

# **Ferndale High School**

## **Student Handbook: 2018-2019**



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## Ferndale High Student Handbook - Table of Contents

<u>Content</u>	<u>Page</u>
Cover Page	1
Table of Contents	2
Principal's Message	3
Mission Statement, Board of Trustees, High School Staff	4
2018-2019 School Calendar, Bell Schedule	5
Graduation Requirements, Grade Point Average Calculation	6
Honor Roll, Class Ranks, Eligibility Requirements, Work Permits	7
Homework and Make-up work, Progress Reports, Report Cards	8
Attendance Procedures and Policies	9
Tardy and Cut Consequences	10
Short-Term Independent Study	11
School-wide Student and Staff Responsibilities and Expectations	12
Student Conduct and Expectations	13
Interventions and Consequences for Student Misbehavior	14
Discipline: Suspension and Expulsion	16
District Policy on Drug Testing	19
Additional Information: Student Debts	20
Additional Information: Lockers, ASB Cards, Front Office, Bulletin	21
Additional Information: Lost and Found, Medication, Visitor Policy, Health Concerns, Emergency Home Contact, School Dances	22
Additional Information: Transporting Students, Accidents, Insurance, Parental Concerns	23
Additional Information: Lockdown and Emergency Procedures for Parents	24
Conformation: Receipt of Handbook	26

## Principal's Message

On behalf of the faculty, staff and Board of Trustees, I welcome you to the 2018–2019 school year! It's going to be a great year and 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 Jeanette Leonardo, 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**

Jerry Hansen  
JoLynn Jorgensen, Clerk  
Stephanie Koch, President  
Cory Nunes  
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  
Jeanette Leonardo Attendance Secretary

#### **Pupil Services**

Erin Banke Counselor  
Leanne McCulloch Technology/Library Technician

#### **Instructional Staff**

Alexa Alexandre Ag. Business/Ag. Chemistry/Floral/ASB Leadership  
Kay Becker Fin. Mgt./Student Success/Algebra 1A  
Henry Chiles English 1/AP Eng./Computer Lit./Film/Digital Media  
Trevor Christiansen Health/Drivers Education  
Jessica Frisk Algebra 2/Precalculus and Trigonometry/ Geometry/ AP Calculus  
Nancy Giacone Spanish 1-2-3/ AP Spanish 4  
Clint McClurg P.E./Athletic Director  
Jeff Michael US History/Civics and Econ/AP US History/World Civilization  
Theresa Noga Ag. Biology/Farm to Table/Ag 1/Ag Leadership  
Justin Nunes Woodshop/Ag. Mechanics/Metal Fabrication  
Yohei Shiraishi Physics/ Biology/ Chemistry/ AP Environmental Science  
Brandi Smith English 2-3-4/Art  
Brady Swanson Algebra 1  
Amanda Velazquez RSP Teacher/Basic English

#### **Instructional Assistants**

Brad Frost Instructional Aide  
Kim Hindley Instructional Aide  
Catharine Lekas Instructional Aide  
Mary Walborn Instructional Aide

#### **Advisors**

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

## **2018-2019 School Calendar**

August 27, 2018	First Day of School
September 3, 2018	Labor Day Holiday
October 26, 2018	End of 1 <sup>st</sup> Quarter
November 12, 2018	Veterans' Day Observed
November 19-23, 2018	Thanksgiving Holiday
Dec. 22, 2018 -Jan. 6, 2019	Winter Break
January 18, 2019	End of 1 <sup>st</sup> Semester
January 21, 2019	Martin Luther King, Jr. Holiday
February 18-22, 2019	Presidents' Week Break
March 29, 2019	End of 3 <sup>rd</sup> Quarter
April 22-26, 2019	Spring Break
May 27, 2019	Memorial Day Holiday
June 13, 2019	End of 2 <sup>nd</sup> Semester
June 14, 2019	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:

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

### **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**

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**

## **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 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 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.

## **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](http://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. Teachers 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 of less than 10 minutes will result in 10 infraction minutes. A tardy of more than 10 minutes will result in 20 infraction minutes. An unexcused Absence (cut) will result in 30 infraction minutes. When 60 infraction minutes have accumulated, a student must serve a 60 minute after school detention in order to clear the minutes back to 0. A student who has 60 infraction minutes or more who does not serve the detention at the first available opportunity will not be allowed to participate in any extra-curricular activities until their minutes have been served and they return to a balance of less than 60 minutes.** This includes athletics practices or contests, FFA, Clubs or School Trips that are beyond the regular school day. Once the student has served an hour (60 minutes) of detention in either After School Detention, All Day Detention or Saturday school, then s/he goes back to (zero) 0 minutes. The student is responsible for signing up for and attending the detentions needed to clear minutes.

**Students who do not serve their detention in a timely manner will be assigned an ALL DAY DETENTION.** Students who are assigned all day detention are responsible for making up the class work missed during the detention 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 detentions or 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.

**Family Supervised Absence(s):** 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 absence 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 AND PRODUCTIVE**

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 30 minute infraction may 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 30 infraction minutes 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 30 infraction minutes.**
4. **Any further confiscations will result in In-School Suspension 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 receive 30 infraction minutes and 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, receive 30 infraction minutes 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, inappropriate language, slogans, gang affiliation, sexual innuendo and/or advertises drugs or alcohol is not to be worn at school. Shoes are to be worn at all times for safety purposes.

**Foul language, vulgarity and obscenity** will not be tolerated and will result in 30 infraction minutes or suspension.

**Tobacco:** Students may not smoke on campus or have tobacco/vape products or devices. Possession of tobacco and paraphernalia will result in suspension.

**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.

### **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.

### **Consequences for Misbehavior:**

In order to encourage students to take responsibility for their actions, Ferndale High has adopted a direct and strong climate program that puts the responsibility back on the students, is clear to the students, and is easily measured.

Students who are on time, have cleared absences and exhibit positive behavior and citizenship will receive zero (0) minutes. Zero (0) minutes is the goal for all students.

#### **Infractions and the minutes they cost:**

Tardy (up to 10 minutes) = 10 minutes

Late (up to 20 minutes) = 20 minutes

Uncleared Absence / Cut Class = 30 minutes

Behavior reported to the principal = 30 minutes

Confiscation of phone or device for misuse = 30 minutes

Leaving School Grounds without obtaining an off campus slip = 30 minutes

For each day that After-School detention is offered that a student does not complete her or his 60 minute detention = an additional 10 minutes

Unpaid fees, not returning uniforms and athletic equipment, first of the year paperwork or registration for classes not turned in, etc. = 10 minutes for each day late.

**After receiving an accumulation of 60 infraction minutes, students are not allowed to participate in ANY school sponsored or directed extracurricular/co-curricular activities unless they have served the first available (Tuesdays and Thursdays) 60 minute after school detention. A student who has 60 infraction minutes or more who does not serve the detention at the first available opportunity will not be allowed to participate in any extra-curricular activities until their minutes have been served and they return to a balance of less than 60 minutes.**

This includes athletics practices or contests, FFA, Clubs or School Trips that are beyond the regular school day. Once the student has served an hour (60 minutes) of detention in either After School Detention, All Day Detention or Saturday school, then s/he goes back to (zero) 0 minutes. The student is responsible for signing up for and attending the detentions needed to clear minutes.

After School Detention, All Day Detention and Saturday School are **consistent and structured**. Students are only allowed one five minute break and phones must be either given to a supervisor or off and in a backpack. If a phone goes off or comes out, the supervisor is allowed to add an additional 10 minutes. Students must bring homework, missing assignments, books, etc. to complete assignments. If the student does not bring something to quietly work on, they are not allowed admittance and supervisor can add an additional 10 minutes. Students must sign in and out to verify attendance. The door is locked when Detention begins. If a student is late s/he must sign up again and s/he will receive an additional 10 minutes.

## **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

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 (w) of education Code 48900:

- (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 possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance 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.
- (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) Stole 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 the 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 of the Health and Safety Code.
- (k) (1) 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.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (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 261, 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 purposes 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 the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that 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 an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

*(Amended by Stats. 2018, Ch. 32, Sec. 49. (AB 1808) Effective June 27, 2018.)*

Note: A student 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

## **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 safekeeping. 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.

### **NATURAL DISASTER/EMERGENCY PROTOCOL FOR PARENTS**

Should a natural disaster or other major emergency occur, please follow these procedures for student pick-up.

When you arrive on campus to pick up your child, follow the protocol and remain calm.

#### **Prior to arriving:**

- A. Bring I.D. (driver's license or passport). This is critically important to ensure that the students are released only to authorized people.
- B. Know whom you are picking up. Remember that once the child is released to an authorized adult, that adult is now responsible for that child!

#### **Arriving at school:**

- A. Park in a safe location. Do not block driveways, gates, or parking lot drive-through.
- B. Walk on to the campus. The school will already be following its emergency procedures. Calmly follow the directions of the staff.
- C. You will be directed the correct area for checkout. Wait for your turn, then identify yourself and whom you are picking up. Present your identification to the staff member who is helping you. Remember you must be listed on the emergency card. **NO EXCEPTIONS!** Parents who have more than one child to check out will have to proceed to each grade
- D. This procedure will take time! Do not be in a hurry or panic. The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians (who are checking them out).
- E. After signing out the children, we ask that you leave the campus immediately.



## **LOCKDOWN PROCEDURES FOR PARENTS**

Should Ferndale High School ever need to call a LOCKDOWN it is imperative for the safety of our students and our staff that the procedural expectations articulated below are met.

1. Parents must NOT come to, try to enter, loiter or wait at the school.
2. Parents must NOT call the school; no calls will be answered during an actual lockdown. Please do not call or text students as this may compromise their safety in certain situations.
3. Parents should NOT have a response to E-Mail, cellular calls or texts as it reduces the security of our students and staff.
4. When possible and safe, parents will receive an emergency call or text via the automated One Call Now system offering information and updates.
5. Parents will be advised when the lockdown has been lifted and it is allowable for students to be picked up.
6. Parents are to be reminded that we practice lockdown drills during the school year. Parents are advised to encourage their children to participate in the ongoing drills with respect and with validity. Should we ever need to secure our campus from within, students will benefit from being familiar and routinized with our safety procedures.

Parents must be our partners in order to maintain the highest level of security for our students and our staff. Parent signature(s) below indicate that one or both parents or guardian(s) have read procedural expectations for a lockdown. While we hope it never occurs, we will emphasize our security as the number one operative measure. No exceptions will be made. Activities and appointments during or after school do not take precedence over the security of our learning community. Thank you for your cooperation and vigilance with regard to the safety of our learning community.

**Confirmation  
RECEIPT of HANDBOOK**

Dear Parent/Guardian and Student:

This year we are asking you to review the 2018-2019 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 14-15. 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 2018-2019 school year.

Please indicate with your signature that you have reviewed the 2018-2019 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!