

Woodland High School

21 N. West Street • Woodland, CA 95695 • (530) 662-4678



Woodland Wolves – Student Handbook



2017 ~ 2018



Positive • Productive • Professional

Administration, Office Staff, and Counselors

Principal

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Principal's Sec./Office Mgr.

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Assistant Office Mgr

Felicia Brooks

Vice Principals

Gary Embree

Gurk Jagpal

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Vice Principal's Sec.

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Monica Garcia

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Amy McCalister

Carla Serratos

Counseling Sec.

Sherri Green

Registrar

Norma Vega

Attendance Clerk

Marty Buchignani

Student Store

Priscilla Ortega

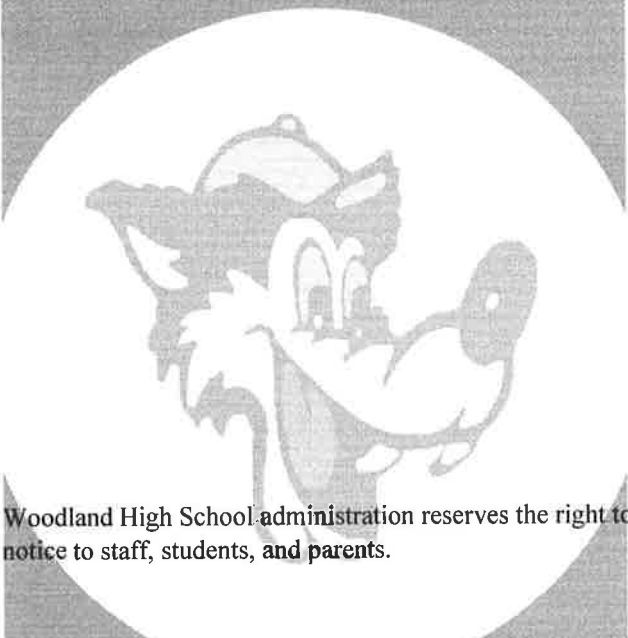
WOODLAND HIGH SCHOOL

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Woodland High School administration reserves the right to alter these rules as is deemed necessary and given proper notice to staff, students, and parents.

CRISIS PHONE LINES: Suicide Prevention – 530-666-7778 WeTip 1-800-78CRIME

SCHOOL INFORMATION

MISSION STATEMENT

The mission of Woodland High School is to provide and advocate for a quality education program for all students, which emphasizes high expectations, personal responsibility, and clear academic standards. Our goal is to ensure a safe learning environment promoting ethical and responsible citizenship while building community and parent partnerships.

STUDENT LEARNING OUTCOMES (SLO's)

We are **POSITIVE** pack members:

- Exhibits self-discipline and personal responsibility.
- Approaches challenging situations by adjusting, monitoring, and applying problem-solving strategies.
- Shows respect for self and others.
- Exhibits strong citizenship and commitment to service beyond self.
- Commits to pursuing health and wellness, both physically and mentally.

We are **PRODUCTIVE** pack members:

- Meet the content and performance standards as a quality producer.
- Produces work that reflects a variety of thinking, reasoning, and problem-solving skills, while using credible and reliable sources.
- Explores opportunities to connect with personal passion that may lead to a possible career pathway, such as the arts, clubs, music, and athletics.
- Demonstrate and integrate technology literacy when exploring new ideas, conducting research, and conveying conclusions.
- Make connections across curricular lines and apply learning to real world situations.

We are **PROFESSIONAL** pack members:

- Practices appropriate interpersonal skills with peers and adults.
- Demonstrates the ability to communicate including written, auditory, visual, electronic, and nonverbal means.
- Creates a plan based on personal, academic, and career goals.
- Engages in the learning community through teamwork and self-directed learning.
- Acquires the necessary skills to enter college and/or the work force.



WOLFPACK EXPECTATIONS

Wolfpack members make Positive, Productive, and Professional choices EVERY DAY.

	CLASSROOM	OUTSIDE
POSITIVE	<ul style="list-style-type: none"> • Use positive language • Give your maximum effort • Meet, greet, and compliment • Assume best intent • Be kind 	<ul style="list-style-type: none"> • Use positive language • Be kind and respectful • Have pride in self, school, and community • Accepts others for individuality • Help others
PRODUCTIVE	<ul style="list-style-type: none"> • Be on task • Work together • Follow staff instruction • Use time wisely • Turn in work on time 	<ul style="list-style-type: none"> • Use time wisely • Be responsible • Be involved and advocate for yourself • Take care of your personal business • Follow staff instruction
PROFESSIONAL	<ul style="list-style-type: none"> • Use school appropriate language • Clean up after yourself • Follow the dress code • Be prepared • Be on time 	<ul style="list-style-type: none"> • Use school appropriate language • Clean up after yourself • Follow the dress code • Be accountable for your actions • Honor personal space • Be on time



Woodland High School Bell Schedules 2017 - 2018 (2 Month Trial Schedule)

Regular Weeks

Period	Monday	Tuesday	Wednesday	Thursday	Friday
0	7:00 - 7:55	7:00 - 7:55	7:00 - 7:55	7:00 - 7:55	7:00 - 7:55
1	8:00 - 8:51	8:00 - 8:51	8:00 - 8:44	8:00 - 8:51	8:00 - 8:51
2	8:56 - 9:47	8:56 - 9:47	8:49 - 9:33	8:56 - 9:47	8:56 - 9:47
3	9:52 - 10:43	9:52 - 10:43	9:38 - 10:22	9:52 - 10:43	9:52 - 10:43
4	10:48 - 11:39	10:48 - 11:39	10:27 - 11:11	10:48 - 11:39	10:48 - 11:39
5	11:44 - 12:35	11:44 - 12:35	11:16 - 12:00	11:44 - 12:35	11:44 - 12:35
Lunch	12:35 - 1:10	12:35 - 1:10	12:00 - 12:35	12:35 - 1:10	12:35 - 1:10
6	1:15 - 2:06	1:15 - 2:06	12:40 - 1:24	1:15 - 2:06	1:15 - 2:06
7	2:11 - 3:02	2:11 - 3:02	1:29 - 2:13	2:11 - 3:02	2:11 - 3:02

Block Days

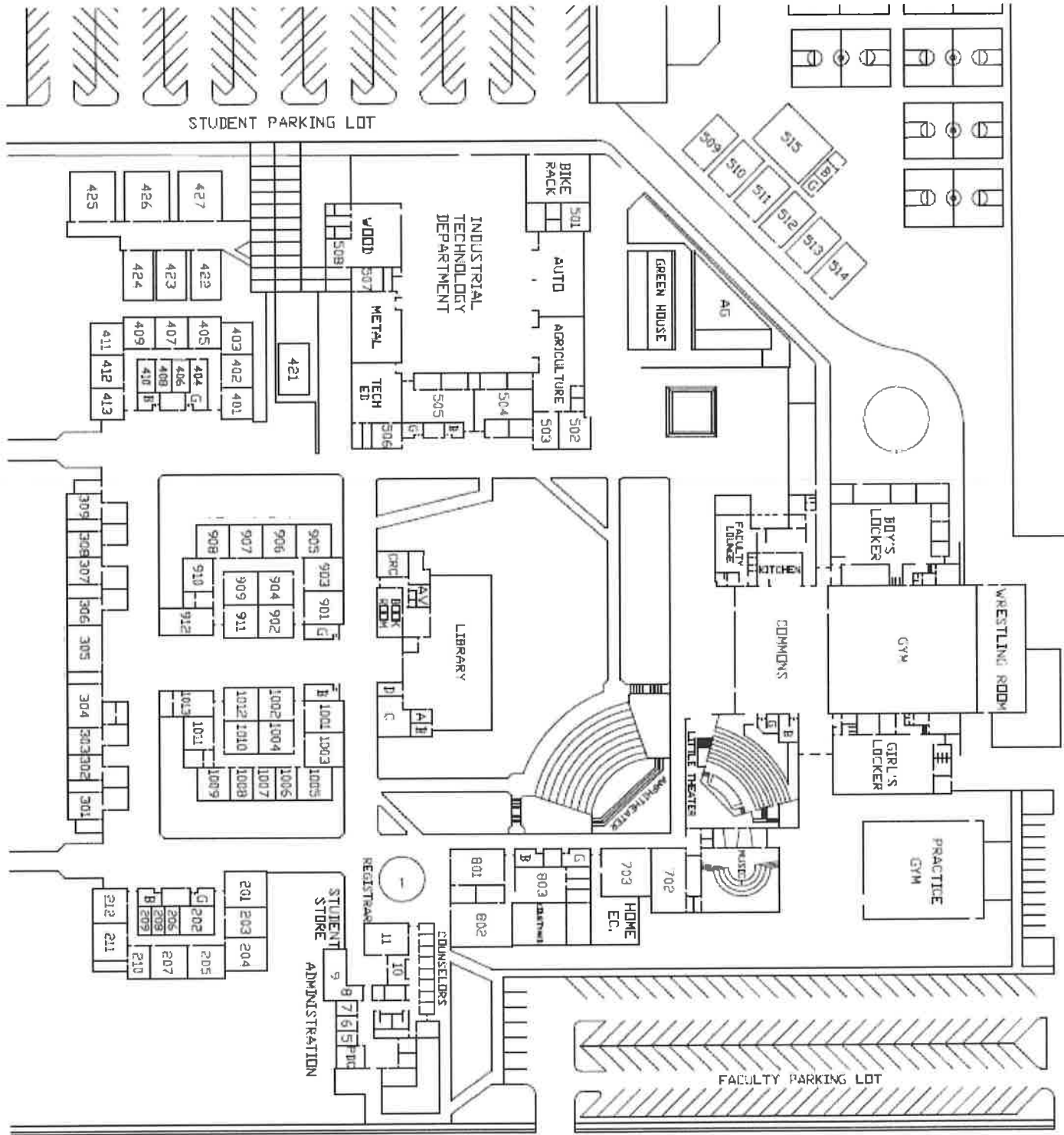
Period	Wednesday	Period	Thursday
0	7:00 - 7:55		
2	8:00 - 9:30	1	8:00 - 9:30
4	9:35 - 11:05	3	9:35 - 11:05
6	11:10 - 12:40	5	11:10 - 12:40
Lunch	12:40 - 1:15	Lunch	12:40 - 1:15
		7	1:20 - 2:50

Minimum Days

Period	
0	7:00 - 7:55
1	8:00 - 8:30
2	8:35 - 9:05
3	9:10 - 9:40
4	9:45 - 10:15
5	10:20 - 10:50
6	10:55 - 11:25
7	11:30 - 12:00

Home of the Wolves

Campus Map



WEST

GRADUATION REQUIREMENTS

<u>Subject Requirements</u>	<u>Grade Level</u>	<u>Semesters</u>
English (40 credits):	Grade 9 Grade 10 Grade 11 Grade 12	2 semesters 2 semesters 2 semesters 2 semesters
Math (30 credits):	Grades 9 – 12	6 semesters (Math I is required for graduation)
Science (20 credits):	Grades 9 – 12	2 semesters Life Science 2 semesters Physical Science
Social Science (30 credits):	Grade 10 Grade 11 Grade 12	2 semesters World History 2 semesters U.S. History 1 semester each of Am. Govt./Economics
World Language or Fine Arts (10 credits):	Grades 9 – 12	2 semesters of either
Physical Education (20 credits):	Grades 9 – 12	4 semesters
Global Citizenship (10 credits):	Grade 9	2 semesters satisfies health and technology graduation requirements
Community Service (40 hours):	Hours must be completed with a non-profit organization.	

UNIT REQUIREMENTS

Students must complete a minimum of 230 credits in grades nine through twelve. Successful completion of a course that meets five days per week for the 18 weeks of the semester carries five (5) semester credits. Each student must register for seven periods per day.

GRADUATION CEREMONY

Woodland High School diplomas, certificates of credit completion, and the graduation ceremony are reserved for those students who have completed all of the credit, subject, and community service requirements for graduation by June of their senior year and who have been enrolled at Woodland High School for their last semester of attendance. **The graduation ceremony is a privilege. Students who engage in activities that result in an expulsion recommendation with no disposition by year-end, in a five day suspension that encompasses graduation day, in a suspension as a result of misbehavior at prom or senior activity, or have accrued more than 5 days of suspension during the 2nd semester of their senior year will be excluded from the ceremony.** State law provides that students who have failed to earn a diploma by ten credits or less must be offered the opportunity to make up deficiencies in a summer school program designed for that purpose. Students who qualify for this consideration may be granted a diploma at the end of the summer program. Only students with senior status will be allowed to participate in senior activities.

Any senior involved, directly or indirectly, in a “prank” on school property will **NOT** be allowed to participate in the graduation ceremony and may garner additional disciplinary and/or legal action. Any damage resulting from said prank to school property will result in restitution.

In keeping with the sense of decorum appropriate for such special occasions, all students will be expected to wear a cap and gown, as provided by the district, if planning to participate in the graduation ceremony.

Students with outstanding fees may not take possession of their diploma until bills are paid.

STUDENT EXPECTATIONS

GENERAL CLASSROOM RULES

The schoolwide policy for cell phone use is that they are to only be used for educational purposes at teacher's discretion. Otherwise, phones are to be put away and silenced or turned off. Please check with individual teachers for other specific classroom rules.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The classroom teacher decides how cell phones are used in their classrooms. To be a Positive, Productive, and Professional class member, students follow the teacher's cell phone policy within the classroom.

If the policy is not followed these are the consequences:

1. **First Offense** – Warning.
2. **Second Offense** – The student will be sent to the WOLF Room to fill out a WOLF Think Sheet. The student's phone will be confiscated and can be picked up at the end of the school day by the student.
3. **Third Offense** – The student will be sent to the WOLF Room to fill out a WOLF Think Sheet. The student will be assigned an after-school detention and the student's phone will be confiscated and can be picked up at the end of the school day by a parent or guardian.
4. **Fourth Offense** – The student will be sent to the office and the student's phone will be confiscated. A meeting with the student, a parent or guardian, and a VP will be held and a technology contract will be signed.

Students may self-select to put their phones in the WOLF room lock box at any time during the day.

CLOSED CAMPUS

Woodland High School has a closed campus except for students who have acquired a Senior Off-Campus Pass (SOC Pass) as outlined in Board Policy 5112.5. Applications must be turned in and approval will be given at the beginning of the third week. Students may not leave during lunch during the first two weeks of school. Some of the requirements include but are not limited to: student must have senior status; be on track to graduate; have a cumulative GPA of 2.0 or higher; and have not been suspended during the previous semester. Only these students are allowed to leave campus during the lunch hour. Students who leave campus without authorization or are in the company of a student who does not have an off-campus pass will be subject to disciplinary action(s). Senior Off-Campus Passes may be revoked at administration's discretion.

Students are not allowed to go to the parking lot unless they have a valid excuse to leave campus and have checked out through the attendance office. A valid excuse is defined in Education Codes 46010, 48216 and 48205. Students are not to use their cars as lockers or "hangout" in their cars during lunch or during the school day. Students who violate these rules risk having their parking passes suspended for the semester and/or having their permits to leave campus revoked. Additional school consequences, including but not limited to After School Intervention (Detention), may also be assigned.

WOODLAND HIGH SCHOOL

FIGHTING OR DISPERSING FROM A FIGHT

Woodland High School (WHS) and Woodland Police Department (WPD) have a zero-tolerance policy for fighting. In addition to the consequences outlined in the District's Progressive Discipline Model students who are involved in any physical altercation (assault, battery, mutual combat, fighting, etc.) may also be referred to WPD to potentially be cited, arrested, and/or taken to Juvenile Hall by the School Resource Police Officer. Students who encourage, incite, observe, video record, and/or fail to disperse from the scene of a fight may also face disciplinary action.

CHEATING/PLAGIARISM

Woodland High School is an educational community that values personal integrity. Academic dishonesty in all its forms (in coursework, on exams, or in other academically related activities) will not be tolerated and includes, but is not limited to, the following:

- Cheating on any project, quiz, or exam.
- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Claiming as one's own a paper from a paper-writing service, free or otherwise.
- Plagiarism: Paraphrasing material from a source without appropriate documentation.
- Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting, in whole or in part, the contents of an examination.
- Intentionally causing a disadvantage to other students (tainting lab results, destroying another person's product, erasing another person's program, work, etc.)
- Tampering and/or changing any official classroom document.

Consequences for violating this policy will be determined on a case-by-case basis and will follow the progressive discipline model should a student violate the policy more than once.

PROFANITY

The habitual use of profanity and vulgarity (whether or not it is directed toward a student or staff member) is not Positive, Productive, or Professional and may result in disciplinary consequences.

PERSONAL PROPERTY

Woodland High School strongly discourages students from bringing personal items to school. **Woodland High School assumes NO RESPONSIBILITY for the loss or theft of personal property.** MP3 players, iPods, cell phones, calculators, tablet computers, laptop computers, game boys, etc. are considered personal property and are the sole responsibility of the student.

The administration will not investigate the loss of such personal property.

PROHIBITED ITEMS

Objects “of no reasonable use” are prohibited at school. These items include, but are not limited to, permanent markers, lasers/laser pointers, water pistols, etc. If these items are found in the possession of a student, the item(s) will be confiscated and the student may face disciplinary action.

DISRESPECT TO STAFF

If a student is defiant or hostile toward any district employee—teacher, administrator, or staff—or if a student refuses to comply with any rule set forth by a district employee, that student may be subject to disciplinary action.

BULLYING AND CYBERBULLYING

Bullying is defined as unwanted, aggressive and repeated behavior that involves a real or perceived power imbalance between the bully/bullies and the victim(s). See California Education Code 48900(r).

1. Any student who engages in bullying may be subject to corrective and/or disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to a staff, member, teacher, administrator or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Cyber bullying includes but is not limited to derogatory remarks or comments, negative comments or images, the posting of harassing content on the internet, social networking sites, or other digital technologies, which may include social cruelty, direct threats, or other language or expression unprotected by law. Cyber bullying may also include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. When a student is suspected of or reported to be using electronic or digital communications to engage in cyber bullying against other students or staff or to threaten district property, administration will collaborate with Woodland Police and an investigation will be conducted. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyber bullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Students who engage in cyber bullying related to school activity or attendance are in violation of this policy and are subject to corrective disciplinary action up to and including expulsion. Cyber bullying, *regardless of the location and equipment used to perpetuate it*, may be subject to discipline in accordance with law, district policies, and regulations.

SKATEBOARDS / SKATES / BICYCLES / SCOOTERS

The use of skateboards, scooters, and skates is prohibited on campus. These items will be confiscated if observed being used on campus. Bicycles ridden to school must be locked in the appropriate racks during the school day. Using any of this equipment on school grounds could result in the confiscation of the item and parent contact.

WOODLAND HIGH SCHOOL

STUDENTS ON CAMPUS AFTER HOURS

Students may be on campus after dismissal if, and only if:

- They are participating in a school activity such as athletics, clubs, drama or other activities as determined by school staff.
- They are utilizing tutoring services through the learning center or directly with their teacher.
- Students have arranged to work with teachers or other staff member on school related business.

If students are not participating in any of the above activities they must leave campus within fifteen minutes of the dismissal bell.

DRESS CODE

The following guidelines shall apply to all regular school activities (WJUSD Board Policy 5132):

- Shoes must be worn at all times.
- Clothes shall be sufficient to conceal undergarments at all times. Shirts must have straps and cover the midriff. Skirts, shorts, and tops must conceal all parts of the torso, especially when the student is sitting down or bending over.
- Sagging pants are not permitted
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. Jewelry, accessories, or ornaments that may be considered dangerous objects are prohibited.
- Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in a gang is prohibited. Tattoos or piercings/body adornments that obviously are gang-related, i.e. name of a gang, gang language, or reference to a gang are forbidden.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet and/or is so extreme as to disrupt the educational process.

Alternative clothing may be provided if a student does not have alternative clothing of their own. Otherwise, student may be sent home.

Note: Coaches/teachers may impose additional guidelines for special needs and safety.

HAT / HEAD COVERING POLICY

- Baseball caps, visors, and beanies free from writing and/or images that may disrupt the school environment are allowed.
- Hats and head coverings shall be removed in classes at the teacher's discretion.
- Bandanas, skull/wave caps, hairnets, and masks are not permitted on campus.
- Students may wear any head coverings required in observance of a religion or faith.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Home of the Wolves

GANG SYMBOLS / CLOTHING / ACCESSORIES

Clothing, jewelry, accessories, symbols, hairstyles, hair bands, wristbands, lettering, notebooks, drawings, or other adornments which displays, promotes, advertises, suggests, supports, or encourages membership in or affinity for gangs or use of controlled substances is prohibited. The “flashing/flying” of colors is not allowed. Clothing, backpacks, shoes, laces, and other adornments may not demonstrate or suggest gang-related symbols or colors.

This policy shall be applied at the discretion of the administration. Because symbols of gang affiliation change, school officials will work with the Woodland Police to update definitions and enforcement of gang-related items and colors.

Students who do not follow the dress code policy will be referred to the office to change into appropriate school clothing or offered temporary clothing. Refusal to change clothing may result in disciplinary consequence including being sent home. Repeated violations (considered defiance) may result in more serious consequences.

PUBLIC DISPLAYS OF AFFECTION

Each student has the right to feel comfortable in the school environment. Public displays of affection, beyond holding hands, can be offensive to both staff and students as well as visitors. This includes touching, body rubbing, petting, kissing, or any other contact that may be considered sexual in nature as well as unwanted touching or gestures. A phone call to the parents/guardians of those in question will be made home. Subsequent violations may be followed up with disciplinary action according to a model of progressive discipline.

BACKPACKS

Backpacks shall be free from any writing, pictures or any other insignia which is crude, vulgar, profane, gang-related, sexually suggestive or which advocates racial, ethnic or religious prejudice or the use of drugs, alcohol or other controlled substances. If a student is in need of a replacement or new backpack please see Student Services.

PE CLOTHING AND LOCKERS

Each Physical Education student is assigned a locker and a lock. If a lock is lost, the cost to replace it is \$8.00. PE clothes may be purchased in the Student Store; the cost will not exceed \$20.00. Scholarships are awarded for the purchase of PE clothes if a financial hardship exists. **Students are discouraged from placing personal items, such as cell phones, CD players, MP3 players, etc. in their lockers.** School personnel **will not** take responsibility for the loss of these items.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066).

WOODLAND HIGH SCHOOL

PARTICIPATION IN SCHOOL ACTIVITIES

The athletic handbook will be used for all student sports and activities. Students must maintain acceptable grades, attendance and behavior in order to participate in extracurricular activities. An extracurricular activity includes participation in athletics, cheerleading, student leadership, and other school sponsored activities. Participation in these activities, such as field trips, dances, and athletic events, may depend upon acceptable grades, attendance, and behavior. Exclusion from school activities may result from the following conditions:

- Unexcused absences and failure to maintain good classroom attendance;
- Suspension from school and/or chronic classroom misbehavior; or
- Administrative disciplinary action.

DRUG, ALCOHOL, AND TOBACCO FREE ZONE

All WJUSD properties, including WHS, are drug- and alcohol-free and tobacco-free zones. This applies at all times on campus, including during school activities that are held after school hours (Penal Code §308). Discipline will be enforced per WJUSD Progressive Discipline model.

GRAFFITI AND VANDALISM

Damaging, defacing, or destroying school property is against the law (Penal Code §594, §451; CA Ed. Code §48900f). Students guilty of such acts will receive consequences to the full extent that the California Education Code, the California Penal Code, and WJUSD policies allow. Parents/ guardians are responsible and financially liable for acts of vandalism committed by their student. Students are reminded that security cameras are located throughout the campus.



Home of the Wolves

Levels of Response – Consequences and Interventions

Examples of Classroom Managed Responses			
Level 1	<p>These consequences and interventions aim to teach correct behavior so students may learn and demonstrate safe, respectful, and responsible behavior. Teachers are encouraged to try a variety of teaching and classroom management strategies. Below are possible consequences and interventions that may be used.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> • Contact parent • Verbal corrective feedback • In-class time out • Parent/guardian conference • Student verbal or written apology • Use buddy teacher system • Loss of classroom privileges • Student written reflection • Teacher and student conference </td> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Establish positive relationship with student • Seat change • Pre-correction and redirection • Role play replacement behavior • Establish buddy teacher system • Parent/guardian accompany student in class • Daily progress report for behavior • Increase positive recognition • Goal setting with student </td> </tr> </table>	<p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> • Contact parent • Verbal corrective feedback • In-class time out • Parent/guardian conference • Student verbal or written apology • Use buddy teacher system • Loss of classroom privileges • Student written reflection • Teacher and student conference 	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Establish positive relationship with student • Seat change • Pre-correction and redirection • Role play replacement behavior • Establish buddy teacher system • Parent/guardian accompany student in class • Daily progress report for behavior • Increase positive recognition • Goal setting with student
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Level 2	<p>Examples of Administrative Responses</p> <p>These consequences and interventions, used in response to an office discipline referral, aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school. Interventions often involve support staff and aim to engage the student's support system to ensure successful learning, consistency, and change the conditions that contribute to the student's inappropriate or disruptive behavior. Below are possible consequences and interventions that may be used. Level 1 interventions may still apply.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification required • Detention • Student verbal or written apology • Use buddy teacher system • Change of class • Conference with student • Removed privilege/restricted activity • Restitution/community service • Time out • Relationship development action • Restorative conferencing </td> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Refer to TSS/Individual Education Plan (IEP)/504 team • Increase positive recognition • Collaborative problem solving • Establish positive relationship with student • Refer for substance abuse intervention • Mentoring • Develop/revise positive behavior plan/contract • Check In/Check Out • Social/Academic Skills Group • Refer for educational/psychological evaluation • Refer to school/community based mental health </td> </tr> </table>	<p><i>Possible Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification required • Detention • Student verbal or written apology • Use buddy teacher system • Change of class • Conference with student • Removed privilege/restricted activity • Restitution/community service • Time out • Relationship development action • Restorative conferencing 	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Refer to TSS/Individual Education Plan (IEP)/504 team • Increase positive recognition • Collaborative problem solving • Establish positive relationship with student • Refer for substance abuse intervention • Mentoring • Develop/revise positive behavior plan/contract • Check In/Check Out • Social/Academic Skills Group • Refer for educational/psychological evaluation • Refer to school/community based mental health
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Level 3	<p>Examples of Administrative Removal Responses</p> <p>Level 3 consequences and interventions involve short-term removal of a student from the school environment due to the severity of the behavior or because Level 1 and Level 2 consequences have failed to bring about proper conduct. Level 1 and Level 2 interventions may still be applied in addition to those listed in Level 3. The duration of the suspension is to be limited as much as practicable while adequately addressing the behavior.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><i>Required Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification • Suspension from school (one to five days) <u>or</u> In-School Suspension (one to five days) </td> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Develop/revise positive behavior plan • Revise 504/IEP for students with disabilities) and Behavior Support Plan • Develop Functional Behavioral Assessment and Behavior Intervention Plan • Restorative Justice re-entry conferencing </td> </tr> </table>	<p><i>Required Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification • Suspension from school (one to five days) <u>or</u> In-School Suspension (one to five days) 	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Develop/revise positive behavior plan • Revise 504/IEP for students with disabilities) and Behavior Support Plan • Develop Functional Behavioral Assessment and Behavior Intervention Plan • Restorative Justice re-entry conferencing
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Level 4	<p>Examples of Administrative Removal Responses</p> <p>Level 4 involves the removal of the student from the school environment due to the severity of the behavior or because Level 1, 2, or 3 consequences and interventions have failed to bring about proper conduct. These consequences focus on protecting the safety of the school community and ending self-destructive and dangerous behavior. Level 1, 2, and 3 interventions may still be applied, if applicable.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p><i>Required Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification • Suspension from school (5 days) • May refer for expulsion (total removal from school) if other means of correction have not brought about proper conduct <u>or</u> are not feasible <u>or</u> there is a continuing danger to the physical safety of the student or others </td> <td style="vertical-align: top; width: 50%;"> <p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Manifestation determination (IEP only)/504 compliance review • Develop/revise positive behavior plan • Revise IEP (for students with disabilities) and Behavior Support Plan • Develop Functional Behavioral Assessment and Behavior Intervention Plan • Alternative educational placement </td> </tr> </table>	<p><i>Required Consequences</i></p> <ul style="list-style-type: none"> • Parent/guardian notification • Suspension from school (5 days) • May refer for expulsion (total removal from school) if other means of correction have not brought about proper conduct <u>or</u> are not feasible <u>or</u> there is a continuing danger to the physical safety of the student or others 	<p><i>Possible Interventions</i></p> <ul style="list-style-type: none"> • Manifestation determination (IEP only)/504 compliance review • Develop/revise positive behavior plan • Revise IEP (for students with disabilities) and Behavior Support Plan • Develop Functional Behavioral Assessment and Behavior Intervention Plan • Alternative educational placement
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Mandatory Recommendation for School Expulsion			
Mandatory removal from school and referral for expulsion for acts as specified in Education Code.			
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WOODLAND HIGH SCHOOL

PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

Note: If the problem behavior is assigned to two or more levels, then whenever possible, the lowest level of consequence and intervention should be used first. A Level 3 or above response may only be given if other means of correction have failed to bring about proper conduct; or due to the nature of the act, the student's presence causes a danger to persons; or suspension is authorized by law. In accordance with law, a Level 3 response may be used on a first offense for behaviors marked with an asterisk (*). Issues related to gangs need to focus on behaviors.

Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Required Law Enforcement Notification
Absence from Class or School						
• Tardiness	•	•				
• Cutting Class	•	•				
• Excessive absences/truancy	•	•				
Bullying						
• Intentional Physical or verbal act or conduct including communications made in writing or by means of an electronic act that has an effect described in law (EC 48900 (r))	•	•	•	•		
• Severe or pervasive physical or verbal act(s) or conduct including communications made in writing or by means of an electronic act that has an effect described in law (EC 48900 (r))			•	•		
• Engaged in, or attempted to engage in, hazing as defined in law (EC 48900 (q))			•	•		
Contraband - Tobacco						
• Possession of tobacco or any products containing tobacco or nicotine (EC 48900 (h))	•	•	•			
• Possession of nicotine delivery systems (e.g., vaporizers, hookah pens) (EC 48900 (h))	•	•	•			
• Use of tobacco or any products containing tobacco or nicotine (EC 48900 (h))		•	•			
Contraband – Alcohol and Intoxicants						
• Possessed or under the influence of an alcohol beverage or an intoxicant of any kind (EC 48900 (c))*		•	•	•		
• Used, sold, or furnished an alcohol beverage or an intoxicant of any kind (EC 48900 (c))			•	•		
Contraband – Controlled Substances						
• Possessed, offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900 (j))		•	•	•		
• Possessed or under the influence of a controlled substance (EC 48900 (c))*		•	•	•		
• Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (EC 48900 (p))				•		
• Used or administered a controlled substance (EC 48900 (c))			•	•		
• Unlawfully offered, arranged, or negotiated to sell and delivered a “look alike” represented as a controlled substance, alcoholic beverage or other intoxicant (EC 48900 (d))				•		
• Sold a controlled substance (EC 48915 (c)(3))						

Home of the Wolves

PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

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Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Required Law Enforcement Notification
Contraband - Weapons						
• Possessed an imitation firearm (EC 48900 (m))		•	•	•		
• Possessed a knife or other dangerous object (EC 48900 (b))*		•	•	•		
• Sold or otherwise furnished any knife or other dangerous object (EC 48900 (b))			•	•		
• Brandished a knife at another person (EC 48915 (c)(2))						
• Possessed an explosive as defined in federal law (EC 48915 (c)(5))						
• Possessed, sold, or otherwise furnished a firearm (EC 48915 (c)(1))						
Contraband - Other Items						
• Possession of unauthorized items not otherwise included in this code	•	•				
• Unauthorized sale or distribution of goods not otherwise included in this code	•	•				
• Use of over-the-counter or prescription medicine in a manner other than prescribed by a physician or Education Code (EC 48900 (a)(1), (c), (d), (k))*		•	•	•		
Disruption						
• Engaged in behavior causing an interruption during class or other school activity	•	•				
• Ran, made excessive noise, or loitered in a hallway or between classes	•	•				
• Engaged in gambling	•	•				
• Repeated and chronic behavior that creates an environment preventing teaching and learning (EC 48900 (k))		•	•	•		
• False activation of a fire alarm (EC 48900 (k))		•	•	•		
• Caused a major disruption to the atmosphere of order and safety in the school, such as a riot (EC 48900 (k))			•	•		
Dress Code Violation						
• Wearing clothing that does not fit within dress code guidelines established by the District or school in accordance with BP 605.01, Pupil Dress and Grooming	•	•				
• Wearing clothing that does not fit within dress code guidelines and causes a major disruption to a safe school environment (EC 48900 (k))	•	•	•			

WOODLAND HIGH SCHOOL

PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

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Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Required Law Enforcement Notification
Harassment						
• Minor annoying behavior or negative gestures toward other students	•	•				
• Repeated annoying behavior or negative gestures toward other students despite directions to stop by staff (EC 48900 (k))		•	•			
• Intentionally engaged in harassment, threats or intimidation directed against District personnel or student(s) causing disorder and creating a hostile school setting (Grades 4 – 8) (EC 48900.4)		•	•	•		
• Harassed/threatened/intimidated a student victim/witness in a school disciplinary proceeding (EC 48900 (o))		•	•	•		
Immodest/Offensive Behavior						
• Inappropriate display of affection	•	•				
• Viewing or displaying obscene or sexually explicit content (EC 48900 (i))		•	•	•		
• Intentional physical or verbal act or conduct that is of a sexual nature or considered obscene by a reasonable person (EC 48900 (i))		•	•	•		
• Sexual harassment; Severe or pervasive physical or verbal act(s) or conduct of a sexual nature that has an effect described in law (Grades 4 – 8) (EC 48900.2)			•	•		
• Committed a sexual battery (EC 48915 (c)(4))						
• Committed or attempted to commit a sexual assault (EC 48900 (n), 48915 (c)(4))						
Lying/Cheating						
• Lying to get self or others out of trouble	•	•				
• Intentional lying to get another person(s) in trouble (EC 48900 (k))		•	•			
• Cheating or plagiarism	•	•				
Non-cooperative Behavior						
• Trespassing: Unauthorized attendance at school activities	•	•				
• Failure to follow directions, share, respond to staff requests, or allow others to participate in an activity (includes failure to serve detention)	•	•				
• Failure to follow directions leading to potential disruption or harm to self or others (EC 48900 (k))	•	•	•			
• Failure to follow directions that directly leads to disruption or the harm of self or others (EC 48900 (k))		•	•	•		

Home of the Wolves

PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

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Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Required Law Enforcement Notification
Physical Aggression						
• Minor physical aggression	•	•				
• Mutual fight (with little or no injury)	•	•	•			
• Mutual fight (with moderate physical injury) (EC 48900 (a)(1))			•	•		
• Attack on student, attempting to cause physical injury (EC 48900 (a)(1))*		•	•	•		
• Aides or abets in the infliction or attempted infliction of physical injury (EC 48900 (1))		•	•	•		
• Caused or attempted to cause or participated in an act of hate violence (Grades 4-8) (EC 48900.3)		•	•	•		
• Attack on student, causing physical injury (EC 48900 (a)(1))			•	•		
• Willfully used force or violence upon the person of another, except in self-defense (EC 48900 (a)(2))				•		
• Caused serious injury to another person, except in self-defense (EC 48915 (a)(1))				•		
• Unintentional, incidental physical contact with school personnel	•	•				
• Unintentional striking of a staff member who is intervening in a fight or other disruptive activity (EC 48915(a)(5))*		•	•			
• Intentional assault or battery upon any school employee (EC 48915 (a)(5))				•		
Property Misuse/Damage						
• Minor or accidental damage	•	•				
• Attempted to cause damage to property (EC 48900 (f))	•	•	•			
• Caused damage to property (EC 48900 (f))		•	•	•		
• Breaking and entering on District property (EC 48900 (f))		•	•	•		
• Set fire to property (EC 48900 (f))		•	•	•		
Stealing/Possessing Stolen Property						
• Stole school or private property (EC 48900 (g))	•	•	•			
• Knowingly possessed stolen property (EC 48900 (i))	•	•	•			
• Attempted to commit robbery or extortion (EC 48900 (e), 48915 (d))*		•	•	•		
• Committed robbery or extortion (EC 48900 (e), 48915 (d))			•	•		
Tantrum						
• A combination of disruptive behavior (e.g., whining, yelling, throwing objects) to express frustration or gain attention	•	•				

WOODLAND HIGH SCHOOL

PROBLEM BEHAVIOR AND APPLICABLE LEVELS OF RESPONSE

Note: If the problem behavior is assigned to two or more levels, then whenever possible, the lowest level of consequence and intervention should be used first. A Level 3 or above response may only be given if other means of correction have failed to bring about proper conduct; or due to the nature of the act, the student's presence causes a danger to persons; or suspension is authorized by law. In accordance with law, a Level 3 response may be used on a first offense for behaviors marked with an asterisk (*). Issues related to gangs need to focus on behaviors.

Problem Behavior	Level 1	Level 2	Level 3	Level 4	Level 5	Required Law Enforcement Notification
Technology Violation						
• Violation of school rules regarding use of personal technology not resulting in harm	•	•				
• Violation of District's Acceptable Use Agreement for using District technology not resulting in harm	•	•				
• Using District technology without permission	•	•				
• Repeated violations of school rules, District Acceptable Use Agreement, or using District technology without permission (EC 48900 (k))		•	•	•		
• Use of Electronic device(s) for which it is determined that such use directly causes physical or emotional harm to another person (EC 48900 (r))		•	•	•		
Verbal and Written Aggression						
• Yelling or using aggressive language towards another student	•	•				
• Minor name calling or teasing, whether written or verbal, towards other students despite directions to stop by staff (EC 48900 (k))	•	•				
• Repeated name calling or teasing, whether written or verbal towards other students despite directions to stop by staff (EC 48900 (k))		•	•			
• Use of profanity or vulgarity not directed at others (EC 48900 (k))	•	•	•			
• Habitual use of profanity or vulgarity (EC 48900 (l))		•	•			
• Threatened to cause an act of hate violence (EC 48900.3)		•	•	•		
• Threatened to cause physical injury (EC 48900 (a)(1))*		•	•	•		
• Made terroristic threats against school officials or school property or both (EC 48900.7)		•	•	•		
• Spreading rumors/Excluding someone	•	•	•			

GENERAL INFORMATION

EMERGENCY INFORMATION

Each year students are required to complete Emergency Cards. These cards reflect current addresses and phone numbers in case the school needs to contact the parent/guardian and are required as part of the registration process.

STUDENT SERVICES

Woodland High School has several support mechanisms in place to assist students with academic success as well as personal issues or tragedy. These groups include:

- Community Service Learning Center (academic tutors);
- On-site Woodland Police Department Resource Officer;
- After school and summer interventions and tutorial programs ;
- Counseling referrals and Intervention Groups;
- School Nurse; and
- Peer Mediators.

VISITORS

All visitors must check in with the Main Office and receive a pass in order to be on campus. Visitors must be preapproved through administration.

DAILY BULLETIN

The daily bulletin will be posted on the school's website and on designated campus bulletin boards. The bulletin will be read every Monday, Wednesday and Friday during 1st period over the intercom.

STUDENT STORE

The Student Store is open before school, at lunch and after school. Students are not allowed use of the student store during class or passing periods. **PLAN AHEAD.** Students may purchase snacks, school-insignia apparel, student body cards, and other school related items during store hours. Fees for various school-related activities, fines, and tests may also be paid in the Student Store.

CAFETERIA

Students at Woodland High School have many healthy food options from which to select at both breakfast and lunch. Students can pay ahead of time with a check or cash or via the internet at EZSchoolPay.com (accessible via the Food Service tab at www.wjUSD.org). Our kitchen staff will keep a running balance for students and inform them of their balance on a regular basis. Students are encouraged to apply for the free or reduced breakfast and lunch program. These applications are available from kitchen personnel, counselors, administration or the Student Store and must be turned into cafeteria personnel.

LOST AND FOUND

Lost and found is located in the main office.

WOODLAND HIGH SCHOOL

PICTURES

Pictures will be taken for identification purposes at the beginning of the school year and/or upon registration. All students will be provided with a school ID card and are expected to have the card on them at all school activities and events. Students are not required to purchase pictures.

WORK PERMITS

Work permits are issued through Mrs. Brooks in the front office. Students must maintain a 2.00 GPA and good citizenship and attendance in order to be issued a work permit. Work permits will be suspended if the student fails to meet these conditions.

FIRE DRILLS / EMERGENCY DRILLS

When the alarm is sounded, students must follow the instructions from their teacher or staff. Various drills will be held throughout the year and teachers will review procedures with students.

HALL PASSES

Students are expected to handle personal business during passing period. Please check with your individual teachers for their classroom rules regarding bathroom pass privileges. Students who misuse the privilege will have the privilege revoked and/or face disciplinary action.

ACCIDENTS / MEDICAL NEEDS

Injuries should be reported to the Nurse's office immediately and a student accident report completed. An adult should always escort the injured student to the office. In the event the school nurse is unavailable or off-campus, an administrator will assess the injured student and determine next steps.

STUDENT PARKING

If students park on campus without a permit, they will be ticketed. **Possession of a parking permit DOES NOT authorize a student to be in the parking lot during instructional time or lunch.**

CLUBS AND OTHER STUDENT ORGANIZATIONS

Woodland High School offers a number of clubs and organizations to which students may affiliate.



AFTER-SCHOOL SAFETY AND ENRICHMENT FOR TEENS (ASSETS)

The After-School Safety and Enrichment for Teens (ASSETS) grant at Woodland High School provides free Case Management, Counseling, and programming to all Woodland High Students before school, after school, during school breaks and summer. All programs include an afterschool snack. **Programs and services are run by Woodland High School staff, YFRC (Yolo Family Resource Center) staff, and qualified outside Advisors.** ASSETS programming would not be possible without the collaboration of: Tulyome, the WHS Community Learning Center, Taller Arte del Nuevo Amanecer (TANA) and the Sexual Assault and Domestic Violence Center (SADVC). ASSETS programming also includes parent engagement activities and supports the *Padres Unidos* parent group that meets once a month. Offerings change seasonally.

Please Contact Adelita Serena at (530) 406-7221 for more information.

TEXTBOOKS

Textbooks are issued to students, not to teachers. Students are responsible for these books. When a student loses or damages his/her textbook, he/she may be charged for the cost of a replacement text. If the debt is left unpaid, participation in school activities, grades, and transcripts will be withheld until such time the debt is paid in full. **Seniors will not be allowed to take possession of their diploma until all student debt is paid.**

TRANSPORTATION

Students riding the school bus to school will be required to follow transportation regulations and are under the authority of the bus driver. There will be consequences for failure to follow these rules.

DELIVERY OF ITEMS / INFORMATION TO STUDENTS ON CAMPUS

Students are expected to come to school every day with the essential items they need to be successful in their classes. Additionally, parents/guardians are expected to communicate necessary information (pick-up schedule, medical appointments, etc.) with students prior to the start of the school day. These expectations ensure that instructional time is maximized for your student and their teachers and that work time is maximized for our office personnel. Please support these efforts by ensuring your student comes to school every day prepared to learn and informed of home-related needs.

In the event that items need(s) to be delivered, students will not be released from class, to ensure instructional time is not interrupted; deliveries can be picked up after school and exceptions will be made for emergency situations. **Outside vendor food deliveries will be turned away.** If a parent/care giver wishes to deliver food to a student, the parent/caregiver must deliver the food to the student in the student parking lot during the lunch time. Students will not be allowed to meet parents in front of the school. Additionally, please refrain from delivering balloons and flowers to students. These items are distracting and will be kept in the main office until the end of the day when students can pick them up. Students who bring these items onto the school campus may be asked to take them to the main office for storage until the end of the day.

WOODLAND HIGH SCHOOL

ATHLETICS

ASB STICKER FOR STUDENT ID CARD

The cost of the 2017 – 2018 ASB sticker is \$40 and available in the Student Store. Student with the sticker on their ID card will be given free admission to all sporting events at Woodland High School home games (excluding California Interscholastic Federation playoff contests) as well as reduced admission to dances and other school activities.

ATHLETICS AVAILABLE

Woodland High School is a member of the Tri-County Conference (TCC), which is governed by CIF, and includes Pioneer High School, River City High School, Rio Linda High School, Yuba City High School, River Valley High School, and Inderkum High School. If you are interested in participating in an athletic program please see Athletic Director, the coach of any program, or other staff member. The following sports or activities are available:

FALL (first practice 8/7/17)	WINTER (first practice 11/6/17)	SPRING (first practice 2/5/18)
Cheerleading Cross Country Football (first practice is 7/31/17) Women's Golf Women's Tennis Women's Volleyball	Cheerleading Men's Basketball Women's Basketball Men's Soccer Women's Soccer Wrestling	Baseball Softball Swimming Track and Field Men's Golf Men's Tennis Men's Volleyball

ATHLETIC CHECKLIST

In order to participate in an athletic program students must have completed and on file with the student store the following as well as no outstanding fees:

- **Athletic Handbook:** All parents and students must sign that they have read and agree to follow the rules and regulations in the WJUSD athletic handbook. You can find the complete handbook on the Woodland High School webpage.
- **Academic eligibility:** All athletes and participants must maintain a GPA of 2.0 or better each grading period, and be on track to graduate in terms of credits.
- **Physical / Medical Authorization Form:** The CIF requires that a physical form be on file at the school of participation. Completed physical forms are valid for one (1) year from the date of the doctor's signature. Physicals must be completed on school forms that can be picked up in the student store, and a student cannot participate or try out for a sport unless the physical form is on file.
- **Athletic Insurance:** All athletes must have insurance that covers their participation before the student is allowed to try out, practice, or complete in a sport.

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURES

State law mandates that all children under the age of 18 attend school and makes their parents responsible for their attendance. Woodland High School's attendance office is open from 7:30 AM to 4:00 PM. If you know that your child is going to be absent for one or more days please phone the attendance office the day before the absence or the same day as the absence. The number is: **(530) 662-4678 ext. 243.**

The Attendance Office also accepts notes upon the student's return to school. The note should be signed by the parent/guardian and include the date and reason for the absence, along with a daytime telephone number. Absences must be cleared within 48 hours. We reserve the right to ask for absence verification for excessive absences (i.e. doctor's note, appointment verification, etc.). After 10 absences in the same class period or 70 period absences overall, per California Ed Code, a doctor's note will be required for each subsequent absence. A student will be considered absent from a class period when they have missed 30 or more minutes of class time.

If the student has an appointment during the day and needs to leave campus, the student must bring a note to the office prior to the start of the school day. The permit will either be issued immediately or the student will pick it up after first period, depending upon the time of the appointment. Parents can also call and advise office of the appointment; a permit will be issued for the student to pick up. **Students not checking out through the office will be marked truant.**

If a student becomes ill during the day, the student may go directly to the attendance office to call home under the supervision of the attendance clerk and obtain permission to go home or the student may go to the nurse so she can assess the situation and make appropriate notifications and send the student home. The nurse will then check the student out for the day. Students always need to check out of school when becoming ill during the day. If a student becomes ill during the lunch hour and goes home, the parent needs to call the school immediately to report the student's absence for the periods following lunch. If a phone call is not received, the student will be marked truant for the periods missed. Please note that leaving during the school-day may affect athletic and/or extra-curricular participation on that day.

Students are under the jurisdiction of the school while on their way to and from school, during school hours and when participating in school activities. All students are expected to abide by school rules during these times. Any inappropriate behavior engaged in during these times will result in disciplinary action taken by the school.

WOODLAND HIGH SCHOOL

UNEXCUSED ABSENCES

Students will be considered unexcused in a class if their absence is not cleared through the attendance office by a phone call or a note. **Verification of an absence must be received in the attendance office within three days from the date of the absence.** If a student is marked absent in one or more of his/her classes and the absence remains unverified throughout the day, a phone call home will occur automatically. If a phone call occurs, parents can automatically give the reason for the absence by following the recorded instructions. If parents have questions about an absence, they should contact the school to determine which classes are in question.

First truancy letters can be generated after a student has accumulated three days or is tardy in excess of 30 minutes on each of more than three days (three class periods over a three-day period). A second and third letter may be generated after incurring an additional two or more consecutive day or period absences. After the second truancy letter, a referral will be made to our Attendance Liaison and a contract will be signed to ensure improved attendance. Should student continue to be truant, attendance liaison will initiate SARB process.

TARDY POLICY AND PROCEDURES

Students late (tardy) to 1st period will receive consequences as follows:

Tardy	Consequence
1 st /2 nd /3 rd	Warning—intervention conversation with teacher.
4 th /5 th	Teacher call home and logged in interventions.
6 th /7 th	Rtl meeting with parent and student.
8 th /9 th	Lunch detention and/or campus beautification.
10 th /11 th	Lunch and After School Detention and/or campus beautification
12 th +	Meeting with administration, Rtl, SRO, and district representative

TRUANCY POLICY

Students seen leaving campus, found off campus, wandering campus or seen returning to campus during the school day will be considered truant. When a student is truant he/she will be assigned one (1) hour of After School Intervention and parent contact will be made. For excessive truantries, students will be walked to ISS for the remainder of the period and a parent meeting will be arranged to discuss the issue with an administrator, counselor and/or SRO.

UNEXCUSED ABSENCE MAKE-UP WORK

Students can request make-up work for unexcused absences from their individual teachers. Teachers, at their discretion, may or may not grant these requests. The following is a sample list of unexcused absences:

- Vacation;
- Family need (other than personal illness or bereavement);
- Truant to class;
- Out of school suspension.