

Laton High School



2017-2018

Student/Parent Handbook

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History of the Laton Community

The community of Laton is a part of the old Laguna De Tache Grant given to Manuel Castro by the Mexican Government in Monterey in 1846. The United States confirmed the grant in the U.S. Land Office in 1853. Perry Phillips bought eighty acres of land in the area for \$3.50 per acre on which he built a home that the same year.

In the early 1850's, before the town of Laton existed, the nearest settlement was Kingston; a stage stop for the Butterfield Stages at the only ferry crossing - over the Kings River. On Christmas Day in 1873, the town was relocated because the Santa Fe Railroad built its main line and bypassed Kingston. In 1899 Laton became a town. Laton was named for Thomas B. Laton, a surveyor for Santa Fe Railroad. Laton is located in the southern part of Fresno County by the Kings River. Laton's economy is largely agriculture based. The fertile soil and good water have encouraged farmers to operate large dairies, grow and harvest peaches, plums, apricots, cotton, and a variety of nuts.

Laton Unified School District is located in a small rural community west of Highway 99 and north of Highway 198. LUSD is comprised of three schools: Laton High School, Conejo Middle School, Laton Elementary School, and Laton Preschool. Our community is diverse, so students have the opportunity to interact with other students of various ethnic and socioeconomic backgrounds. Our community is surrounded by pastures, orchards, vineyards and oak trees growing along the Kings River. Most students of LUSD are born and raised here and attend kindergarten through twelfth grade. Because we are part of a small community, students have the opportunity to participate in many activities that would not be offered to them at a larger school district.

Laton Unified School District offers safe, well- manicured schools, and employs many caring and talented people who are dedicated to our students and to the District. Laton Unified School District is a great place to grow and achieve. Recently, LUSD renovated schools, including new roofs to all four school sites and plans are currently underway to modernize Laton High School. Although the school sites are just over 50 years, the excellent maintenance staff at LUSD has helped keep the school sites looking great! If you are in the area, please stop by and visit!

Vision and Values

Our Vision at Laton Unified of "Closing the Achievement Gap" means ensuring each student reaches his or her full potential, regardless of ethnic background or economic status. We are proud of our students and we believe in celebrating the cultural diversity of our community.

Our Beliefs and Values (developed by teachers, principals, superintendent, and school board members on January 13, 2014 and adopted by the Laton Unified School Board, February, 2014).

We want a unified effort to help students increase their knowledge and creative potential. We want a culture that builds partnerships across the District with mutual trust and respect. We believe in a working and learning environment that encourages the necessary critical thinking and creative ideas that solves important challenges and problems. We believe in work-group-support characterized by feedback, collaboration, flexibility, trust, and a safe environment that encourages us to risk. We want to build rapport and positive communication from the student level to the governance team. Because we work in small district, we want to capitalize on building individual strengths.



Principal's Message

Welcome to the home of the Mustangs. It is with immense gratitude that I have the opportunity to serve the community of Laton as the High School Principal. Together, we will uphold the great tradition of community support and core values of Laton. With new, innovative curriculum, instruction, intrinsically motivated project based learning, as well as teacher/student motivated classes available, our future begins now. Laton High School offers a safe, creative, healthy, and respectful learning environment where our culturally diverse student population can learn and achieve. It is the responsibility of all Mustangs to live up to the core values of producing creative problem solvers, responsible citizens, and instill hard work ethic into our daily process to achieve academic success.

To all parents, I encourage you to stay committed and involved in your child's education and future. Working together diligently to shape the future of our students, I am confident the students will believe in themselves and clearly see a bright path to success as young adults. I am dedicated to working with all parents to provide a fun and active learning campus for the students to look back and remember their time at Laton High as positive and life changing. The Laton High staff is highly qualified, friendly, and committed to serving the students with proven high quality instructional delivery aligned with the new Common Core State Standards.

Thank you for your support and as always, I welcome you to come and visit our school, meet the staff, or stroll around campus and see what the students are up to.

Very sincerely,

Mr. Jason Krikava
Principal

SCHOOL COLORS

NAVY BLUE AND GOLD

SCHOOL MASCOT

"MUSTANGS"

ALMA MATER

Hail Alma Mater! Thy sons do call
We're here to praise thee, dearest
friend of all, we're here to show thee,
our love is strong.
Hail Alma Mater
Laten hear our song!

EXPECTED SCHOOLWIDE LEARNING RESULTS

L-Lifelong Learners
A-Academic Achievers
T-Technology Users
O-Outstanding Citizens
N-Noteworthy Leaders

Student Rights

All students have the right to:

1. equal access to a rigorous core curriculum with quality instruction,
2. attend school in a secure and safe climate free of fear and violence,
3. access teachers and other personnel,
4. express their personal opinions at a time, place, and manner which does not disrupt classroom instruction and is respectful to the person or persons they are addressing,
5. be informed of school rules, policies and fair procedures as specified by the Education Code.

Each Laton High School student is expected to regularly attend school to pursue required courses on time.

Students are expected to comply with school regulations and follow Administrator, Teacher, and Staff directions.

Above all, students are expected to respect the rights of others to study, learn, and accomplish their educational objectives. (E.C. 48908, C.U.C. Title S. Sec. 300)

Student Accountability

Disciplinary consequences will be assigned to students who fail to comply with school and classroom behavior standards.

Safe Learning Environment

The Laton High School community will promote a safe environment in which all can learn and grow. LHS will be a place where all students and staff are free from harassment and intimidation and where safe behaviors are promoted and practiced.

Equity

The Laton High School community will recognize that students come from different educational experiences and different social contexts, and that we approach our educational practices in different ways. This equity lens will be applied campus wide when searching for the keys to unlock each student's success. We will maintain transparency in this process and communicate our expectations to students, parents, and the community.

Integrity

In the Laton High School community, all individuals have a personal responsibility to do their best and to be truthful at all times. All members of the LHS community will model and build on the importance of integrity through daily interactions.

Bullying Prevention

Laton Unified School District (LUSD) believes that all students have a right to a safe, healthy and nurturing learning environment. The LUSD community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic

achievement, citizenship, student attendance and engagement. LUSD will not tolerate behavior that infringes on the safety and emotional well being of any student or adult. The school does not tolerate any acts of bullying, intimidation or harassment of any student through words and actions.

“Bullying”, as legally defined by California education code 48900(r), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

There is an expectation all students, staff, parents, and volunteers demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential adults’ model behaviors as positive examples for student behavior. LHS expects students, staff, and parents to immediately report any incident of bullying to the principal or designee. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

LHS expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age appropriate manner and should assure students that they need not endure any form of bullying.

Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

District procedures for preventing and intervening in bullying behavior include, but are not limited, to the following:

All staff, students, and parents will receive a copy of these guidelines prohibiting bullying at the beginning of the school year, and as part of the student handbook

The school’s principal or designee will keep a report of bullying and the results of investigation confidential

All staff will immediately intervene to an appropriate degree whenever they observe or become aware of a bullying

Non-staff members who observe or become aware of bullying are strongly encouraged to report the incident in order to support the school's efforts to promote a safe learning environment

This statement applies to every form of bullying, harassment, and/or cyberbullying-harassment, whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event. Bullying or harassment, including cyber-bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

Parent Communication for Grades and Attendance

Teachers use Powerschool to take attendance during the first minutes of each period. If you would like to know if your student was absent or tardy, please visit <https://lusd.powerschool.com/public/>. This link can also be found under the Web Sources tab section of our website. Teachers also use Powerschool to record student grades. Please visit the link above to see how your student is doing in his/her classes. Parents and students can receive their Powerschool login from the school Academic Counselor.

When extraordinary circumstances prevent a proper clearance of an otherwise excusable absence, the secretary will refer the parent/guardian to the appropriate administrator. All medical and dental appointments should be scheduled during non-school hours. When this is not possible, please call or send a note with your student. The note must be presented to the school office for processing. Failure to do so will result in the student receiving a non-attendance and disciplinary action.

Laton High School has an automatic phone-dialer, which is used to notify parents of an unexcused absence. It is the student's responsibility to inform the parent of their absence(s), inform the parent of the message from the phone dialer if received by the student, and remind the parent of the 72-hour rule for clearing absences. When both parents are out of town for a period of time, parents should notify office staff in advance. Office staff will make arrangements to contact an authorized adult if important information, including an emergency, needs to be shared. A written note confirming the phone call must be sent to the school designating a person authorized to clear student absences for the time period when the parent(s)/guardian(s) will be unavailable. A daytime number should be provided for that person in case of emergencies.

If the absence will be for several days, a phone call the first day will be appreciated. Unless verification is obtained within three days, the school must record any absence as unexcused with the following possible consequences:

1. The student may not be allowed to make up missed assignments/tests.
2. The student may be classified as a truant if they are absent from school without valid excuse three full days in one school year, or tardy or absent for more than any 30-minutes

period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Attendance

Students shall attend school daily except for reasons of excused absences. The compulsory attendance laws of the State of California require every person under 18 years of age to attend school and verify absences. School authorities may, by law, excuse any student, grades 7-12 from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1).

If a student is absent from school for any reason, they must go to the administrative office and obtain a pass to class before 7:55 am the day of their return. When students, who have been absent for one or more days, return to school, parent/guardian must present a satisfactory explanation verifying the reason for the absence.

Missing class for any reason interferes with student progress since each lesson includes instructional information and learning activities that are essential to student achievement. Periodically, circumstances exist in which students are not able to attend class. When this happens, the student/parent(s)/legal guardian(s) are responsible for clearing absences within 72 hours of the date of absence or absences. Absences will be treated as un-excused and automatically recorded as truant after the 72 hour grace period. All students leaving campus during the school day for any reason must report to the office secretary and sign out in the school office with prior authorization from a parent/guardian or school authorities. Failure to comply will result in disciplinary action.

Methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older. The note needs:
 - A. Dates and/or periods of absence
 - B. Reason for the absence
 - C. Signed by a parent/or guardian
2. Conversation, in person or by telephone, between the verifying employee and student's parent/guardian or parent representative. Parents/guardians may call to clear an absence between 7:30 am and 3:30 pm at (559) 922-4080.
3. Verification may be a school or public nurse, a principal, a teacher or any other district employee assigned to make verification for the district.

A student needs an absent slip to return to class/school after an absence. If the student does not have an absence slip, the teacher will send the student to the attendance office to obtain one.

1. Students arriving at school after first period starts are required to sign in at the administration office.

Excused Absences

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment. A phone call to the attendance office (922-4080) or a note from the parent or guardian is necessary when a student is absent. Students who fail to provide verification within three (3) days after returning to school will receive an unexcused absence.

It is the student's responsibility to contact teachers upon their return to school and arrange for make-up work. Some teachers have assignments posted on the school website. For most teachers, email is the recommended way to communicate and request assignments that are not posted on the teacher's web page. (Please call the school office for make-up work for absences longer than three (3) consecutive days). Note: Teachers will decide how and when students will make-up missed coursework and/or tests. Please consult their course syllabus for more information.

A student who has an excused absence from school shall be allowed to complete all assignments that can be reasonably provided and tests missed during the absence upon satisfactory completion within a reasonable period of time. Students shall be given full credit for assignments and tests. Teachers shall determine which tests and assignments shall be reasonably equivalent to but not necessarily identical to the tests and assignments that the student missed during the absence.

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302

9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment
10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy:
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month

Unexcused Absences

An absence is recorded as unexcused when a student is absent for any part of the school day for reasons other than those listed as excused absences. Leaving class before the bell rings (including the Physical Education locker rooms) will be considered unexcused. Students must remain in class/locker rooms until the release bell rings.

Unexcused absences and tardies, that are not authorized by a parent/guardian, will be subject to disciplinary action, which may include detention or in-school suspension. Administrators or designated support staff may assign these consequences. Additional consequences are possible if a student becomes truant. Students with unexcused absences are not entitled to make up work.

Students may not make up work missed for absences for reasons other than those listed in Education Code 46010.

A suspended student shall have the right to make-up school work assigned during their suspension. The student or his/her parent shall be responsible for requesting the make-up work. The student shall have a reasonable time as determined by the teacher to complete the assignments. (Education Code 48913).

At the end of the scheduled school day, students are expected to promptly exit school grounds if they are not involved in extra-curricular activities. Students who are waiting for rides or not attending classes are required to follow all school rules.

Truancy

If a student is absent from school without a valid excuse for three (3) full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260).

Chronic truancy means a student has been absent from school without a valid excuse for 10 percent or more of the school days in the school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

Students may not be allowed to attend school dances, other social functions, or extracurricular activities if the student has a continual pattern of unexcused absences or tardies or has not

responded to interventions. Habitually truant students may be referred to a school attendance review board, a probation officer, and/or juvenile court in accordance with school district policy and California law. Students with ten or more unexcused absences will not receive credit for that class (excluding school sponsored activities). Students may appeal the loss of credit to the review board. The Review Board will review appeals on an individual basis as per the following guidelines:

1. Has the teacher in each class recommended restoration of credit?
2. Has the student received a passing semester grade?
3. Has the student been truant during the semester in question?
4. Students must not leave campus at any time during the day without permission from the administration office. Failure to check out will result in an unexcused absence. Students who need to leave campus early are required to bring a note or to have a parent or guardian call the office. The note must contain the exact date, time, and reason for leaving. The note must be presented to the administration office before school, at break, or at lunch time. A daily log is kept in the office as a record of passes issued. All students must sign-out and sign-in when leaving and returning to school.

The School retains the right to verify all medical appointments. All students shall be in class during class time except in emergency situations. A student outside of class without a hall pass will receive detention.

Tardy Policy

Arriving to class on time is an important habit. Students who arrive on time earn better grades, are more ready for work-life once they graduate, and help classmates because attention is on learning and teaching rather than the disruption caused by coming in late. If students are late, they should enter classes quietly without disturbing ongoing activities. Laton High School Administration recognizes parents have occasional challenges when transporting their student to school. Once each calendar month, a parent may escort their student to the office and request an excused tardy due to unavoidable delays

Students will not lose academic credit and grades will not be reduced and for any excused absence(s), which are for reasons specified in “Excused Absences” when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Any student who is late to school must report to the High School Administration Office for a tardy slip and present the slip to their first period teacher. Students will be considered tardy if they are not in their teacher-designated area when the bell rings.

Tardies are handled by teachers unless they become excessive. Excessive tardiness is handled through the school office. No penalties may be imposed for tardies with an excused absence.

The following will be implemented for tardies:

The teacher will mark in PowerSchool the tardy student, the attendance secretary will issue a 30 minutes detention for each tardy. Students will receive 30 minutes of detention for any and all tardies as marked in PowerSchool. For the 3rd tardy, students will receive a mandatory “N” given in citizenship on quarter grade, parents will be notified.

4th Tardy A Mandatory “U” is given in citizenship on quarter grade, parents will be notified.

5th Tardy Detention assigned by school administration as per referral process, parent conference.

Four (4) Tardies = 1 Truancy

These procedures will be repeated each quarter.

Counseling Services

The counselor and the counseling interns will provide many types of brief solution focused counseling in the following areas: academic, career, college selection, social/emotional counseling, scholarships, and areas personal in nature. The counselor will assist in course selection assistance as well. In an attempt to help the student and parent understand student progress towards graduation, a variety of counseling services are provided at Laton High School.

Appointments will consist of one-on-one appointments, Parent - Student- Counselor appointments, and brief check-ins. Students will be able to sign up for appointment in the office. If the topic at hand goes beyond the brief solution focused practice that the counselor is capable of, then referrals will be made to outside organizations who can offer more in-depth information and treatment. When needed, crisis counseling will be available for all students who would like to meet. The counselor will also assist with restorative justice practices and conflict mediation.

In addition to these services, students will be exposed to different careers and colleges through functions offered by FCOE. The counselor will be the point of contact for all things related to the SAT and ACT (college entry tests). The counselor will also be a part of the Student Study Team meetings, IEP meetings, and 504 meetings.

It should be expected that the counselor will make every attempt to meet with each parent at least once a year to go over their students 4 year plan, graduation progress monitoring, and any other pertinent topics.

Definition of Freshman, Sophomore, Junior, and Senior

Students: freshman, sophomore, junior, and senior standing are determined by earned semester hours. In order to be classified as a Sophomore, Junior, or Senior and to participate in activities reserved for those levels, a student must have successfully completed at least the following number of credits by the beginning of the fall semester:

Sophomore	70 Credits
Junior	140 Credits
Senior	210 Credits

At each of these levels, if students have completed at least the minimum requirements for advancement, it is possible to graduate with their class if they successfully complete a full program each semester. Students may take a maximum of eight semesters in high school. If students do not complete the required credits for graduation within that time, they may have to complete their credits at another accredited site.

A student and parent must meet with the Academic Counselor and or Principal to enroll into Laton High School. Proof that the student is residing within the Laton Unified School District attendance area must be submitted by the parent.

All students who enter Laton High School for the first time must present documentation of full immunization, in accordance with the requirements of the California Department of Public Health (CDPH), against the following diseases:

- Measles, mumps, and rubella (MMR)
- Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- Poliomyelitis (polio)
- Hepatitis B
- Varicella (chickenpox)
- Haemophilis influenza type b (Hib meningitis)
- Any other disease designated by the CDPH

Students and parents must notify the Academic Counselor and their teachers before moving or withdrawing from school. Parent/guardian must come into the office and sign a withdrawal form. The student must take the signed withdrawal form to all the teachers on the student's class schedule and to the Academic Counselor. Then, the withdrawal form must be returned to the Registrar, and all student accounts must be settled before credits and transcripts will be given or other arrangements made. Seniors desiring a minimum day (5 periods) must have completed a graduation plan which will allow them to meet graduation requirements, maintain a G.P.A. of 2.0 or better, and be currently employed or enrolled in an approved educational career program. Verification of employment and parent conference must be completed before minimum day status is granted. Seniors who have minimum day must be off and away from campus when they are not in class. Loitering on campus is cause for removal of the minimum day privilege. All students will meet each year with the Academic Counselor to develop, review and change as necessary, their four year study plan to assure that the students and parents/guardians are knowledgeable about the educational requirements necessary to achieve the educational goals of the student.

Graduation Requirements

The Laton Unified School District Board establishes consistent educational standards to prepare all students for college and/or careers. There is no minimum time of residency in the Laton district as a condition of graduation. The School Board sets the following requirements for obtaining a high school diploma:

Subject	Credits Required
English	40
Mathematics	30
Biology/Ag Biology	10
Earth Science/Ag Systems Management	10
World History	10
U.S. History	10
Civics/Economics	10
Fine Arts/Foreign Language	10
Physical Ed/Health	20
Computer Applications	10
ROP Vocational	20
Electives	70

Students must:

1. Complete eight (8) semesters of attendance and satisfactorily complete 250 credits
2. Students with a deficit of more than ten (10) credits are not eligible to participate in the graduation ceremony.

Cyber High offers students the ability to make up credits to boost their Grade Point Average, or to take classes that they may have failed in previous year. There are no modifications of the work needed to complete each course and the only assistance with the course that is provided is that in which is sought by the student enrolled. Students are enrolled in Cyber High at the sole discretion of the school administrator(s).

Graduation Ceremony Participation

All students who have passed the required proficiency examinations in reading, writing and mathematics, and completed the required courses of study may participate in the graduation ceremony. Students will not receive their diploma or transcripts if there are unpaid financial obligations and un-served detentions.

Graduation caps and gowns are not to be altered in any way. Writing and decorating caps and gowns is prohibited.

Note:

1. Student earn five (5) credits for each class s(he) passes in one semester.
2. Grade Point Average (G.P.A.) is a mathematical average of grades earned in each class.

Many of our students attend college by taking our college preparatory classes, some of which are Advanced Placement (A.P.) and Honors classes. The University of California awards recognized Honors classes in the eleventh and twelfth grades with additional grade points when computing grade point averages for students seeking admission to the U.C. campuses. Additionally, A.P. courses are weighted and an extra grade point will be assigned.

Grade	Grade Points
A	5
B	4
C	3

The U.C. system does not recognize Honors classes in the ninth and tenth grade. For these ninth and tenth grade classes the U.C. system uses the traditional grade point scale:

Grade	Grade Points
A	4
B	3
C	2

However, to prepare our students for the more rigorous eleventh and twelfth grade Honors and AP classes, we have Honors classes in our tenth grade class schedule. To reward our ninth and tenth grade students for enrolling in these more demanding Honors classes, we use the Honors grade points to compute student grade point averages.

These grade point averages are computed and kept on record by the Academic Counselor at Laton High School. You may obtain this information at any time.

Withholding Grades, Diploma or Transcripts

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

College Entrance Requirements

The intent of the "a-g" subject requirements is to ensure that students have attained a body of general knowledge that will provide breadth and perspective to new, more advanced study. More information is available at <http://www.ucop.edu/agguide/a-g-requirements/>.

The following sequence of high school courses is the minimum academic preparation required by the University of California to be eligible for admission.

The a-g requirements:

Two years required, including one year of world history, cultures, and geography and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature.

Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.

Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: biology, chemistry, and physics.

Two years of the same language other than English.

One year, including dance, drama/theater, music, or visual art.

In addition to those courses required in "a-g" above, one year (two semesters) of college preparatory electives are required, chosen from advanced visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English.

Class Changes

Student requests for changes will be granted only if the new class helps the student meet graduation requirements or enhances academic progress (remedial or more rigorous courses). Scheduling changes will be made during the first five school days of the first and second semesters.

Mid-Term Progress Reports

Progress reports may result in the need to change a class. We encourage parents to request student progress reports if they have a concern. Please contact our Academic Counselor to request a progress report that may be picked up or will be mailed. Staff may need one day to prepare the progress report.

The parent/guardian of any student who is performing below a "C" shall be informed by the teacher in writing and/or by personal contact. Parents can expect to be notified three weeks prior to the end of the semester.

Nine-Week Progress Reports

Report cards are issued approximately every nine weeks. The first and third nine-week report cards will be considered a report of the student's progress toward his/her semester grade. The second nine-week report card will be the student's first semester grades. Likewise the fourth and fifth six-week report cards will be looked upon as progress reports. The fourth report card will be the student's second semester grades. All six week report cards will be mailed home.

Additionally, three week notices will be mailed to all students who are performing below the “C” level. An academic counselor is available for helping students with academic progress.

Students may receive an incomplete for special circumstances. Generally, students are allowed two weeks to finish incomplete work. In special circumstances, an education plan may be developed with the student, parent, academic counselor, and teacher(s). The student takes responsibility for notifying teachers of their need to complete work that was missed during the typical excused absence.

The minimum passing percent is 60%.

Academic Dishonesty

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly, or illegally enhance a grade on an individual assignment or a course grade. Cheating represents a violation of mutual trust and respect between teacher and pupil. New forms of cheating, plagiarism, and other forms of dishonesty that may arise as technology becomes more advanced. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher for clarification. Certain severe acts of cheating may result in a recommendation for expulsion.

Citizenship

The Registrar’s Office, maintains all information regarding official school grades and credit records. Students requiring an “Official” (sealed) transcript for colleges, scholarship applications, etc. need to complete a Transcript Request Form with the Registrar.

The following guidelines are to be followed in assigning "O", "S", "N", or "U" citizenship grades.

A student who earns an "O" grade is one who:

1. contributes actively and creatively to the progress of the class,
2. takes leadership but will also follow both the students and teacher leaders,
3. contributes unselfishly to the welfare of the class, both in ideas and efforts,
4. contributes in relation to both his/her own growth and to the entire school community.

A student who earns an "S" is one who:

1. cooperates with others,
2. uses time and material wisely and with reasonable effectiveness,
3. is concerned with maintaining standards of good citizenship in the classroom,
4. contributes actively to the progress of the class.

A student who earns an "N" grade is one who:

1. does not consistently abide by the class rules,
2. has a tendency to be disruptive in class,
3. should improve attitude and behavior.

A student who earns a "U" grade is one whose citizenship is unsatisfactory for any or all the following reasons:

1. consistently refuses to observe the reasonable standards of classroom conduct, especially after discipline measures have been taken or after parents have been contacted,
2. refuses to recognize the rights of others,
3. deprives others of the opportunity for effective learning by his/her attitude and behavior.
4. demonstrates a poor attitude towards school and his classmates.

A student who receives an "F" in a class for the semester will receive no credit. Any student who fails one or more classes at the end of any grading period will be asked to attend after-school tutorial. A Student Study Team meeting will be scheduled. The tutorial program will last for one grading period. At the end of that time, if a student is still failing one or more classes, a Student Study Team meeting will be scheduled to determine proper placement of that student. Options may include a transfer to an alternative educational program.

A student must have a 3.60 GPA with no "F" grades on his/her semester report card in order to be eligible to apply for an academic letter and subsequent torch inserts. All classes count but a minimum of four classes must come from List "I" or List "II" of the C.S.F. Course of Study requirements.

Any student receiving all "A" grades during a semester will be named to the Principal's List. A "U" or a second "N" in citizenship, or school/home suspension will bar a student from eligibility during the semester grading period. A student must have a 3.00 GPA with no "F" grades or a "U" or a second "N" in citizenship on his/her semester report card in order to be named to the honor roll. A "U" or a second "N" in citizenship, or school/home suspension will bar a student from extra-curricular eligibility during the semester grading period.

The Valedictorian and Salutatorian will be selected by calculating weighted GPAs of the 4 school years.

Student of the Month

The Laton High School staff will select and honor an outstanding student each month. This honor will be based upon academic performance, attitude, and behavior, involvement in activities, cooperation, and attendance.

California Scholarship Federation

The California Scholarship Federation (CSF) is a statewide organization that honors students for outstanding academic achievement and encourages them to use their talents to serve the community. The CSF motto is "Scholarship for Service." The local chapter serves LHS through a tutoring program and other service activities. Students who earn Life Membership* in CSF are recognized at graduation with the Gold Seal of CSF on their diploma and transcript and are eligible for scholarships at some private colleges and universities. In order to become a member: Students must sign up by the posted deadline for membership in the California Scholarship Federation (CSF) every semester that they qualify. Based on fall grades, 9th graders will be eligible in the spring as Associate Members.

The purpose of the C.S.F. is to foster high standards of scholarship and broad ideals of service to the school. It is a statewide organization whose merits are recognized by colleges and universities. (Seal bearer) membership should be discussed with the advisor. A grade of "F" in any subject shall bar the student from membership for the semester.

The requirements for becoming a Life Member (Seal bearer) are:

1. C.S.F. membership in at least four semesters of the last years (10th, 11th,12th) in high school.
2. One of the semesters must be during the 12th grade.

Students who qualify for membership in CSF must complete an application and turn it into the advisor by the announced date. To verify grades, the report card or transcript must be presented at the time of application.

To qualify for CSF, students earn points as follows:

A -- 3 points (4 points if earned in a school-designated honors course)

B -- 1 point (2 points if earned in a school-designated honors course)

NOTE: 10 points are required for each semester's membership. Physical Education grades do not count. Seven (7) of the 10 points must be earned in courses listed on the back of the application. (Most academic courses are acceptable.) D's or F's disqualify a student from membership for that semester.

Applications are available from the CSF Advisor. CSF dues are \$5.00 per semester, payable to the advisor with the application.

Students earn Life Membership by qualifying and applying for CSF membership during four of the six semesters of their sophomore, junior, and senior years. One semester must be earned during the senior year. Membership earned based on freshman grades does not count toward Life Membership.

Scholarships

A list of scholarships will be posted periodically and the applications will be available in the counselor's office. Many scholarships from all over the state as well as the nation are available to students. In the spring semester, seniors will have the opportunity to apply for our local scholarships which are presented at the Academic/Scholarship Awards Night. Students are encouraged to apply for as many scholarships as they can to help offset the cost of college.

Approved Credits

No more than 20 credits towards graduation may be earned through alternative methods, except for credit earned through a juvenile court school or private foreign language instruction. In order to receive LHS credit towards graduation, a student must submit an approved request for credit/concurrent enrollment form to their Academic Counselor. Advancement credits earned above the 20 unit maximum may be posted on a LHS transcript, but these units will not be

applied towards graduation.

Students must apply in advance for permission to earn credit in any program at schools or colleges other than LHS by submitting a Request for Credit form to their counselor. With permission, a student may complete a maximum of twenty (20) units to apply towards graduation. The application for credit is available in the Academic Counseling Office.

Please be advised that the UC/CSU system does not accept all online courses. It is the student's/parents' responsibility to discuss this option with their counselor to ensure that a class may be used to meet the a-g requirements.

Emphasis on transitional issues confronting students' entrance to high school, Get Connected, all 9th graders are assigned a 12th grade peer mentor to help student be accustomed to the school, Freshman Parent Night (fall)

Administering and Interpreting PSAT testing, College Night for Parents (spring), Career exploration and post-secondary planning projects, Sophomore Parent Conferences to discuss future course selection and post-secondary goals

Administering and Interpreting PSAT testing, College Night for students and parents (spring), Junior Parent Conferences to discuss future course selection and post-secondary goals

College advisement, Scholarship applications, letters of recommendation, Senior Parent Night (fall), Financial Aid Meeting for Parents (early spring)

State Assessments

California Assessment of Student Performance or CAASPP is a system intended to provide information that can be used to monitor 11th grade student progress and ensure that all students leave high school ready for college and career. The CAASPP includes computer-adaptive tests in English–language arts and mathematics. As well, a 10th grade Life Science paper-based test will be administered. At Laton High School, students will take the CAASPP the Spring Semester of their 11th grade year. The testing schedule will be sent out to parents. The results of the test are returned to parents the following school year. Student's scores are determined by a range: "Standard Exceeded", "Standard Met", or "Standard Nearly Met or Not Met". The Laton Unified School District Board of Education holds the common belief that homework is an essential component of student learning. This meaningful after-school activity reinforces and support students in their efforts to successfully achieve rigorous academic standards. Homework is an integral part of an effective, well-planned instructional program. It significantly increases individual teacher's efforts to affect student learning, performance, achievement, and also reinforce that learning occurs all the time, not just during school hours. Students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become lifelong learners. When properly conceptualized and implemented, homework is an important contributor in building responsibility in students and strengthening the involvement of parents, guardians, and other care providers in the educational process. The Board believes that homework is the responsibility of the student and it is the student's job to

develop regular study habits and to do most assignments independently. Homework should reinforce classroom learning objectives and be related to student age, unique needs, and varying abilities. The Superintendent or designee shall ensure that each school site implements an effective homework plan in accordance with board policy and administration regulations.

Student Expectations

Laton High School is dedicated to being a place of mutual respect. It is an expectation that students will follow directions whether given by administrators, teachers, substitutes, classified staff (including campus patrollers) and any adult employed by the Laton Unified School District. The Code of Conduct presented in this Handbook, LUSD policy, State and Federal law, and the Education Code along with its enforcement, are designed to help provide an atmosphere conducive to learning. It is expected that students will conduct themselves to assure that everyone feels safe and free from harassment, both physical and emotional. The Code of Conduct will apply to students while on the school grounds; while going to or from school; during lunch, whether on or off the campus; during or while going to or from any school-sponsored activity; and/or during any other event related to school activities or attendance (EC 48900). Respect and courtesy for persons and property is expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction. Respect one's self and others. Keep hands, feet, and objects to yourself. Use appropriate language. No profanity, put-downs, slurs, or hate language. Dress in a manner appropriate for school (see Dress Code). Follow the direction of staff without arguing. Respect school property – including lockers, textbooks, and all classroom materials. No graffiti on any surface.

Cell Phones

Cell phone usage has been an increasing problem and distraction on the LHS campus and students will experience more strict enforcement of this rule. Students are not to use cell phones in the following manner:

Texting during tests/quizzes/class in general

Taking photos or movies in class, bathrooms or locker room

Leaving class to “use the bathroom” and making calls

Making calls/texting to set up fights, or to harass another student

Making calls, texting to arrange and negotiate drug sales, exchanges, etc.

Tardy to class because of “need” to use the phone

Phones going off in class causing disruptions

Students arguing with staff about their “right” to use a cell phone creating an adversarial situation

To assure that our learning environment is free from unnecessary distractions, electronic signaling/communication devices, such as cell phones, pagers, walkie talkies or remote controls are not to be used during school hours of 7:00 a.m. to 3:30 p.m. except when a student is outside during break and lunch. iPod/MP3/CD players are permitted on campus but are not to be visible in classrooms or library unless prior approval has been obtained from the staff member involved.

****WARNING:** Failure to relinquish device when asked is defiance and may result in automatic

suspension. These electronic items are subject to theft and the school does not pay for replacement.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

Classroom Rules

Teachers have the right to establish their own set of classroom rules. Students will come to class prepared for productive work. Students are expected to be in class on time, to remain seated until dismissed by the teacher, and to secure a pass if it becomes necessary to leave class during the period.

Closed Campus

Laton High School is a closed campus. We close campus for the safety and security of the students and as well as a way of creating a sense of community. Students may not leave campus at any time during the school day without an off-campus pass. They may not leave (e.g. at break, passing periods, assemblies, etc.) without an off campus pass, which can be obtained from the Front Office. Loitering (hanging out) in parking lots, stadium, and fields is not allowed during the school day. Failure to comply will result in disciplinary action, ranging from detention to suspension. The campus will close ½ hour after school ends each day.

Respect

The Laton High School community will strive to achieve mutual respect by creating an environment where responsibilities and rights of all individuals are acknowledged and accepted.

Lack of respect demonstrated through the use of symbols traditionally used for the purpose of intimidation, harassment, name-calling, vandalism, intimidation, and force or threat of force will not be tolerated. This may include but not limited to acts that demean or put down another person because of their perceived ethnicity, national origin, family status, appearance, immigration status, religious beliefs, gender, sexual orientation, age, disability, political affiliation, or any other physical or cultural characteristic. Inflammatory statements and behavior also include acts which encourage others to engage in conduct that is physically or emotionally injurious to another person, is illegal, or disruptive to school. Examples follow: creating, writing, posting, or circulating demeaning jokes, leaflets, or caricature defacing, removing, or destroying posted material possessing, distributing, or posting hate literature using racist or bigoted insults, taunts, or slurs provoking or encouraging student fights by pushing, cheering, taunting, or running to a fight.

Undue noise, horseplay, arguing, yelling, interrupting, disturbing other classes, swearing, use of offensive language, name calling and racist language, running, promoting or inciting a conflict, or otherwise creating a situation that disrupts the normal operation of school are unacceptable behaviors. This includes interfering with school staff's attempting to deal with a disruptive situation. The posting, distribution, writing, drawing or displaying (wearing of clothing, stickers, notebooks, etc.) of materials that are deemed hate literature or other offensive materials

(including negative implications about any person's race, religion, gender, sexual orientation, or other human rights concerns) are also deemed as interruptions to the educational process. Demonstrating a lack of respect for others or refusal to follow directions of school personnel (defiance) may result in penalties up to suspension and/or expulsion.

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be reported to parents and/or law enforcement.

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property or at school-sponsored events. Students may hold hands when passing from class to class and when attending sporting events.

When multiple groups are riding vans or busses to and from school sponsored activities, students will sit with their group.

Expressing Concerns

Students are encouraged to express concerns directly to teachers, student council members, and school administration. Students have a right to express concerns in groups, but it may not interfere with the academic setting and/or previously scheduled events or activities. Students who fail to follow these guidelines are subject to suspension for disruption of school activities.

Dress Code

The purpose of a dress code is to promote a serious academic atmosphere and assure the physical and emotional safety of every individual. A student's clothing and decoration should not detract from the educational process. Clothing cannot be worn at school that endorses or promotes (including but not limited to): inappropriate, vulgar language or slurs, or inappropriate images, offensive symbols used to intimidate or harass or includes hate messages or promotes violence such as guns or weapon, tobacco, alcohol or drug use, and gang symbols, signs and colors.

Outer garments shall be sufficient to conceal under garments at all times. Clothing must cover the torso, chest, belly and cleavage. See-through fabrics, halter tops, off the shoulder or low cut tops are prohibited. Tops must have straps across the shoulders (no strapless or single strap tops or dresses). Shorts and skirts must cover mid-thigh. No shirt or top shall be cut so low at the neck that any of the chest area be revealed inappropriately. Administrative discretion shall apply in unique circumstances.

Clothing must cover the torso, chest, belly, cleavage and under garments. Tops must have straps across the shoulders (no strapless or single strap tops or dresses). Shorts and skirts must cover mid-thigh.

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law,

Governing Board policy and administrative regulations.

Students are allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. In addition, the following guidelines shall apply to all regular school activities:

1. For safety reasons, students must wear appropriate safety shoes (i.e. vocational education classes, P.E. and farm work) during those class times. No shoes or boots with steel toes, and roller shoes will be allowed at school. Students are encouraged to use good taste when selecting and wearing backless sandals and “flip-flops” while attending school. Bedroom slippers are not allowed.
2. 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, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Suspenders are to be worn properly or not at all. Earrings shall only be worn on the ear. No oversized earrings that stretch the earlobe (commonly known as plugs) may be worn by students at school or at school related events. No jewelry should be worn that is associated with piercing other body parts. Any kind of jewelry that presents a safety hazard will be disallowed. No chains shall be worn from clothing; on/around any body parts; or person’s effect (i.e. wallets).
3. Hats, caps, and other head coverings may be worn on campus but not in classrooms during regular school hours, except as approved in advance by site administration for isolated cases. Hats or caps must be worn correctly. It is generally advisable, for students who wear hats, to place them in their locker at the beginning of the day and leave them there until the end of the school day. Hairnets, bandanas, and du rags are prohibited.
4. Gym shorts are approved apparel for Physical Education classes only. Laton High may lend students, who forget to bring appropriate P.E. attire, standardized gear. Grades for 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.
5. Student grooming and appearance contributes to either a positive or negative learning climate. Laton High School encourages students to use discretion when selecting a hair color change including natural hair colors and partial sections of temporary colors.
6. Many students wear corrective glasses and contact lenses. Clear glasses must be worn indoors on campus. Contact lenses should be prescribed by a doctor with natural colors and shapes.
7. Tattoos are discouraged whether temporary or permanent. Tattoos of any kind, which in the administration’s opinion, reflect gang affiliation or promote drug, alcohol or tobacco use are prohibited to the extent such exclusion is reasonable. Students with permanent tattoos,

which express gang affiliation, may be directed to cover such tattoos within reason.

8. The Board prohibits students wearing or displaying “gang attire/color”. A gang is a group of associating individuals or close friends or family with identifiable leadership and collective frequent and deliberate involvement in illegal activities and/or violations of school policies and procedures. Anything symbolic of gang affiliation is strictly forbidden and is prohibited by Laton Unified School District for safety reasons. Administrators may exercise discretion when determining whether “gang attire/color” is being displayed. The administrator will consider colors (i.e. red attire, red shoelaces), logos (i.e. bulldogs and other dogs), and quantity (i.e. solid portions of a shirt, primary portion in a pattern in pants or dress) when determining whether a student is displaying gang attire. Any Garment that is more than 50% red is a violation of the gang color prohibition.
9. Pants must be of appropriate waist size and length. If waist size is so large that a belt keeps the pants from falling off, then those pants violate the dress code. Pant legs shall not exceed 3 inches and should be of appropriate length. Yoga pants should be accompanied by a top that covers to mid-thigh.
10. Sleepwear such as pajamas (tops and/or bottoms) and slippers are not allowed. Blankets are not allowed.
11. Belts should not exceed five inches in excess length from the belt buckle. Belt buckles must be plain/solid.

A student who violates these standards shall be subject to disciplinary action:

First Incident: Parents will be called; student will be instructed to conform to the policy or sent home to change into acceptable clothing. (Students will receive 1 hour after school detention.)

Second Incident: Parents will be called; student will be instructed to conform to the policy or sent home to change into acceptable clothing. (Students will receive 1 hour after school detention.)

Third Incident: The student will be suspended from school for one day.

Fourth Incident: The student will be referred to the Board for possible expulsion.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

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.

Repeated Offenses Suspension pending a possible recommendation for expulsion hearing.

The possession of weapons, imitation firearms, or dangerous instruments is prohibited in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Any Offense Item will be confiscated and a suspension imposed pending a possible recommendation for an expulsion hearing. In addition, the law enforcement authorities will be contacted.

In-house suspension: In-house suspension will be assigned to students who fail to complete their detention as assigned and for other infractions.

Suspension: students will be suspended from school at the discretion of the Administration when it is deemed in the best interest of the student or to maintain a safe and orderly environment. Students who are suspended from school are not to be at school or school activities on the days of suspension.

Students having numerous suspensions or who are returning from an alternative high school placement will be placed on a Reassessment Contract. This contract contains specific stipulations that the student must follow in order to be successful.

Students, who have exhausted all means of correcting their academic, discipline, and attendance problems, including the violation of the Reassessment Contract, will be referred for suspension and/or expulsion.

Any student suspended or expelled from school is not to be on or around any school campus during school hours or while an activity is in progress. Students will not be allowed to represent the school while on suspension.

Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7
Acts for which a student may be suspended or expelled:

Grounds for Suspension and Expulsion: Grades 9-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the

- principal or designee concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900(d))
 5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
 6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
 7. Stole or attempted to steal school property or private property (Education Code 48900(g))
 8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))
 9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
 10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
 11. Knowingly received stolen school property or private property (Education Code 48900(l))
 12. Possessed an imitation firearm
Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900(m))
 13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
 14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
 15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
 16. Engaged in, or attempted to engage in, hazing.
Hazing means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events (Education Code 48900(q))
 17. Engaged in an act of bullying.
Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or

more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of “Additional Grounds for Suspension and Expulsion: Grades 4-12,” that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

A student in grades 9-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
Sexual harassment means conduct which, when considered from the perspective of a

reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233, Penal Code 422.55)
3. Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

Bicycles, Skateboards, Scooters

Bicycles, skateboards, scooters, and other riding equipment are not allowed to be used on campus. Any personal modes of transportation or athletic equipment considered disruptive or harmful to the general population may not be used on the school grounds. However, these items may be brought to school if they provide transportation or are used for an approved activity. Use on school grounds may result in the item's confiscation for a period of time. Continued disregard for rules pertaining to bicycles, skateboards etc. may result in a loss of privileges.

Bicycles on campus should be secured to bike racks and not fences. Bikes or locks that are attached to fencing or other objects are subject to removal and cutting of the lock at owner's expense. Also, California law requires that anyone under 18 years of age must wear a helmet while riding a bicycle, skateboard, scooter, or other riding equipment. Please remember, you have the responsibility to travel safely to and from school. Here are some recommendations from the California Highway Patrol: Obey the signs/speed limits. Never enter the street suddenly. If there are no sidewalks, use the extreme left-hand edge facing oncoming traffic. Look both ways at all intersections.

Discipline Contract

Administration may place a student on a Disciplinary Contract if he/she has shown a pattern of rule infractions or if the student has had one or more serious rule violations that have resulted in suspension. While under contract, the student will lose certain privileges as outlined in the contract. Violations of the Contract may result in suspension or further disciplinary action, including, but not limited to referral/transfer to an FCOE Alternative School. Administration will establish the duration of the contract. Loss of privilege may include any or all of the following: attendance in extra-curricular activities on or off campus, including dances, athletic events, and performing arts events, parking permit, participation on school athletic teams, student government, or other extra-curricular events other privileges as deemed appropriate.

Students who are suspended from or asked to leave a teacher's class will report to the Front Office. Teachers attempt to contact parents/guardians prior to enforcement of a maximum two-day suspension.

Detention Rules

Detention can be served on minimum days from 1:30 p.m. – 3:30 p.m. in the Library- during Math and English tutorials after school. Students may also serve with any teacher before or after school. Students must arrange time frames and receive approval from teachers when serving detention before or after school. Teachers will email time served to the front office for clearance. Students will be placed on activity suspension if they are listed as on the detention list if detention is not served within 5 days.

Detention can be served in the mornings from 7:00am -8:00am in the front office. There is limited seating. Detention after school in the front office is no longer available.

It is the student's responsibility to find out if they are on the detention list and the student's responsibility to serve their detention in a timely manner. A detention list is posted in the front office and on the outside of the library door. All teachers have a copy of the detention list in classrooms.

Students have an option to submit community service hours to clear detentions during non-school hours. A form for community service hours will be provided in the front office. Community service counts as double toward detention minutes.

Detention is assigned to students for a variety of offenses. Detention is served as "study hall" where students are to arrive with appropriate material for homework or class study.

- A. Students are to be on time. Tardy students will not be allowed to stay and will result in disciplinary action as listed below for not being in detention.
- B. Students are to come to detention with books, paper, pen, pencils, etc. and enough work to occupy their time.
- C. Students are not to communicate with each other in any way. If a student has a pressing question, he/she should signal the supervisor by a raised hand.
- D. Students are to remain in their seats.
- E. Students are not to disrupt detention in any way.
- F. Violations of the above rules, even if occurs during the last minute of detention, will result in the student being asked to leave detention. Student will lose any credit of time if removed.

Failure to complete detention within the allotted time will result in activities suspension or a suspension for willful disobedience.

Extra-Curricular Activities

To dress, travel and participate in extracurricular activities; a student shall attend seven (7)

periods on the day of an afternoon or evening school event; they must be eligible both academically and with their citizenship. All outstanding bills must be paid. Students on minimum day/work must be here ALL of their five (5) or six (6) periods. Any exception to this policy must have prior approval of the Principal. Medical appointments are honored only when verified by a note from the doctor's office.

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale. The grade point average and determination of eligibility shall be based on the 1st and 3rd nine-week grading periods and the 1st and 2nd semester grades.
2. Maintenance of minimum progress toward meeting high school graduation requirements.
3. Students with 1 "F" grade shall be placed on probation for the next 9 week grading period. While on probation, students will be allowed to participate in extracurricular and co-curricular activities and must maintain minimum progress towards graduation in order to meet eligibility requirements. In order to maintain eligibility, a student may not receive an "F" grade in any course of study during this probationary period of nine weeks.

Eligibility for athletics and extracurricular activities will be established after each nine-week quarter. Eligibility is always established on the second Monday after the end of the quarter.

4. Students must have completed and passed 20 credits while in an alternative setting. A "Petition for Eligibility" will be considered only for the first time a student becomes ineligible.
5. Students must have no outstanding debts.
6. Students whose detention is more than 5 days delinquent in Bold are not eligible to participate in extracurricular activities.

In the event a student finds that he/she is ineligible to participate in extracurricular activities during the nine-week grading period of the upcoming year he/she may request that the current summer school grades be added to the last grading period of the previous school year and the total grades be used to determine eligibility for the first grading period of the upcoming year.

A student may choose to go to summer school and repeat a class he/she has failed. The current summer school grade of C or better will be substituted for the failing mark and the substituted grade will be used to determine eligibility for the first quarter of the upcoming year.

A. Citizenship

As a condition for maintaining eligibility for participation in all extracurricular activities, each student shall also maintain a positive record of citizenship. A student shall be ineligible for participation if he/she receives two or more "U's" (unsatisfactory); one "U" and two "N's" (needs improving); or four "N's" in citizenship during the preceding grading period. Students

who fail to complete their assigned hours of detention in a timely manner will not be allowed to participate in any extracurricular activities until all discipline is completed.

1. As a condition for maintaining eligibility for participation in all extracurricular activities, each student shall also maintain a positive record of citizenship and discipline which is up to the discretion of the disciplinary team.

B. Attendance:

To dress, travel, and participate in extracurricular activities a student must attend all seven (7) periods on the day of an afternoon or evening school event. In the case of a Saturday event, the student must have attended school on the last scheduled school day. Students on minimum day/work must be here all of their five (5) or six (6) periods. Any exception to this policy must have prior approval of the Principal. Medical appointments are honored only when verified by a note of attendance by the doctor's office. Refer to Athletic Code and CIF regulations.

C. Medical:

When a student is involved in extracurricular activities that demand strenuous physical activity such as but not limited to cheerleading, athletic competition, etc. a pregnant teen mother must provide doctor's approval for continued participation in extracurricular activities.

Associate Student Body

All students of Laton High School are members of the Associated Student Body (A.S.B.). The A.S.B. is governed by and for students by the student council. In addition, students are members of their respective classes (Frosh, Soph, Junior, Senior), each with a group of officers elected by the members of that class.

The student council meets with the activities director in a Leadership Class to coordinate activities for all students. Examples of these activities are Homecoming, Pep Rallies, Spring Week, Western Dress-Up Week, Inter-Class Competition, Noon-time activities, etc.

The cost of operating the A.S.B. and its activities are supplemented by the A.S.B. funds are raised in various ways, one of which is the sale of student body cards. Purchase of a student body card is not required of all students, but owning one gives a student a variety of privileges such as free admission to all home athletic contests and a reduced admission at away games. A student body card can save you money if purchased early in the year and used regularly.

Associate Student Body/Student Council/Leadership Class

Class of 2017

Class of 2018

Class of 2019

Class of 2020

Block L Athletics

Future Farmers of America (F.F.A.)
Cheerleaders
AVID
My Life MOS, Entrepreneurial Math, Translatino

If a student holding a club or class office decides to quit, that student may not hold a club or class office position the following year.

In addition to those listed, athletic programs have formed organizations for the purpose of raising extra funds to use for the benefit of the members of those programs.

Meetings and activities of student organizations must be supervised. Students participating in organization sponsored field trips are required to complete a parent consent form. All school rules apply on such trips.

Loss of privileges and/or disciplinary action will result when students use school property or facilities without the direct supervision by qualified and authorized staff.

Guests/Visitors

Guests, visitors and exchange students are allowed on campus if certain conditions are met. All guests and visitors (referred to as “outsiders,” Penal Code 627.2) shall report to the front office and register (sign in and receive a visitor’s pass, which will be worn on the top front of clothing apparel.)

- Laton Unified School District recognizes the educational value of participating in foreign exchange student programs. Through such programs, Laton High School students obtain a greater understanding of the cultures of other countries and students from other countries who attend our schools obtain a greater understanding of our country and its culture. We encourage and support the enrollment of a reasonable number of foreign exchange students in the High School who are represented by a foreign exchange program approved by the National Association of Secondary School Principals.
- Laton Unified School District appreciates positive interactions with recent graduates who, from time to time, want to visit teachers and students. These visitors are allowed on campus before and after the regular school day. All visitors need prior approval (24 hours) if they visit the school during the regular school day. Consideration is only given to those visitors who serve an educational purpose.
- Students enrolled in other schools are allowed to attend dances and other special events when prior approval is granted by the High School Principal.
 - Dances are for Laton High School students and their guests only. Guests are allowed to attend the Winter Formal and Prom. Tickets to dances may only be purchased in advance. You may purchase individual tickets to dances during pre-sales at lunch. Regardless of purchased admission, you may be denied entrance into dances if you have a continual pattern of unexcused absences or tardies or have not responded to interventions.

Behavioral issues can also hinder your ability to attend a dance or extracurricular event. Refunds will not be issued.

- Laton High School students must present their LHS Student ID Cards at the door. Students or guests who do not show a current California ID/Student ID Card may not be admitted to dances. For formal dances, the necessary contracts are available at the Front Office. The guest pass portion must be completed, signed by the parent of the LHS student, parent of the guest, Principal of the guest's school, and LHS Principal. Entrance to the dance will close 90 minutes prior to the end of the dance. Exceptions will only be made for students who have made prior arrangements with their administrator or have participated in a school sponsored event which ended after that time. Students exiting a dance 60 or more minutes prior to the end of the dance must sign out. Their parents/guardians will be notified of the early departure. Once a student exits the dance, he/she may not re-enter the dance. Students who are under the influence of alcohol or a controlled substance or who create an undue disturbance at a school dance will receive disciplinary penalties, which may include loss of all dance privileges for the remainder of the school year. Alcohol on breath, disrespect, smoking, defiance, etc. will not be tolerated. Advisors in charge must report any suspicions of alcohol to the principal at once. Law enforcement will be contacted. A parent/guardian will be contacted. Students are expected to maintain acceptable behavior and follow the directions of dance supervisors. All LHS rules, including dress code rules, are in effect at school-sponsored dances. Students who are in eighth grade or lower may not attend LHS dances. No person 20 years of age or older shall attend. Students must leave the venue within 30 minutes of the dance's conclusion. Water bottles, drink containers, and backpacks are not allowed at school dances. It is the student's responsibility to check their academic eligibility and ensure they are not on activity suspension prior to purchasing tickets and other items. Refunds may not be available as venue accommodations must be paid in advance.

Transportation

1. Use school transportation. Do not use private vehicles.
2. School dress code applies.
3. Students are to adhere to posted itineraries, observing all curfews.
4. Conduct yourself responsibly at all times.
5. All school rules, including those pertaining to alcohol, drugs and tobacco apply on all trips.
6. No student will be allowed on a school-sponsored trip without a properly completed Field Trip Permission Form.

Laton High School provides transportation for all students involved in athletic (Athletes and cheerleaders) or school-sponsored activities. Students are required to use school transportation going and returning unless prior approval to do otherwise is obtained from the principal or designee. Students must utilize school transportation going home from athletic or school sponsored events unless they are released directly to a parent (mother, father, step-mother, step-

father) who is present or guardian (legally declared by court decree). Student may not be released to brothers, sisters, uncles, aunts, neighbors or to anyone else except to a parent/guardian. The proper school release form must be signed.

Any school employee (coach, administrator, teacher) may release a student to a parent/guardian provided the request is made personally by the parent(s) in attendance.

Any exception to the above is with the express approval and consent of the Principal or other school administrative official.

Bus Travel

Due primarily to safety and a legal limit on maximum driving hours by bus drivers, buses will travel directly to their destination without stops at restaurants or stores unless the trip is longer than two hours one way. This applies to all athletic contests. Exceptions are made on long field trips. These stops are arranged between the transportation agency and the Principal.

The following are bus rules for students:

1. A bus driver is in complete charge of the bus and students. His or her authority is the same as a teacher's.
2. The driver may re-seat pupils as he or she sees fit.
3. Students are to keep their arms inside the bus.
4. Students should be let on and off at scheduled places.
5. Students should start to dismount only after the bus stops.
6. Students are to be on time. Buses are not to wait for students.
7. Students are not to change seats or stand up while the bus is in motion.
8. Students should remain seated while the bus is in motion and must wear seat belts.
9. Students should keep their feet off the seats.
10. The penalty for misconduct may be denial of transportation.
11. Damage to the bus must be paid by the pupil or by the pupil's parents.
12. The bus driver will issue citations for unacceptable bus conduct. These citations will then be reviewed by the school administration for appropriate action.
13. Any student who does not comply with regulations may be denied the privilege to ride the bus.
14. Additional discipline may be taken if warranted.
15. Laton Unified School District schedules multiple games with multiple teams at the same time. This means that there will be times when student athletes from several sports will ride the same bus. All members of a team must sit together and coaches who ride the bus will supervise his/her student athletes.

The following assertive discipline procedures and consequences have been implemented to assure appropriate student behavior and safety:

- | | |
|-----------------|--|
| 1st Citation - | Written notice to parents |
| 2nd Citation - | Loss of bus privileges for a minimum of one day |
| 3rd. Citation - | Loss of bus privileges for a minimum of three days |

- 4th Citation - Loss of bus privileges for a minimum of ten days
- 5th Citation - Loss of bus privileges pending a parent conference, School Administrator and Transportation to determine course of action following parent conference.

Laton High students are bussed by Southwest Transportation Agency, of which the district is a member. Should there be problems involving transportation (fog, not picked up, etc.) They may be reached at 644-1000.

Assemblies

When an assembly is scheduled, students are expected to go at once to the gymnasium. All students are required to sit in designated sections. Good behavior is expected in assemblies since the way you act at this time give others an image of Laton High School. Let us show our ability to be courteous and thoughtful at all times. Students will be eliminated from assemblies, rallies, etc. for excessive talking, rudeness, discourtesy, whistling, etc. The office when warranted will take additional disciplinary action. Non-attendance at an assembly will result in a truancy and appropriate disciplinary action will be taken.

The following are required for student behavior during assemblies:

1. Courtesy is always expected. Loud, boisterous, or profane language is never acceptable.
2. Public displays of affection are not acceptable. Any actions beyond hand holding are not acceptable and may be grounds for disciplinary action.
3. Appropriate spectator conduct at athletic contests is expected to be courteous.
4. Assemblies and rallies require special behavior from all. Go to assigned seating quickly. Show respect for the speaker, allow him/her to be heard. Be polite in your applause.

School Lockers

1. Lockers are provided as a convenience. Students use lockers at their own risk. The school is not responsible for lost, stolen, or damaged personal property.
2. Students are discouraged from bringing valuables, and large sums of money to school. Loss is the responsibility of the student.
3. Lockers are the property of the school and may be searched by school administration and law enforcement.
4. Students are discouraged from sharing lockers or their locker combinations with other students.

Vehicles on Campus

By entering the campus the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. This notice applies to all vehicles of any type and is in force 24 hours a day. All student drivers' vehicles are to be parked in the student parking lot.

1. All student vehicles must be parked in the student parking lot Northeast of the LHS gym.
2. Gates to parking lot are locked at the beginning of the instructional day (8:00 A.M.)
3. Students who need to return to their vehicle during the instructional school day will first

receive permission and a written pass by office staff. The parking lot will be closed to all students from 8:00 A.M. to 3:05 P.M., except seniors who leave after 5th period. All seniors who leave after 5th period must sign out in the front office.

4. Vehicles are to be parked correctly at all times. Vehicles must be parked front end first (cannot back into a stall). Vehicles must occupy only one space.
5. Students who drive a vehicle to school must provide proof of being a licensed driver, proof of liability insurance, and must operate the vehicle in a safe manner. Unlicensed or uninsured drivers may be referred to law enforcement.
6. All parking lot rules and regulations shall be under administrative control.

Pledge of Allegiance

The Pledge of Allegiance will be recited each day at the beginning of 1st period.

Daily Bulletin

1. The bulletin is read over the intercom system by a student each day.
2. All bulletins given orally must have both the advisor and administrator approval.
3. All class or organization announcements must have the advisor's approval.

There are two ways in which students can make announcements. PA Announcements will be read Monday-Friday during the first five minutes of 1st period. In order for students to have an announcement broadcast they must have a staff member email the request to the school's secretary at no later than 7:45 am on the day the announcement is to be read. Bulletin announcements can also be made by having a staff member send the request to the Main Office.

Fire Drill

Fire drills are held according to State regulations. Drills are for the student's safety. They must follow the teacher's instruction diligently. When the alarm (continuous ringing of bells) sounds, go quickly and quietly outside the building to designated areas. One long bell signals the return to class. The exits are posted in each room.

Students are to line-up in a single file so that the teacher of that class can take roll.

Lockdown Drill

1. One long, continuous bell (60 seconds).
2. Teacher locks door and turns off lights.
3. Students get down on floor, on the side of the room where they would not be visible through the window. If the classroom has blinds or curtains, the teacher will close them.
4. Teachers and students will stand down from drill only after a visit by administrator or designee with key on a room-by-room basis.
5. Students who are not in a classroom at the time of the lock-down bell will go to the nearest classroom available.

Cafeteria

1. Students should check with the cafeteria to see if they qualify for a free or reduced lunch.

2. The school cafeteria is operated on a non-profit basis and serves well-balanced meals. The food is top quality and prepared with great care. Students are to eat in the cafeteria only. All trays and food is to remain inside the cafeteria.

Shop Projects

All art and shop projects must be paid-for before the student is allowed to start work.

Textbooks

Laton High School provides books to all students for courses that require their use. Because books are so costly and must be used for several years, they must be properly safeguarded, including covered and protected from wear and tear. Any damage to textbooks will result in fines for the student to whom the book was issued. Students will be charged full replacement costs for lost or damaged textbooks. A student must turn in the text that was issued to him/her or pay the cost of replacing the text.

1. Textbooks will be issued by the teachers.
2. Students are responsible for the care and security of each text assigned to them. Lost books or excessive wear and/or damage is chargeable to the pupil and parents. (E.C. 48904). Books stolen or damaged by others are still the responsibility of the student to whom the books were issued.
3. Students must have an adequate book cover on each text at all times. The school will issue the original cover, after that it becomes the pupil's responsibility to keep the book covered. Heavy wrapping paper or any commercial cover is adequate.

ASB Sticker

An activity sticker may be purchased from the Finance Office. The sticker provides students with a discounted entry fee to sporting events, dances, and other fee activities. The money collected from activity stickers supports student activities and athletics. The sticker, which is placed on the Student ID Card, can save a student over \$100.00 during the year in discounted entry fees. Please refer to the club/activity handbook for additional information.

School Clubs

Clubs and organizations at Laton High School are formed to promote understanding, develop leadership, and foster greater knowledge of school functions. Joining a club is an excellent way to meet people, explore new ideas, and provide services to the school and community. Clubs organize fundraisers, take field trips, and provide many exciting and interesting programs throughout the year. Information on all clubs may be obtained in the Student Activities Office. Students interested in forming a club should contact the LHS ASB Advisor.

Clubs do not charge any fees for membership; however, a fee may be charged to participate in an event to cover expenses. Any concerns should be addressed to the school's administration.

The Finance Office is located in the Front Office (Administration Building). The Account Technician facilitates all student purchases (i.e., yearbooks, PE clothes, parking permits, replacement ID cards, Athletic contributions, PSAT, AP Exams, textbook fines, etc.)

The Finance Office is open for student business before/after school, during break/lunch, and processes cash/check only. Please visit our LHS Website – <http://www.latonunified.org> and click on the High School Our Store link.

Library/Reading Center

The library is the LHS research and reading center of our campus. We are happy to assist you with all of your information needs. A printer is available for class assignments. Library books may be checked out for three weeks and renewed as needed. Laton Unified School District encourages students and teachers to submit requests for new books at the beginning of each semester. Additionally, Laton Unified School District encourages each student to apply for a library card and access to a digital library. There is a 10 cent per school day late fee for library books that are not returned on their stamped due date. To access the library during class, students must have a pass from their classroom teacher. Food and drinks are not allowed in the library. We also ask that you respect this work space for students.

Lost and Found

Lost and found items are typically turned into the Front Office. If the lost items are valuable, such as keys, phones, purses, etc., you may locate the item in the Front Office.

Campus Signs

Students must receive approval from the Student Activities Director or a club advisor before posting signs anywhere on campus. Staff contact information must be clearly displayed on all postings. The advisor will review the material to ensure appropriate content and purpose, and sign the poster. See advisors for a list of approved areas for posting. Posters must be removed immediately after the activity is complete. Use BLUE TAPE only. Please refer to the Club President/Advisor Handbook.

SARC

Laton Unified School District would like to inform you that the most recent School Accountability Report Card (SARC) for Laton High School is available in the school office or on the district website, www.latonunified.org. Please note that you may find information regarding our school demographic information pertaining to all student groups including English Learners, Program Improvement, Academic Achievement, and Socio-Economic standing.

School Supplies

Students are expected to bring appropriate school supplies to class each day. Items such as technology, pencils, pens, binder, binder paper, graph paper, folders, calculators, cds, erasers, and other consumable materials are not provided by the school and are considered essential tools for class preparedness.

Campus Security

Security cameras have been installed throughout the Laton High School campus to help ensure student and staff safety.

Student Recognitions

Each year students are recognized at Academic Awards Night. During Academic Awards Night students are recognized by departments for excellence or contribution to a subject matter, by scholarship providers, and for their total cumulative grade point average for all courses completed in grades nine through twelve. Students who have earned a cumulative of 3.0 – 3.5 receive Honors, students with a cumulative grade point average of 3.6-3.9 are recognized for High Honors and students with a cumulative grade point average of 4.00 and above are recognized for Highest Honors.

Health and Wellness, Illness or Injury

Students who become ill or injured during the school day must report to the School Office. The School Nurse will be available to provide first aid and contact parents. Students with health problems should request permission and a pass from their teacher to visit the School Office. students may not leave campus when ill or injured without first checking out from the office. The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should have an opportunity to participate in the educational program.

Medications at School

Prescribed medication may be administered by the school nurse or other designated school personnel only when the school has received the Laton Unified School District Medication at School form. Written statements from both a student's physician and parent/guardian are not sufficient. Before a student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours, the district shall have a written statement from the student's authorized health care provider and a Medication at School form completed and signed by the student's parent/guardian. The Medication at School form is available in the school office.

The authorized health care provider's written statement shall clearly:

1. Identify the student
2. Identify the medication
3. Specify the method, amount and time schedules by which the medication is to be taken
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number and signature of the student's authorized health care provider

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation
4. A statement that following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan

The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's authorized health care provider. In addition, the parent/guardian shall provide a new authorized health care provider statement if the medication, dosage, frequency of administration or reason for administration changes.

Parents/guardians shall provide medications in a properly labeled, original container along with the authorized health care provider's instructions. For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the authorized health care provider, and authorized health care provider's instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian at the beginning of the school day.

Campus Hours

The campus is open for students at 7:30 a.m. to 4:00 p.m. daily. All gates are locked at 8:20 a.m. and all students and visitors must enter campus through the main office. Students are to leave campus if they are not in a staff-supervised activity, 30 minutes after school has ended.

Computer use is available for all students in the Library, Please obtain permission from your teacher to use any of these locations during class time.

Internet Safety Policy

In order to use the Internet, students and their parents must sign the Internet Safety Policy Acceptable Use Agreement form. By signing the form, students agreed to use the Internet in a responsible, efficient, ethical, and legal manner. Students desiring to use their own software on any school computer must have prior permission from their teacher. Computer games are not allowed at LHS. Abuse of the Internet Safety Policy may result in suspension of privileges for a period of time, suspension from school, and/or legal action due to the results of inappropriate action.

Emergency Procedures and Levels

For planning purposes, disasters and emergency situations are divided into three (3) levels (Working with state emergency personnel) .

The levels are:

Level I - A minor to moderate incident, where local resources are adequate and available. A Local Emergency may be announced depending on the situation.

Level II - A moderate to severe emergency, where resources are not adequate and mutual aid may be required on a regional, or even State-wide basis. A Local Emergency will be announced and a State of Emergency may be declared.

Level III - A major disaster, where resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency will be announced, a State of Emergency will be declared and a Presidential Declaration of an Emergency or Major Disaster will be requested. This Plan focuses on a Level III disaster and a full emergency response by the LUSD. However, only those sections of the response organization that are required to address the situation at the time will be activated. For example, a Level I disaster occurring at one school may require minimal activation of the plan, where more serious situations may require additional activation. The Principal shall include information on emergency preparedness with emphasis on student emergency release information, with evacuation procedures and locations. All attempts will be made to post information on the Laton High School website, www.laton.k12.ca.us/, as to the status of the emergency and where students are located. The District will be notified immediately in the event of an emergency and will be in communication with the school site and parents as appropriate. The principal, or designee, will be responsible for communication to parents and the District Office. Students will be with a teacher and, if circumstances warrant evacuation, students will be evacuated to designated places on campus as practiced during emergency drills. At the end of the day, if possible, the principal will send communication home to parents regarding the emergency or lock-down procedures. Drills will be held every year. Emergency teams will be established with specific duties to accomplish. Emergency communication procedures will be reviewed with the staff.

Fire, earthquake, and secure campus drills are required by law and are an important safety precaution. In the event of a fire alarm, students shall exit the building by the prescribed route. Students will adhere to lock-down procedures during a secure campus drill.

In case of an earthquake, the procedure inside the building is to drop to the floor beneath a desk or table facing away from the window and cover the back of your head. If no cover is near, standing in a doorway is the safest place. If the students are outside when an earthquake occurs, they are advised to stay away from the building overhead electric wires, poles, trees, or anything else that might shake loose or fall.

Lost or Damaged School Owned Items

Fines for damaged or lost books (including library books), lost physical education equipment, etc. must be paid before diploma's are given, transcripts are sent, before new schedules for the fall semester are issued, and before caps and gowns are issued for graduation. Students withdrawing from Laton High School must return all textbooks and clear all financial obligations before their transfer to another school will be completed. Every attempt should be made to care

for items issued by the school so that other students will have the benefit of using these items in subsequent semesters. Each library book and textbook should be returned in the same condition as when it was checked out to the student. Fines may be accrued if any damage has occurred prior to its return.

School Lockers

Lockers are assigned through the Main Office. Main Office staff handles any problems concerning lockers. Valuable personal property or money should not be stored in lockers. Students are cautioned to bring only necessary items of personal property to school. The school is not responsible for the safety of items stored in the locker. Students are urged not to share lockers and combinations with other students. Students must remember that lockers and books are the property of the school and may be searched by school officials whenever deemed appropriate.

Parking Policy

Student parking is limited to the LHS parking lot. Student vehicles are not allowed to park in staff or visitor designated parking lots at any time, and students are subject to school consequences, ticketing or towing of vehicle. Any space marked with a number, “Staff”, or “Visitor” is reserved. Progressive school consequences for parking violations include receiving a warning, suspension or permit being revoked for repeat parking offenses. However, vehicle may be ticketed on the first violation and student may also receive school consequences at the discretion of the administration.

Parking Permits

The completed Application for Parking Permit form, along with driver’s license, vehicle registration, proof of insurance for each vehicle is required before a permit will be issued. All vehicles allowed to park in student parking spaces must have parking permit visible at all times or may be subject to consequences. Permits are to be hung on the rearview mirror of vehicle driven to school. If the permit is not able to be hung off the rearview mirror, permit should be placed on the dashboard facing out so permit number is visible. Permits may be revoked at any time for any violation of the California Vehicle Code while on the Laton High School campus, on the way to and from school or school activities, or during the school day. At the discretion of the Administration, a parking permit may be revoked if a student is in violation of school attendance, behavior, or parking policies.

Resolving Student Teacher Conflict

Communication is frequently the key to understanding and resolving problems, disagreements, or misunderstandings that arise due to a student’s classroom behavior, a teacher’s instructional methodology and grading expectations, or the relationship between a student and teacher. At times, it is necessary and important for students to work through difficulties with their assigned teacher. Students can strengthen problem-solving skills and learn to assume more responsibility for their progress in school by working through these challenges.

Following are steps that students, teachers, or parents should take to resolve conflict. Teachers or students and/or parents initiate oral communication with each other to explain, discuss, and try to

resolve the problem. If the problem involves inappropriate student behavior (non-suspendable offenses), the teacher takes normal steps to correct the behavior including conference with student, phone calls to parent, and teacher detentions, or other teacher-assigned consequences. Teacher and/or parent/guardian asks counselor for assistance in resolving the problem only after attempting to resolve it with the above steps has not been successful. At this point, an in-person conference is required among the involved parties. If the initial problem is behavior, then the student is referred to the Principal. If the problem is still not resolved after these steps, then counselor and administrator will meet to decide what action will be appropriate to resolve the conflict. A change in schedule due to unresolved differences will need approval from the administrator.

Schedule Changes

Courses selected during spring programming should be considered final choices. Books and supplies are ordered and teachers are assigned on the basis of student selections. Only changes necessitated by course cancellation, inappropriate placement, or irresolvable conflicts will be considered in most cases. Although we recognize that some programs changes are necessary in the fall because of conflicts and other scheduling issues. Most changes will be limited to the first two weeks of school. Contact your counselor to discuss schedule changes.

After completing and turning in forms, students continue to attend their original courses until notified if and when a change in program is approved. If a student drops a course more than five days after the mailing of the first or third Quarter Progress Report, teachers will issue a semester grade of "F." In most instances, it is impossible to drop a course this late into the semester.

Athletic Participation

Participation in athletics is a privilege. Athletics can give students the opportunity to learn leadership skills, foster self-confidence, self-discipline, organizational skills, decision-making skills, and encourage setting goals. We believe a comprehensive athletic program is vital for the educational development of our students. Once students have been selected to represent Laton High School, Home of the Mustangs, there are often many questions, which both students and their parents/guardians may have regarding our Athletic Program. We hope this information will be of assistance and we encourage you to use it as a reference throughout the year. If you have additional questions, feel free to contact the Varsity Coach or Athletic Director. Also, refer to Athletic Handbook for any information.

Athletic Tryouts

It is your responsibility to know when tryouts will be held. All teams hold at least two (2) tryout meetings. Look for flyers, listen to the bulletin, and check the bulletin board outside the Athletic Director's office. At the tryout meetings, varsity coaches will review specific dates, times, locations, and expectations for all athletes. Contact the varsity coach if you have any questions or concerns.

Athletic Clearance

In order for a student to participate in a sport, they must first complete the Athletic Clearance Packet. This packet includes the following:

Athletic Clearance Form- contains emergency and proof of insurance information, along with a contract that must be signed by both the student and their parent/guardian, which states that they have read and understand all rules pertaining to our athletic program. Please check the LHS website for updates throughout the year.

Physical Form-The State of California Education Code requires a physical examination for each year a student participates in a sport. Physicals are good for one year only from their examination date and must be signed and dated by the physician.

Athletic Rules/Agreements-All Section, League, and Laton High School Athletic Rules and Regulations/Agreements are followed. It is encouraged strongly that you and your student read and understand these rules and regulations.

Athletic and Co-Curricular Policies

In order to be eligible for participation in extra or co-curricular activities, a student shall have earned a minimum 2.0 or "C" grade point average during the preceding grading period with no more than one F and must pass 20 credits of coursework. Students must be in attendance at school the full day to be eligible for a contest and/or co-curricular activity that day unless excused by the Principal. Please see the Parent/Student Athletic Handbook or Athletic Director for specific dates related to eligibility throughout the school year. Academic eligibility is required for participation in all organized sports activities, dance team and cheerleading, tryouts for and participation in musicals and other theatrical productions, elected and appointed student offices and positions, and other school-wide activities. A positive record of citizenship, monitored by the Principal, is also required for participation in extra- and co-curricular activities. Students who reach the age of 19 prior to September 1 are ineligible to compete. Additionally, students are ineligible to compete on a high school team if, during the high school season beginning the first day of practice, they are playing the same sport for an outside team. After eight (8) semesters of high school, students may not compete on athletic teams.

Athletic Probation

Students may be eligible to apply for a one time athletic probation. Please see the Athletic Director.

Athletic/Visual and Performing Arts Rules

Student Athletes and Performers are expected to behave properly in locker rooms, dressing rooms and shower areas. When practice is completed, student Athletes/Performers should shower if necessary, secure their equipment, and proceed home. Athletes and Performing Artists are responsible for athletic equipment, costumes, uniforms and props checked out to them. Athletes/Performing Artists will be charged for all lost equipment. Notices are given to individuals who have not returned school equipment. Practicing on a new team or show is prohibited until uniform/costume/equipment/script obligations with former teams/shows are met. Athletes/Performers must attend practice every day on time. Missing practice may result in losing a position/part or reduced playing/stage time. If an Athlete/Performer cannot attend practice/rehearsal due to an illness or emergency, it is their responsibility to inform the

coach/director prior to the next practice or competition. If an Athlete/Performer is injured while participating, they must report the injury to the coach/director immediately. If the Athlete/Performer is forced to “sit out” by a doctor’s order, they must have a doctor’s dated clearance before returning to practice or play. All team/show equipment must be returned at the conclusion of the season. No post-season awards (block letters for sports or performing arts, etc.) will be issued to players until equipment is returned. While traveling on bus trips, conforming to district and school regulations regarding behavior is expected. When traveling to other schools, remaining with the team at all times is required. Athletes may not travel to and from contests on their own. When no transportation is provided, parent carpools will be arranged. Athletes and Performing Artists are visible representatives of the school and the team/cast. Athletes/Performers are expected to be role models and provide support and leadership to other students and the staff.

Fan Behavior Expectations

Understand that in high school athletics the gym/field/diamond/court is considered another classroom. Focus on positive team support and rooter spirit. Refrain from obscene, unsportsmanlike and unacceptable cheers and yells. Work closely with the rooting section and take a positive role in controlling unacceptable behavior by that rooting section; model appropriate behavior. Understand the role of educational athletics as one part of a comprehensive high school experience. Do not use obscenities, racial slurs, personal insults, and other unacceptable comments before, during, and after athletic contests, or disrupt the contest in any way. Stay off the field/court/ at all times; stay in the designated seating/standing area. Refrain from confronting officials, coaches, players, and others before, during, or after an athletic contest. No pets allowed on campus at any time. Leave all backpacks at home, in lockers, automobile, etc. During athletic contests, no backpacks will be allowed in main or auxiliary gym or in the stadium. Students with backpacks will not be allowed entrance. No outside food or drink will be allowed at school sponsored events unless approved by administration.

Sexual Harassment

Administrative Regulations AR 5145.7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy – BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. **Initiation of Investigation:** The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to

harassment, the student's parent/guardian, and an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.
4. Investigation Process: The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and

both parties agree, and he/she shall be advised of the right to end the informal process at any time

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Coordinator/Principal may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
 - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different students
8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

LATON UNIFIED SCHOOL DISTRICT
RIGHTS AND RESPONSIBILITIES

UNIFORM COMPLAINT PROCEDURES

2016 – 2017

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Laton Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Laton Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs
- Local Control Accountability Plan (LCAP)
- Local Control Funding Formula (LCFF)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock,

locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name of Compliance Officer: Laton Unified School District – District Office

Address: 6259 DeWoody, P. O. Box 248, Laton, CA 93242

Telephone Number: (559) 922-4015

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Laton Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Laton Unified School District's Decision. The appeal must include a copy of the complaint filed with Laton Unified School District and a copy of Laton Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Laton Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. A copy of the Laton Unified School District's UCP policy and complaint procedures shall be available free of charge.

LATON HIGH SCHOOL
HANDBOOK
SIGNATURE PAGE

MUST BE RETURNED TO SCHOOL OFFICE

Student's Acceptance of Handbook Policies

I have read and understand the Laton High School Student Handbook. I understand the expectations and responsibilities of being a student at Laton High School. In particular, I am aware of the rules, which if violated, may result in severe consequences including detention, suspension, expulsion, and loss of participation in graduation and other end-of-the-year activities.

Signature:

Date:

Parent's Acceptance of Handbook Policies

I have read and reviewed the contents of the Laton High School Student Handbook with my child. I understand the expectations and responsibilities that pertain to my child.

In particular, I am aware of the rules, which if violated, may result in severe consequences including detention, suspension, expulsion, and loss of participation in graduation and other end-of-the-year activities.

Signature:

Date: