

Woodland High School

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

Woodland Wolves



Student Handbook 2022 – 2023

Positive • Productive • Professional

Principal

Peter Lambert

Assistant Principals

Gary Embree

Jasreen Jawanda

Gerald Salcido

Counselors

Monica Garcia

Damian Martin

Amy McCalister

Carla Serratos

Registrar

Destiny Escobedo

Principal's Sec. / Office Mgr.

Yessica Gonzalez

Attendance Specialist

Assistant Principal's Sec.

Sonia Garcia

Counseling Secretary

Sherri Green

Student Store

Guadalupe Ruiz

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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.

VISION STATEMENT

Woodland High School graduates are responsible and involved global citizens who pursue life-long learning.

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

SCHOOL HOLIDAYS- SCHOOL NOT IN SESSION

Recess Days

August 18/19	County Fair
September 5, 2022	Labor Day
November 11, 2022	Veteran's Day
November 21-25, 2022	Thanksgiving Break
December 19, 2022- January 6, 2023	Winter Break
January 16, 2023	Dr. MLK Jr's Birthday
February 13, 2023	Lincoln's Birthday
February 20, 2023	President's Day
April 10-14, 2023	Spring Break
May 29, 2023	Memorial Day

Finals Schedule:

December 13-16, 2022
June 5-8, 2023

Minimum Days:

October 28, 2022
December 16, 2022
April 7, 2023
June 8, 2023

WHS BELL SCHEDULE 2022 – 2023

WOODLAND HIGH SCHOOL



Bell Schedule 2022-2023



MON - TUES- FRI

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

WEDNESDAY

Period 0	7:30 - 8:25
Period 2	8:30 - 10:03
Period 4	10:08 - 11:41
Lunch	11:41 - 12:16
Period 6	12:21 - 1:54

THURSDAY

Period 0	7:30 - 8:25
Period 1	8:30 - 10:03
Period 3	10:08 - 11:41
Period 5	11:46 - 1:19
Lunch	1:19 - 1:54
Period 7	1:59 - 3:32

MINIMUM DAYS

Period 0	7:30- 8:25
Period 1	8:30 - 9:04
Period 2	9:09 - 9:43
Period 3	9:48 - 10:22
Period 4	10:27 - 11:01
Period 5	11:06 - 11:40
Period 6	11:45 - 12:19
Period 7	12:24 - 12:58

OTHER SPECIAL DAYS

Rally Days
Assembly Days
Testing Days
Final Exam Days
AP Testing Dates

See the school's website

AERIES PARENT PORTAL INSTRUCTIONS

The AERIES Mobile Portal is now available! The free Aeries Mobile Portal app provides parents and students access to grades, attendance and assignment information via their existing Aeries account. You can download the app in the App Store or via Google Play.

Visit parent.wjUSD.org to log in to the AERIES Parent Portal. Woodland Joint Unified School District uses AERIES for parent and student portal accounts to improve school-to-home communication.

Your parent portal will allow you to view your student's: Profile, emergency contacts, attendance information, grades and assignments from any computer or mobile device.

To set up an Aeries Parent Portal Account you will need:

- A valid email address
- Your student's ID number (lunch number)
- Your primary telephone number registered with the school
- A verification code (You can obtain this number from your school site or the District Office)

Steps to Create a Parent Portal Account:

-Click on Create New Account

-Choose the account ty

You will then receive a verification email (see below for an example)

-Click on Confirm This Email Address

-Find the email code on the email received and enter the code, Click Accept

-After confirming the email address, click on Return to Login Page. The registration process will continue by entering in the student information that was provided by your school office

Student Permanent ID: _____

Home Telephone Number: _____

Verification Code: _____

-Click Next. Your account is now linked to your student. At this point, you have the option to add another student to your account. You can do this by repeating the last step on this handout. Each student has their own unique verification code. For additional help, please visit: www.wjUSD.org/aeries

PARENTSQUARE

ParentSquare is a **one-stop shop** for school happenings, improving **communication, coordination, and engagement between home and the school community**. Unlike some school-to-home communication platforms, it's based on school-wide adoption.

Login-Information:

Sign In


Email or Cell Phone Number

Password

[Forgot password?](#)

Sign In

or

 Sign in with Google

Sign Up / Create Password

Email or Cell Phone Number*

*You must use the email/phone you provided to your school

Go

CAMPUS MAP



GRADUATION REQUIREMENTS

<u>Subject Requirements</u>	<u>Grade Level</u>	<u>Semesters</u>
English (40 credits):	Grade 9: 2 semesters Grade 10: 2 semesters Grade 11: 2 semesters Grade 12: 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: 2 semesters World History Grade 11: 2 semesters U.S. History Grade 12: 1 semester each of Am. Govt./Economics	
World Lang/Fine Arts (10 credits):	Grades 9 – 12: 2 semesters of either/or	
Physical Education (20 credits):	Grades 9 – 12: 4 semesters	
Health/Technology (10 credits):	Grade 9: 1 semester of each course	
Electives (70 credits):	Grades 9 – 12: 14 semesters	
Community Service (40 hours):	Hours must be completed with a non-profit organization.	
Ethnic Studies (10 credits)	Grades 9 – 12: 2 semesters of an ES approved course *For the class of 2023 only*	

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, except for seniors who may apply for a reduced schedule based on needs, grade point average, and credit accrual.

COMMUNITY SERVICE REQUIREMENT

In compliance with Board Policy 5702, all students must complete 40 hours of community service during their high school years (grades 9-12) to graduate from the WJUSD. Eighth graders may begin working on this requirement during the summer prior to entering the ninth grade. If students perform more than 40 hours of community service, they can earn elective credits. Students earn 1 elective credit for every 15 hours of community service they perform. Students may earn a maximum of 10 elective credits (for 150 hours of community service). Credits can be earned by completing community service during the school year or in the summer. Community service hours must be documented on a Community Service Timesheet (found in Student Services) and signed by a supervisor or with a letter written and signed by a supervisor.

Students must complete their service hours through a nonprofit organization.

VALEDICTORIAN/SALUTATORIAN

Board Policy 5135 delineates that Valedictorian and Salutatorian “will be determined by the principal with input from the counseling department and the honors committee during the second semester, based on academic performance for the students’ first seven semesters in high school (9th grade – first semester 12th grade) and the progress report grades in the final semester of high school. For purposes of selection for Valedictorian and Salutatorian, grades obtained from high school level coursework will be used in the calculation. In general, the Valedictorian is the senior who attains the highest cumulative grade point average in the top 1% of the graduating class and who completes rigorous academic coursework throughout the seven- semester reporting period. The Salutatorian is the senior with the second highest cumulative GPA in the graduating class who has also completed rigorous academic coursework throughout the seven-semester reporting period. If more than one student shares the same grade point average and has completed the academic coursework requirement, more than one Valedictorian and/or Salutatorian may be named.”

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 deficient credits 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.

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 SERVICES

COUNSELORS

Students are encouraged to visit counselors to discuss grades, study tips, career guidance, college and university information, and personal/ social concerns.

Counselors are available during passing periods, at lunch, and after school for students who would like to drop in. Students can also request for a counselor to pull them out of class during the school day by filling out a “Request Slip” in Student Services. They are assigned to students via last name and if your student is in the Puente Program they are assigned to our Puente counselor.

Appointments are also available by calling (530)661-5418 or emailing counselors directly.

CLASS CHANGE POLICY

Almost all courses at Woodland High School are year-long courses and students will remain in their courses for the entire year. Counselors work with students in the spring to plan courses for the following school year. Woodland High School also offers a “Showcase Night” at the end of January or early February to help students and parents get more information on courses and electives offered at Woodland High School. Counselors do their best to place students in the course that the students have selected. At Woodland High we allow students to change to a lower level class within the first six weeks of the school year based on space availability. This will only happen when the teacher and parents are both aware and agree that this is the best course for the student. Please note that this may significantly change the student’s current schedule. Students wishing to drop a “college-prep/A-G” class must have parent consent via email/phone call/office visit to do so.

Students are allowed to request an elective change within the first two weeks of school (second Friday). Requests are not guaranteed, and are based on space availability. Schedule changes for period or teacher preferences will not be granted.

Students are encouraged to see their counselor as soon as possible if there are errors on their schedule (missing courses, duplicate courses, missing periods, wrong placement, etc).

TRANSCRIPT REQUEST

Official Transcripts: If a student needs an official record of their grades from high school (a transcript) to be mailed to a college/university, a scholarship agency, or an employer, they must do so through Parchment. Parchment is located on our website at [whs.wjusd.org](https://www.whs.wjusd.org).

Unofficial Transcripts: Students can get a copy of an unofficial transcript from Student Services.

TESTING INFORMATION

Woodland High School’s official school code for SAT/ACT/PSAT is 053800

PSAT: The Preliminary SAT is a program sponsored by the College Board. It’s a standardized test that provides first hand practice for the SAT. The PSAT is offered every October and is recommended for Juniors; Sophomores are also encouraged to take the PSAT.

SAT: The SAT is a globally recognized college admissions test for 11th and 12th grade students. Most students take the SAT during Spring of the Junior year through December of their Senior year. For the 2022-2023 school year and beyond the California Colleges and Universities have suspended the test and no longer request test scores. However, any student looking to transition out of CA for college the test still may be required. Please direct your student to check in with their counselor to best choose their plan.

SAT SUBJECT TEST: The SAT Subject Tests are available for students in 11th and 12th grade, and are used to demonstrate their mastery of specific subjects. Students who plan on majoring in Engineering or Science are highly encouraged to take the Subject Tests. Please see your counselor for which tests would be appropriate. For more information visit: collegereadiness.collegeboard.org/sat-subject-tests/about/at-a-glance

ACT: The ACT is America's most widely accepted entrance exam. It differs from the SAT in that it includes a Science section within the test to help with testing critical thinking skills.

ASVAB (Armed Services Vocational Aptitude Battery): The ASVAB is a multiple-aptitude test that measures developed abilities and helps predict future academic and occupational success in the military. It is administered each Fall for students in grades 10-12 at WHS. Students who are interested can sign up to take the test in Student Services.

AP: Students in the 10th through 12th grade are encouraged to take Advanced Placement exams if they are enrolled in an AP course. When students successfully pass AP exams, they are eligible for college credit.

STUDENT EXPECTATIONS

GENERAL CAMPUS RULES

In order to achieve the mission and vision of our institution, our campus rules and expectations rely on all members of the Wolfpack being **Positive, Professional and Productive** citizens who pursue life-long learning.

To attain these expectations our institution has adopted the following.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The school-wide policy for cell phone use is that they are to only be used for educational purposes at the 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.

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-** The teacher will ask the student to put the phone away and have a discussion with the student at the end of class. The teacher will call home to inform the parent and log in "interventions".
2. **Second Offense-** The teacher will confiscate the phone and return to the student at the end of the period and have a discussion with the student at the end of class. The teacher will call home to inform parents and log in "Interventions".
3. **Third Offense-** The teacher will confiscate the phone and bring it or have it brought to Student Services for pickup at the end of the day. The teacher will call home to inform parents and log in "Interventions".
4. **Fourth Offense-** The teacher will confiscate the phone and bring it or have it brought to Student Services for pickup by a parent. The teacher will call home to inform parents regarding the phone pick-up and to schedule a teacher, parent, student meeting.
5. **Fifth Offense-** Complete the referral form and send the student to Student Services to meet with an Assistant Principal. The Assistant Principal will contact parents to devise a plan.

Students may self-select to put their phones in the Student Services office 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. SOC Pass applications must be turned in and approval will be given at the beginning of the fourth week. Students may not leave during lunch during the first three weeks of school. Some of the requirements include but are not limited to: The 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 "hang out" 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.

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.

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 interventions, behavior contracts, and/or 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 cyberbullying 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 cyberbullying 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.

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.
- 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, students 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 with writing and/or images that may disrupt the school environment are not allowed.
- Hats and head coverings shall be removed in classes at the teacher's discretion.
- Students may wear any head coverings required in observance of a religion or faith.

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

other special school activities.

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 consequences including being sent home. Repeated violations (considered defiance) may result in more serious consequences.

ATHLETICS

ASB STICKER FOR STUDENT ID CARD

The cost of the 2022-2023 ASB sticker is \$50 and available in the Student Store. Students 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

Woodland High School is a member of the (GEL), which is governed by CIF, and includes Casa Robles High School, Mesa Verde High School, Mira Loma High School, Dixon High School, Pioneer High School, and Woodland 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 Sports	Winter Sports	Spring Sports
<ul style="list-style-type: none"> • Cheerleading • Cross Country • Football • Women's Golf • Women's Tennis • Women's Volleyball • Water Polo 	<ul style="list-style-type: none"> • Cheerleading • Men's Basketball • Women's Basketball • Men's Soccer • Women's Soccer • Wrestling 	<ul style="list-style-type: none"> • 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) 661-5408**.

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 72 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 may also call and advise the office of the appointment, but please note pulling a child out of class can cause a disruption to the learning environment. Although it may happen occasionally, it is discouraged. Instead please notify the office in writing, prior to the appointment. **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. For any parent coming to pick up their child they will need to show a physical picture ID and be listed in the contacts portion of the students aeries portal to take them home. 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 extracurricular 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.

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 the student continue to be truant, the attendance liaison will initiate the SARB process.

TARDY POLICY AND PROCEDURES

- Prior to the bell, teachers are at their classroom door greeting students
- Upon the ringing of the final late bell, teachers are to close and lock their doors.
- Admin and Campus Safety unlock and admit students at the beginning of class
- Teachers do not excuse students for the first ten minutes and last ten minutes of class
- Students are allowed out of class one at a time using the color-coded passes

Period 1

- District robo-call home for every first period tardy.
- Tardy 3 or more times per week:
 - First time - one hour detention and parent contact by parent liaison
 - Second time - one hour detention and parent contact by VP
 - Third time - one hour detention and parent/student conference with a VP

Period 2 - 7

- Any number of tardies = 15 minute student detention after school with the student's last period teacher. (Sonia sends the list prior to the end of the school day)
- Students who do not serve detention are issued detention by Student Services
- One tardy = 15 minute student detention after school with the student's seventh period teacher.
- Two or more tardies = student detention in the Wolf Room after school that day. (15 minutes per tardy)

****Senior with modified schedules** Detentions will be served at lunch before leaving.**

****Further failures to serve will result in progressive discipline by administration.**

TRUANCY POLICY

Students seen leaving campus, found off-campus, or seen returning to campus during the school day will be considered truant. When a student is truant he/she will be assigned after-school detention and parent contact will be made. For excessive trancies, a parent meeting will be arranged to discuss the issue with an administrator, and/or counselor, and/or SRO.

****Participation in extracurricular activities including: dances, sports, music etc are dependent on being a positive, productive and professional member of the wolfpack. This includes addressing consequences prior to the event.**

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.

DANCES

All students bringing a guest to a dance need to fill out a guest pass form. These forms are available in Student Services.