

Ferndale High School

Student Handbook: 2017-2018



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Principal's Message

On behalf of the faculty, staff and Board of Trustees, I welcome you to the 2017-2018 school year! It's going to be a great year and I am excited to begin my first year as your principal! I am looking forward to working with each and every one of you.

Students, I encourage you to take both academic and extracurricular risks. High school is the perfect time to explore possible career opportunities by taking required courses for graduation, Career and Technical courses, AP courses and electives that interest and challenge you. I hope you will all take advantage of the many opportunities at Ferndale High School to get involved. Join a club or even start a new one, compete on athletic teams, get active in student government, or commit to being the ultimate Wildcat fan! Whatever you choose, you are becoming a part of Wildcat history! You attend a school that is over 110 years rich in tradition and pride! Now is your time! Please make great choices and use your time wisely. Have a great school year!

Our front office staff, Kristy Millsap and Tina Toste, are here to help you. Parents and students, please familiarize yourselves with our school website and all of the helpful information that is available online. This handbook is a tool to help you understand the policies and procedures we have in place to ensure a safe, positive and productive learning environment.

I want to thank our parents and community for your continuous and consistent support. Thank you in advance for your attendance at our events, for volunteering your time to help with events, for your support and kind words about our excellent staff and programs, and especially thank you for sharing your students with us. Working together, we will have a fantastic year!

It's truly great to be a WILDCAT!

Beth Anderson
Principal

Ferndale Unified School District Mission Statement

Ferndale Unified School District in partnership with parents and the community will provide in a structured, safe, efficient and caring environment, a challenging and stimulating educational experience while meeting the needs of all students and providing them with the skills necessary to succeed in the homes, work places, and communities of today and tomorrow. The District will also strive to develop the qualities of good character and responsible citizenship by fostering self-esteem, self-discipline, respect for the rights of others and the stewardship of our planet.

SCHOOL BOARD OF TRUSTEES

Cory Nunes, President
JoLynn Jorgensen
Jerry Hansen
Stephanie Koch, Clerk
Ken Richardson

Board Meetings are the second Wednesday of each month at 7:00 p.m. in the Ferndale High School Library.

Ferndale High School Staff

Administration

Beth Anderson	Principal
Denise Grinsell	Business Manager

Office Staff

Kristy Millsap	High School Secretary
Tina Toste	Attendance Clerk/Counseling Technician

Pupil Services

Erin Banke	Counselor
Leanne McCulloch	Technology/Library Technician

Instructional Staff

Alexa Alexandre	Ag. Business/ Ag.Chemistry/ Floral/ ASB Leadership
Kay Becker	Financial Management/Student Success/ AVID
Henry Chiles	English 1/ AP Eng./ Computer Lit./ Drama/ Digital Media
Trevor Christiansen	Health / Drivers Education
Jessica Frisk	Algebra 2/Trigonometry/ Geometry/Algebra 1/ AP Calc
Nancy Giacone	Spanish 1-2-3
Lena Kendall	Algebra
Clint McClurg	P.E./Athletic Director/Student Support
Jeff Michael	US History/ Civics/Econ/ AP US History/ World Civilization
Theresa Noga	Ag. Biology/ Farm to Table/ Art/ Ag 1/ Ag Leadership
Justin Nunes	Woodshop/Ag. Mechanics/Architectural Design
Yohei Shiraishi	Physics/ Biology/ Chemistry/ AP Environmental Science
Brandi Smith	English 2-3-4
Amanda Velazquez	RSP Teacher

Instructional Assistants

Brad Frost	Instructional Aide
Kim Hindley	Instructional Aide
Donna LaTorre	Instructional Aide

Advisors

Alexa Alexandre/Theresa Noga/Justin Nunes	FFA
Alexa Alexandre	Student Activities/ASB
Henry Chiles	Tomahawk (Yearbook)
Dave/Bonnie Griffiths	Leo Club

2017-2018 School Calendar

August 28, 2017	First Day of School
September 4, 2017	Labor Day Holiday
October 27, 2017	End of 1 st Quarter
November 10, 2017	Veterans' Day Observed
November 20-24, 2017	Thanksgiving Holiday
Dec. 23, 2017 -Jan. 7, 2018	Winter Break
January 15, 2018	Martin Luther King, Jr. Holiday
January 19, 2018	End of 1 st Semester
February 19-23, 2018	Presidents' Week Break
March 30, 2018	End of 3 rd Quarter
April 16-20, 2018	Spring Break
May 28, 2018	Memorial Day Holiday
June 14, 2018	End of 2 nd Semester
June 15, 2018	Graduation

BELL SCHEDULES

<i>Regular</i>		<i>Early Release – Wednesdays</i>	
<i>Period 1</i>	<i>8:22-9:15</i>	<i>Period 1</i>	<i>8:22-9:09</i>
<i>Period 2</i>	<i>9:19-10:09</i>	<i>Period 2</i>	<i>9:13-9:58</i>
<i>Period 3</i>	<i>10:13-11:03</i>	<i>Period 3</i>	<i>10:02-10:47</i>
<i>Period 4</i>	<i>11:07-11:57</i>	<i>Period 4</i>	<i>10:51-11:36</i>
<i>Lunch</i>		<i>Lunch</i>	
<i>Period 5</i>	<i>12:37-1:27</i>	<i>Period 5</i>	<i>12:10-12:54</i>
<i>Period 6</i>	<i>1:31-2:21</i>	<i>Period 6</i>	<i>12:58-1:42</i>
<i>Period 7</i>	<i>2:25-3:15</i>	<i>Period 7</i>	<i>1:46-2:30</i>

Graduation Requirements

Students earn five (5) credits each semester for each class they pass with a grade of D- or higher. Students must have a minimum total of 230 credits in order to graduate; those credits are divided as follows:

English:	40 credits
Mathematics:	30 credits (Must pass Algebra 1)
Social Studies:	30 credits
Health:	5 credits
Student Success/Tech.:	10 credits
Financial Management:	10 credits
Drivers Ed./State Req.	5 credits
Science:	20 credits (1 year physical science and 1 year bio. science)
Physical Education:	20 credits
For. Lang. or Fine Arts	10 credits (Spanish/Drama/Art/Floral/Woodshop/Arch. Design)
Electives:	50 credits
Total: 230	

GRADE POINT AVERAGE CALCULATION

To establish a student's grade point average, the first quarter, first semester, third quarter and second semester grades are calculated and recorded. All grades are used in the calculation except for classes in which the student receives a "pass" or "fail" instead of a letter grade. Point values are as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

COLLEGE GRADE POINT AVERAGES

Most colleges use semester grades issued in the tenth, eleventh and twelfth (if applicable) grades in college preparatory classes only (University of California A-G requirements). P.E. and pass/fail courses are not used in the calculation.

Colleges use the following point values:

A: 4	B: 3	C: 2	D: 1	F: 0
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Up to eight semesters of AP or honors courses are allowed using the following point values:

A: 5	B: 4	C: 3	D: 2	F: 0
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HONOR ROLL:

Students may qualify for **High Honors Honor Roll** in two ways:

1. Qualify for the California Scholastic Federation. A student must have at least two A's and one B in college preparatory classes approved by the University of California and at least one additional A from either a UC approved course or any other class other than PE. A "D" in a class is not allowed.
2. Earn an overall GPA of 3.5 or above. All classes in which a student is enrolled will be used to calculate this GPA. A "D" in any class is not allowed.

Note: In order to qualify for **Honor Roll**, a student must earn an overall GPA between 3.00 and 3.49. All classes in which a student is enrolled are used to calculate this GPA. The grade of "D" in any class is not allowed.

Class Rank

To establish a student's class rank, semester grades issued in the 10th, 11th and 12th grades are used. All grades are used with the exception of PE and courses in which a student receives a "credit/no credit", "pass" or "fail" instead of a letter grade. Point values for letter grades are the same as those listed above.

GPA and Work Permits

All students under 18 years of age who are working must fill out a work permit application. During the school year, a new work permit application must be filled out each time a student changes jobs or begins working more than the hours specified on the work permit. Summer work permits are good for all summer and all employers. Students may obtain applications in the main office. **A student who fails to earn a 2.0 GPA, or who has more than one grade of F in a grading period, or has eight or more days of absence in a quarter will have his/her work permit revoked.**

Eligibility Requirements – Participation in Athletics/Extracurricular Activities:

To participate in any extracurricular activity with Ferndale High School, a student must have obtained at least a "C" average (2.0) during the previous quarter. When two grades are issued simultaneously, such as at the end of the second and fourth quarters, scholastic eligibility will be established by the grades issued for credit. This grade point average will be based on a 4.0 scale and plus and minus grades will be used to calculate the grade point average. The only exception to the minimum 2.0 grade point average would be a student who receives no D's or F's on the grades used to determine extracurricular eligibility. (An example would be a student who earns all "C" grades but may receive a minus mark that could place that student below the 2.0 grade point average.)

Ineligibility and Failing Grades: Students in grades 9-12 with two or more failing grades during any grading period become ineligible to participate in extracurricular activities for the following grade period (approximately 9 weeks) regardless of GPA.

Any student who fails to maintain his/her eligibility will become ineligible one calendar week following the first day of the new quarter. He/she shall remain ineligible for the entire quarter and he/she may not practice or participate in any extra-curricular activities.

Attendance Regulations for Participation in School Activities:

1. For the health and safety of our student athletes, a student who is out of school sick for a portion of a school day will not be able to participate in extracurricular activities that day.
2. A student who has an unexcused absence for any part of the school day will not be

allowed to participate or compete in extracurricular activities that day. An unexcused absence or partial absence on a Friday will result in the student being unable to compete in extracurricular activities on the weekend following the Friday absence. To ensure participation for an excused absence, please be sure that medical and dental appointments are cleared through the office with the appropriate documentation from your provider. Thank you.

3. Any student assigned an In-School or out of school suspension will not be allowed to participate in extracurricular activities on the school day of the suspension . Additionally, a Friday suspension will result in the student being unable to compete in extracurricular activities on the weekend following the Friday suspension.

HOMEWORK AND MAKE-UP WORK

Homework

The Ferndale Unified School District recognizes that not all learning takes place in the classroom. Development of study habits and application of study skills are necessary for continued independent learning. Therefore it should be emphasized that regular assignments outside the instructional day are to be deemed a part of the total instructional program and should be as frequent as necessary for the student to develop mastery of the subject. Homework is an extension and reflection of instruction. It provides opportunities for:

1. Practice to promote mastery of skills.
2. Development of independence and responsibility in students.
3. Parents/guardians to become familiar with the curriculum and support the educational experience.
4. Prepare students for new material.
5. Reinforce and expand classroom instruction.

Make-up Work

The teacher of any class from which a student has an excused absence shall determine what assignments the student shall make up and in what period of time the student shall have to complete such assignments. Tests and assignments may be the same as those missed, or shall be reasonably equivalent to them. Students who have unexcused absences may be denied make-up privileges, and this may be reflected in the student's final grade. The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

Progress Reports

Progress reports will be issued at mid-quarter. This notice generally allows sufficient time for a student to improve their academic standing. These progress reports will be mailed home and will include attendance and behavior records. Note: Parents/guardians are encouraged to communicate with teachers at any time during the school year to help ensure timely and accurate information regarding a student's academic, behavioral and attendance standing. Additionally, parents may check student grades and attendance using the Aries portal under the Parent Info. tab on the school webpage(www.ferndalek12.org/fhs).

Report Cards

Report cards are issued at 9-week intervals. The two 9-week periods comprise a semester. Only semester grades are recorded on the permanent record of each student. Students are urged to discuss their work and grading system with teachers to ensure good understanding. Report cards will be mailed home and will include attendance and behavior records.

The letter grade system is used, with “A” denoting outstanding work, “B” above-average work, “C” average work, “D” below average work, and “F” failing. Students not completing their work by the end of the grading period, due to unforeseen circumstances, may be given an “incomplete.” An “incomplete” may be issued by the student’s instructor. This determination often results from collaboration with the parent, student, teacher, counselor and principal.

A student who receives an “incomplete” grade on the report card may have a maximum of ten school days following the last day of the quarter in which to submit the course work required to change the “incomplete” grade to a letter grade. A one-day extension for each full day of excused absence will be granted up to a maximum of ten days – at which time all “incompletes” must be cleared. If an incomplete is not cleared within the 10 day or shorter period, the “incomplete” will be recorded as an “F” grade.

Attendance Policies and Procedures

Daily student attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as adopted by the Board of Education and the California Education Code. **Attendance is the responsibility of the student, parents and the school.** The importance of regular daily attendance as a basis for academic achievement cannot be over emphasized. All absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. The regular contact of students with student, active dialogue and participation, and well-planned instructional activities under the tutelage of competent teachers is vital to a complete educational experience.

Students with excused absences (Ed. Code 46010) shall be allowed to make up class work missed: The teacher of any class from which a pupil has an excused absence shall determine, pursuant to regulations of the Governing Board, what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. Tests, assignments and quizzes may be the same as those missed or be reasonably equivalent.

Students receive an excused absence when they are absent from school for any of the following reasons:

1. Student illness or injury
2. Verified medical or dental appointment
3. Attendance at funeral services of a member of the immediate family
4. Serving on a jury.
5. Observance of a holiday or ceremony of his/her religion
6. An employment conference

School related absences are excused absences: Activities that are school related need to be clearly identified in advance of the absences. Rodeo, college visits, athletic trips, etc., need to be approved as school related absences by the administration prior to the absence or the absences will be recorded as unexcused.

Permission to leave campus: Any student leaving campus other than for lunch must first obtain a Permission to Leave Campus Pass from the attendance clerk. **Students leaving the campus without a Permission to Leave Campus Pass will receive an unexcused absence.**

Readmission Following Absence: If a student does not have parental verification upon returning to school, his/her admission slip will be recorded as “unexcused”. The student then has three (3) school days to provide acceptable parent/guardian verification to clear the unexcused absence. After three (3) school days, the absence will become a permanent unexcused absence.

If a student goes to a medical or dental appointment, verification from the office visited will need to be provided when the student returns to school or the following morning when a student is released early for an appointment. Thank you. Eighteen year old students will **not** be allowed to authorize absences. All student absences will be verified by the parent/guardian of the student. An eighteen-year-old student living independently from his/her parent/ guardian may petition the Board of Education for permission to authorize absences.

Tardy Procedure:

To promote a responsible, respectful and effective learning environment it is necessary for students to be in class and on time to class. A student is tardy if they are not in their classroom ready to learn when the bell rings. Teacher will record tardies in Aries. Beginning with the first tardy, students will be assigned lunch detention.

Consequences for Tardies and Cut classes –

An Unexcused Tardy or Unexcused Absence (cut) will result in lunch detention. After three (3) lunch detentions are assigned for unexcused tardies or absences, the student will receive In-School Suspension. Every unexcused tardy or absence after the third lunch detention will result in an assigned IN-school suspension for the rest of the quarter. Students who are assigned in-school suspension are responsible for making up the class work missed during the suspension and credit will be awarded for this make-up work. In addition, students with three or more unexcused absences (cut), or three unexcused tardies in excess of 30 minutes, will be declared habitually truant and may be referred to the School Attendance Review Board. Students are responsible for keeping up with class work missed during unexcused absences that are not suspensions; however, no credit will be given for the work. Nine or more unexcused absences in a grading period may result in a failing grade and the student may not receive credit for the class.

For family travel, each student will be permitted Family Supervised Absence(s) not to exceed five (5) school days, each school year. The intent of this policy is to permit, but not encourage, students to travel with their parent/guardian for family trips that cannot be scheduled during a school recess. Family Supervised Absences will be excused absences

and must be approved by the school administration 3-5 school days **prior** to the absences or they will be recorded as unexcused absences. All student work must be turned in to their teacher(s) on the first day back to school after the Family Supervised Absence for a student to receive credit.

Short Term Independent Study: Students or parents may request Independent Study for time away from school (pre-planned absence) for five or more days. Arrangements for Independent Study must be made in advance of the time away from school. Approval by the Principal is required at least one week in advance. Students must complete all assigned work in order to receive attendance and academic credit for the days of absence. All student work must be turned in to their teacher(s) on the first day back to school after the short term independent study for a student to receive credit.

School-wide Student and Staff Responsibilities and Expectations

1. BE ON TIME

We will:

- Take start and end times seriously
- Be considerate of others by arriving on time
- Turn in assignments on time
- Plan ahead
- Show up ready to learn

2. BE RESPECTFUL

We will:

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal and school property

3. BE RESPONSIBLE

We will:

- Follow through on commitments
- Come prepared
- Be accountable for choices and actions and understand and accept the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

4. BE SAFE

We will:

- Act in a manner that does not endanger self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

Student Conduct

All guidelines for Student Conduct at Ferndale High are developed from Board Policy, Education Code, and State/Federal laws and regulations [Board Policy 5131(a-b)]. Ferndale High School's staff and students are encouraged to adhere to a set of core beliefs when addressing issues of student conduct. These core beliefs are:

- Every attempt will be made to maintain the dignity and self-respect of both student and adult.
- Students will be guided and expected to solve problems they create without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the natural and/or logical consequences of their decisions – be they good or bad.
- Students will be given the opportunity to share their information or let their concerns be heard at an appropriate time and place.

Student Expectations

Cell Phones: *To promote a respectful, non-distracted, and effective learning environment, electronic devices must be turned off and put away during class time. The school is not responsible for lost or stolen electronic devices. If a device is used or turned on during instructional time, it will be confiscated. Students who refuse to relinquish cell phones and other devices upon the teacher's first request will receive additional disciplinary consequences.*

Consequences for misuse of Electronic Devices:

1. **On the first offense of inappropriate use or refusal to put away a cell phone or device, the classroom teacher will confiscate cell phones, electronic devices, headphones, etc. The teacher will return it at the end of the class period. A lunch detention will also be assigned.**
2. **On the second offense of inappropriate use or refusal to put away a cell phone or device, the classroom teacher will confiscate the item and it will be stored in the office until the end of the school day. The student will receive a lunch detention and have an appointment with the principal.**
3. **On the third offense of inappropriate use or refusal to put away a cell phone or device, the classroom teacher will confiscate the item and it will be stored in the office until the end of the school day. A parent or guardian will need to come to the office to claim the item. The student will receive a lunch detention and the student and parent/guardian will have an appointment with the principal.**
4. **Any further confiscations will result in In-School Suspension assignments and a parent or guardian will need to come to the office to claim the item.**

Food/Drink: *Teacher specific rules and procedures will be in place for the allowance of food and drink in their classrooms.*

Parking Lot: *The parking lot is off limits unless a student has staff permission to access their vehicle or unless a student is using their vehicle to arrive or depart (lunch time or special assignments with teacher/parent permission are exceptions). Students who do not have a scheduled class (off campus privileges) may not hang out in the parking lot. Students may not park in the staff/Aq. parking lot. This will be enforced and students will be cited if needed.*

Open Campus-Lunch: Lunch away from campus is considered a privilege. Students must have a written permission slip on file in the office to be granted the privilege of leaving campus for lunch. This privilege may be revoked due to rule violation(s).

Driving: Students are to drive safely and cautiously at all times. Students violating this expectation (whether on school grounds or other school sponsored activities) may lose their privilege of having a vehicle at school and/or be subject to a police citation.

Skateboards: No skateboards are allowed on campus. Students using skateboards as transportation to school must place them in a locker or other place provided by the school staff upon arrival at school. Skateboards in use on campus will be confiscated.

Hats/Hoods/Sunglasses/Headphones/Ear buds: Teacher specific rules and procedures will be in place for the allowance of these items in their classrooms.

Appropriate Clothing: Dress and grooming for a public school setting means that certain styles and types of clothing are appropriate during the regular school day. Examples of inappropriate school clothing include but are not limited to the following: revealing (exposed posteriors, cleavage, midriffs, underclothing, etc.) and/or sheer clothing, short-shorts, mini-skirts and sagging pants. Just as certain clothing is appropriate for the workplace, certain clothing is appropriate for the public school place. In addition, clothing that depicts crude, vulgar, suggestive symbols; clothing with inappropriate language, slogans, gang affiliation, and/or sexual innuendo is not to be worn at school. Shoes or sandals are to be worn at all times primarily for safety purposes.

Foul language and disrespect for students and school personnel will not be tolerated.

Tobacco: Students may not smoke on campus or have tobacco/vape products or devices.

Alcohol, Tobacco and Other Drugs: The Principal shall take appropriate action to eliminate possession, use or sale of alcohol, tobacco and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. School authorities may search students and school properties for the possession of alcohol and other drugs in accordance with law, board policy and administrative regulations.

Consequences for Misbehavior:

1. Violation of expected behavior, school rules, and attendance policies will result in the classroom teacher assigning a lunch detention. The **lunch detention** will be accompanied by a referral to the Student Support team (Student Support Coordinator, School Counselor, Principal) and documentation in the student's behavior log in Aries. A student will be assigned up to three lunch detentions per quarter.
2. After a student serves three lunch detentions for behavior referrals and/or tardies /cuts, the student will be assigned **In-School Suspension** for every violation for the remainder of the quarter. Students may also receive **out of school suspensions** or be assigned **Saturday School sessions** if the In-School suspension program does not produce positive

behavior and attendance responses by the student.

Referrals and Extracurricular Participation: Any student receiving behavior/citizenship referrals during a school week may lose the privilege of participating in extracurricular activities for the following school week. This includes activities scheduled for the weekend such as dances and athletic events. (BP 6145b states : The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.)

Inter-District Transfer Expectations

Students attending Ferndale High School on an Inter-District Transfer Agreement are held to a very high standard of citizenship, attendance and academic performance consistent with one's ability. A student may have his/her agreement revoked by the Principal due to inappropriate behavior, poor attendance, poor citizenship and/or a lack of academic effort. Parents/guardians wishing to enroll their student(s) in Ferndale High must be mindful of the higher standard of behavior expected of an Inter-District Transfer student.

STUDENT DISCIPLINE

Prohibited Behavior includes but is not limited to :

1. Behavior that endangers students and/or staff.
2. Behavior that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidation or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to the students, staff, or district.
5. Profane, vulgar or abusive language
6. Plagiarism or dishonesty in schoolwork.
7. Inappropriate dress.
8. Tardiness and unexcused absences from school.
9. Failure to remain on school premises in accordance with school rules.
10. Use, possession and/or sale of controlled substances or paraphernalia.
11. Defiance of valid authority.

Grounds for Suspension or Expulsion

[Education Code 48900]

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of the subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.

- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of an object of this type, the pupil had obtained written permission to possess the item from school employee, which is concurred in by the Principal or the designee of the Principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 if the Health and Safety Code.
- (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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261m 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- (q) Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" means a method of intimidation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing does not include athletic events or school-sanctioned events.
- (r) Engaged in act if 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.

Note: A pupil may be suspended or expelled for acts that are enumerated above and related to school activities or attendance that occur at any time, including, but not limited to, any of the following:

- a) While on school grounds.
- b) While going to or coming from school.
- c) During the lunch period whether on or off campus.
- d) During, or while going to or coming from a school sponsored activity.

Consequences for Violation of Alcohol and Other Drug Prohibitions

Any student who has unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance (as defined in section 11007 of the Health and Safety Code and in conjunction with Education Code 48900) alcoholic beverage, or intoxicant of any kind during the school day or at any school function will be:

First Violation

1. Denied consideration for Valedictorian or Salutatorian
2. Denied consideration for Honor Jacket
3. Suspended from school for five days and a mandatory conference with the parent(s)/guardian(s) to discuss methods of correction and the consequence of future violations.
4. Denied the privilege of participating in all extra-curricular activities for 60 school days. In the event that the 60 school days has not expired by the end of the year, the balance will be carried over to the first day of the next school year.
5. Referred to the police department for citation.

Second Violation

1. Expelled from school for the balance of the semester. The District may, if it deems necessary, extend the expulsion for one more consecutive semester. At the end of the expulsion time period, the parent and/or student can petition for readmission.
2. Referred to the police department for citation

Third Violation

1. Allowed to transfer voluntarily or be involuntarily transferred to an alternative school.
2. Referred to police department for citation.

Drug Testing

To support the District's substance abuse prevention efforts, the Board desires to establish a drug testing program in the District's high school that will provide a deterrent from drug use and help refer those involved with controlled substances to appropriate counseling and rehabilitative services. Board has established the following types of drug testing programs: 1) Voluntary Drug Testing and 2) Drug Testing of Students Participating in Extra-curricular Activities. (Board Policy 5131.61(a,b) and Administrative Regulations 5131.61(a-c))

Random Drug Testing – Student Participation In Extracurricular Activities

The Superintendent or designee shall establish a non-voluntary, random drug-testing program for all students participating in athletics and other extracurricular activities. A drug testing consent form is to be signed by the student and his/her parent/guardian prior to allowing the student to participate in any athletic or extracurricular activity. The consent form shall indicate any prescription medication the student has been or is presently taking. The student shall

present either a copy of the prescription or a physician's written verification of this fact with the consent form.

Procedures addressing how students will be selected, how often tests will be conducted, how samples will be collected and transported, and how results will be confirmed shall be made clear to students and parents.

Drug testing procedures shall ensure appropriate individual privacy while maintaining the viability of the process. If urinalysis testing is used, the supervisor collecting the specimen shall be the same gender as the student and the specimen shall be collected in a private facility behind a closed stall.

Parents/guardians shall be notified after any positive test results are confirmed. Test results shall be kept separate from the student's other educational records and shall be disclosed only to school staff designated by the Superintendent or designee as responsible for program implementation. The district shall not release test results to law enforcement authorities.

No disciplinary or punitive action shall be taken against any student who tests positive, other than removing him/her from participation in extracurricular activities. Students who test positive shall be encouraged to participate in an assistance program and may be required to take subsequent drug tests.

A student who has been removed from participation in extracurricular activities may appeal that decision to the Superintendent or designee and then to the Board.

ADDITIONAL INFORMATION FOR STUDENTS AND PARENTS:

STUDENT DEBTS

Teachers and/or the office will notify students the final week of school of any end-of-the-year outstanding debts. Failure to pay may result in the following:

1. Report cards will be held until debts are paid.
2. No graduating senior student will be allowed to participate in commencement exercises unless all debts are cleared.
3. Any student who owes a debt to the District due to willful destruction, defacing, and/or other damage/loss of school property may have transcripts, grade reports, and/or diplomas held by the District until debts are paid. This policy will remain in effect after a student transfers or graduates from Ferndale High School. (Education Code 48904)
4. Those students who owe money for extracurricular expenses such as athletic equipment, jerseys, and towels will be not allowed to participate in the same or another athletic sport for the high school until such time as the debt is cleared.

Each year Ferndale Union High School spends a significant amount of money to purchase textbooks, library books, supplies, and various other types of equipment. The District makes these purchases in order that you can be assured access to the necessary material and equipment needed to pursue an excellent education. It is your responsibility to see that these materials are wisely used, not abused, and passed on in a good, usable condition to other students who follow you. The following policy will be enforced regarding books, materials, and equipment.

Textbooks, Library and Reference Books

1. Defacing and/or mutilation of a cover, pages etc. will result in replacement costs.
2. If a library book is lost, a fee for the actual cost of replacement will be assessed.
3. If a textbook is not returned at the time of collection or if a book other than the one originally assigned is returned, a fee for the actual cost of replacement will be assessed.

Desks, Tables and Chairs

1. Damage (defacing etc.) to any desk, table, chair or other school property that requires repair or replacement will result in a fee charged for the actual cost of repair or replacement.

All Other Supplies and Equipment

1. An appropriate fee will be charged for wasted materials.
2. Damage to all other school equipment will result in a fee charged for the actual cost of repair or replacement

Note: It must be remembered that any student guilty of damaging or destroying school materials and/or equipment is guilty of vandalism and can be suspended from school for one to five days in addition to monetary restitution and criminal charges.

LOCKERS

Students will receive both personal and P. E. lockers at the beginning of the year. Lockers are provided in the main building for the keeping of books and personal property and in the gymnasium to store PE attire. Padlocks are furnished to students for the gym lockers and must be attached to the locker. Students will be charged for lost padlocks. Main building lockers have built-in locks and must be kept locked at all times. The administration cannot be responsible for theft from unlocked lockers. Students will be held liable for damages to lockers assigned to them and will be billed for the repairs.

Your combination should not be shared, nor should you leave your locker unlocked or switch with another student. You are responsible for the locker initially assigned to you. If you have a large amount of money or something of particular value, you may leave it in the office for safe keeping. The school cannot be responsible for theft. If theft does occur, the school will file a report with the police. If there is a problem with your locker, fill out a "Locker Problems" form in the office and the custodian will schedule repairs.

You may put up school-appropriate posters or pictures with masking tape on the inside, but may not write on the locker or deface it. Use the locking mechanisms provided. Personal locks will be cut off. We hope that the minimal amount of space in the lockers encourages you to be organized and neat. Remember, that a locker may be searched by the principal or his/her designee, if there is "reasonable cause" to do so.

ASB CARDS

The purchasing of Associated Student Body (ASB) cards support student activities. Card holders receive reduced free home admission to athletic events, and reduced admission prices for the majority of FHS school functions. This card is required of all team/club members. The fee for this card is \$15.00 (\$10.00 goes to class and \$5.00 to the Student Council).

FRONT OFFICE

Students should go to the main office on official business or when requested to do so. The office will handle all telephone calls, parent requests, bulletins, letters sent home, attendance, tardies, dismissals, all student records, insurance, fees and accident forms.

We encourage you to contact us when questions arise. The high school office staff is available Monday through Friday from 8:00 a.m. to 4:00 p.m. at (707) 786-5900. Please feel free to call the office for your student's needs. These might include: to arrange conferences, appointments, report absences, pay school fees, pay athletic fees, ask about insurance, and to inquire about other general information. We prefer you call the office rather than disturb your student in class by calling or texting their cell phone. Thank you.

ANNOUNCEMENTS/BULLETIN

Announcements will be read in first period class each morning. Students are encouraged to attend to this daily bulletin for important information. Students are also encouraged to see Kristy in the front office if they are interested in having announcements and other important clubs and organization information shared in the daily bulletin.

LOST AND FOUND

The school is not responsible for losses; therefore we urge all students to leave valuable possessions at home. The lost and found box is located in the office. Several times during the year, unclaimed items are taken to local charitable organizations.

MEDICATION

All school districts in the State of California are required to have the approval of physicians to allow the school district personnel to administer medication to students on school premises. The law goes even further to say that without doctor and parent approval we are not allowed to administer prescription medication nor any other over-the-counter medications. This permission must be given for each instance and the permission statement is not to be a blanket statement. Students may obtain a form from the school office that will facilitate this procedure. No medicine, including "over the counter" drugs will be given without this form being filled out and returned to the school.

VISITOR POLICY

Visitors, who are enrolled in other schools, may be able to attend FHS classes if their sponsoring FHS student has completed the necessary form a minimum of one day preceding the visit. The form includes teacher and principal signatures. Under varying circumstances, visitors may not be acceptable on a given day.

HEALTH CONCERNS

Students who become ill during the day should report to the attendance office. The school will contact parents/guardians or the emergency telephone number listed on a personal data card to obtain permission for these students to go home. A school nurse is not available. First aid materials are on hand.

EMERGENCY HOME CONTACT

The emergency phone numbers on the students' record card are important, especially when accidents or illnesses occur. Without accurate data we may find it impossible to notify parents/guardians. It is vital to keep this card up to date. Students will be asked to list information on their schedules locator cards at the beginning of the year. Parents are requested to inform the school of any changes in home, work, or emergency telephone numbers.

SCHOOL SPONSORED DANCES

Dances sponsored by organizations of the Ferndale High School are primarily for students of high school age. The standards of conduct for visitors will be the same as that demanded of regularly enrolled students at any high school function. Use of tobacco, drugs or alcohol is not allowed. Persons leaving the dance will not be allowed to enter a school dance after a designated time determined by the school principal. All students shall be made aware of this final hour through school announcements. **NO EXCEPTIONS SHALL BE GRANTED TO THIS POLICY AND THERE SHALL BE NO "GRACE" PERIOD ADDED TO THIS FINAL HOUR.** No one over 20 years of age will be allowed to attend school dances.

Providing one of their staff members is in attendance, students from visiting schools will be admitted to after-game dances upon presentation of their current student body card and with authorization of the Principal. Students from schools other than the visiting school will not be admitted unless they have a bid approved by the Student Council and the Principal. This paragraph applies to after-game dances only.

TRANSPORTING STUDENTS

When the school district provides transportation to a school event, the students being transported are strongly encouraged to return home via the same school transportation. However, if a parent/legal guardian desires his/her student to be transported home by means other than the school transportation system, the following policy must be adhered to:

1. Prior to a school vehicle departing for home, parents/legal guardians approach the activity sponsor and request that their student be discharged to their custody. In addition to the person-to-person request, the parent/legal guardian must give the school official a signed note authorizing the student to leave the school transportation vehicle.
2. In the event that the parent/guardian is not in attendance at the school activity and wishes for his/her student to be transported home by some other person, the legal parent or court-appointed guardian must, in person, and 24 hours prior to the activity, submit a signed authorization to the school administration office. The signed authorization must specifically state the name of the person to whom the school official is to release the student.

ACCIDENTS

If a pupil is injured, it shall be his/her responsibility to inform a teacher or member of the office staff of the injury immediately. An Accident Report shall be completed by a member of the staff within twenty-four hours of an accident and submitted to the District office.

INSURANCE

THE HIGH SCHOOL DOES NOT CARRY ANY FORM OF MEDICAL OR DENTAL INSURANCE ON STUDENTS.

STUDENTS CANNOT PARTICIPATE IN INTERSCHOLASTIC SPORTS WITHOUT INSURANCE COVERAGE.

Students will be provided with information on low-cost insurance provided through a private carrier at the beginning of the school year. Enrollment is voluntary. THIS COVERAGE IS SECONDARY COVERAGE—CLAIMS MUST BE SUBMITTED TO FAMILY INSURANCE CARRIERS FIRST.

PARENTAL CONCERNS

Our Ferndale High School staff is committed to providing a quality educational program to our students. We strive to provide a nurturing environment where students feel safe, comfortable, and challenged. Our goal is to communicate effectively and establish positive working relationships with parents. We seek to be partners with parents in ensuring that each student achieves to his or her highest ability, and we welcome comments or questions from parents.

Parental concerns regarding your child's academic, social or emotional growth should first be brought to the attention of the classroom teacher. Parents may request a conference with a teacher at any time. If necessary, a parent may request that the school counselor or principal attend the conference. Conferences provide parents and teachers the opportunity to discuss issues of concern, resolve misunderstandings, answer questions, and open channels of communication. If the concern remains unresolved, the parent should then make an appointment with the Principal.

We request that complaints/concerns are first discussed with the teacher or principal before contacting the School Board.

**Confirmation
RECEIPT of HANDBOOK**

Dear Parent/Guardian and Student:

This year we are asking you to review the 2017-2018 Student Handbook online at <http://ferndalek12.org/fhs> under the Parent Info. Or Student Resources tabs on our school webpage. If you would prefer a paper copy, please indicate that by checking the box below.

Please check this box if you would like a paper copy of the Student Handbook.

This book provides you with important information. There have been some changes to the discipline and attendance procedures, so please pay especially close attention to pages 9-10 and 13-15. Please take the necessary time to thoroughly review this document. Of particular importance are the academic, behavioral, and attendance expectations. Students will be held accountable for adhering to these guidelines.

Thank you for taking the time to familiarize yourself with this handbook. We wish you and your student(s) the best of luck for a highly productive and enjoyable 2017-2018 school year.

Please indicate with your signature that you have reviewed the 2017-2018 Student Handbook.

Parent/Guardian Signature	Date
Student Signature	Date

NOTE: PLEASE RETURN THIS RECEIPT (SIGNED) TO THE FRONT OFFICE OR ONE OF YOUR TEACHERS. IF YOU NEED A PAPER COPY TO REVIEW, YOU CAN SIGN AFTER RECEIVING AND REVIEWING THE PAPER COPY. THANK YOU.