



***Student/Guardian Handbook  
2020-2021***

11400 State Hwy 96  
Hoopa, Ca 95546  
Website: <http://hvhs.ktjUSD.k12.ca.us>  
Phone: 530-625-5600

# Message from HVHS

## 2020-2021

Welcome back to Hoopa Valley High School during this challenging time. We at HVHS are committed to helping make this a successful school year for everyone. It will take the cooperative effort of students, guardians, teachers, staff, and administrators to make this happen. This handbook is intended to be an added resource for a student's distance learning experience. We encourage an active role in the educational process this year by providing added support for students attending 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. Students will need to be prepared to take responsibility for their actions and seek guidance and support from teachers, counselors, or administrators if you are experiencing difficulties. Have a great year!

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(530) 625-5600

## Communication

Communication Tool	Purpose	How to Access the Tool
<b>HVHS Website</b>	To provide information regarding the continuing education plan, announcements, resources and access to individual school websites	<a href="http://hvhs.ktjUSD.k12.ca.us">http://hvhs.ktjUSD.k12.ca.us</a>
<b>Facebook</b>  1. Klamath-Trinity Joint Unified School District  2. KTJUSD Advocacy 3. HVHS Guidance Counseling 4. Willow Creek Bulletin Board	To provide updated information regarding the continuing education plan, announcements, resources.	1. <a href="https://www.facebook.com/KTJUSD">facebook.com/KTJUSD</a>  2. <a href="https://www.facebook.com/groups/1738521783041676">facebook.com/groups/1738521783041676</a>  3. <a href="https://www.facebook.com/groups/willowcreekevents">facebook.com/groups/willowcreekevents</a> (you must have a Facebook account)
<b>Robocalls</b>	To provide updated information regarding the continuing education plan, announcements, resources	KTJUSD and/or HVHS will call the telephone number on file. Please make sure the telephone that you want to receive robocalls is on file with your child's school
<b>Google Classroom</b>	The place where the teacher places assignments, announcements	1. Download google classroom app  2. Log in to school account lastnamefirstname@ktjUSD.k12.ca.us Password is ktjUSD._____ (Enter 5 digit student id # in underlined spaces)  3. Go to Aeries and visit teacher's website OR Contact your teacher for a join code

<b>Zoom On-Line Sessions</b>	This tool will allow you to communicate directly with your child's teacher and for your child to attend instructional sessions or receive help either online or via the telephone.	1. Go to Aeries <a href="https://klamathtrinityjUSD.asp.aeries.net">https://klamathtrinityjUSD.asp.aeries.net</a> 2. Select Parent/Student Portal Same username and password as listed above 3. Once on the student class schedule page, select join under meeting heading . The three dots located next to join provide more information on class meeting times
<b>Hoop Valley High School Marquee</b>	To provide updated information regarding the continuing education plan, announcements, resources	HVHS will update regularly the electronic announcement board in front of the school
<b>Aeries Portal</b>	Provide real time grades, assignments and attendance for students and parents	1. Download Aeries Portal for iPhone, Android and/or access via web. 2. Contact HVHS counseling office for setup support (530) 625-5600 x 1018

## **Hoop Valley High School Bell Schedule 2020-2021**

### **Monday through Friday**

<b>Period 1 (Homeroom):</b>	<b>8:40-9:05</b>
<b>Period 2:</b>	<b>9:10-10:20</b>
<b>Period 3:</b>	<b>10:25-11:35</b>
<b>Lunch:</b>	<b>11:35-12:05</b>
<b>Period 4:</b>	<b>12:10-1:20</b>
<b>Period 5 (Homeroom):</b>	<b>1:25-1:50</b>
<b>Staff Prep:</b>	<b>1:55-3:05</b>
<b>Staff Collaboration:</b>	<b>3:10-3:40</b>

## Schedule for Finals

1st semester finals are on Wednesday January 20th, Thursday the 21st, and Friday the 22nd, 2021. 2nd semester finals are on Tuesday June 15, Wednesday the 16th, and Thursday June 17th, 2021.

## Hoopa Valley High School 530-625-5600

### Emergency Phone Numbers

<b>Tribal Police</b>	530-625-4202
<b>CHP</b>	
<b>Arcata</b>	707-822-5981 Dispatch 707-268-2000
<b>Willow Creek</b>	530-629-3551
<b>Redding</b>	530-225-2702
<b>CALTRANS Eureka</b>	707-445-6600
<b>CPS</b>	707-445-6180

### STAFF INFORMATION

#### **Administrative Support-**

<u>Cornelson, Craig</u> : Principal	ext. #1014
<u>Becksted, Douglas</u> : Assistant Principal	ext. #1013
<u>Valdez, Jose "Augie"</u> : Athletic Director	ext. #1034

#### **Arts-**

<u>Cole, Peter</u> : Choir, Music	ext. #1042
<u>Soho, Gerald</u> : Art, Ceramics	ext. #1025
Digital Photo, Yearbook	ext. #1099

#### **Counseling-**

<u>McConnell, Sydney</u>	ext. #1009
<u>Matilton, Irma</u>	ext. #1052
<u>Kim Ryles</u>	ext. #1018

#### **CTE Pathways-**

<u>Johnson, Brad</u> : Auto, Welding, Wood	ext. #1040
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#### **Educational Support-**

<u>Lock, Lucille</u> : RSP	ext. #1032
<u>O'Gorman, Molly</u> : RSP	ext. #1041
<u>Sokolow, Ramona</u> : SDC	ext. #1019
Math, Reading	
<u>Griggs, Bennie</u> : Lifeskills, Intervention	ext. #1021
<u>Hostler, Will</u> : Resource Officer	ext. #1008

McCovey, Heather: Library Tech ext. #1050  
Simms, Willie: Apple/IT tech ext. #1024  
Independent Study: TBD ext. #1043/1018

**Language-**

Ammon, Danny: Hupa 1 ext. #1046  
Moore, Melodie: Hupa 2,3,4 ext. #1038  
O'Rourke, Annie: Yurok 1,2,3,4 ext. #1029

**Language Arts-**

Hicks, Sherri: English 2, World Lit. ext. #1037  
Kurtz, Vicki: American Lit., British Lit.,  
Composition, English 1 ext. #1039  
Moore, Melodie: English 1, English 2 ext. #1038  
O'Rourke, Annie: English 1 ext. #1029

**Mathematics-**

Ammon, Danny: Algebra 1, AP Calc ext. #1046  
Cole, Peter: Algebra 2, Pre Calc ext. #1042  
Hodge, Katie: Pre-Alg, Geometry ext. #2210

**Physical Education-**

Jones, Brittany: Physical Education, Health ext. #1034  
  
Valdez, Jose (Augie): Physical Education,  
Weight Training ext. #1034

**Science-**

Hopper, Brian: Biology, Chemistry, Physics ext. #1033  
Centoni, Carolyn: Earth Science, Biology ext. #1026

**Secretaries-**

Campbell, Alysha: Office Coordinator, ext. #1010  
Principal Secretary  
Campbell, Tracy: Attendance, Office ext. #1016  
Ryles, Kim: Counseling Tech. ext. #1018

**Social Science-**

Anderson, Robert: World History,  
US History ext. #1036  
McCorkel, Jordan: Civics/Econ, ext. #1031  
World History  
Scott, Natalie: Cultural Studies/Connections ext. #1035

# KTJUSD

## COVID-19 School Safety Protocols

TOP 3 PREVENTION MECHANISMS  
**WEAR A FACIAL COVERING**  
**DISTANCE YOURSELF 6 FEET FROM OTHERS**  
**WASH YOUR HANDS/USE HAND SANITIZER**

Each morning upon returning to campus students will report to their designated entry area outlined by school personnel. Before entering the building and prior to the start of the school day students will:

- § Have their temperature taken
  - o 100.4 with an oral temperature constitutes a fever
  - o 99.1 with a no touch temperature constitutes a fever
  - o Any individual with a fever will be sent home and not allowed to enter school.
  
- § Symptoms Review (Individuals with symptoms will be sent home and not allowed to attend school)
  - o Fever or Chills
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Fatigue
  - o Muscle or body aches
  - o Headache
  - o New loss of taste or smell
  - o Sore throat
  - o Congestion or runny nose
  - o Nausea or vomiting
  - o Diarrhea
  
- § Question Review
  - o Have you tested positive for COVID-19?
  - o Have you been exposed to any known individuals who are positive for COVID-19?
  - o Do you have any current symptoms listed above?

If you become sick at school with symptoms of COVID-19, notify your teacher or other school staff and immediately go to the front office waiting room. A phone call will go home to family for pick up.

If you become ill at home, stay home and notify your school. People with COVID-19 have a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Contact your medical provider if you have concerns regarding your health.

Students may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time:

- Potentially exposed students who **have** symptoms of COVID-19 should self-isolate.
- Potentially exposed students who **do not have** symptoms, but have been within 6 feet of contact with an infected individual should remain at home or in a comparable setting and practice social distancing for 14 days.

All other students should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify the school and stay home.

WHEN CAN AN ILL STUDENT RETURN TO SCHOOL:

- *Symptom-based strategy.* Exclude from school until:
  - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
  - At least 10 days have passed *since symptoms first appeared*
- *Test-based strategy.* Exclude from school until:
  - Resolution of fever without the use of fever-reducing medications **and**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
  - Negative COVID test results

Students are required to wear facial coverings at all times when working in enclosed spaces and remain socially distanced at minimum of 6 ft. Wearing a face covering does not eliminate the need to socially distance. Personal face coverings must be washed or changed out daily with clean face coverings.

Students are required to use facial coverings while riding in vehicles with other individuals (bus). Socially distance at 6 feet while riding in vehicles. It is recommended that there only be one person per vehicle, unless absolutely necessary.

All equipment and vehicles must be wiped down in between use of different individuals.

Classroom spaces must be wiped down daily and/or in between individuals, including but not limited to door handles, workstations, counters, computers, phones, copy machines etc. It is recommended that good hand hygiene is practiced, washing your hands after touching your face, sneezing, coughing, touching surfaces. It is recommended to wash your hands every two hours on a regular schedule to prevent the transmission of germs.

Practice social distance of 6 feet.

Meetings are to be held via an internet-based modality, or using social distancing rules. If a meeting is to be held in person, it is best for them to be held outdoors with individuals spaced 6 feet apart.

**Confidentiality:** All student information will be kept confidential. Information regarding a student medical condition can **only** be reported to the District Nurse Angie Brown, site supervisor, and/or the Superintendent Jennifer Glueck. Students' confidentiality must be upheld to HIPAA regulations.

The above safety protocols are being put in place for our student and staff safety. KTJUSD is taking this pandemic seriously and wants to ensure that our staff and students are safe and protected. We appreciate the dedication that each and every one of you have to your school and the district. Thank you for your commitment to KTJUSD.



## 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:** Alysha Campbell & Craig Cornelson
- **Athletics, Sports:** Jose “Augie” Valdez & Douglas Becksted
- **Attendance, Lockers, Work Permits:** Tracy Campbell
- **Bulletin, School Information Systems:** Alysha Campbell, Heather McCovey
- **Accountability, Student Conflict:** Douglas Becksted, Benny Griggs, Will Hostler
- **Drugs/Alcohol/Medical Issues, Personal Problems:** Irma Matilton, Douglas Becksted, Will Hostler
- **Grades, Registration, Scholarships, Senior Assessment:** Sydney McConnell & Craig Cornelson, Kim Ryles
- **Independent Study (IS):** Tracy Campbell & TBD

### **Academic, Career, 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 and 2 Feathers counselors.

## HOOPA VALLEY HIGH SCHOOL EDUCATIONAL PHILOSOPHY

**Our mission is to continue to develop and maintain a trauma informed school and to educate the “whole child.” We will continue our focus on social and emotional health. This process is not a quick one and will take a few years to fully implement. We continue to build relationships and consistently check in with students to support their wellness and productivity in our distance learning environment. This will include any needed support from our**

**counseling department, our life skills/intervention team, 2 Feathers counseling, and any outside sources available.**

### **Mission:**

- Graduate prepared, productive, and responsible young adults
- Develop respect and appreciation for diverse cultural heritage
- Provide career direction for all graduates
- Prepare students for post-secondary endeavors
- Remember every student is somebody's child.

### **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 be well prepared for the world, yet to always cherish home.

### **Goals:**

#### **Goal 1- Academic Achievement**

All students will receive a high quality, culturally proficient education in a safe and engaging environment with equitable high expectations, access to technology, and advising on A-G requirements and Career Technical Education Pathways. We will prepare all children for College, Career, and Civic Responsibility beyond high school, using a 4 – Tiered Pathway approach (i.e.; Basic Diploma, Basic Diploma plus CTE certification, A-G State, and A-G UC/Private School requirements.) All students will have access to common-core aligned textbooks and materials, regardless of their pathway choice.

#### **Goal 2- Attendance**

We will see a 10% increase in parent, family, and community engagement on campus, including, but limited to: the monthly web page calendar, invitations and schedules for meetings and extracurricular events, a 95% student attendance rate, a 5% reduction in suspensions, and more positive relationships with teachers and faculty. Students will have the opportunity to learn in a culturally responsive, socially, emotionally, and physically safe environment.

#### **Goal 3- Safety**

Hoopa Valley High School will provide a safe and welcoming, culturally responsive, learning environment for all students grades 9-12, by reducing the suspension rate by at least 5%, reducing the expulsion rate by at least 5%, maintaining facilities that score a “GOOD” or better rating on the FIT Inspection Tool, and show at least a 10% increase in students feeling safe at school according to the Healthy Kids Survey.

#### **Goal 4- Program Availability**

All students will have access to a variety of engaging course offerings, including but not limited to: Music, Science, Physical Education, Cultural Activities, and Boys and Girls Athletic Programs.

## **Schoolwide Learner Outcomes (SLOs) ~ The ABCs of Success at Hoopa Valley High School**

**Academic Excellence & Achievement** -- Teachers, students, and support staff will strive toward academic excellence and achievement that will be measured by:

- ★ Grades, Test Scores, & Honor Roll Achievements
  - Maintain a 2.0 GPA Throughout Semester
  - Honor Roll Recognition for 3.0 to 4.0 GPA at Semester
  - Reach Grade-Level Scores on MAP Assessment in ELA, Math, & Reading
- ★ College & Career Readiness Activities
  - Career Fair Opportunities
  - College Tours Participation
  - Wild Rivers Program Participation
  - TRiO Upward Bound Programs Enrollment
  - HSU Gear Up
- ★ Classroom, Technology, & Intervention Support
  - Safety Nets for Students' Success and Emotional Health
  - Technology Training on iPads, Google Classroom
  - Guidance Counselor Support
  - Outreach Consultant Support
  - Senior Seminar Enrollment & College Application Support
  - Motivational Support & Academic Intervention Classes

**Best Practices & Personal Growth** -- Teachers, students, and support staff will strive to be their personal best, to build community health, and to encourage everyone's well-being that will be measured by:

- ★ Attendance, Accountability, & Expectations
  - Attendance Policy with Consistent Students Accountability
  - Classroom Plan for All Classes with Clear, Consistent Accountability
- ★ Wellness, Self-Discipline, & Restorative Practices
  - Wellness Center Referrals and Counseling Services
    - Positive Books and Movies
    - Personal Milestones and Birthdays
  - Teachers Build Trust & Foster Relationships with Students
    - Best Interests of Students at Heart
    - Identity & Self-Esteem Considered
  - Schoolwide Discipline Plan & Incident Referral Form

- Safe Space for Students who need time to Reflect in Classrooms
- PBIS Practices in All Classroom Management Plans
- CPI Principles Training for All Staff
- Trauma Informed Strategies Practiced by All Staff
  - Historical Trauma & Student Motivation
    - “Involuntary Minority” Awareness
  - Tiered Support Classes & Curriculum
- Mental Health, Substance Abuse Procedures & Support Protocol
  - Student & Staff Wellness Activities

**Cultural Relevance & Competence** -- Teachers, students, and support staff will participate in activities and coursework leading to local and world knowledge that will be measured by:

★ Cultural & Language Curriculum

- Hupa Language Classes 1, 2, 3, & 4
- Yurok Language Classes 1, 2, 3, & 4
- Cultural Studies Class
- Culturally Responsive Instruction
  - Acknowledges & Accommodates Culture, Language, & Learning Styles
- Settle-Up Program
- Dentilliam Dollars Program

★ Cross-Curricular & Extracurricular Activities

- California Indian Day Activities
- Fish Fair Day
- Project Based Learning Activities
- Historical Wellness Activities
- Community Participation
- Career Fair
- College Tours
- Club Activities
- Sports Participation
- ASB Activities

**\*AWAITING BOARD APPROVAL**

**STUDENT, GUARDIAN, TEACHER, ADMINISTRATOR RESPONSIBILITIES**

Hoopa Valley High School 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**~

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. To treat all persons with dignity, respect, and courtesy.</li> <li>2. To respect the property of others.</li> </ol> | <ol style="list-style-type: none"> <li>3. To obey all rules and regulations of the school and classroom.</li> <li>4. To respect all school staff and recognize their authority.</li> </ol> |
|---|--|

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. Do 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.

**~Administrators~**

1. To treat all persons with dignity, respect and courtesy.

2. The 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.

## 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 at the end of each month.

### **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 with proper parking permit. Students parking in the 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**

The High School Cafeteria is open daily for breakfast and lunch. Students are responsible for keeping the school cafeteria 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. Students may switch clubs every 6 weeks through the counseling office.

- **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 1:50 PM (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. Students 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 in the classroom.

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 (Board Policy)**



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 an emergency all students 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**

District Policy states that 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 (Board Policy)**

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. I.S. must be Teacher, Counselor and Administrator approved.

- **Late Arrival/Leaving School**

Students arriving on campus after 8:40 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 Wednesday from 3:45 to 5:45p.m. by various teachers. The 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 the 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 audiobooks 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 at the beginning of the school year. 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 reported 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.

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

The Junior/Senior Prom is organized and paid for by the junior class. All seniors receive complimentary 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 (During Education Time)**

- Around the side and back of gym
- High school and elementary parking lot
- Hoopa Elementary School without Administrative approval
- Staff room and staff bathrooms
- Football and Baseball Fields unless accompanied by Teacher
- Beyond any 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 thrown away.

- **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. Students are required to check out of every classroom at the end of each school year.

- **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**

**BELOW IS ONE OF THE DOCUMENTS USED FOR MONITORING STUDENT ATTENDANCE**

Name: \_\_\_\_\_  
 week my goal is \_\_\_\_\_

Week of: \_\_\_\_\_

**Goal for the week:** This

### Student Weekly To-Do Planner

Monday	Tuesday	Wednesday	Thursday	Friday
School Work	School Work	School Work	School Work	School Work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Zoom Meetings:	Zoom Meetings:	Zoom Meetings:	Zoom Meetings:	Zoom Meetings:
Family/Home	Family/Home	Family/Home	Family/Home	Family/Home
Self-Care	Self-Care	Self-Care	Self-Care	Self-Care

Students at Hoopa Valley High School are expected to be actively distance learning and/or in school (circumstances permitting) 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 a 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 the time frame given by the teacher. 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.)

**ATTENDANCE LOG/LEGEND FOR AERIES**

100-No Participation/Absent; 200-In Person Instruction; 300-Student or Parent/Guardian Contact; 400-Assigned Work Submitted/Assessment Completed; 500-Other

**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 students *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/postcard mailed
4. a home visit/meeting from the Outreach Coordinator and/or Outreach team

If all concerted efforts to contact the student, parent, or the listed emergency contact have been unsuccessful, the Student Resource Officer 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).

- **Tardies**

Excessive tardiness will 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. Students who are tardy more than 10 times will be assigned an after school detention. Failure to attend after school detention could result in in-school suspension.

## **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, 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.

- **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. Student must have attended HVHS for a minimum of three semesters to qualify for class salutatorian or class valedictorian.

- **College Preparatory Electives**

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

- **Honor Roll**

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.

- **Report Cards and Grading System**

The HVHS school year is divided into two semesters with report cards issued at three week 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. Those students wishing to enter a California State University or University of California school upon graduation from HVHS must earn a C or better in all required classes. Students must complete the following courses & credits: Complete A-G requirements

<u>ACADEMIC AREA</u>	<u>HVHS Credits</u>	<u>CSU Credits</u>	<u>UC Credits</u>
<u>English</u> English I, English II (CSU/UC req.) American Literature, British Literature (CSU/UC req.) Composition, World Literature, Native Literature	<u>30</u>	<u>40</u>	<u>40</u>
<u>Math</u> Pre-Algebra, Algebra 1, Geometry, Algebra II, Pre-Calculus, Calculus, Math Applications (not CSU/UC)	<u>30</u>	<u>30</u>	<u>30</u>
<u>Science</u> Earth Science, Biology, Marine Biology, Natural Resources, Chemistry, Physics,	<u>20</u>	<u>20</u>	<u>20</u>
<u>Social Science</u> World History, U.S. History, Civics/Economics AP US History	<u>30</u>	<u>20</u>	<u>20</u>
<u>World Language</u> <u>20</u> Hupa, Spanish, Yurok			<u>20 (must be same language)</u>
<u>Visual and Performing Arts</u> Art, Ceramics, Photo, Band, Choir World Language (fulfills grad. req.)	<u>10</u>	<u>10</u>	<u>10</u>



**PE**  
Physical Education/Health, Weight Training/Health

**20**

**Electives**  
PE, Weight Training, Cultural Arts, Woodshop, Welding, Auto,  
Science, English, Math, Art, Digital Photo, Yearbook, Ceramics,  
Study Hall, Band, Choir, World Language, ASB

**120**

## **TESTING**

- **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 Balanced 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.

- **SBAC Science Exam**

Students in eleventh and twelfth 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 qualify as semi-finalist in the National Merit Board Scholarship Competition. The PSAT is given on campus in October.

- **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. The SAT and ACT are currently being phased out of the college admissions process, students may choose to still take the exam. Fee waivers and registration assistance are available in the counseling office.

## **STUDENT ACCOUNTABILITY AND CONDUCT**

### **HVHS School Accountability Plan**

At Hoopa Valley High School our focus is on better, more positive choices. We want to encourage students to make more positive choices, and learn through accountability. Students will learn to be responsible for the choices they make through formal, as well as natural consequence.

#### **Operate under three rules:**

1. Be Safe
2. Be Respectful
3. Be Responsible

#### **Positive Behavior Recognition (Following District Guidelines):**

1. Utilizing positive praise.
2. Positive phone calls home, positive letters home, positive reminders.
3. Awards and rewards at rallies.
4. Student of the week nominees and recognition.
5. Opportunity to participate in extra-curricular activities such as clubs and sports.

#### **Minor Infraction Process:**

\* Minor Infractions are violations of basic school rules.

1. Verbal Warning
2. Lunch Detention: To be held by Teachers for classroom management accountability.
3. Minor Infraction Write Up: Performed by **ALL** staff members and will include a “minor infraction form” to be turned into VP and logged.
4. 3 Infractions = Detention or In School Suspension depending on severity and step process.
5. Behavior Contract following all suspensions. 3 or more suspensions could result in expulsion, depending on infraction and number of days.
6. Once form of suspension is reached, Intervention strategies will take place.

**Non-negotiable Behaviors:**

1. Automatic referral to Admin for Accountability
2. Behaviors Include:
  - Cursing or swearing **AT** a staff member
  - Physical attack or injury to another student or staff member
  - Assault with anything that can be used as a weapon
  - Bringing a weapon to school
  - Possession or use of controlled substance
  - Intentional damage of school property
  - Engaging in an act of bullying including cyber bullying

\* Non-negotiable automatically result in In School Suspension, Suspension, and/or Expulsion depending on the severity of the infraction. This will require Restorative Practices and Intervention.

# **Hoopa Valley High School Student/Parent Handbook**

## **Student, Parent, & High School Contract**

We have read the Hoopa Valley High School's Student Handbook and understand the code of conduct, electronic use, and behavior expectations. As a student at Hoopa Valley High School I know that I am part of the high school team and accept the terms and conditions of this handbook as guidelines for success in high school.

We understand that should my student violate any school rule or regulation covered in this document, he or she will be held accountable and will be subject to disciplinary action as covered in the code of conduct.

We understand that electronic devices may have instructional uses and their use will be governed by each teacher, in accordance with classroom policy. Cell phones may be used before and after school, during passing periods, and at lunch. Cell phones brought to the office will result in confiscation until the end of the day for the first offense. Second offense will require a parent visit to retrieve the student's cell phone. Additional offenses will result in further disciplinary actions.

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return this page to your homeroom teacher*