



PRINCIPAL’S MESSAGE

Dear Student,

Welcome to Lower Lake High School, Home of the Trojans! Your high school years will be some of the most memorable years of your life! You will remember forever the friends, activities, classes and fun that you have during these years.

We asked a number of seniors for their ideas on how to get the most out of high school. Information from these suggestions were used in this book. These students have some great tips and advice for you.

This Lower Lake High School Student Handbook will tell you what you need to do to be successful in high school. If you follow the rules in this book, you are sure to have a great high school experience. Have a great year!

Jessica Taliaferro, Principal
Lower Lake High School

SCHOOL ADMINISTRATION AND PERSONNEL
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DISTRICT ADMINISTRATION

Superintendent.....	Donna Becnel
Director of Ed. Support Services.....	Stephen Bratton
Director of Curriculum and Instruction.....	Teresa Rensch
Director of Business.....	Laurie Desimone
Director of M.O.T.....	Dana Moore
Director of Nutrition Services.....	Mandy Lopez

BOARD OF EDUCATION

President.....	Bill Diner
Clerk.....	Herb Gura
Member.....	Sue Burton
Member.....	Mary Silva
Member.....	Mitch Markowitz
Student Member.....	

GRADUATION REQUIREMENTS¹

Required Courses/Credits for a Diploma:

English	4 years/40 credits
Mathematics	3 years/30 credits
Social Studies	3 years/30 credits (World, U.S. Hist., Civics. /Econ.)
Science	3 years/30 credits
Physical Education*	2 years/20 credits*
Career & Technical	1 year/10 credits
Visual & Performing Arts	1 year/10 credits
or Foreign Language	

¹ See Course Catalog for specific Graduation Requirements
Remaining elective credits to reach the total needed for graduation, 100/90 Credits
60 Hours of Volunteer Activities: (15 Hours/Year)

*Student must pass the physical fitness test or remain in physical education classes

ACKNOWLEDGEMENT OF REVIEW OF STUDENT HANDBOOK

Please review the *Student Handbook: Student Code of Conduct* with your family. Your child’s advisory teacher has discussed it in class, as the *Code of Student Conduct* and the policies it references are an important part of daily student life, supporting a safe and secure learning environment. It is so central to success in school that there will be periodic reviews of important sections of the *Code* during the year, in particular sections related to *Academic Integrity and Honesty and Technology Use by Students Policy* has also been reviewed with your child.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the *Code of Student Conduct*. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the *Student Handbook* and the *Code of Student Conduct* with your child, please sign and return the signed form to the school.

As the parent/guardian of _____ (student’s name), I have read and discussed the *Student Handbook* with my child. I understand that it and the policies it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; on all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent’s/Guardian’s Signature	Date
Student’s Signature	Date

STUDENT CODE OF CONDUCT

Throughout this handbook you will find the Code of Student Conduct which serves to provide each student with guidelines for behavior. Students, parents, and staff expect and demand a respectful, safe, secure, and orderly campus. These procedures comply with Konocti Unified School District Policy, as well as state and federal laws, and are based on timely and consistent consequences for conduct which is disruptive to our campus. **Konocti Unified School District desires to build responsibility, respect for others, respect for the school, and respect for self.**

EXPECTED STUDENT BEHAVIORS

At Konocti Unified School District we believe everyone deserves a safe, supportive and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. As a student at Lower Lake High School:

I will show respect for MYSELF:

- Attending school regularly and being on time.
- Dressing in a way that is appropriate for the learning environment.
- Following rules and directions of adults.
- Work neatly and completely, practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school.
- Learning from consequences of my behavior.
- Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.

I will show respect for OTHERS by:

- Using positive words with others; refraining from using profanity in school
- Treating others like I want to be treated; Not bullying or threatening
- Being honest by telling the truth, and admitting to things I have done; being understanding of other’s feelings
- Working with others in positive ways; Keeping my hands to myself
- Working together and/or with adults to manage negative behaviors and emotions.
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others; Listening when others are speaking to me.

I will show respect for my LEARNING by:

- Following school rules and school staff directions
- Keeping cell phones off and out of sight during school hours except with permission
- Participating in class activities and discussions.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.
- Keeping focused on my work; Coming to school prepared to work.

I will show respect for PROPERTY by:

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol/tobacco/ other drugs, medicine not prescribed for me, etc.
- Using school materials for their intended purpose.
- Following rules about safety:
- Refraining from touching a fire alarm unless there is an emergency.
- Using school equipment in a safe manner

SCHOOL – PARENT - STUDENT – COMPACT

School Responsibilities:	Parent Responsibilities:	Student Responsibilities:
<ul style="list-style-type: none"> • Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards by insuring that all instructional materials are aligned to State Content Standards. • Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Conferences may be initiated by parents or teachers and arranged for at Back to School Night or by calling (707) 994-6471. • Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports at a minimum of every six weeks during the school year. • Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents upon request and mutual agreement. • Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities upon request and mutual agreement. 	<ul style="list-style-type: none"> • Monitor, and assure student attendance except for absences authorized by law. • Insuring that the child completes and turns in all homework assignments as due. • Monitoring the amount of television watched/screen time and restricting viewing to hours following homework completion. • Providing a quiet place for study and providing all necessary materials for homework and project completion. • Volunteering in classrooms whenever possible and practicable. • Participating, as appropriate, in decisions with school personnel relating to my children’s education. • Promoting positive use of my child’s extracurricular time. • Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail, and responding as appropriate. • Serving, to the extent possible, on policy advisory groups, such as being the School Site Counsel or School Advisory groups. 	<ol style="list-style-type: none"> 1. I will follow all school rules and guidelines in the Code of Conduct and I will serve all consequences. I will do my work every day and ask for help when I need to. 2. Read at least 30 minutes every day outside of school time. 3. Give my parents/guardians or who is responsible for my welfare all notices and information received by me from my school every day. 4. Attend each class everyday unless absent for a lawful reason. 5. Obey all school rules and state and federal laws. 6. Follow all directions given by school personnel. 7. Attend after school tutorial or study sessions, or summer intervention programs, if I am below grade level in any core academic subject area. 8. Give my best effort every day.

CALENDAR

Updated Calendars listing school events and special schedules are posted throughout campus, are listed in the Bulletin and sent home as part of the Trojan Newsletter. Make sure to list the special events in your student planner!

COUNSELOR

Counseling services are available to all students at Lower Lake High School. Appointments should be made in advance. To make an appointment in advance please call 994-6471, ext. 2705. Students may make an appointment through the Registrar/Guidance and Counseling Secretary (**students must bring their planner to make an appointment**). The secretary will enter a date and time in your daily planner, at that time you will give your planner to your teacher. The teacher will release you at the appropriate time for your appointment. Students must make an appointment with a counselor with your planner.

CLASS ASSIGNMENTS AND CHANGES

After the student has been enrolled, only changes approved by teachers, parent/guardian, the counselor, and the administration will be permitted. Schedule change requests must be completed within the first 2 weeks of the school year and will be completed only if class space is available. If a student finds it necessary to change their schedule after the two week deadline, a parent/guardian conference will be necessary. **LLHS classes are year-long courses; therefore semester schedule changes will be made only for good cause and student initiated requests will not be accepted.** Valid student schedule changes will be determined based on the following:

1. Classes scheduled in error
2. Duplication of classes from prior semesters
3. The student has not met the prerequisites for the class
4. The student is missing a core class or class needed for graduation

If a change is approved, the student must do the following:

1. Get signature of the teacher of the new class.
2. Get signature of the teacher of the class you are leaving.
3. Turn the form into the counseling office following the collection of all signatures.
4. Immediately begin to attend new class(es) once provided an official schedule.

LOWER LAKE HIGH SCHOOL

REQUIRES 60 APPROVED VOLUNTEER HOURS TO GRADUATE

1. To log approved volunteer hours sign into: Careercruising.com
2. Username: lowerlake
3. Password: Trojans
4. Enter Your User Name and Password (*See Career Center for log-in*)
5. Log hours at the resume builder
6. Click on the pencil on the right hand side of the page add volunteer experience/hours
7. Add a contact number or email next to advisor's name
8. SAVE

UNIVERSITY OF CALIFORNIA EXAMINATION REQUIREMENTS

The following tests are required of all incoming freshmen applicants:

- A. Either the Scholastic Aptitude Test (SAT I) or the American College Test (ACT). Both the SAT Reasoning and two tests of choice (math Level 2 recommended) and the ACT with Essay are strongly recommended.
- B. Three College Board Achievement Tests (SAT II). These must include: (a) English Composition, (b) Mathematics, Level 1 or 2, and (c) one test from either English Literature, Foreign Language, Science, or Social Science.

CALIFORNIA STATE UNIVERSITY EXAMINATION REQUIREMENTS

If your high school GPA for grades 10, 11, 12 is above a 2.99, you are exempt from the test requirement at all campuses except Cal Poly – San Luis Obispo. If your GPA is below a 3.0 but above a 1.99, you are eligible for admission if you achieve a certain score on either the SAT (Scholastic Aptitude Test) or ACT (American College Test). Again, both the SAT Reasoning and Subject test and the ACT with Essay are strongly recommended.

COMMUNITY COLLEGES

1. A student must be 18 years of age, or have a high school diploma.
2. A student must demonstrate his/her ability to do the work.
3. If the proper courses are taken in high school and community colleges, a student with a satisfactory grade point average may transfer to a 4-year college as a college junior.
4. Placement examinations are required prior to registration at most community colleges. Check your specific community college to see which test is required. Completion of a-g coursework is recommended

CALIFORNIA STATE UNIVERSITY (CSU)/UNIVERSITY OF CALIFORNIA (UC) REQUIREMENTS

Requirements for CSU		Requirements for UC
“a” Hist/ Soc.Sci.	Two years of history/social science, including 1 year of U.S. History OR one semester of U.S. History and one semester of American Government AND	
	1 year of history/social science from either the “a” or “g” subject area	1 year of World History, Cultures and Geography from the “a” subject area
“b” English	4 years of English (including no more than one year of ESL/ELL/ELD courses)	
“c” Math	3 years of math (Algebra I, Algebra II, Geometry); 4 years recommended	
“d” Science	2 years of laboratory science, including at least two of the three core disciplines of Biology, Chemistry and Physics	
	At least 1 year of physical science and 1 year of biological science, one from the “d” subject area and the other from the “d” or “g” area	Both courses must be from the “d” subject area. 3 years recommended
“e” Language (not English)	2 years of language other than English (must be the same language)	
		3 years recommended
“f” Arts	1 yearlong course in visual and performing arts (selected from dance, music, theater/drama and visual arts)	
“g” Electives	1 year of an elective chosen from any area on the approved “a-g” course list	
<p>Grades in Advanced Placement and honors classes taken in 10th, 11th or 12th grade are given more weight in computing grade-point average for admission. Grades in honors classes are counted as follows: A=5 points, B=4 points, C=3 points.</p> <p align="center">Maximum of 8 extra grade points awarded for approved honors or AP courses. No more than two yearlong courses taken in 10th grade can earn honors points. GPA calculated using only “a-g” approved course taken after the 9th grade</p> <p align="center">FOR ADMISSIONS PURPOSES, A GRADE OF “C” OR BETTER IS REQUIRED FOR ALL A-G COURSES.</p>		

ATTENDANCE

Good attendance is essential to school success! There are only six excusable reasons for an absence according to Ed Code 46010. These reasons are as follows:

1. Illness with parent/guardian verification
2. Doctor or dentist appointment with verification
3. Court appearance, verification required from court
4. Funeral attendance for immediate family member
5. Jury duty, verification required
6. Obtaining required immunization, verification required

Excused Absence Regulations: Absences from school are regulated by strict State California Education Code Statutes.

You must verify all absences with the Attendance Office. If you know that you must be away from school due to medical appointments, or other unavoidable reasons, please be sure to notify the Attendance Office.

When you return to school after an absence...

1. Report to the attendance office as soon as you arrive on campus and before the 1st bell rings.
2. Present your written excuse to the office
3. An admit is required upon returning to class after an absence
4. Absences need to be cleared within 3 school days to avoid referral to the School Attendance Review Board (SARB)

TARDIES/CUTS

Unexcused student tardiness is not tolerated at LLHS. After 3 tardies in any class or combination of classes, students will be referred to the administration and are subject to detention and, for habitual tardiness.

- 3 tardies is a detention or community service
- 6, 9, 12 tardies will result in additional after school detentions or community service
- Any tardies after 12 will result in parent meeting and after school detention everyday they are late to a class.
- All period cuts will receive after school detention.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

Any pupil subject to compulsory full-time education who is absent from school *without a valid excuse* for more than three days or tardy in excess of 30 minutes on each of more than three days in one school year, *is classified as truant* and shall be reported to the attendance supervisor for a SARB hearing.

The purpose of the SARB hearings are to explore ways of improving the student's school attendance and/or behavior by reviewing all facts as submitted by the school and the parent(s)/guardian and student. The SARB II and III hearings make recommendations for improvement that are agreed upon by the school, parent(s)/guardian and student.

Participants from the County Office of Education, District Attorney's Office, Probation Department, Law Enforcement, Mental Health, Welfare Department, School Guidance Personnel, and Youth Service Agencies attend SARB III hearings as well as parents/guardians. Their expertise is used to decide the best approach in solving the student's school attendance or behavioral problem. If summoned to a SARB hearing, **your attendance is required by law!**

In typical hearings, the school representative will be asked to present the case first, including documentation of all attempts to correct the problem. After the school has presented the case, the School Attendance Review Board will hear from the parent(s)/guardian(s) and the student. The SARB will then assess the problem and make preliminary recommendations which may include returning to regular school, individual, family or psychological counseling, school program changes, peer counseling, tutoring, and referral to other community service agencies or educational programs. All recommendations are thoroughly explained and a contractual agreement is signed. The parent(s)/guardian and student have the following rights regarding SARB hearings:

1. Right to notice of SARB hearing
2. Right to attend hearing
3. Right to invite others to attend
4. Right to a public hearing

Every effort must be made at the SARB hearing to solve the attendance or behavioral problem. If these efforts are unsuccessful, you may be subject to criminal prosecution for failing to have your son/daughter attend school and/or your son/daughter may be placed on probation for failure to attend school. It is our hope to avoid prosecution. The Lake County Department of Social Services and the Lake County Office of Education, in order to promote regular school attendance for the school-age children of CALWORKS participants, agree to support the implementation of Welfare Institutions Code 11253.5

ATTENDANCE REQUIREMENTS FOR ATHLETIC ELIGIBILITY AND PARTICIPATION IN SCHOOL ACTIVITIES

Students must attend school to be eligible to participate in after school athletics and school activities. Students are considered tardy up to the point that they are 30 minutes late. After this point in time, they are considered absent. For participation purposes, students may miss up to two periods (regular day) and one period on shortened Thursday collaboration days, **as long as the absence is doctor or dentist verified. Students not having such verification are not eligible for sports that day.** Students with Senior Release, or maintaining a five period class schedule, may not miss any school or they forfeit afterschool activities and sports eligibility for that day. Students must attend the entire day on minimum days in order to participate.

PRE-ARRANGED ABSENCES FOR SCHOOL FUNCTIONS

Pre-arranged forms signed by parents and teachers are necessary for all extra-curricular activities that require students to miss classes. Teachers and coaches will provide students with these forms. Such forms must be submitted to the attendance office by 3:00 pm one day prior to the activity. There are no exceptions to this rule. Parents must sign both parts of this pre-arranged form in order for their child to participate. If two or more teachers deny student participation in the pre-arranged function, the student will be unable to participate in the extra-curricular activity.

CLOSED CAMPUS

All schools in Konocti Unified School District are closed campuses. This means that students may not leave the campus until their school day has been completed. In emergencies, parents must call the attendance office and make arrangements for the students to leave early. Students who need to leave campus during the school day must obtain a permit to leave through the attendance office in advance. Only persons conducting school business may be on campus and must immediately check in at the Administration Office and obtain a visitor badge. Students may not bring guests to school and we do not allow visitors to sit in on classes. Unless otherwise specified; **the following areas are considered off campus during break and lunch: all parking lots, front of the school, all fields and track. If students are found off-campus, they will receive disciplinary consequences. No student is allowed off campus during break or lunch.** **Consequences:** Students returning from an out-of-bounds area are subject to search and may receive consequences ranging from warning to suspension.

EMERGENCY DRILLS

Emergency drills are held throughout the school year. All classrooms are equipped with emergency kits, which contain a variety of emergency supplies. Student cooperation and attention are required to promote and protect the safety of everyone in the event of a real emergency. There are 3 types of drills:

SECURE CAMPUS LOCKDOWN Drill: In the case of an emergency where students need to remain in the building, a designated bell will ring signaling the need to secure the campus. After the bells sound, students will listen for a LOCKDOWN announcement and will remain in their classroom and move away from the windows. Teachers will keep the classroom secure until notified to return to regular campus status.

FIRE Drill: At the first sound of the fire alarm, everyone will calmly exit the classroom and building according to the designated exit plan posted in the classroom. It is important that traffic flows smoothly in the hallways and on the outside walkways and stairs. Students are to remain with their class until the bell is sounded to return to class or further instructions are given. **Students are not to leave their class.**

EARTHQUAKE, CIVIL DEFENSE AND EVACUATION Drill: At the first sign of an earthquake, students and staff should duck and cover. It is best to seek cover under a desk or table or in a doorframe. If that is not possible, avoid glass, cabinets or other objects that may fall. At the end of the earthquake, instructions will be given as to how and where to evacuate the building, if needed. Students are to report to the designated area and remain with their class for attendance. Students are not to leave the campus either on foot or by car.

**** NOTE:** Parents, please do not call the school or district office during an emergency or come to the campus until requested to do so. Check your email for critical information. Also, if your children contact you during a real emergency via cell phone or text, please reassure them and remind them of the importance of listening to the school staff.

STUDENT ACTIVITIES

DANCES will be sponsored by Lower Lake High School insofar as they meet the educational and social needs of students. A maximum of one dance per month will be held from September through May. Dances are of educational value to groups of students who cooperate in the planning, operation and clean-up of the dance itself.

In order to ensure that all dances will be carefully planned and adequately supervised, the following criteria must be met:

All dances will have a three-hour limit. The only dances to end at 12:00 midnight will be the Fall Homecoming, the Winter Formal and the Junior/Senior Prom. All other dances will end by 11:00 p.m. Students on the UNSAT list will not be permitted to attend (i.e., attendance, behavior, etc.)

1. Dances will be held on campus except for the Prom.
 2. Dances are sponsored for LLHS students. All school rules in terms of dress, behavior and use of controlled substances will be in effect. With the exception of Homecoming (Alumni only) and Winter Formal and Prom, dances are for LLHS students only. Guests must be currently enrolled in high school (except for Prom). Guests will be permitted only if they come and remain with a student body member as an escort or date. Only one (1) guest per student is allowed. Students are responsible for the behavior of their guests. Guest forms must be returned to the office one week prior to the dance. The guest forms must be approved by an Assistant Principal or Principal. Guests that are not approved will not be permitted to attend.
- Once a student enters a dance, he/she will not be allowed to leave and return to the dance. Use of alcoholic beverages, tobacco or other drugs will not be tolerated. Any violations will result in suspension/sheriff contact.

- Students not attending the dance are not to remain on campus after the doors are closed. Students must arrange to be picked up within ½ hour of the scheduled ending time or lose the privilege of attending dances in the future.
- All students and their guests, along with their parents, need to complete and sign a LLHS Dance contract. Contracts are available in Office #2. Students without completed contracts will not be allowed to purchase tickets to dances or be admitted to dances.

JUNIOR AND SENIOR PROM The prom is a formal dance given for the seniors, which is planned, organized and sponsored by the junior class. It takes place near the end of the school year. The Prom King and Queen candidates are selected from the senior class. Students with excessive debts to LLHS, discipline issues within the last quarter and major truancies (SARB3) will not be allowed to purchase tickets to the Prom.

RALLIES AND DRESS UP DAYS Rallies are a part of school tradition in which the entire school encourages our academic and athletic teams to win in competition with other schools. The Student Body is in charge of organizing these rallies. There is a maximum of ten rallies and two Spirit Week dress-up days (10 days) per year. Rallies are held during the school day and all students are expected to attend unless the student's privilege has been revoked. If privileges have been revoked, the student may not leave campus and will report to the administrative office. Students may not wear masks or other items covering the face or making visual identification impossible.

SENIOR ACTIVITIES The Senior Trip, Senior Picnic, and graduation ceremonies are senior-focused activities. The Senior Trip is paid for by each senior who wishes to participate. Seniors may have fundraisers and participants can apply their monies towards the cost of their trip. The Senior Picnic is free to all seniors graduating in May. Graduation ceremonies are for seniors who have met graduation requirements. Senior activities are a privilege and some or all may be forfeited if a student is on the UNSAT list or is not on track to graduate. To participate, seniors must complete (including parent/guardian signature) and submit a Senior Activity Contract

STUDENT BODY CARDS Student Body Cards are issued free of charge to all students and should be carried at all times. Students are required to pay adult admission prices at all athletic contests.

PARKING PERMITS: Students that plan on driving to school must purchase a parking permit. Parking permits are \$15 per semester and can be purchased through the secretary in Office 2. **If you do not purchase a parking permit you will receive a warning the first time, the second time you will be fined \$10 and the third time you will be fined \$20 and your vehicle will be towed away at the owner's expense.**

CHECK-OUT PROCEDURES

Students who transfer to another school district must do so through the counseling office. A note from the parent/guardian, giving date of leaving, reason etc., must be presented. Instructions regarding check out procedures and a check out sheet will be given to the student. **All library books, textbooks, chrome books, fines, locks, etc., must be remitted before the student can officially withdraw from school.**

TEXTBOOKS The school loans each student one set of textbooks. The student and the parents are held financially liable for lost, stolen, damaged or destroyed textbooks. Students are charged the full replacement cost for items lost or damaged, since the school must pay the full replacement cost. Book replacements must be purchased LLHS. **All outstanding bills must be cleared before registration packets, yearbooks, schedules, diplomas, final transcripts or additional textbooks are issued to a student. Additionally, students will be unable to purchase tickets to school activities if debts are not cleared.**

GENERAL CAMPUS INFORMATION

SECURITY CAMERAS

LLHS is under video surveillance 24 hours a day. The cameras are located throughout the school.

ACCIDENTS Students must report all accidents to their assigned teacher and to the office. Staff and faculty members should send injured students to the main office (#1). An accident form must be completed immediately. Any accidents or injuries that occur during an athletic event must be reported, and the accident form must be completed by the supervising staff member and turned in by the following school day.

VANDALISM

The LLHS campus is a source of pride for the community. In order to maintain a safe and clean campus, each student is expected to help keep the PE lockers, buildings, bathrooms and grounds free of litter, vandalism, and graffiti. Individuals responsible for vandalism will be held accountable for all costs of clean up and repairs, will be subject to disciplinary action, and may be reported to the police.

COLLEGE & CAREER CENTER The College and Career Center is located in the Library. It is open from 7:30 a.m. to 3:30 p.m. daily. During class time students must have teacher permission to come to the center. The College and Career Center has computers available for student use. The Center's computers have helpful icons installed directing students to important sites such as Career Cruising, CSU Mentor, FAFSA and College Board. The Center has information and handouts on colleges, technical, trade schools, job shadowing opportunities, volunteer and employment opportunities. During lunchtime, the Center is busy with student/peer tutoring. One wall is designed for information on careers, which includes books, videos and military information. Some supplies are available and students can check out USB flash drive devices for use throughout the school year; however there is a \$15.00 fee if the memory stick is not returned by the end of the school year.

SWSTP (STUDENTS WORKING WITH STUDENTS TUTORIAL PROGRAM)

Students with exceptional strengths in specific subject areas tutor other students in those areas. Students interested in being a tutor, or students in need of a tutor, may make an appointment with the College & Career Center Technician.

ACADEMIC HONESTY POLICY

Academic honesty is an expectation for all students at LLHS. The purpose of this policy is to establish and maintain an ethical academic atmosphere.

Examples of Academic Dishonesty

1. Cheating
 - a. Giving or using of external assistance (including electronic devices) relating to an assessment without expressed permission of the teacher.
 - b. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
 - c. Falsifying any academic work.
 - d. Having another student, parent, or other adult write or make major changes to student work.
2. Unauthorized Collaborating - Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.
3. Plagiarizing - Presenting another's ideas, words, or work as one's own.
4. Unauthorized altering, taking or publishing of any student, teacher, or school materials.

In addition, for the first violation in one course

- Site administrator gives the student a consequence.
- **Second Violation (in the same course).**
- Student may receive an "F" as the final grade.
- Possible suspension the student for 1-3 days and notifies parent/guardian.
- Site administration notifies all of the student's current teachers about the incidents.
- **Second Violation (same year in a different course)**
- Possible suspension the student for 1-3 days and notifies parent/guardian
- Site administration notifies all of the student's current teachers about the incidents.
- **Three or more violations (same year in any course)**
- Student may receive an "F" as the final grade.

Administration may administer additional consequences for first violations depending on the severity of the Academic Honesty infraction.

CONSEQUENCES FOR ACADEMIC DISHONESTY

For all Academic Honesty Policy Violations:

1. Teacher notifies student and the parent/guardian of the violation.
2. Teacher notifies site administrator and student's counselor.
3. Student loses all credit for the assignment or test with no makeup permitted.
4. Violation is documented in student discipline file.
5. Student is dropped from National Honor Society and/or California Scholarship Federation (if applicable).

STUDENT GOVERNMENT/LEADERSHIP

Leadership is composed of elected officers and representatives who serve as the voice of the students. Leadership meets daily and plans all major school events. If you have a concern or question, drop by the Leadership Room 25. We encourage students to check announcements and e-mail as the primary methods of communications.

CLUBS AND ORGANIZATIONS

Lower Lake High School offers students a variety of ways to be actively involved in extracurricular activities. Each club/organization has a faculty advisor and works in conjunction with the student government. Information about a club/organization is available from student government, on bulletin boards and in the daily bulletin. Each student is encouraged to enrich his/her high school experience by becoming an active member in a club/organization.

ELECTRONIC DEVICES

Possession of electronic devices (i.e. cell phones, iPods etc.) by a student at school is a **privilege**, which may be forfeited by any student who does not follow the Lower Lake High School Electronic Device Policy below. ***Students bring all electronic devices to school at their own risk.*** The district and Lower Lake High School shall not be responsible for the loss of or damage to any electronic devices brought onto campus.

Electronic devices (cell phones, iPods, handheld video games, etc.) may only be used before and after school and during lunch and break. **Electronic devices are to be in the off mode and are not to be used, heard, or visible during class, including Tutorial.** Students are not permitted to use electronic devices if they leave the classroom to use the restroom, go to counseling, etc. Using electronic devices for cheating purposes will result in consequences under the Academic Honesty Policy. Electronic Devices used to send inappropriate messages or harass students may result in additional consequences.

CONSEQUENCES:

- **First Offense:** Violation on record/ Device confiscated until the end of the day.
- **Second Offense:** Violation on record/Device confiscated until the end of the day. **Parent will be notified.** Device will not be returned until contact has been made with parent.
- **Third Offense:** Parent/student conference with an administrator. **Consequence will be assigned.** Device will be returned at the conference and **student will not be allowed to use device during the school day until the end of the semester.**
- Additional Offenses may result in suspension.

ACCEPTABLE USE OF ELECTRONICS COMMUNICATION

As the use of digital technology becomes more prevalent throughout our schools, the Konocti Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others. Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Consequences: No Contact Contract, Counseling, Suspension

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

• Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.

• All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.

• If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.

• The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

• Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

*** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

*** Education Code 48900 (k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties"

*** Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"

*** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Screen Shot/Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the police.

ATHLETIC PARTICIPATION REQUIREMENTS

In order to participate in athletics, a student must meet the requirements of a **2.0 g.p.a.** and before the first practice complete and return the Athletic Packet. Students may not participate in another sport until their season has ended. **Bullying and fighting will not be tolerated.** All sports are subject to CIF guidelines. Please see the Athletic Director with questions or concerns.

LIBRARY MEDIA CENTER

LLHS has an onsite library for student access. We support students' academic, entertainment and research needs with materials on a variety of subjects and media formats. To checkout materials, students must provide picture identification (Student id, driver's license, etc.). Overdue fines will accrue per item/ per day on late materials. Students with lost or damaged materials will be charged a replacement fee. All materials must be returned and all fines cleared at the end of each year and as part of senior checkout. The library is centrally located on campus and is open to all students between the hours of 7:30 a.m. and 3:30 p.m. daily, **During class time students must have their planner with permission from the teacher or an official school pass to come to the**. The library has books, magazines, newspapers and online computers. In order to serve those who use the library regularly for study or reading, the rules concerning behavior are based on common sense and respect for others:

1. Quiet in the library.
2. No food or drink.
3. Hats to be removed while in the library.
4. No feet on chairs. No personal grooming.
5. Nothing leaves the library without being checked out.

INTERNET ACCESS TECHNOLOGY AGREEMENT All students and their parents/guardians must sign the Internet Access Agreement before the student is able to use the Internet at school. **Once online, if any breach of policy occurs the student will be subjected to disciplinary action and will not be able to access the Internet for one year at minimum.**

INSURANCE Student insurance is not provided by the school district. Families wishing to purchase insurance may do so directly from the insurance company or through C.I.F.P. Insurance is not provided by the school district when students are on field trips. Insurance forms are located in the administration office.

LATEX-FREE CAMPUS Due to health considerations of our students and staff, Lower Lake High School strives to maintain a latex-free environment. Latex balloons and other products containing latex are not allowed on campus.

P.E. LOCKERS

- Do not leave money or valuables in your locker. Lockers are to be used for P.E. clothes, deodorant, shoes, etc. only. Please do not keep textbooks or materials from other classes in your locker.
- **Students WILL NOT be allowed into the locker room when coming from other classes. P.E. lockers are for student use during the students designated P.E. period only or for after school sports.**
- Keep your combination confidential.
- The district is not liable for the contents of lockers.
- There is to be no markings on the outside of lockers. Students are responsible for any vandalism or marking on lockers
- Do not place stickers on the inside or outside of your locker
- **Lockers are the property of the school and, by law, school personnel may open and search any locker at any time for any reason.**
- P.E. teachers will handle the assigning of gym lockers using our Locker Manager system.

LOST AND FOUND If you lose something at school, check with the attendance office to see if it has been turned in. Unclaimed items are donated to charity at the close of each school year.

STUDENT PURCHASES Students who are working on various activities, such as class plays, the Prom, dances, special programs, etc., will be asked to make purchases of supplies and material from ASB, class, or club funds. It is important that all students understand the procedures for making such purchases. Any person making a purchase for a class, the ASB, or an organization, must first get approval from the organization and ASB, by filing a disbursement request form for a purchase order number with the ASB Secretary. At no time are students to make purchases on their own initiative and then present a bill to the school for payment. Failure in following the appropriate procedures will result in the consequence of not being reimbursed. This purchase order will list the materials or supplies to be ordered, the date of the purchase, and the name of the person who will be making the purchase. The group advisor and the principal or designee must sign all disbursement requests.

MESSAGES To assure parent messages are received or delivered to the child, please have calls in by 2:00 p.m. Only messages from parents/guardians will be delivered to students. Office and classroom phones are not for student use.

DELIVERIES TO STUDENTS DURING CLASS TIME If a parent/guardian needs to deliver money, P.E. clothes or anything pertaining to academics, athletics or extracurricular school activities to a student, the attendance secretary will deliver the items to the student during class time. (Deliveries of money must be picked at the attendance office up by the student). Ordering food from a company to be delivered is not permitted.

VISITORS Any visitor to our campus must register and receive a “visitor pass” in the administration office. Students enrolled in other high schools or alumni wishing to visit without specific business and pre-authorization will not be allowed on campus. Administrators have the final word on the authorization of all visitors. **NO VISITORS WILL BE ALLOWED DURING THE FIRST OR LAST WEEKS OF SCHOOL OR DURING SPIRIT WEEK, STANDARDIZED TESTING OR SEMESTER FINALS.**

Parents wishing to visit their students while in classrooms will need to give the office 24 hours notice before watching the classes in session.

ADDITIONAL DISCIPLINARY OFFENSES

(Discipline may vary depending on the severity/frequency of the offense)

<u>ADDITIONAL DISCIPLINARY OFFENSES</u> (Discipline may vary depending on the severity/frequency of the offense)		
Offenses	1 st Consequence	2 nd (or more) Consequence
BICYCLES / BLADES SKATEBOARDS/ SCOOTERS on campus	Warning and confiscation of item for the rest of the day/ Detention	Detention or Community Service- Item kept until parent pick up
CUT IN CLASS Teachers and Administrators will be tracking student unexcused absences and communicating with home. After 3 rd unexcused absence student may be denied credit	Teacher assigned Detention	Afterschool Detention or Community Service, SARB Process, Parent Conf, Student Contract 3 rd Cut the student may be denied credit.
DRESS-CODE VIOLATION Student required to change into appropriate clothing	Warning- Dress Code Violation on record	2 nd Detention(s) / Dress Code Violation on record or Community Service 4 th Suspension
FORGERY or Falsification of parent notes/phone messages or fake/copied parking permit	Detention(s) or Community Service	Detentions or Community Service, 1-Day Suspension
NO-SHOW DETENTION	Saturday School or Community Service	
NON-COMPLETION OF COMMUNITY SERVICE	Community service and parent meeting	
OFF-CAMPUS OUT OF BOUNDS AREA - During School Day	Detention(s) or Community Service	Detention(s) or Community Service 3 rd 1-day suspension
VIOLATION OF ACCEPTABLE USE POLICY FOR THE COMPUTER	Violation is recorded. Detentions(s). If enrolled in a class where computer use is mandatory, the student may be denied credit	Student may receive additional consequences based on the nature of the violation (cyber bullying, harassment, cheating, etc)

ACTIVITIES AND INTERVENTIONS TO MODIFY STUDENT BEHAVIOR AND/OR INCREASE ACADEMIC SUCCESS:

- **Positive Behavioral Interventions and Supports (PBIS)**
- Student Study Team (Meeting with student, parent, teachers, counselor, administration to discuss options)
- Counselor Mediation/Behavior Support Plan
- School Attendance Review Board (SARB)
- Stages of Consequences: Warning, Detention, In-School Suspension, Out of School Suspension
- School-based Counseling

DEFINITION OF SCHOOL CONSEQUENCES

DETENTION

A student may be held in a detention room or classroom before school, during lunch or after school. A student receives a detention for choosing to violate school rules.

SUSPENSIONS/EXPULSIONS

Suspension or Expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any student, including students with exceptional needs may be suspended—and possibly expelled—for any of the reasons specified in California Education Code sections 48900 and 48915a, or if the school determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspensions remove a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at the District Office to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the Konocti Unified School District until the Governing Board acts to lift the Expulsion.

COMMUNITY SERVICE: As an alternative to suspension, community service will be assigned when agreed to by parent and in lieu of suspension. Students must complete assigned hours with LLHS staff or approved outside programs. Community service forms must be submitted by deadline to Dean or Administration.

SUSPENSIONS

Students may be suspended from school if they violate CA Education Code Section 48900. The following infraction descriptions are how the suspensions are decided. All cases recommended for expulsion will be investigated and determined on specific facts.

Teachers are not required to assign work to students on suspension.

LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES

The following list of offenses may result in Suspension, referral to Alternative Education, arrest, and/or expulsion from the Konocti Unified School District. All cases recommended for expulsion will be investigated and determined on specific facts.

MANDATORY Shall Recommend for Expulsion: (Ed Code 48915c)

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance or alcohol
- Committing or attempting to commit sexual assault
- Possession of an explosive

May recommend for expulsion depending on severity or frequency of disciplinary infractions:

- Fighting or causing physical injury or assault or battery on a school employee
- Possession of weapons, knives, explosives, dangerous object(s) of no reasonable use to a student or dangerous activities
- Possession or use of a controlled substance, alcohol, intoxicant, or paraphernalia
- Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- Committed robbery, extortion, or theft
- Vandalism to school property or private property
- Display of graffiti or creating graffiti
- Possession or use of tobacco
- Habitual or excessive use of profanity or repeated vulgarity
- Possession of an imitation firearm
- Defiance or disruption of school activities
- Possession of stolen property
- Sexual harassment or obscene acts
- Racial slurs or hate violence
- Intimidation or harassment of students, witnesses or staff members
- Intentional terrorist harassment, threats or intimidation against school staff or property
- Aiding or abetting a person who injures/attempts to injure others.

The jurisdiction for all school rules will be enforced while on school grounds; while coming to or going from school; during school hours whether on or off campus, while truant from school, and during or while coming to or going from a school-sponsored activity. (Ed Code 48900 & 48915)

➤ **Behavior: FIGHTING** (48900 Section A)

Students are expected to seek non-violent and constructive solutions to conflict.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or aiding and abetting in commission of physical injury.

Mutual combat fighting means two or more students are both actively involved or engaged in a fight. For example, if an aggressor hits another student, and the “victim” strikes back and becomes engaged in a fight with the aggressor, this is considered mutual combat.

2. Willfully used force or violence upon the person of another (battery).

Consequences: Students involved in fighting for the first time during a given school year will be suspended for a period of up to five days. Additionally, such students may be subject to arrest. Mediation and anger management counseling may be required as a condition of returning to school. Consequences for a second fighting offense during the course of a school year may include expulsion. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

➤ **Behavior: DANGEROUS OBJECTS** (48900 Section B)

Students are expected to maintain a safe environment in the school free of weapons and/or dangerous objects.

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the student had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Definition: Students may not possess any dangerous object, which constitutes a potential threat to the safety and security of the school. This includes toy guns, replica guns, ammunition, slingshots, spike jewelry and apparel, safety pins as decoration or apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, lighters, pressurized cartridges, laser pointers, using or flashing of laser pointers, and replica weapons.

Consequences: Students that bring dangerous objects to school may receive up to a five day suspension from school and possible referral to the Governing Board for Expulsion on the first offense. In addition, law enforcement may be contacted. Mediation or counseling may also be required.

➤ **Behavior: CONTROLLED SUBSTANCES** (48900 Section C & D)

Students are expected to be drug and alcohol free.

Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, abused use of prescription drugs or over-the-counter medication including cough medicine. All prescription and over-the-counter medication must remain in the possession of the school nurse or secretary. In addition, students may not offer, arrange or negotiate to sell any of the above and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

Consequences: Students found in possession of, or using alcohol, marijuana, intoxicants or any controlled substance, while under the school’s jurisdiction will be suspended for five days. If the student has committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, or if the student commits another controlled substance infraction, he/she will be referred to the Governing Board for expulsion.

Students who are in possession of more than an ounce of marijuana will be suspended for five days and may be referred to the Governing Board for Expulsion on the first offense, and law enforcement will be contacted.

False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product will receive the same consequences as someone who furnishes a controlled substance/intoxicant.

➤ **Behavior: ROBBERY** (48900 Section E)

Students are expected to respect the property of others.

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to student or any attempt made to force or create fear in others while attempting to, or stealing, property belonging to someone else.

Consequences: The consequences for robbery or extortion will range from suspension to referral to the Governing Board for Expulsion. The student and/or parent/guardian will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement will be contacted. Appropriate intervention counseling or campus projects may be part of this process. **Video surveillance may be used to protect some vulnerable or high-risk areas on campus.**

➤ **Behavior: DAMAGE TO PROPERTY** (48900 Section F)

Students are expected to respect the property of others.

Consequences: The consequences for attempting to cause or causing damage to other's property will range from suspension to referral to the Governing Board for Expulsion. The student and/or parent/guardian will be responsible for payment for the damage. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process. **Video surveillance may be used to protect some vulnerable or high-risk areas.**

➤ **Behavior: THEFT** (48900 Section G)

Students are expected to respect the property of others.

Consequences: The consequences for theft will range from suspension and arrest to referral to the Governing Board for Expulsion. The student and/or parent/guardian will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process. **Video surveillance may be used to protect some vulnerable or high-risk areas on campus.**

➤ **Behavior: TOBACCO** (48900 Section H)

Students are expected to live healthy life-styles.

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but are not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Consequences: Students found in possession or who use tobacco, or products containing tobacco or nicotine will receive the following consequences: First offense within a three-year period while enrolled at a KUSD school: the student will be suspended for a maximum of five days and/or referred to a school counseling program. Consequences for a second offense: The student will be suspended for five days.

➤ **Behavior: OBSCENITY, PROFANITY & VULGARITY** (48900 Section I)

Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior.

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using foul or coarse language.

Consequences: The consequences for engaging in obscene acts or habitual profanity or vulgarity will range from detention to suspension to referral to the Governing Board for expulsion. Appropriate counseling or campus projects may be part of this process.

➤ **Behavior: PARAPHERNALIA** (48900 Section J)

Students are expected to live healthy life-styles and to be drug, and alcohol, free.

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Consequences: Students who possess, offer, arrange, or negotiate to sell drug paraphernalia will receive consequences ranging from a five day suspension to referral to the Governing Board for Expulsion. A second offense will result in a referral to the Governing Board for Expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: DEFIANCE AND DISRUPTION** (48900 Section K)

Students are expected to follow all school rules and respect the authority and direction of school staff; to behave in a safe and orderly manner; to maintain a safe environment in the school; and to treat all members of the school community with respect.

Students may not be defiant, disruptive, disrespectful, or deceptive (refuse to provide name or ID card). These behaviors negatively impact the orderly operations of classroom or general educational environment of the school.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from detention to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: RECEIVING STOLEN PROPERTY** (48900 Section L)

Students are expected to respect the property of others.

Consequences: Possession or receipt of stolen property is considered a felony. Students who knowingly receive stolen property may be suspended or be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: POSSESSED AN IMITATION FIREARM** (48900 Section M)

Students are expected to maintain a safe environment in the school and to be weapon free.

As used in this section, “imitation firearm” means a replica of a firearm that is substantially similar in physical properties to an existing firearm and leads a reasonable person to conclude that the replica is a firearm. This includes pellet guns, BB guns, and other “toy” guns which may be mistaken for a real firearm. Also this includes replica ammunition that could be mistaken for actual ammunition.

Consequences: Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: COMMIT OR ATTEMPT TO COMMIT SEXUAL ASSAULT OR SEXUAL BATTERY** (48900 Section N) Students are expected to treat all members of the school community with respect.

As used in this section, sexual assault includes any sexual acts performed against the victim’s will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim. As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences: Suspension and referral to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted. These acts require a mandatory expulsion recommendation to the Governing Board (Ed. Code 48915 c).

➤ **Behavior: HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A WITNESS** (48900 Section O) Students are expected to treat all members of the school community with respect.

Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Consequences: Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: HAZING** (48900 Section Q)

Students are expected to treat all members of the school community with respect. Students may not engage in, or attempt to engage in, hazing as defined in Section 32050.

Consequences: The consequences for engaging in hazing will range from detention to suspension to referral to the governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: SEXUAL HARASSMENT (48900.2)**

Students are expected to treat all members of the school community with respect. Sexual harassment can be divided into two types of conduct.

1. Conduct which creates an intimidating, hostile, or offensive work or educational environment.
2. Conduct, the submission to which, is an expressed or implied condition of receiving a grade, passing a class, or receiving some other benefit.

Sexual harassment means any of the following conduct which falls into either of the above two categories; unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by another student, a school employee, officer, or contractor. Any student wishing to make a complaint of sexual harassment should immediately report it to the administration or other faculty or staff member.

SEXUAL HARASSMENT POLICY *SEXUAL HARASSMENT IS PROHIBITED!!!*

Sexual harassment is against the law and prohibited by school district policy. No student, employee, officer, or contractor of the school district shall engage in sexual harassment.

SPECIFIC EXAMPLES OF SEXUAL HARASSMENT

1. Make embarrassing comments about, or staring at, another person's figure or body parts.
2. Unwelcome physical touching with sexual overtones.
3. Continuing to express sexual interest after being informed that the interest is unwelcome.
4. Making express or implied threats of reprisal following negative responses to unwelcome sexual conduct.
5. Offering favors or benefits in exchange for tolerating prohibited behavior.

WHAT SHOULD YOU DO IF YOU ARE SEXUALLY HARASSED? If you are sexually harassed, you should immediately tell the person who is bothering you that their conduct is offensive and must stop. Also, you should immediately tell a teacher, site administrator, or the superintendent so that they can help put a stop to the matter. You should also tell someone other than the person who is bothering you.

RETALIATION IS PROHIBITED No retaliation will be allowed to take place against students filing sexual harassment complaints. Filing a sexual harassment complaint will not cause any reflection on the student filing the complaint, nor will it affect the student in the future in any way, (i.e. grades, promotion, awards). **Any student who willfully files a false sexual harassment complaint will be suspended or expelled from school.**

Consequences: The consequences for sexual harassment will range from a warning to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: HATE VIOLENCE (48900.3)**

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Ed Code 33032.5. This includes, but is not limited to, any verbal, visual, or physical injuring or intimidating behavior associated with anger towards other persons based upon race, color, ancestry, national origin, disability, gender, sexual orientation, or religious preference. This includes racial, ethnic, sexual orientation, and religious slurs.

Consequences: The consequences for hate violence will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: HARASSMENT, THREATS, INTIMIDATION & BULLYING (48900.4)**

Students are expected to treat all members of the school community with respect. Students may not intentionally engage in bullying behavior such as harassment, threats, or intimidation directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal, and physical acts. Some of these activities would include symbols that are considered to be gang, hate, racially motivated, or sexual orientation slurs.

Consequences: The consequences for harassing, threatening or intimidating behavior will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

➤ **Behavior: TERRORIST THREATS (48900.7)**

Students are expected to treat all members of the school community with respect.

Students may not make terrorist threats against school officials and/or property as defined in AB 307, Chapter 405. These acts include any written or oral statement by a person who willfully threatens to commit a crime which will result in great bodily injury, death, or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, even if there is not intent of actually carrying it out.

Consequences: The consequences for terrorist threats will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

SEARCHES AND SEIZURES

The law provides school officials with wide latitude to search students and/or their possessions in the ongoing effort to maintain a safe and secure campus. **Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be 'high-risk' for improper activity.** When a school official has a “reasonable suspicion” that a student may be in possession of contraband or a dangerous object, the student will be asked to empty all pockets, remove shoes, and provide the official access to other personal items (backpacks, gym lockers) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped that all students will be cooperative as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being “out-of-bounds” without permission or a report by another student, parent or staff member of possession of contraband, dangerous object or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go directly to an Assistant Principal or other staff member and turn it over without delay. (Ed. Code 489050)

OTHER BEHAVIORAL EXPECTATIONS

ATHLETIC EVENTS AND DANCES

Extracurricular events are an important part of the high school experience. At such events, the staff wants to provide an atmosphere where students and parents feel secure. Extracurricular attendance is a privilege rather than an automatic right. Students who are removed from the campus because of discipline problems, or who are on the UNSAT list may not be permitted to attend extracurricular activities unless granted permission by the Principal. The following conditions must also be met:

1. All students must have a school picture ID card.
2. Students are not allowed to bring open containers to extracurricular events.
3. Students may not leave and then return to an event.
4. No loitering is allowed around the entrances or grounds of an event.
5. Dances are only open to the students of that school.
6. Students shall not participate in ‘freaking’ or sexually explicit dancing. (If students persist in this behavior, they will be removed from the dance and parent will be contacted.)
7. The school’s dress code applies for all extracurricular activities.
8. Students must attend school to be permitted to attend or participate in athletic events and dances on the same day.

Consequences: Penalties will range from a warning to a recommendation to the Governing board for expulsion. This range may include removal from an event or loss of attendance privileges at extra-curricular events.

BICYCLES, SKATEBOARDS, ROLLER SKATES, SCOOTERS

Bicycles, skateboards, scooters, and skates are used by some students for transportation to and from school. Once the school grounds are reached by the student, bicycles, skateboards, scooters, and skates may not be used for transportation on campus at any time. Parking for transportation items is provided. Bikes should be locked in the bike racks. Skateboards and scooters must be stored in Office 2 during the school day.

Consequences: Penalties will range from warning to suspension. The transportation item may be confiscated and the parent will be notified to retrieve the item from school.

DISTRIBUTION OF PUBLICATIONS

No publication may be distributed on the school campus without the prior approval of school administration. This includes school magazines, school newspapers, and fliers.

Consequences: Penalties will range from a warning to suspension.

EXCESSIVE DISPLAYS OF AFFECTION

Excessive displays of affection are inappropriate on KUSD school grounds or at school sponsored activities. Public displays of affection are limited to hand holding on all school campuses.

Consequences: Penalties will range from warning to parent notification and suspension.

FINES

Books and school property are to be treated with care. Loss, damage, defacing or vandalism will result in a fine equal to the value of the damage or loss. The fine is to be paid by the student or parent within 30 days.

Consequences: Failure to pay fines will result in withholding of all grades, diplomas, transcripts, yearbooks, dance tickets and extracurricular events, including commencement exercises, until such obligations and charges are paid.

GANG RELATED ACTIONS

Gang-related signs, belts, belt buckles, insignia, colors, tattoos or distinctive modes of dress are unacceptable on campus or at school sponsored activities. Pants are to be worn at waist level. Graffiti, tagging, and graffiti instruments are prohibited on campus. Graffiti instruments include, but are not limited to, permanent markers, Sharpies, etching devices, and spray paint. **Only three items of one color may be worn at one time.**

Consequences: The consequences will follow those in the suspension Ed Code 48900.4 that were listed earlier and will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling may be part of this process.

OUT OF BOUNDS

Students are expected to remain in areas where adequate supervision is provided by administrators, campus supervisors, teachers, or teacher's aides. This means that designated areas of the campus are closed to students during assemblies, breaks, lunch and extra-curricular activities. Out-of-Bounds areas include, but are not limited to: parking lots, athletic fields, private property, and areas surrounding the campus. All students are to remain on campus during the school day unless special permission has been granted by administration.

Consequences: Students returning from an out-of-bounds area are subject to search and may receive consequences ranging from warning to suspension.

CLASSROOM BEHAVIOR

Every student has the right to an appropriate and orderly learning environment. Any behavior in class, which results in the loss of academic learning time, is considered a disruption.

Consequences: At the first behavioral disruption the teacher gives the student a verbal warning and contacts the parent by phone to discuss the behavior. The teacher has the option of assigning an after school detention by notifying the Assistant Principal's office.

At the second behavioral disruption, the teacher call for an escort and will send a referral to the Assistant Principal's office detailing the behavior infraction and date of first parent phone call. The Assistant Principal will then meet with the student, may assign a consequence and notify the parent. If a third behavioral disruption occurs, the student will be referred to the Assistant Principal's office, parents will be contacted and the student will be removed from class so as not to disrupt the education of the other students. As possible alternatives the student may be placed in alternative programs.

Consequences: Items will be retained in the office for parents to retrieve.

WIRELESS SPEAKERS Wireless speakers and portable stereos are not permitted on campus at any time. **Ear Buds** No ear buds/earphones are to be visible, seen or worn during instructional time.

CLOTHING POLICY The staff of Lower Lake High School takes pride in the appearance of our students. All students are expected to dress and groom themselves neatly, in clothes that are suitable for school attendance and activities, with due regard for modesty. Attire which goes beyond the bounds of acceptable standards and/or is in poor taste, as judged by the administration, will be dealt with on an individual basis. In order to maintain a safe and positive educational environment, the following standards will be in effect at all school and school related activities.

1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed (i.e. pants are to be worn at the waist line, not "sagging").

2. For safety reasons, footwear must be worn at all times.
3. Shorts and skirts must extend to, at least the mid-thigh (reach the students fingertips with arms straight at their sides).
4. Bare midriff tops, tube tops, spaghetti strap tops, off the shoulder tops, and tank tops are prohibited. T-shirts must be designed as outerwear. Basketball jerseys may be worn with a t-shirt (t-shirts not required during interscholastic competition).
5. Sheer or see-through clothing is not allowed, nor is "sagging." **At no time shall undergarments be visible.**
6. Clothing with suggestive, nudity, obscene, vulgar, or culturally offensive writing or artwork is not permitted.
7. Clothes that advertise tobacco, alcohol, or other drugs, guns or weapons, or uphold usage of such, or advocate violence are not permitted.
8. Clothing, jewelry, accessories, and or body markings which by virtue of their color, arrangement, trademark, or any other attribute, which denotes membership in, or affiliation with a gang, is prohibited. **Due to the ever changing environment, the administration will use extreme discretion in determining the appropriateness of items of this type. You may only wear three items of any one color.**
9. Bandanas, wave caps, headbands, and doo-rags are prohibited.

A violation of the dress code will be addressed by having the student correct the violation by changing or removing the item. Parent contact may be made. Students who cannot or will not correct the violation will be sent home with an "unexcused" absence. Further violations will be considered "direct defiance" and will be dealt with according to the discipline policy.

FORMAL COMPLAINTS Whether you informally complain or not, you may complete and file a written complaint and submit it to the district office. Complaint forms can be found in the Forms and Documents section of the Konocti Unified School District Office website (konoctiusd.org).

INVESTIGATION After the district office receives the completed written complaint form, an investigation will be conducted. The investigation shall include interviewing the complainant, interviewing persons involved in the complaint, interviewing any witnesses to the conduct in question, and interviewing any others that might be connected to the complaint.

DETERMINATION The investigator will produce a factual report setting forth the investigator's determination in writing. A copy of the report shall be given to the complainant and to the person against whom the complaint has been lodged. Even if the investigation is inconclusive, a written report shall be filed indicating the allegation and action taken.

APPEAL TO THE BOARD OF TRUSTEES The decision of the investigator may be appealed by the complainant to the Board of Trustees in writing. In such cases, the board will hear the matter and reach a decision.

STUDENT VEHICLES The privilege to drive a motor vehicle on campus may be revoked for violation of school rules pertaining to vehicle use. All vehicles must be operated in a safe manner that meets the California Department of Motor Vehicles Code. Careless handling of a motor vehicle before, during, after the school day, or during a school event may result in the loss of the privilege to park on campus and referral to appropriate law enforcement officers. All vehicles must be parked in student parking lots, either the one between the elementary school and the main campus or the upper parking lot. All vehicles must be registered with a valid parking permit, which can be purchased through ASB for \$15.00 per semester. There are no reserved student parking spaces. Parking for students is on a first come first served basis. Parking on campus without a valid student parking permit or parking in a space reserved for staff may result in loss of parking privileges or towing of the vehicle. The speed limit on campus in all areas is 5 m.p.h. Vehicles may not be driven during the school day or at lunch without administrative approval. Students are not allowed to sit in their vehicles, or play their car stereo during the school day. Vehicles should be locked when unattended. All vehicles parked on campus are subject to search per Ed Code.

STUDENT CONDUCT ON BUSES Students will behave appropriately as school bus passengers in order to assure safe and proper travel to and from school. All school rules apply when riding in school buses. Pupils transported in a school bus are under the authority of and are responsible to the bus driver. Violation of any rules below will result in appropriate action being taken by the bus driver, transportation department, and administrators including suspension of bus privileges.

TRANSPORTATION RULES IN KUSD

1. Be at their regularly scheduled bus stop on time.
2. Do not cut across private property going to or from the bus stop.
3. Be quiet and orderly while waiting for the bus. Enter the bus one at a time. Students are to wait for the bus supervisor to signal the driver to open the bus doors for safety reasons.
4. Students are to ride their assigned bus unless permission is granted to do otherwise. Move over in a seat when asked – also do not save seats for friends.
5. Do not change seats at any time unless directed to do so by the driver.
6. Do not throw anything into or out of the bus window.
7. Do not ride with any part of your body out of the bus.
8. Do not rough house or touch another person's property.
9. Do not eat, drink, or smoke on the bus
10. Do not bring animals, reptiles, rodents or insects on the bus at any time.
11. Do not make loud or undue noise
12. For the after school bus run, students are to remain on the sidewalk behind the red line until the bus door opens.

Failure to observe the rules of student bus conduct will lead to loss of bus riding privileges. Generally, the bus driver will handle misconduct in the following manner:

13. Warn the individual or group of students of their misconduct verbally or in written form.
14. Report all incidents of misbehavior to the administrators and the director of transportation.

The passenger on the bus is to follow the rules of good citizenship and courtesy, as well as common sense safety habits at all times. Major violations of bus rules can result in school discipline in addition to losing bus privileges.

COMPLAINTS CONCERNING CONSOLIDATED CATEGORICAL AID PROGRAMS – 1712.4: ANNUAL NOTICE

The annual notice shall be distributed annually to all students, parents, employees, advisory committees, and interested parties. The notice shall be distributed in English and, where required under the fifteen percent rule (EC 48985), in the recipient's primary language.

The annual notice shall be in the following form:

ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

We have adopted Uniform Complaint Procedures that include the opportunity to appeal to the State Department of Education. If you wish to file a complaint, you may contact **Donna Becnel, Superintendent at 994-6475; Her mailing address is Konociti Unified School District, P.O. Box 759, Lower Lake, CA 95457.** Should you have any questions concerning the complaint process and your rights to file a complaint, you may contact Superintendent Donna Becnel.

You have a right to file a written complaint in the event that you believe that the District is in violation of any State or Federal laws in any of the following programs: Adult basic education, consolidated categorical aid programs, Indian and migrant education vocational education, childcare and development programs, child nutrition programs and special education programs. You have the right to file a written complaint following these procedures if you believe that there has been unlawful discrimination by the School District in any program or activity conducted by School District, which is funded directly by, or that receives benefits from any state financial assistance. Complaints of discrimination must be initiated within six (6) months of the time of the event or within six (6) months of the time when you found out about the event.

Unlawful discrimination is discrimination on the basis of religion, race, color, ancestry, ethnicity, national origin, ethnic group identification, age, sex, gender, sexual harassment, sexual orientation, physical or mental disability, opposition to discriminatory practices, participation in any activity to enforce the Uniform Complaint Procedures, association or affiliation with persons of color or a particular ethnic group, or association or affiliation with organizations promoting the interests of persons of color or a particular ethnic group.

Following an investigation, a written response to the complaint will be conveyed to the person filing the complaint within sixty (60) days.

After the decision is issued, you have the right to appeal the decision to the State Superintendent of Schools in Sacramento. Your appeal must be filed within fifteen (15) days of the receipt of the decision. In addition to our complaint process, you may also have the right to have the State Department of Education directly intervene under certain

circumstances, which are set forth in title 5, California Code of Regulations Section 4650, available at <http://ccr.oal.ca.gov/>