

Lassen High School



Student Handbook 2023-2024

Note: Contents of Student Handbook are subject to change. Rev 07/25/2023

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person/group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to the Human Resources office of the Lassen Union High School District, located at 1000 Main St. Susanville, CA 96130. A copy of the District's non-discrimination policy is available from the District website at www.lassenhigh.org.

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WE ARE LASSEN

Welcome to the 2022-2023 school year! Each year we work to increase opportunities for the youth of Lassen County to explore so that each student can find their strength, their passion, their voice, and eventually their vocation. This year, we have added Robotics, AP Calculus, and AP Human Geography. We also increased our offerings in the music department. Our career pathways are picking up steam with classes in Animal Science, Sustainable Agriculture, Arts, Media and Entertainment, Business and Finance, Marketing Sales and Service Pathways.

Lassen High is known for total school involvement in our extra and co-curricular programs. Our sports teams are always competitive in our CIF league, having just won League and Sections in both Girls Basketball and Boys Golf. Lassen High FFA and FBLA teams are respected statewide for our involvement and excellence. Our performing arts classes are outstanding and are noted as being some of the finest in the Eastern Sierra's. We offer a wide array of activities to provide our students an opportunity to be involved at LHS.

This handbook provides parents and students with information about the programs and policies that govern our school, a staff directory, as well as information on important dates. Please keep a copy of this handbook so that you can reference it as needed. We are all part of Grizzly Country and want to make sure that each student has a successful and rewarding experience. Please contact your counselors or administrators if you have any academic or social concerns. We are here for you!

It's a great day to be a Grizzly!

Administration

- Superintendent– Morgan Nugent
- Principal– Dr. Lynn Pikero
- Dean of Students – Robert Nielsen

Vision Statement

At Lassen High School, we guide and inspire our students to be motivated, engaged, passionate, and prepared critical thinkers that have ownership of their futures.

Mission Statement

Seeking the highest level of achievement and self-confidence in each student, we will provide four years of college and career awareness and instruction in a respectful and inviting environment, providing an array of academic and personal supports, and a wide variety of extra-curricular programs to value and engage each student.

School-Wide Learning Objectives

Our graduates will be young adults who are:

1. Proficient in Reading, Writing, Math, Science and Social Studies
2. Critical-thinkers, creative problem-solvers
3. Technologically Proficient
4. Effective Communicators
5. Accomplished in Career Skills
6. Healthy Individuals

Discipline

Administration has established a Discipline Matrix for student behavior. To view the Discipline Matrix, please visit our website. Any offense not specific in the matrix will be handled according to California State Education Code, LUHSD School Board policy and California State law. The consequences listed are a guide for most situations. The administration may use professional discretion except in cases that call for mandatory expulsion. Students may be suspended on the first offense of any violation of Ed Code 48900, A-R. Any student who is suspended OR receives a day in the Responsibility Center shall, upon completion of their suspension/Responsibility Center, continue to be ineligible from all LHS activities, extra-curricular/co-curricular until 11:59 PM of the seventh calendar day following the return to school. School work will be provided via Microsoft Teams to a student in the Responsibility Center, during suspension, or while awaiting an expulsion hearing. Paper copies may be provided upon request.

Health & Wellbeing of Students

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy, which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. Our school has designated Administration and counselors as a point of contact for students in crisis and to refer students to appropriate resources.
3. When identified as being at risk, a student will be assessed by a school employed mental health professional. That professional will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - a. The National Suicide Prevention Lifeline—1-800-273-8255; www.suicidepreventionlifeline.org
 - b. The Trevor Lifeline—1-866-488-7386; www.thetrevorproject.org.
 - c. Clayful- Using the app, student have access to mental health coaches before, during, and after school. <https://www.clayfulhealth.com/>
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

To view the Suicide Prevention policy in its entirety, please see BP/AR 5141.52 at www.lassenhigh.org.

Campus Services

Cafeteria

The cafeteria serves breakfast, nutrition and a hot lunch each school day in the Student Center. Due to a recent Bill passed through the California Universal free meals program, all students can eat a breakfast and a lunch for free during the 2023-2024 school year.

In order for the lunchtime environment to be acceptable, all students are responsible for cleanliness, and safety as follows:

- Be patient in line. No crowding, or cutting for any reason.
- Keep all areas litter free and leave lunch tables clean.
- Throwing of any food or particles is prohibited.
- Be cooperative, and respectful to all cafeteria employees. Failing to follow directions by any employee will be considered as defiance and disrespect.

Library

The school library is open from 7:30-4:00 each school day. Students who visit the library during class periods, must have a pass from a teacher, and receive approval from the library staff.

Students may check out a maximum of three books for three-week increments. Renewals are permitted. Overdue items will be placed on a 'holds' list and may affect participation in sports, extra-curricular activities, graduation, etc.

Textbooks are furnished by the school. If a book is lost, stolen or damaged, the student will be required to pay for it prior to receiving a course grade and/or clearance for graduation. Ed Code 48904(b) allows schools to withhold grades until textbook obligations are resolved.

The library and its resources are furnished to support educational academics. Library expectations include, but are not limited to the following:

- Students are expected to respect other students' rights to study quietly.
- Food and drinks are allowed in the library at the discretion of the library staff.
- Students will be charged for lost or damaged books.
- All printing and copying use are for educational purposes only. There is no charge for copying or printing for educational purposes. Personal use will be charged as follows: Color (\$.50)/page, Black and white (\$.05)/page.

BELL SCHEDULES

Regular Day

Regular Day Bell Schedule		
<i>Monday, Tuesday, Thursday, Friday</i>		
PERIOD	START	END
1	8:00	9:00
Nutrition	9:00	9:12
2	9:12	10:11
3	10:17	11:16
4	11:22	12:21
Lunch	12:21	12:56
5	1:01	2:00
6	2:06	3:06

Late Start

Late Start Bell Schedule		
<i>Every other Wednesday</i>		
PERIOD	START	END
1	9:36	10:20
Nutrition	10:20	10:32
2	10:32	11:16
3	11:22	12:06
4	12:12	12:56
Lunch	12:56	1:30
5	1:36	2:18
6	2:24	3:06

Late Start Dates

The bell schedule below will be observed on the following late start Wednesdays. **September 13 & 27, October 11 & 25, November 8 & 29, December 13, January 17 & 31, February 14 & 28, March 13 & 27, April 17, May 8, & 22.**

Advocacy

Advocacy Bell Schedule		
<i>Every Tuesday</i>		
PERIOD	START	END
1	8:00	8:52
Nutrition	8:52	9:04
Advocacy	9:04	9:42
2	9:48	10:40
3	10:46	11:38
4	11:44	12:36
Lunch	12:36	1:10
5	1:16	2:08
6	2:14	3:06

Minimum Day

Minimum Day Bell Schedule		
PERIOD	START TIME	END TIME
1	8:00	8:36
2	8:42	9:18
Nutrition	9:18	9:28
3	9:28	10:04
4	10:10	10:46
5	10:52	11:28
6	11:34	12:10
Lunch	12:10	12:45
Busses leave	12:45	

Finals

Finals Bell Schedule		
<i>12/13-12/15 and 6/4-6/6</i>		
PERIOD	START TIME	END TIME
1, 3 or 5	8:00	10:00
Nutrition	10:00	10:20
2, 4 or 6	10:20	12:20
Lunch	12:20	12:45
Busses leave	12:45	

STUDENT INFORMATION & RIGHTS

Students have rights under the Constitution, State Law and District Policy. Their rights include, but are not limited to, the following:

1. The right to be heard—Students are encouraged to voice constructive criticism through the Student Senate, counselors, teachers, administrators, and any other channels of communication as long as that process does not disrupt the orderly operation of the school. (Education Code 48907)
2. The right to a free and appropriate public education in a safe, clean environment.
3. The right to full use of class time for receiving instruction and learning.
4. The right to fair, consistent and respectful treatment by staff members and other students.

Patriotic Exercise

Students are expected to stand for the Pledge of Allegiance/National Anthem in class and at all school events.

Lockers

Lockers will be available upon request for students after the first week of school. Students should not use their cars in place of a locker. PE Lockers will be assigned by the PE Teacher, which students are required to use during class time for their personal items. Lockers are to be kept clean, orderly and must be locked at all times. Locker assignments are for the entire school year, unless Safety Office necessitates changes. Please be aware, all school rules, District policies, and state laws apply to the use of student lockers, including the right to search at the discretion of the school personnel. Violations of student locker use, damage, etc. will follow disciplinary guidelines.

Identification Cards

Student identification cards will be issued to all students and should be kept on their person at all time. A lost or damaged ID card must be replaced within 24 hours at the student's expense. If purchased, a student's ASB discount sticker is placed on their ID card for display at school activities. To replace an ID card cost \$10.

Deliveries To Students

Due to the disruptions to the learning environment, deliveries to students will not be allowed and/or delivered to the classroom at any time during the academic year. Examples include, though not limited to, food or drink, flowers, candy, balloons, stuffed animals, personal cards, singing telegrams, etc. Any exception must be approved by an Administrator in advance.

Lost & Found

The school library is the designated location for lost and found items. Items being claimed may need to be identified. Any items left unclaimed will be donated to a charitable organization on or after the last day of school.

Fines, Fees and Holds

Students are responsible for returning all items entrusted to them over the course of the school year, in good condition. The items may include but are not limited to books, athletic uniforms, and technology. If the items are not returned or are broken, bent, or contain other damage, it is the student's responsibility to pay for the replacement cost of the items. This also includes cafeteria balances, which are charged due to the student's eating more than the two free meals or purchasing items a la carte. Any student who damages school property will be responsible for restitution. Various privileges will be withheld or revoked if a student's obligations are not met, such as becoming ineligible to try out or participate in sports, withholding of yearbook distribution, parking privileges, receiving cap and gown, walking with his or her class at graduation, and receiving a diploma. In the event that a check with insufficient funds is given to the high school for payment of any debt, a \$25 fee will be added to the amount owed. Toward the end of the second semester, cash or money orders only will be accepted as payment.

The library's automated system generates notices for overdue materials. For items reported lost or turned in late, the system generates a bill in the form of a "hold." During the course of the school year, hold notices will continually be provided to each student, and/or the parents/guardians. Periodically, and through-out the school year, hold notices will be mailed to the address of record and a copy placed in the student record. The District reserves the right to pursue further appropriate measures to settle outstanding student debts. For reference, please refer to LUHSD Board Policy and CA Ed Codes 60010 (h), and 48904 (a) 1, (b) 2, (b) 3, and (b) 4.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

- The right to inspect and review the student’s education records within 45 days of the day the Lassen Union High School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Lassen Union High School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

Athlete & Spectator Sportsmanship Expectations

The following behavior is unacceptable at all sporting events, from coaches, athletes and spectators. Violators of the following guidelines may be removed from the event.

- Berating an opposing school’s players or mascot
- Obscene gestures or cheers
- Negative signs
- Artificial noise-makers for indoor events
- Complaining about officials’ calls (verbally or by gesture)
- Actions that are intended to embarrass/humiliate the opponent and/or show disrespect for the opponent.
- Body Painting (face-painting is okay)
- Removal, partial removal, or the changing of clothes that exposes undergarments or base skin, not appropriate in the sport, in the view of spectators and general public before, during, or after the contest, with the exception of removal of clothing due to an injury during the contest (see Northern Section CIF document for additional clarification).

No matter the type of the event, once a student leaves an event, he/she may not re-enter without a parent. Children under the age of 13 must be accompanied by a parent at all times. Parents, please be aware of where your children are at all times.

Academic Honesty/Plagiarism

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, which will include all student behavior, intended to gain or provide unearned academic advantage by fraudulent and or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes.

- First offense will result in a zero on the assignment, referral to the Administration Office, and notifying a parent/guardian.
- Subsequent violations in this regard, will follow the Discipline Matrix.

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without crediting the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works as your own such as musical compositions, computer programs, photographs, drawings, or paintings
- Helping others plagiarize by giving them your work
- Turning in work that is partially or entirely created through the use of Artificial Intelligence (AI) such as ChatGPT.

All students have a responsibility to maintain academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Honesty and integrity are useful and valuable traits, which affect one's life.

*These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Parking

Parking at Lassen High School is a privilege that can be revoked. Receiving a parking permit does not guarantee a space, simply the right to park in the lot. Permits will be issued by class, Seniors first, then Juniors second, and then Sophomores third. LHS campus security will issue permits after the academic year has begun. Parking at LHS requires a parking permit to be visible and hanging from the rear-view mirror of the car. Enforcement of the parking policy will begin on August 28, 2023. The speed limit at LHS is 10 miles per hour. Seniors can park in the lot next to Main Street and can use unmarked spaces. Juniors can park in the back lot near the football field and can use unmarked spaces. No students are to park in posted handicapped parking, unless displaying a handicap permit, no-parking zones, fire lanes, staff parking, visitor parking or bus lanes. Parking permits are issued to students, not cars, and can be moved from car to car as needed. Permits will not be issued until the parking contract is completed and returned to the office. Stolen permits need to be reported immediately. New permits can be purchased for a \$20.00 fee. Parking lots are a part of school campus, and all school rules remain in force. Please ensure that items in the car follow school rules and are appropriate.

Consequences for Inappropriate Parking:

1. **First Offense** – Warning and student must move vehicle to appropriate space. (Refusal will result in discipline as defiance).
2. **Second Offense** – Student must move vehicle to appropriate space and perform one hour of community service/detention.
3. **Third Offense** – Student must move vehicle to appropriate space and perform one hour of community service/detention. Student will lose parking privileges for one month.
4. **Fourth Offense** -One to three days in Responsibility Center and student will lose parking privileges for the remainder of the school year. Students will be required to paint over the parking place at the end of the year at their own expense.

Student Services Coordinator

Our students have a variety of needs that can be met with the help of our Student Services Coordinator, Nancy Singh. Located in the library, Nancy will work individually with students academically from 7:30-4:00 on school days. She also coordinates programs for students experiencing homelessness, and can provide help with food, clothing, hygiene items, and school materials.

Title VI

In partnering with the Susanville Indian Rancheria, we have additional services available on campus for Native American students. SIR provides a tutor to work in the library directly with students who have signed the appropriate forms, including academic tutoring, college and career planning, and extra-curricular activities throughout the year. There is a monthly Title VI meeting held in the library for interested parents, staff, and students.

ACADEMICS

Calendar

First Day of School:	August 16
Homecoming Week:	September 25-29
End of 1 st Quarter:	October 13
Parent Conferences:	October 19-20
Mid-term finals:	December 19-21
End of 1 st Semester:	December 21
End of 3 rd Quarter:	March 15
Finals:	June 4-6
Last Day of School/End of 2nd Semester:	June 6
Graduation:	June 7

Grades

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance. Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a telephone or in-person conference with the student's parent/guardian or send the parent/guardian a written report. Students will be graded for both academic achievement and citizenship. Academic grades will be expressed in letter form as follows (BP/AR 5121):

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points
W/F		Withdrawal/Failure	0 grade points

Because of the more rigorous nature of Advanced Placement, honors, and approved concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A (90-100%)	-----Outstanding Achievement	5.0 grade points
B (80-89%)	-----Above Average Achievement	4.0 grade points
C (70-79%)	-----Average Achievement	3.0 grade points

Academic Tutors, will receive letter grades. Office Assistants and Teacher Assistants will receive a Pass/Fail grade. Students will receive five credits per semester of elective credit upon successful passing.

Parent Portal

Parents have access to their student's information, via the Aeries Parent Portal. To access the portal, parents need to have their student's Permanent ID, Home Phone and Verification Passcode in order to set up the account. Please contact the Counseling or Technology Department at 530-251-1263 for account access.

Class Schedules & Schedule Change Policy

Teachers or students may request a placement change within the first two weeks following the beginning of each semester. Schedule changes after two weeks, which are not the result of an administrative exemption, shall result in a grade of W/F and no credit will be given. Since the number of course sections available at each high school depends upon pre-registration information, class changes are not allowed, except for the following reasons:

- Computer error
- Graduation requirements
- Health concerns
- Improper placement
- Completion of correspondence, Internet or college courses

Graduation

Lassen High School conducts an annual graduation ceremony for students who complete the entire Senior year at Lassen High School and who meet District and State graduation requirements. Students who graduate mid-year may participate in the end of the school year graduation ceremonies by contacting the Administration Office at least two months prior to the scheduled ceremonies. Caps and gowns are required for all participants, which may be purchased on campus. While participation is voluntary, students who participate must conform to school regulations. All students may be required to sign a contract for graduation, which stipulates all rules that must be followed during the ceremony.

Credit Requirements

Lassen High School uses a credit system to determine requirements for graduation. Each class is worth five (5) credits per semester. To graduate, a student is required to take and pass semester classes to accumulate credits. In addition, the State of California establishes requirements for student courses. Requirements are as follows:

Minimum Subject Requirements	Unit Requirement
English	40 credits
Math (Algebra 1/Math 1 required)	30 credits
Life Science	10 credits
Physical Science	10 credits
World History	10 credits
Computer Operations/Health	10 credits
US History	10 credits
American Government/ Economics	10 credits
Foreign Language/Fine Art/CTE	10 credits
Physical Education	20 credits
Electives	60 credits
TOTAL UNITS REQUIRED	220 credits

Other Requirements

Attendance: Seniors must attend Lassen High School for their full Senior year and maintain 95% attendance during their senior year in order to participate in the graduation ceremony. Students may make-up absences through detentions or Saturday School. Excused absences, as defined in Board policy, shall not be factored into the attendance rate for graduation.

Discipline: Students who are suspended for more than 5 days during their senior year, or who are suspended during the last two weeks of school, shall be ineligible to participate in graduation ceremonies. Students who are denied graduation privileges may appeal the decision to the graduation committee headed by the Superintendent.

Hold: All holds must be cleared. This includes returning all District property and paying outstanding fees.

Detentions: All assigned Detentions/Saturday Schools must be completed.

Seniors who fulfill graduation requirements during the summer following the date of their class's graduation will not be allowed to participate in graduation ceremonies.

Golden State Seal Merit Diploma

Students must have demonstrated the mastery of the curriculum in at least six subject matter areas, four of which are English-language arts (ELA), mathematics, science, and U.S. history, with the remaining two subject matter areas selected by the student. Please see the California Department of Education website for specific eligibility criteria.

Seal of Bi-Literacy

Students who qualify through demonstrating proficiency in more than one language may receive the Seal of Bi-Literacy.

Keynote Speaker

Each year, a keynote speaker will be chosen by the Senior Class and Senior Class Advisor to give a speech at graduation.

Valedictorian & Salutatorian

To honor superior academic achievement, the graduation ceremonies shall include recognition of the Valedictorian(s) and Salutatorian(s). The determination criteria for selection of the Valedictorian(s) and the Salutatorian(s) shall be as follows:

The student must take six classes for all four years of high school. A predetermined factor of “1” will be earned for every grade of “A” taken in an advanced placement course. A “B” in an advanced placement courses will earn a “0”. For non-weighted classes, an “A” will earn a “0” and a “B” will earn a “-1”. College course work may transfer for credit, but shall not be considered advanced placement courses. No factor shall be applied to college course work. Online courses from any program outside Lassen Union High School District shall not be considered in the selection of Valedictorian or Salutatorian. The final selection of the Valedictorian(s) will be made after the spring semester final exams are completed. The students with the highest number of points will be designated Valedictorian(s) by the District and shall be seated in the first row at the graduation ceremony. In order to be selected as Valedictorian, a student must have attended Lassen High School for a minimum of 50% of their high school career.

The Top 20 Ranked Seniors, using the academic weighted grade point average scale, will be honored during the graduation ceremony by leading the class according to their academic weighted cumulative grade point average. These students will sit in the front row closest to the stage. The top 20 ranked Seniors will be determined after the first semester for senior activities and then re-ranked again after the second semester for graduation. (AR 5127)

Testing

SAT Tests are held at Lassen High School on Oct. 7 and March 9. Our High School Code is 053470. Students may register for the SAT or ACT exams at another location and on a different date, if needed. Please ask your guidance counselor for more information.

- To register on line for the SAT, visit www.sat.org/register
- To register on line for the ACT, visit www.actstudent.org

Test	Groups/Grades tested
Advanced Placement (AP)	AP Class Students: Student must sign up and pay a \$40 fee for each test they take. Students that score a 3 or better will be reimbursed for their fee upon request. (If the fee was not paid by the student in the previous year, there will be no reimbursement) Any students needing financial assistance to pay the fee, may contact the counseling office. Testing held May 6-17.
PSAT	All 9 th , 10 th , and 11 th grade students. The school provides this test
ASVAB	Fall and Spring– Student must sign up
California Alternate Assessments (CAA)	Must be assigned through a student’s IEP
English Language Proficiency Assessments for California (ELPAC) Initial Assessment	Potential English Language Learners. Test given within the first 30 days of enrollment to determine placement.
ELPAC Summative Assessment	English Language Learners- given in the spring of 2023
Physical Fitness (PFT)	9 th February through May
Smarter Balanced (ELA and Math State Test) SBAC	11 th grade students in the spring
CAST Science	10 th and 11 th grade students in the spring

- Testing dates and other information about test specifics, and our Statewide Testing Notification can be found on the LHS website www.lassenhigh.org/testing/ or on the school's Facebook page <https://www.facebook.com/LassenHighSchool/>.

RULES & GUIDANCE

Behavior

Lassen High School has developed a code of behavior to help students understand what is expected of them and the consequences that follow violation of the rules. Students are required to respond positively to staff requests to follow the school's code of behavior that has been established to guarantee the rights of all students to an education in a safe and orderly environment. A positive school climate derives from an understanding among the total school community that statements and actions that degrade others will not be tolerated. Listed below are general school and student expectations. This is meant as a guide, behavior is not limited to those listed. Violations of any of the following may result in disciplinary action:

- Students are expected to respect all members of school staff and the student body.
- All visitors must first check in with the Administration Office for approval. Violators will receive a trespass warning for the first offense; second offense may result in notification to the City Police Department.
- Students must obtain administrative approval for any meeting or assembly held on school property, and for any printed materials that they wish to distribute or post on school property.
- No student may leave the campus for any reason, without first obtaining a pass from the Attendance Office, except during lunch. Teacher and parent permission will not be considered as approval to leave the campus during instructional times, without first obtaining clearance from the Attendance Office.
- All students outside of the classroom during instructional time without a hall pass, or who leave class without permission will be subject to disciplinary action.
- Eighteen-year-old students will be held to the same standards as the general student body.
- Students, who have approved late start and/or early release, must attend class at the appropriate start time and leave the school campus at the conclusion of the last class on their schedule. Any student lingering on the school campus will be referred to the Safety Office.
- The school does not assume responsibility for lost, stolen, or confiscated items, which may include money, electronic equipment, or other school-issued supplies. Students are encouraged to refrain from bringing personal property and valuables to the school.
- Students representing the school in all school-affiliated groups, clubs, co-curricular and extra-curricular activities must conform to the standards established by advisors/coaches, and follow District policies, CIF rules, and state law.
- The following items are prohibited on school and District property including, but not limited to, the following: tobacco, paraphernalia, lighters, firecrackers, laser lights, matches, pepper spray, water guns, water balloons, uncontrolled substances, paraphernalia, weapons, imitation weapons, or any items capable of doing bodily harm, and any other unsafe items or items that could cause disruption to the educational environment. Prohibited items will be confiscated.
- Any graffiti or tagging of personal property, such as assignments, backpacks; notebooks, etc. will be confiscated and held for parent pick-up. Appropriate disciplinary action, including possible law enforcement involvement may occur.
- Cell phones must be placed in phone caddies for attendance and must be turned off or muted while class periods are in session. This includes but is not limited to MP3 players, gaming devices, headphones, earbuds, etc., unless prior approval and supervision is received by the instructor for educational purposes. Cellphones that are confiscated and taken to the safety office will be returned to a parent at the end of the school day.
- Skateboards, skate shoes, roller blades, long boards, bicycles, etc. may not be ridden on school property at any time. All such items must be securely locked, as racks are available, or checked into the Administration Office, prior to the start of school. Items of this nature may not be stored in teacher classrooms, or carried by the student between any class periods. Failure to follow these expectations will result in confiscation, parent notification, and possible loss of riding privileges.
- Food and drink are not permitted in any school classroom, school labs, or other schoolrooms, while school is in session.
- Lockers are considered to be school property and may be searched at any time. School officials may search students, their backpacks, purses, and vehicles, if there is reasonable suspicion that the student has violated school rules, Board Policy or state laws.
- Lassen High School prohibits behavior that is intimidating, harassing, bullying, threatening, or disruptive, including all electronic transmissions.
- All behavior associated with gang activity or affiliation is prohibited on school grounds.
- Hazing of students is prohibited.
- Littering on campus is prohibited. Students will be expected to immediately clean up any messes they create.

- It is inappropriate for students to gather in any manner that obstructs the orderly movement of pupils and staff, and/or disrupts the educational environment.
- Any public displays of affection must demonstrate proper respect as defined by the school.

Harassment, Bullying Racial Slurs & Intimidation

Lassen High School does not condone harassment, bullying, racial slurs or intimidation in our school or at any school-related activities. Parents and students should report any incidents of harassment or intimidation to school personnel in order to address and resolve the issue in a timely and effective manner, which may include discipline in accordance with the Discipline Matrix.

Harassment

“*Harassment*” means a willful act or course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person, intended to cause, and actually causes another person to suffer serious emotional distress.

Bullying

“*Bullying*” is exposing a person to abusive actions repeatedly over time. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical, verbal or emotional. Bullying can occur face-to-face or in the online world.

Direct bullying or identifiable bullying actions may include: Hitting, tripping, shoving, pinching, and excessive tickling, verbal threats, name calling, racial slurs, and insults. Demanding money, property, or some service to be performed, stabbing, choking, burning, and shooting.

Indirect bullying may be more difficult to detect and may include: rejecting, excluding, or isolating target(s), humiliating target(s) in front of friends, manipulating friends and relationships, sending hurtful or threatening e-mail, text messages, or writing notes, blackmailing, terrorizing, or posing dangerous dares, developing a web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages.

Cyberbullying

Cyberbullying is a serious issue that has real world consequences. You are not allowed to use computers, wireless, or any other technology to threaten, harass, or intimidate any other student, staff member, or anyone else whether on or off campus. Do not use technology devices to send or receive vulgar, obscene, or derogatory images or messages, which also include social media sites. Using the computer network to conduct illegal activities is not allowed at any time.

Hate Motivated Behavior

The District and State of California define hate motivated behavior as actions or statements that are hostile or threatening toward another person based on their race, ethnicity, national origin, immigration status, gender, gender identity, sexual orientation, disability, religious beliefs, cultural characteristics, age or physical condition.

Hate-Motivated Intimidation or Harassment (Racial Slurs or Gender-based slurs)

These are actions, remarks or statements that create a negative or hostile learning environment. Examples are name calling, racial slurs, demeaning jokes, physical or verbal harassment, offensive drawings or word(s) used in graffiti, paintings or on clothing. Hate Motivated Intimidation can also be the repeated use of insensitive language or inappropriate remarks as well as defacing/destroying posted materials or information about protected groups on campus including genders, transgender students and ethnicities.

Insensitive or Inappropriate Remarks and Behavior

These types of acts do not threaten or are absent of hostility. These include demeaning or degrading statements or phrases between students who are not doing it to be harmful or hateful.

Intimidation

“*Intimidation*” means a willful act or course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person; and poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person

Sexual Harassment

LUHSD prohibits harassment based upon gender or sex, against any student in the educational environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a fellow

student, a teacher or other employee of the District, a District administrator, or any other person, within the school, school environment or school sponsored activity. Incidents of sexual harassment will be subject to discipline.

The law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;
or
2. Submission, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; or
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment; or
4. Submission to, or rejection of, the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution. Examples of unwelcome conduct, which may be sexual harassment, include, but are not limited to, the following:
 - A. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome or interfere with school productivity;
 - B. Implicit or explicit sexual behavior by a fellow student, District employee, or other person within the school environment which has the effect of controlling, influencing, or otherwise affecting the school environment;
 - C. Unwelcome suggestive, vulgar, or obscene letters, notes, posters, calendars, or other visual products, or derogatory comments, slurs, and/or jokes of a sexual nature.

Any student who believes that she or he has been subjected to sexual harassment should report the incident promptly. The report can be made verbally or in writing to any staff member who will then report the incident to the principal or designee. Confidentiality will be preserved consistent with applicable District policy and state law.

Lunch Incentive

Lassen High school has an open campus during lunch time for those that qualify for this opportunity. All school rules apply for students who travel off campus for lunch. The following guidelines apply.

- Students will be required to have a 2.25 GPA in the most recent quarter to leave campus. Incoming freshman will use their second semester/third trimester GPA from 8th grade.
- All eligible students will be provided a Lunch Pass which they must return at the end of the quarter.
- Students will be required to have their Lunch Pass (different than the student ID) to leave campus.
- Students who lose their Lunch Pass can have one printed for them for a fee of ten dollars (\$10.00).
- There will only be 2 points of exit, with a security guard at each location checking Lunch Pass. All other exits are prohibited.
 - Front parking lot gate
 - Back parking lot gate
- A student who leaves when they are not eligible for off campus privileges and/or a student who is eligible that provides their Lunch Pass to a student who is not eligible, and/or a student who does not use the correct exit will receive discipline as outlined in the Progressive Discipline Matrix

Campus Maintenance

We expect our Lassen High School students to take pride in their school campus. Students are responsible for respecting the physical structures and furniture, as well as keeping the grounds clean by using the trash receptacles that are located throughout the campus. If students are found to be disrespectful of their school, they will be given an opportunity for Community Service or detention. If the campus has excess litter students may lose the open campus or other privileges.

Search & Seizure / Contraband Dogs

In order to maintain a safe, drug-free learning environment, students may be searched, which may involve the use of a metal detector. Students will be notified of a search of their belongings, vehicles parked on LUHSD property, or any District property under the students' control, such as lockers, desks, etc. Searches may occur during school sponsored activities/events either on or off campus. At times, a canine unit will periodically conduct searches on our campus. Prior to a canine search occurring on school premises, students shall be requested to vacate the area being searched. If during this process the canine indicates that drugs may be present in an area of the campus or a student's personal property, or if a student creates suspicion, the school administration will follow the procedures outlined in the Lassen Union High School District Policy (AR 5145.12). This statement serves as your notice that we will have periodic canine searches at Lassen High School.

Dress Code

The purpose of the dress code is to promote a learning environment that is safe, respectful, and free from distractions and disruptions to the educational environment. Students who disregard the dress code will be required to change with either school provided clothing or notification to parents/guardians for appropriate clothing to be brought to the school campus before the student may attend or return to class. If similar behavior continues, the student will receive consequences relative to defiance of authority outlined in the school's Discipline Matrix. In the interest of health, safety, cleanliness and welfare of all students and in attempt to provide guidance to parents and staff members who need to enforce appropriate dress and grooming, the administration has developed the following standards:

- SHIRTS/TOPS – Clothing shall conceal undergarments at all times. See-through fabrics, backless/strapless clothing, low cut revealing tops and bare midriffs are prohibited at all times.
- PANTS/SHORTS/SKIRTS/DRESSES – Undergarments cannot be visible in any way. The buttocks shall be covered such that no part is visible when sitting, standing, or leaning over.
- ILLEGAL/OBSCENE – Any apparel, jewelry, accessory or inscription on personal belongings that could be construed as depicting or promoting the illegal, the obscene, or is sexually suggestive is NOT allowed. Items that specifically depict or promote alcohol, drugs, tobacco, weapons, or obscenities are prohibited.
- OFFENSIVE – Apparel, jewelry, accessories, manner of grooming, and inscriptions on personal belonging that by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice are not allowed. Gang-related apparel is not allowed.
- JEWELRY/ACCESSORIES - - Spiked jewelry, chains, and other dangerous apparel are prohibited.
- HATS/BEANIES/HOODS – Head coverings may not be worn in the classroom or during instructional time.

Surveillance System

Lassen High School has an extensive surveillance system located throughout the school campus. Students and guests may be recorded while on campus or during school activities.

Jurisdiction of the School

California Education Code, Sections 48900 – 48918 specify those acts for which disciplinary action may be taken and prescribes the school's jurisdiction or area of authority in matters of school attendance, on, off, to or from campus activities, while on school grounds, while going to or coming from school, and/or during lunch period on or off the campus.

TECHNOLOGY

The Lassen Union High School District's Acceptable Use of Technology and the Internet Policy (AUP) is posted on our website (<http://www.lassenhigh.org>) or in person at the high school main office. All users of technology on our campus are expected to sign and return an AUP for each user. Please read the AUP carefully so that you are familiar with its contents. This policy is in place to protect you from the dangerous aspects of the Internet and from those persons who would try to harm you.

The District furnishes computers, network facilities, and access to the Internet at great cost in order to enhance instruction and support your ability to learn. We encourage you to research, innovate, communicate, and collaborate. You as a user will be expected to be responsible for the proper use and care of assigned equipment. Please demonstrate respectful behavior when working with the equipment and software. **Part of this respectful behavior includes not eating or drinking in the computer labs, playing games not authorized by the teacher, streaming music, or using any software or hardware to attempt to bypass security features.** Using websites to bypass features of the network to prevent you from viewing content harmful to minors is not allowed at any time. Using the District's computer systems is a privilege, not a right and can be revoked for serious violations of the AUP. **If you purposely damage computer equipment or software, you will be required to pay for the cost of restoring that computer equipment or software to its original condition.**

Each user is given a unique and confidential username and password, which are *not to be shared with anyone*. If you feel that your password has been stolen, notify your teacher or the main office, and then change the password immediately. To protect files and projects stored on your account, make sure to log out of the computer you are working on when you leave the room. All activity on computers and the Internet is monitored and recorded. Your signature on the AUP gives us permission to record this information.

ATTENDANCE

To report or clear an absence, please call 530-251-1106.

Expectations & Information

According to state law, attendance at school is compulsory until the eighteenth (18) birthdate or until graduation from high school. Law charges the parent or guardian with responsibility for the student's consistent school attendance. Lassen High School will enforce the laws regarding attendance, with consideration for the variables that affect children and families, and will place emphasis on the prevention and correction of the causes of absenteeism.

Students will be expected to be in class daily, and to be on time, in order to receive maximum benefits from the instructional program, and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time must verify the absence by a telephone call or note from the parent or guardian. Attendance at the secondary level is tracked by period by day.

Achievement and grades are directly related to attendance. All absences, excused or unexcused, count towards student attendance. Students must attend ninety per cent (90%) of the instructional days from the time of enrollment in order to earn academic credit. All absences, excused or unexcused, count towards student attendance. All absences will result in an electronic auto dialer contact to the indicated place of residence, followed by correspondence relative to the total number of days absent from school.

If a student is going to be absent for three days or more due to illness, a doctor's note is required. The parent is responsible for contacting teachers to arrange for make-up assignments by either contacting the Main Office or the Counseling Office.

Students will be considered truant when the school receives a forged note, impersonated telephone call, or no communication for an absence. Violations of such will include discipline and will follow School Board Policy and the California Education Code on truancy, forging or impersonation.

Students who become ill during the school day must report to the health office or the attendance office prior to leaving the school campus. Failure to report will be considered unexcused and/or truant, as each student's whereabouts must be verified.

Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call to 530-251-1106 or note from their parent or guardian. It is the parent/guardian's responsibility to clear any/all unresolved absences. Following an absence, you have the day you return to school and one additional day (48 hours) to verify and clear absences. Failing to verify and clear the absence within that time will result in the absence being classified as a truancy. Saturday school will be assigned for truanancies.

Absences

Lassen High School considers regular attendance an essential component of a student's education. Accordingly, the following regulations for assigning failing grades are established:

1. Students truant for nine days or more per semester from any one class shall be considered in danger of failing that class. (Ed Code 49067)
2. Parents/guardians shall be notified of possible failure due to excessive unexcused absences.
3. Upon receipt of notice of failing grade due to excessive absences, the student or student's parent or guardian shall have the right to appear and explain the absences to an administrator. The administrator will render the final decision.
4. Where failure is due to excessive absences, the school shall identify this fact in the student's cumulative record.
5. Students who accumulate excessive truanancies can be involuntarily transferred to another school site per CA Ed Code.
6. The health department considers 10 days of absence to be excessive.

Verification of absences are to be made by telephone or note from the parent or guardian indicating the date and reason for absence. A parent or guardian must also clear eighteen-year-old students living at home. The parent or guardian should call 530-251-1106 the same day as the absence, preferably before first period (7:35 a.m.) or no later than 3:30 p.m. The attendance office will call randomly to verify student absences.

If a parent or guardian does not call the day of the absence, the student must bring a note upon returning to school. The truancy may be cleared by a note or phone call to the attendance office 530-251-1106, by a parent or guardian.

Tardiness

In keeping accurate track of attendance, it is important that students arrive promptly to class. If a student is not through the classroom door when the bell rings, they will be considered tardy. Individual teachers may exceed this standard, by requiring students to be in their seats prior to the bell ringing. A simple tardy, anywhere from 30 seconds to 30 minutes tardy to school or to class, will be handled in the Attendance Office.

Tardiness will be considered as defiance of authority and discipline will follow the Discipline Matrix. A student, who arrives to the classroom after 30 minutes, as defined by the CA Ed Code, will be counted as an unexcused absence and truant (see Truancy below).

Truancy

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant and chronic truant.

Truant

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. [EC Section 48260 (a)]

Habitual Truant

Any pupil is deemed an habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call. If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant. [EC Section 48262].

Chronic Truant

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with EC sections 48260, 48260.5, 48261, 48262, 48263, and 48291. [EC Section 48263.6]

Interventions

Students who are habitually truant will be referred to a district truancy intervention team or School Attendance Review Board (SARB). Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Students and parents will receive consistent written notification of absences, requests for in person parent/guardian conferences, and eventually notification of referral to the county district attorney. As stated in the California Education Code, consequences may include involvement with juvenile probation, community service, fines, loss of driving privileges, etc.

Off-Campus Passes

Students are not to leave campus while school is in session without obtaining an off-campus pass from the Attendance Office first. Off-campus passes must be obtained before school or during lunch. A pass will be issued when the parent sends a note or calls the Attendance Office at (530) 251-1106.

The note must contain the exact date, time and reason for leaving. Students leaving campus with a pass must sign out and must sign back in with the Attendance Office upon their return. Students may be required to provide verification of attendance at appointments. Students who leave campus without a pass will be considered truant.

Lassen High School, pursuant to Section 44808.5 of the CA Ed Code, permits students to leave school grounds during the lunch period and only with a valid lunch pass. Neither the school district, nor any officer or employee thereof, shall be liable for the conduct nor the safety of any pupil during such time as the pupil leaves the school grounds pursuant to this section.

14 Day Absence Rule

LUHSD Board Policy 5113.1 states, "When a student has had 14 absences in the school year for illness, any further absences for illness shall be verified by a physician." Absences in excess of 14 days that are not verified by a physician will be deemed truant.

1. Notwithstanding *E.C. 48200*, a pupil shall be *excused* from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is held in California and not more than three days if the service is held outside California.
 - E. For the purpose of jury duty in the manner provided for by law.
 - F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - G. For justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (see #3 below), attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
 - H. For any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. Participation in religious instruction or exercises in accordance with district policy.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

Attendance Cell Phone Policy

1. All students will put their cell phones in to holders in every class.
2. Teachers will take attendance using the cellphone holders.
3. If a student does not put their phone in their holder they will be marked as absent. If a student does not have a cell phone they will be required to check in with their teacher before the bell rings.
4. Refusal to follow the policy will result in a discipline as outline in the Discipline Matrix.

COUNSELING OFFICE

Student Education Plans

Students are encouraged to visit with their counselors for personal guidance, course scheduling, and information on grades, graduation requirements, career planning, colleges, scholarships, tutoring, study help and testing programs. The counselors are available to discuss any home, school or social concerns. A variety of support groups are also available.

Amongst the many services offered by the Counseling Office, the guidance and counseling staff of the Lassen High School strive to provide the following personalized services to students, parents and guardians during the school year:

- Develop an individual, five-year educational/career plan, that may be updated yearly with each student.
- Provide an appointment system that will enable each student to see his/her counselor within a reasonable timeframe.
- Conduct Junior and Senior college nights.
- Arrange for staff/parent/student conferences when appropriate.
- Be available for personal and/or crisis counseling and possible referral to outside resources.
- Inform both parents and students of the school's graduation requirements.

Dual/Concurrent Enrollment

Through a partnership with Lassen Community College, students may take courses in person or online for high school and college credit. Each unit taken and passed at LCC will earn 1.67 high school credits. Please see the counseling office for more information.

Work Permits

A student under the age of 18, who wishes to work, must obtain a work permit. Applications and the Lassen Union High School District Work Permit Guidelines can be obtained from the Lassen High School Safety Office. In compliance with the "Reference to Work Program", a school authority must sign off on the Application for Work Permit to verify the student's satisfactory school performance including GPA, attendance, and behavior **prior** to obtaining verification from an employer, if the student is hired. A new work permit is required every time a student changes jobs during the school year. Work permits can be placed on a probationary status, or be revoked by the school administration for poor student attendance, behavior, or grades in accordance with the Lassen Union High School District Work Permit Guidelines. (Refer to BP/AR/E 5113.2)

Home and Hospital

The Home and Hospital program serves students who incur a temporary disability, which makes attendance in regular day classes impossible or inadvisable. The goal of the Home and Hospital program is to maintain the pupil's former level of performance while recovering. To request the Home and Hospital program, please forward a physician's written description of the disabling condition to the Counseling Office. Please note that we will be unable to grant requests for a specific teacher to be assigned. Home and Hospital services must be a minimum of two weeks.

Short-term Independent Study

A student can engage in a short-term independent study, which is a minimum of three school days, up to a maximum of fifteen school days. A student needs to complete the request for independent study form and receive approval from administration. This form should be completed **at least two weeks prior** to the proposed independent study. The Principal/Dean, based on excessive absenteeism, behavior, or poor academic performance may deny independent study. If approved, it is the student's responsibility to complete all work prior to returning to school and arrange for any missed quizzes and/or tests upon return. For more information, please contact the Administrative Office at 530-257-2141. (For full-time Independent Study, see the Alternative Education section.)

Online Courses

Students may take online courses from an approved institution to meet some of the State of California graduation requirements. To utilize any online coursework towards meeting graduation requirements, students must obtain and complete the "Petition to Take Online Class for Credit" form available in the Counseling Office. Please be aware that, per AR 5127, online courses from any program outside of the Lassen Union High School District shall not be considered in the selection of Valedictorian or Salutatorian.

Online Credit Recovery

Online credit recovery is available only to Lassen High School students who are credit deficient. Students are able to recover missed credits in specified required courses needed for graduation. For additional information, please contact the Counseling Office.

Incomplete Grades

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F. (AR 5121)

Make-Up Assignments

Students who miss schoolwork because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (BP 6154)

Fifth Year Students

If you need a fifth year to complete course work, you are welcome at Lassen High School, with the approval of an administrator. In order to attend the fifth-year day school program, you must enroll in a six-period day or in the number of courses you need for graduation. Also, you are expected to attend regularly and maintain a C or better average. Unexcused absences, disruptive behavior, and/or lack of effort in courses will result in your being transferred to adult school or independent study to complete your credits. All fifth-year students will sign a standard behavior contract.

Incoming Freshman Class Selection

Math and English placement are determined by the following:

- 8th grade teacher recommendation,
- 8th grade trimester grade in the subject
- placement tests such as; PSAT, MAP or other district tests.

For placement of incoming Freshmen into advanced courses, Students must pass the final exam of the class to be skipped on a date specified by the appropriate department. Example placements include:

- Honors Geometry (Skipping Algebra 1)
- Spanish 2 (skipping Spanish 1)
- Testing out of Computer Operations

Awards & Scholarships

Numerous scholarships are available through the citizens of Lassen County and nationwide. Complete information about these scholarships and awards are available through the Counseling Department. Students should start exploring scholarship options and requirements with their counselor during their junior year. Students and parents may obtain additional information on financial aid and scholarships at the Lassen Union High School District website: www.lassenhigh.org under the link Parent Resources - College Information. Additional information is available on the school site web pages under the counseling link.

Adult Education – Diploma Gold

The Lassen Union High School District offers Adult Education through a program known as Diploma Gold. This program offers classes leading to a high school diploma and basic education classes. Classes are open to all adults, free of charge. For more information, please call 530-257-2703.

Independent Study – Lassen Virtual Academy

Independent Study is available to Lassen High student through a program known as Lassen Virtual Academy free of charge. This program provides a rigorous alternative to the normal high school experience and combines strong parental involvement, flexibility of online classes and the ability to access extracurricular activities, all with the expertise of an accredited teacher. Space is limited! For more information, please call 530-257-2703.

Credence High School – Lassen Continuation/Vocational school

Credence High School provides an alternative learning experience for students who are behind in credits, at least 16 years old or in 11th/12th grade. If you are interested, please contact the counseling office.

HEALTH SERVICES

Lassen High School has a Specialized Health Assistant (LVN), available during school hours. The services provided by the LVN include screening tests, management of medications, referrals and some nursing services. Students must have a current emergency card signed by their parent/guardian on file with the Health Nurse at their school. Students who become ill during class must obtain permission from the teacher to go to the health office. Students leaving school because of illness must check out with the health clerk and attendance office. Any student injured at school will be sent immediately to the health office for emergency treatment. Accident report forms are to be completed by the teacher/person in charge to whom the accident was reported. Parents will be called with any head injury and any injuries that require other than minor first aid, at the discretion of the health nurse.

Dispensing of Medication at School

The school nurse is available to assist with dispensing medications and with student medical concerns. Some students need to take medications at school. If this applies to you, you must bring the medication in its original container to the nurse along with the specific instructions signed by the prescribing physician. Students are not permitted to possess any drugs or controlled substances at any time at school, on school grounds or at school-sponsored events. (California Educ. Code 48900 c). Refer to LUHSD Administrative Regulation 5141.21 for more information.

Vision and Hearing Assessments

An authorized person may check your child's vision. The school nurse in 10th grade will check your child's hearing. No examinations will be allowed if you send a letter stating you do not want the child examined. [E.C 49455, 49452]

Health Assessment

If you want your child to be exempt from physical examinations at school, you must file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

Chronic Health Concerns

Students with Chronic Health Concerns must notify the health clerk and fill out the appropriate confidential health questionnaire form for detailed health management. An additional Individual School Healthcare Plan must be completed for any student who may need emergency health care or who needs an individual accommodation. [E.C. 48206.3, 48207-48208;

Immunizations

Beginning on July 1, 2016, the State of California implemented the new state law that requires all students obtain the required immunizations in order to attend a public school. The law eliminated the personal belief and the religious exemption for required vaccinations. There remains an allowance for students with a medical exemption or for those students in homeschool or independent study. Students at LUHSD will be fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, varicella (chicken pox), measles, mumps, and rubella unless they have the acceptable allowance under medical exemption.

Students entering kindergarten and the seventh grade are required to have three doses of Hepatitis B vaccine and a second dose of measles-containing vaccine. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. All students must have proof of an adolescent whooping cough booster immunization (T-Dap) for school in the Fall. Visit www.shotsforschool.org for more information. The required immunizations are available from the County Health Department or a physician. Documented proof of immunization is required upon admission. This requirement does not apply if a district provided waiver is signed from a licensed physician that, (1) indicates the required immunization is not indicated, (2) which vaccine is being exempted, (3) whether the medical exemption is permanent or temporary (4) and the expiration date, if the exemption is temporary. If an outbreak of a communicable disease occurs at a school or the student without immunization is exposed, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration.

District Liability & Student Insurance

All students are responsible for any instruments, books, equipment, automobiles, clothing and other items that they have on campus, whether they are owned by the student or have been entrusted to the student by the school district or others. The District is not an agent for any student and is not responsible for any loss, theft or damage to any such items whether in the student's possession or stored/left on campus or other school property.

The District does not provide insurance coverage for student injuries in physical education or athletics. If a student is not covered by the parents'/guardians' insurance, he or she should purchase "school-time" insurance available to all students in California. On-line applications may be found at www.K12StudentInsurance.com. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. The school district offering insurance or other health benefits that cover medical and hospital expenses can meet this insurance requirement. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families 888-747-1222.

BUS TRANSPORTATION

Lassen High provides regularly scheduled bus routes to and from school as defined by District policy and the CA Ed Code. Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. The driver is responsible for the orderly conduct of the pupils, while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations. [5 CCR 14103; E.C. 14263, Tit1e(5)].

The LUHSD Governing Board has adopted rules and regulations to assist students in understanding their responsibilities on the bus. These guidelines are to ensure safe and proper travel while riding the bus and waiting at school bus stops. Consequences will follow all school guidelines, District policy and CA Ed Code, which may range from verbal warnings, suspension of bus privileges and/or suspension from school. The following lists of student actions constitute violations, but are not all-inclusive:

- Using profane language or obscene gestures.
- Projection of any body part or object from the bus.
- Any movement out of seats while bus is in motion.
- Legs, feet, and objects obstructing aisle or facing to the rear in seats.
- Any improper bus stop procedures, not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.
- Littering of any kind.
- Transporting live animals, reptiles or insects on a school bus.
- Eating or drinking on the bus.
- Wearing any inappropriate headgear, as defined in the school dress codes.
- Transporting contraband, skateboards, scooters, etc.
- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.)
- Using other than the student's regularly designated bus stop without a valid bus pass.
- Unauthorized exits (from emergency doors, and windows).
- Riding bus after transportation has been suspended.
- Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits or other equipment.
- Disrespect and/or failure to obey the bus driver.
- Giving improper identification or failure to identify self with current school issued ID, when requested by driver.
- Tampering with radio or bus controls.
- Failure to remain quiet at all railroad crossings.
- Fighting on the bus or at the bus stop.
- Any type of damage or defacing of bus.
- Lighting of matches, cigarettes, smoking on bus.
- Throwing any objects in, out of, or at the bus.
- Endangering life or limb of other people.
- Using cell phone flashlights

CO- AND EXTRA-CURRICULAR ACTIVITIES

LHS offers many co-curricular and extra-curricular activities, which are open to all students in the school. Students are encouraged to participate in clubs, programs, athletic teams, etc. All participants in an extra-curricular, co-curricular or club activity have rules and guidelines they must follow in order to participate. Parents and students must sign/abide by the contract for the respective extra-curricular, co-curricular or club activity.

Assemblies

Assemblies are organized throughout the year to promote school spirit, educational activities and school unity. All high school students are expected to attend all student body assemblies, unless excused by the administration. Courteous, respectful and dignified behavior is required at all assemblies and at all times. Booing, whistling, obscenity, throwing things, and other distractions are unacceptable. Students who do not meet this level of expectation may be subject to disciplinary action.

School Dances

During the school year, various student organizations sponsor formal dances, such as Junior and Senior Proms, Homecoming, and the Reverse dance. Guests, who are the date of a Lassen High School student, are only allowed at the Junior and Senior Proms, Homecoming, and the Reverse Dance. Applications are available from the ASB Office. Guest pass applications must be submitted to the ASB office. Administration will approve at his/her discretion. It is important to remember that all school guidelines and District policies apply to these functions and activities. The following general expectations, though not limited to, will apply to all student and guest participation at LHS dances:

- Students must be in good standing, and free from fines and holds in order to attend.
- Entry into the dance is subject to the terms outlined in the LHS Discipline Matrix, which include the Seven-Day Rule.
- If a student wishes to bring a guest that is not a student of LHS, he or she must submit the guest pass application to the ASB Office by 1:30 PM of the Wednesday prior to the dance. Once approved, the guest becomes the student's responsibility at the dance. Student and guest will be responsible for following all school and District policies. Visiting guests must be 20 years of age or younger at the time of the event and may not be enrolled in middle or junior high.
- Public displays of affections, inappropriate touching and suggestive movements of a sexual nature are strictly prohibited. Students who enter a dance facility, and then choose to leave the activity for any period of time will not be allowed to return, unless approved by a school supervising authority.
- Use of drugs or alcohol is strictly prohibited and students or guests may be subject to a breathalyzer evaluation.

Clubs & Class Advisors

ASL/American Sign Language
CA Scholarship Foundation (CSF) -
Cheer Squad –
Culinary Club -
Drama Club -
Drill Team -
Future Business Leaders of America (FBLA) -
Future Farmers of America (FFA) -
Interact Club – Susanville Rotary -
Jazzed About Music (JAM) -
Lassen Life Skills/Music-
LGBTQ + –
LHS Gaming Club -
Teen Court -
Freshman, Class of 2027 -
Sophomore, Class of 2026 -
Junior, Class of 2025 -
Senior, Class of 2024-

Rebecca Reger/Andrea Rose
Carrie Satica
Lelah Kampfraat
Rebecca Reger
Kayla Millar/Jennifer Lepage
Shelley Bennett
Dawn Egan
Elizabeth Ammon
Zeane' Barber
Ben Wade
Ben Wade
Anjanelle Weiher
Aaron Reger
Christy Rose/Lassen Court
Ben Wade
Lindsey McCloskey
Elizabeth Ammon & Rachel Vincent
Shelley Bennett & Kerissa Schall

Associated Student Body (ASB)

LHS has established a student government based on a student body constitution outlining the students' rights, powers, responsibilities, and privileges. Any student who attends the school is a member of the student body.

- Advisors Shelley Bennett & Becky Reger
- ASB Bookkeeper Carol Kramer

The ASB office supports student activities and athletics. The ASB bookkeeper also acts as a controller and is the gatekeeper for student funds and collection of student payments for student activities such as FFA, FBLA, Drill, Cheer, Student Projects, Proms, Athletics, Biology Trip, Yearbooks, etc. The student store handles all processing of student organization purchases and payments. The student store accepts different forms of payment including, cash, checks and most major credit cards.

Hours for Parents: 7:30 am – 4:00 pm Hours for Students: Half hour before school, lunch, after school until 4:00 pm

An ASB card may be purchased for \$25. This card provides discounts on entry fees to dances, athletic events, drama productions, and other special school events.

Athletics

Interscholastic sports program is offered at Lassen High School. Varsity, junior varsity and freshmen level competition may be available depending upon the sport.

Fall

Cross Country (Boys & Girls)
Field Hockey (Girls)
Football (Boys)
Golf (Girls)
Swimming (Boys & Girls)
Volleyball (Girls)

Winter

Basketball (Boys & Girls)
Soccer (Boys & Girls)
Wrestling (Boys & Girls)

Spring

Baseball (Boys)
Golf (Boys)
Softball (Girls)
Track and Field (Boys & Girls)

All students are required to comply with provisions of the Lassen High School Discipline Policy, the Lassen High School Athletic Contract, the CIF Northern Section Sportsmanship and the CIF Pursuing Victory with Honor Guidelines. A parent or legal guardian must create an account at athleticclearance.com for each student-athlete. Parents/Guardians are encouraged to review the Extra-curricular Activities Code, BP 6145, as well as the Pursuing Victory with Honor Code with their son(s)/daughter(s).

Eligibility

Lassen High School subscribes to the *Northern Section Sportsmanship and Pursuing Victory with Honor Guidelines* adopted by the California Interscholastic Federation (CIF). We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

Note that Board Policy 6145 allows the Superintendent or designee the ability to revoke a student's eligibility for participation in extra-curricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

BP 6145 also states that athletes or students participating in extra-curricular and co-curricular activities may be subject to discipline including, but not limited to, suspension, expulsion, or transfer to alternative programs. Any student who is suspended shall, upon completion of their suspension, continue to be ineligible from all LHS sports, activities, extra-curricular/co-curricular until 11:59 PM of the seventh calendar day following the return to school.

To be eligible to participate, students must complete the following **PRIOR TO** being allowed to try-out or practice for a team:

- Receive a 2.0 Grade Point Average (GPA) from the last quarter/semester grading period
- Physical examination form completed and signed by the student's physician
- Provide copy of medical insurance
- Remove any financial holds that may be present
- Be enrolled at Lassen High School for a minimum of 4 class periods
- Parent and student must sign the Athletic Contract (on athleticclearance.com)

Athletic Drug Testing

As a condition of participation in sports, each student and their parent/guardian must consent to random drug testing in accordance with Board Policy 5131.61. Parents and students will receive informational materials pertinent to this policy prior to each athletic season. There will be no fee for this service and parents and students will be notified upon positive results.

Equipment & Replacement

Students are responsible for uniforms and equipment that are issued to and the property of Lassen High School, which is entrusted to each athlete. Should equipment become lost, stolen or damaged each student will be responsible for replacement costs. Students will be restricted from participation in subsequent sports, until all equipment, uniforms, and holds have been removed. All school equipment can be worn for school sponsored activities and competitions only.

Athletic Lockers

Students may be issued a locker through their coach for athletic purposes. Please be aware that these lockers are used at your own risk. Lassen High School is not responsible for lost or stolen items.

Non-School Athletics Events

If an LHS athlete wishes to compete in a non-school related athletic event, while on the school's athletic team of the same sport, the following guidelines will apply:

- Pre-approval from School Administration is required for participation in non-school athletic events.
- School commitments come first. School contests and events are his/her first responsibility. The athlete, parent, coach and principal must all agree that the athlete's participation does not conflict with school sport commitments.
- The athlete must check with the Athletic Director to confirm that participation will not affect eligibility according to CIF.
- School Administration will be the final authority.

Medication

Students participating in extra-curricular and co-curricular activities may not possess their own medication, without having the proper forms completed and on file with the school nurse. Coaches and advisors will coordinate with the school nurse to provide medications to student participants as needed during school-related activities. If you are participating in extra-curricular or co-curricular activities and will need to have medications dispensed to you, please contact the school nurse at 530-251-2160.