion needed, to pass the exam. *The CAHSEE may be suspended for 2015-2016 and up to three years per a bill waiting in the state assembly.* See the California Department of Education website at <http://www.cde.ca.gov/ta/tg/hs/> for more information about the CAHSEE.

- **MAP / NWEA**

MAP (Measure of Academic Progress) is an online assessment that measures student academic progress in three areas: Reading, Language Arts, and Mathematics. Beginning in 2014-2015, this district test is given to all students and is administered two or three times a year. Results help inform teachers' lesson planning and students' understanding and growth. See their website at <https://www.nwea.org/> for more information.

- **SBAC**

SBAC (Smarter Balance Assessment Consortium) is an online assessment for juniors that measures proficiency in reading, analytical reasoning, and writing as students prepare for college and career readiness. The standards for the test are based on the Common Core State Standards. See their website at <http://www.smarterbalanced.org/> for more information about the SBAC.

- **STAR Science Exam**

Students in tenth grade take a proficiency examination in the spring to measure their understanding of basic science.

- **Advanced Placement Coursework**

Advanced Placement (AP) courses are college level courses taught in high school over two semesters of study. They require significantly more work than a regular high school course, and may involve summer reading and preparation. College credit may be available to students based upon receiving a score of 3, 4, or 5 on the Advanced Placement Examination administered in May. Classes may be offered online.

- **ASVAB**

The Armed Services Vocational Aptitude Battery Test (ASVAB) is a multi-aptitude, career inventory assessment test. The test does not obligate a student to any branch of the Armed Services. The test consists of ten short individual tests covering Word Knowledge, Paragraph Comprehension, Arithmetic Reasoning, Mathematics Knowledge, General Science, Auto & Shop Information, Mechanical

Comprehension, Electronics Information, Numerical Operations, and Coding Speed. The results of the tests indicate a student's interest in different professions or areas of work.

- **PSAT**

The PSAT primarily serves as a practice test for the SAT I. The PSAT is designed in the same format as the SAT I. The scores on the PSAT can be converted into comparable SAT scores by adding a zero to the two-digit verbal and mathematics scores. One half of one percent of the high school juniors who take the PSAT qualifies as semi-finalist in the National Merit Board Scholarship Competition. The PSAT is given on campus in October. There is a fee for sophomores to take the test, but the fee is waived if they are present and complete the test.

- **College Admissions Tests and Descriptions**

Universities and colleges require that college entrance test scores be submitted as an integral part of the admissions process. The universal tests are the Scholastic Aptitude Test (SAT I) {Reading, Writing, and Mathematics}, and the American College Test (ACT) {Reading, Writing, Mathematics, Science, and History}. The University of California and certain other institutions also require SAT II {Writing, and two Subject Area Tests}.

- **SAT I (Scholastic Aptitude Test)**

The SAT I Reasoning Test is administered periodically throughout the school year at Eureka High School. The SAT I Test contains a verbal reasoning test including sections on sentence completion, analogies and critical reading; all questions are multiple-choice. The math section requires students to apply math concepts and interpret data, and some questions will require students to produce their own answers. Calculators are permitted. Results for the SAT I are reported as a verbal and a math score. Taking the SAT I Reasoning Test is available upon request from the high school counseling office.

## **STUDENT DISCIPLINE AND CONDUCT**

(BOARD POLICY: JG-AR-3, 06/14/04)

### Discipline Procedures

It is the goal of the Klamath-Trinity Joint Union School Board and its employees to provide students with a school environment that encourages learning and provides for the safety and welfare of school personnel and students. Students share in this responsibility, as it is up to them to participate to the best of their ability in order to benefit from the academic and social opportunities that are provided.

When a student's actions, behavior or presence disrupts or can reasonably be expected to disrupt the educational process of the school, the student(s) shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques including counseling, detention, suspension, expulsion, loss of driving privileges, loss of privileges, honors and awards and removal to an alternative education program.

The discipline code outlined here, applies to students at school and at school related activities (whether at the school or away from school premises) and on school transportation (both regular bus routes and activity trips).

The matrix shows the consequences for a variety of disruptive behaviors. A student who violates the rules may receive the minimum consequences, the maximum consequences, or any combination of consequences as indicated on the disciplinary actions continuum.

Behaviors not specifically listed, but felt by the employee to be in violation of the spirit of our disciplinary and conduct code shall be written up and dealt with at the discretion of the employee.

**LEVELS OF DISCIPLINARY ACTIONS:** Behavior is a choice. A student may choose behavior that is helpful at school or may choose behavior that will cause penalties to be charged. If the wrong choice is made, these disciplinary actions will be used.

**Staff Action:**

Employee/Student Conference: A meeting between the student and employee to discuss the infraction, and to make clear to the student why it should not happen again, and to remind the student about the discipline code.

Parent Contact: Contact with the parent other than the misconduct form. It could take the form of a letter, email, text, phone call, or a meeting.

Time out: Short term removal from the situation, which may mean short-term removal from the class. This could be a chair in a corner of the room, outside the door, or placement in another employee's room.

Employee Assigned Detention: Retaining a student before or after school, at lunch, recess or breaks.

Employee Assigned School Service: Employee arranged and monitored projects. This could range from cleaning up the mess the student made (clean his or her desk), to larger projects (clean all the desks in the room.)

Behavior Contract: This is a discussion with the student, his/her parent(s) or guardian and the employee about the continued nature of the infractions. Said discussion will lead to a contract. The contract will list the consequences of further infractions, prior to administrative intervention, and shall be signed by all three groups or moved to the next level.

**Administration Action:**

Administrative Detention: Time to be served after school or during lunch break.

Administrative School Service: School service may be assigned during or after school time or during recess time or weekend work assignments. School service, which is not served according to the schedule, may be doubled once or may result in suspension. Parents will be notified on a Referral Report.

Suspension: The student is excluded from a class or all classes in school or out of school and related activities.

Out of School Suspension: Parents will be notified prior to the suspension for out of school suspension. The type and length of suspension shall be determined by the building principal. Daily work may not be provided nor accepted for the time of the out of school suspension, depending upon a teacher's classroom policy.

In School Suspension: During in school suspension a student may earn 50% of the grade/points for the work completed.

Declared Willfully Disobedient: This process will result in an action plan. Refer to the definition of "Willful Disobedience" listed in the Definition of Terms.

Expulsion: The student may be expelled following repeated noncompliance of his/her action plan. The student may also, based upon the infraction, be notified of an expulsion hearing without having an action plan. Depending upon the nature of the incident, the student may be suspended from school until the hearing is held.

**DEFINITION OF TERMS**

ANY ITEM NOT SPECIFICALLY DEFINED IS EITHER OPERATIONALLY DEFINED OR HAS A COMMON DEFINITION.

Abuse: Verbal/Physical/Written: Abuse is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities. This includes but is not limited to speech or actions of a racial, religious, or ethnic nature.

Alcoholic Beverages: See Tobacco, Alcoholic Beverages and other illegal substances.

Assault: Assault is an intentional act of violence by a person toward another person.

Bullying/Cyberbullying:

1. Hoopa Valley High School desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. “Cyberbullying” includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendships.
2. Hoopa Valley High School may provide student instruction, in the classroom or other educational settings, that promotes communication, social skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and Cyberbullying. This instruction may involve parents/guardians, staff, and community members.
3. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.
4. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.
5. When a student is suspected of or reported to be using electronic or digital communications to engage in Cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes Cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.
6. Any student who engages in Cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Challenging an Employee’s Authority, Level 1: Employees are required by state law and school board policy to provide students with an appropriate learning environment. The employee at all times has the right and responsibility to deal with students’ behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee’s specific request or directive is challenging that employee’s authority to control their classroom or department, and as such is in violation of this policy. Some examples of this behavior are: refusing to leave the room and go to the hall or office when directed to do so; arguing with an employee about an assigned seat or being moved to another location in the classroom. When given a directive by an employee which the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion.

Challenging an Employee’s Authority, Level 2: Employees are required by state law and school board policy to provide students with an appropriate learning environment. The employee at all times has the right and responsibility to deal with students’ behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee’s specific request or directive is challenging that employee’s authority to control their classroom or department, and as such is in violation of this policy. Some examples of this behavior are: defying an employee’s instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the classroom; walking away from an employee who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc. When given a directive by an employee which the student believes is unfair or is based on incomplete information, the proper response for the

student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion.

Cheating/Plagiarism: Cheating and/or plagiarism occurs when a student copies another student's work, in whole or in part, or when a student copies words or ideas from a published source, in whole or in part, without proper citation of the source. The teachers will instruct the students in these concepts early in the school year. No student will be penalized with suspension until such instruction has been given.

Closed Campus/Driving: Hoopa Valley High School is by Board Policy 5112.5 a "closed campus." Students are not permitted to leave the campus when school is in session. Students in grades 10-12 may, however, leave campus during lunch time after having obtained a lunch pass. Special permission may be granted through the office for students to leave campus under emergency conditions. Leaving school without permission is an infraction of the student discipline code.

Destruction/Damage of School Property: Any student who has been found doing damage to the building or equipment in the building will be held responsible for the complete cost of repairing the damaged part and is subject to immediate suspension from school. This includes desks, books, equipment in the lavatories, etc.

Displays of Affection: Anything beyond side-by-side handholding is unacceptable. The school building and grounds are public places and as such are inappropriate areas for displays of affection or intimacy.

Dress and Grooming: Any form of dress or hairstyle which is considered contrary to good hygiene or which is disruptive to the purpose or conduct of this school will not be permitted. The way a person dresses and is groomed is often a reflection of that person's personality, individuality, and pride in oneself. It generally expresses the way that person wants to be seen by others.

The following are guidelines for dress and grooming at Hoopa Valley High School and at school activities.

6. One should dress in a manner that is neat, clean and suitable for school and for learning.
7. Students may not wear or display bandannas at school at any time.
8. Bare-midriff shirts, halter tops, spaghetti strap or strapless shirts/dresses etc., see through clothing, etc. short shorts, or short skirts/dresses are not acceptable dress.
9. Under garments should not be seen at any time.
10. Colored or dark glasses, unless prescribed by a physician or optometrist, are not acceptable.

Other clothing which is not acceptable includes: clothing advertising alcoholic beverages; controlled substances, and related activities; clothing having obscene or questionable logos or printing that suggests sexual connotations; and clothing that promotes bigotry, sexism, racism, etc.

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

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance.

Employee: The word "employee" as used here is any person currently employed by the district or a volunteer who is at the time functioning as an employee.

Expulsion: An action taken as a result of a hearing held by the school district's board of directors which removes the student from school attendance for a stipulated period of time. Expulsion (exclusion) usually extends until the end of the semester except in the case of a weapons violation, which sanctions the student for one calendar year.

Fighting: The high school defines “fighting” as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student, inviting another student to fight, and/or the physical contact of fighting. In the event of a fight, law enforcement officials will be notified by the building administrator or his/her designee.

Hall Passes: Students shall be required to have a signed hall pass, or designated object hall pass to move from one area of the building to another during class time. Failure to have a hall pass will result in a disciplinary action.

Harassment, Sexual: Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual’s performance; or that otherwise affects the individual’s academic opportunities.

Illegal Substances: See Tobacco, Alcoholic Beverages and other illegal substances.

Incendiary Devices: Incendiary devices include, but are not limited to, matches, cigarette lighters, and fireworks.

Leaving Campus/School: If it is necessary for a student to leave school, they must have the permission of the office. This may be obtained only if the office has on file the written request of the parent or guardian for the student to leave during the regular school day. A parent designate may pick up the student at school, but the office will not let any student leave the building without approval of the parent and a note on file.

Before a student exits the building/grounds, they must sign out in the office. In case of an emergency, or if a student becomes ill, or for some other reason feels he/she must leave campus, they must sign out through the office. If at any time a student leaves campus without signing out at the office, their absence will be declared unexcused, and they may be declared truant.

Menacing: Menace is defined as “by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury” which includes, but is not limited to, use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.

Misuse of Computers: Misuse of computers includes, but is not limited to, visiting inappropriate web sites, hacking, changing grades or destroying web sites.

Non-educational Items: Non educational items include but are not limited to such items as boom boxes, valuables, cell phones, pagers, skateboards, CD’s, walkman, Discman, MP3, iPods water pistols, skateboards, bicycles and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff.

Profane Language/Vulgar Gestures: The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

Suspension: A student may be suspended from school for any length of time up to ten days at one time. His/her parents will be notified by phone or letter giving details. Daily work will not be provided nor accepted for the time of the out of school suspension. A parent conference may be held prior to the time a student is allowed to reenter school. Students who have been suspended are not allowed on any campus for any reason during the time of suspension. This includes after school activities. If a suspension includes a Friday, or the last day of the week, then it also includes school related in any weekend activities.

Stealing: Any student who steals from his classmates, or from the school is subject to immediate suspension as well as being turned over to the proper authorities if the theft, in the administrator’s judgment, warrants such actions.

Tardies: A tardy is defined as being late to class. If a student is standing near the door, or walking through the door when the bell begins to sound, the student is considered tardy. Students are expected to enter the room and go to their desk or work area. The only exceptions to this are when a faculty or staff member has detained a student and sends a note, or verbally requests it be excused, or if the office issues an excuse for such things as buses being late, or inclement weather. Excuses about such things as not getting one’s food on time, being detained by parents, or car trouble are not acceptable. See Discipline Matrix. Any student arriving to class more than 15 minutes late will be considered absent for that period. Tardies will accumulate on a semester basis.



Tobacco, Alcoholic Beverages and other Illegal Substances: The possession, use or distribution of: tobacco, in any form; alcohol; illegal drugs or other harmful chemical substances; or possession of drug paraphernalia, is strictly forbidden on school premises, or at school activities. It is also forbidden at school sponsored activities that take place away from the school premises. Wherever a school sponsored activity takes place, it is deemed to be a part of the school campus. It is further understood that if a student, during school time or school events, is observed to be in possession, using or under the influence of: alcohol, drugs not prescribed by a physician for that student, tobacco, that the student shall be suspended from school.

Truancy: The school district defines truancy in the following ways. First, when a student is absent from class, without the knowledge or permission of the school, or without the knowledge or permission of the parent. The parent's knowledge and permission is acknowledged by a note or phone call to the school. If the school has not received a note or phone call within 24 hours of the unexcused absence, it will be dealt with as truancy. The second definition of truancy is when a student is sent from one class to another class, assembly, or the office, and doesn't show up. The third definition of truancy is when a student has arrived at school and leaves without checking out when there has not been a prearranged absence or notification from the parent/guardian. Under the definition of truanies, if one accumulates five incidents of truancy, it would be looked at as a sign of willful disobedience and will be dealt with accordingly. See Willful Disobedience under Student Discipline and Conduct

A truancy absence doesn't allow a student to make up daily assignments, quizzes, etc. for the days or periods truant.

Vandalism: Vandalism is defined as willful destruction or defacement of school property, or property in the district's care. This also includes destruction of computers, computer files, computer software, introduction of viruses, etc.

Weapons, Possession or use of: Weapons include: firearms as defined in federal law and, "Dangerous weapon" which means "any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury," and Deadly weapon which means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Acts of arson or attempted acts of arson, depending on the circumstances, may be viewed as possession or use of a weapon.

Willful Disobedience: Willful disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be willfully disobedient by: refusing to participate in classroom activities, assignments and tests; i.e., failing four or more of one's eight classes at any grading or progress report time would be looked on as a sign of willful disobedience; or because of excessive unexcused absences and/or tardies; i.e., excessive unexcused absences, 4 truanies, excessive tardies or a repetition of a student being referred to the administrator through the tardy procedure would be looked at as a sign of willful disobedience; or habitual violation of the same type of major or minor infractions, i.e., as indicated by multiple write-ups by one or many teachers for the same type of incident would be looked at as a sign of willful disobedience. The Principal or designee and/or the discipline matrix determines when a student's actions cross the line and falls into the classification of willful disobedience. Once identified, the student will be dealt with in the following manner:

Step 1:

- a. The Principal or designee will meet with the student and decide on a plan of action to help the student maintain compliance.
- b. The student's parent/guardian and class advisor or designee will be invited to the meeting.
- c. Copies of the action plan will be provided or mailed to the parent/guardian, class advisor, Superintendent and members of the Board of Directors of Klamath Trinity joint Union School District.
- d. What constitutes noncompliance shall be delineated in the action plan.
- e. Action plans shall run until the end of the school year unless otherwise indicated.

Step 2:

- a. The first and second incidents of noncompliance shall result in 3 and 6 days of out-of school suspension respectively. Said suspension shall be dealt with as an unexcused absence.

- b. The third incident of noncompliance shall result in a 10 day suspension and a recommendation for expulsion, the first step of which will be a hearing with the Superintendent. Such meeting shall be in accordance with the California Ed Code concerning due process and expulsion, a major part of which shall be to discuss alternative school programs.
- c. Notification of each incident of noncompliance, referred to in step 2A, shall be given in writing to the student, their parent/guardian, the class advisor, the Superintendent and the members of the Board of Directors of Klamath-Trinity joint Union School District.
- d. At step 2B the student, parent/guardian and class advisor, or designee, shall be invited to the first expulsion hearing.